PeopleSoft®

PeopleSoft Payables 8.8 PeopleBook

December 2003

PeopleSoft Payables 8.8 PeopleBook
SKU FSCM88APY-B 1203
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About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document 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 either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications.*

You might also want to 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.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes 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 these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter *O*.
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.
`Monospace font`	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, 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.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access 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	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Payables Preface

This preface discusses:

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

PeopleSoft Application Fundamentals

The *PeopleSoft Payables PeopleBook* provides you with implementation and processing information for your PeopleSoft Payables 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 Payables.

- *PeopleSoft Application Fundamentals for FIN, ESA, and SCM PeopleBook*
- *PeopleSoft Setting Up Global Options and Reports PeopleBook*
- *PeopleSoft Setting Up Procurement Options PeopleBook*
- *PeopleSoft Bank Setup and Processing PeopleBook*
- *PeopleSoft Managing Items PeopleBook*
- *PeopleSoft Setting Up and Using Commitment Control PeopleBook*
- *PeopleSoft Supply Chain Management Integration PeopleBook*

Pages With Deferred Processing

Several pages in PeopleSoft Payables 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

Common Elements Used in 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.
Gross Amount	The full amount of the voucher, including merchandise and service amounts (entered on the voucher line), freight, sales tax, and inclusive VAT.
Invoice ID or **Invoice Number**	Typically, this is the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it as one of your match criteria.
Invoice Date	The vendor's invoice date.
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.
Location	A vendor location is not a physical address. It is a default set of rules, or attributes, which define how you conduct business with a particular vendor. A vendor's location comprises information such as procurement options (including payment terms, currency information, shipping method), VAT options, payment options, withholding options, pay to bank accounts, and so on.
Process Frequency	Designates the appropriate processing frequency: *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).
Payment Count	For each voucher you can have multiple payments. For example, let's say you have one voucher for USD 1000.00 and you split the payments into USD 600.00 and USD 400.00. The USD 600.00 would have a payment count of *1*

and the USD 400.00 would have a payment count of *2*. Also, if the payment is cancelled and reissued, the system assigns a payment count of *3*, and so on.

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.

Run Control ID An identification code that identifies the run parameters for a report or process.

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 whether a row in a table is *Active* or *Inactive*. You cannot display inactive rows on transaction pages or use them for running batch processes. Inactivate rather than delete data you no longer use in order to maintain an audit trail.

User ID The system identifier for the individual who generates a transaction.

Vendor ID The system-assigned or user-defined identification number given to a vendor when it is created.

Voucher ID The system-assigned or user-defined identification number given to a voucher when it is created.

PART 1

General Setup

Chapter 1
Getting Started With PeopleSoft Payables

Chapter 2
Navigating in PeopleSoft Payables

Chapter 3
Understanding PeopleSoft Payables Implementation

Chapter 4
Setting Up PeopleSoft Payables Business Units

Chapter 5
Organizing Vouchers with Origins and Control Groups

Chapter 6
Understanding Payment Formats and Configuring Payment Forms

Chapter 7
Configuring the PeopleSoft Payables Payment Interface

Chapter 8
Establishing Pay Cycles

CHAPTER 1

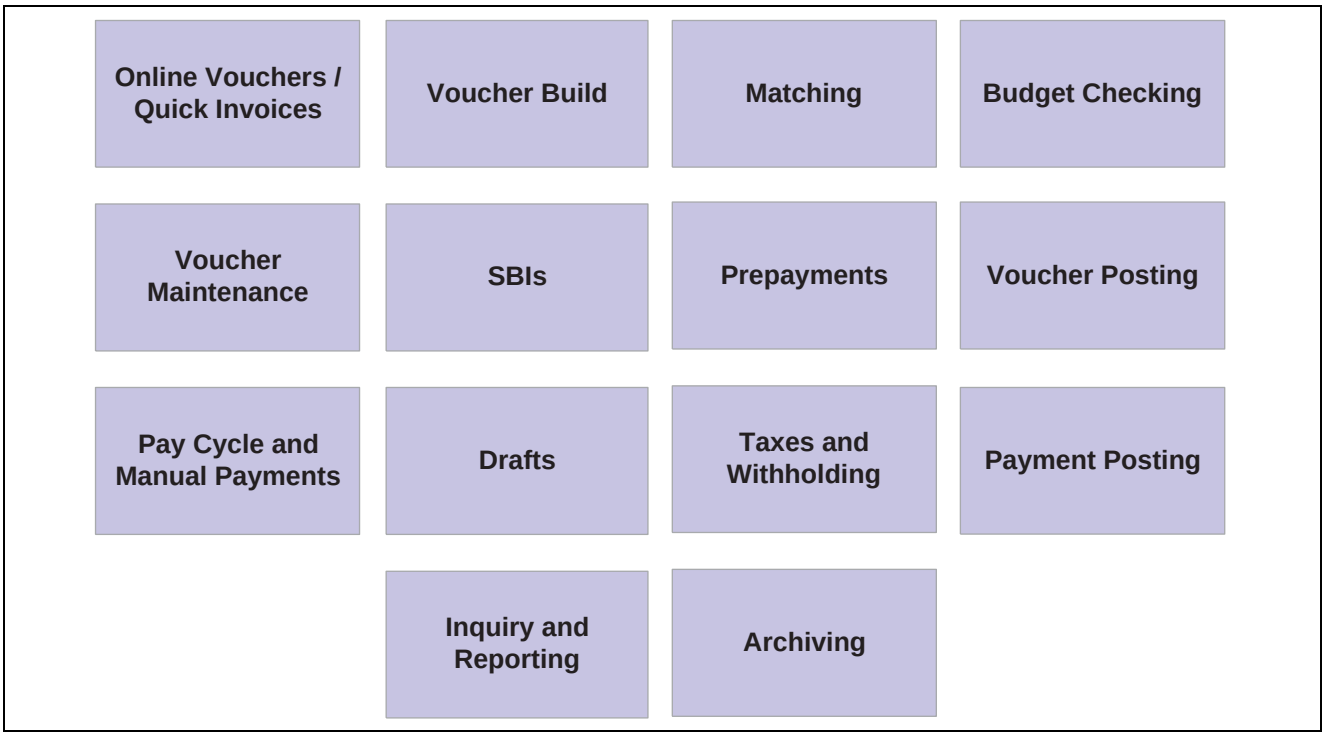
Getting Started With PeopleSoft Payables

This chapter provides an overview of PeopleSoft Payables and discusses:

- PeopleSoft Payables business processes.
- PeopleSoft Payables integration touchpoints.
- PeopleSoft Payables implementation tasks.

PeopleSoft Payables Business Processes

The following diagram lists PeopleSoft Payables business processes. We discuss these business processes in the business process chapters in this PeopleBook.



PeopleSoft Payables business processes

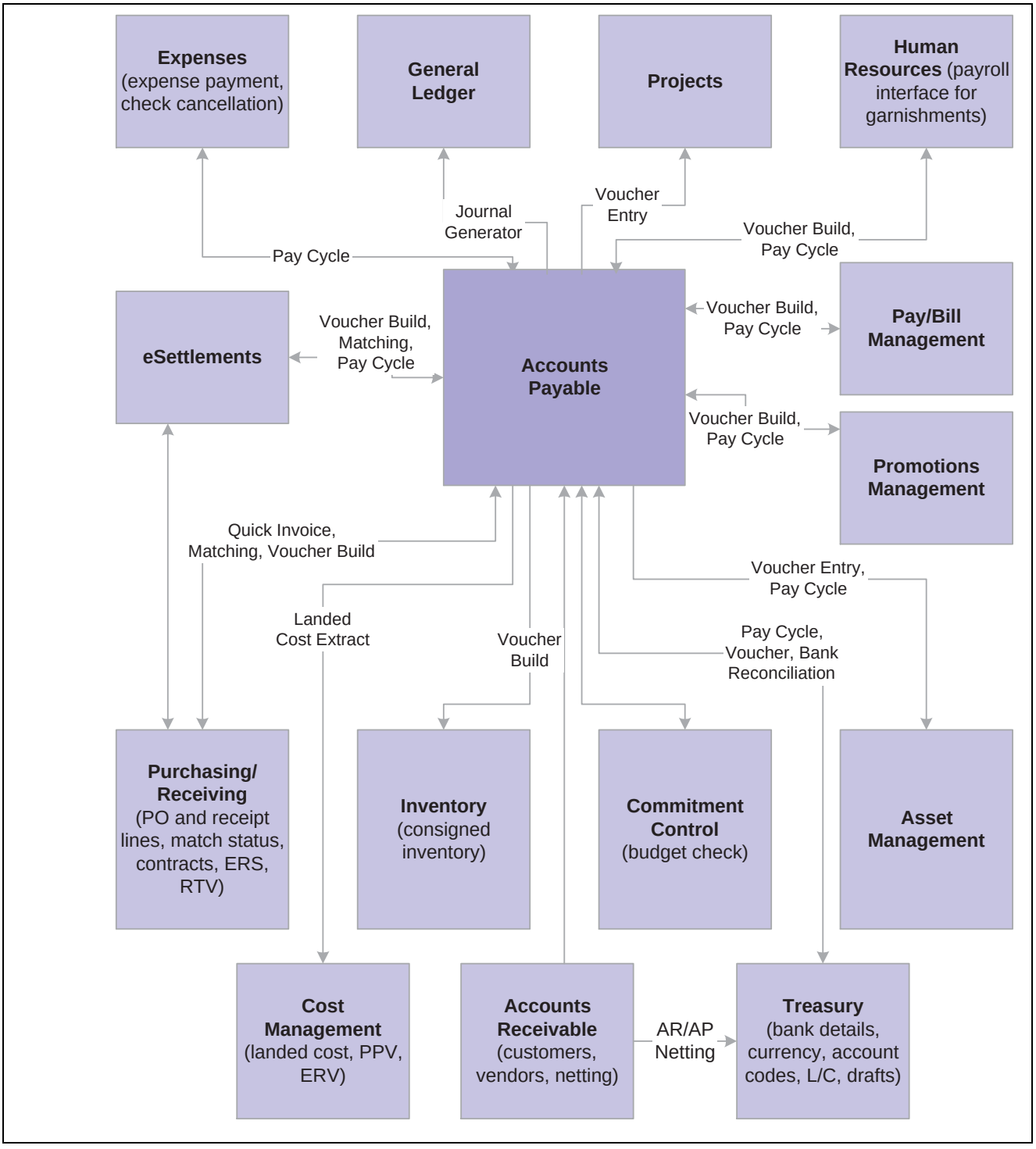
PeopleSoft Payables Integration Touchpoints

To fully take advantage PeopleSoft Payables, it is important to understand the points of integration between PeopleSoft Payables and the other PeopleSoft applications you have purchased, such as:

- PeopleSoft Purchasing.
- PeopleSoft eSettlements.
- PeopleSoft General Ledger.
- PeopleSoft Expenses.
- PeopleSoft Treasury Management.
- PeopleSoft Receivables.
- PeopleSoft Asset Management.
- PeopleSoft Project Costing.
- PeopleSoft Cost Management.
- PeopleSoft Billing.
- PeopleSoft Inventory.
- PeopleSoft Pay/Bill Management.
- PeopleSoft Promotions Management.
- PeopleSoft Payroll.
- PeopleSoft Student Administration.

Because applications share information, you must plan to work closely with the implementation teams that install other PeopleSoft applications to ensure that PeopleSoft provides the full functionality and efficiency that your company requires.

We discuss integration considerations in the implementation chapters in this PeopleBook. Supplemental information about third-party application integrations is on the PeopleSoft Customer Connection website.



PeopleSoft Payables integrations

PeopleSoft Purchasing

Vouchers can be built from various sources in PeopleSoft Purchasing, including purchase order and receiver lines, evaluated receipt settlement (ERS) vouchers, return to vendor (RTV) transactions, and procurement card system vouchers. You can perform matching among vouchers, purchase orders, receivers, and inspection status to improve control and accuracy. You view related documents across the entire procure-to-pay process.

See Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167.

See Chapter 11, “Processing Batch Vouchers,” page 253.

See Chapter 14, “Running the Matching Process,” page 349.

PeopleSoft eSettlements

PeopleSoft eSettlements leverages nearly 80 percent of its functionality from the PeopleSoft Payables and PeopleSoft Purchasing business processes.

Whether capturing an XML invoice or creating an invoice through PeopleSoft eSettlements, you run the Payables Voucher Build process to create invoices in eSettlements. Next, run the Payables Matching process against your vouchers, purchase orders, and receipts to ensure accurate payments. Finally, use the Payables Pay Cycle process for generating those payments.

See *PeopleSoft eSettlements 8.8 PeopleBook*, “Understanding PeopleSoft eSettlements”.

PeopleSoft General Ledger

PeopleSoft Payables sends accounting entries to PeopleSoft General Ledger through the Journal Generator process (FS_JGEN).

PeopleSoft Payables interfaces with PeopleSoft General Ledger for budget checking and commitment control.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Using Journal Generator”.

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, “Understanding Commitment Control Integration with PeopleSoft and Third-Party Applications,” Integrating Commitment Control with PeopleSoft Applications.

PeopleSoft Expenses

The PeopleSoft Payables payment interface enables you to produce payments for PeopleSoft Expenses transactions.

See Chapter 7, “Configuring the PeopleSoft Payables Payment Interface,” page 121.

PeopleSoft Treasury Management

PeopleSoft Cash Management integrates with PeopleSoft Payables through the Treasury Netting Center. You must use PeopleSoft Cash Management with PeopleSoft Receivables to use the bilateral netting functionality that offsets open items with open vouchers in PeopleSoft Payables. This functionality is useful when you have customers that are also vendors.

The PeopleSoft Payables payment interface enables you to produce payments for PeopleSoft Treasury Management settlement transactions.

See Chapter 7, “Configuring the PeopleSoft Payables Payment Interface,” page 121.

See *PeopleSoft Cash Management 8.8 PeopleBook*, “Managing Bilateral Netting”.

PeopleSoft Receivables

The refund process in PeopleSoft Receivables adds rows to tables that are used by PeopleSoft Accounts Payable to build a voucher.

See *PeopleSoft Receivables 8.8 PeopleBook*, "Maintaining Customer Account Balances," Processing Refunds.

PeopleSoft Asset Management

Along with PeopleSoft Purchasing, PeopleSoft Payables is a key collection point for asset information that flows into PeopleSoft Asset Management. This flow of asset information from vouchers works hand in hand with the flow of information from receiving documents that is recorded in PeopleSoft Purchasing to ensure accurate and up-to-date records.

See *PeopleSoft Asset Management 8.8 PeopleBook*, "Integrating with Other Products," Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions.

PeopleSoft Project Costing

When you enter voucher information in PeopleSoft Payables, you can also enter information that is picked up by PeopleSoft Project Costing. A project manager using PeopleSoft Project Costing can review costs to keep complete financial control of a project.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

PeopleSoft Cost Management

PeopleSoft Payables sends purchase price variance and exchange rate variance for matched material and miscellaneous charges to PeopleSoft Cost Management, where they are associated with the appropriate inventory transactions.

See Chapter 27, "Processing Landed Cost Transactions," page 697.

PeopleSoft Billing

PeopleSoft Billing uses PeopleSoft Payables to process interunit invoices.

See Chapter 11, "Processing Batch Vouchers," page 253.

See *PeopleSoft Billing 8.8 PeopleBook*, "Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing," Running the Generate AP Vouchers Process (BIGNAP01).

PeopleSoft Inventory

PeopleSoft supports consignment inventory, the practice whereby a supplier stores goods at a customer's location without receiving payment until after the goods are consumed. The PeopleSoft consignment inventory feature, which enables you to implement this strategy across your entire enterprise, integrates a variety of functions within the PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables applications.

See Chapter 11, "Processing Batch Vouchers," page 253.

See *PeopleSoft Inventory 8.8 PeopleBook*, "Managing Consigned Inventory".

PeopleSoft Pay/Bill Management

PeopleSoft Pay/Bill Management generates payable time information for contractors that the Payables Voucher Build process can build into vouchers. The Front Office to AP Application Engine process (FO_TO_AP) submits contractors' payable time to the voucher staging tables for voucher build processing.

See *PeopleSoft Pay/Bill Management 8.8 PeopleBook*, "Working With Staffing Vendors".

PeopleSoft Promotions Management

PeopleSoft Promotions Management enables a salesperson to authorize a scheduled payment or issue a field draft—or manual check—to customers who are established vendors in PeopleSoft Payables. Promotions Management sends voucher transactions to the Voucher Staging tables, from which the Payables Voucher Build process selects data and processes it.

See *PeopleSoft Promotions Management 8.8 PeopleBook*, "Processing Payments for Promotional Activity".

PeopleSoft Payroll

It is standard practice for payroll deductions to be paid through an accounts payable system. PeopleSoft Payables enables you to accept third-party payments from PeopleSoft Payroll.

See Chapter 11, "Processing Batch Vouchers," page 253.

PeopleSoft Student Administration

PeopleSoft Payables generates refund tuition checks for PeopleSoft Student Administration.

See Chapter 11, "Processing Batch Vouchers," page 253.

PeopleSoft Payables Implementation Tasks

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Payables also provides component interfaces to help you load data from your existing system into PeopleSoft Payables tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

Component	Component Interface	Reference
Account (GL_ACCOUNT)	ACCOUNT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Alternate Account".

Component	Component Interface	Reference
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Project Values.
Product (PRODUCT)	PRODUCT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values.
Statistics Code (STATISTICS_TBL)	STATISTICS_CODE	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Statistics Code Values.
Class Field (CLASS_PNL)	CLASS_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Class Field Values.

Component	Component Interface	Reference
Budget Reference (BUDREF_PNL)	BUDGET_REF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Budget Reference Values.
Program Code (PROGRAM_ DEFINTION)	PROGRAM_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Program Code Values.
Scenario (BD_SCENARIO)	BUDGET_SCENARIO	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Scenario Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.

Component	Component Interface	Reference
InterUnit Template (IU_INTER_TMPLT)	IU_INTER_TMPLT	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Interunit Pairs.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Accounts by General Ledger Business Unit (Optional).
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Setting Up VAT Entities.

Component	Component Interface	Reference
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults.
Bank Branch Information (BANK_BRANCHPNL)	TR_BANK_BRANCH_CI	See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up Banks and Counterparties," Defining Bank Information.
External Accounts (BANK_ EXTERNAL)	TR_EXTERNAL_ACCOUNTS_CI	See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information.
Netting Accounts (BANK_PNLNET)	TR_NETTING_ACCOUNTS_CI	See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Netting Accounts.
Payables Options (BU_CTLB)	EM_BU_CTLB	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Unit Options by SetID, page 61.
Business Unit Interface (BUS_UNIT_INTFC2)	EM_BUS_UNIT_INTFC	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 30.
Payables Business Unit (BUS_UNIT_TBL_AP)	EM_BUS_UNIT_AP	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," page 27.
SUT Ultimate Use Code (SUT_USE_CD)	SUT_USE_CI	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes.
Vendors (VNDR_ID)	VNDR_ID_EXCEL	See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information".

Component	Component Interface	Reference
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences.
Tax Authority (TAX_AUTHORITY)	TAX_AUTHORITY_CI	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining PeopleSoft Sales and Use Tax Authorities and Codes.
Tax Code (TAX_CD)	TAX_CD_CI	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining PeopleSoft Sales and Use Tax Authorities and Codes.

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for Financials Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, with information on where to find the most up-to-date version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "PeopleSoft Application Fundamentals PeopleBook Preface," Additional Resources

PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Navigating in PeopleSoft Payables

This chapter discusses how to navigate in PeopleSoft Payables.

Navigating in PeopleSoft Payables

PeopleSoft Payables provides custom navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

Note. In addition to the PeopleSoft Payables custom navigation center pages, PeopleSoft provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

See Also

PeopleSoft Enterprise Components, "Working with Navigation Pages," Describing Navigation Pages

PeopleSoft Enterprise Components, "Using Navigation Collections"

Using PeopleSoft Applications PeopleBook

Pages Used to Navigate in PeopleSoft Payables

This table lists the Custom Navigation Center pages that are used to navigate in PeopleSoft Payables.

Page Name	Navigation	Usage
Accounts Payable Center	Accounts Payable, Accounts Payable Center	Access the Accounts Payable Center.
Vouchers	Click the Vouchers link on the Accounts Payable Center page.	Add, maintain, and approve vouchers.
Review	Click the Review link on the Accounts Payable Center page.	Run inquiries on vendors, vouchers, payments, integrations, and metrics.
1099	Click the 1099 link on the Accounts Payable Center page.	Configure, maintain, review, post and report on 1099 withholding.
Vendors	Click the Vendors link on the Accounts Payable Center page.	Add, maintain, and approve vendors.
Reports	Click the Reports link on the Accounts Payable Center page.	Run reports on vendors, vouchers, payments, reconciliation.

Page Name	Navigation	Usage
Global Withholding	Click the Global Withholding link on the Accounts Payable Center page.	Configure, maintain, review, post and report on global withholding.
Payments	Click the Payments link on the Accounts Payable Center page.	Create and manage the pay cycle.
Definitions	Click the Definitions link on the Accounts Payable Center page.	Define and maintain data and options for the PeopleSoft Payables system.
Archiving	Click the Archiving link on the Accounts Payable Center page.	Archive payment, voucher, and vendor information.
Batch Processes	Click the Batch Processes link on the Accounts Payable Center page.	Process vouchers, payments, accounting entries, clearing, and revaluation.
Control Groups	Click the Control Groups link on the Accounts Payable Center page.	Add, review, and maintain control groups.
Related Pages	Click the Related Pages link on the Accounts Payable Center page.	Access pages in General Ledger, Purchasing, Treasury, and eSettlements.

CHAPTER 3

Understanding PeopleSoft Payables Implementation

This chapter discusses:

- Implementation considerations.
- Definition of the business units.
- PeopleSoft Payables control hierarchy.
- Definition of the accounting environment.
- Voucher and payment processing.

Implementation Considerations

To implement a PeopleSoft application for an organization, you design the system's business structure and then you apply that structure to the system. Before you can do that, you must determine the best way to map the new system to the business structures, practices, and procedures.

Begin by examining the organization's needs thoroughly before entering data and transactions. You should:

- Analyze the payables processing requirements according to the business and organizational needs.
- Review the current environment and consider the changes that might be made now and in the future.

Because PeopleSoft Payables is sophisticated and configurable, there are a number of steps involved in implementing new system. These are the key steps:

1. Determine the organization's payables requirements.
2. Configure PeopleSoft Payables to meet those requirements.
3. Set up the control tables.
4. Set up PeopleSoft security.
5. Convert data from existing systems.
6. Process vouchers and payments.
7. Generate reports and inquiries.

Definition of the Business Units

In PeopleSoft applications, a *business unit* is an organization or organizational subset that is independent with regard to one or more accounting or operational functions. Business units are flexible structural devices that you can use to implement PeopleSoft products based on how a business is organized. In PeopleSoft Payables, a business unit is defined as an independent transaction-processing entity.

When deciding on the business units for the organization, take a close look at the existing structure of the system. Examine the organizational elements (such as company codes, organization codes, and division codes) and relate them to business units. Consider whether you can simply map existing structures to business units or whether you need to modify structures to make the best use of PeopleSoft Payables.

For example, suppose that an organization has multiple subsidiaries. Each subsidiary operates as a separate entity with its own payables department and its own rules for invoicing and for tracking payables transactions. In such a case, it makes sense to set up separate payables business units for each subsidiary.

First, determine how many business units to use for the organization. Then consider the various payables processing rules and reporting requirements of the organization. Ask yourself whether you need to report some transactions separately from others. Also, consider whether some transactions must be reported together.

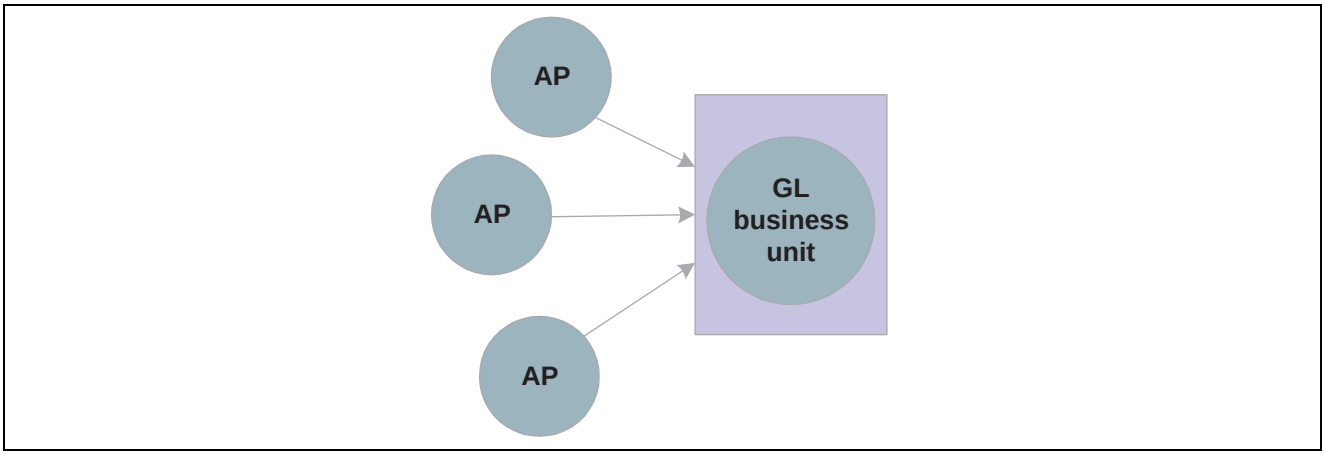
As you determine the optimal business unit structure for the organization, keep in mind that certain features such as the Interunit Accounting feature require multiple business units. You may decide to set up separate business units even if you do not need them for processing reasons. For example, you may want to maintain accounting control and balances at a level lower than the company level.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” page 27

General Ledger Distribution Considerations

Be sure to consider general ledger distribution as you determine how many business units you need. Before establishing payables business units, you must establish general ledger business units. You then associate the payables business units with the general ledger business units. The association does not need be one-to-one; you can consolidate multiple payables business units in one general ledger business unit. However, you cannot associate a single payables business unit with multiple general ledger business units. That is, you cannot have one payables business unit that distributes to multiple general ledger business units (with the exception of interunit accounting entries). This diagram illustrates this concept:

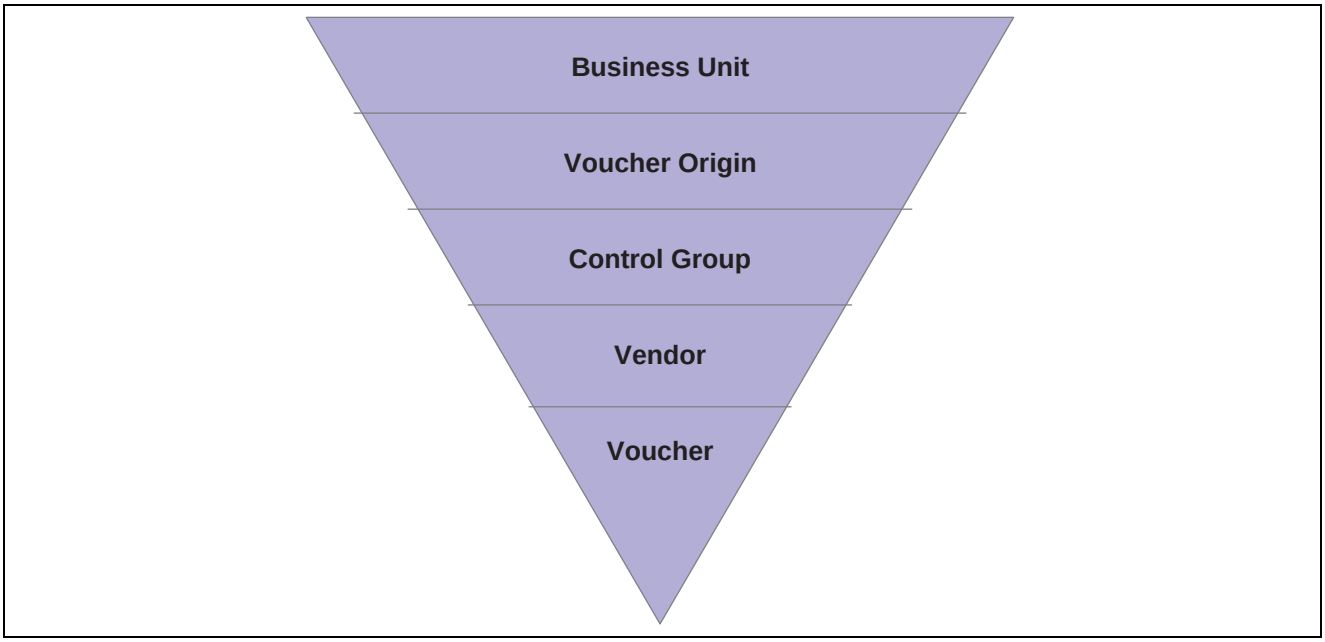


Business unit relationships

If you use only PeopleSoft financial applications, generally the PeopleSoft Payables business units are the same as the PeopleSoft General Ledger business units. You set up the general ledger first and then set up Payables to mirror the general ledger. If you use a different general ledger system, then you cannot use business units. In that case, you must carefully consider how to distribute from Payables to the general ledger.

PeopleSoft Payables Control Hierarchy

In PeopleSoft Payables, business units are the highest level of a hierarchy of defaults, called the *control hierarchy*, which facilitates both voucher entry and payment processing. As you formulate the Payables structure, consider the five components of the control hierarchy that are key to Payables:



Levels of the Payables control hierarchy

Default values entered at the business unit level appear automatically at the voucher level, unless you override the defaults with values stored at an intermediate level (namely, the voucher origin, control group, or vendor level). This hierarchy provides increased flexibility and control to fit unique business needs. For example, instead of requiring a PeopleSoft Payables user to enter the same default values repeatedly on vouchers, the system uses the control hierarchy to enter the predetermined values automatically. Then the user can override these values on the voucher.

When you enter default values and select processing rules at the levels that govern the control hierarchy, the system initially validates the information for you. The system then validates the data again during transaction processing to verify that it has the correct values assigned at the level that you designate.

This section reviews the components of the control hierarchy and their role in a PeopleSoft Payables implementation. As you set up control tables and prepare to process vouchers and payments, you need to understand how the control hierarchy works.

This section discusses:

- Business units
- Voucher origins
- Control groups
- Vendors
- Vouchers

Business Units

A PeopleSoft Payables business unit is an independent processing entity. Each business unit acts as a separate area of control, representing the primary level at which system tables can be controlled independently.

Depending on the business requirements, you can set up business units to share core control tables such as calendars, payment terms, and vendors. In the PeopleSoft system, TableSet processing handles this setup for you automatically, eliminating the need to maintain multiple sets of data for each business unit.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” page 27

Voucher Origins

Each transaction entered into PeopleSoft Payables must have a valid origin, such as online or batch processing, that you define in the Voucher Origin table. You must have at least one origin, and each user must be associated with an origin. You can set up control values at the voucher origin level to override business unit defaults and automatically appear lower levels in the control hierarchy.

For example, if you have automated systems that pass information to PeopleSoft Payables—such as an electronic data interchange (EDI) interface—you might define an origin specific to those systems. Or you might set up and assign particular origins to individual data entry clerks, associating each voucher origin with a specific group of approved vendors and allowing each data entry clerk to create vouchers for those vendors only. For example, suppose that certain foreign invoices have distinct payment terms and other processing rules; you could set up a voucher origin with those default values and assign the origin to the data entry clerk who handles foreign vendors.

See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Defining Voucher Origins, page 77

Control Groups

Use control groups to maintain control over vouchers. Control groups enable you to:

- Post several groups of vouchers in one step.
- Divide large numbers of vouchers among data entry clerks while retaining centralized control over voucher processing.
- Use separate processing rules for a particular vendor's vouchers within a business unit.

See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Defining Voucher Control Groups, page 82

Vendors

You can define a set of vendors for each business unit or share vendors across multiple business units. You can also associate vendors with other vendors in the system and—if you use PeopleSoft Receivables—associate a PeopleSoft Payables vendor with a Receivables customer for reporting purposes.

Vendors can have multiple addresses and multiple locations. *Addresses* are the physical addresses of the vendor; a *location* corresponds to a unique way of doing business.

You use the location level to:

- Define payment terms and banking information for the vendor.
- Define a number of payment parameters that are used during payment processing.
- Generate separate checks for each voucher at the location level.
- Specify whether to use matching to approve vouchers for payment.

At the location level, for example, you specify the number of days to delay discounted payment after the discount payment date has been reached—as well as the number of days to delay net payment after the net due date has been reached. This provides additional payment flexibility based on how well you know vendors. For example, you can indicate how long a vendor typically waits for payment while still giving a discount.

Maintaining vendor data is simple with PeopleSoft Payables. You can:

- Approve, inactivate, and reactivate vendors.
- Record vendor information and conversations.

- Report on vendor activity and outstanding payment balances, as well as withholding and value-added tax (VAT) information.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

Vouchers

The lowest level of the control hierarchy is vouchers. Vouchers are unpaid invoices, prepaid invoices, or adjustments. You can enter them either manually using the online pages or automatically using the Voucher Build Application Engine process (AP_VCHRBLD). Each voucher is assigned a unique identifier—a voucher ID— either automatically or manually; the voucher ID provides a means for tracking all invoices, adjustments, and payments through the system.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

Chapter 11, "Processing Batch Vouchers," page 253

Chapter 12, "Entering and Updating Quick Invoices," page 279

Definition of the Accounting Environment

PeopleSoft Payables uses tables to store not only the data for business transactions but also the accounting environment and processing rules that drive the system and provide consistency while minimizing data entry. Before you can begin processing vendors, vouchers, and payments, you must set up the accounting framework, which includes calendars, ChartFields, ChartField values, currency types, user profiles, general ledger journal information, and so on.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook

PeopleSoft General Ledger 8.8 PeopleBook

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 30

ChartField Combination Editing

You track payables transactions based on the ChartField combinations that you define when you set up ChartField combination editing in PeopleSoft General Ledger. PeopleSoft General Ledger uses your accounts in combination with other ChartFields to create journal entries. In PeopleSoft Payables, ChartField combination editing provides a method to validate online and batch voucher entry accounting distribution information.

By defining valid combinations, you can filter entries before you post them to ledgers, saving time and effort during reconciliation and closing. Although you employ ChartField combination editing rules during online and batch voucher entry, the General Ledger Journal Editing Application Engine process (GL_JEDIT) performs the final validation of journal entries before you post them to the ledger.

You can set up ChartField combination editing to reject vouchers with ChartField combination editing errors, recycle them, provide a warning, or perform no ChartField combination editing at all. You can set these options at the business unit, origin, control group, and vendor levels of the Payables control hierarchy.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 30

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Editing ChartField Combinations"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator"

Voucher and Payment Processing

This section discusses:

- Voucher processing.
- ChartField combination editing.
- Payment processing.

Voucher Processing

PeopleSoft Payables provides control over voucher processing and enables you to control voucher header information. The system:

- Checks for duplicate invoices.
- Calculates and confirms taxes.
- Converts the transaction currency to the base currency.
- Assigns default payment terms and calculates the payment due dates.

You also have control over voucher line items. The system assigns numeric line numbers for you to ensure that each has a unique identifier. When you enter merchandise amounts on voucher lines, the sum of the line amounts must equal the gross voucher amount less the sum of freight, sales tax, and VAT entered on the voucher header. You can also define the sales and use tax and VAT at the voucher line level. In the event of an imbalance, you determine how the system responds—either rejecting or recycling vouchers until they are correct.

Approving Vouchers

All vouchers must be approved before they can be paid. There are three ways to approve vouchers:

- Matching vouchers to purchase order, receiver, and inspection information.

  Matching occurs automatically based on the match rules—a set of rules and tolerances—that you define for a purchase order transaction. If the voucher successfully matches, it is available for payment.

- Routing vouchers through worklists and email using PeopleSoft Workflow.

  Workflow approval is most often used for vouchers that are not related to purchase orders, but it is not limited to that use. If you want, you can record a voucher as *preapproved.* The voucher is not routed for approval, and it is available for payment immediately—provided that it has been matched or that matching is not necessary.

- Manually approving individual vouchers online.

Posting Vouchers

The Voucher Posting Application Engine process (AP_PSTVCHR) creates balanced accounting entries for vouchers. The system combines information entered for a voucher with other control information—offset accounts stored on the accounting entry templates and ChartField inheritance rules—to create the balanced entries. Vouchers do not have to be approved for accounting entries to be created.

You post vouchers through a batch process that you run periodically using PeopleSoft Process Scheduler. You can continue to process new transactions online during posting.

PeopleSoft Payables also enables you to unpost vouchers—that is, you can back out the accounting entries made to accrue the liability and reopen the vouchers for amendment or closure.

Once vouchers are posted, the information created is available for distribution to other business processes, such as the Journal Generator Application Engine process (FS_JGEN), which converts payables accounting entries to general ledger journal entries.

See Also

Chapter 13, “Managing Vouchers,” Approving Vouchers, page 303

Chapter 17, “Running Voucher and Payment Posting,” Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 490

Payment Processing

The payment processing included in PeopleSoft Payables enables you to create disbursements for transactions that flow through PeopleSoft Payables.

Payables supports a number of payment formats: system check, automated clearinghouse (ACH), electronic funds transfers (EFTs), wire transfers, giros, drafts, direct debits, and letters of credit. The system is delivered with several, ready-to-use EFT formats particular to local needs.

The Payables Payment Interface also supplies a means for processing payments for transactions outside the Payables system. This interface is used by PeopleSoft Treasury to make settlement payments and by PeopleSoft Expenses to make expense payments. You can also use the interface to process payments for other in-house systems.

As part of the voucher entry process, the system schedules vouchers to be paid within a certain time period. You create pay cycles to group types of vouchers to be paid in a single payment run. For example, you might want to have one payment cycle for regular vendors and another for employee check requests.

Each pay cycle that you create is essentially a reusable payment selection template that specifies the selection criteria the system uses to determine which approved vouchers should be paid. For example, you can select payments based on business unit, bank and bank account, vendor pay group, pay through date, and payment method, among others.

Payment Posting

The creation of accounting entries for payments occurs during payment posting. As you post payments, the system generates corresponding accounting entries to relieve the liability, account for discounts earned (or lost), and generate an offset either to the designated cash account or to a PeopleSoft Payables clearing account if so designated at the bank account level. Like the Voucher Posting process, the Payment Posting Application Engine process (AP_PSTPYMNT) is a batch process that runs in the background.

See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 15, “Processing Pay Cycles,” page 385

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

CHAPTER 4

Setting Up PeopleSoft Payables Business Units

This chapter provides an overview of PeopleSoft Payables business units and discusses how to:

- Define procurement accounting controls for general ledger business units.
- Define PeopleSoft Payables business units.
- Define PeopleSoft Payables business unit options by setID.

Understanding PeopleSoft Payables Business Units

This section discusses:

- PeopleSoft Payables business unit overview.
- Responsibilities.
- PeopleSoft General Ledger business unit considerations.
- TableSets.
- PeopleSoft Payables control hierarchy.
- Questions to ask.
- PeopleSoft Payables business unit setup steps.

PeopleSoft Payables Business Unit Overview

In a PeopleSoft system, a *business unit* is an operational subset of an organization that enables you to plan operations based on the way the organization functions.

Before you implement an application for an organization, determine how the business operates. To make the most of the PeopleSoft system's flexibility, you have to decide how to map operational business structures to the PeopleSoft application.

Some of the characteristics of PeopleSoft Payables business units can affect how you define them in the implementation of the application. This section discusses some of these key traits of business units so that you can decide the best way to use them.

See Also

Chapter 3, "Understanding PeopleSoft Payables Implementation," page 17

Responsibilities

You can set up separate business units even if you don't need them for processing. For example, one department in an organization may be responsible for a particular group of vendors, or particular types of vouchers, and you might want a separate business unit for that department. Alternatively, you might group certain types of vendors for analytical reasons, even though the vendors' payables are processed in the same way as other vendors' payables. Or you might want to maintain control and balances at a lower level than the entire organization level.

General Ledger Business Unit Considerations

You must define each business unit in PeopleSoft Payables and in PeopleSoft General Ledger or the third-party general ledger system that you use. A PeopleSoft Payables business unit must be associated with a general ledger business unit.

- General ledger business units define the accounting processing for their associated PeopleSoft Payables business units.
- Payables business units have few accounting controls; they have mostly operational defaults and controls.

The association does not need to be one-to-one; you can consolidate multiple Payables business units in one general ledger business unit. However, you cannot have a single Payables business unit that is associated with multiple general ledger business units.

Depending on the operating, accounting, and reporting requirements, you may want to have Payables business units that are defined differently from the general ledger business units. Nevertheless, when you determine how many business units you need, be sure to consider the general ledger.

TableSets

Before you set up the business units, decide on the TableSet structure and establish setIDs.

When you plan the business unit structure, you need to understand TableSets, which are used in all PeopleSoft Financials applications.

The accounting structure and processing rules for each PeopleSoft application that you use are defined in a series of control tables. A TableSet is a group of rows shared across control tables and identified by the same setID, on which you define the accounting structure for each business unit. For a business unit to process transactions, it *must* have an associated TableSet.

Several business units can share the control data in a TableSet; for example, vendors are defined by setID, and you can set up any number of business units to share the vendors in a setID.

Consider this relationship in simplified terms: the business unit contains all the actual data, and the TableSet contains the rules by which the data is processed. A setID identifies each TableSet. You can have as many setIDs as you like, but having numerous setIDs makes TableSet sharing more complex. Create at least one setID even if you do not take advantage of TableSet sharing. Some organizations need only one setID.

Warning! In general, create setIDs and business unit names that are five characters long. Performance degradation can occur (depending on the operating system) if setIDs or business units have fewer than five characters.

See Also

PeopleSoft PeopleTools PeopleBook: Application Designer

PeopleSoft Payables Control Hierarchy

A business unit is the broadest element in the PeopleSoft Payables system. All other entities fall beneath it in the control hierarchy. It is therefore the highest level from which default information can be derived. The system automatically uses the information that you specify at the business unit level unless you override it at lower levels in the application, such as the origin, control group, vendor, or voucher levels.

As you set up processing options at levels below the business unit level, notice that the first option for most functions is *Default.* Selecting this option points the PeopleSoft Payables system to the next higher level in the control hierarchy to obtain the value. For example, when you define voucher and payment options for voucher origins, you can have each category obtain the default values from the rules that are already defined at the business unit level.

See Also

Chapter 3, "Understanding PeopleSoft Payables Implementation," PeopleSoft Payables Control Hierarchy, page 19

Questions to Ask

Every organization has different requirements. However, after you review this chapter, you must examine the organization's existing structures and determine how many business units you need. Then ask yourself the following questions:

- Is there any reason why the proposed business unit structure cannot work?
- Does this structure preclude the organization from using any functionality?
- Does the structure restrict reporting capabilities?
- Does the structure require too much data to be processed on a given night?
- Is the level of data processing acceptable?

PeopleSoft Payables Business Unit Setup Steps

Use the following steps to set up PeopleSoft Payables business units:

1. Define general ledger business units.

   (This is a prerequisite; consequently, it is not discussed in this chapter.)

   See *PeopleSoft General Ledger 8.8 PeopleBook*, "Defining Your Operational Structure," Defining PeopleSoft General Ledger Business Units.

2. Set up procurement accounting controls for general ledger business units using the Procurement Controls component (BUS_UNIT_INTFC2).

   See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 30.

3. Define the PeopleSoft Payables business unit in the Payables Definition component (BUS_UNIT_TBL_AP).

See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Units, page 44.

4. Define Payables options for Payables business units by setID in the Payables Options component (BU_CTLB).

   See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Unit Options by SetID, page 61.

Defining Procurement Controls for General Ledger Business Units

Once you have defined the general ledger business units, you must define the procurement accounting controls for each general ledger business unit that is associated with the PeopleSoft Payables business units. These settings determine how the Payables business units interfaces with the general ledger. You define these controls in the Procurement Control component.

To set up your procurement controls, use the Procurement Control component (BUS_UNIT_INTFC2).

To load data into the tables for the Procurement Control component, use the EM_BUS_UNIT_INTFC component interface.

This section provides an overview of discount accounting controls for discounts, lists prerequisites, and discusses how to:

- Select general controls.
- Set up nonmerchandise charges.
- Define general ledger templates.
- Select evaluated receipt settlement (ERS) options.
- Select withholding options.

Note. The Document Types page appears only if document sequencing is enabled for the general ledger business unit.

Understanding Discount Accounting Controls

The General Controls page in the Procurement Control component contains numerous options for setting up accounting controls for discounts lost. This section discusses how to use some of these options.

Discount Lost Accrual

The Accrue Discounts Lost check box on the General Controls page in the Procurement Control component enables you to accrue at net but also to accrue the potential discount lost. If you take the discount later, the system reverses the discount lost.

When accounting at net in PeopleSoft Payables, you can account for lost discounts in one of two ways:

- Account for lost discounts during payment posting.

• Account for lost discounts during voucher posting.

If you account for lost discounts during payment posting, both the accounts payables offset account and the expense distribution accounts are recorded during the accrual entry net of discount. When the payment is made for this voucher, if the discount is still available, no additional entries are necessary beyond the normal payment entries. If the discount is not taken, a discount lost is recorded to a discount lost control account. The system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,080
	Expense	1,080	
Payment with discount taken	Accounts Payables	1,080	
	Cash		1,080
Payment without discount	Accounts Payables	1,080	
	Cash		1,100
	Discount Lost (Expense)	20	

If you account for lost discounts during voucher posting, the accounts payable offset account is booked at the gross amount, while the expense distribution accounts are booked at the net amount. This method of accounting is specifically designed to meet German and Austrian accounting requirements, but other countries may need to use it as well. The difference is booked to the discount lost control account. If the discount is not taken, no additional entries are necessary beyond the normal payment entries, because the discount lost has already been booked. If the discount is taken, then an offset to the discount lost must be created to ensure that no discount lost has been booked. The system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,100
	Expense	980	
	VAT Input	100	
	Discount Lost (Expense)	20	

Event	Account	Debit Amount	Credit Amount
Payment without discount	Accounts Payables	1,100	
	Cash		1,100
Payment with discount taken	Accounts Payables	1,100	
	Cash		1,078
	Discount Expense		20
	VAT Adjustment		2

Discount Memo Account

The Record Discount Memo Account check box on the General Controls page in the Procurement Control component enables you to set up the system to post discount entries at the time of payment using memo accounts. Using this method, if users accrue at gross but later lose the discount, the system generates entries to the discount lost and discount lost memo accounts. You can set up the system to generate similar entries to the discount earned and discount earned memo accounts when accruing at net.

You can post discount entries using memo accounts in one of two ways:

- Accounting at gross.
- Accounting at net.

If you account at gross for a general ledger business unit (using the vouchering general ledger business unit) the system creates accounting entries as follows:

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	1,000	
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
	Discount Lost	20	
	Discount Lost Memo		20

Event	Account	Debit Amount	Credit Amount
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Earned		20

If you select accounting at net for a general ledger business unit (using the vouchering general ledger business unit), the system uses the Record Discount Memo option in conjunction with the Accrue Discount Lost option to determine the accounting entries:

Example 1: Voucher Entered at Net with 2 Percent Discount:

In this scenario, it is assumed that the Accrue Discount Lost check box is not selected.

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		980
	Expense	980	
Payment without discount	Accounts Payables	980	
	Cash		1,000
	Discount Lost	20	
Payment with discount taken	Accounts Payables	980	
	Cash		980
	Discount Earned		20
	Discount Earned Memo	20	

Example 2: Voucher Entered at Net with 2 Percent Discount:

In this scenario, it is assumed that the Accrue Discount Lost check box is selected.

Event	Account	Debit Amount	Credit Amount
Voucher Entry	Accounts Payables		1,000
	Expense	980	
	Discount Lost	20	
Payment without discount	Accounts Payables	1,000	
	Cash		1,000
Payment with discount taken	Accounts Payables	1,000	
	Cash		980
	Discount Lost		20
	Discount Earned		20
	Discount Earned Memo	20	

Note. This method of accounting is specifically designed to meet German and Austrian accounting requirements, but other countries may need to use it as well.

Prerequisites

Before defining procurement accounting controls for PeopleSoft Payables business units, you must:

- Define a posting method on the Installation Options - Payables page.
- Define journal templates on the Journal Generator Templates pages.
- Define a combination edit template for vouchers and set up ChartField combination editing.
- Define standard cost charges on the Misc Charge / Landed Cost Defn (miscellaneous charge/landed cost definition) page.
- Set up withholding entities, types, and jurisdictions, as well as withholding business unit categories

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Setting Up Your Withholding Environment, page 876

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator," Setting Up for Journal Generator

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Editing ChartField Combinations"

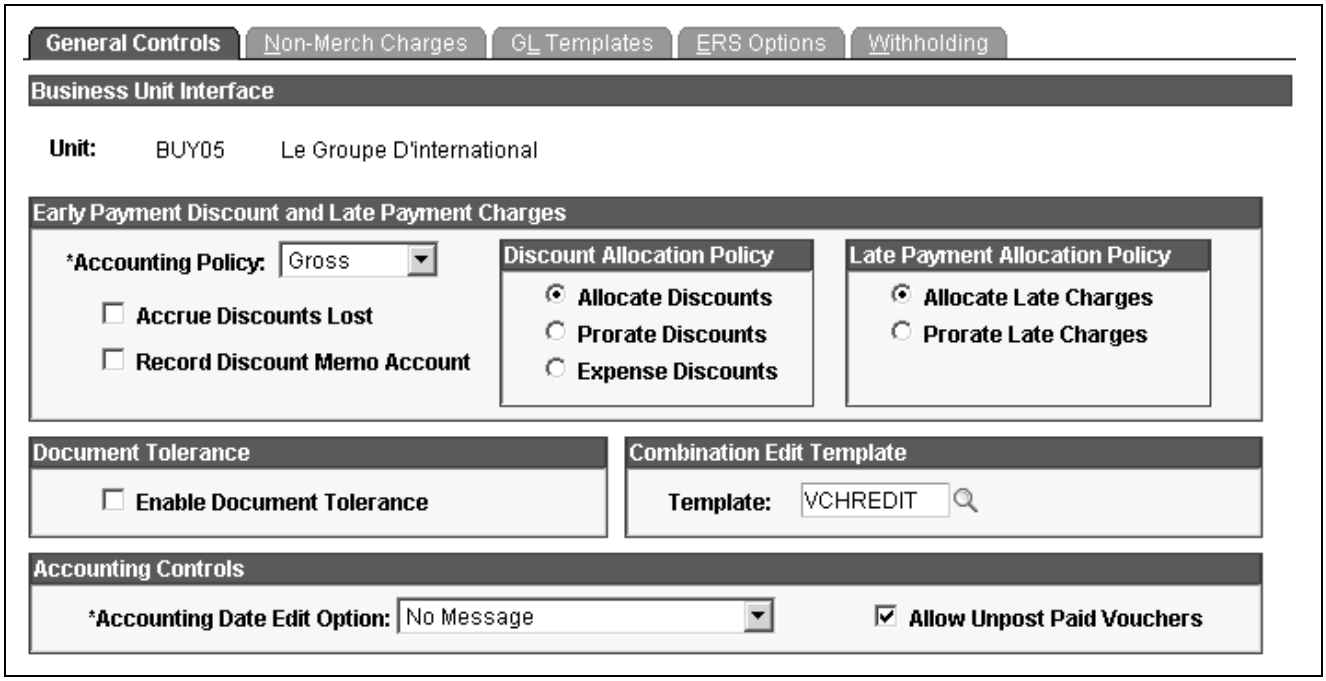
PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

Pages Used to Define Procurement Controls for General Ledger Business Units

Page Name	Object Name	Navigation	Usage
Procurement Control - General Controls	BUS_UNIT_INTFC1	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, General Controls	Specify how accounting entries are processed.
Procurement Control - Non-Merch Charges (procurement control - nonmerchandise charges)	BUS_UNIT_INTFC3	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Non-Merch Charges	Define proration, allocation, and expensing options for nonmerchandise charges.
Procurement Control - GL Templates (procurement control - general ledger templates)	BUS_UNIT_INTFC6	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, GL Templates	Specify the payables journal templates.
Procurement Control - ERS Options (procurement control - evaluated receipt settlement options)	BUS_UNIT_INTFC5	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, ERS Options	Enable ERS processing for the general ledger business unit and select the self-billed invoice (SBI) document option.
Procurement Control - Withholding	BU_WTHD_JUR	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding	Specify general ledger business unit withholding setup options. The withholding process uses this information to determine the withholding entities to which you report or for which you act as a collection agent.

Selecting General Controls

Access the Procurement Control - General Controls page.



Procurement Control - General Controls page

Early Payment Discount and Late Payment Charges

All of the fields in this group box are used during posting and none can be overridden, except the accounting policy, which you can override when you create a voucher.

Accounting Policy This field is used as a default for vouchers. You can override the accounting policy when you create a voucher. Options are:

Gross: The system uses the gross amount of vouchers as the basis for accounting; any discounts taken are recognized as discounts earned.

Net: The system uses the net amount of vouchers as the basis for accounting. Any discounts that you lose are recognized as discounts lost.

Accrue Discounts Lost Select to account at net per German and Austrian requirements. If you select this option, the system accounts for lost discounts during voucher posting. If you don't select this option, the system accounts for lost discounts during payment posting.

Record Discount Memo Account Select this option to record both discount earned and discount lost at payment creation regardless of whether you account at net or gross.

See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Understanding Discount Accounting Controls, page 30.

Discount Allocation Policy

Use the fields in this group box to determine how discounts are charged.

Allocate Discounts Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance

rule for the setID associated with the general ledger business unit of the distribution line. (The system uses the PeopleSoft Payables distribution-level entries inheritance group).

The discount lines inherit the general ledger business unit of the distribution lines.

Prorate Discounts Select to have the system create discount entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher.

The discount lines inherit the general ledger business unit of the distribution lines.

Expense Discounts Select to have the system use the account from the accounting entry template and create all other ChartFields based on the inheritance rule for the setID associated with the general ledger business unit of the vouchering business unit. (The system uses the PeopleSoft Payables header-level entries inheritance group).

The discount line uses the general ledger business unit of the vouchering business unit.

Note. This option is available only if you use the summary control posting method.

Late Payment Allocation Policy

Use the fields in this group box to determine how late charges are applied.

Allocate Late Charges Select to allocate late interest charges.

If you select this option, the system uses the late interest charges account from the accounting entry template and creates all other ChartFields based on the inheritance rule for the setID associated with the general ledger business unit of the distribution line. (The system uses the PeopleSoft Payables distribution-level entries inheritance group).

The late charge lines inherit the general ledger business unit of the distribution lines.

Prorate Late Charges Select to prorate late interest charges.

If you select this option, the system creates late interest charge entries on separate lines using the account and all other ChartFields on the distribution lines for the voucher.

The late interest lines inherit the general ledger business unit of the distribution lines.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Defining Late Interest Charges.

Document Tolerance

Enable Document Tolerance Select to enable document tolerance checking for the selected general ledger business unit.

See Chapter 22, “Running Document Tolerances,” page 585.

Combination Edit Template

Template Select the combination edit template that the Voucher Build Application Engine process (AP_VCHRBLD) uses. This is used only for batch voucher editing and is not necessary for online voucher entry because the system handles combination editing for online entry differently.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Editing ChartField Combinations,” Setting Up Combination Editing.

Accounting Controls

Accounting Date Edit Option Specify whether future-dated accounting entries are allowed. Options are:

No Message: Select to enable all users to enter accounting dates beyond the current date for vouchers without receiving a warning or error message.

Warning Message: Select to display a warning message when users enter accounting dates beyond the current date for voucher.

Error Message: Select to control which users have the authority to enter accounting dates beyond the current date for vouchers.

Allow Unpost Paid Vouchers Select to enable users to unpost vouchers that have been partially or fully paid.

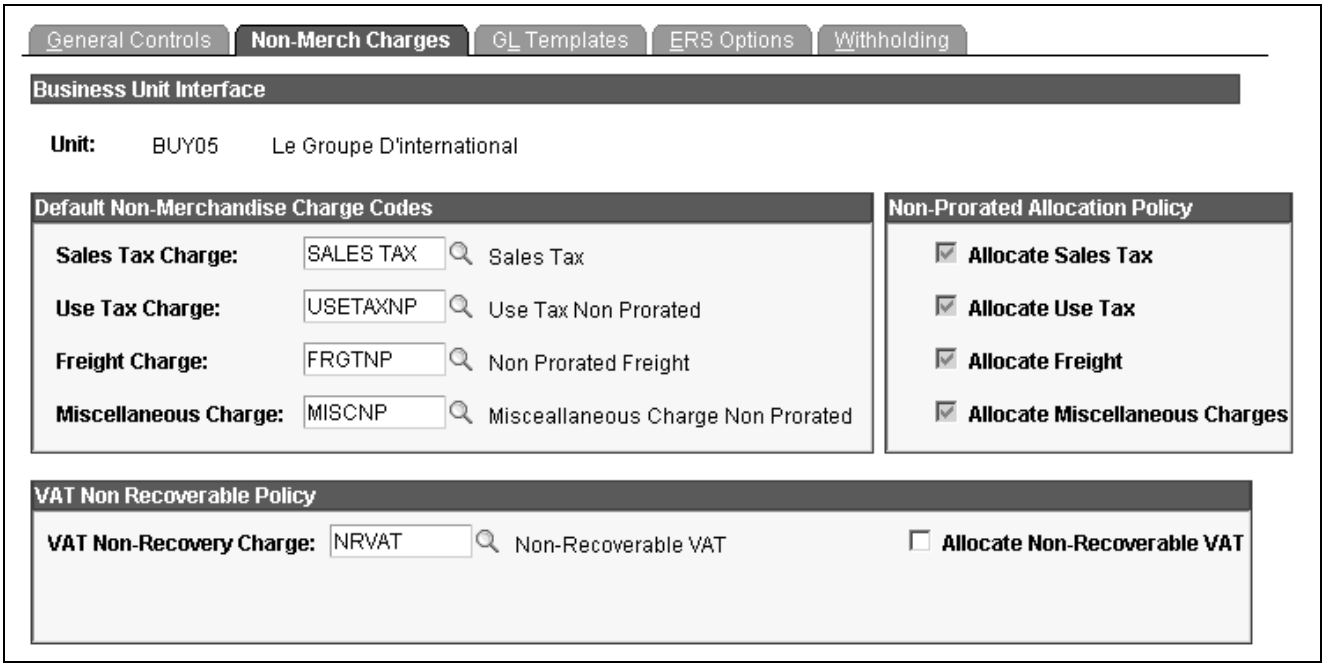
See Chapter 13, “Managing Vouchers,” Unposting Vouchers, page 310.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining PeopleSoft Payables User Preferences

Setting Up Nonmerchandise Charges

Access the Procurement Control - Non-Merch Charges page.



Procurement Control - Non-Merch Charges page

Proration and Allocation of Nonmerchandise Charges

To understand the options on this page, you need to understand how proration and allocation of nonmerchandise amounts work.

During voucher entry, nonmerchandise amounts are prorated to each distribution line based on some ratio of total expense to the merchandise or other value on the distribution lines of the voucher, or they are not prorated. This depends on the charge code, which you set up in the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) component (CM_LC_COMPONENT). If non merchandise amounts are not prorated, you can specify on the Procurement Control - Non-Merch Charges page whether to allocate them to separate accounting lines or to record them to summary expense accounts. This table describes what happens when you prorate, allocate, or expense (neither prorate or allocate) nonmerchandise charges:

Action	Result
Prorate	Records the prorated amount along with the merchandise amounts on the distribution line. If you prorate nonmerchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines, and the total is posted to the distribution ChartFields.

Action	Result
Allocate	Creates separate accounting entries for the nonmerchandise amount for the distribution line. If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise accounts from the accounting template, and the other ChartField values are based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.
Expense (non-prorate/non-allocate)	Records the amounts to summary expense accounts. If you use summary control posting, you have two options for nonprorated charges. You can either expense the charges at the header, or allocate them to the distribution lines. You allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Accounting Controls component. If you use detail offset posting, you have only one option for nonprorated charges. You must allocate them. For this reason, the Allocate check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Accounting Controls component.

Default Non-Merchandise Charge Codes

Use the fields in this group box to set the defaults for the nonmerchandise charges on the voucher. The charge codes that you select here are automatically populated in the vouchers that you create for the business unit. They determine where the nonmerchandise amounts are charged.

Each of the fields in this group box has a drop-down list box that displays the available charge codes for that nonmerchandise charge. You define the codes for these nonmerchandise charges on the Misc Charge/Landed Cost Definition page. When you select a charge code, you define the proration. The available charge codes are prorated (*PR*) or not prorated (*NP*), unless you have defined more charge codes on the Misc Charge/Landed Cost Definition page.

Note. The charge codes that you select here are only defaults. You can override these charge codes on the voucher itself.

Non-Prorated Allocation Policy

The fields in this group box determine whether a nonprorated nonmerchandise charge is allocated or charged as a nonprorated expense for a particular general ledger business unit.

If you use detail offset posting, this check box is automatically selected and display-only because you cannot expense nonmerchandise amounts with detail offset posting.

If you use summary control posting, you can select this check box to allocate the nonmerchandise charges to the distribution line, or you can clear the check box to expense the charges to the header.

Note. Unlike the charge codes, the allocation options *cannot* be overridden at voucher creation time. If you select a nonprorate option as the default here or on the voucher, the system uses the allocation option that you select here to either allocate or expense the nonmerchandise amount.

Allocate Sales Tax Select to have the system create separate accounting entries for nonprorated sales tax amounts for the distribution line; the appropriate ChartFields are inherited.

Allocate Use Tax Select to have the system create separate accounting entries for nonprorated use tax amounts for the distribution line; the appropriate ChartFields are inherited.

Allocate Freight Select to have the system create separate accounting entries for nonprorated freight amounts for the distribution line; the appropriate ChartFields are inherited.

Allocate Miscellaneous Charges Select to have the system create separate accounting entries for nonprorated miscellaneous charge amounts for the distribution line; the appropriate ChartFields are inherited.

VAT Non Recoverable Policy

Use the fields in this group box to set the defaults for the nonrecoverable VAT charges on the voucher. The charge code that you select here automatically appears on the vouchers that you create for the business unit. You can override it on the voucher.

VAT Non-Recovery Charge Select from the delivered options or additional charge codes that you define on the Misc Charge/Landed Cost Definition page. Options are:

- *NRVATPR* (prorate nonrecoverable VAT): Nonrecoverable VAT is prorated to the ChartFields on the distribution line.
- *NRVATNP* (do not prorate nonrecoverable VAT): Nonrecoverable (taxable) VAT is not prorated to the distribution line ChartFields.

Allocate Non-Recoverable VAT Select to have the system create separate accounting entries for the nonrecoverable VAT amount for the distribution line. This check box applies only to nonprorated nonrecoverable VAT charge codes.

The VAT nonrecoverable amount is posted to the account defined on the VAT accounting template (VAT Code - Accounting Information page), and the other ChartField values appear automatically based on the ChartField inheritance rules.

If you are using summary control posting and you want to expense nonprorated nonrecoverable VAT charges at the voucher header, then do not select this check box.

You can override this option when creating vouchers.

See Also

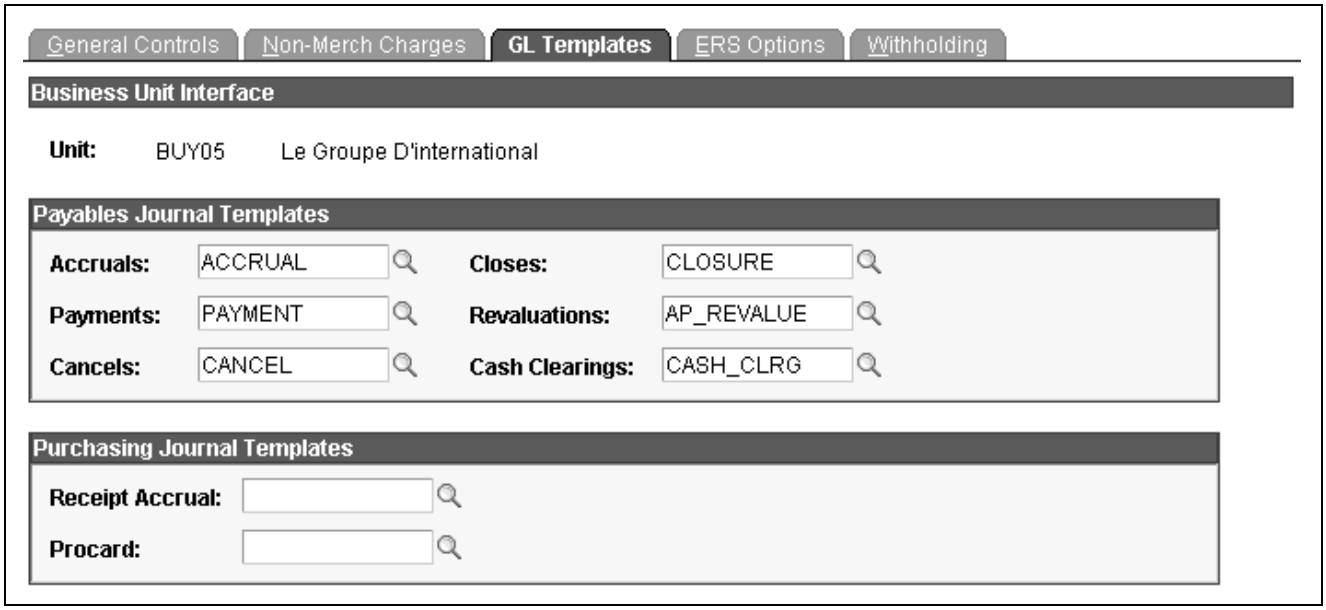
Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 196

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Setting Up Payables VAT Options for General Ledger Business Units, page 846

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

Defining General Ledger Templates

Access the Procurement Control - GL Templates page.



Procurement Control - GL Templates page

Payables Journal Templates

Specify the PeopleSoft Payables journal templates to use for the general ledger business unit. These templates define the summarization rules for creating journals that are passed to the general ledger. The Payables system creates one journal each for accruals, payments, payment cancellations, manual closures, revaluations, and cash clearings; you must specify a different journal template for each.

Purchasing Journal Templates

Receipt Accrual Select the journal template to use for receipt accrual in PeopleSoft Purchasing. The standard template that is provided for receipt accrual is REC_ACCRUE.

Procard Select the journal template to use for procurement card processing in PeopleSoft Purchasing. The standard template provided for procurement card is ProCard.

See Also

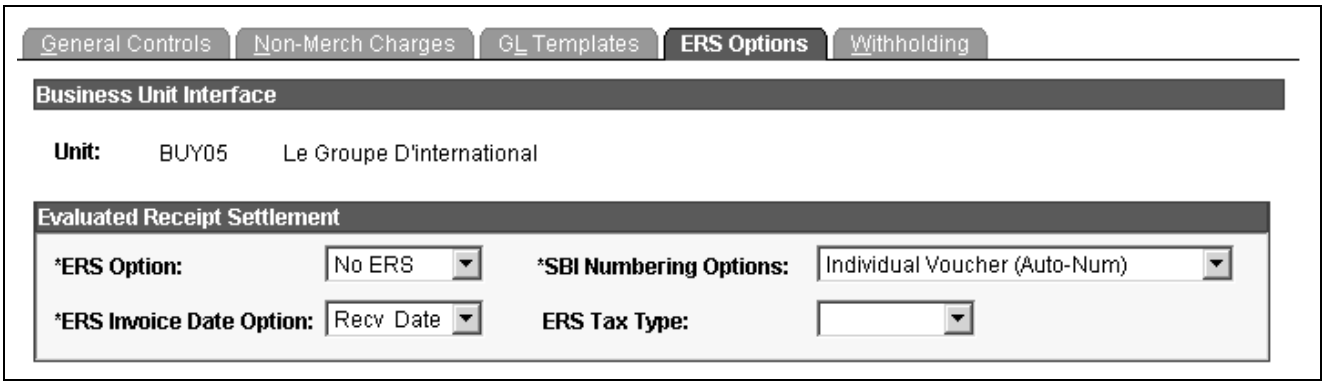
PeopleSoft Purchasing 8.8 PeopleBook, "Using Receipt Accrual"

PeopleSoft Purchasing 8.8 PeopleBook, "Managing Procurement Cards"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Using the Journal Entry Template to Show Journal Line Columns and Define Copy Down Options

Selecting ERS Options

Access the Procurement Control - ERS Options page.



Procurement Control - ERS Options page

ERS Option ERS is a process by which the Voucher Batch process builds vouchers from procurement receipt records. If you plan to use the Voucher Batch process to create ERS vouchers for business units associated with this general ledger business unit, then you need to set the ERS option to *Allow ERS.*

ERS Invoice Date Option Select the method that the system uses to create the ERS voucher invoice date. Options are:

Recv Date (receiver date): The system uses the receiver data.

Frt Terms (freight terms): The freight terms determine whether to use the receipt or the shipment date as the invoice date.

SBI Numbering Options Select to define how the system groups SBIs. Options are:

Individual Voucher (Auto-Num) (individual voucher [autonumber]): The SBI contains information from only a single voucher. The system assigns the next available SBI number based on the invoicing location.

Individual Vchr - Invoice Number (individual voucher - invoice number): The SBI contains information from only a single voucher. The system generates the SBI number by combining the invoice number with the ERS sequence number.

Group Vouchers (Auto-Num) (group [autonumber]): The system groups ERS vouchers in a single SBI voucher.

ERS Tax Type Select to indicate the type of tax to which the vouchers are subject. Options are *No Taxes, Sales Tax, Use Tax,* and *VAT.*

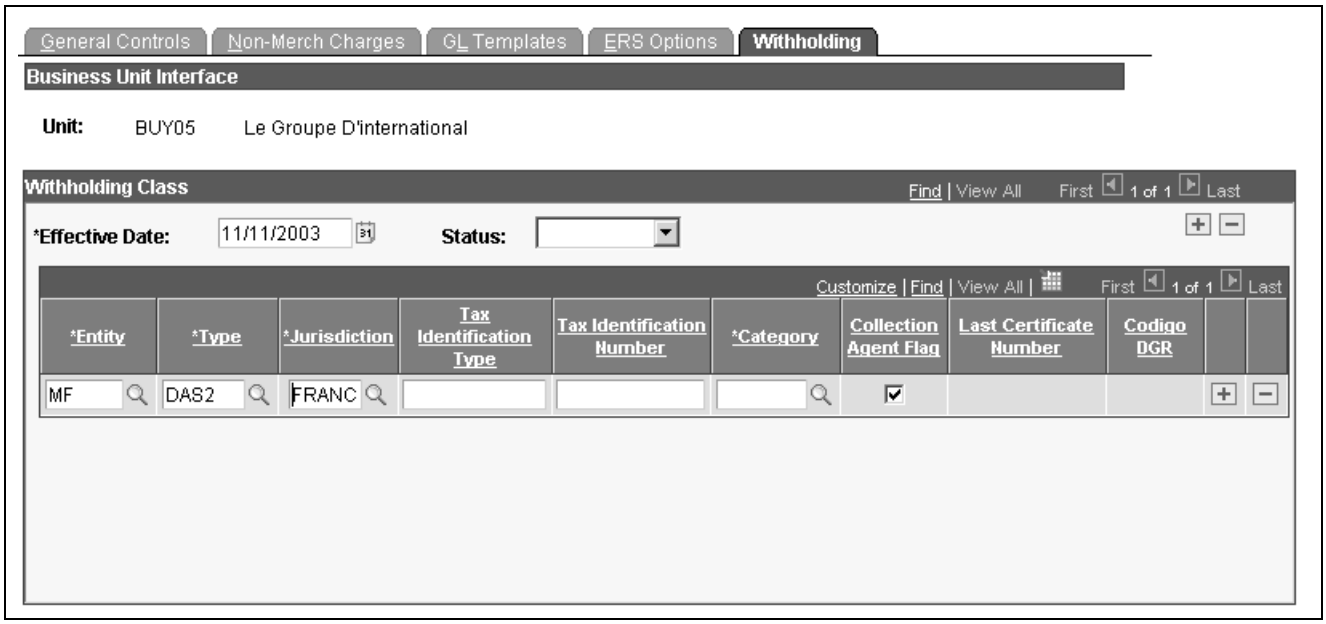
See Also

Chapter 26, “Processing Self-Billed Invoices ,” page 683

Chapter 11, “Processing Batch Vouchers,” page 253

Selecting Withholding Options

Access the Procurement Control - Withholding page.



Procurement Control - Withholding page

Specify the general ledger business unit’s relationship to the various withholding entities for whom you withhold. These tax authorities use this information to determine your relationship with them. Enter the applicable information for each combination of withholding entity, type, jurisdiction, and business unit category.

Collection Agent Flag Select if you are a collection agent for the entity.

Last Certificate Number Enter the last certificate number for the entity.

(ARG) Codigo DGR Used exclusively in Argentina. This field is for information purposes only and does not trigger any action.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Defining PeopleSoft Payables Business Units

To set up your PeopleSoft Payables business units, use the Payables Definition component (BUS_UNIT_TBL_AP).

To load data into the tables for the Payables Definition component, use the EM_BUS_UNIT_AP component interface.

This section describes how to:

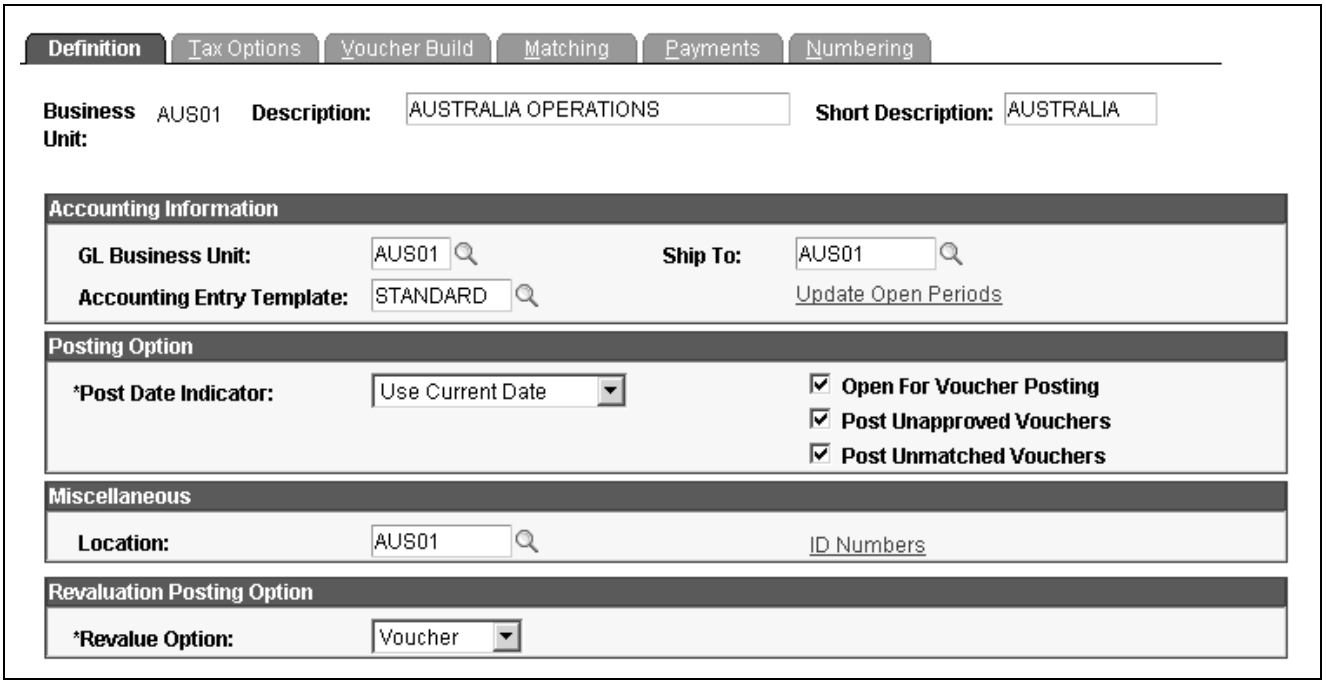
- Create a new PeopleSoft Payables business unit.
- Link a PeopleSoft Payables business unit with a general ledger business unit.
- Update open periods for a business unit.
- Establish tax options.
- Set options for the Voucher Build process.
- Establish matching options.
- Define payment options.
- Set up numbering.

Page Used to Define PeopleSoft Payables Business Units

Page Name	Object Name	Navigation	Usage
Payables Definition - Definition	BUS_UNIT_TBL_AP1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition	Create a new business unit, link it with a general ledger business unit, and assign a location code to the unit. Select the accounting template and posting options for the business unit.
Business Unit ID Numbers	BU_ID_NBRS_AP_SEC	Click the ID Numbers link on the Payables Definition - Payables Definition Page.	Specify ID numbers to associate with the business unit.
Open Period Update	OPEN_PERIOD_SINGLE	• Click the Update Open Periods link on the Payables Definition - Definition page. • Set Up Financials/Supply Chain, Business Unit Related, General Ledger, Open Periods, Open Period Update	Update the open periods for a business unit.
Payables Definition - Tax Options	BUS_UNIT_TBL_AP2	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Tax Options	Specify sales and use tax options and VAT options for the business unit.
Payables Definition - Voucher Build	BUS_UNIT_TBL_AP3	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Voucher Build	Specify default options for the Voucher Build Application Engine process (AP_VCHRBLD) for the business unit.
Payables Definition - Matching	BUS_UNIT_TBL_AP4	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Matching	Specify the matching options for the business unit.
Payables Definition - Payments	BUS_UNIT_TBL_AP5	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Payments	Specify payment options for the business unit.
Payables Definition - Numbering	BUS_UNIT_TBL_AP6	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Numbering	Specify autonumbering options for the business unit.

Creating a New Business Unit

Access the Payables Definition - Definition page.



Payables Definition - Definition page

To create a new PeopleSoft Payables business unit:

1. On the Add Search page in the Payables Definition component, enter the business unit ID for the PeopleSoft Payables business unit that you want to create, and click Add.

   Note. Use business unit IDs that are five characters long to optimize system performance.

2. Enter a description and short description of the business unit and specify a default setID.

   The setID can be the value of another existing business unit whose setID you want to copy for the business unit that you are adding. Alternatively, by entering the ID of the new business unit that you are creating, you can also establish a new empty setID having the same name as the business unit.

   See Chapter 4, “Setting Up PeopleSoft Payables Business Units,” TableSets, page 28.

   Note. Most other fields on the page are unavailable and must be completed after you have finished creating the business unit.

3. Click Create BU to create the PeopleSoft Payables business unit and, if applicable, the new setID.

   The system automatically creates the business unit. If you have completed the general ledger business unit setup, the procurement controls, and other relevant control table data, you can continue to complete the business unit definition.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Linking PeopleSoft Payables Business Units with General Ledger Business Units, page 48

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Understanding PeopleSoft Payables Business Units, page 27

Linking PeopleSoft Payables Business Units with General Ledger Business Units

Access the Payables Definition - Definition page.

Enter the general ledger business unit information on the Payables Definition - Definition page.

Accounting Information

GL Business Unit (general ledger business unit)

Select the general ledger business unit to which you want to assign the PeopleSoft Payables business unit.

Each line of distribution that you enter for a voucher can be charged to this general ledger business unit—the *charge to* business unit. The charge to business unit automatically appears as the general ledger business unit associated with the Payables business unit that owns the voucher. You can charge vouchers to general ledger business units other than the default of the vouching business unit for a given distribution line.

When the charge to general ledger business unit differs from the general ledger business unit of the vouching business unit, PeopleSoft Payables automatically creates interunit payables and receivables entries to reflect the business transaction. ChartField values on the distribution line that you enter are validated against the ChartField tables valid for the charge to general ledger business unit.

For payment accounting, each bank account has a cash and cash clearing account associated with it. These accounts are tied to a particular general ledger business unit. The system enables you to pay vouchers of multiple PeopleSoft Payables business units from one bank account. If you do this, the system creates interunit payables and receivables automatically based on the payment interunit account on the general ledger business unit.

Accounting Entry Template

Select the template to associate with the PeopleSoft Payables business unit. The accounting entry template identifies the offset accounts that the system uses to balance payables transactions. It also identifies the accounts that the system uses to allocate nonmerchandise charges. You set it up on the Accounting Entry Template page. Other ChartField values can be inherited from the accounting entry template depending on the ChartField inheritance setup.

Ship To

Enter the default ship to location. The ship to location determines how the sales and use tax appear by default on the voucher in a sales and use tax environment, and how the VAT appears by default on the voucher in a VAT environment. You define ship to locations in the Ship To Locations component.

You can override this default at lower levels in the PeopleSoft Payables control hierarchy.

Update Open Periods

Click to access the Open Periods Update page, where you can specify open and closed periods for this business unit that differ from that of the general ledger business unit.

See Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Updating Open Periods, page 50.

Posting Option

Post Date Indicator Select to identify which transactions are eligible for posting. Options are:

Post All Transactions: The system posts all transactions eligible for posting.

Use Accounting Date: The system selects transactions for posting based on the accounting date option specified on the Payables Options - Payables Options Page.

Use Specific Date: The system uses the date that you enter on this page to select transactions for posting. Keep in mind that if you enter a specific date here, all voucher transactions entered for business units using this setID have the same accounting date.

Use Current Date: The system selects transactions for posting based on the date of the transaction.

Open for Voucher Posting Select to post any vouchers or payments in the business unit.

Post Unapproved Vouchers Select to post vouchers regardless of their approval status. If you do not want to post vouchers before they have been approved, you must clear this check box.

Post Unmatched Vouchers Select to post vouchers regardless of their matching status. If you do not want to post vouchers before they have been successfully matched, you must clear this check box.

Miscellaneous

Location Enter a code to indicate which address defined on the Location Definition page prints on payment forms for the business unit.

ID Numbers Click to access the Business Unit ID Numbers page, where you can associate various ID numbers with the PeopleSoft Payables business unit.

You select an identifier type, such as *Dun & Bradstreet Number,* from a drop-down list in the Standard ID Qualifier field, and enter the ID number for each identifier type that you select.

Revaluation Posting Option

Revalue Option Select to specify the level of detail for revaluation entries. Options are:

Unit: The system groups entries by business unit. There is only one entry for the business unit.

Vendor: The system groups entries by business unit and vendor. There are entries for each business unit and vendor combination.

Voucher: There is an entry for each voucher.

See Also

Chapter 17, “Running Voucher and Payment Posting,” page 469

Chapter 33, “Setting Up Sales and Use Tax Transactions in PeopleSoft Payables,” page 823

Chapter 34, “Processing Value Added Tax (VAT) in PeopleSoft Payables,” page 839

Chapter 28, “Processing Multiple Currencies in PeopleSoft Payables,” page 703

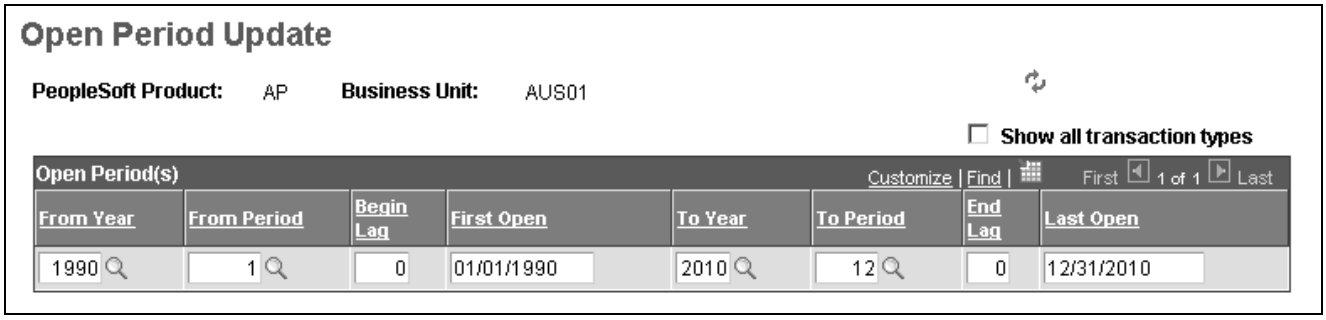
PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Creating Accounting Entry Templates

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Locations

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Ship To Locations

Updating Open Periods

Access the Open Period Update page.



Open Period Update page

The normal default open period dates for each PeopleSoft Payables business unit are the same as the dates for the general ledger business unit with which it is associated. Use this page when you want an accounting period in Payables to open or close at a different time from that of an accounting period in PeopleSoft General Ledger.

From Year and **To Year** — Define the open period dates by entering a fiscal year (or fiscal year calendar ID number) in the From and To fields.

From Period and **To Period** — Define the open periods by entering an accounting period in both the From Period and To Period fields.

Begin Lag and **End Lag** — Enter the lag days for the beginning and end of the open periods. Lag days must be entered as a negative number.

To understand how PeopleSoft Payables calculates lag days, assume that period 2 begins February 1, 2003, and you enter *−3* in the Begin Lag field. The system calculates the first open date to be January 29, 2003. If you were to define your lag days in this way, a voucher entered into the system on January 29, 2003 would get a default accounting date of February 1, 2003 instead of January 29, 2003. If you really want it to be January 29, you can override the

default at entry time. The accounting date on the voucher is the accounting date the Voucher Posting process and the Journal Generator process will use to calculate the accounting period. The system uses the end lag days to close the open period prior to the actual end of the period. Use lag days to close the accounts payable month to transactions before you close the general ledger month. Lag days only apply to the first and last open accounting periods.

Important! Lag days functionality only applies when you use a voucher's current date as the accounting date. If you override the current date on a voucher, lag days functionality is disabled for that transaction. Likewise, if you select a specific accounting date at any of the following Payables hierarchy levels—business unit (Payables Options), voucher origin, or control group—and that specific date prepopulates the voucher, lag days functionality is disabled for that voucher.

First Open and **Last Open** The system calculates these dates based on the beginning and end of the open periods and the lag days. The system uses these dates to determine the first and last valid dates for transactions for the period.

The first open date is based on the beginning date for the from year and from period, plus lag days. For example, suppose that the period starts April 1 and you specify –3 as the Begin Lag value, the system calculates the first open date of the period to be March 29. The last open date is calculated similarly.

You can override the first open and last open dates. Changing the date does not change the lag days. This enables you to override the calculated period start date for one time only. When the next mass update occurs, the first open date is calculated as defined.

Warning! The system issues a warning message if you select a closing date for the PeopleSoft Payables business unit that is later than the closing date for the general ledger business unit. If you do select a closing date for the Payables business unit that is later than the closing date for the general ledger business unit, any transactions entered after the general ledger business unit closing date is not transferred to the general ledger.

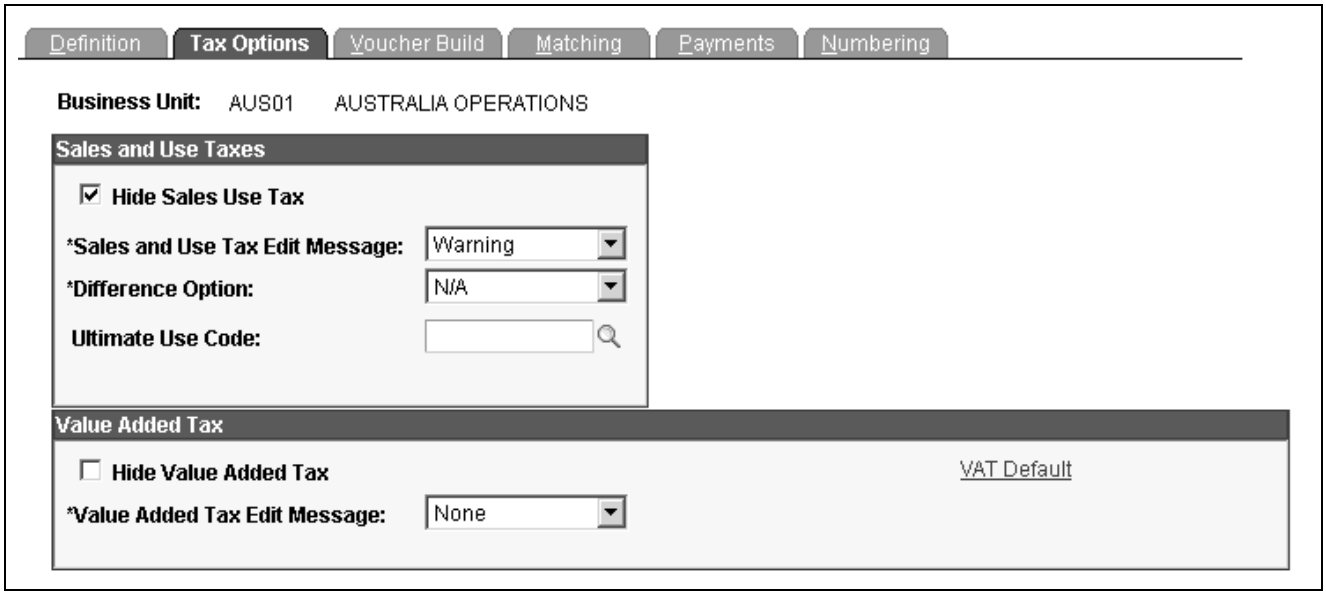
See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Defining and Updating Open Periods

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Understanding Accounting Calendars Based on Open and Close Periods

Establishing Tax Options

Access the Payables Definition - Tax Options page.



Payables Definition - Tax Options page

Sales and Use Taxes

Hide Sales Use Tax Select to prevent the sales and use tax fields from appearing on any vouchers for the business unit. You can use this option if this business unit does not process sales and use tax transactions.

Sales and Use Tax Edit Message This message appears if there is a discrepancy between entered and calculated sales tax amounts on the voucher. Options are:

Error: The system displays an error message describing the exceeded tolerance amounts and the calculated sales tax amount, and it places the voucher in a recycle status. You must accept the calculated amount.

No Message: No message appears. You can save the voucher, but tolerance checking is not performed.

Warning: The system displays an informational message when sales tax tolerances have been exceeded, but you can still save the voucher with the exceeded amount.

You set up sales tax tolerance amounts or percentages on the Payables Options - Tax Options page.

Difference Option Select to specify how discrepancies are addressed between tax amounts that are entered by users and tax amounts that are calculated by the system. Options are:

N/A (not applicable): If sales tax is applicable, the sales tax amount that is entered on the voucher is applied to the voucher line, even if the amount is different from the calculated sales tax. The system does not calculate use tax. If you use Taxware or Vertex software, you must select this option.

Accrue: The system creates use tax charges for the voucher line whenever the calculated sales tax is greater than the sales tax input. This option enables both sales tax and use tax to be applied to a voucher line.

Ultimate Use Code Enter a code to override the default tax rate that is based on the ship to location. Entering a value indicates that the final use of the taxed item results in a different tax rate within the same ship to or usage destination.

Value Added Tax

Hide Value Added Tax Select to prevent the VAT fields from appearing on any vouchers for the business unit. You can use this option if the business unit does not process VAT transactions.

Note. Leave this check box cleared for all PeopleSoft Payables business units that are VAT-enabled by virtue of being mapped to a PeopleSoft General Ledger business unit that is part of a VAT entity.

Value Added Tax Edit Message Select to determine whether a message appears when tolerances set at the payables options level are exceeded. Options are:

Error: An error message appears when you save the voucher.

No Message: No message appears, and you can save the voucher.

Warning: A warning message appears, but you can save the voucher.

VAT Default Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. On this page, you can define PeopleSoft Payables VAT business unit defaults as applicable.

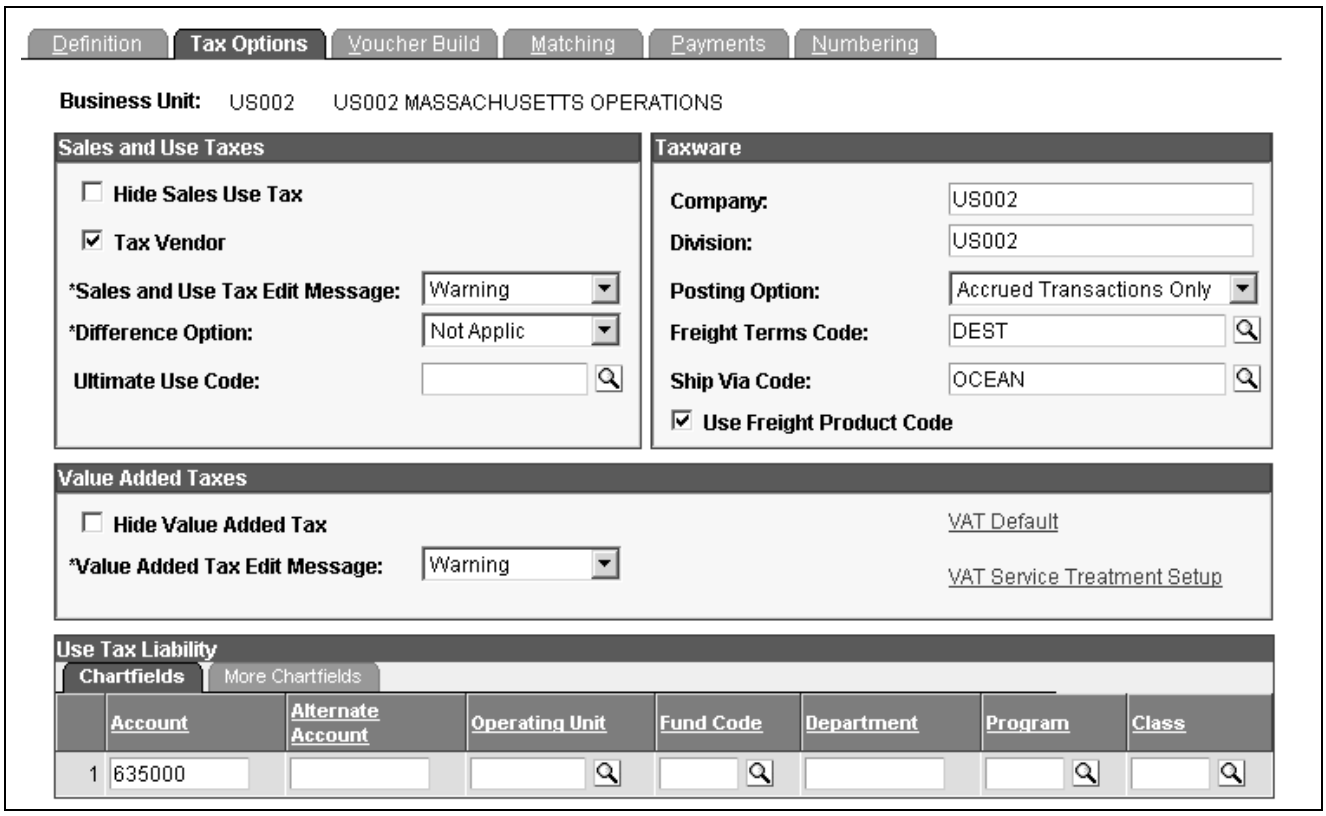
VAT Service Treatment Setup Click to access the Services VAT Treatment Drivers Setup page.

The Services VAT Treatment Drivers Setup is a common page used to set up VAT services treatment for all PeopleSoft applications that process VAT transactions. If you are required to implement special handling for services, you can specify PeopleSoft Payables VAT service treatment defaults on this page as applicable.

Note. There is also VAT default setup by setID on the Payables Options - Tax Options page.

Taxware or Vertex

If you have installed a third-party tax application, the Sales and Use Taxes group box contains a Tax Vendor check box. If you select this option, an additional group box appears, labeled either Taxware or Vertex, depending on the third-party application that you have installed and selected on the Installation Options - Overall page.



Payables Definition - Tax Options page with Taxware enabled

The Taxware or Vertex group box enables you to enter tax application data. In addition, a row of use tax liability ChartFields also appears. The values that you enter in these group boxes are passed to Taxware or Vertex and used in their respective tax calculation algorithms.

Company and **Division** — Enter the business unit in these fields. You must ensure that the business unit in the PeopleSoft system is identical to the company and division in Taxware or Vertex.

Posting Option — Select to designate which transactions are posted to the register in Taxware or Vertex. Options are:

Accrued Transactions Only: Use tax transactions.

All Transactions: All taxable and exempt transactions.

Taxable Transactions Only: Sales and use tax transactions.

Freight Terms Code — Select to determine the point of order origin. This field is used only by Taxware. These codes are defined by the user on the Freight Terms page. You must ensure that the freight terms code is identical in Taxware and in the PeopleSoft system.

Ship Via Code — These codes are defined by the user on the Ship Via Codes page and are used by both Taxware and Vertex. You must ensure that the PeopleSoft code is identical to the code in Taxware or Vertex.

Use Freight Product Code — Select only if the tax vendor is Taxware. This field indicates that Taxware uses a freight product code from the Taxware application.

Freight Product Code Enter a value only if the tax vendor is Vertex. Enter a code from the Vertex application.

Use Tax Liability

This is used only when PeopleSoft Payables is integrated with Taxware or Vertex. All accrued use taxes are posted to one account, and you determine which tax agencies to pay by using the register in Taxware or Vertex. Enter the ChartField values that define the accounting distribution line for use tax.

See Also

Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," Setting Up Sales and Use Tax With Taxware and Vertex, page 830

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," page 839

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Freight Terms

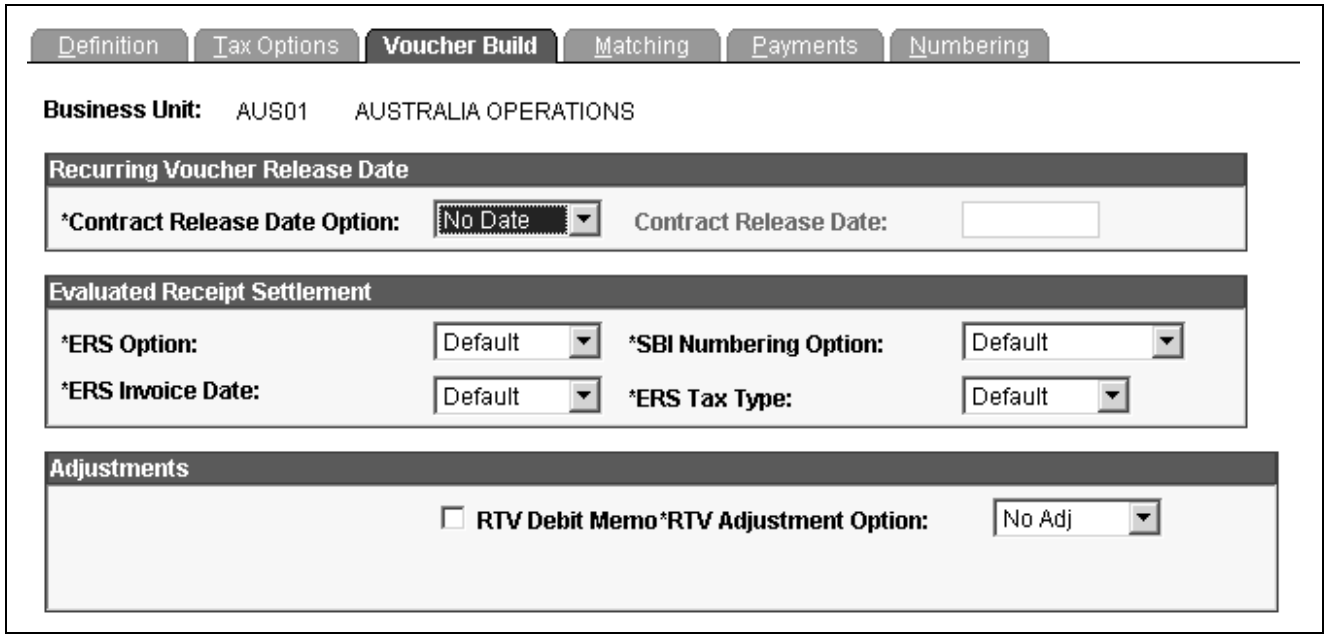
PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Shipping Codes

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Sales and Use Tax Options

Setting Voucher Build Options

Access the Payables Definition - Voucher Build page.



Payables Definition - Voucher Build page

Recurring Voucher Release Date

Contract Release Date Option Select to specify which date the system uses to determine whether to build vouchers for contracts. The Voucher Batch process builds vouchers for contracts with dates on or before the date generated by the contract date option.

Options are:

Curr Dt: Use the current date.

No Date: Do not use any date option.

Specify: Specify a date in the Contract Release Date field.

Evaluated Receipt Settlement

You can override the default ERS settings for the business unit. The defaults are set on the Procurement Control - ERS Options page for the general ledger business unit associated with the PeopleSoft Payables business unit.

Adjustments

RTV Debit Memo (return to vendor debit memo) Select to indicates how return to vendor debit adjustments are handled for the business unit. If you select this check box, specify one of the following options in the RTV Adjustment Option field:

Create: Automatic RTV adjustments are made and vouchers are created in the voucher tables. The RTV vouchers are then available for payment as a credit with all of the other vouchers.

Note. With the Commitment Control feature enabled, you cannot select *Create* or *Stage* unless you also select the RTV Debit Memo check box. Failure to do so causes the system to generate an invalid combination warning message.

No Adj (no adjustment): No automatic adjustments are created. You must manually create a voucher to create a credit payment.

Note. With the Commitment Control feature enabled and the RTV Debit Memo check box selected, you cannot select *No Adj*. Doing so causes the system to generate an invalid combination warning message.

Stage: Vouchers with automatic adjustments are first staged in the quick invoice tables so that you can review the voucher before it is actually created.

See Also

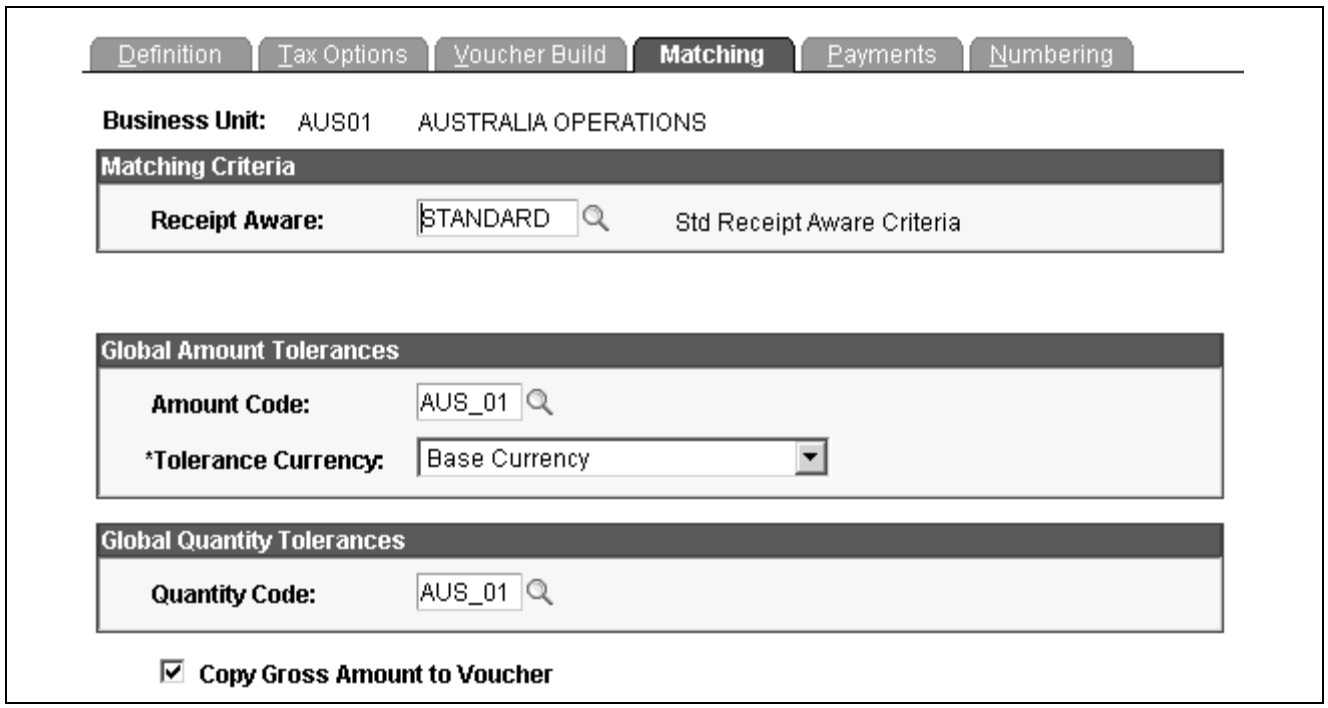
Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting ERS Options, page 43

Chapter 11, “Processing Batch Vouchers,” page 253

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Using Voucher and Order Contracts”

Establishing Matching Options

Access the Payables Definition - Matching page.



Payables Definition - Matching page

Note. You must establish Receipt Aware criteria on the Receipt Aware Criteria page before you can select options here.

Matching Criteria

Receipt Aware Enter a value to determine how the system selects receipts for matching receipts and vouchers. You set up the receipt aware criteria on the Receipt Aware Criteria page.

Matching for Voucher Approval Select to have the Matching Application Engine process (AP_MATCHING) set matched vouchers to *Approved* and bypass the voucher approval process. This option is available only if you have PeopleSoft eSettlements installed and you clear the eSettlements Matching Process check box on the installation options for eSettlements.

Global Amount Tolerances

Amount Code Select an amount code for amount tolerances. You define amount codes on the Global Amount Tolerances page.

Tolerance Currency Select the tolerance currency. Options are *Transaction Currency* and *Base Currency.*

Global Quantity Tolerances

Quantity Code Select the quantity code for quantity tolerances. You define quantity codes on the Global Quantity Tolerances page.

Additional Page Elements

Copy Gross Amount to Voucher

Select to have the system copy the total merchandise amount from a purchase order or receiver to the gross amount field on the voucher when you use a copy worksheet or the Copy PO function to copy a purchase order or receiver to a voucher.

By selecting this option, you indicate that, for all vouchers in the business unit, the system displays in the voucher header the corresponding total merchandise amount for the receiver or purchase order lines copied to the voucher lines. If you clear this check box, the gross amount is blank for vouchers in this business unit after you copy predecessor documents to the voucher. In that case, you enter the gross amount from the vendor's invoice.

Note. Sales tax, use tax, and VAT amounts are not included in the total amount copied to the voucher's gross amount field.

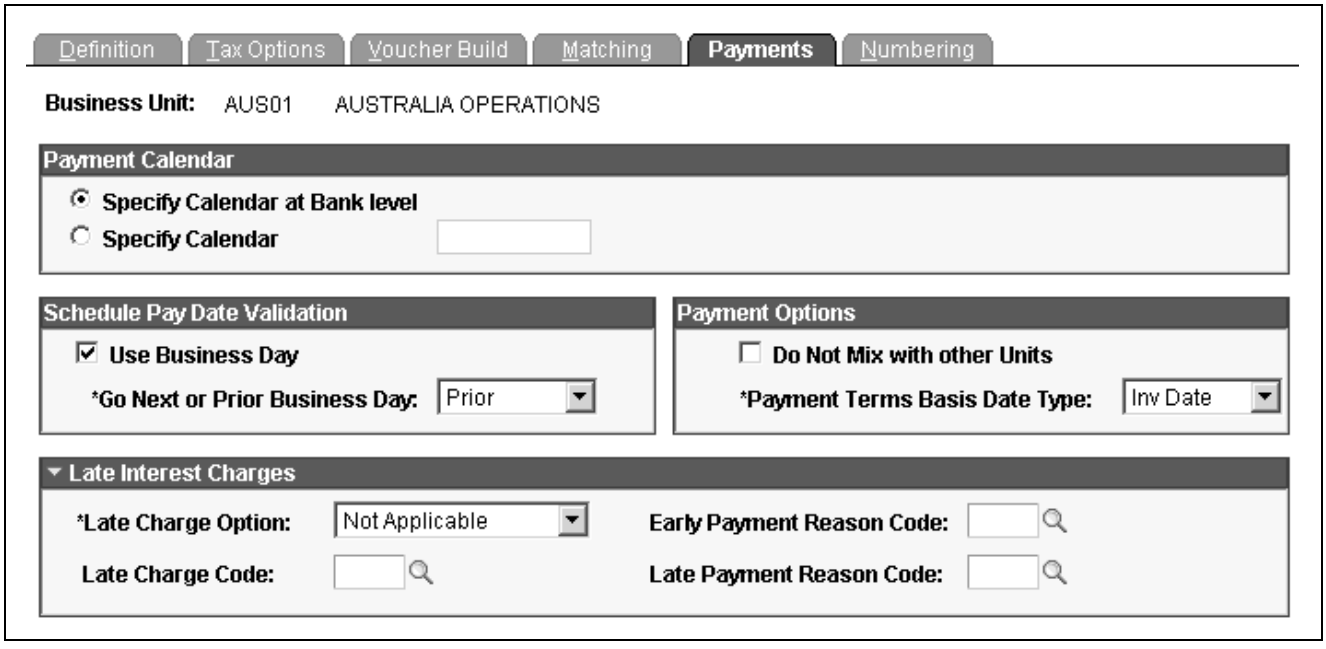
See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Establishing Receipt Aware Criteria

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Specifying Tolerances for Matching

Defining Payment Options

Access the Payables Definition - Payments page.



Payables Definition - Payments page

Payment Calendar

Specify Calendar at Bank Level Select to have the system use the payment calendar specified at the bank level to process all vouchers for the business unit. If you process payments for the business unit from multiple banks that use different calendars, this option provides more flexibility than specifying a calendar.

Specify Calendar Select to have the system use the calendar that you specify here to process all payments for the business unit.

Schedule Pay Date Validation

Use Business Day If you select this option, you enable the Go Next or Prior Business Day option.

Go Next or Prior Business Day If the scheduled due date of a voucher for the business unit falls on a nonbusiness day in the business calendar, the system schedules the date as the next or prior day, according to the business day option that you select. Then, if the holiday option is also enabled, the system schedules the date as due after the holiday or due before the holiday, according to the holiday option that you select.

When the Use Business Day check box is not selected but the holiday option is enabled, if the scheduled due date of a voucher in this business unit falls on a holiday, the system schedules the date as the next or prior business day according to the holiday option only.

Payment Options

Do Not Mix with other Business Units Select to keep the business unit separate from other business units when you make payments to vendors.

If you *do not* select this option, the PeopleSoft Payables system enables you to combine payments for vouchers that originate in multiple business units. In other words, you can print one check to a vendor to satisfy multiple vouchers from multiple business units.

Payment Terms Basis Date Type The system uses the date that you specify here in conjunction with the voucher payment terms to calculate the net due date, discount due date (if applicable), and the scheduled due date.

Options are:

- *Acct Date* (accounting date).
- *Doc Date* (document date) date voucher is entered.
- *Inv Date* (invoice date).
- *Recpt Date* (receipt date).
- *Ship Date*.
- *User Date* user-specified date.

Late Interest Charges

Late Charge Options Select to determine whether late charges are applied. Options are:

Compute Charges: The system calculates late charges.

Not Applicable: The system does not calculate late charges.

Late Charge Code Select a late charge code. The system uses the code you select here as the basis for calculating late charges.

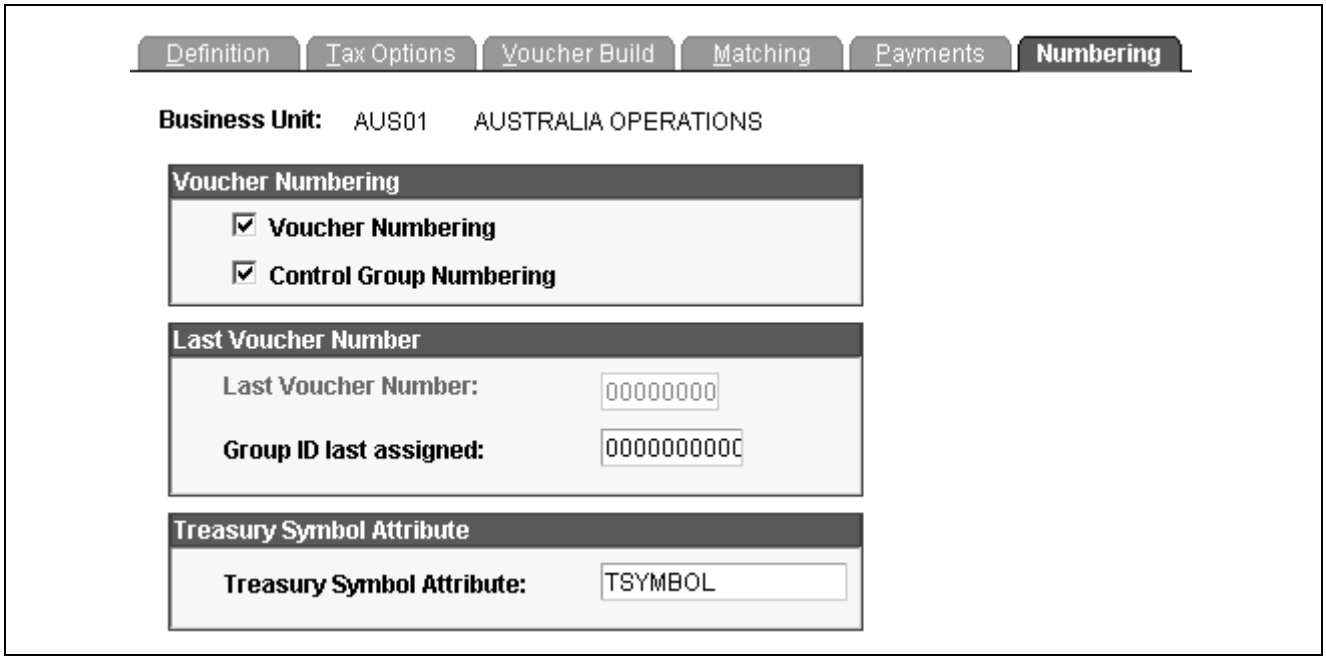
Early Payment Reason Code and **Late Payment Reason Code** Select an early and late payment reason code. You set these up on the Payment Reason Code page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Reason Codes

Setting Up Numbering

Access the Payables Definition - Numbering page.



Payables Definition - Numbering page

Voucher Numbering

Voucher Numbering Select to have the system number all vouchers automatically.

When you add a voucher, the ID field appears automatically as *Next;* when you save the voucher, the system assigns the next sequential number.

Control Group Numbering Select this option to have the system number all control groups automatically.

When you add a control group, the ID field appears automatically as *Next;* when you save the control group, the system assigns the next sequential number.

Last Voucher Number

Last Voucher Number Displays the last voucher number assigned in the PeopleSoft Payables system.

Group ID last assigned Displays the last control group ID assigned in the PeopleSoft Payables system.

Note. Suppose that you have a legacy system, and you want to adjust the autonumbering to begin at a specific ID to accommodate this. To do so, write-enable the Last Voucher Number field, the Group ID last assigned field, or both. Use PeopleSoft Application Designer to open the BUS_UNIT_TBL_AP6 page and use the Change Use dialog box to clear Display Only. Save the changes. Return to the Payables Definition - Numbering page, and enter the number or numbers at which you want the system to start autonumbering. Return to PeopleSoft Application Designer and reselect Display Only. The autonumbering function begins at the number that you entered, and the system increments it by one for the next voucher or control group that you enter.

(USF) Treasury Symbol Attribute

Treasury Symbol Attribute The treasury symbol attribute is a ChartField attribute that you can use to associate treasury account symbols with specific fund codes, using the ChartField Attribute page and the ChartField Attribute Values pages. When you perform this setup, treasury account symbols are stored for all transactions that are associated with fund codes.

Treasury account symbols represent summary accounts established by the U.S. Treasury Department for each appropriation and fund showing transactions to such accounts. Each account provides the framework for establishing a set of balanced accounts on the books of the respective federal agency.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Federal Payment Schedule Setup, page 738

Defining PeopleSoft Payables Business Unit Options by SetID

To set up your PeopleSoft Payables business unit options by SetID, use the Payables Options component (BU_CTLB).

To load data into the tables for the Payables Options component, use the EM_BU_CTLB component interface.

This section provides an overview of payables business unit setup by setID and discusses how to:

- Establish accounting date options.
- Define the voucher approval rules, default currency, and single payment master vendor.
- Define voucher error-handling options.
- Selecting payment options.

- Selecting tax options.

Understanding Payables Business Unit Setup by SetID

You continue the business unit setup by defining business unit parameters in the Payables Options component, which defines the defaults at the setID level. All business units assigned to the setID use the defaults that you specify in this component.

Note. Before you can complete the business unit setup in the Payables Options component, you must set up the control tables common to all PeopleSoft applications and use the Payables Definition component to establish the PeopleSoft Payables business units.

Note. You must also define processing options for the Payables business units.

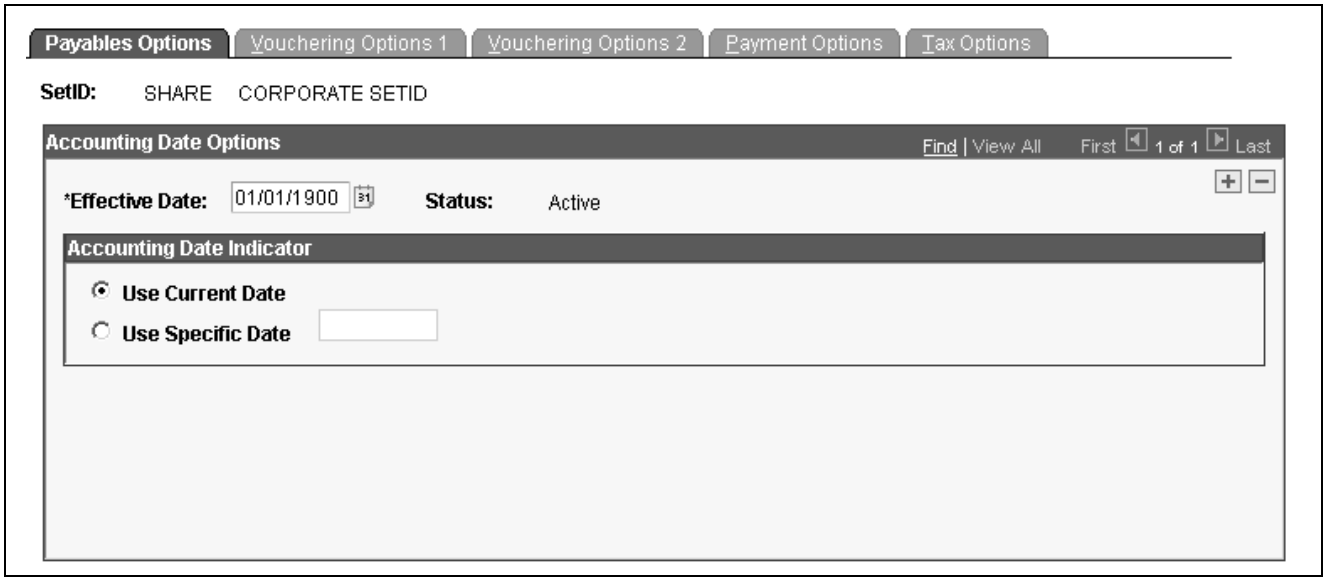
See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Defining Procurement Options”.

Pages Used to Define PeopleSoft Payables Business Unit Options by SetID

Page Name	Object Name	Navigation	Usage
Payables Options - Payables Options	BU_AP_OPT_ACCTG	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options	Define accounting date options for PeopleSoft Payables business units sharing the setID.
Payables Options - Vouchering Options 1	BU_AP_OPT_VCHR1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1	Enter the voucher approval rules, currencies, and single payment master vendor for the setID.
Payables Options - Vouchering Options 2	BU_AP_OPT_VCHR2	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 2	Specify the actions that the system takes when it encounters duplicate invoices, incorrect ChartFields, and vouchers with unbalanced lines.
Payables Options - Payment Options	BU_AP_OPT_PYMNT	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Payment Options	Specify the default payment terms, payment method, and bank account for the setID. These options control the defaults for vendors and individual vouchers.
Holiday Processing Options	HOL_PROC_SEC	Click the Holiday Options link on the Payables Options - Payment Options page.	Specify the holiday processing options for the setID.
Payables Options - Tax Options	BU_AP_OPT_TAX	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Tax Options	Specify sales tax, use tax, and VAT options for the setID.

Establishing Accounting Date Options

Access the Payables Options - Payables Options page.



Payables Options - Payables Options page

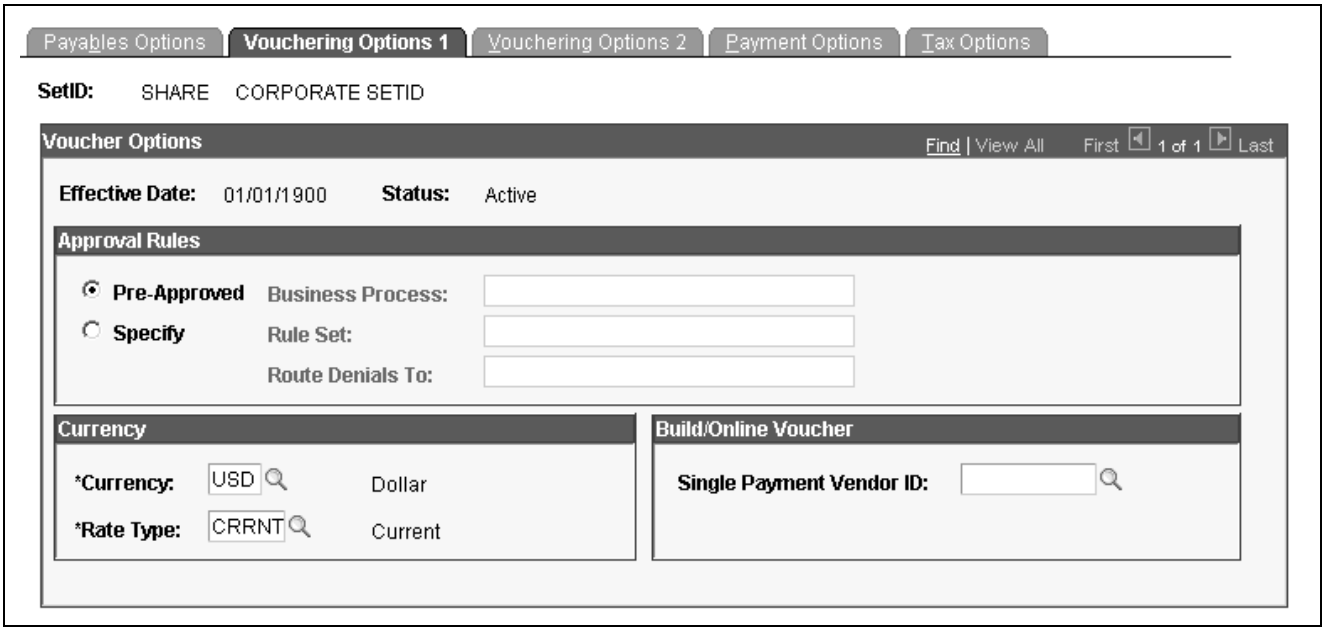
Specify the accounting date option that the system uses for the setID. This setting controls default values (through the default hierarchy) on individual vouchers. The accounting date controls the period in which the accounting entry information appears in the general ledger. It largely determines when an accounting entry is selected for journal generation.

Use Current Date Select to have the system apply the date of the transaction as the accounting date.

Use Specific Date Select to have the system use the date that you enter on this page to determine which period to use for posting the transactions. Keep in mind that if you enter a specific date here, all voucher transactions entered for business units using the setID will have the same accounting date.

Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor

Access the Payables Options - Vouchering Options 1 page.



Payables Options - Vouchering Options 1 page

Pre-Approved Select to implement voucher preapproval at the business unit level. Any voucher entered for a business unit assigned to a setID with *Pre-Approved* as the approval rule is automatically approved for payment. You can override this setting at the origin, control group, or vendor level of the control hierarchy.

Specify Select to implement voucher approval using PeopleSoft Workflow. If you select this option, you can use the business processes and rule sets supplied with the system. However, may need to modify the rules, roles, and routings to suit the organization. You set up business processes, rule sets, and routings using the Virtual Approver feature.

Business Process Enter a business process name to identify the purpose of the workflow; for example, *process voucher approval.*

Rule Set Enter a rule set name to identify the steps of the process that a voucher undergoes as it is processed by workflow for approval; for example, *Payment Approval Rule Set 1*.

Route Denials To Enter the roles to which denied vouchers are routed through workflow.

Currency Enter the default voucher currency for the business units assigned to this setID. This is the transaction currency that the system uses by default on vouchers for these business units. You can select alternate currencies when you enter vouchers if you have multicurrency bank accounts. You can also select alternate currencies when you enter vendor information. The vendor currency then appears by default on vouchers that are entered into the system for a particular vendor.

Rate Type Enter the rate type that the system uses for all vouchers generated for business units using the setID. Rate types are defined on the Market Rate Type page.

Single Payment Vendor ID Enter the single payment vendor ID, or master vendor, that the business units using the setID use on vouchers for one-time vendors who are not

set up in the system. You set up the single payment vendor by setID in the Vendor Information component (VNDR_ID).

This single-payment vendor defaults onto the voucher. For online vouchers, you can override it when you enter the voucher. For vouchers processed by the Voucher Build process, you can override it by specifying a single payment master vendor ID as the vendor in the source data that you stage be processed.

You can override most of these options throughout the control hierarchy at the origin, control group, vendor, and voucher level.

See Also

Chapter 13, "Managing Vouchers," Approving Vouchers, page 303

Chapter 27, "Processing Landed Cost Transactions," page 697

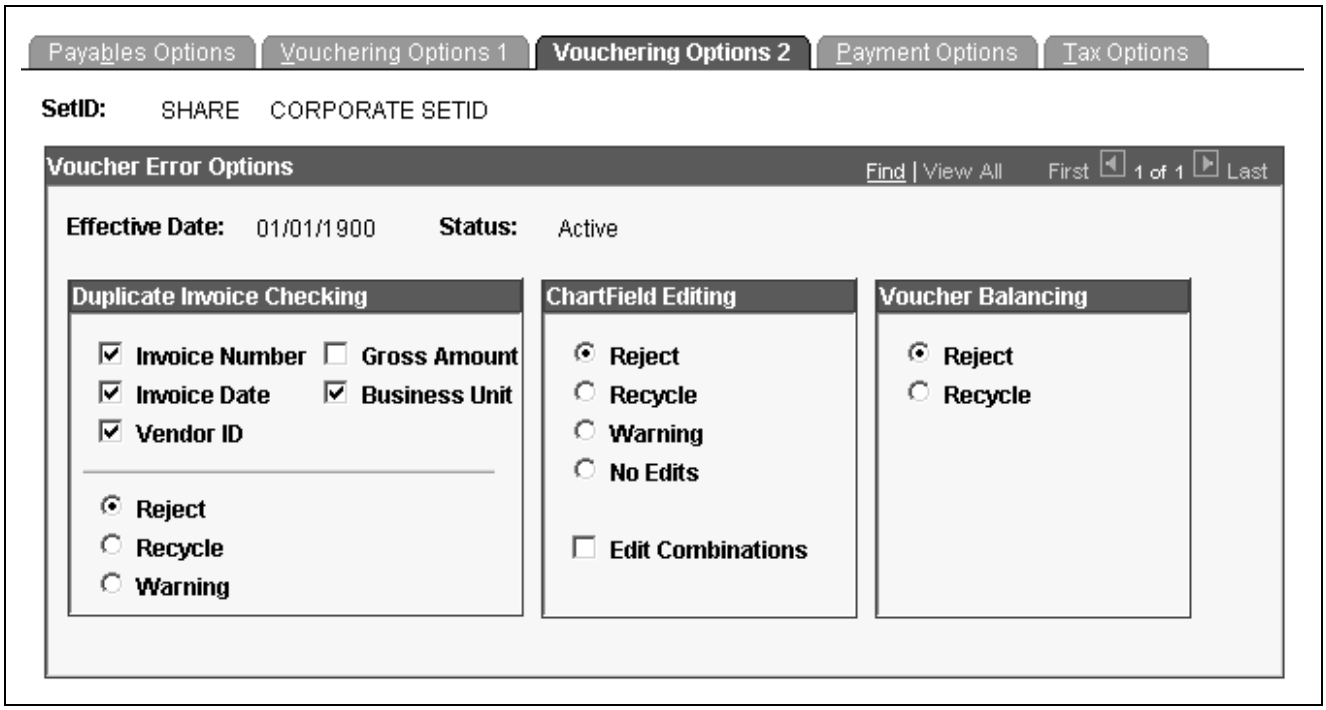
Chapter 29, "Processing Document Sequencing in PeopleSoft Payables," page 723

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

PeopleSoft PeopleTools PeopleBook: PeopleSoft Workflow

Defining Voucher Error-Handling Options

Access the Payables Options - Vouchering Options 2 page.



Payables Options - Vouchering Options 2 page

Select one of the following actions to indicate how the system handles errors when checking for duplicate information, validating ChartFields and ChartField combinations, or balancing vouchers:

Reject Select to have the system reject the voucher; you cannot save the voucher until the error is fixed.

Note. The Voucher Build process treats rejected vouchers as recycle vouchers.

Recycle Select to save your work without enabling the voucher to be posted until the error is corrected. The system displays a message to this effect.

Note. You can search for and correct vouchers in recycle status in both the online Voucher component (VCHR_EXPRESS) and the Voucher Maintenance component (VCHR_CORRECTION).

Warning The system issues a warning but enables you to save, post, and pay the voucher.

Note. The Voucher Build process passes vouchers that fail warning edits without providing a warning.

No Edits Select to bypass ChartField editing.

Duplicate Invoice Checking

Depending on the options that you select here, the system checks each voucher that is entered for a business unit for duplicates. It can check for duplicate invoice numbers, invoice dates, or any combination of the options listed here.

If you select multiple options, the system performs an AND check. For example, if you select invoice number and invoice date, the system finds a duplicate if the invoice number *and* invoice date are the same. The system does not find a duplicate, however, if the invoice number is the same but not the date. The more variables that you select, the less likely it is that the system will identify duplicate vouchers.

If any of these variables are found to have values that already exist in the voucher tables, you can have the system reject, recycle, or issue a warning when the voucher is saved.

In addition, if you enable duplicate invoice checking for a business unit, the system also performs a preliminary check when you add vouchers. The system checks against the voucher table to see if any existing vouchers already contain the entered invoice number. If it finds any that do, it issues a warning message before displaying the Invoice Information page. This preliminary check ensures that you do not discover a duplicate invoice number after you enter all of the voucher information.

Note. Duplicate invoice checking is *not* case-sensitive when matching invoice IDs.

ChartField Editing

Select the appropriate ChartField editing options to determine the action that the system takes when a voucher's ChartFields do not match the ChartFields available to the business unit.

Edit Combinations Select to use ChartField combination editing.

Note. If you plan to use ChartField combination editing, it is important that you select the Edit Combinations check box in addition to one of the ChartField editing options. Selecting this option enables ChartField combination editing to validate against the ChartFields that you define during setup. If this option is not selected, and you have only selected the reject, recycle or warning option, ChartField combination editing checks only that you entered valid, single ChartField values on the vouchers.

Voucher Balancing

Specify whether the system should reject or recycle vouchers that are not in balance.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Editing ChartField Combinations"

Selecting Payment Options

Access the Payables Options - Payment Options page.



Payables Options - Payment Options page

Holiday Options Click to open the Holiday Processing Options page, where you can establish bank holiday processing for this setID.

The system calculates bank holidays using the business calendar defined on the Business Calendars page. Options for holiday processing are:

- *Not Applicable*: The PeopleSoft Payables system does not take bank holidays into consideration when it calculates payment due dates.
- *Due After Holiday*: The system takes any bank holidays into consideration when it calculates the scheduled due date and delays payment until after the bank holiday. Use the Days field to enter the number of days after the holiday that the payment can be made.
- *Due Before Holiday*: The system takes any bank holidays into consideration when it calculates the scheduled due date and makes the payment before the bank holiday. Use the Days field to enter the number of days before the holiday that the payment can be made.

If you select the *Due After Holiday* option, you can also select the *Allow due date in next month* option to enable a payment to be made in the next month. If you don't select this option and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this option if you want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month.

Note. Normally, holiday options appear by default from the PeopleSoft Payables business unit level and are carried over to the vendor level and then to the voucher level. However, if a user specifies holiday options during the bank account setup, the bank account options override the default value on the voucher.

Terms

Select the default payment terms ID and payment method for the setID. The preferred payment method options are:

Automated Clearing House Select to create an electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to the vendor's bank.

Direct Debit Select to make a payment directly to the vendor's bank account through electronic transfers for specific goods or services. While contractual, the payments can be for different amounts and can vary over periodic intervals.

Draft - Customer EFT (draft - customer electronic funds transfer) Select to create EFT files instead of printed drafts. You send the file to your bank when the draft payment is due.

Draft - Customer Initiated Select to have the system produce a draft before the draft due date. It details the draft identification number, the draft amount, and the draft maturity date, and you send it to the vendor. About 10 days before the draft maturity date, the vendor submits the draft to its bank for collection. The vendor's bank

asks your bank to honor the draft. The vendor submits the draft to your bank for verification. Once your bank verifies the funds, it pays the draft.

Draft - Vendor Initiated Select to have the vendor initiate payment and have the draft drawn against your bank account with a future due date. Upon the settlement date of the draft, you can assume that the whole amount of the draft has been withdrawn from your account.

Electronic Funds Transfer (EFT) Select to create an electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank then sends the payments to your vendor's bank

Giro - EFT Select to create an output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.

Giro - Manual Select to use a type of remittance slip that is handled as a manual payment. Accept Giro is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays all of the information necessary to execute a payment. You detach the tear-off portion and send it to your bank for payment to the vendor. Your bank sends payment to the vendor's bank, and the vendor's account information is updated.

Letter of Credit Select to use an agreement issued by a bank at the request of its client and add the bank's promise of payment to your promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the vendor can collect payment. All vouchers that have the same letter of credit ID are grouped in a single payment. Only those payments for which you have selected the L/C Advice option on the Preferences page of the Payment Selection Criteria component (PYCYCL_DEFN) have a printed letter of credit advice.

Manual Check Select to use the manual payment functionality, which records into the system a check that was typed or handwritten outside of the system.

System Check Select to use scheduled payments that require a printed paper check and remittance advice.

Treasury Wire Select to use a funds transfer with the recipients' settlement instructions sent using templates or on an ad hoc basis by electronic data flat file. You export the data using the EDI Manager feature.

Wire Report Select to create an electronic payment from your bank account to the vendor's bank account.

See Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," page 95.

Discount Delay Days

Discount delay days enable you to specify extra days to process checks when you know that most or all of the vendors for these business unit are lenient with due dates. In calculating the due date for discount and net, the system checks the payment terms and payment terms basis date. Based on the terms, it calculates the discount and net date. It adds the discount and net delay days, as specified by the control hierarchy, to yield the updated discount date and net date.

Net Enter the number of delay days for net payment. A delay of *5* days provides extra time to make the net payment.

Discount Enter the number of delay days for discount payment. If you enter *2* delay days, you can process payments two days later than the discount due date and still have the PeopleSoft Payables system take the discount.

You define payment terms on the Payment Terms pages.

Prepay/Third-Party Pay Terms

Prepay/Third-Party Pay Terms Use to specify the default prepayment or third-party payment terms ID for the setID.

Prepayments have some restrictions on payment terms. For example, you cannot use discounts or multiple payment terms with prepayments. If you select an invalid value from the list of available options, the system issues an error message indicating that the selected terms cannot be used with prepayments.

Note. If you do not populate this field, the payment terms for prepaid vouchers for the setID appear as blank in the Voucher component. You can enter or override payment terms for prepaid vouchers at the voucher level.

Payment terms for third-party vouchers cannot include a discount.

Draft Sight

Draft Sight Enter the sight code. This code references the agreed upon payment terms between you and the vendor for draft payments. It is similar to accounts payable and accounts receivable payment terms, such as NET30, except that it does not use discounts. Use the Sight Codes page to establish sight codes.

Draft Issue Approval Required Select to specify that the status *Approved* is required before accounting entries can be generated for drafts using the Payment Posting process (AP_PSTPYMNT).

If you select this check box, approval is required before accounting entries can be generated. All payments must have DFT_STATUS = ‘A’ (approved). If you do not select this check box, approval is not required for payment posting, and payments can have draft status of either *C* (created) or *A* (approved).

Payment Bank Options

Select a default payment bank, bank account, and handling code for the setID. You define these codes on the Payment Handling Codes page. Some examples are:

Handling Code	Name	Short Name
HD	High Dollar Payment	High $
IN	Internal Distribution	Internal

Handling Code	Name	Short Name
PO	Route to Purchasing	Purchasing
RE	Regular Payments	Regular

(USF) Pay Sched/Date Calculation

Pay Schedule Type Select the default schedule payment type for the business units sharing the setID. You can override this setting at the origin, vendor, and voucher levels of the control hierarchy. Options are:

Manual: Indicates that the agency can cut checks to pay the vendor directly. If you select this option, the Pay Cycle Application Engine process (AP_APY2015) does not process payment schedules for this business unit.

Other: Indicates that the payments cover nontransportation expenses.

Transport: Indicates that the payments cover transportation expenses.

Date Calculation Basis Specify whether the system calculates the payment date using the federal prompt payment criteria. The following values are delivered with the system:

- *(none)*
- *Agricultural Commodities*
- *Dairy*
- *Meat*
- *Poultry*
- *Prompt Pay Basis*

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Defining Business Calendars

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Collection Methods

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options"

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 210

Chapter 24, "Processing Drafts," Sight Codes, page 622

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Handling Codes

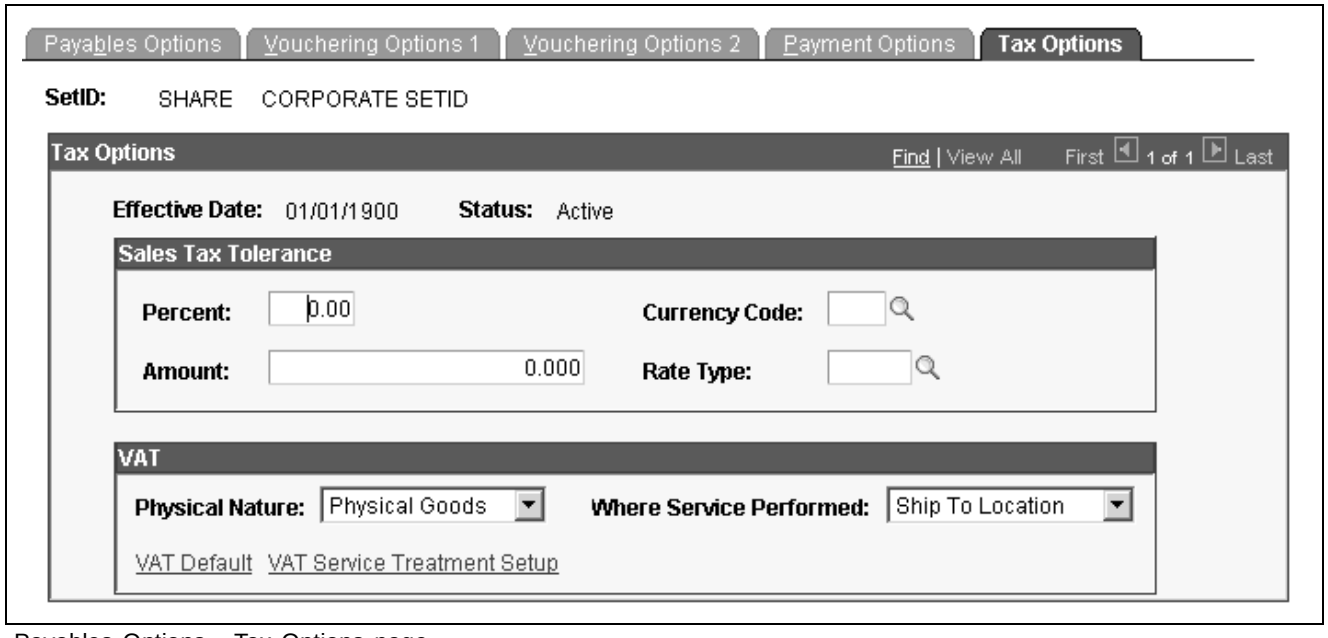
Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," page 95

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737

Selecting Tax Options

Access the Payables Options - Tax Options page.



Payables Options - Tax Options page

The sales tax tolerance determines the allowable difference between the sum of the sales tax calculated for each voucher line and the total amount entered in the voucher header. If there is a discrepancy, the system compares the amount of difference against the sales tax tolerance rules that you specify here. You determine how the system handles such discrepancies for a PeopleSoft Payables business unit on the Payables Definition - Tax Options page. On the same page, you can also determine whether to handle any discrepancy in entered and calculated sales tax by accruing the difference as use tax.

Percent Enter a value to define the tolerance as a percent of the gross amount. Enter a percent value in this field.

Amount Enter a value to define the tolerance as a fixed amount. Enter an amount in this field.

The system checks against the percentage first, and if it is out of tolerance, it then checks against the amount. If both are exceeded, a warning or error is issued (according to the discrepancy handling that you set up on the Payables Definition - Tax Options page). If the percent is exceeded and the amount is not—as in the case of a low voucher amount—the tolerance is met and the voucher is saved without issuing a warning.

Currency Code and **Rate Type** Enter the currency code and rate type for the tolerance amount.

VAT Options

Physical Nature Select the default physical nature for transactions. Options are *Good* and *Service.* For many countries, you must report the sale or purchase of goods separately from services.

Where Service Performed Enter the default location for where a service is most often performed; that is, the place at which the VAT liability is incurred. Options are *Buyer's, Ship From, Ship To,* and *Supplier's.*

VAT Default Click to access the VAT Defaults Setup page.

The VAT Defaults Setup page is a common page used to set up VAT defaults for all PeopleSoft applications that process VAT transactions. On this page, you can define PeopleSoft Payables VAT defaults for the business units sharing the setID (as applicable).

VAT Service Treatment Setup Click to access the Services VAT Treatment Drivers Setup page.

The Services VAT Treatment Drivers Setup page is a common page used to set up VAT services treatment for all PeopleSoft applications that process VAT transactions. If you are required to implement special handling for services, you can specify PeopleSoft Payables VAT service treatment defaults on this page (as applicable).

See Also

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Setting Up the Payables VAT Default Hierarchy, page 844

CHAPTER 5

Organizing Vouchers with Origins and Control Groups

This chapter provides an overview of voucher origins and control groups and discusses how to:

- Define voucher origins.
- Define voucher control groups.

Understanding Voucher Origins and Control Groups

Voucher origins and control groups enable you to group vouchers to meet your business requirements.

This section discusses:

- Voucher origins.
- Control groups.

Voucher Origins

Each voucher entered into PeopleSoft Payables must come from a valid origin. An origin identifies a specific entry point for online or batch entry, such as a department, division, company, or specific user. An origin also stores validation rules and default information, which provide additional voucher entry controls. In PeopleSoft Payables, each user ID is associated with a valid origin.

For example, if you have automated systems that pass information to PeopleSoft Payables, you might set up different duplicate-invoice criteria from the criteria that you use for vouchers entered online. Likewise, you might set up the payroll department as a separate origin so that users can add only vouchers for employees.

Each PeopleSoft Payables user must be associated with an origin in order to process vouchers. When you set up processing options in levels below the business units, the first option for most functions is *default*. Selecting this option directs the system to the next higher level in the control hierarchy to obtain the value.

Control Groups

Control groups are not a required component of the control hierarchy. They can, however, provide security options and determine workloads for data entry operators. You can set up the system to process vouchers in groups to:

- Establish separate processing rules (different from those set up at the business unit and voucher origin levels).
- Specify when groups of vouchers should be posted or paid.

- Determine whether vouchers should be balanced or verified before they can be posted or paid.
- Divide vouchers among data entry clerks, including assigning a block of voucher numbers.
- Post several of these groups in one easy step.

If you set up control groups, the system can:

- Check for control groups assigned for each user's ID.
- Select the earliest group in the queue for multiple groups.

  (You can override this feature if necessary by selecting the lookup button to the right of the Control Group field.)
- Keep track of running totals.
- Automatically set the balanced group to *Ready for Review* status (if you enable this feature).
- Select the next group in the queue each time that users finish a group.
- Provide autonumbering.

  The system displays *NEXT* in the Group field until you save the page, and then the system increments by one the last ID number used to create the new control group ID.

Note. The system assigns control group IDs automatically if you select this option for the business unit. Alternatively, you can enter them manually. You set up control group autonumbering on the Payables Definition - Numbering page. You can enter combinations of letters and numbers to provide additional identification for groups.

Supervisors can:

- Use the Run a Tape feature to ascertain the gross total and the number of invoices.
- Restrict PeopleSoft Payables users so that they can only enter vouchers in control groups.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Numbering, page 60

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

Common Elements Used in This Chapter

Default	Select to have the system inherit the value from the next higher level in the control hierarchy.
Specify	Select to have the system override the value from the next higher level in the control hierarchy with the option that you specify at this level.
SetID	Displays the setID that you entered to access the page. Each origin belongs to a setID.

Unit Displays the business unit that you entered to access the page. Each control group belongs to a PeopleSoft Payables business unit.

Defining Voucher Origins

To define your voucher origins, use the Voucher Origin component (ORIGIN1).

This section lists prerequisites and discusses how to:

- Specify accounting and payment options.
- Specify voucher approval, voucher currency, and document sequencing settings.
- Specify duplicate invoice checking, ChartField editing, and voucher balancing processing.
- Set tax processing options.

Prerequisites

Before you can complete the voucher origin setup, you must complete the following tasks:

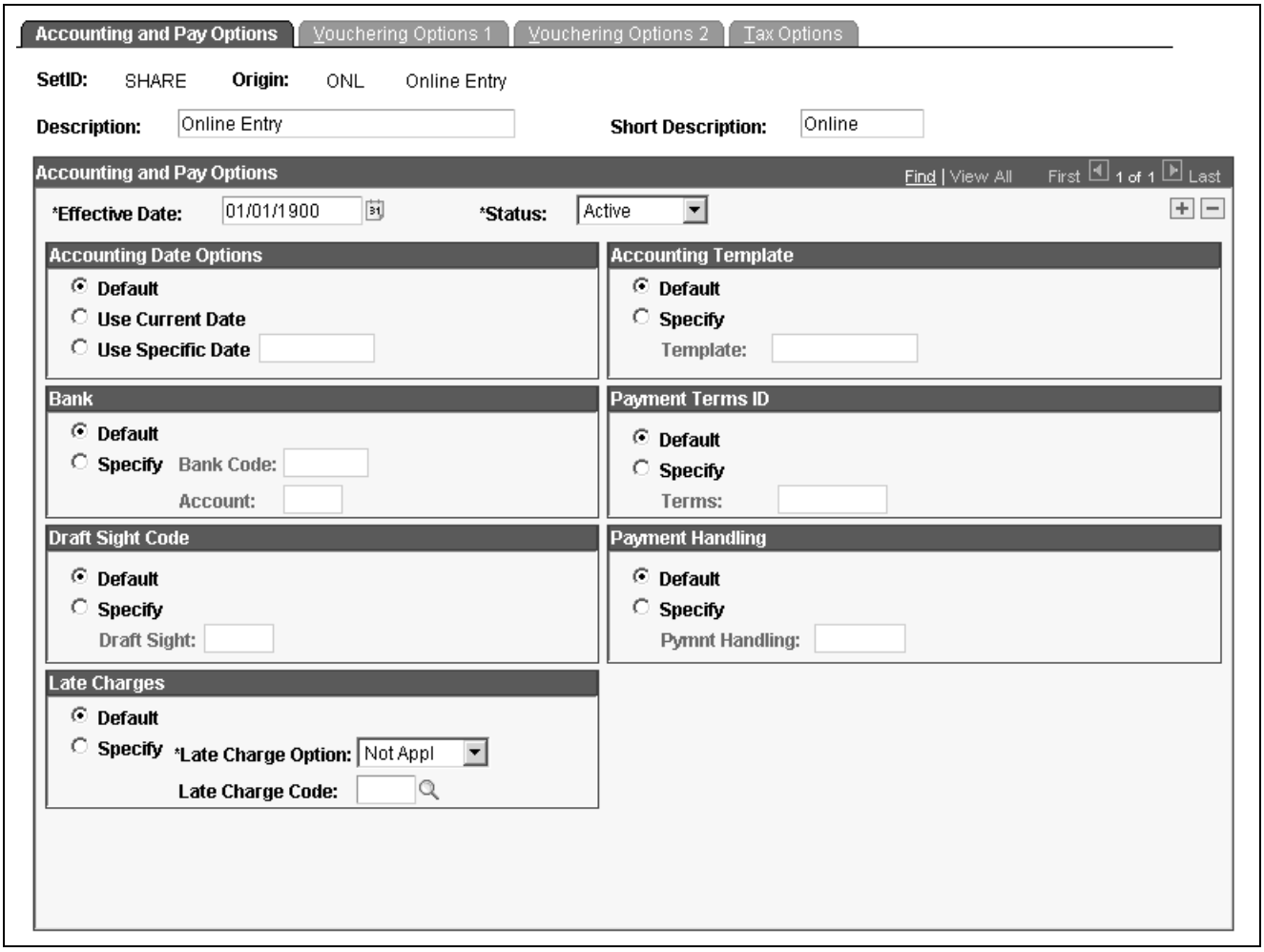
- Define the accounting and pay options, including accounting templates, banks, payment terms, payment handling codes, and draft sight codes.
- Define the vouchering option details, including voucher approval processes, currencies, and document sequencing.
- Define the tax options, including ship to locations, ultimate use codes, sales tax tolerances, and value-added tax (VAT) setup.
- Complete the PeopleSoft Payables business unit setup.

Pages Used to Define Voucher Origins

Page Name	Object Name	Navigation	Usage
Voucher Origin - Accounting and Pay Options	ORIGIN_VCHR1	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Accounting and Pay Options	Specify accounting and payment options for the voucher origin.
Voucher Origin - Vouchering Options 1	ORIGIN_VCHR2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Vouchering Options 1	Specify voucher approval, voucher currency, and document sequencing settings for the voucher origin.
Voucher Origin - Vouchering Options 2	ORIGIN_VCHR4	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Vouchering Options 2	Specify duplicate invoice checking, ChartField editing, and voucher balancing processing settings for the voucher origin.
Voucher Origin - Tax Options	ORIGIN_VCHR_TAX	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Tax Options	Specify sales and use tax and VAT processing options for the voucher origin.
Voucher Origins	RUN_APY0000	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, Voucher Origins	Define run parameters for the List of Voucher Origins report (APY0000). Use this report to view the current options by the as of date for each voucher origin in the setID.

Specifying Accounting and Payment Options

Access the Voucher Origin - Accounting and Pay Options page.



Voucher Origin - Accounting and Pay Options page

The options on this page are the same as those defined in the Payables Definition component (BUS_UNIT_TBL_AP) and the Payables Options component (BU_CTLB). In the Payables Options and Definitions components, you define these options for the business unit; here, you define them for the voucher origin.

Note. The group boxes and fields that appear for a particular origin depend on the options you have enabled. Not all page elements appear for each origin.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Handling Codes

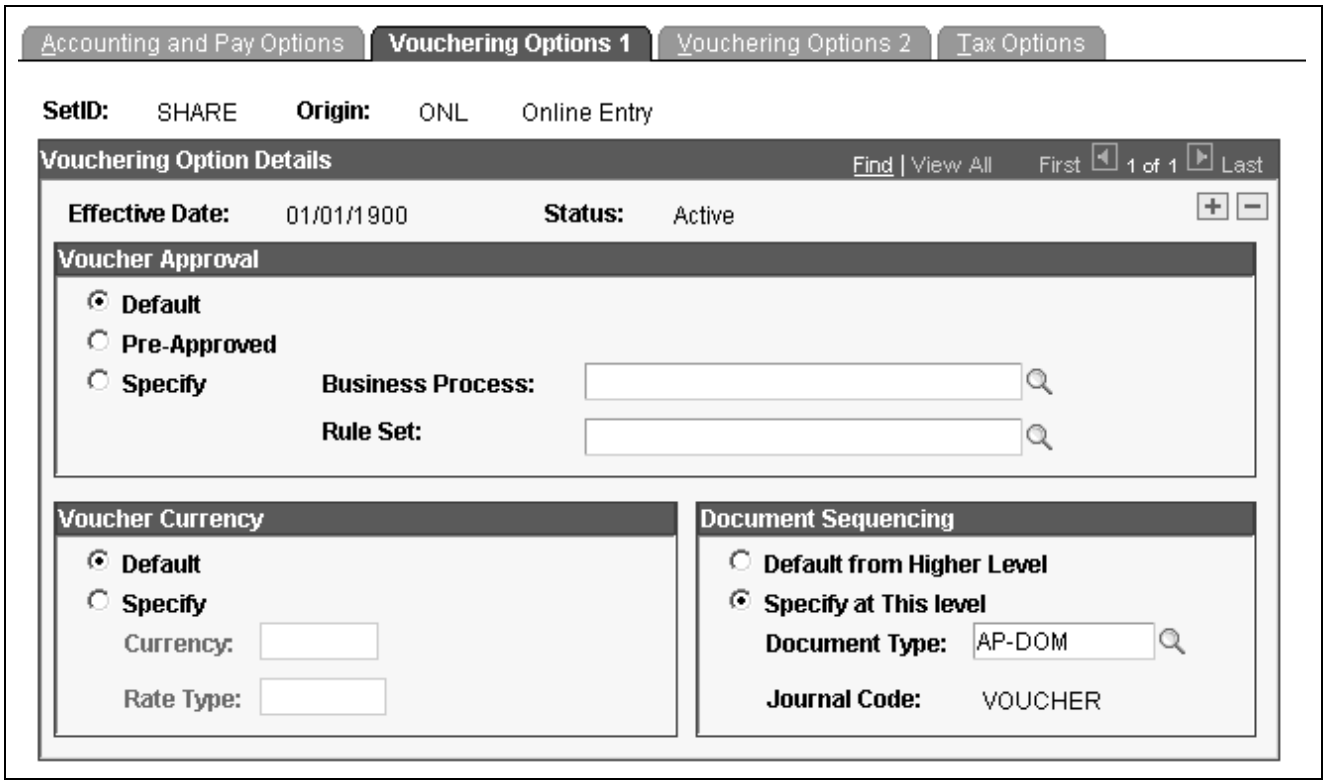
Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining PeopleSoft Payables Business Units, page 44

Chapter 24, "Processing Drafts," page 619

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

Specifying Voucher Approval and Currency Settings

Access the Voucher Origin - Vouchering Options 1 page.



Voucher Origin - Vouchering Options 1 page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the voucher origin.

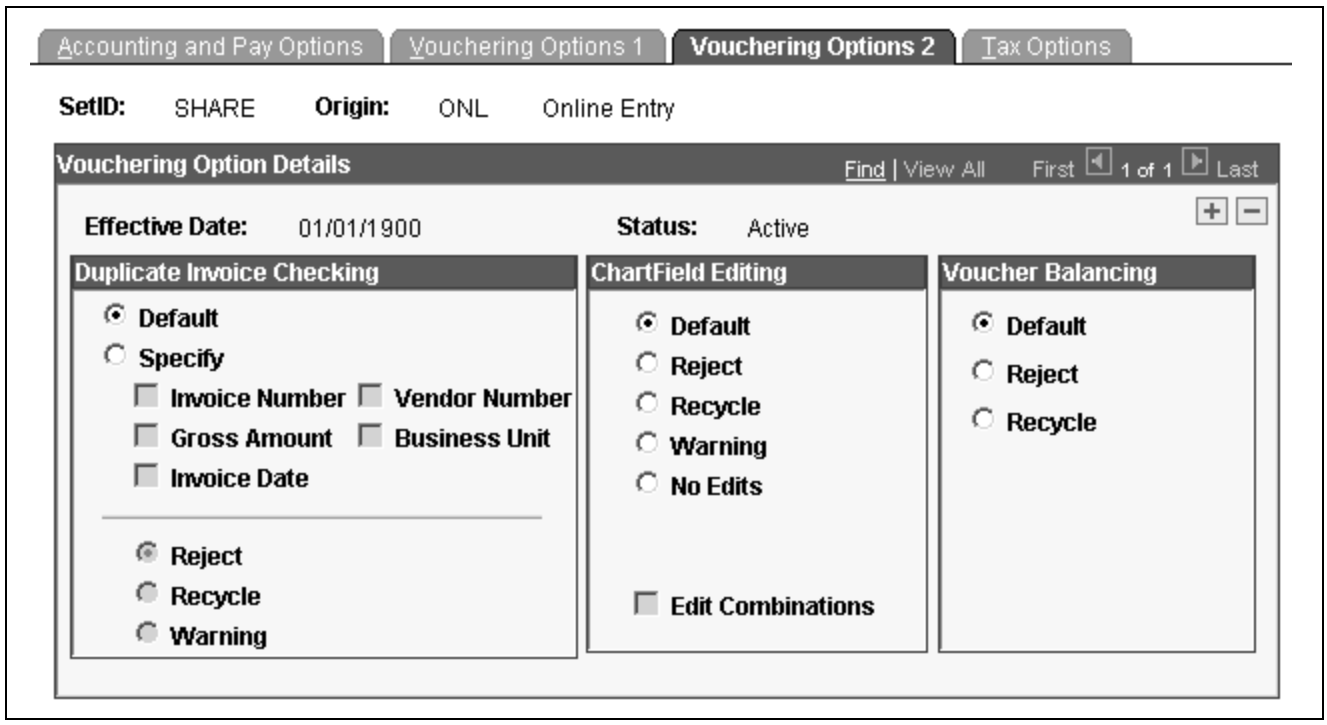
See Also

Chapter 13, “Managing Vouchers,” page 301

Chapter 29, “Processing Document Sequencing in PeopleSoft Payables,” page 723

Specifying Duplicate Invoice Checking, ChartField Editing, and Voucher Balancing Options

Access the Voucher Origin - Vouchering Options 2 page.



Voucher Origin - Vouchering Options 2 page

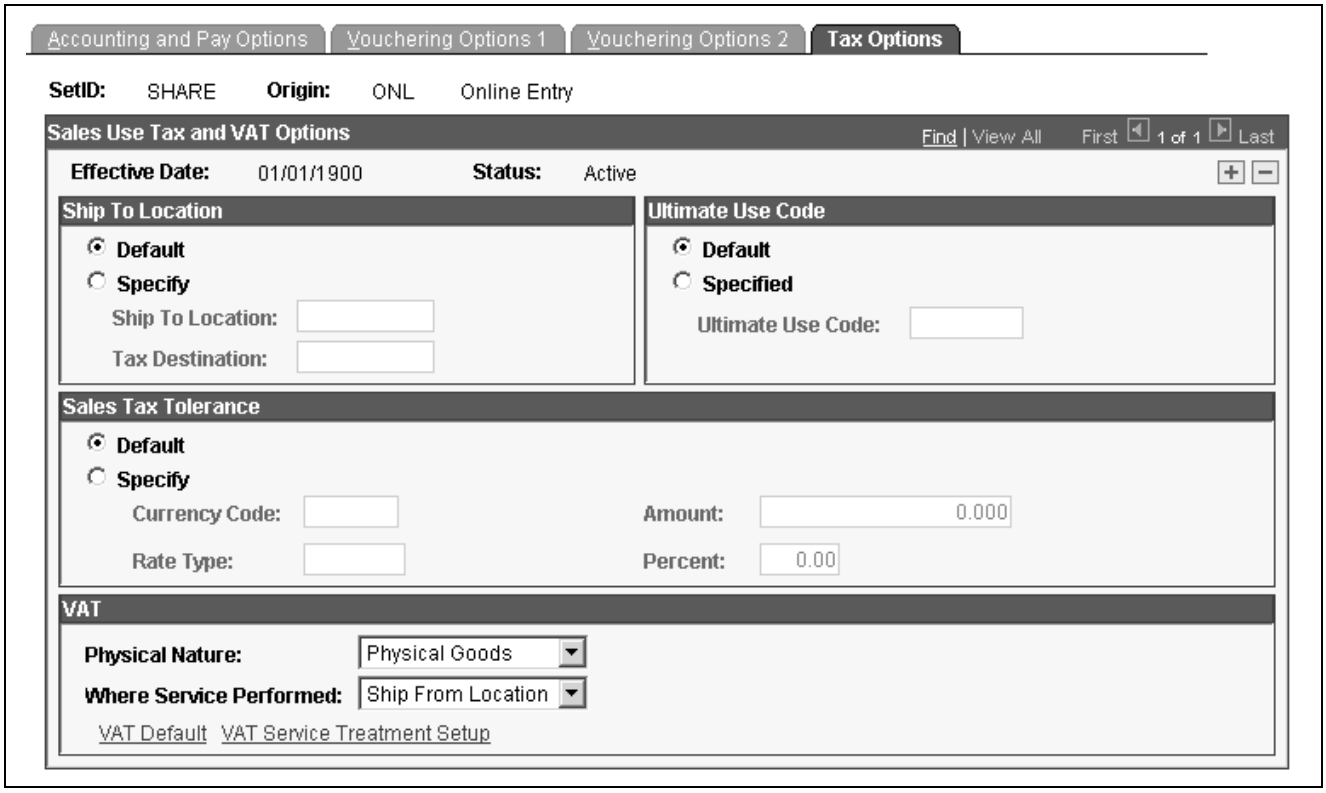
The options on this page are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the voucher origin.

See Also

Chapter 3, “Understanding PeopleSoft Payables Implementation,” ChartField Combination Editing, page 22

Setting Tax Options

Access the Voucher Origin - Tax Options page.



Voucher Origin - Tax Options page

The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components, you define these options for the business unit; here, you define them for the voucher origin.

See Also

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," page 839

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Understanding Value Added Taxes (VAT)

Defining Voucher Control Groups

To set up your voucher control groups, use the Group Information component (GRP_AP_CTL).

This section discusses how to:

- Assign control groups.
- Define accounting options.
- Establish vouchering options.
- Review vouchers.
- Set tax options.
- Check the status of a control group.

- Post control groups.
- (Optional) Delete control groups.

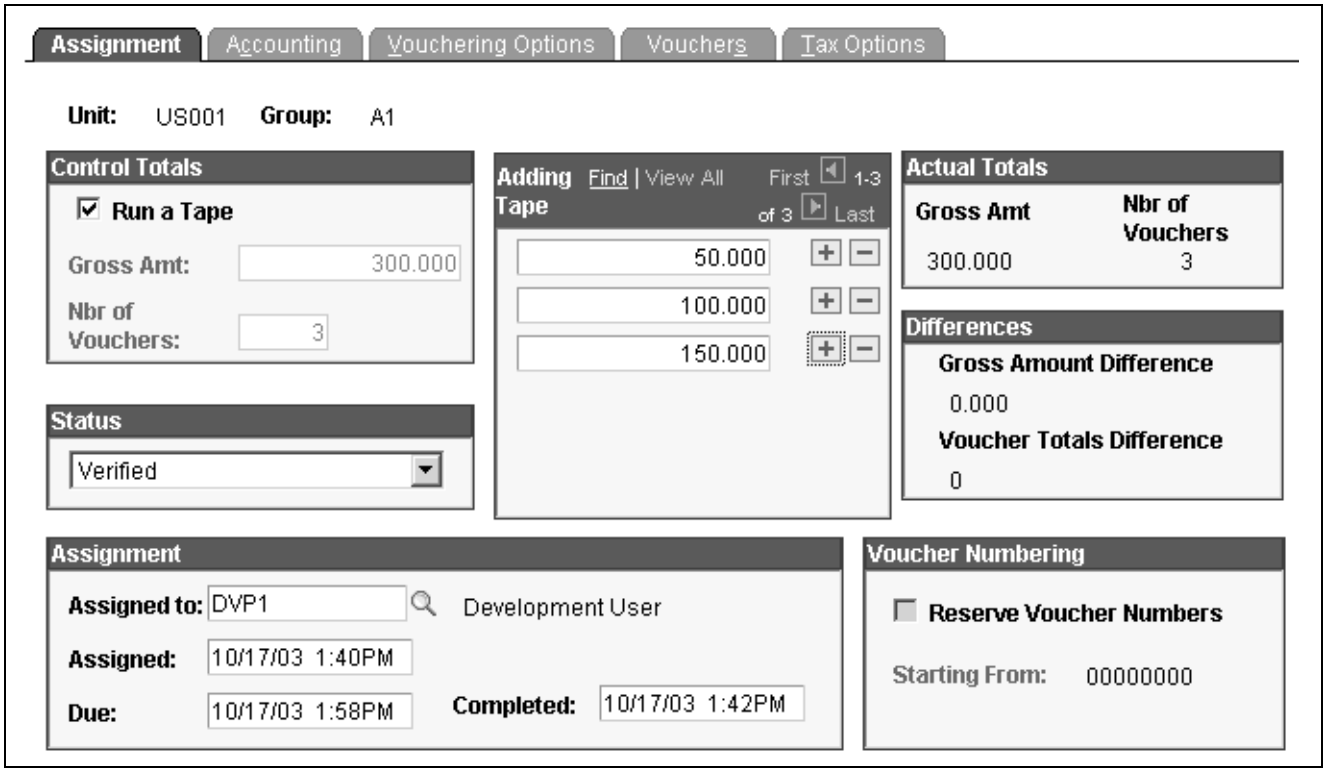
Pages Used to Define Voucher Control Groups

Page Name	Object Name	Navigation	Usage
Group Information - Assignment	GRP_AP_HDR	Accounts Payable, Control Groups, Group Information, Assignment	Enter control totals to verify that users enter all vouchers for a group. Assign a specific user and a status to the control group.
Group Information - Accounting	GRP_AP_ACCTG_OPT	Accounts Payable, Control Groups, Group Information, Accounting	Define accounting options—for example, the accounting date and the accounting entry template—at the control group level. Specify posting and payment timing and actions.
Group Information - Vouchering Options	GRP_AP_VCHR_OPT1	Accounts Payable, Control Groups, Group Information, Vouchering Options	Establish approval option, currency, and balancing for vouchers. Establish document sequencing, ChartField editing, and duplicate-invoice checking at the control group level.
Group Information - Vouchers	GRP_AP_VCHR_STATUS	Accounts Payable, Control Groups, Group Information, Vouchers	Review vouchers and change control totals. **Important!** Anyone who has access to this page can change it.
Group Information - Tax Options	GRP_AP_VCHR_TAX	Accounts Payable, Control Groups, Group Information, Tax Options	Set sales and use tax and VAT processing options at the control group level.
Control Group Update Status	GRP_AP_STATUS_DE	Accounts Payable, Control Groups, Update Status, Control Group Update Status	Check the status of groups, mark groups as ready for review, or set a group aside.
Post Control Group	GRP_AP_POST	Accounts Payable, Control Groups, Post Control Group	View a list of all the control groups that are postable for a particular business unit. The system displays only control groups that are verified.

Page Name	Object Name	Navigation	Usage
Delete Control Group	GRP_AP_DELETE	Accounts Payable, Control Groups, Delete Control Group	Delete control group IDs if you no longer want to track them as a group after they are entered or if you entered a control group inadvertently. You can also delete all or individual vouchers within a control group.
Control Group Register	RUN_APY1011	Accounts Payable, Reports, Vouchers, Control Group Register	Define run parameters for the Control Group Register report (APY1011). Use the report to view vouchers by business unit, control group ID, date entered, and voucher ID.

Assigning Control Groups

Access the Group Information - Assignment page.



Group Information - Assignment page

Control Totals and Adding Tape

Run a Tape Select to obtain a running gross amount total and have the system count the number of vouchers.

To run the total offline, clear this check box and enter the totals in the Gross Amt (gross amount) and Nbr of Vouchers (number of vouchers) fields.

Adding Tape Enter values after selecting the Run a Tape check box. The total appears in the Gross Amt (gross amount) field.

Note. If you select the Run a Tape check box, you cannot access the Nbr of Vouchers and Gross Amt fields on the Group Information - Vouchers page. After you total all the vouchers for the group, you can clear the Run a Tape check box, and simply store the totals in the database. This action deletes the detail entries in the tape and enables the Control Totals edit boxes. To run the voucher amounts again, you can erase the existing totals by clearing the Run a Tape check box and then reselecting it.

Actual Totals

Gross Amt (gross amount) Displays the real-time amount totals that have been entered into the system for the control group.

Nbr of Vouchers (number of vouchers) Displays the real-time total number of vouchers that have been entered into the system for the control group.

Differences

Gross Amount Difference Displays the amount by which the control and actual totals differ.

A control group is in balance when the gross amount difference and voucher totals difference both equal 0.

Voucher Totals Difference Displays the number of vouchers by which the control and actual totals differ.

A control group is in balance when the gross amount difference and voucher totals difference both equal 0.

Status

When a group is in balance and the data-entry user saves the last voucher, the system displays a message offering to automatically update the status to *Ready for Review*. Clicking *Yes* selects this option. Clicking *No* enables the user to manually update the status on the Control Group Update Status page.

Status Control groups can have the following status values:

Assigned: The control group is ready for the assigned user to enter vouchers. For a user to enter vouchers into the control group, you must set the status of the control group to *Assigned.*

Entry Set Aside: The assigned user has placed the group on standby to work on other groups in the queue. Users use the Control Group Update Status page to set their groups aside.

Open: The control group is in the process of being created, and it can be assigned.

Ready for Review: The group is ready to be reviewed.

Supervisor Set Aside: The supervisor has placed the group on standby so that the assigned user can work on other groups in the queue.

Verified: The supervisor has verified that the group has been entered correctly.

Assignment

Assigned To Enter the user ID of the user to which this control group is assigned. You can assign multiple control groups to one user simultaneously.

Assigned Override the system-recorded date and time by entering a different date and time before you save the control group.

If you assign a user to the group but you do not change the status to *Assigned*, the system prompts you whether to change the status of the group to *Assigned* when you save it.

Due Override the system-specified due date by entering a new date and time before saving the control group. If you enter a due time before saving, the system accepts it and does not overwrite it. By default, the system allows six minutes for each voucher in the control group.

Completed Enter the date and time the voucher group was completed. You can use this information for user performance analysis.

Voucher Numbering

When you create a control group for a batch of vouchers, you can have the system allocate a series of voucher numbers in consecutive order for the group. By reserving groups of consecutive numbers, you can easily file and retrieve the paper voucher documents that you have grouped together. This capability is available only if you have selected autonumbering for the business unit for which you are creating a control group.

Reserve Voucher Numbers Select to display a field for the next autonumber available for the business unit. When you save the page, the system uses the number of vouchers in the Control Totals group box to reserve an equal number of voucher numbers. If users continue to enter vouchers for a control group after the last reserved number is assigned, the system uses the next available number, which may not follow consecutively after the preceding voucher number. The system displays an informational message alerting you to the discontinuity.

If you increase the number of vouchers in the control group after it is saved, the system warns you that the added voucher IDs might not be in consecutive order. If you decrease the number of vouchers, the system does not reclaim the unused numbers. However, you can enter the unused numbers manually.

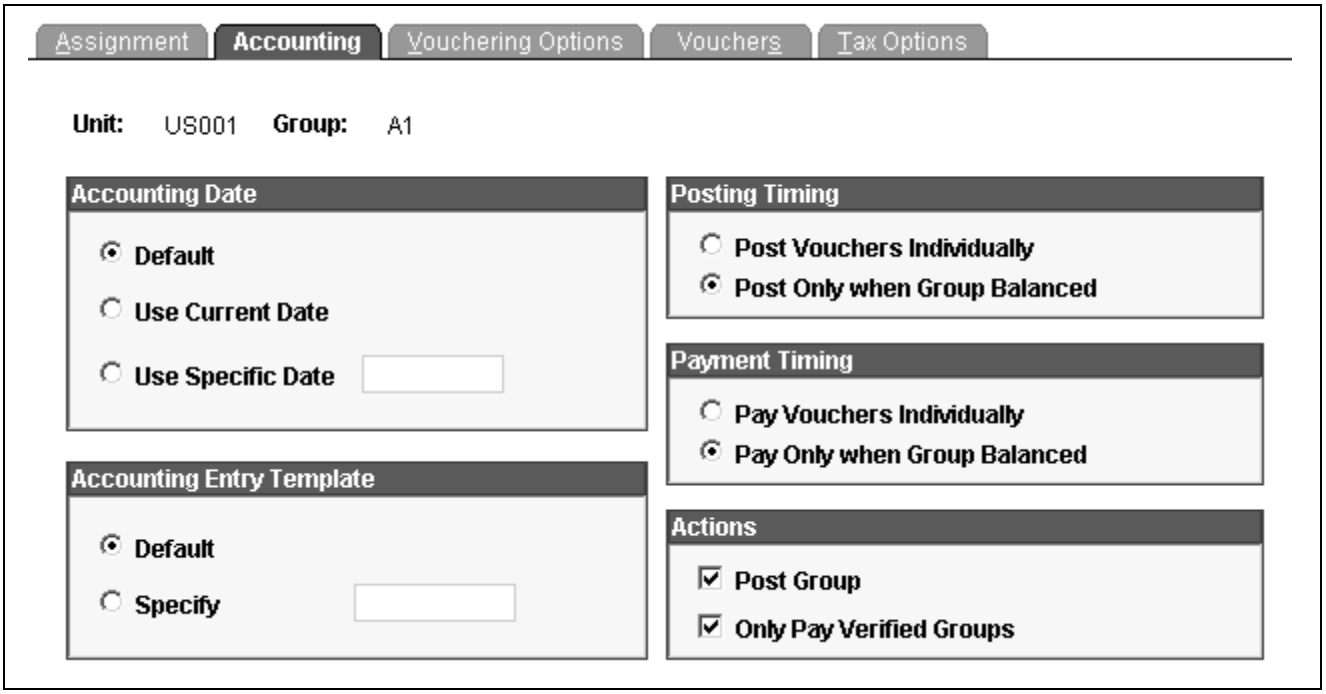
Starting From Displays the beginning voucher number for this group.

See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Checking the Status of a Control Group, page 91

Defining Accounting Options

Access the Group Information - Accounting page.



Group Information - Accounting page

Accounting Date

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the control group.

Accounting Entry Template

The options in this group box are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the control group.

Posting Timing

Posting timing determines when to allow accounting entries to be generated for the vouchers that comprise a control group. Options are:

Post Vouchers Individually Vouchers can be posted as soon as each one is complete.

Post Only when Group Balanced The group of vouchers can be posted once the entire group is balanced.

Payment Timing

Payment timing determines when to pay the vouchers that comprise a control group. Options are:

Pay Vouchers Individually Vouchers can be paid as soon as each one is complete.

Pay Only when Group Balanced Vouchers in the group can be paid after the entire group is balanced.

Actions

Use the options in the Actions group box to specify whether vouchers in the control group as a whole can be posted or paid. The options that you select override the options that you select in the Posting Timing and Payment Timing group boxes.

Post Group Clear to prevent the system from posting this control group, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to post.

Only Pay Verified Groups Select to have the payment process pays vouchers in this control group only if they have been verified on the Group Information - Assignment page, regardless of whether the control group is in balance or whether individual vouchers in the control group are ready to be paid.

Supervisors can use the following options to monitor posting in the system:

- Clear the Post Group check box so that the control groups cannot post without approval.
- Review each group for completeness, update the status of each group to *Verified* (on the Group Information - Assignments page), and then select the Post Group option as you sign off on each control group.

To allow control groups to post as they balance, set the posting timing to *Post Only when Group Balanced* and select the Post Group check box. The voucher posting process (AP_PSTVCHR) detects groups that are verified and in balance and posts all vouchers in those groups.

If you use control groups strictly as a means of equally dividing up work, select a posting timing of *Post Vouchers Individually* and select the Post Group check box. If a voucher in the group is postable, it posts regardless of the condition of other vouchers in the group or of the group as a whole.

Note. You can also set control groups to post on the Post Control Group page.

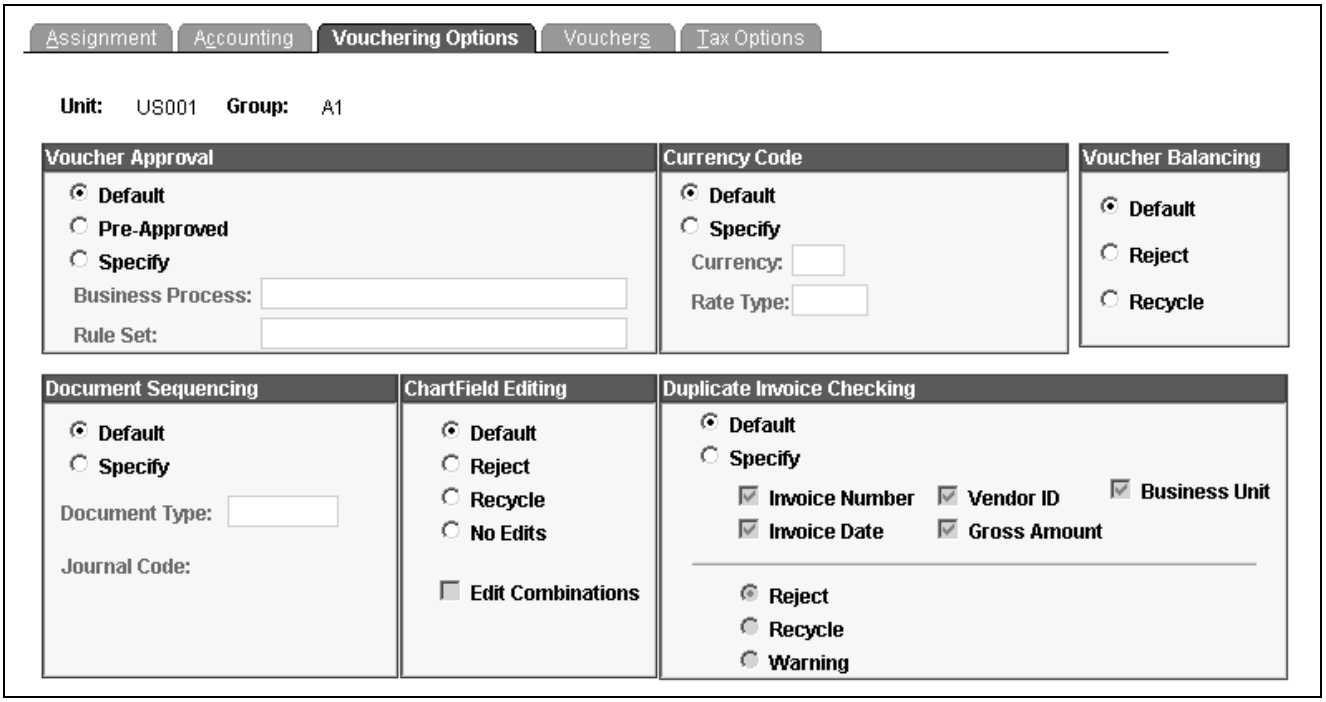
See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Posting Control Groups, page 92

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining PeopleSoft Payables Business Units, page 44

Establishing Vouchering Options

Access the Group Information - Vouchering Options page.

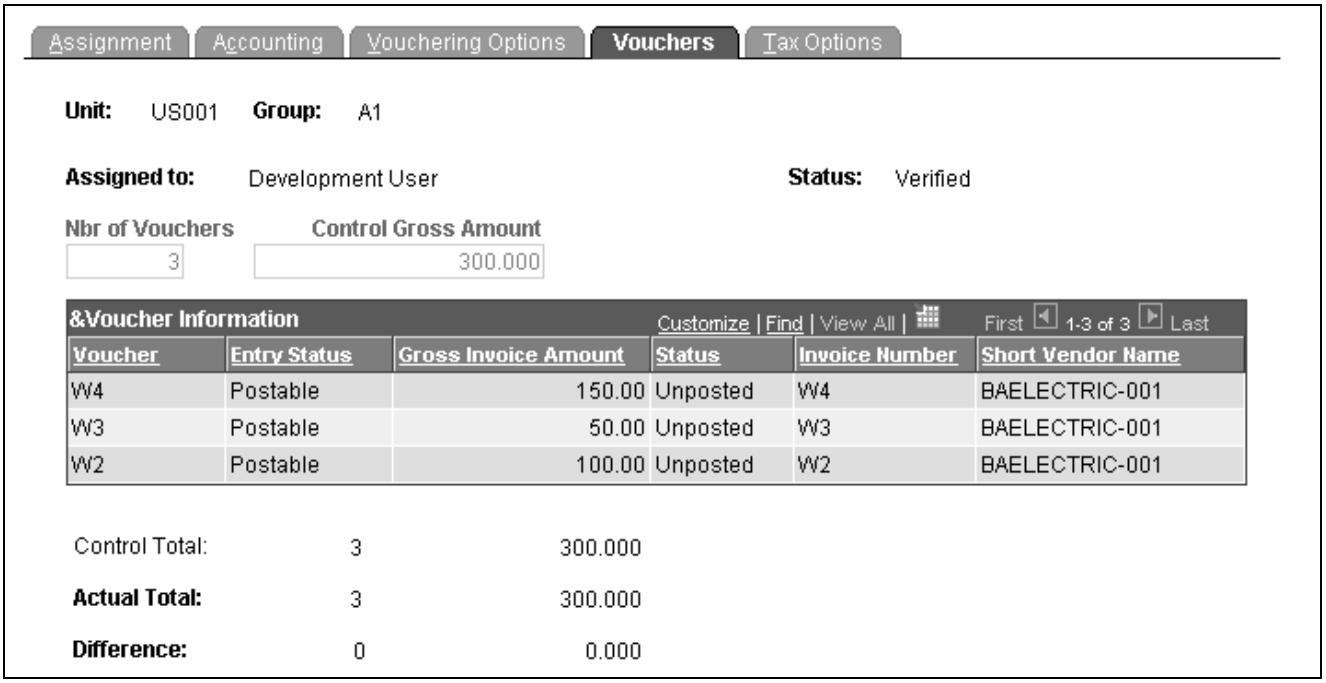


Group Information - Vouchering Options page

The options on this page are the same as those defined in the Payables Options component. In the Payables Options component, you define these options for the business unit; here, you define them for the control group.

Reviewing Vouchers

Access the Group Information - Vouchers page.



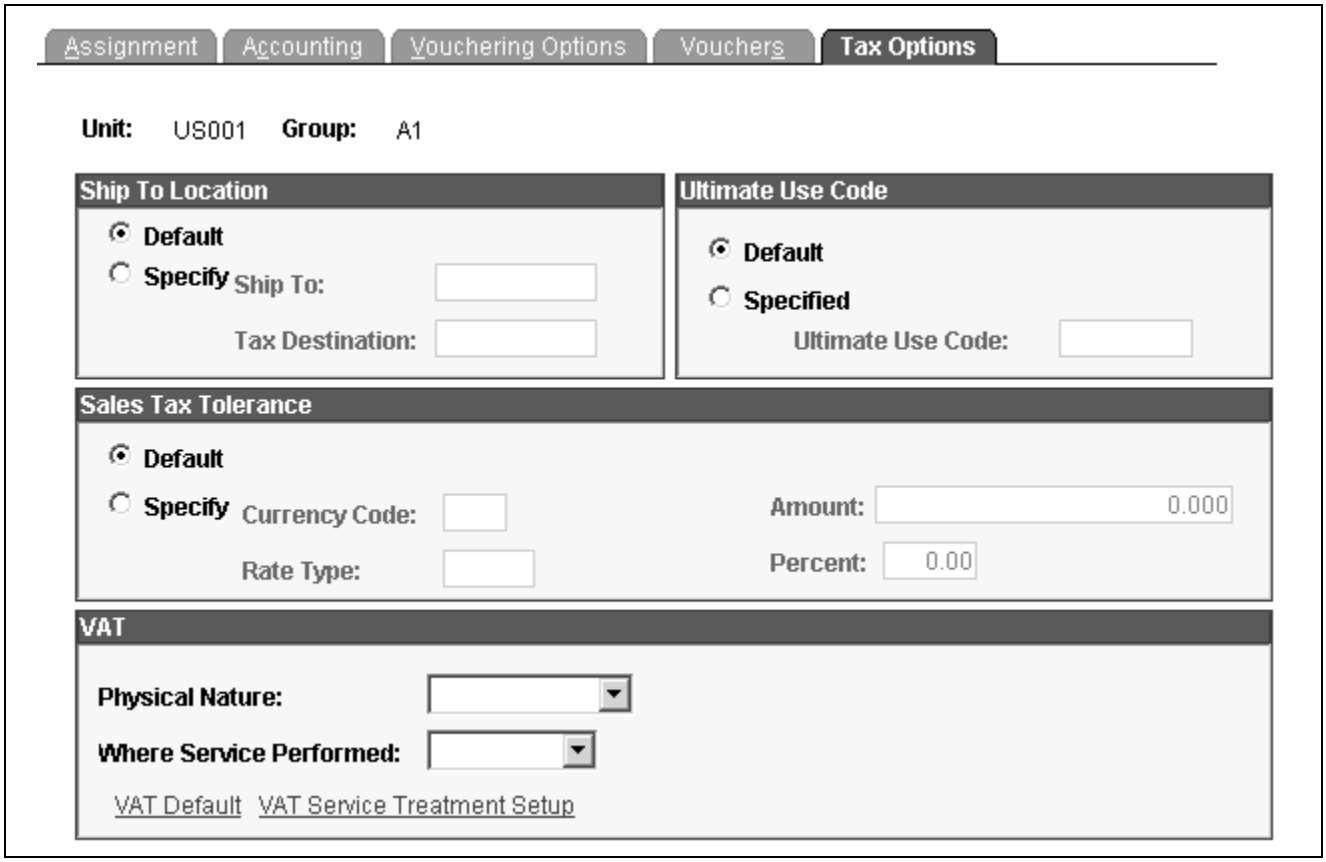
Group Information - Vouchers page

Nbr of Vouchers (number of vouchers) Enter the correct total number of vouchers in the control group, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.

Control Gross Amount Enter the correct control group totals, if necessary. If you select the Run a Tape check box on the Group Information - Assignment page, this field is not available for entry.

Setting Tax Options

Access the Group Information - Tax Options page.



Group Information - Tax Options page

The options on this page are the same as those defined in the Payables Options and Payables Definition components. In the Payables Options and Definitions components, you define these options for the business unit; here, you define them for the control group.

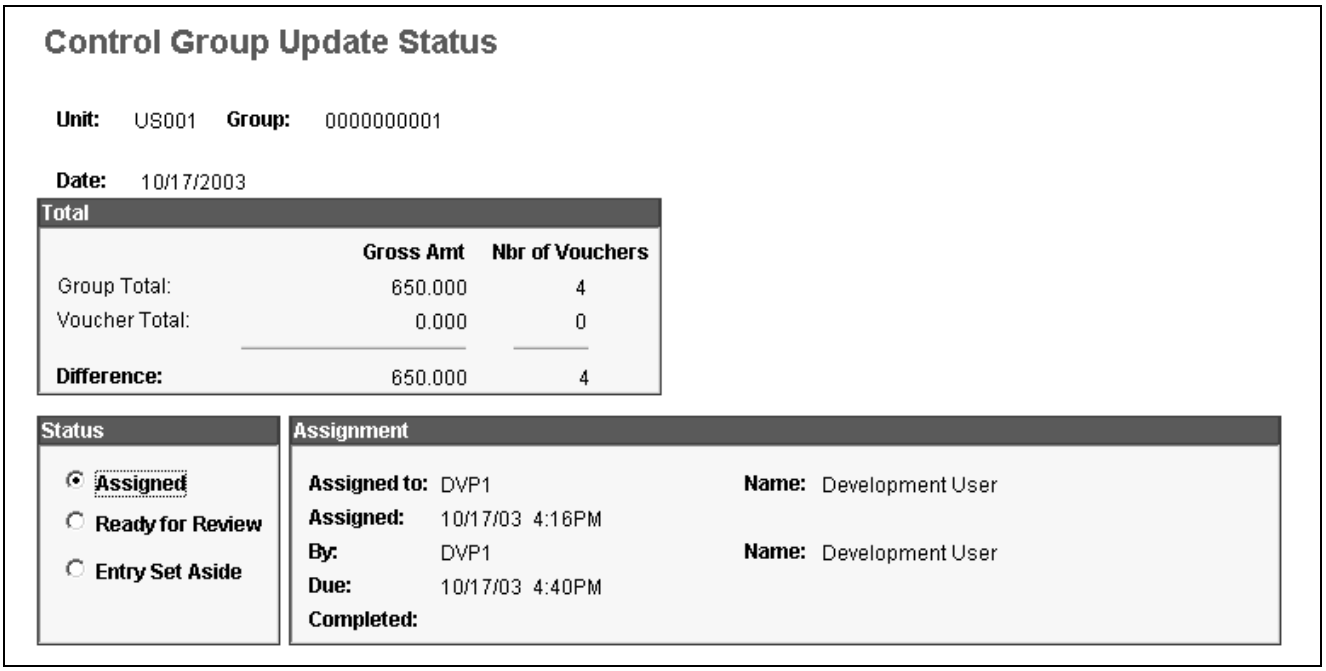
See Also

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," page 839

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Understanding Value Added Taxes (VAT)

Checking the Status of a Control Group

Access the Control Group Update Status page.



Control Group Update Status page

Date Displays the date that the control group was created.

Total

Group Total Displays the control total gross amount for the group and the control total number of vouchers in the group. This information comes from the Control Totals group box on the Group Information - Assignment page.

Voucher Total Displays the gross amount total for the vouchers that have been entered into the group and the total number of vouchers that have been entered into the group. This information comes from the Actual Totals group box on the Group Information - Assignment page.

Difference Difference between the Group Total and the Voucher Total.

Status

The options here are a subset of the status options available on the Group Information - Assignment page. Most users cannot access that page, so this page is the equivalent page for them. It displays only the options that users have the authority to select.

Assigned Indicates assignment status by default from the Group Information - Assignment page after the control group has been assigned to a user.

Ready for Review Select to place the group in the supervisor's review queue. When the supervisor opens the Group Information - Assignment page, this group is ready for approval.

Entry Set Aside Select to place this group temporarily on hold to prevent the system from automatically assigning it during voucher entry.

Assignment

Assigned To Displays the user ID and description of the user to whom this group is assigned.

Assigned Displays the date and time that the group was assigned to the user.

By Displays the user ID and description of the supervisor who assigned this group to the user.

Due Displays the date and time by which this group must be processed.

Completed Displays the date and time that the group was processed.

See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Assigning Control Groups, page 84

Posting Control Groups

Access the Post Control Group page.

The page displays the available verified controls groups for the entered Payables business Unit. Select the Post check box for each control group that you want to post the next time the voucher posting program runs.

You can also determine whether vouchers in a control group can be posted as they are completed, or whether they are only postable once the entire group is in balance. You set these defaults on the Group Information - Accounting page.

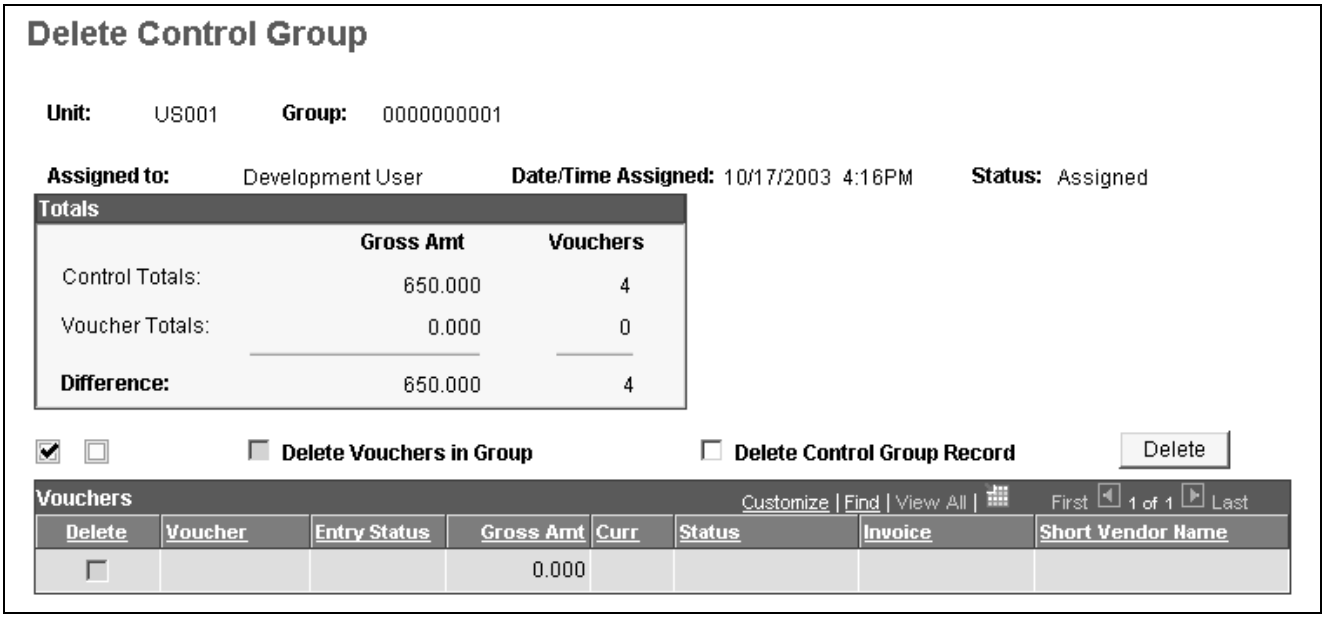
See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Defining Accounting Options, page 86

Chapter 17, “Running Voucher and Payment Posting,” page 469

Deleting Control Groups

Access the Delete Control Group page.



Delete Control Group page

Totals

Control Totals Displays the control total gross amount for the group, and the control total number of vouchers in the group. This information comes from the Control Totals group box on the Group Information - Assignment page

Voucher Totals Displays the gross amount total for the vouchers that have been entered into the group, and the total number of vouchers that have been entered into the group. This information comes from the Actual Totals group box on the Group Information - Assignment page.

Difference Displays the difference between the control totals and the voucher totals.

At the bottom of the page, view the vouchers that have been processed for the control group. Also, review the control total for the control group, actual total based on the vouchers entered and the difference between the two totals.

Select All Click to select all the vouchers in the control group for deletion.

Deselect All Click to clear the individual check boxes for the vouchers listed in the group.

Delete Vouchers in Group Select to delete all vouchers or only specified vouchers. To delete specified vouchers, individually select the check boxes for those vouchers.

Delete Control Group Record Select to delete the control group from the database and remove the control group ID from each of the vouchers listed on this page. You can reuse a deleted control group ID if you enter it manually as you create a new control group. However, the system does not automatically assign a control group number that has already been used, even if you have deleted it.

Delete Click to proceed with the delete action you've selected vouchers. The system prompts you to continue or cancel. Clicking the Save button alone does not perform the delete action.

Note. You cannot delete posted vouchers, vouchers that are in the process of posting, or those that have been partially paid.

To delete vouchers that have been budget-checked, use the Delete Voucher page.

See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Assigning Control Groups, page 84

CHAPTER 6

Understanding Payment Formats and Configuring Payment Forms

This chapter provides an overview of PeopleSoft Payables payment formats and discusses how to:

- Decide which payment forms you need.
- Specify payment form attributes.
- Assign payment forms to bank accounts.
- Modify payment forms.
- Specify magnetic ink character recognition (MICR) fonts.
- Print logos and signatures with Crystal checks.
- Set up workstations to view Crystal 9.0 checks and drafts from the process monitor using the web function.
- Test checks.

Understanding PeopleSoft Payables Payment Formats

This section discusses available payment formats and provides overviews of:

- Available PeopleSoft Payables payment formats.
- System and manual checks.
- Wire transfers.
- Electronic funds transfer (EFT) and automated clearinghouse (ACH) payments.
- Drafts.
- Giros.
- Letters of credit.
- Direct debits.

Available PeopleSoft Payables Payment Formats

Vendors might require specific methods of making payments, such as issuing a check or sending payments electronically using a specific electronic file format. PeopleSoft Payables currently supports the following payment methods and formats:

System and manual check	Printed payment format for regularly scheduled payments.
Wire transfer	A transaction that you initiate via your bank. Printed remittance advice only format available for paying by wire.
EFT and ACH	Electronic payment file formats for regularly scheduled payments.
Draft	Internationally accepted printed and electronic payment format that adheres to a specific maturity date agreement between the buyer and vendor.
Giro	Printed and electronic payment format primarily used in the Netherlands and Singapore for regularly scheduled payments.
Letter of credit	Electronic payment format for scheduled payments that is supported by a signed agreement between you, your bank, and your vendor.
Direct debit	Payment method in which the buyer and vendor create a contract that enables the vendor to collect an amount due for specific goods or services directly from the buyer's bank through EFT.

Before you can use a payment format, you must associate it with a bank account. You specify the payment method on the Payables Options - Payment Options page, the Vendor Payment Options page, or the Pay to Bank Account page.

You must also set up payment relationships when you define vendors.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Payment Options, page 58

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties"

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

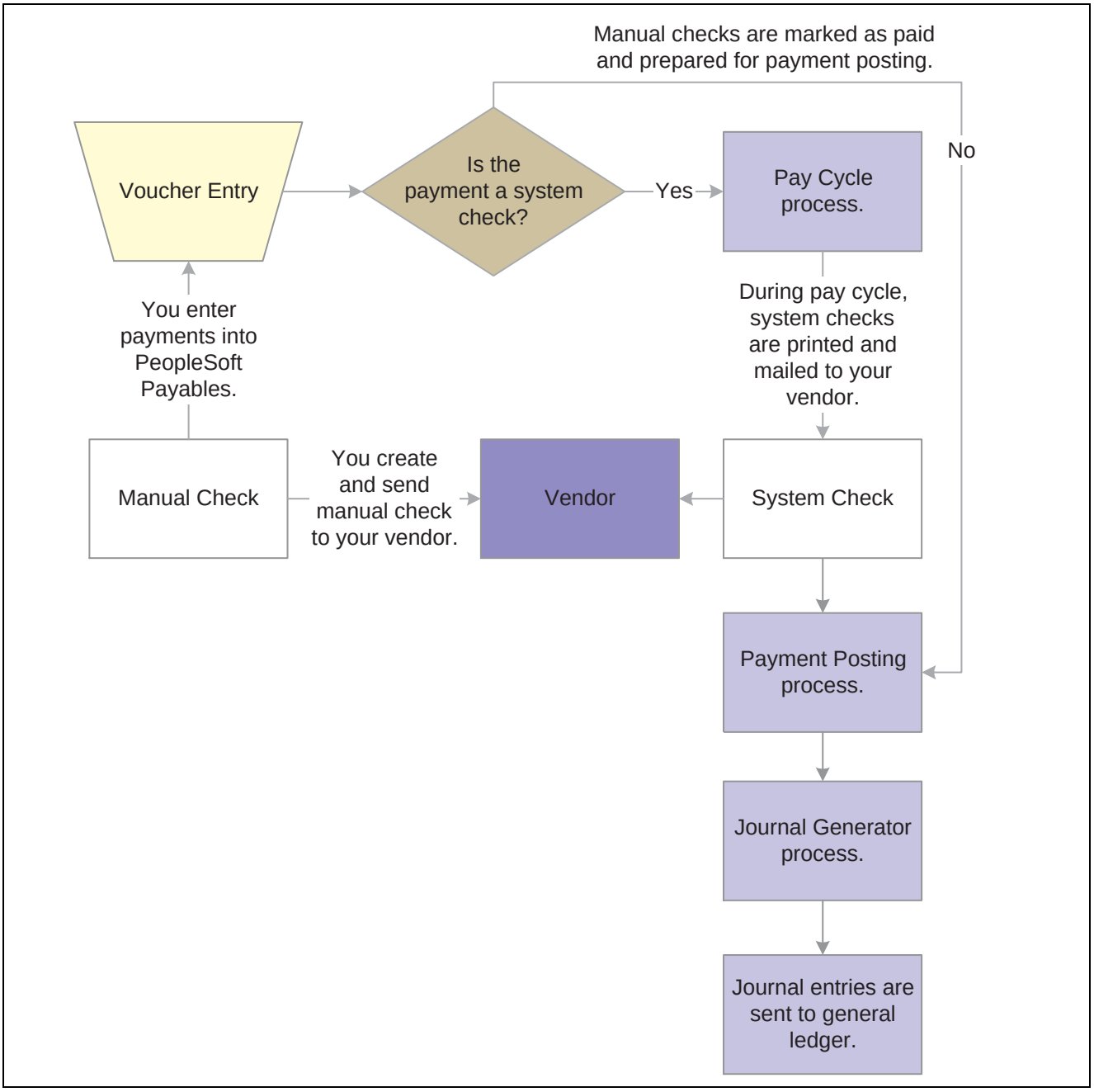
System and Manual Checks

In PeopleSoft Payables, system and manual checks require a printed paper check and remittance advice. System checks are scheduled payments that you generate and print online. At voucher entry, indicate that the payment is a system check. During the next pay cycle, PeopleSoft Payables selects the payment and creates system checks. You can select to have the system generate a positive pay file and report for the system checks.

Manual checks are usually issued for payments that you have already made by physically writing a check. You create a voucher and indicate that the payment is a manual check. PeopleSoft Payables immediately marks your the payment as paid but does not print a paper check because you have previously created and issued the check.

Once you create system and manual payments, you can run the payment posting process to create accounting entries, then run the Journal Generator Application Engine process (FS_JGEN) to pass the accounting entries to the general ledger. After you create system or manual checks, you can view inquiries for the payments by vendor, bank or bank account, payment method, reference number, or voucher number.

This diagram shows the process flow for system and manual checks:



System and Manual Checks process flow

See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

Chapter 20, “Reviewing Voucher, Payment, and Vendor Information,” page 539

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Journal Generator”

Wire Transfers

A wire transfer is a transaction that you initiate through your bank. You can create a manual payment or run pay cycle processes to capture your wire transfer payments. During pay cycle processing, you can generate a remittance advice only report (WIRE1) for paying by wire.

As with system and manual checks, once you create your wire payments, you can run the payment posting process to create accounting entries, then run the Journal Generator process to pass the accounting entries to the general ledger.

See Also

Chapter 16, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process, page 441

EFT and ACH Payments

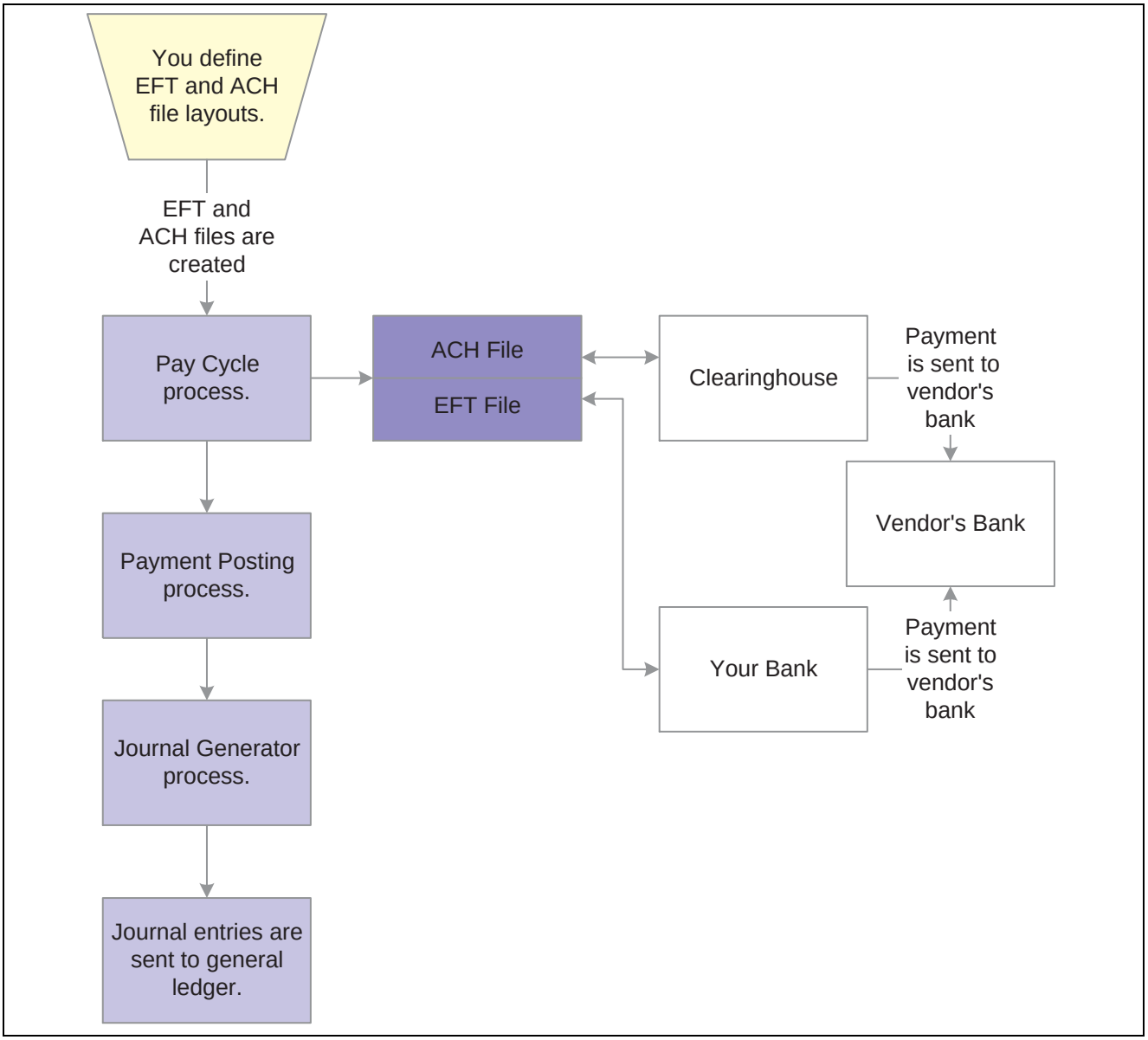
Both EFT and ACH are paperless payment formats. Both require that you create an electronic file that contains the necessary bank or clearinghouse information. The electronic layout and data requirements for EFTs and ACH payments are set up for PeopleSoft Payables when you set up banks and counterparties.

Note. Before sending EFT payments, you can establish a prenote test to verify that the data is received in the correct format.

EFT and ACH payments differ primarily with regard to the party who processes the payments. For EFT, you send all applicable payments in one file to your bank for payment. The bank then sends the payments to the vendor's bank. For ACH, you send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to the vendor's bank for payment.

Once the payment files are sent to the bank or clearinghouse, the payments are posted and accounting entries are generated and sent to the general ledger.

This diagram shows the process flow for EFT and ACH payments:



EFT and ACH Payments process

Note. If you run PeopleSoft Payables on a DB2 database on a Windows NT or OS390 server, you must manually insert an owner ID parameter into the list of parameters for the process definition before you can run the Format EFT Files SQR process (FIN2025) to create EFT files.

To do so, select PeopleTools, Process Scheduler, Processes. On the search page, enter FIN2025 for the Process Name. On the Override Options tab, under the *Prepend* Parameter List, add the following text to the beginning of the list of parameters: *%%OWNERID%%*. Be sure to leave a space between the owner ID parameter and *:EFT_WRK_PARM1*.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Files for Electronic File Transfers"

PeopleSoft PeopleTools PeopleBook: PeopleSoft Process Scheduler

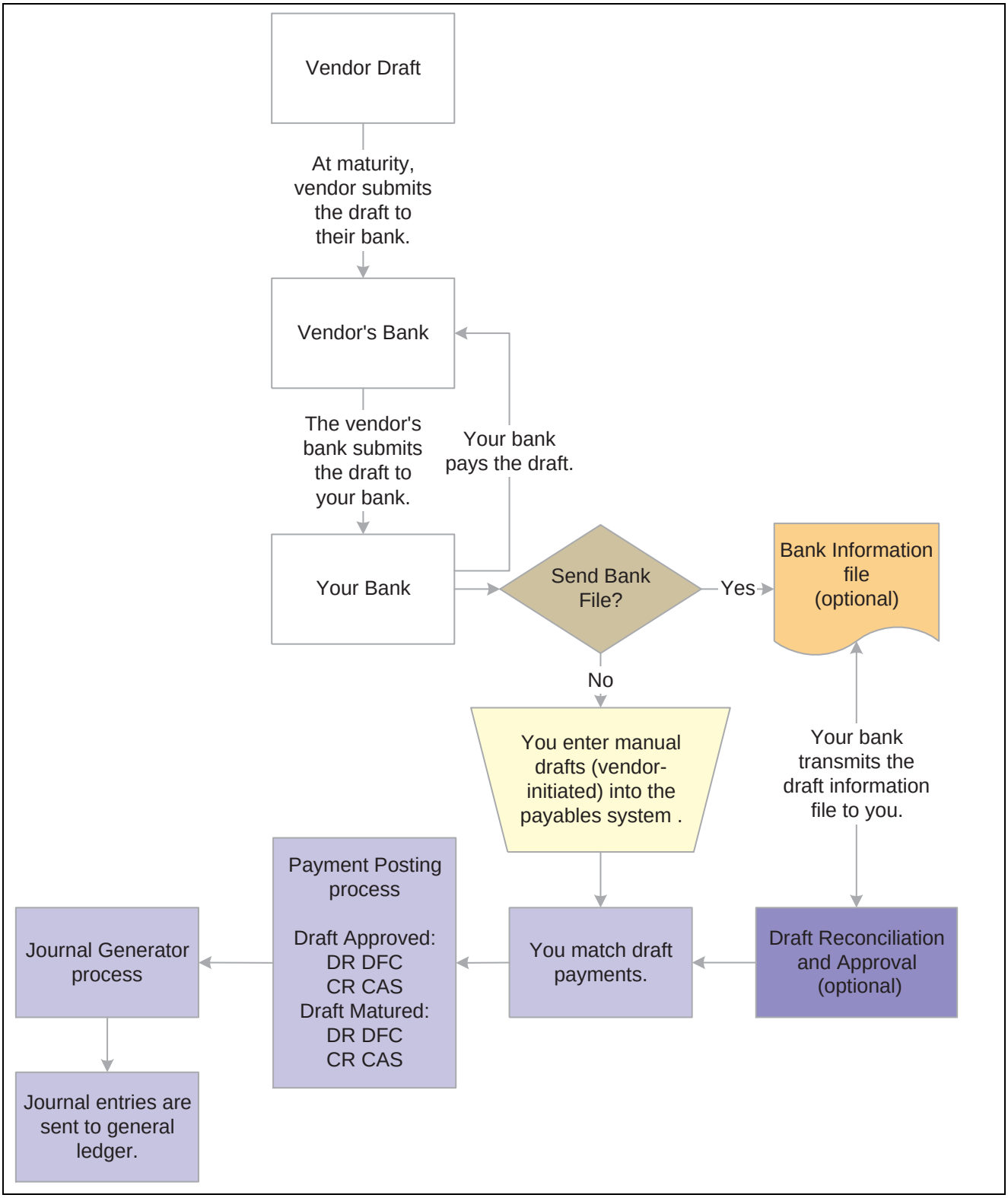
Drafts

Drafts are used throughout the world in commercial transactions for which a customer or vendor agrees to pay a specified amount on a certain day. Drafts are payments that are dated for a time in the future—usually 20, 60, 90, or 120 days later. PeopleSoft Payables currently supports vendor-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts, enabling you to manage and process these draft payments efficiently.

Vendor-Initiated Drafts

You manually create bills of exchange (BOE), which are vendor-initiated draft payments. After you record the draft information, the PeopleSoft Payables system creates the draft payment and generates the accounting entries.

This diagram shows the process flow for vendor-initiated drafts:



Vendor-initiated Draft Payment process

Customer-Initiated Drafts

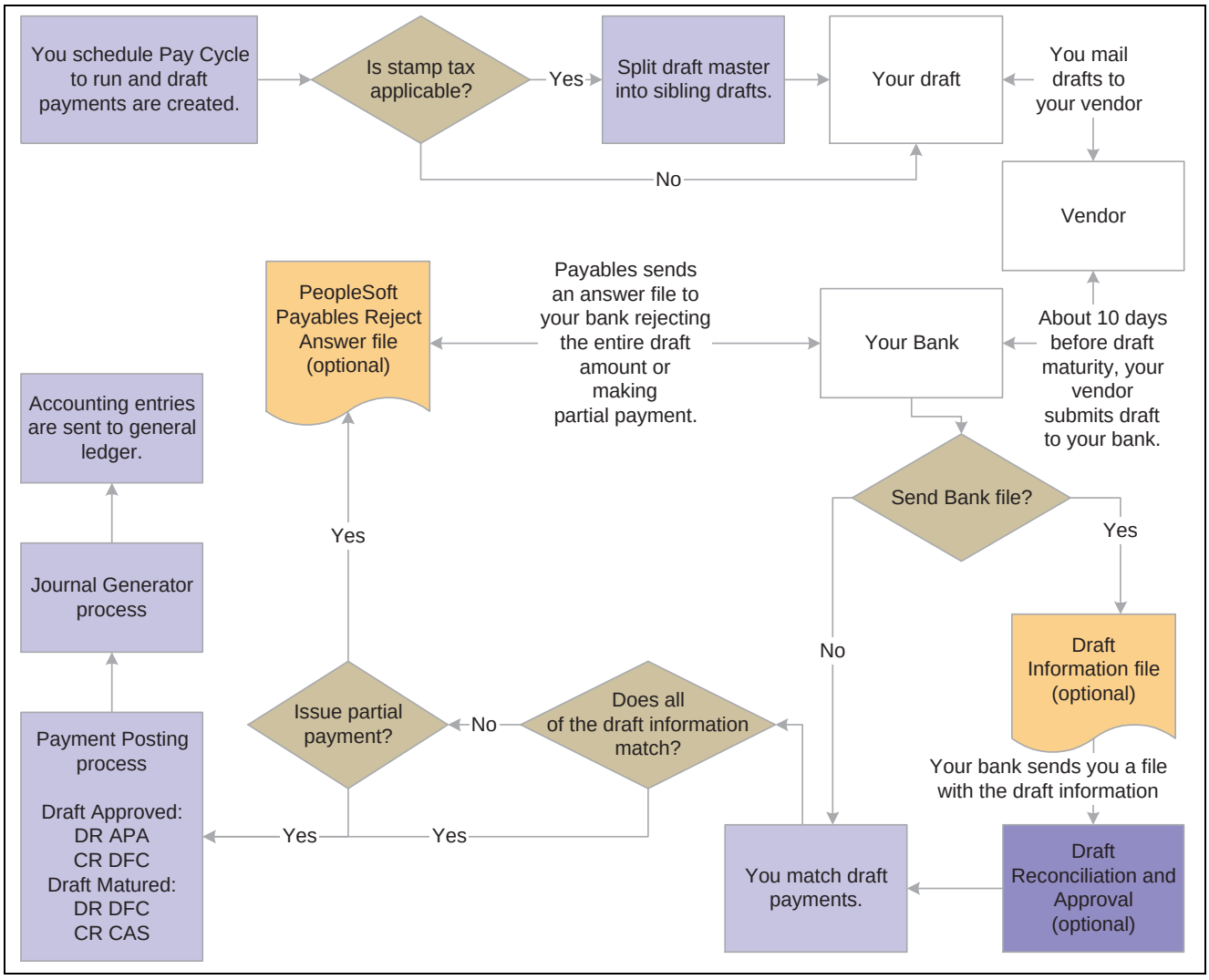
Bills of order (BOO), which are customer-initiated draft payments, are usually created during an automatic batch process. If stamp tax minimization is applicable, PeopleSoft Payables splits the draft master and assigns sibling system draft identification numbers.

You can also create customer-initiated drafts manually.

Customer-Initiated EFT Drafts

Customer-initiated EFT drafts are processed in PeopleSoft Payables much the same way as customer-initiated drafts, except that you send an EFT file to your bank when the draft payment is due. You don't print the drafts. Your bank pays the draft on the draft maturity date.

This diagram shows the process flow for customer-initiated drafts:



Customer-initiated Draft Payment process

See Also

Chapter 24, “Processing Drafts,” page 619

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 15, “Processing Pay Cycles,” Reviewing Draft Payments, page 411

Giros

The giro is a common international payment method prevalent in the customer-to-business relationship because it provides efficiency with high volumes of transactions. In PeopleSoft Payables, the giro is similar to manual and EFT payment methods, but it is uniquely identified for reporting and analytical purposes.

Manual Giro Payments

In PeopleSoft Payables, the giro payment method (*GM-Manual*) is a type of remittance slip that is handled like a manual payment. The *Accept Giro* is a standard format used in the Netherlands that has an invoice with a tear-off portion. The tear-off section displays the information necessary to process a payment. You detach the tear-off portion and send it to your bank for payment to the vendor. Your bank sends payment to the vendor’s bank, and the vendor’s account information is updated. There is no need to run the Pay Cycle Application Engine process (AP_APY2015) because you use the information on the tear-off section to record the payment on the Payments page of the Voucher component.

In some instances, you may send an electronic payment file to your bank.

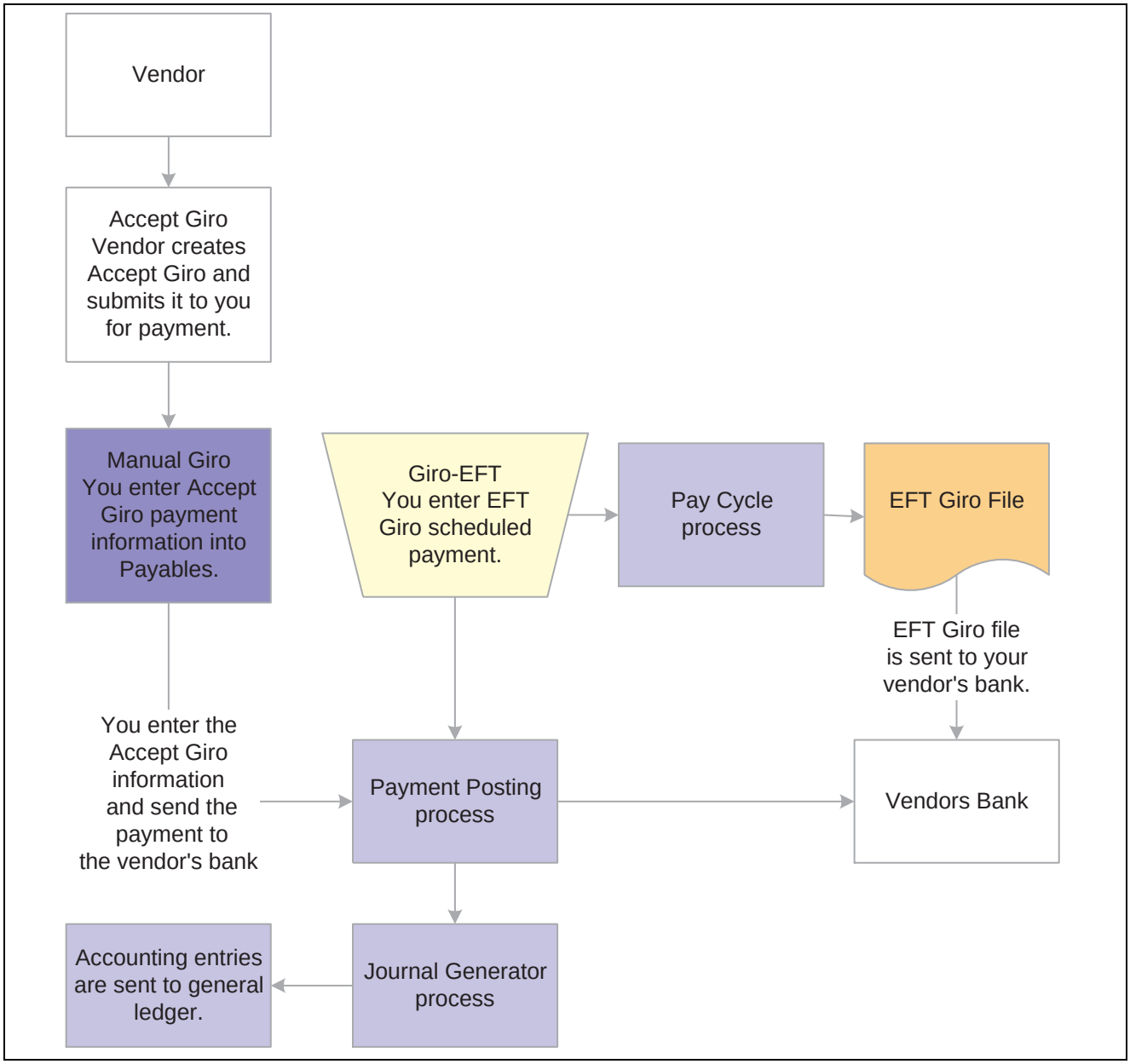
EFT Giro Payments

In PeopleSoft Payables, the EFT giro payment method (*GE-EFT*) is handled like an EFT payment. This standard payment format is used in Singapore for performing direct debits and credits. It is often used to make payments that recur within a set time period and has been used to make direct deposits of employee payroll checks and expense reimbursements. The EFT giro file layout is formatted when you set up banks and counterparties, and it is set up according to the local requirements of the vendor. For EFT giro payments in Singapore, you can use the sample file layout called FEDI. Giro authorizations are specific to a particular vendor, containing standard data elements according to the giro requirements. They contain your bank account information and the vendor’s account information.

For the EFT giro, the vendor directly debits your bank account for remittances. During voucher entry, you specify a bank account sequence number to associate the vendor’s bank information with the voucher.

In the Payment Selection Criteria component (PYCYCL_DEFN), you specify Giro - EFT on the Bank/Method page. During the Pay Cycle process, PeopleSoft Payables collects all EFT giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media.

This diagram shows the process flow for giro payments:



Giro Payment process

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 210

Chapter 8, “Establishing Pay Cycles,” Specifying Bank and Payment Methods Criteria, page 158

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up Files for Electronic File Transfers,” Setting Up EFT Processing

Letters of Credit

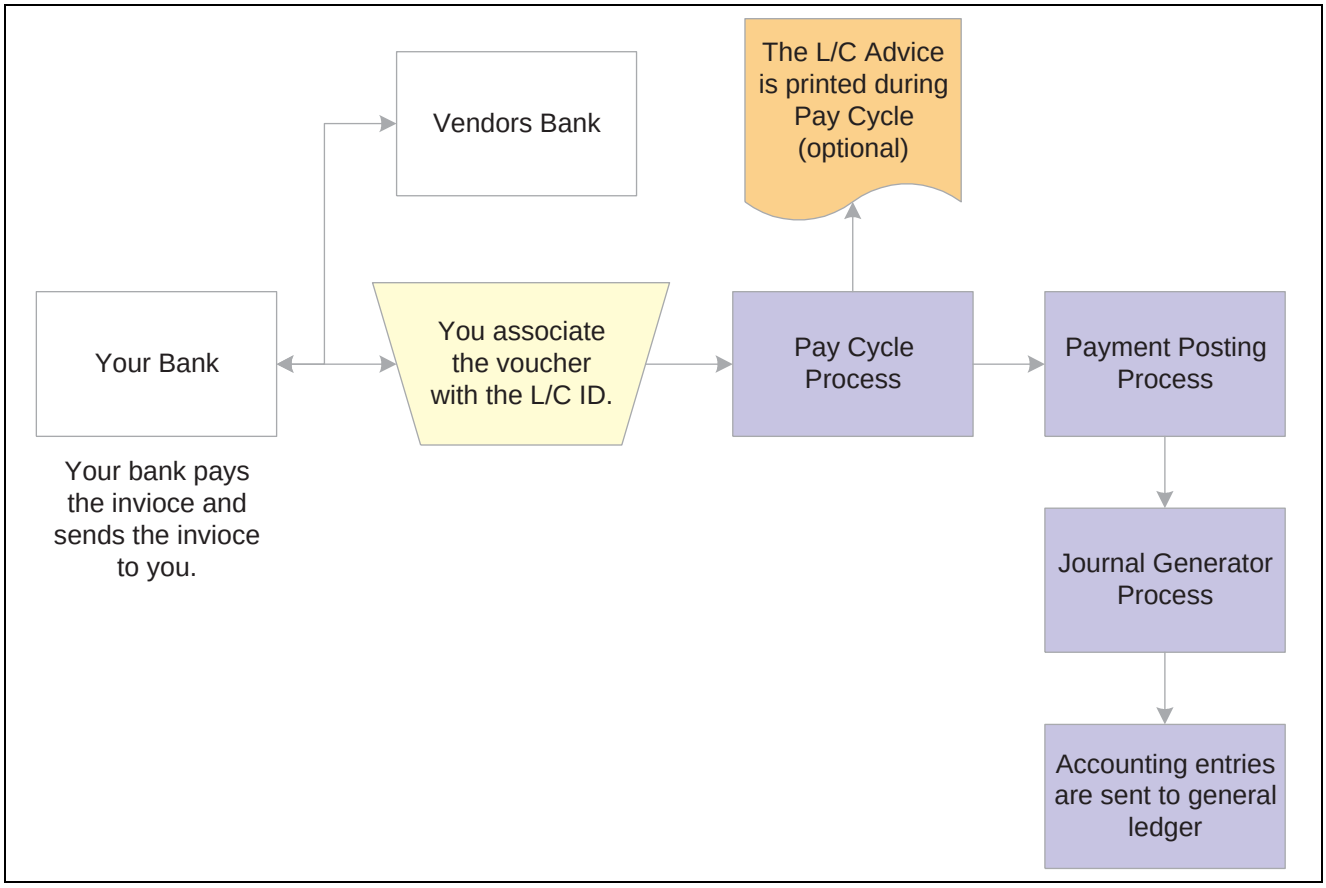
Letters of credit are commonly used in international trade as one of the safest means for establishing payment terms. It is an agreement issued by a bank at the request of its client and adds the bank's promise of payment to the client's promise. The letter of credit frequently requires congruity with a number of terms, conditions, or events before the vendor can collect payment.

Because most invoices are sent directly to your bank and the bank handles approval and electronic fund transfers directly to the vendor's bank, your bank often pays invoices before you receive them. When you select the letter of credit payment method, the letter of credit identification number is added to the L/C ID (letter of credit ID) field on the Payments page in the Voucher component. The letter of credit ID can also be copied from a purchase order at voucher entry. If the letter of credit ID appears on a purchase order, it is carried over to the Invoice Information page in the Voucher component (VCHR_EXPRESS) when you select the worksheet copy option *PO Receipt.*

Because you might sometimes remit vouchers to multiple vendors, the letter of credit identification number is validated when you change the Remit to field on the Payments page. During voucher entry, PeopleSoft Payables validates the letter of credit ID against the Treasury table (LC_HDR) to make sure that the identification number exists and that the status is open. Once you select a payment scheduled for the Pay Cycle process, you cannot edit the letter of credit identification number on the Payments page in the Voucher component.

Note. All details pertaining to the letter of credit terms, agreements, expiration date, and related bank documents are maintained in PeopleSoft Treasury documentation.

This diagram shows the process flow for letters of credit:



Letter of Credit Payment process

Letter of Credit Details

Letters of credit can contain multiple vouchers; therefore, you might need to view the specific details regarding a particular voucher to which a letter of credit pertains. You view these details by clicking the related links button next to the L/C ID field on the Payments page in the Voucher component and clicking the Letter of Credit Doc (letter of credit document) link or the Letter of Credit Details link.

Letter of Credit Advice

During the Pay Cycle process, all vouchers that have the same letter of credit ID are grouped, and a single payment is issued. A printed letter of credit advice is created for payments for which you have selected the L/C Advice option on the Payment Selection Criteria - Preference page. The letter of credit advice shows vouchers paid under a specific letter of credit identification number.

Letter of Credit Inquiry

Because letters of credit can comprise many vouchers, you may need to review the details for individual vouchers paid by one letter of credit. You use the L/C Inquiry page to verify payment entries, payment totals, and the payment status of vouchers associated with a letter of credit. You can obtain more information about vouchers and payments from the L/C Inquiry page by clicking the related links button and selecting the Voucher Inquiry option or the Payment Inquiry option.

Letter of Credit Accounting Entries

At payment posting, only letter of credit payments that have a valid letter of credit ID and status are posted. During payment posting, the following accounting entries are generated:

- DR AP Liability (APA)
- CR L/C Payable (LCP)

When the letter of credit payment is made, PeopleSoft Treasury Management enters the following accounting entries:

- DR L/C Payable (LCP)
- CR Cash (CAS)

Note. If PeopleSoft Treasury Management is not installed, then accounting entries are made through a journal voucher or general ledger journal entry.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Managing Letters of Credit and Collateral"

PeopleSoft General Ledger 8.8 PeopleBook, "Making General Ledger Journal Entries"

Direct Debits

Direct debits are a contractual method for collecting payment and receipts. You and your vendor set up a contract that enables the vendor to collect an amount due for specific goods or services directly from your bank through EFT). Some banks require a cover letter for the EFT files that they receive. The direct debit is entered as a manual payment in PeopleSoft Payables. Once you create the manual payment, you can run the payment posting process to create the accounting entries, then run the Journal Generator process to pass the accounting entries to the general ledger.

Deciding Which Payment Forms You Need

Payment formatting capabilities provide a variety of payment form layouts. You can use the delivered forms, modify the delivered forms, or build your own payment forms; however, creating a new form requires in-depth knowledge of Crystal Reports software and PeopleSoft Query. Typically, you select one of the delivered forms and use it as is, or you modify it according to the guidelines in this chapter.

The PeopleSoft system comes with the following basic payment form types:

Form Type	Description
ASCII file	For electronic payments, such as EFT, EFT draft, or EFT giro. Also for positive payment files.
Prenumbered form	For printed payments on custom or standard check stock that have preprinted identification numbers.
Remittance advice only	For EFT, wire transfer, and printed payments.
System-numbered form	For drafts and checks printed on plain check stock for which PeopleSoft Payables assigns an identification number.

With magnetic toner in a laser printer and the included MICR fonts, you can print checks that magnetic scanners can process.

For electronic payments, transmit payment data to the vendor's bank in a flat file or print a remittance advice and send it to the vendor. The payment form for the remittance advice and the overflow or the separate remittance advice is the same as for printed payments.

This section discusses:

- Questions to ask when deciding on payment forms.
- Procedure for selecting and configuring payment forms.

Questions to Ask When Deciding on Payment Form Layouts

View the delivered layouts on the Form Information page. When you make decisions about payment form parameters, consider the following questions:

- Do you want to print checks and advices on the same page or on separate pages?
- How many detail lines do you want to display on an advice?
- How will you handle detail line overflow?

  Do you want to void the next check and use its advice or generate a separate print file for advices on a different paper stock?
- Do you want to use your own preprinted forms and turn off check formatting so that only the data prints, and then customize the Crystal Reports layout to position the fields on the form?
- Do you need to add new fields to the checks or change formulas that determine how data is printed?
- Do you need to print checks at all?

  You may decide to make all payments electronically.
- If you don't send a printed check, do you need to supply your vendor with an advice?

Note. If you modify the delivered payment forms extensively in Crystal Reports, strictly follow the local rules for check layout. You must exactly follow field dimensions—such as bank account MICR lines—so that banks can successfully process your forms. In the U.S., refer to the document *Understanding and Designing Checks* by the X9-Financial Services Standards Committee for more details. Always have your custom forms approved by your banks before using them. Because customizing forms can be a lengthy process, you should do it early in an implementation.

Procedure for Selecting and Configuring Payment Forms

To set up payment forms:

1. Specify each payment form's attributes, such as how the advice is handled and how the payments are sorted for printing.
2. Specify the payment form to use for each bank account.
3. (Optional) Modify Crystal reports for any delivered payment forms that do not meet your needs.
4. (Optional) Add signatures or logos to Crystal checks.
5. Test the checks.

Specifying Payment Form Attributes

To link the layout of a payment form to the data that the Pay Cycle - Payment Creation subprocess (AP_APY2015) generates, you must specify attributes for each payment form ID that determine, for example, whether the payment prints on check stock or is an electronic file, and whether the advice starts directly after the check or on another page. These attributes do not control the actual printing of the payment form, but rather the formatting of the query that extracts information from the payment tables. During payment creation, the system assigns payment reference numbers, counts advice lines on each page, and applies other format controls. The associated Crystal report (such as CHECK1.RPT) controls how the formatted payment information is laid out on the printed page.

You can also specify the payment fields, such as the Bank Code field and the Payment Method field, that determine the order in which the Pay Cycle - Payment Creation subprocess generates payments forms.

This section discusses how to:

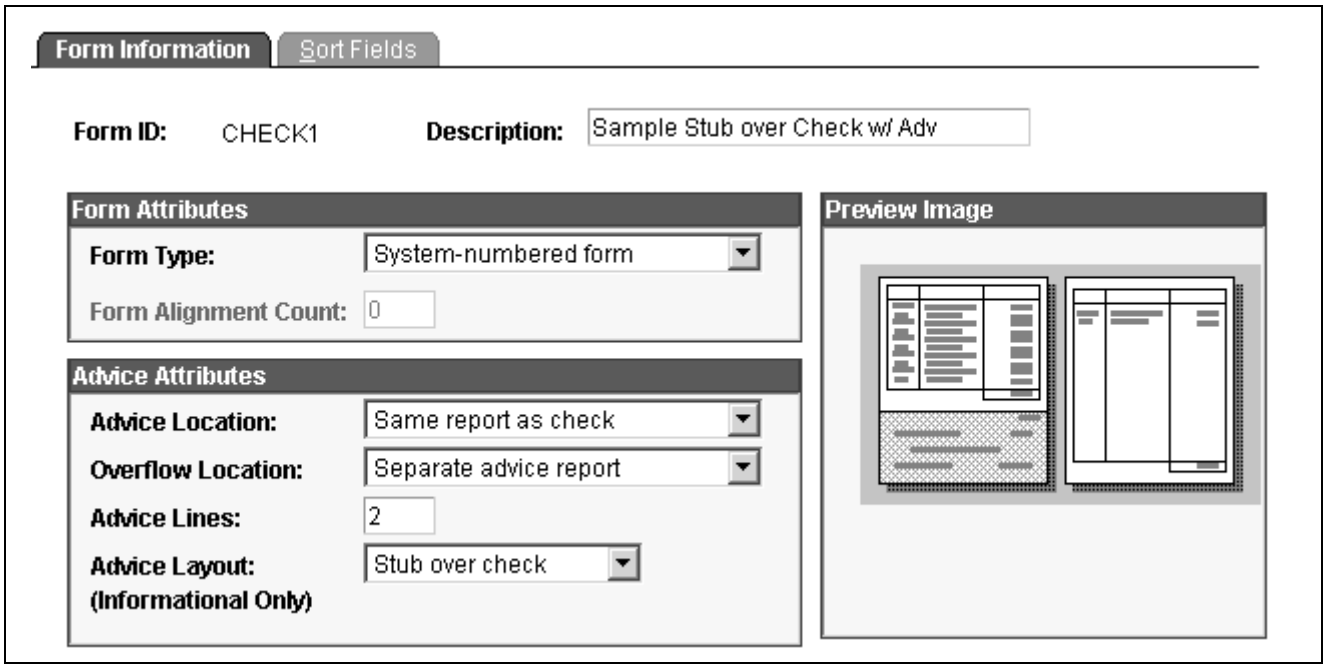
1. Set form and advice attributes to link payment layouts to data.
2. Select payment sort fields.

Pages Used to Specify Payment Form Attributes

Page Name	Object Name	Navigation	Usage
Form Information	PYMNT_FORM	Banking, Banks and Branches, Payment Forms, Form Information	Set form and advice attributes, and add payment forms. Link the layout of a payment form in Crystal Reports to the data that the Pay Cycle - Payment Creation subprocess generates.
Sort Fields	PYMNT_FORM_SORT	Banking, Banks and Branches, Payment Forms, Sort Fields	Indicate the sort level that determines the order in which payments and advices print.

Setting Form and Advice Attributes to Link Payment Layouts to Data

Access the Form Information page.



Form Information page

Form Attributes

After you enter a form ID and description, select a form type to define during file creation if the Crystal report prints check numbers and advices or only an ASCII file.

Form Type Select the form type. Options are:

System numbered form: The system generates check numbers to print on the payment forms.

Pre-numbered form: The check stock has preprinted check numbers. The system does not generate check numbers, but it tracks the payment references and can warn you of any discontinuity in reference numbers.

ASCII file: Use for EFT or positive payment files.

Remittance Advice only: Use for WIRE (wire transfer) reports and letters of credit.

Note. You must customize the Crystal report layout to match the form type that you specify if it differs from the form type that comes with PeopleSoft Payables.

Form Alignment Count Select to align the printer head with the first row of the form so that checks and advices print correctly. You use this field with system-numbered forms only.

Advice Attributes

Advice Location Select the location of the advice. Options are:

Same report as check: The advice prints below or above the check on the same form.

Separate advice report: The advice prints in a separate job from the check. You need to load two different forms: one for the checks and one for the advices. You can also select this option to create an advice report for EFT payments.

No advice: No advice lines print.

Overflow Location Select to indicate where any information that does not fit on one page prints. Options are:

Same report as check: If more advice lines are required than the number of lines on the check form, a second check form is used for advice lines, and the check is voided.

Separate advice report: A separate advice form is used for overflow. You need to load two forms: one for the checks and one for the advices. Separate reports are created. You can also select this option to create an advice form for overflow for EFT payments.

No advice report: No advice lines are printed.

Advice Lines Enter the total number of lines available for the advice. This differs depending on whether the advice is on the same report as the check or on a separate report. The information that you assign must fit on the Crystal check space.

Note. If the first invoice has payment messages that exceed the number the you enter, voucher information prints on both the regular check and the overflow advice. The system, however, sets the payment amount to 0 on the overflow advice.

Advice Layout Select to indicate where the check and advice are positioned on the printed page. The Crystal report determines the layout, so this is only informational. Match the description to how you define the Crystal report. Options are:

Check over stub: Position the check over the advice.

Stub over check: Position the advice over the check.

Full page: Send the advice lines to a separate page from the check and a separate file.

Preview

As you select attributes for the form, the Preview group box displays a representation of the layout.

Description	Format Name and Layout
Draft EFT file	BEF1 generates an ASCII file that your bank uses to make the appropriate EFTs for vendor payments. This format is used with the draft payment method.
Draft EFT file with advice	BEF2 generates an ASCII file for the bank and a separate advice report that you can send to vendors. This format is used with the draft payment method.
Stub over check with advice	CHECK1 prints the remittance advice block followed by the check. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints advice overflow.
Check with separate advice	CHECK2 prints a check for payment to a vendor and prints the remittance advice on a separate advice form. The Crystal report file is set up to print three checks on one form. The system generates two separate files, one for the checks and one for the advices.
Check over stub with overflow	CHECK3 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines.
File copy	COPY1 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines. This format creates a backup file only. No negotiable checks are created.
Stub over draft with advice	DRAFT1 prints the remittance advice block followed by the draft. If more advice lines are included within the payment than can fit on the remittance advice, a separate file is created that prints the advice overflow.
EFT file	EFT1 generates an ASCII file that your bank uses to make the appropriate transfers for vendor payments. This format is used with the EFT payment method.

Description	Format Name and Layout
EFT file with advice	EFT2 generates a file for the bank and a separate advice report that you can send to vendors. This format is used with the EFT payment method.
Check file layout	FILE1 prints the check followed by a remittance advice block. If more advice lines are included within the payment than can fit on the remittance advice, the next check is voided, and its remittance advice is used for overflow lines. This format creates a backup file only. No negotiable checks are created.
Giro-EFT file	GE1 generates an ASCII file that your bank uses to make the appropriate electronic funds transfers for vendor payments. This format is used with the giro payment method.
Giro-EFT file with advice	GE2 generates a file for the bank and a separate advice report that you can send to vendors. This format is used with the giro payment method.
Letter of credit advice	LC1 generates a remittance advice only, which you can send to vendors. This format is used with the letter-of-credit payment method.
Positive payment form	POS1file generates an ASCII file that contains payment information for checks that can be paid. You send the file to your bank. The bank compares the data on the file against the data on the checks that your vendors submit. Only checks that match are paid.
Wire report	WIRE1 generates a remittance advice only for paying by wire.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties," Establishing Payment Forms

Selecting Payment Sort Fields

Access the Sort Fields page.

Activate each sort field that you want to use to sort the check output. For each sort field that you select, enter a unique sort sequence number.

Payment handling codes take priority over the sort sequence; the sort order is the handling code followed by the sort fields that you specify on this page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Handling Codes

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties," Establishing Payment Sort Fields

Assigning Payment Forms to Bank Accounts

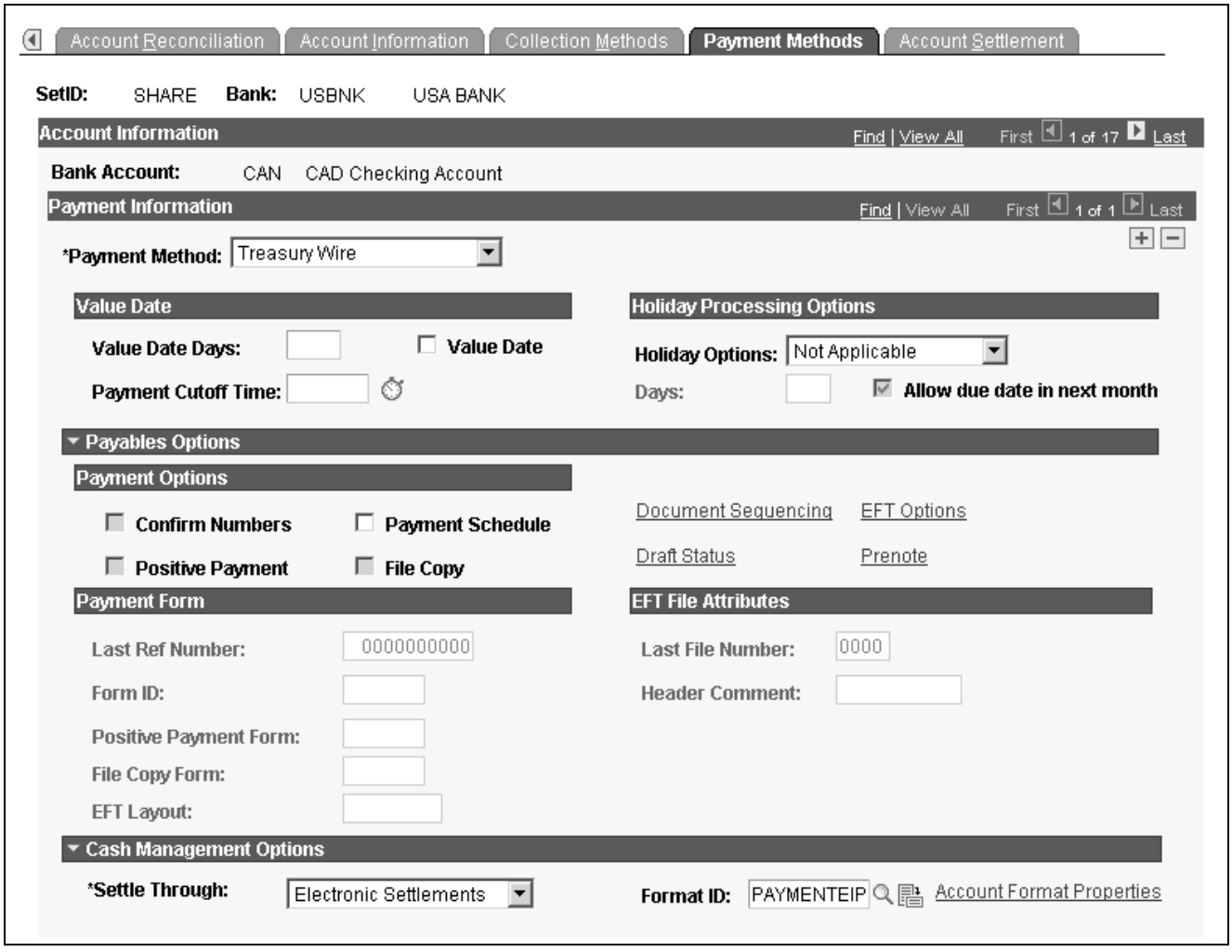
Each bank account that you use to pay vendors must have a payment form specified for it. This section discusses how to specify payment form IDs for bank accounts.

Page Used to Assign Payment Forms to Bank Accounts

Page Name	Object Name	Navigation	Usage
Payment Methods	PYMNT_BANK	• Banking, Bank Accounts, External Accounts, Payment Methods • Banking, Bank Accounts, Netting Accounts, Payment Methods	Specify which payment form to use for each bank account.

Specifying Payment Form IDs for Bank Accounts

Access the Payment Methods page.



Payment Methods page

Payment Options

If you select File Copy or Positive Payment in the Payment Options group box, you must specify the positive payment form or the file copy form in the Payment Form group box.

Payment Form

Form ID For each bank account, specify the form ID for the payment method that you are using.

Positive Payment Form Select to have the system create a payment file for every pay cycle using this bank account. The system formats the file to the specifications of the positive payment form that you select.

EFT Layout For EFT payment methods, specify an EFT layout, such as *EDI*, *KIJ*, or *UFF*.

The payment method must be an EFT method in order to select an EFT layout.

Note. Merely specifying a file type does not ensure that the output is sent to a file. The output destination is controlled by the run control ID on the User Preference - Pay Cycle page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences"

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Modifying Payment Forms

To configure the payment forms that come with PeopleSoft Payables to meet your specific needs, you must modify the Crystal report for the form and ensure that the form ID matches the output configuration. Extensive modifications require an advanced understanding of Crystal reports.

A payment form consists of these sections:

- Page header.
- Check body—group header #1 for the payment ID reference (PYMNT_ID_REF).
- Details.
- Group footer #1.
- Page footer.

View the payment form fields in Crystal reports layouts by opening the appropriate check and selecting View.

To modify a form:

1. Copy the form (CHECK2.RPT, for example).
2. Rename it (CHECK5.RPT, for example).

3. Use Crystal Reports to modify the form.
4. Open the Banks and Branches, Payment Forms component in Add mode to add the name of a new payment form.

See Also

PeopleSoft PeopleTools PeopleBook: Crystal Reports

Specifying MICR Fonts

To use the PeopleSoft Payables MICR font printing capability, make sure that the MICR font is loaded on the workstations where you use Crystal reports to print payment forms. The specified check lines print then correctly when you print payment forms through Crystal reports. To make the forms machine-readable, use special magnetic toner in the laser printer. (You can order the toner from most standard toner suppliers.)

Note. Work with your bank to make sure that the check formatting and magnetic readability are acceptable before you start printing large numbers checks.

Printing Logos and Signatures with Crystal Checks

With Crystal checks, you can easily add a check signature or any other graphic, such as a company logo.

First, determine where to store the signature. A signature is no more than a special font—a series of control characters that have been redefined to build the signature—and you can store it on a client workstation, printer cartridge, or a single inline memory module (SIMM). Generally, you store signatures on a printer cartridge so that you can maintain control over them. The manufacturer of the printer can provide information about creating a custom font.

The specialized font comes with instructions containing two important pieces of information:

- Directions for installing the font and making the font available to applications such as Microsoft Word, Crystal Checks, and so on.
- Directions for printing the signature.

Once you've installed the signature font, you can add the signature to the Crystal checks. To do this, create the signature first in a word processor such as Microsoft Word and then include this document as an OLE object in Crystal Checks.

Alternatively, you can add an embedded Crystal formula.

This section discusses how to:

- Create a signature file.
- Add a signature to checks.

Creating a Signature File

To create a Crystal formula signature file:

1. Open a new document in a word processor and select the signature font as the font.

   It should now be listed along with the other fonts. If it is not and you are using a printer-based font (such as a cartridge or SIMM), be sure that the printer defined for the document is the same as the printer where the font is located.

2. Enter the signature character sequence exactly as provided.

   The signature may not appear correctly on the screen, unless the signature font is stored on the workstation. You might need to enter characters like the following for the signature character sequence:

   ```
   !a#$%&
   b()*+,
   -./012
   345678
   ```

3. Print the document to verify that it appears the way that you want.

   If the signature doesn't appear properly, first check the character sequence. One character in the wrong place can change the signature dramatically. If white lines appear in the signature, adjust formatting options such as line spacing, font size, margins, and so on. The signature's appearance reflects exactly how it will look on the check.

4. When the signature is correct, save the document and open Crystal Reports.

5. Add this signature to each check forms that you use.

   PeopleSoft Payables comes with sample forms: check1.rpt, check2.rpt, check3.rpt, and draft1.rpt. If you edit any of these reports in Crystal Reports, the following text appears above the signature line: "Insert your signature." This is only a placeholder, which you should delete.

To use the U.S. Postal Service bar code, install a TrueType bar code font. PeopleSoft Payables provides a predefined formula on the check layouts for Postnet. To use it, install the bar code font and use that font.

Adding a Signature to Checks

To add a signature to Crystal checks (first method):

1. Select Insert, OLE Object.
2. Select Create from file and enter the path and filename of the signature document that you created.
3. Select the Link check box if you want the Crystal report to be updated automatically whenever you change the signature document; otherwise, you'll need to update each check form every time the signature changes.
4. Click OK.

   The system opens Crystal and inserts the object file into the report.

5. Position the signature object where you want it on the form.

   Remember, if your the signature font is not stored on the workstation, the signature does not appear on the screen.

6. After you position the signature, save the form and print a test check.

To add a signature to Crystal checks (second method), on the Insert menu, select to add a formula that contains the control character sequence to the report. The formula must contain the control sequence of characters. Frequently, this sequence begins and ends with an unprintable character such as ESC. To add the ESC character, use the Crystal chr(*x*) function where *x* is the ASCII value of the special character. For example, if the control characters are *!ab* and this must be enclosed in ESC characters, the formula would look like this:

```
chr(27) + "!ab" + chr (27)
```

You should now be able to print the checks with the digitized signature. Use this procedure to add any other digitized graphic object, such as a corporate logo, to the check.

Note. Signature fonts and logos are not provided with the PeopleSoft system. Typically, you purchase them separately from a third party, such as Hewlett-Packard. For additional information on troubleshooting signature fonts and logos, please consult the vendor from which they were purchased.

Setting up Workstations to View Crystal 9.0 Checks and Drafts from the Process Monitor Using the Web Function

To view the following Crystal 9.0 report layouts using the web function from the process monitor, you must configure your workstation:

- check1.rpt
- check2.rpt
- check3.rpt
- draft1.rpt
- copy1.rpt

To configure your workstation:

1. Install Crystal 9.0 on the client workstation.
2. Access the Client Setup tab in PeopleSoft Configuration Manager.
3. Select the Install Workstation option, click the OK button, and exit Configuration Manager.
4. Copy the following DLL files from the PeopleTools directory (\bin\client\winx86) to the your \apps\Crystal9 directory:
   - psicuuc22.dll
   - psicuin22.dll
   - psicudt22l.dll

   Note. If you install Crystal 9.0 on another directory, you must copy these 3 DLL files into the directory where crw32.exe resides.

See Also

PeopleSoft PeopleTools PeopleBook: PeopleSoft Administration Tools

Testing Checks

There are two methods for testing the check printing:

- Create an express payment by adding a voucher in the Voucher component and clicking the Express Payment link on the Payment page.

  (This opens the Express Payment Manager page).

- Run a pay cycle to test the sorting and printing for a batch of checks.

After testing vouchers, test overflows (where advice lines are too long to fit on one form).

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Chapter 11, “Processing Batch Vouchers,” page 253

Chapter 15, “Processing Pay Cycles,” page 385

CHAPTER 7

Configuring the PeopleSoft Payables Payment Interface

This section provides an overview of the PeopleSoft Payables Payment Interface feature and discusses how to set up the Payment Interface feature.

Understanding the PeopleSoft Payables Payment Interface

As delivered, the Payment Interface feature supports the following payments:

- PeopleSoft Payables vouchers.
- PeopleSoft Expenses expense sheet and cash advance payments.
- PeopleSoft Treasury settlement payments.

In addition, the PeopleSoft Payables Payment Interface feature enables you to produce payments from other sources (either PeopleSoft applications or third-party products). By using the Payment Interface feature to make payments from other sources, you can ensure consistent processing of all payments. You can also take advantage of the Pay Cycle Manager component (PYCYCL_MGR) in PeopleSoft Payables, which enables you to view all payments in one place, regardless of the source system of the transaction.

To process payments, PeopleSoft Payables needs certain information—for example, the recipient and the date of the payment. The PeopleSoft system must also indicate whether a payment has been made and, if so, how much was paid. You enable the system to do this by creating a mapping definition that maps the data between the source system of the transaction and PeopleSoft Payables.

For all source definitions that come with the PeopleSoft system, the necessary mapping has already been performed to support the required system functions. When you create new mapping definitions, you map the fields in a staging table to the corresponding fields in the PeopleSoft Payables PS_PYCYCL_DATA table using the Pay Cycle Mapping - Mapping Detail page.

Common Elements Used in This Chapter

Source Transaction	Select the source of the transaction that you are defining; for example, refunds, accounts payable vouchers, expense sheets, and so on.
Map Type	Select the type of map that you are creating for the source transaction.

Setting Up the PeopleSoft Payables Payment Interface

To set up PeopleSoft Payables to process payments from another source, use the Payment Source component (PYMNT_SOURCE) to define the payment source.

To process payments for any new payment source that you define, the Pay Cycle Manager component needs information about where the payment data is staged and how to map the data to the corresponding table in PeopleSoft Payables. You define this information using the Pay Cycle Mapping component (PYCYCL_MAP_DEFN).

After mapping the pay cycle, you can define the pay cycle in the Payment Selection Criteria component (PYCYCL_DEFN).

To set up the PeopleSoft Payables Payment Interface feature , use the following components:

- Payment Source (PYMNT_SOURCE).
- Pay Cycle Mapping (PYCYCL_MAP_DEFN).

This section discusses how to:

1. Define payment sources.
2. Enter source search definitions.
3. Set up pay cycle mapping.
4. Map fields.

See Also

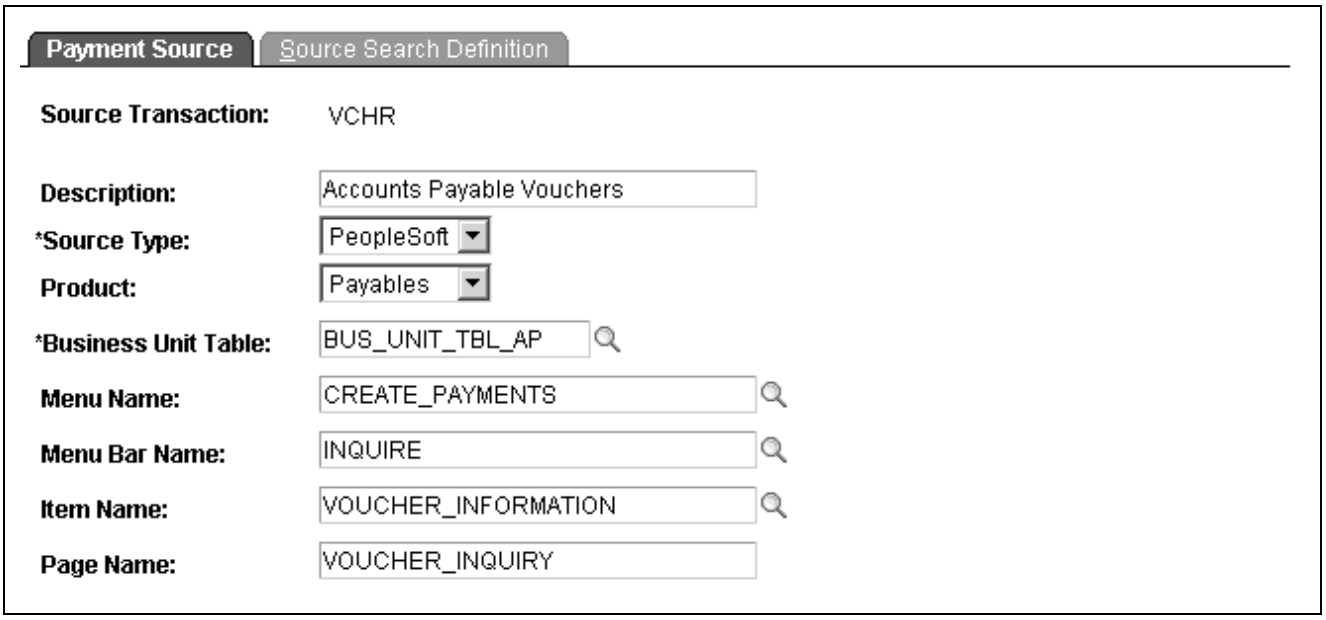
Chapter 15, “Processing Pay Cycles,” page 385

Pages Used to Set Up the PeopleSoft Payables Payment Interface

Page Name	Object Name	Navigation	Usage
Payment Source	PYMNT_SOURCE_DEFN	Accounts Payable, Payments, Pay Cycle Definition, Payment Source	Add a new payment source.
Source Search Definition	PYMNT_SOURCE_DEFN2	Accounts Payable, Payments, Pay Cycle Definition, Payment Source, Source Search Definition	Enter the search record for the inquiry page that you specify on the Payment Source Definition page.
Paycycle Map	PYCYCL_MAP	Accounts Payable, Payments, Pay Cycle Definition, Mapping	Set up the pay cycle mapping for the payment source.
Mapping Detail	PYCYCL_MAP_DTL	Accounts Payable, Payments, Pay Cycle Definition, Mapping, Mapping Detail	Specify the mapping of the fields in the staging table to the corresponding fields in the PeopleSoft Payables PS_PYCYCL_DATA table.

Defining Payment Sources

Access the Payment Source page.



Payment Source page

Source Type Select the origin for the source transaction. Options are:

External: A third-party product. This identifies the payment source as external to the PeopleSoft system. Use this setting to configure the payment process for source-specific processing needs.

PeopleSoft: A supported PeopleSoft product.

Product Select the applicable PeopleSoft product from the drop-down list if you select *PeopleSoft* as the source type.

Business Unit Table Enter a value to set up a business unit table record. To process payments, you must set up a business unit table record before you can add the payment source. This is a required field.

Only three fields are required for the business unit table record:

- BUSINESS_UNIT

  This is the value that is used to select the data. For example, in PeopleSoft Payables, this is the accounts payable business unit.

- LOCATION

  This contains the address information for the business unit.

- BUSINESS_UNIT_GL

  This is the General Ledger business unit.

Menu Name Enter the menu name for the page that you use to run inquiries on payments if you process payments from another PeopleSoft application or if you use the same database as PeopleSoft Payables.

The system uses this field in conjunction with the Menu Bar Name, Item Name, and Page Name fields to identify the page where users can run inquiries on payments for the source transactions.

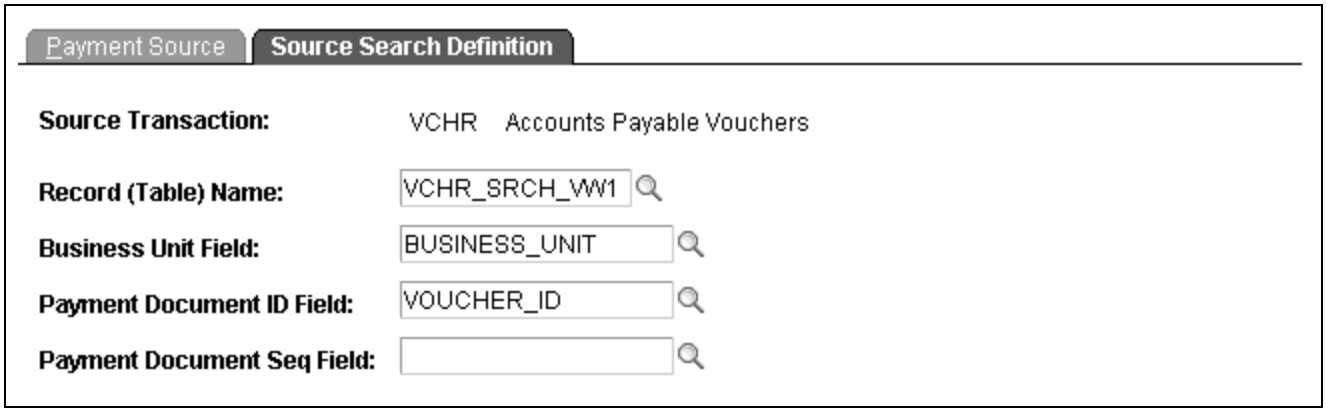
See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Defining Your Operational Structure," Defining PeopleSoft General Ledger Business Units

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations

Entering Source Search Definitions

Access the Source Search Definition page.



Source Search Definition page

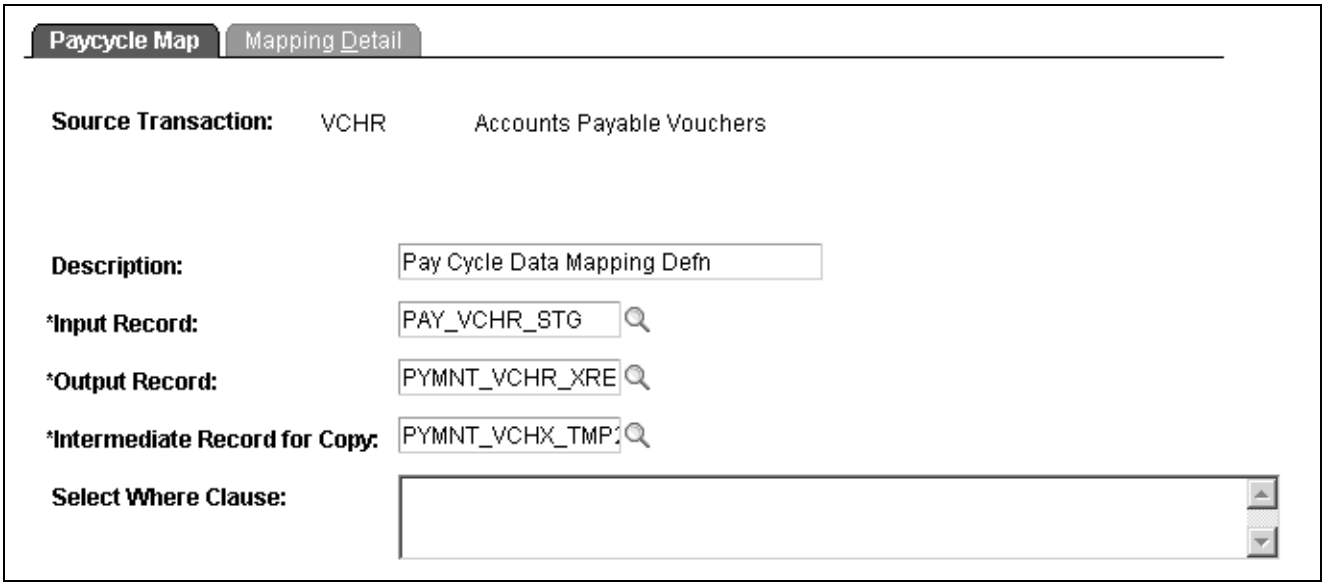
You can define a search definition on this page only if you have entered a menu name, menu bar name, item name, and page name on the Payment Source page. To create a search definition, define the fields on this page.

If you use the source search definition default values for PeopleSoft Payables vouchers, the search is based on the business unit and voucher ID.

Note. You only need to add a Payment Document Seq (payment document sequence) field if you are using the Document Sequencing feature.

Setting Up Pay Cycle Mapping

Access the Paycycle Map page.



Paycycle Map page

Input Record Specify the staging table for the payment data. This is the table from which PeopleSoft Payables selects the payment data.

Output Record Enter the name of the table that PeopleSoft Payables updates with payment information after the system completes payment processing. You can enter the same table name that you specified in the Record (Table) Name field.

Intermediate Record for Copy Specify a name for a copy of the output record table. PeopleSoft Payables uses this table to process the updates to the output record table.

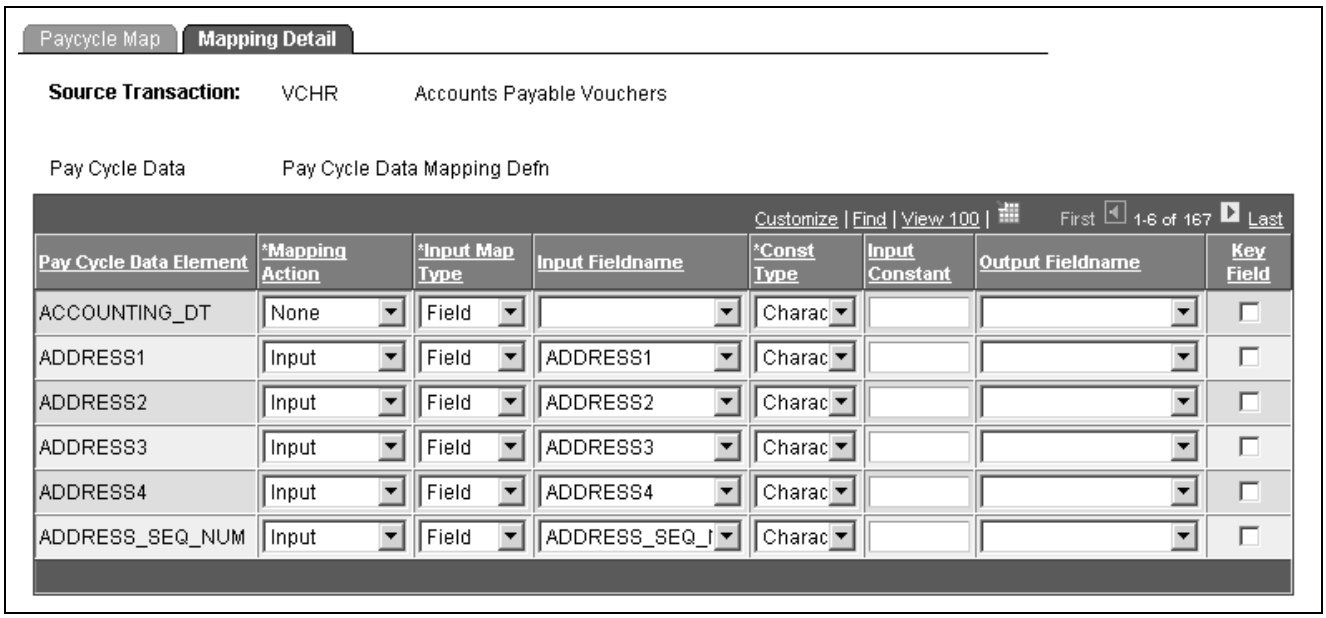
Select Where Clause If the staging table contains transaction records that can be selected for payment as well as transactions that cannot be selected, specify a Where clause to select paying transactions that you want to pay

Note. You are advised to move only selectable data to your staging table, in which case you do not need to enter a where clause.

Note. Once you set up pay cycle mapping for the source, you can use the payment source at any time without having to redefine it.

Mapping Fields

Access the Mapping Detail page.



Pay Cycle Mapping - Mapping Detail page

Pay Cycle Data Element Displays the name of the field being mapped.

Mapping Action Select the mapping action for each Payables field name. Options are:

None: The field isn't mapped.

Input: The field is an input field. Selecting this option enables you to complete the values in the Input group box.

Any field marked *Input* is selected into the pay cycle record.

Output: The field is an output field. Selecting this option enables you to complete the values in the Output group box.

Any field marked *Output* is included in the output record.

Both: The field is both an input and output field. Selecting this option enables you to complete values in both the Input and Output group boxes.

Any field marked *Both* is selected into the pay cycle record and included in the output record.

Input Map Type Select from the following options:

Constant: Enables you to specify a constant field name. You must select a value from the constant type list and enter a value in the Input Constant field.

Field: Select the appropriate field from the record (table) name that you entered on the Pay Cycle Map page. You must enter a value in the Input Fieldname field.

Input Fieldname Specify the appropriate field name from the staging table if you select the *Field* option as the input map type.

Const Type (constant type) Specify the type of data that the field contains. Options are:

Character: The values entered into the field are characters.

Numeric: The values entered into the field are numbers.

Input Constant Enter the constant value that the field displays if you select *Constant* as the input map type.

Output Field Name Specify the name of the output field from the output record that you specified on the Pay Cycle Map page. This field is activated if you select either the *Both* option or the *Output* option from the mapping action list.

Key Field Select to indicate if the mapped field is a key field in the source system. When you save the mapping, the system generates SQL statements that update the unique key field source information.

CHAPTER 8

Establishing Pay Cycles

This chapter provides an overview of pay cycles and discusses how to:

- Tailor a pay cycle.
- Define bank replacement rules.
- Create, update, and reuse pay cycles.

Understanding Pay Cycle Processing

The centerpiece of payment processing in PeopleSoft Payables is the Pay Cycle Application Engine process (AP_APY2015). The Pay Cycle process is a flexible tool. You can review payments after specific processing steps—such as after payment selection and before payment creation—and correct exceptions before proceeding to the next step. Or you can run the payment selection and payment creation processes together if there is no need to review the payments after selection. If you have a large payment run and only a very small percentage of exceptions, you do not have to delay payment processing—you can continue the current pay cycle, resolve exceptions, then process the payments in a different pay cycle run.

Setup for pay cycle processing comes in two stages:

1. First, and optionally, you tailor your Pay Cycle processing to your needs by defining processing steps that you can administer separately.

   Although the delivered steps satisfy most users' needs, you can also configure and add your own user-defined steps to the Pay Cycle process.

2. Second, you create reusable sets of payment selection criteria, called pay cycles.

Note. If you want the Pay Cycle process to process payment information from sources other than PeopleSoft Payables, you perform an additional setup step: configuring the Payables payment interface to accept those outside payment sources.

If you want the Pay Cycle process to replace bank accounts automatically for payments that meet certain selection criteria, you must define bank replacement rules.

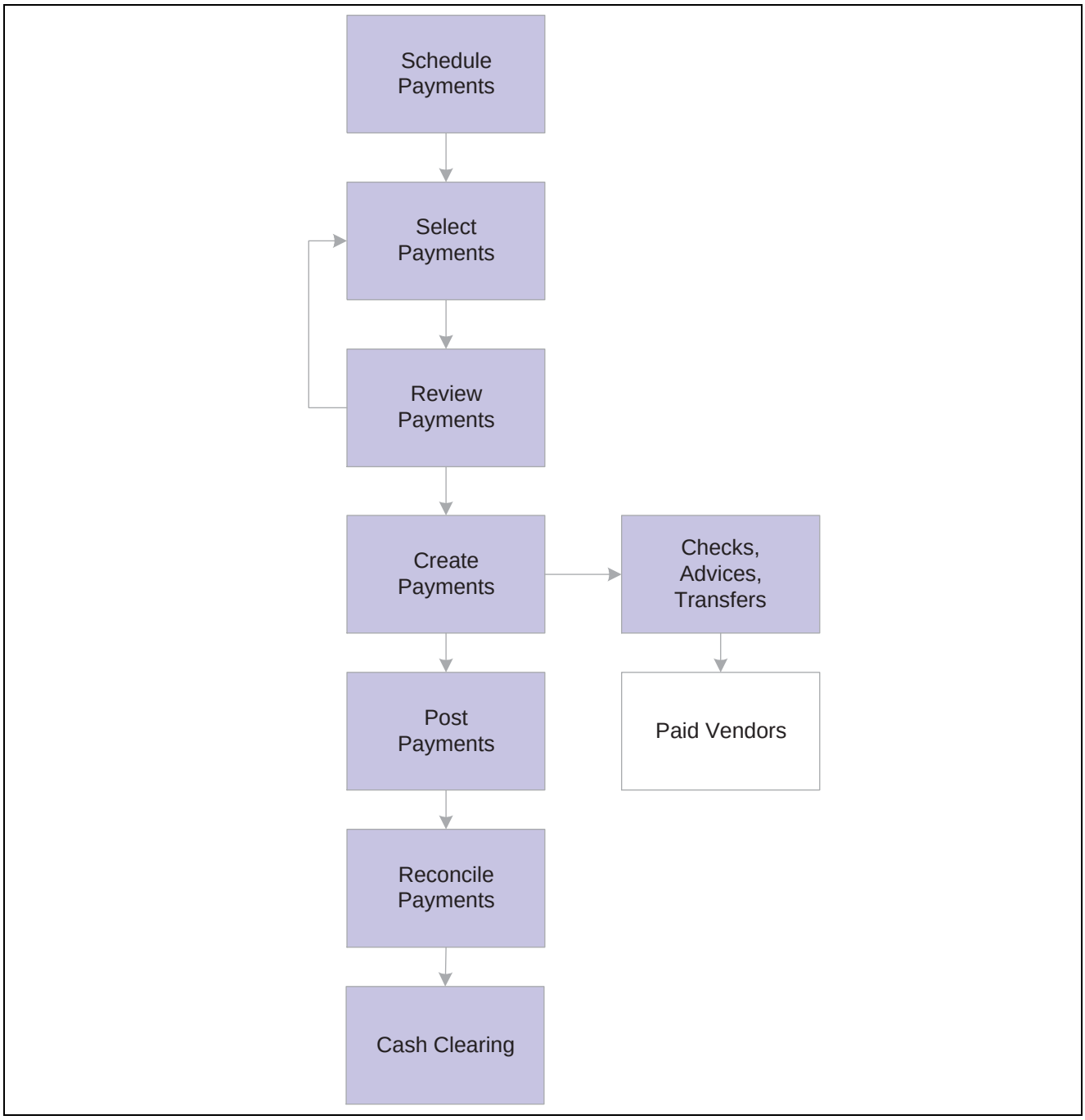
See Also

Chapter 7, "Configuring the PeopleSoft Payables Payment Interface," page 121

Chapter 15, "Processing Pay Cycles," page 385

Payment Process Flow

To understand how to set up the Pay Cycle process to meet your organization's needs, it is helpful to see how the Pay Cycle process fits in the larger PeopleSoft Payables payment process flow:



Payment process flow

Payment Process Steps

To give you maximum control over which vouchers you want to pay and when, the payment process has several steps.

1. Scheduling payments

   You can configure the system to automatically select scheduled payments, or you can manually select them any time. You provide necessary information, such as vendor payment terms, due dates, or business calendar, as part of the control hierarchy or at voucher entry. If the voucher is to be paid in one payment, the system automatically schedules the payment. If you decide to pay the voucher in multiple payments, you can apply split payment terms to the voucher, and the system automatically creates multiple payment schedules. You can also schedule the payments manually using the Payments page.

2. Selecting payments

   You create, run, and update pay cycles that select vouchers for payment. Pay cycles are payment selection templates that store the criteria the system uses to select vouchers for payment. These are some of the criteria:

   - Pay through date.
   - Vendor pay group.
   - Business unit.
   - Bank account.
   - Payment method.
   - Netting options.
   - Draft options.

   If you want to schedule a pay cycle to run automatically, use the Payment Selection Criteria component to set up the criteria and schedule the process. Once you set up your standard pay cycles, you can run them repeatedly by manually or automatically updating the pay through and payment dates.

3. Reviewing payments

   You can review payments online on the Pay Cycle Manager page after payment selection before you create the actual checks and payment advice. During this review process, you evaluate whether any payments should be put on hold, determine how to deal with payments that require special handling, and schedule multiple payments for each invoice. You also analyze potential vendor issues by monitoring the payment statuses. PeopleSoft Payables alerts you to potential lost discounts if you leave a voucher payment schedule unpaid until the next payment run.

4. Creating payments

   Once you define your pay cycle criteria, you run the Pay Cycle process from the Pay Cycle Manager to select eligible payments and generate the required payment records. This process enables you to flag vouchers as paid and then run the print job separately. In addition, if something does go wrong with your printer, you can elect to restart the check run at a specific number. If you are using preprinted check stock, void any numbered checks that were mangled and renumber the check run starting at the next available check. For system-numbered checks, select the Use Same Check Reference check box to reuse the check numbers.

5. Posting payments

   You run the Payment Posting process (AP_PSTPYMNT) on the Payment Posting Request page to create accounting entries based on your payments.

6. Reconciling payments

Bank account reconciliation supports both manual and electronic entry of bank reconciliation data. Transactions can be automatically matched and reconciled, or you can manually match and force them to reconcile. Online inquiries and reports are available to review the results of the reconciliation process. You initiate the Reconciliation Application Engine process (FSPRECON) from the Process Reconciliation page.

7. Cash clearing

   Use cash clearing to track cleared and uncleared amounts in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances are. To use this feature, define a cash clearing account and a cash account for each bank account. Payment posting creates accounting entries that credit the cash clearing account. You run the Cash Clearing Application Engine process (AP_APCSHCLR) from the Cash Clearing Request page.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 210

Chapter 8, "Establishing Pay Cycles," Defining, Updating, and Reusing Pay Cycles, page 145

Chapter 15, "Processing Pay Cycles," page 385

Chapter 17, "Running Voucher and Payment Posting," page 469

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Reconciling Statements"

Tailoring a Pay Cycle

Use the following components to tailor your pay cycle:

- Pay Cycle Step Definition (PYCYCL_STEP_DFN)
- Pay Cycle Step Table (PYCYCL_STEP_TBL)

This section provides an overview of pay cycle configuration and discusses how to:

- Define pay cycle steps.
- Define step groups.
- Add user-defined pay cycle steps.

Understanding Pay Cycle Configuration

You can tailor your Pay Cycle processing by:

- Dividing the Pay Cycle process into functions, or "steps," such as processing, approval, and exception processing, which can be administered separately.

  The manner in which you arrange the steps determines which process is available for processing at any given time during the Pay Cycle process.

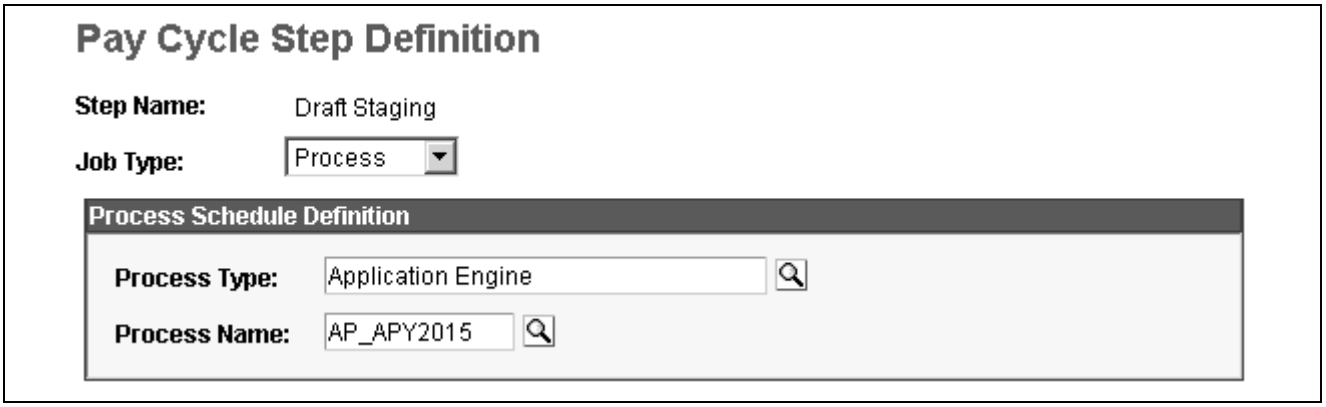
- Adding user-defined steps to the Pay Cycle process.

Pages Used to Tailor a Pay Cycle

Page Name	Object Name	Navigation	Usage
Pay Cycle Step Definition	PYCYCL_STEP_DFN	Accounts Payable, Payments, Pay Cycle Definition, Step, Pay Cycle Step Definition	• Define all possible steps for a pay cycle. • Update or add process steps to a pay cycle. You create the pay cycle processes by defining steps and specifying the order in which the specific processes within the step run during the Pay Cycle process.
Pay Cycle Step Table	PYCYCL_STEP_TBL	Accounts Payable, Payments, Pay Cycle Definition, Step Table, Pay Cycle Step Table	Define step groups. A step group contains all the possible steps that might be run during Pay Cycle processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Defining Pay Cycle Steps

Access the Pay Cycle Step Definition page.



Pay Cycle Step Definition page

Step Name Describes what the process performs during this stage of the pay cycle. For example, the Payment Selection and Creation step executes both the Payment Selection and Payment Creation processes. When a process is eligible or required to process, the step name appears in the Pay Cycle Manager component. Associate step names with pay cycle status on the Pay Cycle Step Table page to define the order in which each process runs.

Job Type Select from the following options:

Info (information): Defines the step as an informational type of process that links the Pay Cycle Manager component to other pay cycle components for additional processing. For example, Payment Reference

Confirmation is a required pay cycle step, but not an actual Process Scheduler-defined process, that links the Pay Cycle Manager component to the Payment Reference Confirmation component.

Process: Defines the step as a Process Scheduler-defined process.

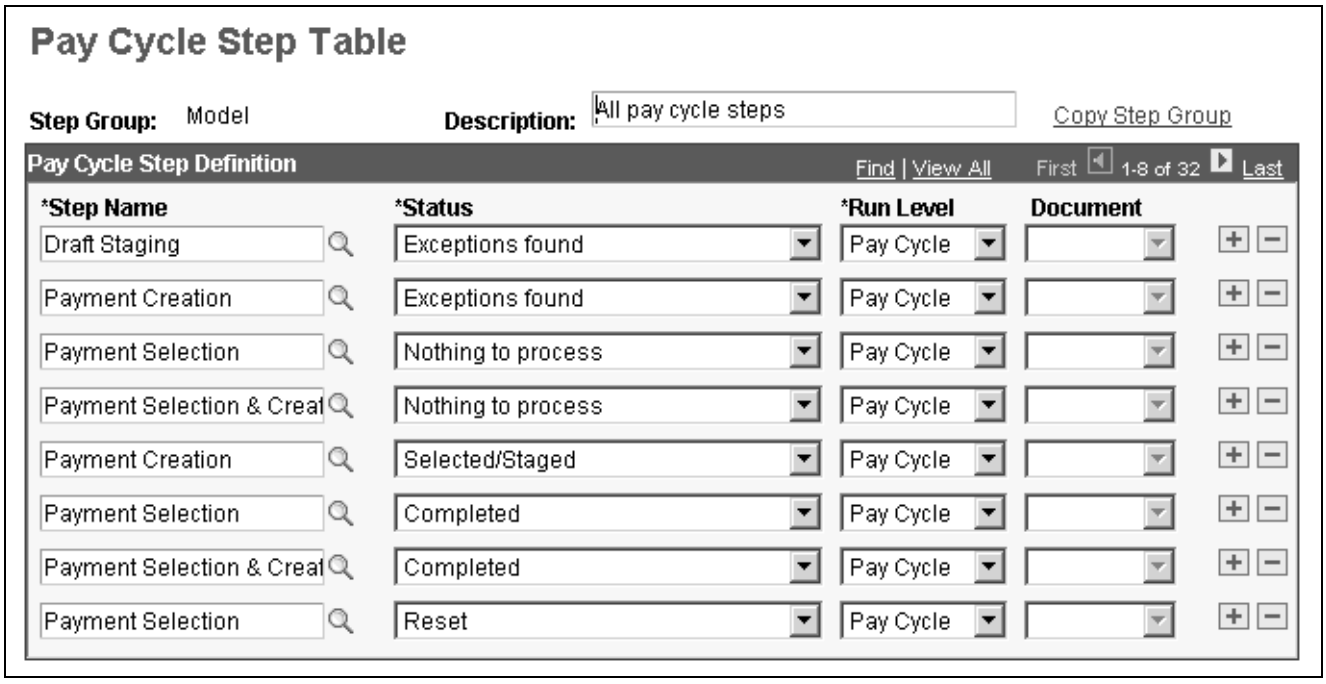
Process Schedule Definition

Process Type Type of process. The delivered pay cycle steps use PeopleSoft Application Engine, SQR processes, and Crystal check process types. You must define this information in the Process Scheduler Manager tables before creating a pay cycle step process.

Process Name Description of the process type. You must define this information in the Process Scheduler tables before creating a pay cycle step process.

Defining Step Groups

Access the Pay Cycle Step Table page.



Pay Cycle Step Table page

A step group contains all the possible steps that might be run during the processing. Each step is associated with a pay cycle status that indicates the order in which the steps are run.

Copy Step Group Click to copy another step group. Copying step groups deletes the current step group and replaces all existing steps.

Step Name Enter the step name defined on the Pay Cycle Step Definition page.

Status Represents each possible state of the pay cycle. The statuses are provided with the system. A typical check-only pay cycle follows this sequence of statuses: *(Complete)*, *New*, *Selected*, *Created*, *Approved*, *Complete.*

Run Level Determines if the job affects the entire pay cycle or just an output process (specific bank, account, and payment method combination). For instance, Payment Creation affects the entire pay cycle, but Print Checks affects only one bank, account, and payment method combination at a time. These are the available options:

Pay Cycle: Processes all transactions associated with the pay cycle, depending on the date selection criteria, payment source, business unit, bank account, and payment method. The Pay Cycle Manager processes the pay cycle-level processes until the payments are created and approved. Then the user can choose the output processes to create all files and documents for the pay cycle. If you select the pay cycle run level, the Document field does not apply and is unavailable.

Bank: Processes the created payments for a specific bank account only. This process creates negotiable documents and payment files for bank processing.

Document This option is only applicable for step names defined with a run level of *Bank.* This option identifies specifically what payment method and document type combination is processed. Available options are a combination of all the document types for all payment methods defined in the system, such as *Check, EFT Advice* (electronic funds transfer advice), *Draft, ACH* (automated clearinghouse), and *Letter of Credit advices.*

See Also

Chapter 15, “Processing Pay Cycles,” Pay Cycle Statuses, page 388

Adding User-Defined Pay Cycle Steps

Pay Cycle Manager enables you to insert custom processes into the Pay Cycle process using the Pay Cycle Step Definition and Pay Cycle Step Table pages. Consider the following before configuring the process:

- When does the process need to run?
- Is the process required or optional?
- Is the process applicable to a reusable pay cycle or only specific pay cycle processing instances?

Identify the pay cycle status at which your custom job is eligible to execute. The Pay Cycle process requires that the pay cycle status be set to specific values when processing specific steps. Because of this requirement, adding a new status—for example, between the payment selection and payment creation steps—requires that you modify the Application Engine program.

Important! If you add a custom process that is run at a pay cycle level, PeopleSoft recommends that you create a hyperlink or button on the Pay Cycle Manager page. A hyperlink can transfer you to a custom run control record, or you can create PeopleCode that enables the button to initiate the process. Use the PYCYCL_WORK.TRIAL_REGISTER_PB field as an example.

Adding a custom process at the bank account level is a bit more involved, because the Pay Cycle Manager component is doing most of the status progression for the overall pay cycle. Processes are directly linked to a specific button in the Pay Cycle Manager component. Therefore, you can associate only one process with a bank account and payment method combination for each bank status. Because of the way that the processes are associated with a particular pay cycle status, the simplest way to create a new process in the payment cycle is to create a new status and associate your custom process with the new status.

To add a new status to the Pay Cycle process, review and modify the PeopleCode behind the Pay Cycle Manager component. You should consider the new status in relation to the overall progression of the pay cycle status.

These are the steps to create a new pay cycle status:

1. Create a new translate value for the field PAY_RUN_AP_STATUS.
2. Create a new pay cycle step definition.
3. Add the new pay cycle step to a pay cycle step group.
4. Associate the step with a particular bank account status, payment method, and document type.
5. Review the Pay Cycle Manager page PeopleCode to determine if modifications are required to advance the pay cycle bank account statuses in accordance with your new pay cycle status.

Important! These sorts of modifications should only be made by PeopleTools experts proficient in PeopleCode.

See Also

Chapter 15, “Processing Pay Cycles,” Pay Cycle Statuses, page 388

Defining Bank Replacement Rules

Use the Bank Replacement Rules component (BANK_RPL_RULE_DEFN) to define bank replacement rules.

This section provides an overview of bank replacement processing and discusses how to define bank replacement rules.

Understanding Bank Replacement Processing

PeopleSoft Payables enables you to use alternate bank accounts to replace the original bank accounts defined for a pay cycle according to bank replacement rules that you define on the Bank Replacement Rules page and select for a pay cycle on the Payment Selection Criteria - Preferences page.

The replacement options that can make up a bank replacement rule are of five different types:

1. *Replace All Payments:* Replace the original bank accounts for all payments in a pay cycle with one alternate bank account.

   This option also allows all payments to be reassigned to an alternate currency and payment method.

2. *Replace Bank with Another Bank:* Replace a particular original bank account or payment method with an alternate bank account or payment method.

3. *Replace by Currency:* Assign an alternate bank account, payment method, and currency to all payments scheduled to be made with a particular original currency.
4. *Replace by Individual Payment Limit:* Assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.
5. *Replace by Bank Maximum Limit:* Assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account. Note that the Pay Cycle process processes payments in order of amount, with the highest amount payments processed first.

   For example, let's say you have ten payments in a pay cycle that are scheduled to be drawn from bank account A:

No.	Payment Amount	Bank Account
1	30,000 EUR	A
2	20,000 EUR	A
3	20,000 EUR	A
4	20,000 EUR	A
5	20,000 EUR	A
6	20,000 EUR	A
7	20,000 EUR	A
8	20,000 EUR	A
9	20,000 EUR	A
10	20,000 EUR	A

Let's say you have defined a limit for bank account A of 100,000 EUR. You define a bank replacement rule dictating that once the accumulated payments in a single pay cycle exceed that amount, then all remaining payments scheduled to be paid out of that account will now be paid by bank account B. Since the fifth payment would bring the payment total to 110,000 EUR—over that 100,000 EUR limit—only the first four payments will be paid out of bank account A and the remaining six will be paid out of bank account B:

No.	Payment Amount	Bank Account
1	30,000 EUR	A
2	20,000 EUR	A
3	20,000 EUR	A
4	20,000 EUR	A
5	20,000 EUR	B
6	20,000 EUR	B

No.	Payment Amount	Bank Account
7	20,000 EUR	B
8	20,000 EUR	B
9	20,000 EUR	B
10	20,000 EUR	B

You can indicate more than one alternate bank account to replace a bank account that reaches its maximum payment total for a pay cycle. You establish a priority for each alternate bank, such that once the first-priority replacement bank reaches its maximum payment total, the Pay Cycle process turns to the second priority replacement bank to pay the remaining payments, and so forth until all the payments have been made.

For example, let's say bank account B in the scenario above was the first priority replacement bank and had a maximum payment total of 80,000 EUR, and you also included a second priority replacement bank account C in your rule, with a maximum of 100,000 EUR. Your first four payments, totalling 90,000, would be made from the original bank, with its 100,000 EUR maximum, and the next four payments, totalling 80,000 EUR, would be made from bank account B, whose maximum would then be reached exactly. The remaining two payments, totalling 40,000, would be paid from bank account C:

No.	Payment Amount	Bank Account
1	30,000 EUR	A
2	20,000 EUR	A
3	20,000 EUR	A
4	20,000 EUR	A
5	20,000 EUR	B
6	20,000 EUR	B
7	20,000 EUR	B
8	20,000 EUR	B
9	20,000 EUR	C
10	20,000 EUR	C

The fact that the Pay Cycle processes highest-amount payments first means that it sometimes uses a lower priority replacement bank account before it uses a first priority replacement bank account—or even before it uses the original bank account. For example, if we change the scenario above to add a payment in the amount of 10,000 EUR, then that eleventh payment would be processed last because it is least, but would be paid out of bank account B—the first priority replacement bank account—because bank account B still has 10,000 EUR available before it reaches its maximum.

Note. The maximum amount defined for a bank account decreases with each pay cycle run that creates payments from that bank account, but you can adjust a bank account's maximum amount definition at any time.

Note. The Pay Cycle process will not split a payment among multiple banks when performing bank replacement.

Processing Order When a Bank Replacement Rule Includes Multiple Bank Replacement Options

You can define a bank replacement rule that combines more than one of these five bank replacement option types, subject to the following conditions.

1. If you select "Replace All Payments" to replace the original bank accounts for all payments in a pay cycle with one alternate bank account, you cannot select any of the other four bank replacement option types.

   This replacement occurs during the Payment Selection subprocess.

2. The other four—numbers 2 through 5 in the list above—are processed in order (2 through 5).

   This processing occurs during the Payment Creation subprocess.

Here's an example of processing if your bank replacement rule has definitions for option two through five. Let's say you have the following bank replacement rule (the example is an unlikely one in actual practice, but it is designed to demonstrate the point simply):

Option type	Condition
Replace bank with another bank.	Replace bank account A with bank account B.
Replace by currency.	Assign payments in Swedish kronor (SEK) to bank account C.
Replace by individual payment limit.	Assign any payment in bank account C over 10,000 SEK to bank account D. Assign any payment in bank account B over 5,000 EUR to bank account E.
Replace by bank maximum limit.	Assign any payment that causes bank account D to go over a 100,000 SEK threshold for the pay cycle to bank account F.

Now let's say you have two vouchers with the following payment amount and bank account information:

1. 7,000 EUR, Bank account A.
2. 11,000 SEK, Bank account A.

The first voucher would be paid out of bank account E, since the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.
2. Replace by currency: no action.

3. Replace by individual payment limit: 7,000 EUR is over the individual payment limit for bank account B, so bank account B is replaced by bank account E.

The second voucher would be paid out of bank account D, since the replacement processing would happen in the following order:

1. Replace by bank account: bank account A replaced by bank account B.
2. Replace by currency: since the payment is in SEK, bank account B is replaced by bank account C.
3. Replace by individual payment limit: 10,000 SEK is over the individual payment limit for bank account C, so bank account C is replaced by bank account D.

Now, if voucher two was, let's say, one of ten vouchers in SEK in the pay cycle which together totalled over 100,000 SEK, and if it was processed by the pay cycle after the 100,000 SEK threshold was reached, then it would be paid out of bank account F.

Payment Method Replacement Considerations

When you replace the bank for all payments, replace a bank with another bank, or replace the bank for payments with a particular currency, you can specify the payment method for the payments drawn on the replacement bank account. If the original *and* replacement payment methods are one of the following, then pay cycle will apply the replacement payment method to the payments:

- System check.
- EFT
- Giro EFT
- ACH

Scheduled payments with a payment method other than these four will *not* be assigned a replacement payment method, but will keep the original payment method, regardless of the replacement payment method indicated in the bank replacement rule. For example, if the payment method for a voucher is Draft-Customer EFT and the bank rule specifies a replacement payment method of EFT, the pay cycle will still generate a Draft-Customer EFT payment for that voucher, even if the bank account is slated for replacement. If the replacement bank does not support the original payment method, in these cases, then the payment generates a bank replacement exception.

If the replacement payment method is EFT, ACH, or Giro EFT and the original payment method on a voucher is System Check, then the Payment Selection subprocess will validate that a remit-to bank account exists and routing information is set up for the remit to vendor for the voucher. If not, the payment generates a bank replacement exception.

Note. The Pay Cycle process will not recalculate payment dates when payment methods are replaced. The original scheduled payment date will remain the payment date, regardless of any new payment method.

Currency Considerations

If the default currency for an original bank account is different from that of the replacement bank account, then the Pay Cycle process will convert the original currency into the replacement bank account's default currency when it is comparing payment amounts to bank account maximum amounts. The exchange rate is based on the payment date.

If a replacement bank does not have a valid payment currency, the Pay Cycle process will drop the payment and generate a bank replacement exception.

Bank Replacement Exceptions

Any voucher payments that fail bank replacement processing during pay cycle processing are logged on the Bank Replacement Exceptions page. These vouchers return to their original state, with their original bank account, payment methods, and payment currency intact, waiting to be run in the next pay cycle.

See Also

Chapter 15, “Processing Pay Cycles,” Pay Cycle Exceptions, page 389

Chapter 15, “Processing Pay Cycles,” Viewing Bank Replacement Exceptions, page 410

Prerequisites

To use the “Replace by Individual Payment Limit” and “Replace by Bank Maximum Limit” options, you must define individual payment limits and bank account maximums in the PayCycle Amount Limits group box on the External Accounts - Account Information page when you set up bank accounts.

See Also

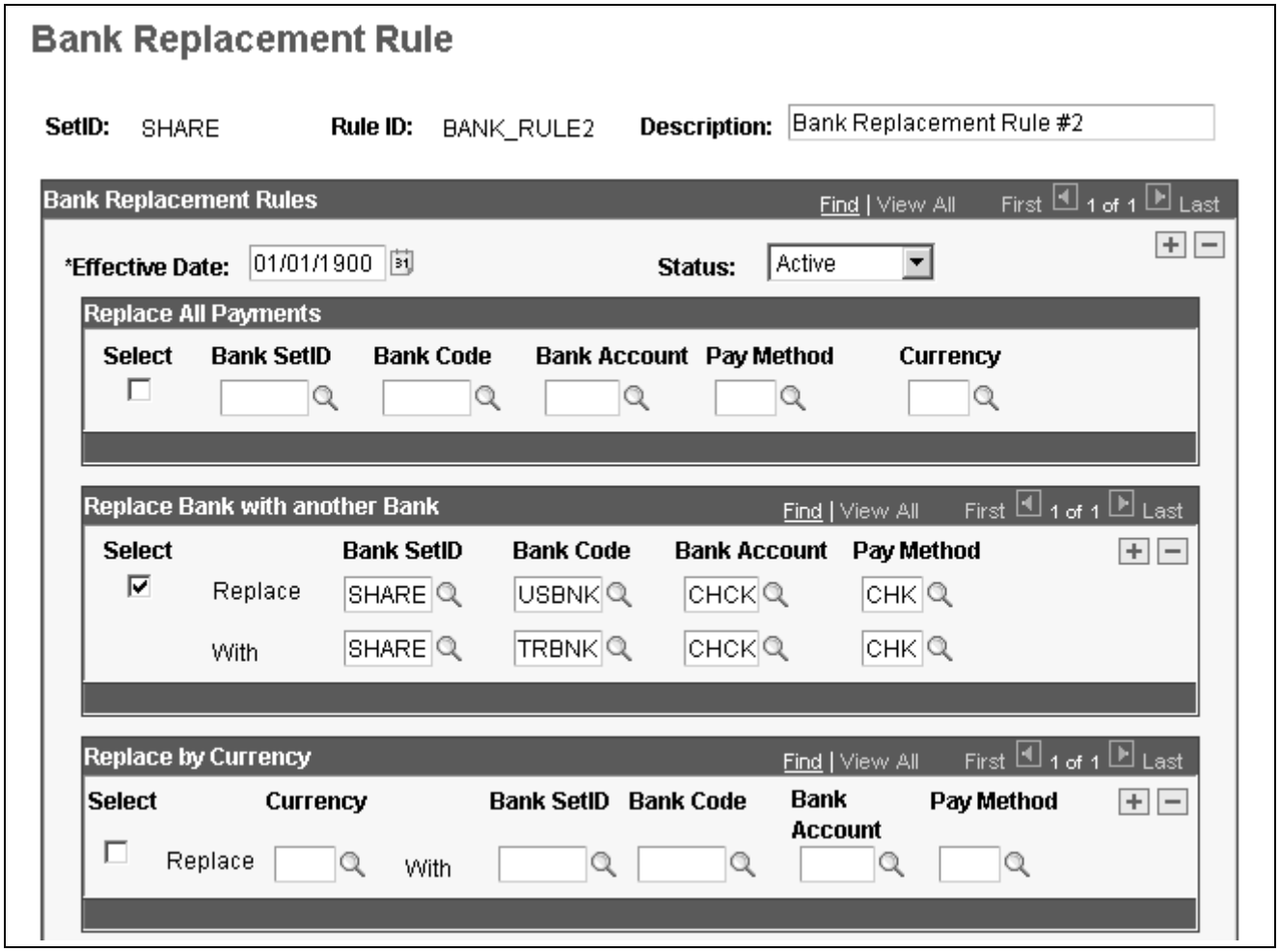
PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Account Information

Page Used to Define Bank Replacement Rules

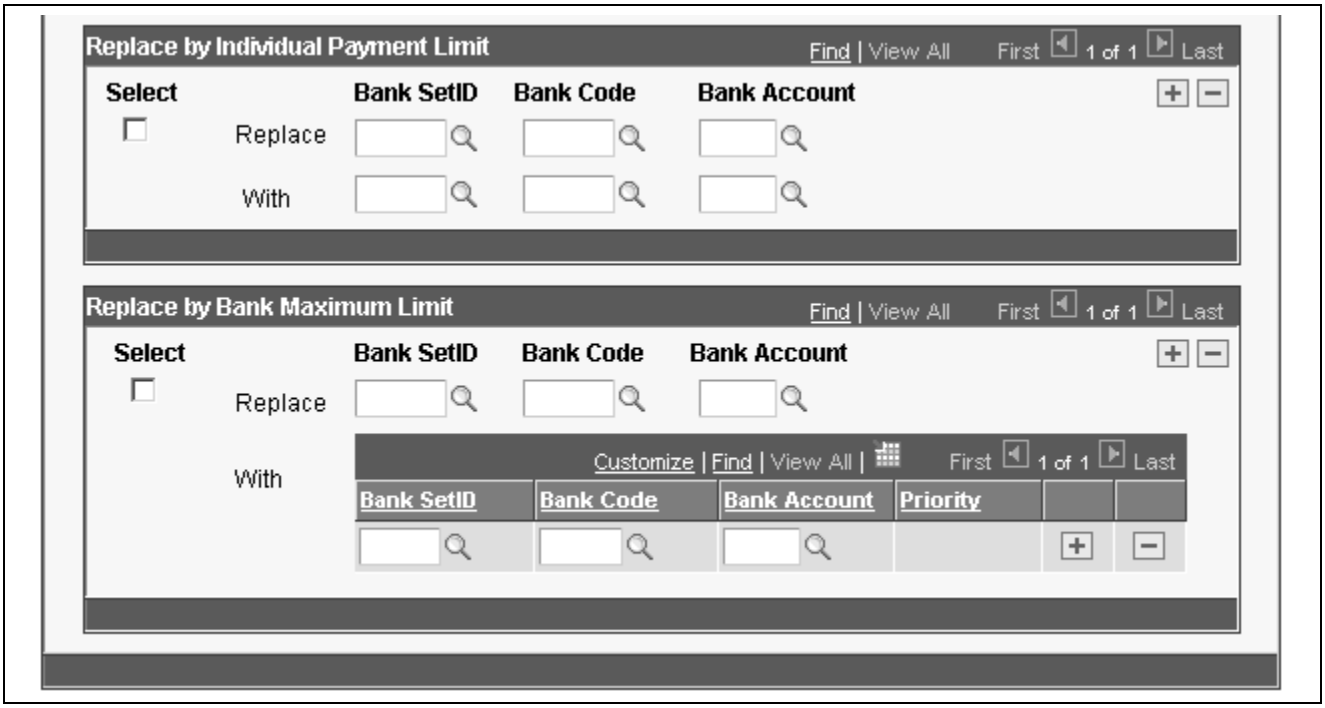
Page Name	Object Name	Navigation	Usage
Bank Replacement Rule	BANK_RPL_RULE_DEFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Define Bank Replacement Rules, Bank Replacement Rule	Define bank replacement rules.

Defining Bank Replacement Rules

Access the Bank Replacement Rule page.



Bank Replacement Rule page (1 of 2)



Bank Replacement Rule page (2 of 2)

Use the Select checkbox to select the bank replacement options you want to include in the bank replacement rule.

Replace All Payments

Bank SetID, Bank Account, Account Code

Enter the identifying information for the bank account from which you want to pay all payments in the pay cycle. This bank account will replace all original bank accounts for the payments selected to run in the pay cycle.

Pay Method

(Optional) Select a replacement payment method. Available payment methods include:

- System Check
- EFT
- ACH
- Giro-EFT

This payment method will replace the original payment method on all payments selected for the pay cycle, as long as the original payment method is System Check, EFT, ACH, or Giro-EFT. Payments with any other original payment method specified will still be paid in that original payment method.

If you do not specify a payment method, the payments will be made using the payment method specified on the voucher.

Note. If the payment will be made using the original payment method, and that payment method is not available for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

See link to list of Payment Methods with definitions.

Currency (Optional) Specify a replacement currency. This currency will replace the original currencies specified on all payments selected for the pay cycle. The currency conversion uses the payment date to determine the exchange rate.

If you do not specify a currency, the payments will be made in the currency specified on the voucher.

Note. If you do not specify a replacement currency and the currency on the voucher is not valid for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

Note. You cannot select any other replacement options when you select Replace All Payments.

Replace Bank with Another Bank

Select to have all payments from a specified bank account (and, optionally, payment method) paid from a replacement bank account (and, optionally, payment method).

In the Replace row, enter the identifying information for the original bank account you want to replace. Do the same in the With row for the replacement bank account.

The bank setID, bank code, and bank account are required, but the payment method is optional. If you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

Note. The replacement bank account must support the currencies supported by the original bank account. If the original currency on a voucher is not valid for the replacement bank, the system will generate a bank replacement exception and the payment will be dropped from the pay cycle.

Replace by Currency

Select to have all payments in a specified currency paid from a replacement bank account.

Enter the currency and the identifying information for the replacement bank account. Payment method is optional, and if you opt to replace the payment method, the same conditions apply as when you specify a replacement payment method for the Replace All Payments option.

Note. The currency must be valid for the replacement bank account.

Replace by Individual Payment Limit

Select to assign an alternate bank account to any individual payment that exceeds a monetary amount limit that is predefined for the original bank account.

Enter the identifying information for the original bank account in the Replace row, and enter the identifying information for the replacement bank account in the With row.

Note. You set up the maximum amount for an individual payment from a bank account on the External Accounts - Account Information page.

Replace by Bank Maximum Limit

Select to assign an alternate bank account to any payments that remain after the monetary total of accumulated payments from a single bank account exceeds a defined monetary limit for that bank account.

Enter the identifying information for the original bank account in the Replace row, and enter the identifying information for the replacement bank accounts in the With grid. You may enter multiple replacement bank accounts for each original bank account you specify. The Pay Cycle process will assign payments to each replacement bank account in the order that you add them to the grid, moving on to the next replacement bank account once an earlier bank account in the order has reached its maximum payment limit.

When you save or refresh the page, the Priority field is populated with a number indicating the processing order. The first row has priority 1, the second has priority 2, and so forth.

See Also

Chapter 8, "Establishing Pay Cycles," Understanding Bank Replacement Processing, page 136

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

Defining, Updating, and Reusing Pay Cycles

Use the Payment Selection Criteria component (PYCYCL_DEFN) to define pay cycles.

This section provides an overview of pay cycle definition and discusses how to:

- Define pay cycle date criteria.
- Set pay cycle preferences.
- Specify source criteria.
- Specify bank and payment methods criteria.
- Specify pay group and netting criteria.

Understanding Pay Cycle Definition

This section provides an overview of pay cycle creation and discusses:

- Other payment options.
- Payment forecasting.
- Netting.
- Lost discount alert dates.

Overview

In PeopleSoft Payables, a pay cycle is a set of payment selection criteria that you use to pay groups of vouchers that share certain characteristics. You can run the Pay Cycle process over and over again, using the same pay cycle criteria to select payments, by updating the date information. Think of a pay cycle as a payment selection criteria template.

For example, you might want to create two types of pay cycles: one for regular vendors, the other for employees set up as vendors. Or you might want to create checks for each of your business units separately. In this case, you could set up a separate pay cycle for each business unit. PeopleSoft Payables creates payments only for the business unit or units specified in the pay cycle. You can also select payments based on bank information, vendor pay groups, or payment method.

Your pay cycle definition controls the scheduled payments that are eligible for payment in each cycle. Each individual voucher scheduled for payment within the cycle contains information that ultimately determines its selection. To create or update a pay cycle, you use the Payment Selection Criteria component. Each page of the Payment Selection Criteria component defines different aspects of the payment selection cycle.

Other Payment Options

After you have gone through the payment processing routine a few times, you will find that it runs easily. However, there might be times when you have payments that need to be paid outside of the regular payment processing routine. You can use the manual payment creation process or express payments to create manual payments, or you can create record-only payments on the Voucher - Payments page.

See Chapter 16, “Using Additional Payment Processing Options,” page 425.

Payment Forecasting

To see the expected cash requirements for upcoming payment cycles, go to the Forecast by Bank Account page. You can also see the different time intervals for payments on the Forecast Cycle page. You can run the Payment Forecast report (APY2040), which enables you to see your cash requirements by business unit, vendor, bank, or payment method.

See Chapter 16, “Using Additional Payment Processing Options,” Forecasting Payments , page 452.

Netting

When you create a pay cycle, you can specify that you want to use the netting process to offset accounts receivable and accounts payable transactions for a customer who is also a vendor. Netting decreases the number of transactions between you and your customer/vendor and, by reducing banking fees, saves you business costs. The Netting Bank is a virtual bank account, meaning that no funds are actually paid into or out of the netting account. It is debited and credited by the netted amount of the accounts payable and accounts receivable transactions.

For example, suppose that you are both a customer and vendor to Company A and that you set up a contractual netting relationship. You agree on certain intervals to conduct netting and zero out your respective accounts. At netting closing time, you might have the following transactions:

Accounts Payable Transactions (in US Dollars)	Accounts Receivable Transactions (in US Dollars)
100.00	150.00
200.00	50.00
Total: 300.00	Total: 200.00

Accounts Payable Transactions (in US Dollars)	Accounts Receivable Transactions (in US Dollars)
<200.00>	
Net: 100.00	

Instead of performing three accounts payable transactions and two accounts receivable transactions after the netting closing process, you pay a single outstanding payment of USD 100.00 to balance your account. In this example, the books for both you and Company A mirror each other.

Netting closing can be run manually from the Manual Select Netting component, or it can be run automatically during Pay Cycle. You specify the automatic netting parameters in the Automatic Netting Selection component.

Enter the netting reference ID to specify which vendor accounts to run the netting process on. The system creates the netting reference ID when you define your PeopleSoft Payables netting relationship with your vendor. The netting reference ID is a unique identifier that contains information such as the netting date, status, bank, and settlement information.

The Netting Closing Application Engine processes (TR_NET_CLOSE and TR_NET_ARCLS), which are kicked off by the Pay Cycle process, base the settlement on information contained in the netting contract, maintained in PeopleSoft Cash Management. All balanced payments go through the normal payment selection process and are consolidated as a single payment. The netting payment currency and rate are automatically set to match the transaction currency and rate type.

Note. You must have PeopleSoft Cash Management installed to use the netting functionality.

Note. You can exclude certain vouchers from netting by setting up netting exclusion rules on the Netting Exclusion Parameters page in PeopleSoft Cash Management. The parameters that can determine exclusion include vendor ID, vendor location, vendor classification, and ChartField value.

See *PeopleSoft Cash Management 8.8 PeopleBook*, “Managing Bilateral Netting”.

Lost Discount Alert Dates

When you create a pay cycle, you can use the Include Lost Discounts option on the Payment Selection Criteria - Preferences page to elect to include in the current pay cycle any payments which would potentially lose discounts if paid in the next pay cycle. If you do not select the Include Lost Discounts option, the system alerts you to lost discounts using the Lost Discount Alert page when you run the pay cycle, after you run Payment Selection. You can only use the Lost Discount Alert page if you run Payment Selection and Payment Creation separately. Using the Lost Discount Alert page, you can manually include payments with potential lost discounts in the pay cycle before you run Payment Creation. Selecting the Include Lost Discounts option, however, is the only way to include payments with potential lost discounts in a pay cycle if you run Payment Selection and Payment Creation together.

The system calculates whether there is a potential lost discount by comparing the discount terms on the voucher to the next payment through date (the last scheduled payment date that will be included in the next pay cycle) and next payment date (the actual payment date that will be recorded for the payments made in the next pay cycle) that you enter on the Payment Selection Criteria - Dates page. If the following criteria are met for a voucher, then the system includes the payment in the current pay cycle (if you selected the Include Lost Discounts checkbox) or lists it on the Lost Discount Alerts page (if you didn't select Include Lost Discounts and you run Payment Selection separately from Payment Creation):

- The payment due date on a voucher is greater than the pay through date for the current pay cycle, and indicates that it should be included in a later pay cycle.
- The discount terms on the voucher are such that the discount due date is earlier than the next payment due date, and thus a payment made in the next pay cycle would cause a lost discount.
- The potential lost discount outweighs the potential interest earned on the payment amount if the payment is paid on the due date rather than the discount due date.

  You set up discount evaluation criteria, including interest percentage, when you set up bank accounts.

If you lose discounts by not selecting Include Lost Discounts and not manually including payments with potential lost discounts in the pay cycle after running Payment Selection separately, the lost discounts are reported on the Discounts Denied page.

Note. Rebate terms on a voucher are evaluated in the same way as discount terms. However, vouchers that would lose rebates if they aren't paid in the current pay cycle (and pass the interest amount versus rebate amount evaluation) are always automatically taken during Pay Cycle processing, irrespective of whether you select Include Lost Discounts. Rebates are not tracked and don't appear on the Lost Discount Alert page.

The following example illustrates how the system handles you to potential lost discounts:

Suppose that a voucher has a discount due date of March 21. The pay cycle has a pay through date of March 15 and a pay date of March 18. The following pay cycle has a pay through date of March 31 with a pay date of April 15.

- If you selected the Include Lost Discount option, the system automatically includes the item for payment in the current pay cycle.
- If you cleared the Include Lost Discount option, the system alerts you on the Lost Discount Alerts page that you have a potential lost discount.

See Also

Chapter 15, "Processing Pay Cycles," Understanding Discount Evaluation, page 405

Prerequisites

Before you can create pay cycles using the Payment Selection Criteria component, you must:

- Set up banks and bank accounts.
- (Optional) Define bank replacement rules.
- (Optional) Set up vendor pay groups.
- (Optional) Set up netting reference codes and exclusion parameters.

• (Optional) Tailor your pay cycle definition.

Before you use a pay cycle, you must complete all PeopleSoft Payables setup and create vouchers with scheduled payments or define payment sources for the Payables payment interface.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook

Chapter 8, “Establishing Pay Cycles,” Defining Bank Replacement Rules, page 136

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Vendor Pay Group Codes

PeopleSoft Cash Management 8.8 PeopleBook, “Managing Bilateral Netting”

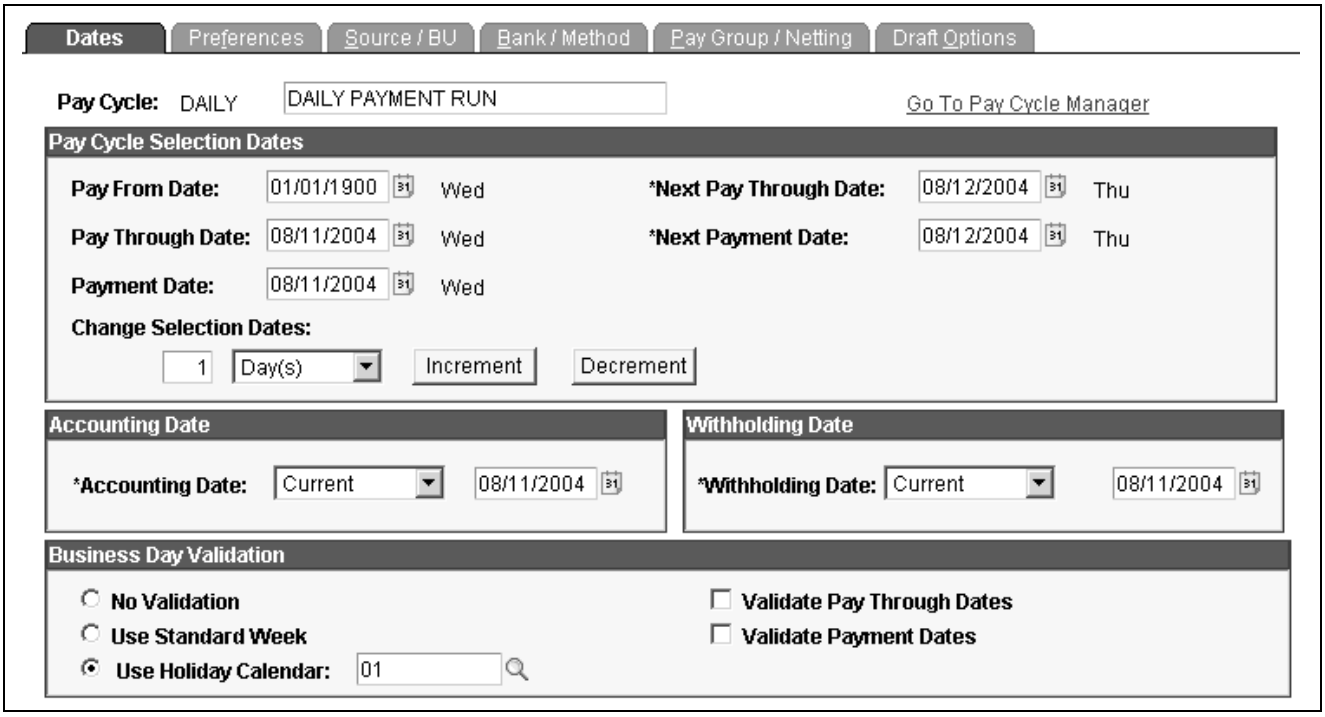
Chapter 8, “Establishing Pay Cycles,” Tailoring a Pay Cycle, page 132

Pages Used to Create, Update, and Reuse Pay Cycles

Page Name	Object Name	Navigation	Usage
Payment Selection Criteria - Dates	PYCYCL_DEFN_DT	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Dates	Define pay cycle dates.
Payment Selection Criteria - Preferences	PYCYCL_DEFN_OPT	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Preferences	Set pay cycle general options.
Source / BU	PYCYCL_DEFN_SRC	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Source/BU	Define the pay cycle by source transaction and business unit.
Bank/Method	PYCYCL_DEFN_BNK	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Bank/Method	Specify bank information and payment methods.
Pay Group / Netting	PYCYCL_DEFN_PYGRP	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Pay Group/Netting	Specify pay groups to include in the pay cycle and netting reference codes to use in performing payables/receivables netting. Specifying pay groups restricts the selection of payments to the pay group specified. The fields on this page are available for entry only if you select Use Vendor Pay Groups or specify a netting option of *S* on the Preferences page.
Draft Options	PYCYCL_DFT_OPT	Accounts Payable, Payments, Pay Cycle Processing, Payment Selection Criteria, Draft Options	Set Draft rounding and optimization options.

Defining Pay Cycle Date Criteria

Access the Payment Selection Criteria - Dates page.



Payment Selection Criteria - Dates page

Pay Cycle Enter a description for the pay cycle.

Go To Pay Cycle Manger Click to save the pay cycle and open the Pay Cycle Manager, where you initiate and control processing for the pay cycle.

Pay Cycle Selection Dates

Pay From Date Beginning date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is equal to or greater than the pay from date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.

Pay Through Date Ending date of the pay cycle. The system compares this date to the scheduled pay date for the voucher payment schedule. If the scheduled pay date is on or before the pay through date, the voucher payment schedule can be paid in the current pay cycle if the schedule meets the other payment selection criteria.

Payment Date The system tags all payments created in the pay cycle with this date and prints it on checks or shows it on other payment methods. It can differ from the pay through date. The scheduled pay date has to be between the pay from date and the pay through date so that it is included in the pay cycle.

Next Pay Through Date Enter the estimated end date for the next pay cycle payment period. This estimate is used to help determine whether or not discounts will be lost if a payment is made in the next pay cycle.

Next Payment Date Enter the estimated payment date for the next scheduled pay cycle. This estimate is used to help determine whether or not discounts will be lost if a payment is made in the next pay cycle.

See Chapter 8, "Establishing Pay Cycles," Understanding Pay Cycle Definition, page 145.

Change Selection Dates Change the specified payment dates by *Day(s), Month(s) or Week(s)*. Click Increment to advance all dates by that amount, or click Decrement to decrease all dates by that amount.

Accounting Date and Withholding Date

Accounting Date Determines the fiscal year and period to which the payment accounting entries are posted. There are three options for the date that the system uses as the accounting date for the payments created in the pay cycle:

Current: The current date.

Payment: The value in the Payment Date field.

Specific: The specific value that you enter. When you select this option, the date field next to the Accounting Date field is activated. Enter the specific date in the date field.

Withholding Date Date that determines the reporting period in which a withholding amount is reported for a vendor. There are three options for the date that the system uses as the withholding date for withholdings associated with payments created in the pay cycle:

Current: The current date.

Payment: The value in the Payment Date field.

Specific: The specific value that you enter. When you select this option, the date field next to the Withholding Date field is activated. Enter the specific date in the date field.

For example, you could be running a pay cycle for December 31st but actually want the withholdings to be reported for the following year. To do so you would specify January 1st as the Withholding Date and the withholdings would be declared the following year. This date is also used on period based withholdings to figure out which period is going to be used to properly calculate withholdings.

Business Day Validation

Business calendars enable you to verify that transaction processing dates are valid working days. The business calendar is used throughout PeopleSoft applications to define nonworking days and holidays.

No Validation No holidays or weekends are considered when determining payment and discount due dates.

Use Standard Week Uses business days from Monday through Friday to determine valid payment dates. You can select Validate Pay Through Dates and Validate Payment Dates, if you select this option.

Use Holiday Calendar Uses both business days and holidays to determine valid discount and payment dates. If you select this option, you must select an appropriate holiday business calendar from the Holiday List ID field. You can select Validate Pay Through Dates and Validate Payment Dates, if you select this option.

Validate Pay Through Dates Validates the pay through date that you enter, ensuring that the date falls on a valid business day.

Validate Payment Dates Validates the payment date you enter, ensuring that the date falls on a valid business day.

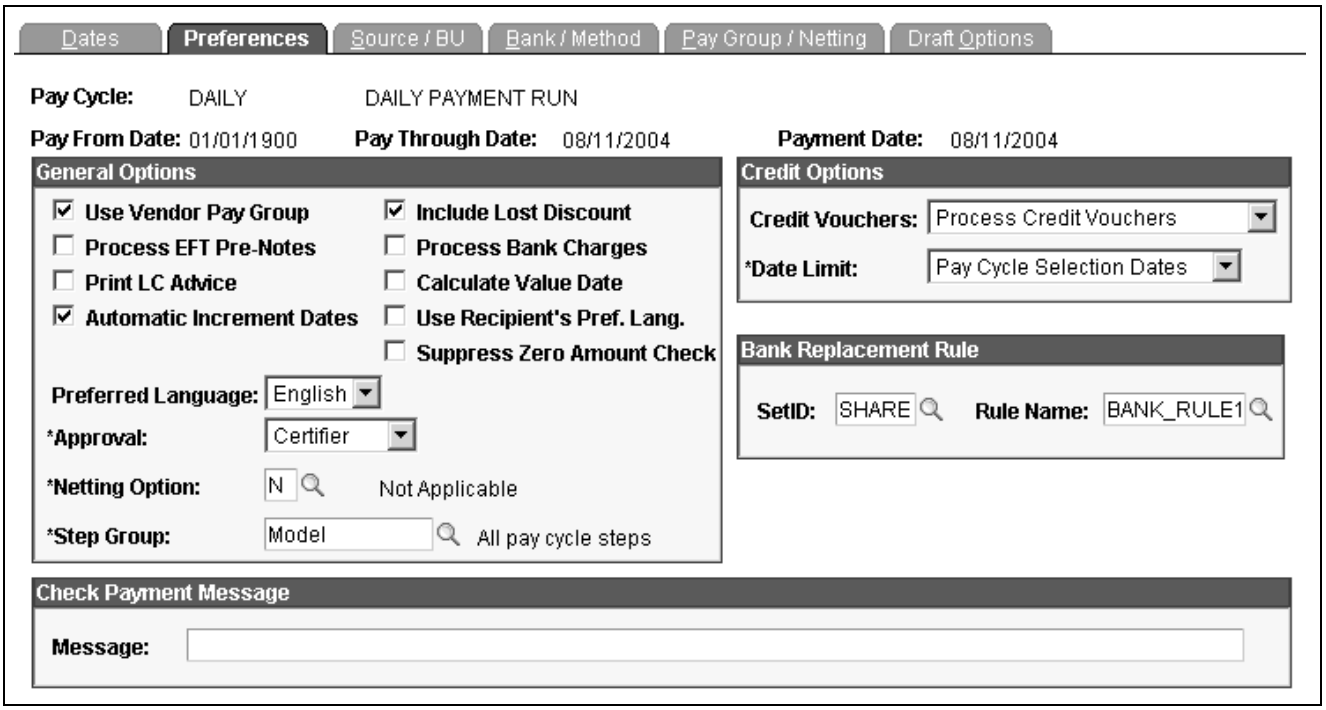
See Also

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Defining Business Calendars

Setting Pay Cycle Preferences

Access the Payment Selection Criteria - Preferences page.



Payment Selection Criteria - Preferences page

General Options

Use Vendor Pay Group Includes vendor pay group information as part of your pay cycle selection criteria. Selecting this check box enables the vendor pay group information on

the Pay Group/Netting page. The fields on the Pay Group/Netting page are not enabled unless you select this check box. Also, if you clear this check box after specifying vendor pay groups, the system does not select the pay groups, even if you have pay groups defined for the pay cycle.

Note. The Pay Cycle process uses vendor pay groups as selection criteria only for vouchers that were input through PeopleSoft Payables. The Pay Cycle process ignores any vendor pay group selection criteria when selecting payments from non-PeopleSoft Payables sources that are interfaced through the Payables Payment Interface, such as PeopleSoft Expenses.

Process EFT Pre-Notes (process electronic funds transfer prenotes)

Enables you to include any electronic funds transfer (EFT) prenotes in this pay cycle.

Note. The system only generates prenotes for banks that have at least one EFT payment in that pay cycle. To avoid generating prenotes for a bank that may or may not be set up for EFT and also does not have any EFT vouchers in that pay cycle, the system creates prenotes for all of the vendors from the first bank that the pay cycle processes that has an EFT payment created. In addition, the system generates a prenote only if the remit location for the vendor is the same as its main vendor location.

Print LC Advice (print letter-of-credit advice)

Enables a process that prints advices for letter-of-credit payments.

Automatic Increment Dates

Automatically advances the Pay From Date, Pay Through Date, Payment Date, Next Pay Through Date, and Next Payment Date fields on the Dates page. The new dates are validated, based upon the calendar and validation options set on the Dates page. Pay through dates automatically advance, taking into account non-work days (holidays, weekends) when such days immediately follow the calculated pay through date. The next pay cycle run date advances to the next working day. The increment is controlled on the Dates page and may be any number of days, weeks, or months.

(USF) Workflow Certification

For U.S. federal agencies only. Select to enable workflow notification of payment schedules requiring certification. Select *Certifier* as the Approval option and enter the user ID of theCertifier.

See Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” Certifying Federal Payment Schedules, page 753.

Include Lost Discount

Select to process scheduled payments automatically if you will earn a discount for the payment in the current pay cycle but might lose it if the payment is processed in the next pay cycle, as indicated by the next pay through date and the next payment date specified on the Dates page.

See Chapter 8, “Establishing Pay Cycles,” Understanding Pay Cycle Definition, page 145.

Process Bank Charges

If enabled, the system calculates the actual payment amount by deducting the bank transfer charge from the payment amount when the charge

is to be paid by the vendor. The operation takes place during the pay cycle process and only applies to EFT payments.

Calculate Value Date Select to turn on value dates.

You may choose to select a date a few days before or after the actual transfer date to make funds available. The date on which funds are available (either as a deposit or a settlement) is known as the *value date* of a transaction.

Banks negotiate the value date to be a specified number of days before or after the business date of a transaction. For payments or settlements, set the value date to a specified number of days *before* the business date. This means the check must clear the bank prior to settling with the individual beneficiary. For deposits, set the value date to a specified number of days *after* the business date. This is similar to the concept of *float* used in the United States.

The decisions you make about value dates, coupled with holiday options, influence your cash flow.

You set up value date calculation for bank accounts on the External Accounts - Payment Methods page.

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods.

Use Recipient's Pref. Lang. (use recipient's preferred language) Prints or sends payments in the vendor's preferred language. If it is not selected, the payments are printed or sent in the language used for the pay cycle.

Select the vendor's preferred language in the Preferred Language field.

Suppress Zero Amount Check Select to process zero-amount checks without attaching a payment reference ID (check number).

Note. The payment will have a payment ID (system identifier) associated with it.

Approval Identify whether approvals are necessary, and if so, by whom: *User* or *Certifier.* There are three values: *Certifier*, *None*, *User.* Choosing *Certifier* or *User* makes the pay cycle remain in Unapproved status until the pay cycle is approved on the Pay Cycle Approval page. If you do not select this option, the pay cycle advances to *Approved* status without requiring approval. The Certifier option is for U.S. federal agencies only.

Note. Payments for pay cycles with the *User* as the Approval option selected are not eligible for posting until the pay cycle has been approved.

See Chapter 15, "Processing Pay Cycles," Approving the Pay Cycle, page 415.

(USF) Certifier Designate a user to certify payment schedules. This field displays only if you enable federal payment schedules on the installment options.

Note. The certifier cannot be the same user as the initiator of the pay cycle.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 753.

Netting Option Enables you to include the AR/AP Netting Close (accounts receivable-accounts payable netting close) processes in this pay cycle. There are three values:

N: Not Applicable. The netting close processes don't run.

A: Process All Netting IDs. The netting close processes run for all vendors and customers.

S: Specify Netting ID. Runs the netting close processes based on the netting ID you specify on the Pay Group/Netting page. Selecting this option activates the fields in the Netting Group box on the Pay Group/Netting page.

See *PeopleSoft Cash Management 8.8 PeopleBook*, "Managing Bilateral Netting".

Step Group Choose which group of steps to use for this pay cycle. You must define these groups beforehand on the Pay Cycle Step Table page.

Note. PeopleSoft supplies a standard step group, or you can create your own pay cycle step group.

Credit Options

Credit Vouchers Select from the following values:

- *Do Not Process Credit Vouchers:* Select to prevent the Pay Cycle process from including credit vouchers when creating payments. The system issues payments for outstanding debit vouchers even though you may have a credit balance with a vendor.
- *Process Credit Vouchers:* Select to apply credit vouchers automatically during the Pay Cycle process. The system applies the credits by amount from greatest to smallest. If credits exceed debits, the system issues a zero-amount check and, on the check advice, identifies the debit vouchers applied against the credit. The system reschedules any unapplied credit for the next pay cycle.

  Debit and credit vouchers must have the same:

  - Transaction currency.
  - Pay-to bank.
  - Remit-to vendor (must have same location and address).
  - Payment method.
  - Payment handling.

- *Process When DRs Exceed CRs:* Select to apply credit vouchers only if the sum of debit voucher amounts exceeds the sum of credit voucher amounts for the payments selected in the pay cycle. If credits equal or exceed debits, no payment is issued. Debit and credit vouchers must match according to the same criteria listed for the*Process Credit Vouchers* selection.

Date Limit Select from the following values:

Pay Cycle Selection Dates: Limits the search for credit vouchers to the pay cycle dates.

No Date Limit: The system applies all outstanding credit vouchers, regardless of date.

Bank Replacement Rules

SetID Select a bank replacement SetID for this pay cycle.

Rule Name Select a bank replacement Rule Name for this pay cycle.

Bank replacement rules identify alternate bank accounts to replace the bank account specified on the voucher. They also identify the criteria that must be met for bank replacement to occur. You define bank replacement rules on the Bank Replacement Rules page.

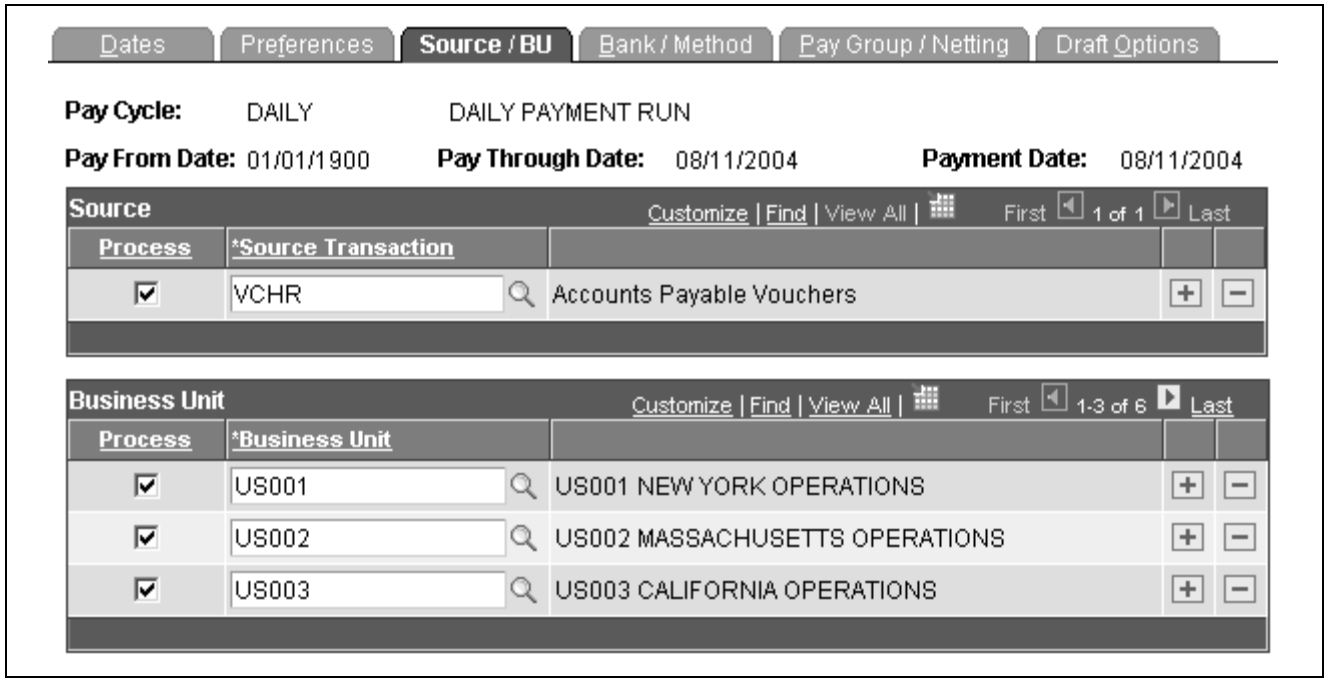
See Also

Chapter 8, "Establishing Pay Cycles," Defining Bank Replacement Rules, page 136

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," page 95

Specifying Source Criteria

Access the Source / BU page.



Source / BU page

Source

The Source Transactions define the types of payments processed in a pay cycle. You set up new or review delivered source transaction definitions on the Payment Source and Payment Source Search Definition pages, and source transaction mapping detail on the Pay Cycle Mapping and Pay Cycle Mapping Detail pages. If you set up a new payment source, you must map it to the payables payment tables using the mapping pages.

Select or clear each source transaction by selecting the Process check box next to the appropriate source transaction. These are the delivered values:

EXAD	Employee Advances Definition.
EXPN	Employee Expense Sheet Definition.
TR	Treasury Settlement Payments.
TRET	Treasury EFT Settlement Payments.
VCHR	Accounts Payable Vouchers.

Note. You must select a least one source. At a minimum, you should select the Accounts Payable Vouchers source transaction.

Note. If you create a new payment source, you must map it in the Pay Cycle Mapping component.

Business Unit

You can select multiple business units. For example, your regular pay cycle can include all business units. Select the Process check box for each business unit that you want to include during the pay cycle to narrow the selection criteria. Only vouchers for the business units that you specify are included in the pay cycle. The system uses the vendor and voucher information at the business unit level unless you override that information. If you do not want to process a particular business unit during a specific run of the Pay Cycle process, clear the Process check box for that business unit.

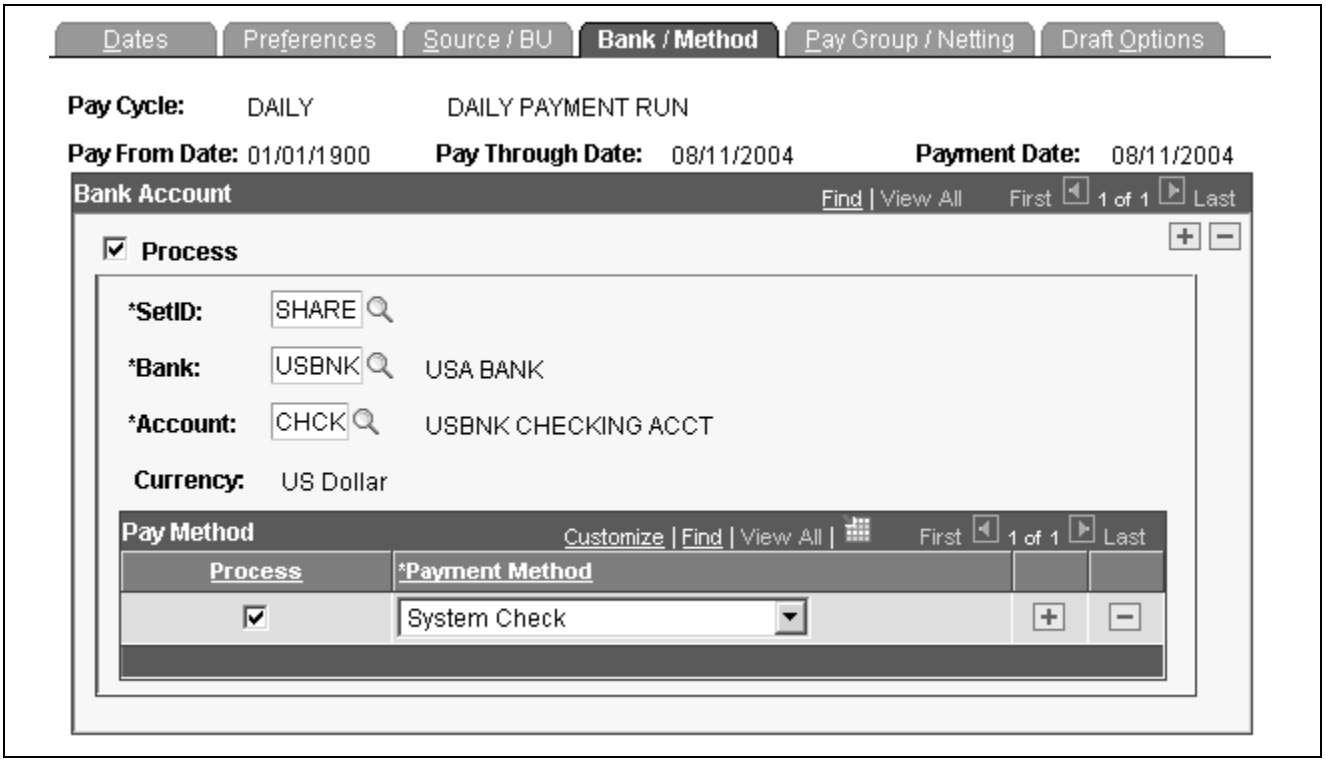
Note. You must select at least one business unit for the pay cycle to create any payments.

See Also

Chapter 7, “Configuring the PeopleSoft Payables Payment Interface,” page 121

Specifying Bank and Payment Methods Criteria

Access the Bank / Method page.



Bank / Method page

Bank Account

Enter banks and bank accounts from which to draw payments in the pay cycle. Every voucher that has a scheduled payment from a bank, bank account, and payment method that matches the ones you specify here becomes eligible for payment in this pay cycle. You can enter multiple banks and accounts.

Note. You can specify replacement bank accounts for a pay cycle if a voucher or set of vouchers meet certain criteria, by selecting a bank replacement rule on the Payment Selection Criteria - Preferences page. You set up bank replacement rules on the Bank Replacement Rules page.

Process Selects vouchers with scheduled payments drawn on the specified bank account for pay cycle processing.

Currency Shows the default currency for the bank account.

Payment Method

If the payment method for a voucher's scheduled payments is the same as the pay cycle payment method, the voucher is a candidate for selection. For each bank account, you can specify multiple payment methods. Specify the payment methods to be processed during the pay cycle by selecting the Process check box next to the appropriate payment method. These are the available payment method values:

Automated Clearing House The Pay Cycle process creates an electronic file containing the required clearinghouse information. You send all applicable payments in one file to a clearinghouse. The clearinghouse then sends the payments to your vendor's bank.

Draft-Customer EFT (draft-customer electronic funds transfer)	The Pay Cycle process creates an EFT file instead of printed drafts. You send the file to your bank when the draft payment is due.
Draft-Customer Initiated	The Pay Cycle process creates customer-initiated draft payments before the draft due date that details the draft identification number, the draft amount, and the draft maturity date. You send the draft to your vendor.
Electronic Funds Transfer	The Pay Cycle process creates an electronic file containing the required bank and payment information. You send all applicable payments in one file to your bank for payment. The bank sends the payments to your vendor's bank.
Giro-EFT	The Pay Cycle process collects all EFT Giro transactions and creates an output data file containing the payment information. You send the output data file to the bank electronically or on taped media. This payment method is primarily used in Singapore.
Letter of Credit	The Pay Cycle process groups all vouchers that have the same letter of credit ID into a single payment. Only those payments for which you have selected the L/C Advice option on the Preference page have a printed letter of credit advice.
System Check	System checks are scheduled payments that require a printed paper check and remittance advice. At voucher entry, indicate that the payment is a system check. When you run the Pay Cycle process, it creates system checks.
Wire Report	During the Pay Cycle process, the Wire Report payment method generates a remittance advice for paying by wire.

See Also

Chapter 8, "Establishing Pay Cycles," Defining Bank Replacement Rules, page 136

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," page 95

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts"

Specifying Pay Group and Netting Criteria

Access the Pay Group / Netting page.

You must select the Use Vendor Pay Group check box or enter a netting option on the Preferences page in order to enter values on this page.

Pay Group

Enter the setID and pay group code for each pay group you want to process. Select or clear the Process check box, depending on whether you want to include the pay group in the current cycle. If you have pay groups selected, only scheduled payments that contain one of the selected pay groups are paid. Use the row insert function to add more pay groups to the pay cycle.

Note. If you disable the Use Vendor Pay Group option on the Preferences page for a pay cycle, any information you enter in this grid will not apply as payment selection criteria for that pay cycle.

Note. The Pay Cycle process uses vendor pay groups as selection criteria only for vouchers that were input through PeopleSoft Payables. The Pay Cycle process ignores any vendor pay group selection criteria when selecting payments from non-PeopleSoft Payables sources that are interfaced through the Payables Payment Interface, such as PeopleSoft Expenses.

Netting

For each qualified netting reference ID, the Pay Cycle process processes netting closing for both accounts payable and accounts receivable transactions. Select the Process option to indicate that the Pay Cycle process needs to run the Netting Closing processes. During the Pay Cycle process, the Payables Netting Closing process (TR_NET_CLOSE) starts and selects those vouchers that fall within the netting date range with a netting status of *A* (approved). The system then launches the Receivables Netting Closing process (TR_NET_ARCLS). After processing the Receivables transactions, the process returns to the PeopleSoft Payables netting process, which updates the netting status to *C* (closed).

See Also

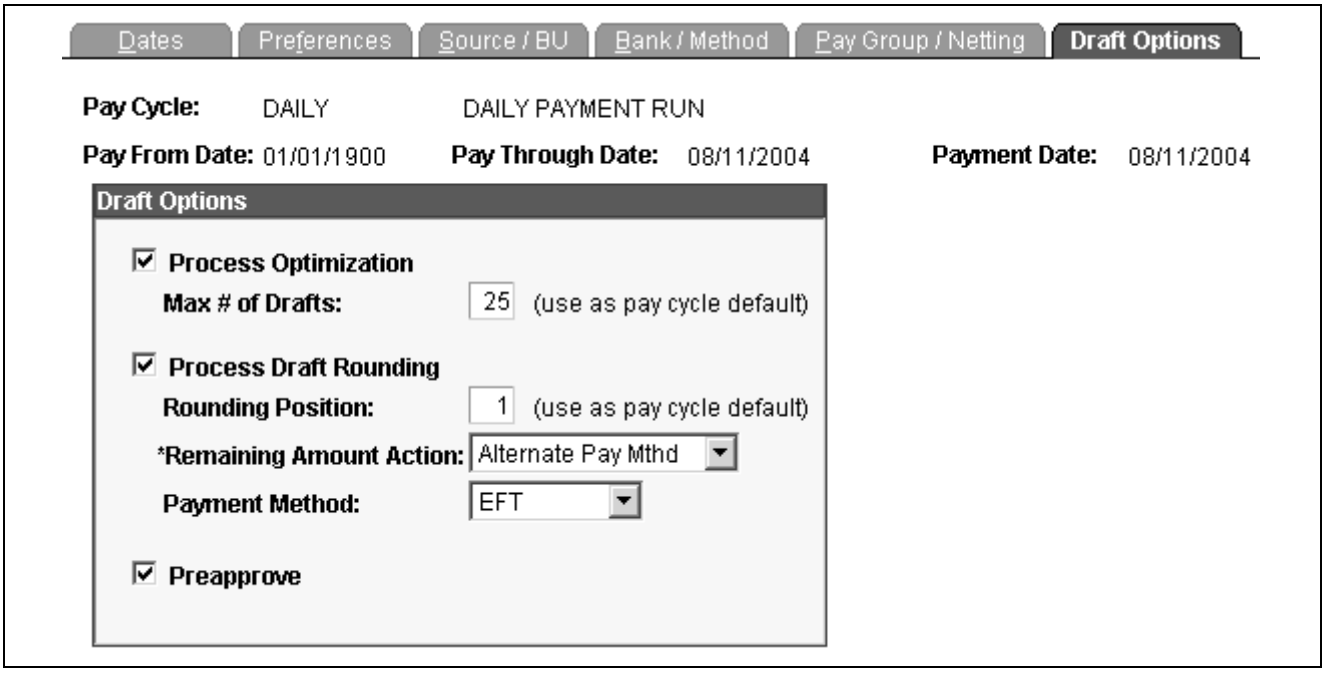
Chapter 8, "Establishing Pay Cycles," Understanding Pay Cycle Definition, page 145

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Vendor Pay Group Codes

PeopleSoft Cash Management 8.8 PeopleBook, "Managing Bilateral Netting"

Setting Pay Cycle Draft Options

Access the Draft Options page.



Draft Options page

Draft optimization, or stamp tax minimization, in PeopleSoft Payables is primarily applied to Japanese domestic drafts that are created during the customer-initiated Draft Staging Application Engine process (AP_DFT_PROC). Draft rounding enables you to control at what point a draft is issued for payment and what alternate payment method is used for those payments that do not meet your specifications.

Process Optimization Select to enable draft optimization processing for the pay cycle.

Max # of Drafts If you have selected Process Optimization, you can either leave this blank to have the system use the default specified at the vendor, or you can specify the maximum number of drafts that are created during the pay cycle by entering a value in this field.

Note. At the vendor level, you can specify either a maximum number of drafts or you can select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a vendor, then Pay Cycle processing uses the value of the maximum number of drafts you enter here. If you enter a maximum number of drafts for the vendor and leave the Max # of Drafts field blank on this page, then Pay Cycle processing uses the number for the vendor.

Process Draft Rounding Select to enable draft rounding for the pay cycle.

Rounding Position If you have selected Process Draft Rounding, you can either leave this blank to have the system use the default specified at the vendor, or you can specify the rounding position used during the pay cycle by entering a value in this field.

The rounding position rounds the draft payment amount down to the whole value that you set. For example, if you enter *4*, then the draft payment must be equal to or greater than 1,000 before a draft is created. All amounts above 1,000 are rounded down to the nearest 1,000, and the remaining amount is handled according to the Remaining Amount Action that you specify.

Note. At the vendor level, you can specify either a rounding position or you can select the *Pay Cycle Default* value. If you select *Pay Cycle Default* for a vendor, then Pay Cycle processing uses the value of rounding position you enter here. If you enter a rounding position value for the vendor and leave the Rounding Position field blank on this page, then Pay Cycle processing uses the rounding position value for the vendor.

Remaining Amount Action Specifies the handling of the remaining draft amount after draft rounding is complete. These are the available values:

Do not issue Draft: Holds the remaining draft amount and adds it to the next draft payment. A draft payment for the remaining amount is not issued. Because the remaining draft amount is not paid on this pay cycle, it is available for payment in the next pay cycle, provided that the selection criteria are met.

Alternate Pay Mthd (alternate pay method): You use the Payment Method field to specify by what payment method the remaining draft amount is paid.

Payment Method Select the payment methods by which the amount left after rounding calculation is paid. You can only select a payment method if you specify *Alternate Pay Mthd* in the Remaining Amount Action field.

Preapprove Creates draft payments with a status of *Approved.* If this check box is cleared, draft payments are created with a status of *Created.* If the status is *Created,* then you must either manually approve drafts on the Draft Approval page or run the Draft Recon and Approval (draft reconciliation and approval) process. Depending on the Payables Definition setup, status of *Approved* may be required before accounting entries can be generated in the Payment Posting process.

See Also

Chapter 24, "Processing Drafts," page 619

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Specifying Additional Payables Options

PART 2

Basic Voucher and Payment Processing

Chapter 9
Entering and Processing Vouchers Online: General Voucher Entry Information

Chapter 10
Entering and Processing Vouchers Online: Specific Voucher Styles

Chapter 11
Processing Batch Vouchers

Chapter 12
Entering and Updating Quick Invoices

Chapter 13
Managing Vouchers

Chapter 14
Running the Matching Process

Chapter 15
Processing Pay Cycles

Chapter 16
Using Additional Payment Processing Options

Chapter 17
Running Voucher and Payment Posting

Chapter 18
Understanding PeopleSoft Payables Accounting Entries

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Reporting and Reconciling Open Liabilities

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Reviewing Voucher, Payment, and Vendor Information

CHAPTER 9

Entering and Processing Vouchers Online: General Voucher Entry Information

This chapter provides an overview of voucher processing and the voucher life cycle and discusses how to:

- Enter invoice information for online vouchers.
- Use source documents to create vouchers online.
- Schedule and create voucher payments for online vouchers.
- Complete voucher attributes.
- View voucher summary information.
- View voucher error information.

Note. Since the online voucher component is used to enter all voucher styles, but behaves differently depending on the voucher style, this chapter provides sections that discuss how the Voucher component works generally. Discussions about how to enter and update each voucher style specifically are provided in other chapters in this PeopleBook.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," page 235

Chapter 23, "Processing Prepayments," page 591

Chapter 12, "Entering and Updating Quick Invoices," page 279

Understanding Voucher Processing and the Voucher Life Cycle

Once you have set up all your control information, established your PeopleSoft Payables control hierarchy, and entered approved vendors in the system, you are ready to enter vouchers into the system.

This section discusses one method of entering vouchers into the system: using the online Voucher component. The pages in this component are the equivalent of electronic voucher forms on which you can record invoice information from your vendors in the PeopleSoft Payables database. You can also quickly copy line item information from purchase orders and receivers from PeopleSoft Purchasing tables.

We also provide the Voucher Build Application Engine process (AP_VCHRBLD) for creating vouchers. This process builds and edits voucher records from various sources, including Quick Invoice Entry, a component that facilitates heads-down data entry. The Voucher Build process and the Quick Invoice Entry component are discussed elsewhere in this PeopleBook.

This section lists prerequisites and discusses:

- Voucher process flow.
- Voucher life cycle.
- Voucher styles.
- Voucher validation.
- Processing initiated by the Voucher component.
- (USA) Vouchers for HIPAA payments.

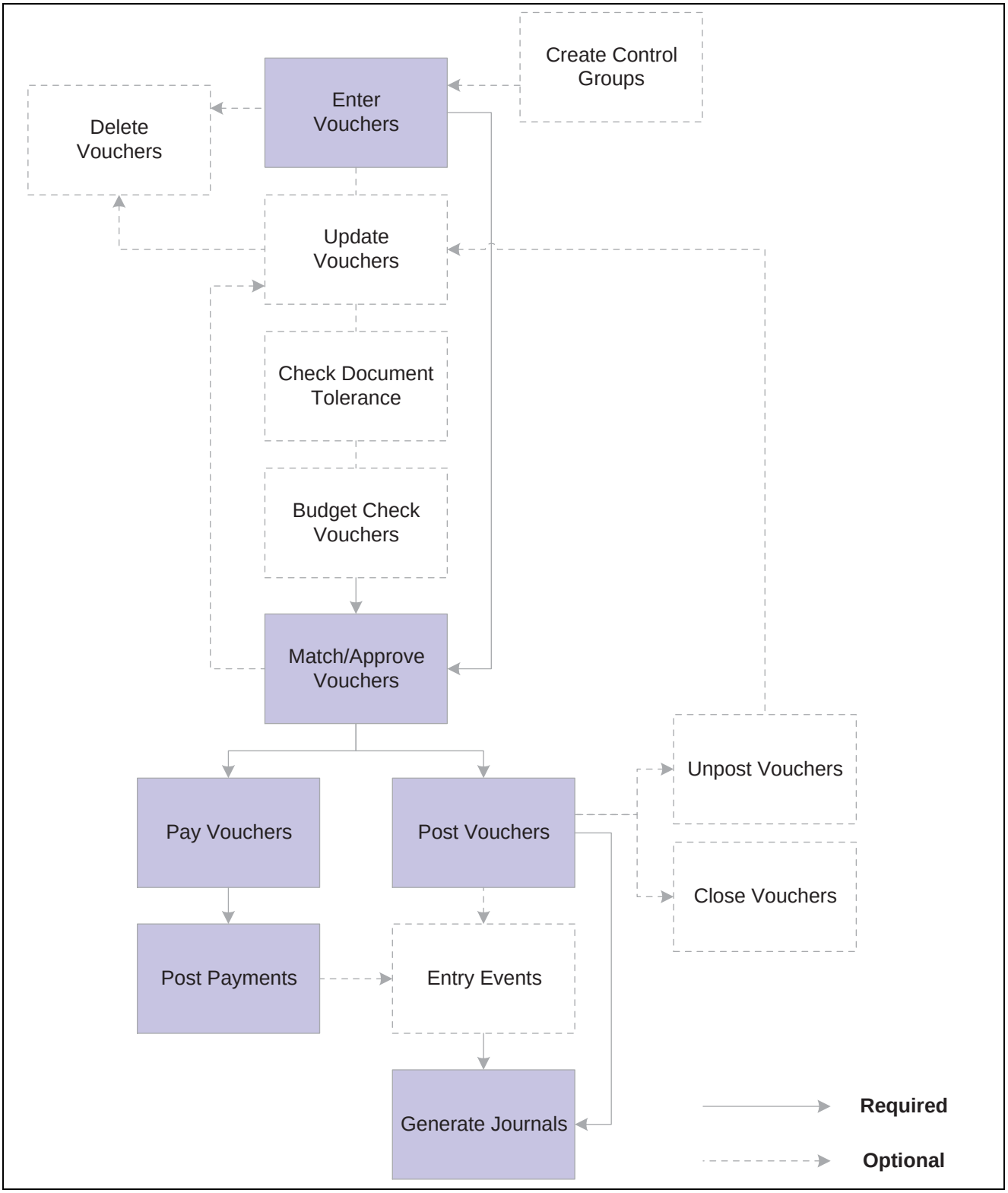
See Also

Chapter 11, “Processing Batch Vouchers,” page 253

Chapter 12, “Entering and Updating Quick Invoices,” page 279

Voucher Process Flow

This following flowchart illustrates the processing routes a voucher can follow. It includes optional stages of voucher processing, such as creating control groups and applying matching rules to approve a voucher:



Voucher processing flow

Voucher Life Cycle

Vouchers go through several stages from initial entry to payment to posting. PeopleSoft Payables tracks these stages using a variety of statuses that relate to various actions and processes that can be run on a voucher:

- Entry status.
- Match status.
- Approval status.
- Budget status.
- Document tolerance status.
- Post status.
- Payment status.
- Payment post status.

This table illustrates the values—before and after processing—for each voucher status:

Status Type	Process	Initial Status	Post-Processsing Statuses
Entry Status	Voucher Entry	Open	Recycle Rejected Postable
Match Status	Matching process	To Be Matched	Matched Rejected Manually Overridden
Approval Status	Voucher Approval process	To Be Approved	Pending Approval Approved Denied
Budget Status	Budget Processor (Budget checking)	Not Checked	Valid Error
Document Tolerance Status	Document Tolerance Checking process	Not Checked	Valid Error
Post Status	Voucher Posting process	Not Posted	Posted
Payment Status	Pay Cycle process - Payment Selection subprocess	Not Selected	Selected for Payment

Status Type	Process	Initial Status	Post-Processsing Statuses
Payment Status	Pay Cycle process - Payment Creation subprocess	Selected for Payment	Paid
Payment Post Status	Payment Posting process	Not posted	Posted

When you first enter a voucher into PeopleSoft Payables, it has an entry status of *open.* When you save the voucher for the first time, the system validates your input with information defaulted from the control hierarchy to ensure correct entries. If the voucher passes all validations, it goes into a *postable* state. The system generates accounting entries when the Voucher Posting process (AP_PSTVCHR) selects the voucher for posting. At this time, the voucher is available for distribution to the general ledger using the Journal Generator Application Engine Process (FS_JGEN).

If one or more of the validations fail, a couple of events can happen. For some edits, the system does not allow you to save the voucher until the error condition is corrected. For example, if you do not enter a date on the voucher header, you cannot save the voucher.

For other edits, you may choose less restrictive error handling, such as *recycle,* which lets you save the voucher. However, you cannot post or pay the voucher until you correct the error. You set these rules at the business unit level of the control hierarchy and may override them at other levels: voucher origin, control group, vendor, and voucher. With duplicate invoice checking, for example, you may choose recycle error handling, which means that the system accepts the suspect vouchers but does not allow them to be posted or paid. To post and pay these vouchers, you must update the voucher with correct information.

Until a voucher has been reviewed for approval, or unless it is preapproved, it has an approval status of *pending.* After that, a voucher can be approved or denied. A voucher cannot be paid unless it has been approved. However, if your business unit definitions enable you to, you can post a voucher even though it has not been approved for payment.

When you post a voucher in PeopleSoft Payables, the system creates balanced accounting entries to record your liability and sets the post status to *posted.* When a voucher is in a posted state, you can make only limited changes to it. Essentially, you can change only descriptive information that does not impact the numbers on the voucher. To change the numbers on a posted voucher, you must first unpost the voucher to create reversing entries. This action puts the voucher back into a postable state, as if it had never been posted. You can then change the necessary fields.

A voucher can have one or more payment records selected for payment based on their scheduled pay date and other parameters. The payment status is *unselected, selected for payment,* or *paid.*

Note. If you are using budget checking (through the PeopleSoft Commitment Control feature), you cannot post or pay a voucher until it has successfully passed budget checking.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Voucher Error-Handling Options, page 66

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," page 567

Chapter 29, "Processing Document Sequencing in PeopleSoft Payables," page 723

Chapter 14, "Running the Matching Process," page 349

Chapter 13, "Managing Vouchers," Approving Vouchers, page 303

Chapter 17, "Running Voucher and Payment Posting," page 469

Chapter 15, "Processing Pay Cycles," page 385

Voucher Styles

PeopleSoft Payables features various voucher styles, each of which addresses a particular objective:

Regular Voucher — Enter standard vouchers (this is the default setting). This style is also used to enter purchase order vouchers and vouchers that require matching to purchase orders and receiving documents.

Adjustment — Enter adjustment vouchers for credit or debit memos, or for relating one voucher to another.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 235.

Journal Voucher — Enter vouchers for adjusting accounting entries.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Journal Vouchers, page 239.

Reversal voucher — Create a new voucher with reversal accounting entries and back out encumbrances.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Reversal Vouchers, page 243.

Prepaid Voucher — Enter prepayments (down payments, progress payments, or deposits).

See Chapter 23, "Processing Prepayments," page 591.

Register Voucher — Accrue an individual voucher for which the expense distribution is not known or not yet approved.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Registered Vouchers, page 240.

Single Payment Voucher — Enter a voucher for a one-time vendor without having to define the vendor in the system.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Single Payment Vouchers, page 245.

Template Voucher	Create a voucher that can be used as a template for generating regular vouchers that share voucher data. See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Template Vouchers, page 249.
Third-Party Voucher	Enter vouchers for charges other than merchandise charges—for example, freight-only vouchers. See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 249.

This chapter describes the online voucher pages and how to enter regular vouchers online. The other methods of voucher entry and voucher styles are described in separate chapters of this PeopleBook.

See Also

Chapter 12, "Entering and Updating Quick Invoices," page 279

Voucher Validation

When you save vouchers, many edits and processes occur automatically. Any problems that PeopleSoft Payables detects with a voucher are brought to your attention so that you can fix them immediately.

The system performs a series of validation checks to ensure that you have completed all the fields correctly. Some of the validations that occur are:

- Duplicate invoice checking.
- Verifying the existence of a vendor ID.
- Verifying the existence of an invoice date and invoice ID.
- Balancing header amounts against voucher line amounts for both transaction and base currency amounts.
- Balancing voucher line amounts against distribution line amounts for both transaction and base currency amounts.
- Ensuring that the user ID approving the voucher is the same as the user logged on.
- Validating accounting distribution field values and combinations and error processing.
- Where appropriate, validating the calculation and proration of nonmerchandise charges, such as sales and use taxes, value-added taxes (VAT), freight charges, and miscellaneous charges.
- Validating the bank ID, bank account number, and DFI ID.

Other edits specific to particular voucher styles, payment terms, and other circumstances are discussed in the sections or chapters that deal with those styles and circumstances.

Processing Initiated by the Voucher Component

Processing steps that occur when you save a voucher include:

- Assigning a voucher ID for auto-numbered vouchers.

You can preassign voucher IDs on the Add search page, as long as they are unique. In fact, if the auto-numbering option is disabled for the business unit, using the Add search page is the only way to enter vouchers. Only the auto-numbered vouchers are assigned a voucher ID at save time.

- Determining whether the status of the control group should be updated.
- Setting one-time vendors to inactive status.
- Calculating and prorating the discount amount, if any.
- Prorating sales tax, use tax, freight, and miscellaneous charges as applicable.
- Calculating and prorating VAT and SUT amounts.
- Converting the transaction amount to the base currency.
- Determining payment net and discount due dates.
- Determining the scheduled payment date.
- Creating payment records.
- Performing withholding processing, as applicable.
- Creating payment records for manual payments recorded on the voucher.
- Checking the voucher match status.

Voucher component-initiated processing specific to particular circumstances (such as integration with third-party tax applications or federal payment schedule processing) is discussed in the chapters that cover those circumstances.

(USA) Vouchers for HIPAA Payments

The Health Insurance Portability and Accountability Act of 1996 (HIPAA) is a set of regulations from the United States Department of Health and Human Services. One of HIPAA's primary concerns is to restrict the use of individually identifiable health information to protect the privacy of healthcare consumers. In addition to the privacy rules, HIPAA includes regulations that establish national standards for the format and structure of electronic communications between covered entities.

PeopleSoft Payables generates HIPAA payments for only two transaction handling codes: Payment Only, and Payment + Advice.

HIPAA entails communication protocol and standards for several business documents. PeopleSoft Payables supports EDI Format 820 (OUTBOUND), specifically designed for HIPAA required fields and values. In order to fully employ HIPAA functionality, you must use a third-party vendor to process the PeopleSoft generated EFT file and transform it to the HIPAA 820 EDI format.

The HIPAA information you define at the vendor level (in the HIPAA Information collapsible region on the Vendor Information - Payables Options page) appears by default on the HIPAA page in the Voucher component, if the payment method for the voucher has an EFT layout of *HIPAA.* The system performs validation during online voucher entry and as part of the Voucher Build process which checks for the HIPAA payment designation and marks such vouchers as *Payment Separate.*

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," (USA) Entering HIPAA Information, page 221

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," (USA) Defining HIPAA Information

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Files for Electronic File Transfers"

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Bank Account Payment Methods

Prerequisites

Before entering vouchers into the system, you must:

- Set up all control information.
- Establish your PeopleSoft Payables control hierarchy.
- Enter approved vendors in the system.
- Specify user preferences for online voucher entry on the Define User Preferences - Payables Online Vouchering page.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," page 27

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

Entering Invoice Information for Online Vouchers

This section provides an overview of the dependencies that determine the appearance and behavior of the Voucher component and discusses how to:

- Access the Voucher component.
- Create vouchers online.
- Define payment terms.
- Enter nonmerchandise charge details.
- View purchase order and receiver references.
- Associate receivers to voucher lines.

- Associate receiver lines to voucher lines for matching.
- Enter voucher line tax information.
- Track projects information.

Understanding the Voucher Component's Dependencies on Voucher Style and Other Factors

The Voucher component looks and acts differently for each voucher style. It also displays different fields and provides different processing depending on:

- Tax environment (sales and use tax, VAT, Indian excise and customs duty, installed third-party tax applications, and so forth).
- Your installation options (such as whether you are a U.S. federal agency, for example).
- Various processing and display options you can select at each level of the Payables control hierarchy.

For this reason, the description of the Voucher component that follows here includes page elements that you may not see or use for a particular voucher style or that you may not see or use in your implementation of PeopleSoft Payables. Whenever a page element has such dependencies, these are documented, except in the case of tax environment. The tax environment—whether VAT, sales and use tax, or Indian excise, sales tax, or customs duty—is usually reflected in the field labels themselves.

For discussions of specific voucher styles, see the chapters that discuss those styles.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," page 235

Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," page 823

Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," page 839

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737

Pages Used to Enter Invoice Information for Online Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
Vendor Lookup	VNDR_LOOKUP_WRK	Click the Advanced Vendor Search link on the Invoice Information page.	Enter vendor search criteria.
Voucher Comments	VCHR_COMMENTS_TXT	Click the Comments link on the Invoice Information page.	Enter internal voucher comments.

Page Name	Object Name	Navigation	Usage
Date Calculation	VCHR_DT_CALC_SBP	Click the Basis Date Calculation link on the Invoice Information page.	(USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.
Payment Terms	VCHR_TERMS_EXP	Click the Payment Terms button on the Invoice Information page.	View or change the default payment and discount terms for the voucher.
Freight Charges	VCHR_FRGHT_SEC	Enter a freight amount and select the Freight button on the Invoice Information page.	Allocate the freight charges for the voucher at a more detailed level.
Miscellaneous Charges	VCHR_MISC_SEC	Enter a miscellaneous charge amount on the Invoice Information page and select the Misc. Amount button.	Allocate the miscellaneous charges for the voucher at a more detailed level.
Sales Tax Charges	VCHR_SALETX_SEC	Enter a sales tax amount on the Invoice Information page and select the Sales Tax button.	Allocate the sales tax amount at a more detailed level.
Use Tax Charges	VCHR_USETAX_SEC	Click the Use Tax button on the Invoice Information page.	Specify the use tax to apply to this voucher.
Non Merchandise Charges Summary Information	VCHR_LINE_MISC_CHG	Click the Non-Merchandise Summary link on the Invoice Information page.	View the miscellaneous amounts allocated to each voucher line. On this page you can also change the allocation for a particular voucher.
Invoice Header VAT Information	VCHR_VAT_HD_EXP	Click the VAT button on the Invoice Information page header.	Review and, if applicable, override the voucher's VAT settings.
Invoice Line VAT Information	VCHR_LINE_VAT_SEC1	Click the VAT link in the Invoice Lines scroll area on the Invoice Information page.	Review, and if applicable, override VAT defaults for the distribution line.
Invoice Distribution Line VAT Information	DISTRIB_LN_VAT_SEC	Click the VAT link on the VAT tab in the Distribution Lines scroll area on the Invoice Information page.	Review, and if applicable, override VAT defaults for the distribution line.

Page Name	Object Name	Navigation	Usage
Invoice VAT Summary Information	VCHR_VAT_SM_EXP	Click the VAT Summary link on the Invoice Information page.	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered. You can also link from this page to the VAT header, line, and distribution line defaults pages.
View Source PO/Receiver Information	VCHR_PO_INFO	Click the View PO/Receiver link in the Invoice Line group box on the Invoice Information page.	View references to purchase orders and receivers. View any comments associated with the purchase order or receiver header or line from which the voucher and voucher line information has been copied.
Associate Receiver	VCHR_RECV_MTCH	Click the Associate Receiver(s) link in the Invoice Lines group box on the Invoice Information page.	Edit any of the receiver lines associated with the voucher line and delete a receiver line.
Associate Receiver Lines	RECEIVER_LOOKUP	Click the Associate Receiver Lines link on the Associate Receiver page.	Manually associate receiver lines to the voucher line for matching.
Invoice Line Tax Information	VCHR_LINE_TAX	Click the Sales/Use Tax link in the Invoice Lines group box on the Invoice Information page.	Review and, if applicable, override tax settings for the voucher line.
GeoCodes and Addresses	VCHR_LINE_TXGEO	Click the Override Tax Location link on the Invoice Line Tax Information page.	Define a new tax location for vouchers. Taxware or Vertex users only.
Projects Information	PC_FIELDS	Click the Projects link on the GL ChartFields 2 tab of the Invoice Information page.	Enter project tracking information.

Accessing the Voucher Component

The Voucher component in PeopleSoft Payables uses deferred processing. If you are adding a new voucher, you can use the fields on the add/search page for the component to prepopulate the new voucher and thus reduce the amount of prompting and editing you need to do on the new voucher. Note also that:

- The voucher style you select on the add search page determines the voucher style, and thus the way the voucher component looks and the way the voucher is edited and processed.

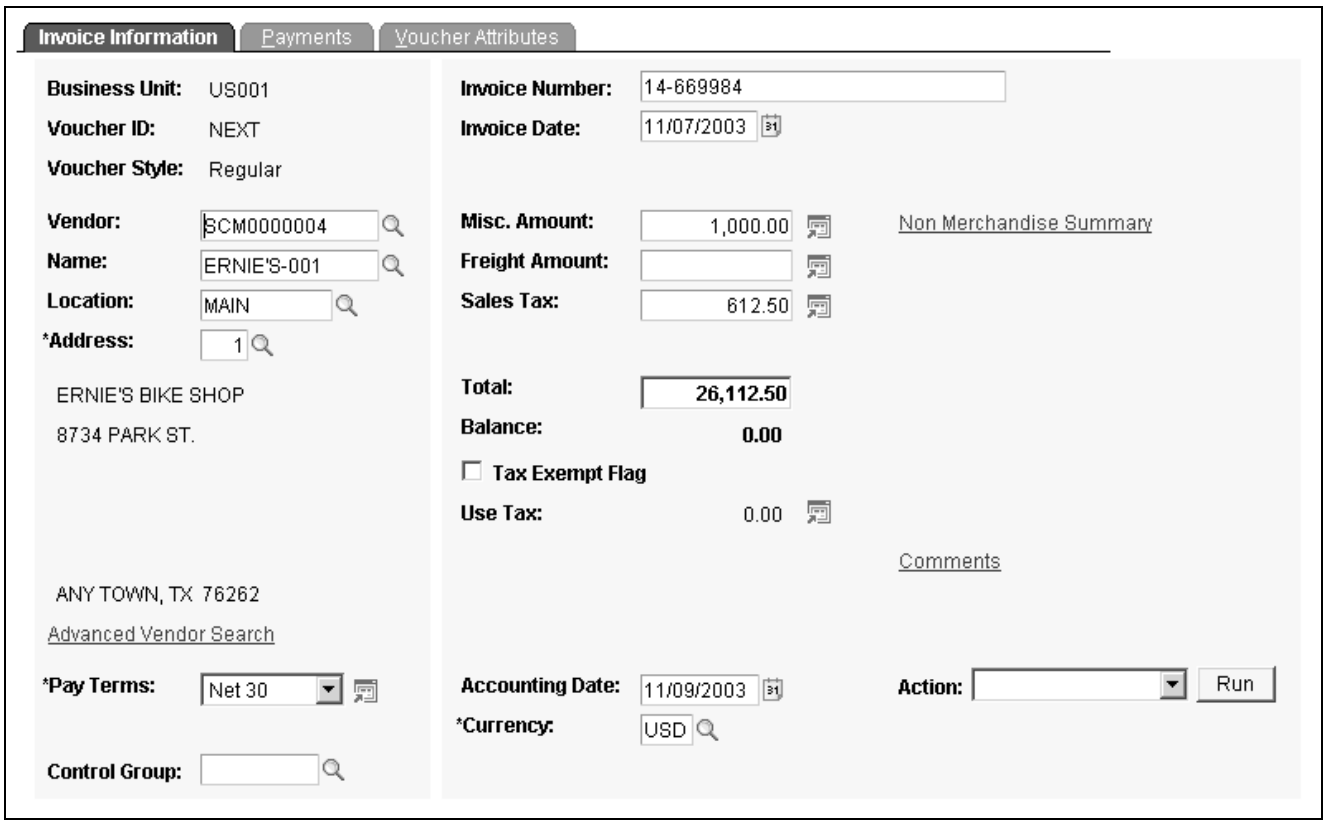
- The control group on the add search page is prepopulated with the earliest assigned group for the business unit and user ID.
- Duplicate invoice checking is performed using the information you add on the add search page.

  If the system finds any vouchers that appear to be duplicates, it issues a warning before you enter the Invoice Information page. Duplicate invoice checking is also performed when you save a voucher, but the more information you enter on the add search page, the more likely you'll catch a duplicate invoice before you go to the trouble of entering and saving a new voucher.
- Each user who enters vouchers must be assigned to an active voucher origin. If the user is not assigned to a voucher origin or the voucher origin is inactive, the user cannot save the voucher. PeopleSoft Payables uses default information from the voucher origin table in conjunction with information from other default levels to determine how the system processes the voucher. Also, you cannot change the voucher origin of a voucher once it is entered into the system.
- Entering the estimated number of invoice lines in the Estimated No. of Invoice Lines field enables you to enter lines on the Invoice Information page without repeatedly having to click the Add button in the Invoice Lines scroll area. Any lines that you leave blank are automatically deleted when you save.

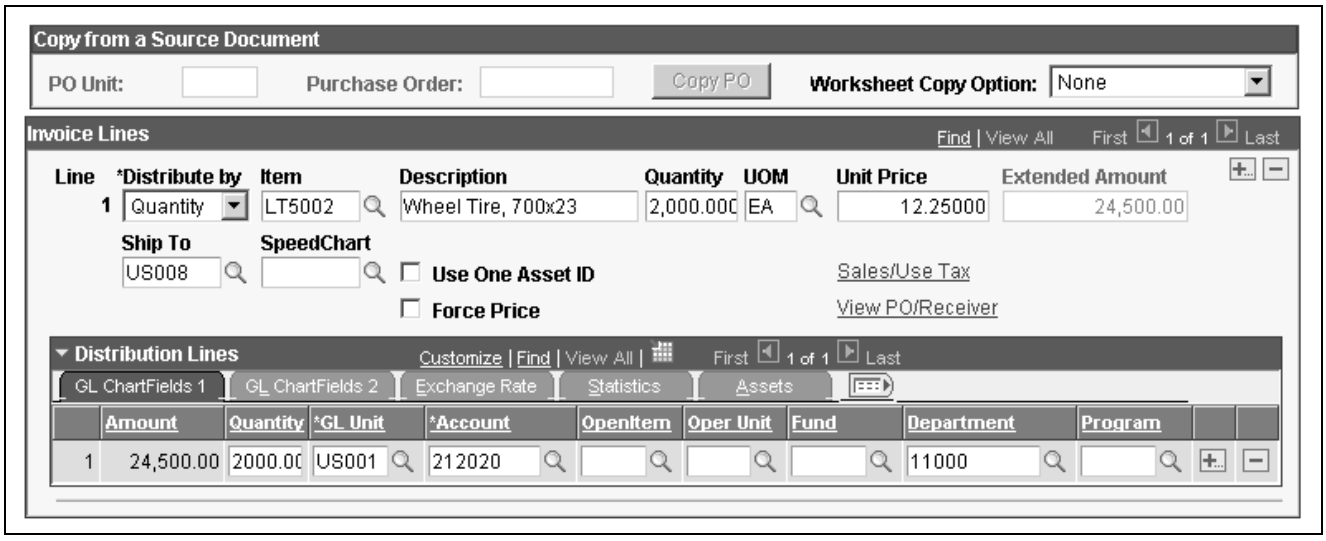
Note. If you are adding a voucher, the Invoice Information page appears when you've entered your data on the add search page and clicked Add. If, on the other hand, you are accessing a voucher that already exists in the system, then the Voucher - Summary page appears when you've entered your search information and clicked Search.

Creating Vouchers Online

Access the Invoice Information page.



Invoice Information page for regular voucher style (1 of 2)



Invoice Information page for regular voucher style (2 of 2)

Vendor Information

Vendor and **Name**

Select the vendor by entering the vendor ID or short name.

After you press TAB to exit either field, the system retrieves and populates the voucher with the full vendor name, primary address, default location information, and payment terms. In addition, the system uses default information from the vendor table in conjunction with information

from other default levels (business unit, origin, and control group) to determine how the system processes this voucher.

Location Override the default location by selecting a new location. The vendor location controls much of the default voucher processing.

Address Override the default address by selecting a new address.

Advanced Vendor Search Click to search for vendors using partial names and wildcard symbols.

Note. If you find that the referenced vendor does not exist on the vendor table and you want to add the vendor, you do not have to cancel the voucher on which you are working. Access the Vendor Search page by clicking the vendor link and then selecting the Add Vendor button. This takes you to the Vendor Information component, enabling you to add the vendor to the system. After saving the new vendor, close the newly opened browser session to return to the Vendor Search page. Once you are back on the Vendor Search page, select the new vendor.

Pay Terms Select the payment terms. These terms are populated from the PeopleSoft Payables default hierarchy. Click the Payment Terms button to access the Payment Terms page, where you can override the defaults or change associated information.

(USF) Pay Schedule Indicate a federal payment schedule type for this voucher. The system uses this information to group this voucher with others and assign it to the appropriate payment schedule. Select from the following:

- *Manual*
- *Other*
- *Transport* (transportation)

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737.

Group Select a control group for the voucher if applicable. The default is the earliest assigned group for the business unit and user ID. If there are no assigned groups for your user ID, the Group field does not appear.

Invoice Information

Invoice Number Enter the invoice number or some other control number from the voucher's supporting document. The system uses this number as a reference for duplicate invoice checking if you have selected it to be one of your match criteria.

Note. For ERS vouchers built by the Voucher Build process, the invoice number is appended with the ERS invoice sequence number suffix.

Related Voucher Journal vouchers only.

Use this field to associate the journal voucher to the voucher whose accounting entries you are correcting.



Click the Finalize Document icon to finalize the predecessor PO. This icon also appears in the Invoice Lines scroll area as theFinalize Line icon, which you can click to finalize the predecessor PO line.



Click the Undo Finalize icon to undo the finalization of the predecessor PO. This icon also appears in the Invoice Lines scroll area as the Undo Finalize Line icon, which you can click to undo finalization of the predecessor PO line.

See Chapter 21, “Budget-Checking PeopleSoft Payables Transactions Using Commitment Control,” Performing Partial and Final Liquidations, page 575.

Misc Amount (miscellaneous amount), **Freight Amount,** and **Sales Tax**

Enter any miscellaneous charge amount, freight amount, or sales tax amount. To allocate these charges at a more detailed level, click the icons next to these fields to access detail pages (the Miscellaneous Charges, Freight Charges, and Sales Tax Charges pages).

It is best to enter any amounts on the voucher page first before accessing the detail page. When you save the voucher, the system allocates the charges you enter to the voucher lines based on the defaults that you set in the Procurement Control component for the Payables business unit.

Note. If you override the default tax information on the Invoice Line Tax Information page and then change the sales tax amount in this field, the overridden tax information will revert to the default. Enter a tax amount here before you update any tax information on the Invoice Line Tax Information page.

See Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Non-Merchandise Charge Details, page 196.

See Chapter 38, “(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in PeopleSoft Payables,” page 975.

VAT (value-added tax)

If this is a VAT-applicable voucher subject to exclusive VAT, enter the gross VAT amount. Click the VAT icon to access the Invoice Header VAT Information page, if you need to review and override the voucher’s default VAT settings. When you click this link, the system retrieves the VAT defaults based on your VAT setup and entered vendor and vendor location information.

Note. If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

See Chapter 34, “Processing Value Added Tax (VAT) in PeopleSoft Payables,” Entering Online Vouchers With VAT, page 850.

Total and **Currency**

Enter the full amount of the voucher, including merchandise and service amounts (entered on the voucher lines), freight, and tax. Enter the gross amount to ensure balancing between the voucher header and voucher lines. You can enter gross amounts only up to the limit specified on your PeopleSoft Payables user profile.

See Chapter 38, "(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in PeopleSoft Payables," page 975.

Balance The amount that you are currently out of balance. To arrive at this figure, the system compares the sum of the voucher lines and the entered gross amount (less tax and other miscellaneous charges).

SUT Exempt Select this check box if you want to override the default sales and use tax setup for this voucher and make it exempt from taxation.

Use Tax The system calculates the use tax either from:

- A use tax code entered on the Invoice Line Tax Information page.
- The difference between the sales tax entered on the voucher header and the sales tax entered or calculated for the voucher lines, if the voucher lines are tax applicable but the header sales tax amount is less than the total for the lines.

Click the icon to the right to access the Use Tax Charges page, where you can specify how to allocate the use tax charges.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 196.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Voucher Line Tax Information, page 200.

Comments Click to enter comments for a voucher to explain payment schedules, issues with the vendor, or anything else you need to document the invoice. Any comments you enter in this field are meant for your reference only.

Accounting Date Displays the accounting control date, which is based on the settings defined in the PeopleSoft Payables default hierarchy. You can override it here on the voucher.

The Action Field

When you have finished entering your voucher and saved it, you have three options for processing it:

1. Perform budget-checking, matching, document tolerance checking, asset loading, posting, and journal generation on this and other vouchers in batch, from the batch request pages for those processes.
2. Process the voucher on demand, directly from the Invoice Information page, using the Action field.
3. Process this and other vouchers in batch from the Voucher On-Demand Processes batch request page, using on-demand process groups.

The first option is generally the most efficient, but the second option is handy when you must process a voucher immediately, on demand. The third option is convenient when you want to perform multiple sequential processes—such as matching, asset loading, voucher posting, and journal generation—on a batch of vouchers.

If you want to process a voucher on demand from the Invoice Information page:

1. Save the voucher.
2. Select an on-demand process group in the Action field.

3. Click Run to initiate processing.

   While the voucher is being processed, the fields on the Voucher component will be grayed out and unavailable for entry. Click the Refresh icon to view the processing status of the voucher on the Voucher Summary page.

The process groups available depend on your user ID and whether or not your voucher requires the processing. If budget-checking isn't applicable to a voucher, for example, the Budget Checking process group will not be available. Process groups that may be available include:

- Budget Checking (BUDGET_CHK)
- Document Tolerance (DOC_TOL)
- Matching (MATCHING)
- Matching, Doc Tolerance, Budget Check (MTCH_DT_BC)
- Voucher Post (PST_VCHR)
- Journal Generate (PST_VCHRGL)
- Voucher Post Load AM (POSTAPAM)
- Journal Gen, Load AM (POSTAPGLAM)

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Up On-Demand Processing".

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Running On-Demand Voucher Processes as a Batch Request, page 232.

Other Header Information

Go To

This field appears below the Action field only if you have run a process on the voucher and there are exceptions. Select a value and click the Run button to access the appropriate exception page.

Possible values include:

- *Budget Exception:* Select to access a budget checking exceptions page, where you can view and override budget checking exceptions. The page you access depends on the type of budget checking exception the voucher has.
- *Doc Tol Exception:* Select to access the Document Tolerance Exceptions page, where you can view and override document tolerance exceptions.
- *Match Exceptions:* Select to access the Match Exception Override page, where you can view and override matching exceptions.
- *Match Manager:* Select to access the Match Manager page, where you can view matching details and link to matching details and matching exception override pages.

(USF) Basis Date Calculation

Click to access the Date Calculation page, where you can enter information that enables you to schedule the payment for this voucher on a U.S. federal prompt payment basis. You can also use the Date Calculation page to enable enforcement of valid reimbursable periods for project-related vouchers.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Applying Prompt Payment Protocols, page 748.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Enforcing Valid Reimbursable Periods for Project-Related Vouchers, page 752.

Doc Seq (document sequencing) — Click to access the Document Sequence page, where you can view or override the document sequencing settings. This link appears only if you have implemented document sequencing.

See Chapter 29, "Processing Document Sequencing in PeopleSoft Payables," page 723.

Non Merchandise Summary — Click to access the Non-Merchandise Charges Summary Information page, where you can view the miscellaneous amount allocated to each voucher line for each charge code. This page is useful only after you enter or copy voucher line information.

Withholding — Click to access the Withholding Detail page, where you can view or override the default withholding details for the voucher. This link appears only if the voucher is associated with a vendor setup for withholding. If you are adding a voucher and enter the vendor on this page rather than the add search page, the link appears when you press TAB to move out of the Vendor field.

See Chapter 35, "Processing Withholding in PeopleSoft Payables," Reviewing and Entering Withholding Information for Vouchers, page 893.

VAT Summary — Click to access the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code.

You can also link from the VAT Summary page to the VAT default pages, if you need to review or override VAT defaults for the voucher.

Note. If your voucher is in a VAT environment and you do not enter any of the VAT default pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

See Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Reviewing VAT Summary Information for a Voucher, page 865.

(USF) Advance Payment Option

If you are creating a prepayment voucher and you are a U.S. federal agency with Enable Federal Payments selected on the Installation Options - Payables page, the Advance Payment Option group box appears. When you select Use Advance Payment in that group box, you are required to associate the prepayment with a purchase order.

Note. The voucher component does not copy lines from the associated purchase order when you enter the PO Number here.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Handling Advances for Federal Agencies, page 779.

Copy from a Source Document

Use the following fields for copying from a source document. The voucher style determines which fields appear here:

PO Unit (Purchasing business unit) and **Purchase Order**

If you want to copy all of the lines from a purchase order into the voucher, enter the Purchasing business unit and the PO ID for the purchase order you want to copy. Then click the Copy PO (copy purchase order) button.

This option is available only if you are creating a regular voucher, template voucher, or third-party voucher.

Voucher ID

If you want to copy all of the lines from another voucher into the voucher, enter the voucher ID number that you want to copy. Then click the Copy to Voucher button.

To copy individual voucher lines, enter a vendor and click the Copy from Worksheet link.

This option is available only if you are creating an adjustment or third-party voucher.

Voucher to be Reversed

If you want to reverse a voucher, select the voucher ID number of the voucher you want to reverse, and click the Copy to Voucher button. The system copies all information related to the selected voucher (such as voucher lines, distribution lines, freight/misc charges/sales tax, and VAT information) into the reversal voucher.

This option is available only if you are creating a reversal voucher.

Reverse Remaining Vchr Balance (reverse remaining voucher balance)

Select to reverse only the unpaid voucher balance.

This option is available only if you are creating a reversal voucher.

Adjust PO/Restore Encumbrance (adjust purchase order/restore encumbrance)

Select to restore the encumbrance and to adjust the purchase order matched quantity or amount.

This option is available only if you are creating a reversal voucher, and if the related purchase order has not been reconciled.

If the related purchase order on the voucher line has been reconciled, this check box is clear and unavailable for entry on the voucher line of the Invoice Information page.

Worksheet Copy Option

If you want to search for individual source documents to copy, to select a range of source documents, or to review individual source documents, select one of the options in this field to access the appropriate Copy Worksheet:

- *Non PO Receipt*
- *None*
- *PO Receipt*
- *Purchase Order Only*
- *Template*

- *Voucher*

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 202.

Invoice Lines

Use the Invoice Lines scroll area to enter information for each line on the invoice: the merchandise amount, unit price, quantity, and description. Enter as many lines as needed. The system assigns a line number to each voucher line that you add to ensure that each voucher line is unique. The system also automatically calculates the line and distribution amounts based on the gross amount less taxes, freight, and miscellaneous invoice charges.

For example, if you enter a gross amount of 100.00 EUR in the Invoice Lines scroll area and a sales tax of 10.00 EUR, the first line amount of 90.00 EUR appears by default, as does the first distribution for the first voucher line. If you update the first voucher line to an amount of 70.00 EUR and insert a new voucher line, the amount for the second line of 20.00 EUR appears by default.

Note. Rebalancing and calculations are affected by deferred processing.

Note. You may not enter or adjust voucher lines after a voucher has been payment posted.

Distribute by Select a distribution method:

Amount: You must enter the merchandise extended amount for the voucher line. You may also enter the quantity, unit price, and UOM (unit of measure) on the voucher line and a quantity on the distribution line for informational purposes only.

If you change the value in the merchandise Extended Amount field, the Unit Price field is recalculated.

Note. Any changes in the extended amount will be reflected in the distribution. The system adjusts the distribution line that has the maximum distribution line number. If you reduce the amount below the original PO amount, then the only adjustment is to set the amount to zero on the distribution line which has the maximum distribution line number. In this case, you must still adjust the distribution amounts so that they tie back to the voucher line amount. In addition, any change to the merchandise amount will be accompanied by a corresponding change to unit price. If the original distribution method on the purchase order was quantity and you change the method to amount, then the distribution as well as the voucher line information remains unchanged. Even under the amount distribution method, the voucher line quantity should equal to the sum of distribution line quantity. If they are not equal then an error message is issued.

Qty (quantity): The system calculates the merchandise amount on the invoice lines and distribution lines based on the quantity and unit price. You must enter the quantity, unit price, and UOM. The Extended Amount field is not available for entry.

Select the Force Price option if you want to force the unit price based on the entered merchandise amount. This option is described below.

Note. If you change voucher line quantity, the system does not adjust the distribution lines in response. Therefore, if you change the voucher line quantity, you must adjust the corresponding distribution level quantity. There is a validation to check if the voucher line quantity is equal to the sum of distribution quantities. In addition, if you change the quantity on the copy worksheet (either PO or receiver), then the changed quantity is copied onto the voucher line whereas the distribution still retains the original PO quantity. You should manually adjust the distribution quantity such that the sum of distribution quantity equals the voucher line quantity. If the original distribution method on the purchase order was amount and if you change the method to quantity, then the system recalculates the distribution amounts using the quantity on the distribution line and the unit price on the voucher line. There is also an option of forcing the price that is available under this method. Selecting this option will force the system to calculate the price based on the extended amount. When you select this option, the unit price field is grayed out.

SpeedChart

Enter a SpeedChart. When you press TAB to move out of the edit box, prorated amounts and distribution ChartFields appear on the voucher distribution lines. If the SpeedChart was defined with no proration percentages, you must enter the distribution amounts yourself.

Speedchart is not available on the reversal or prepaid voucher, as these voucher styles do not allow you to add voucher lines.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Defining SpeedCharts.

Use One Asset ID

Select to override all assets on the voucher line to use the same asset ID.

Selecting this option causes the system to update all of the asset IDs for all asset-applicable distribution lines under the voucher line to *NEXT,* each Sequence Number to *1*, and the Profile ID to the profile ID of the first distribution line.

You can override these values on individual distribution lines.

See *PeopleSoft Asset Management 8.8 PeopleBook*, "Adding and Maintaining Assets".

View PO/Receiver (view purchase order/receiver)

Click to access the View Source PO/Receiver Information page, where you can view information about the source purchase order or receiver, including comments of various types, including header, line, and ship-to comments. This link appears only if you have PeopleSoft Purchasing installed on the same database.

Associate Receiver(s)

Click to access the Associate Receiver page and Associate Receiver Lines page, where you can manually associate individual receivers with the voucher line for three-way matching. This link is active only if you have copied purchase order or receiver information onto the voucher

using the Copy Worksheet Option field and the purchase order requires matching, or if the vendor is set up for receipt-only matching.

See Chapter 14, "Running the Matching Process," page 349.

Item You may enter an item ID reference code and a line item description of up to 30 characters. If you also have PeopleSoft Purchasing installed, you can use an existing item from the Purchasing item table. When you press TAB to move out of this field, the system populates the Description field with the associated description.

Sales/Use Tax Click to access the Invoice Line Tax Information page, where you can override the default tax settings for the voucher line.

VAT Click to access the Invoice Line VAT Information page, if you need to review and override the default VAT and Intrastat settings for the voucher line.

Note. If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

See Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Reviewing and Overriding Voucher Line VAT Defaults, page 859.

Force Price Select if you want to force a change to the unit price to achieve the entered extended amount. Use when the sum of the merchandise amounts on the distribution lines don't match, usually because of rounding. Selecting Force Price enables you to change the extended amount and have the unit price recalculated to achieve that extended amount.

This check box is available only if you are distributing by quantity and copying from either a purchase order or a receiver.

Note. You must refresh the page to enable the Force Price check box.

Related Voucher For reversal and adjustment vouchers, displays the voucher ID of the voucher line being reversed or adjusted.

Distribution Lines

For each voucher line that you enter, you must also enter the distribution information in the Distribution Lines grid. Each voucher line must have one or more distribution lines.

Note. You may not enter or adjust distribution lines after a voucher has been payment posted.

ChartFields Tab

Fields on this tab that are not documented here are optional ChartFields delivered with PeopleSoft Payables. These fields share the same validation error processing upon saving the voucher as do the fields described here.

Amount Enter the amount that you want to charge to the ChartField values that follow. The total of all amounts you enter on the distribution lines for a

voucher line must equal the merchandise amount on the parent voucher line. An error message appears if there is an imbalance.

Quantity Enter the number of units purchased that should be associated with the distribution line. This field is required if you are distributing by quantity. It is optional if you are distributing by amount. If you have entered a quantity on the voucher line, the total of all quantities entered on the distribution lines for that voucher line must equal the quantity on the parent voucher line. If you are entering a voucher line for a fixed asset that you will send to PeopleSoft Asset Management, you must enter a quantity for the asset.

GL Unit (General Ledger business unit) Identifies the General Ledger business unit that will be charged with the expense coded on the distribution line.

The default value is the General Ledger business unit of the Payables business unit under which the voucher is being entered. If you change the value to charge a different General Ledger business unit, the system creates interunit accounting entries. This occurs during voucher and payment posting. In this case, ChartField validation occurs based on the ChartFields of the General Ledger business unit.

Note. When you enter interunit vouchers on the Invoice Information page, the value for the Budget Status field on the Voucher Summary page changes from *Valid* to *Not Budget Checked.* You must run the budget checking process to reset the status to *Valid* to make the voucher eligible for posting during Voucher Post.

Entry Event Enter the entry event code for the voucher if applicable.

See Chapter 31, “Using Entry Events in PeopleSoft Payables,” page 781.

Account Enter an account. When you save the voucher, the system validates the account you enter along with any other ChartField values. If the account you select has been set up as a statistical account, the Amount and Quantity fields on the invoice line become inactive and any values you may have already entered are deleted.

If the Installation option is enabled, the Altacct field appears next to the Account field in the grid.

OpenItem If the account you enter has been set up as an OpenItem account, you must enter an open item reference.

Select a reference by prompting. If you enter a reference for an account that is not an open item account, an error message appears on save edit. You must remove the invalid reference before you can save the voucher.

See Chapter 13, “Managing Vouchers,” Using OpenItem Accounting in Payables, page 340.

Projects If PeopleSoft Project Costing is installed on your database, click to access the Projects Information page, where you can enter project tracking information for the distribution line.

Project ID Enter a project identifier. This field appears if you do not have PeopleSoft Project Costing installed on your database.

Budget Date Displays the budget date of the distribution line, if the Commitment Control feature is enabled. You define which field the system uses for the budget date on a voucher in the Source Transactions component when you set up the Commitment Control feature in PeopleSoft General Ledger. You can also specify at the installation options whether the default budget date is the accounting date of the voucher or of the predecessor document (purchase order).

See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, "Setting Up Commitment Control Source Transaction Types".

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications.

Affiliate If the vendor is an interunit vendor, this field is not editable and the affiliate code appears by default.

Exchange Rate Tab

GL Unit (general ledger business unit) and **Currency** Identifies the general ledger business unit that is charged with the expense coded on the distribution line, as well as the currency in which it will be charged.

Exch Rate (exchange rate) Appears automatically based on the default rate type from the market rate tables. You may override this value on the Voucher Attributes page. This field appears only when the distribution general ledger business unit is different from the voucher's general ledger business unit, or when the voucher is saved.

Statistics Tab

This page displays statistical quantity information.

If you are distributing by quantity, you may distribute that quantity using a statistics code. The system converts the distribution line quantity from the distribution line UOM to the standard UOM associated with the Statistics Code field. The converted quantity is stored in the Statistic Amount field. The Statistic Amount and Unit of Measure fields are inactive.

If you enter a statistic account on a voucher line, you must refresh the page by clicking the Refresh button (access key: ALT+0) so that the merchandise amount and quantity fields on the invoice line are unavailable and zeroed out. You must enter a statistic amount. If you want to enter the statistic amount in a UOM that is different from the standard UOM associated with the statistic account, you may do so. After you enter the statistic amount, enter the corresponding UOM. The system converts the statistic amount that you enter back to the standard UOM associated with the statistic account. The Statistics Code field becomes unavailable for entry.

Whether you are using a statistic account or a statistics code, if the system cannot find a conversion formula between the two units of measure in the unit of measure conversion table, an error message appears. If you receive this error message, you must:

- If you are using a statistic account, the system resets the UOM to the standard UOM for the account, and you must modify the Statistic Amount field manually so that it corresponds to the standard unit of measure.
- If you're using a statistics code, the system does not calculate a statistic amount. You must delete the Statistic Code field value or enter another one.

Assets Tab

Asset

Select to enter asset information for the distribution line. All the fields on this tab become active when you select the Asset check box.

Business Unit (Asset Management business unit) and **Profile ID**

Enter a business unit and a profile ID to indicate that the distribution line is related to an asset. These fields are required.

Note. You cannot assign the same asset ID to different profile IDs.

Once the voucher has been sent to PeopleSoft Asset Management, you cannot change the Asset Management business unit or Profile ID fields, unless you unpost the voucher.

Asset ID

Enter an asset ID. Otherwise, the field value *NEXT* appears by default. This value indicates that the next asset ID value in the Asset Management system is assigned automatically. When you accept *NEXT* as the default, you can use the Sequence Number field to make more than one distribution line share the same automatically-incremented asset ID.

The system validates that a unique asset ID has only one profile ID associated with it for a given voucher line.

Note. You cannot perform asset transfers in PeopleSoft Payables. You can make ChartField changes in PeopleSoft Payables, but you must also have your asset manager make a corresponding change in the appropriate PeopleSoft Asset Management page.

Sequence Number

If you have accepted the default asset ID value of *NEXT,* you can enter a sequence number to indicate an asset grouping of voucher distribution lines.

If the asset ID is *NEXT,* you can enter any numeric value in this field. The unique combination of *NEXT* in the Asset ID field and the sequence number you enter here cause a unique asset ID to be generated when the information is processed by PeopleSoft Asset Management.

For example, if you have four distribution lines for assets that you want to assign to two separate asset IDs, you can specify an asset ID of *NEXT* and a sequence number of *1* for the first two lines and an asset ID of *NEXT* and a sequence number of *2* for the next two. Each group of two lines will be assigned its own asset ID number.

Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the *Sequence Number* field is blank, the system generates a unique number.

If you selected the Use One Asset ID check box for the voucher line, the system populates the Asset ID field with *NEXT* and the Sequence Number

field with *1* for each asset-applicable distribution line, and causes PeopleSoft Asset Management to assign all distribution lines to the same Asset ID.

Cost Type Select the cost type for the asset:

A: Allowance for ADV Depr.

C: Cost type.

G: Grant reimbursements.

M: Margin.

P: Scrap on asset.

R: Revaluation.

S: Sale of assets.

V: Reserve for ADV Depr.

See Chapter 25, “Sending Information to PeopleSoft Asset Management,” page 669.

VAT Tab

This page appears only for business units enabled for VAT.

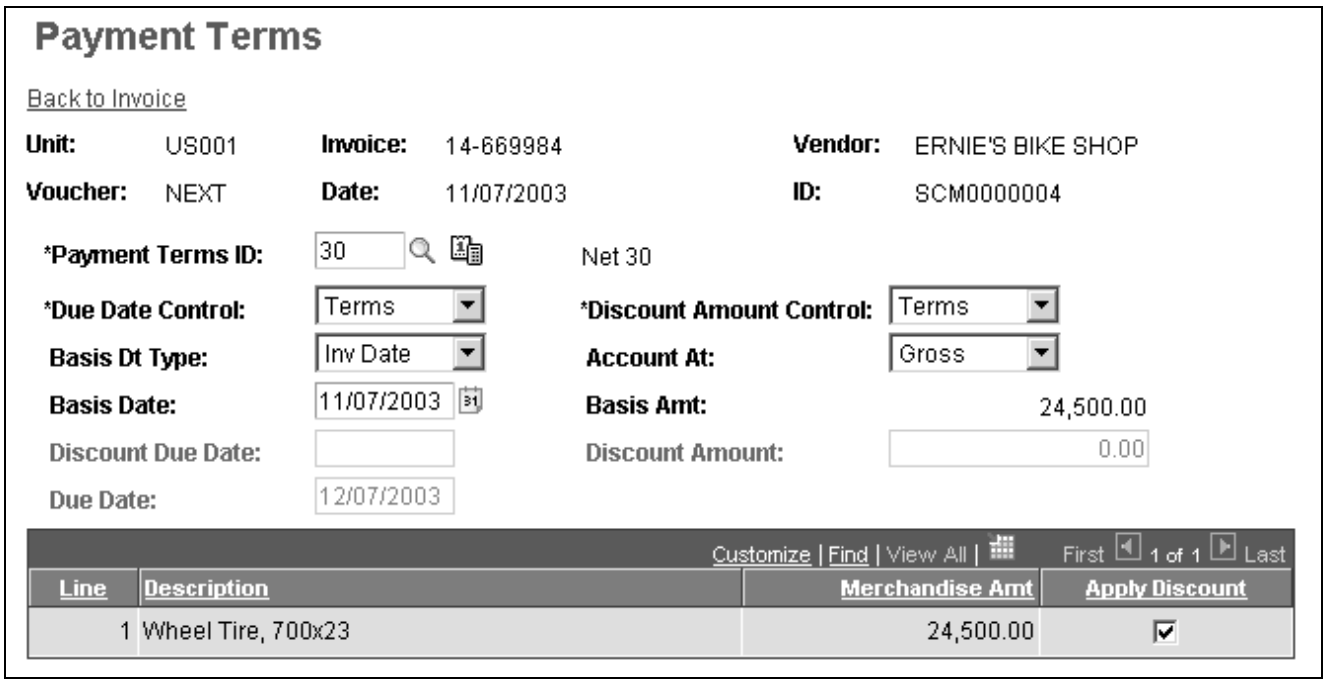
Click the VAT link to access the Invoice Distribution Line VAT Information page, if you need to review or update the VAT control settings for the distribution line.

Note. If your voucher is in a VAT environment and you do not enter any of the VAT pages for your voucher before saving it, the VAT defaulting process is triggered automatically at save time.

See Chapter 34, “Processing Value Added Tax (VAT) in PeopleSoft Payables,” Reviewing and Overriding Voucher Distribution Line VAT Defaults, page 863.

Defining Payment Terms

Access the Payment Terms page.



Payment Terms page

Payment Terms ID

Controls how the voucher is paid, including the discount date and discount amount. PeopleSoft Payables supports both single and multi-payment (installment) terms. You define payment terms on the Payment Terms - Multi Payment or Payment Terms - Single Payment pages. The default setting on the voucher is based on the payment terms established for the vendor location for this voucher.

Multi-payment terms generate multiple scheduled payment records when you save the voucher by allocating the total payment amount for the voucher over these scheduled payments, according to the percentages established in the terms definition.

With multi-payment terms, you can also generate installment payment records (and review them and edit them, if necessary) in advance of committing them by saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.



Click the Schedule Payments icon to generate payment records in advance of saving the voucher. For multi-payment terms, this pre-populates multiple schedule payments records (installments). For single payment terms, this calculates and populates the Net Due Date, and the Discount Amount, and the Discount Due Date, if the terms are discount-applicable. You can also do this by clicking the Schedule Payment button on the Payments page.

Due Date Control

Either accept the default due dates, or enter user-specified amounts. Select from the following:

Terms: This is the default setting. When you select this value, the Basis Dt Type (basis date type) field is available for entry but the Discount Due Date and Due Date fields are not.

User: When you select this value, the Discount Due Date and Due Date fields are available for entry and you can modify them. The Basis Dt Type field is unavailable for entry.

Basis Dt Type (basis date type) Enter the date for the system to use to calculate the discount due date and payment due date for the voucher. This field controls the basis date on which the payment terms are based.

Values are:

Acct Date (account date): The accounting date determines the payment basis date.

Doc Date (document date): The date the voucher is entered, which determines the payment basis date. If you select this value, the document date appears in the Basis Date field.

Inv Date (invoice date): The invoice date determines the payment basis date.

Recpt Date (receipt date): The receipt date determines the payment basis date.

Ship Date: The ship date determines the payment basis date.

User Date: The user-defined date entered in the Basis Date field determines the payment basis date.

Note. Just because you can select an alternate basis date source does not necessarily guarantee that the particular date is currently available for the voucher. For example, the receipt date and ship date values would typically be available only if the invoice had first been matched to the purchase order and/or receiver. If you select a basis date value for which there is no corresponding date value populated, a warning appears asking you whether you would like to use the invoice date as the override basis date. If you select *Yes*, you can save the voucher and generate scheduled payment data. Until a voucher is posted and/or paid, you can always update the voucher for the intended basis date if it becomes available.

Basis Date Select the date used to calculate the discount due date and payment due date for the voucher.

This basis date is not the same as the federal payment basis date on the Date Calculation page.

Discount Due Date If you select *User* in the Due Date Control field, enter a discount due date.

Due Date If you select *User* in the Due Date Control field, enter a due date.

Discount Amount Control You can either accept the default discount amounts, or enter user-specified amounts. Select:

Terms: This is the default setting. When you select this value, the Account At field is available for entry but the Discount Amount field is not.

User: When you select this value, the Discount Amount field is available for entry and you can enter the amount for the discount in the Discount Amount field.

Account At Determines whether the discount is accounted at gross or net. Select:

Net: Any discounts not taken are accounted for as discounts lost.

Gross: Any discounts taken are accounted for as discounts earned.

Basis Amt (basis amount) Displays the amount upon which the discount is calculated. This amount is the total of the merchandise amount for each line with the Apply Discount check box selected.

Discount Amount If you select *User* in the Discount Amount Control field, enter a discount amount.

Apply Discount Select to make individual voucher lines discount-applicable.

Note. Payment terms for a third-party voucher cannot include a discount. For third-party vouchers, the payment terms default from the Prepay/Third Party Pay Terms option selected for the SetID on the Payables Options - Payment Options page.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Payment Options, page 68

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Terms

Entering Non-Merchandise Charge Details

Access the Miscellaneous Charges page.

Note. The fields on this and the other nonmerchandise charges detail pages (Freight Charges page, Sales Tax Charges page, and Use Tax Charges page) are similar. Rather than documenting all four pages, we have documented the Miscellaneous Charges page as an example of these detail pages.

Use this page to allocate your miscellaneous charges to multiple charge codes. The total of the separate miscellaneous charges you enter must equal the total miscellaneous amount entered on the Invoice Information page.

Note. You can add multiple charge codes on the freight and miscellaneous charges detail pages, but you can enter only one charge code on the sales tax and use tax detail pages.

Prorate The charge code appears based on the defaults that you have set on the Procurement Control - Non-Merch Charges page. If the default is to prorate the freight, the Prorate check box is selected. This field is unavailable for entry.

Charge Type For each miscellaneous charge amount that you add, you must select a charge code. you define these codes on the Misc Charge/Landed Cost Defn page and set up the default charge codes for the Payables business unit on the Procurement Control - Non-Merch Charges page.

If you select a non-prorate charge code, the system uses the allocation option you selected on the Non-Merch Charges page to either allocate the charge to the distribution line or expense it to the header.

Account and other ChartFields

If you add a prorated charge code, no ChartFields appear on this page.

If you add a non-prorated charge code and allocate, the system requires an account. The value appears by default from the Accounting Entry Template. You can override the account.

If you are expensing, the account and other ChartField values appear by default based on the inheritance rules. You cannot modify balanced ChartFields.

See Also

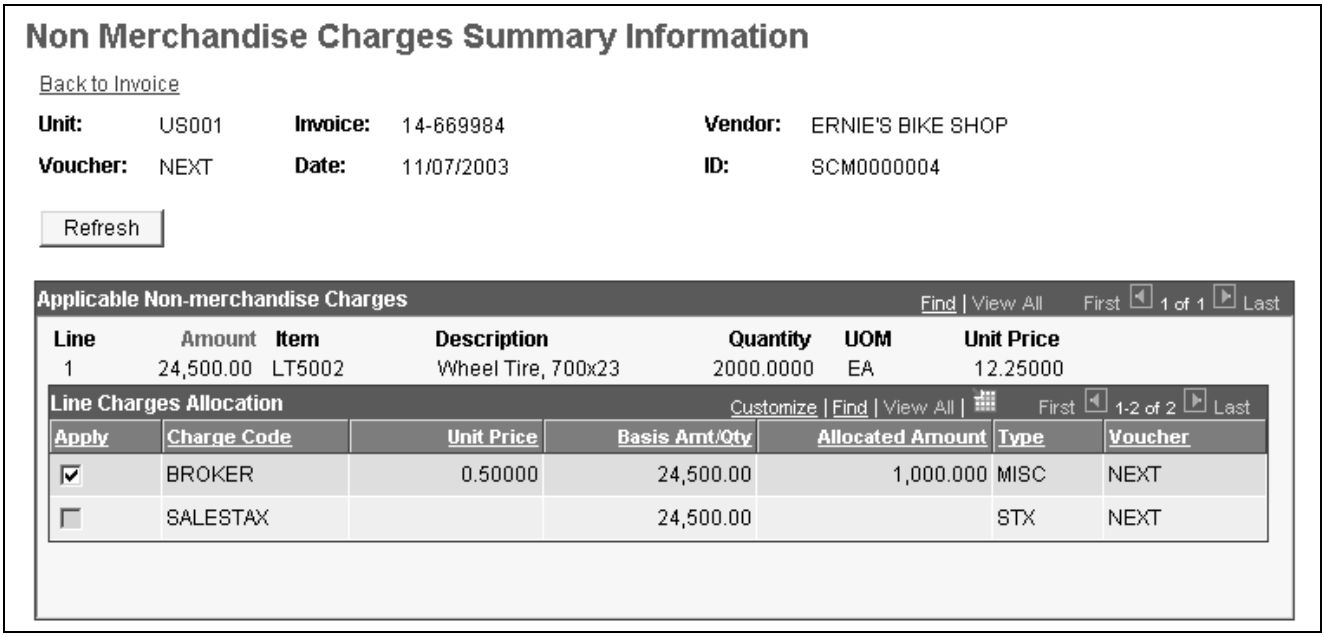
PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Nonmerchandise Charges, page 38

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

Reviewing Non-Merchandise Charges

Access the Non Merchandise Charges Summary Information page.



Non Merchandise Charges Summary Information page

Back to Invoice Click to return to the Invoice Information page.

Refresh Click to reallocate the unapplied amount to the other voucher lines.

Apply Clear this option to remove a particular charge for a given voucher line.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 196

Viewing Purchase Order and Receiver References

Access the View Source PO/Receiver Information page.

Line Match Option Select a matching option for the line:

Full Match: requires matching.

No Match: does not require matching.

PO/Receipt Header Comments and **PO/Receipt Line Comments** Use these group boxes to view any comments associated with the purchase order or receiver line from which the voucher line information has been copied. The original comments were entered with the purchase order or receiver in PeopleSoft Purchasing. The Comment Type field indicates whether the comment is a ship-to comment, PO header comment, and so forth.

Send to Vendor Indicates whether this comment has been sent to the merchandise vendor through PO Dispatch.

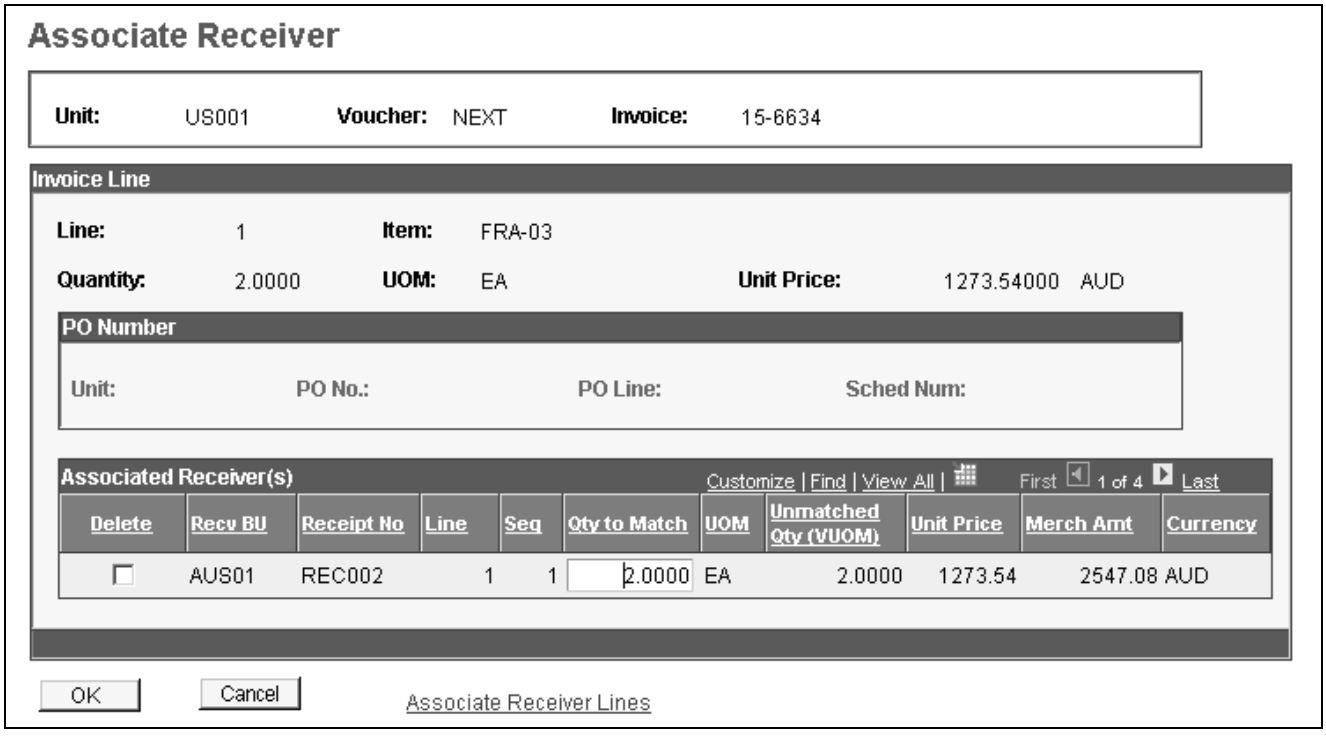
See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Creating Purchase Orders Online"

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments"

Associating Receivers to Voucher Lines

Access the Associate Receiver page.



Associate Receiver page

Delete Manually delete receiver lines associated with the voucher line by deleting a row. This field does not appear when you are creating adjustment or reversal vouchers.

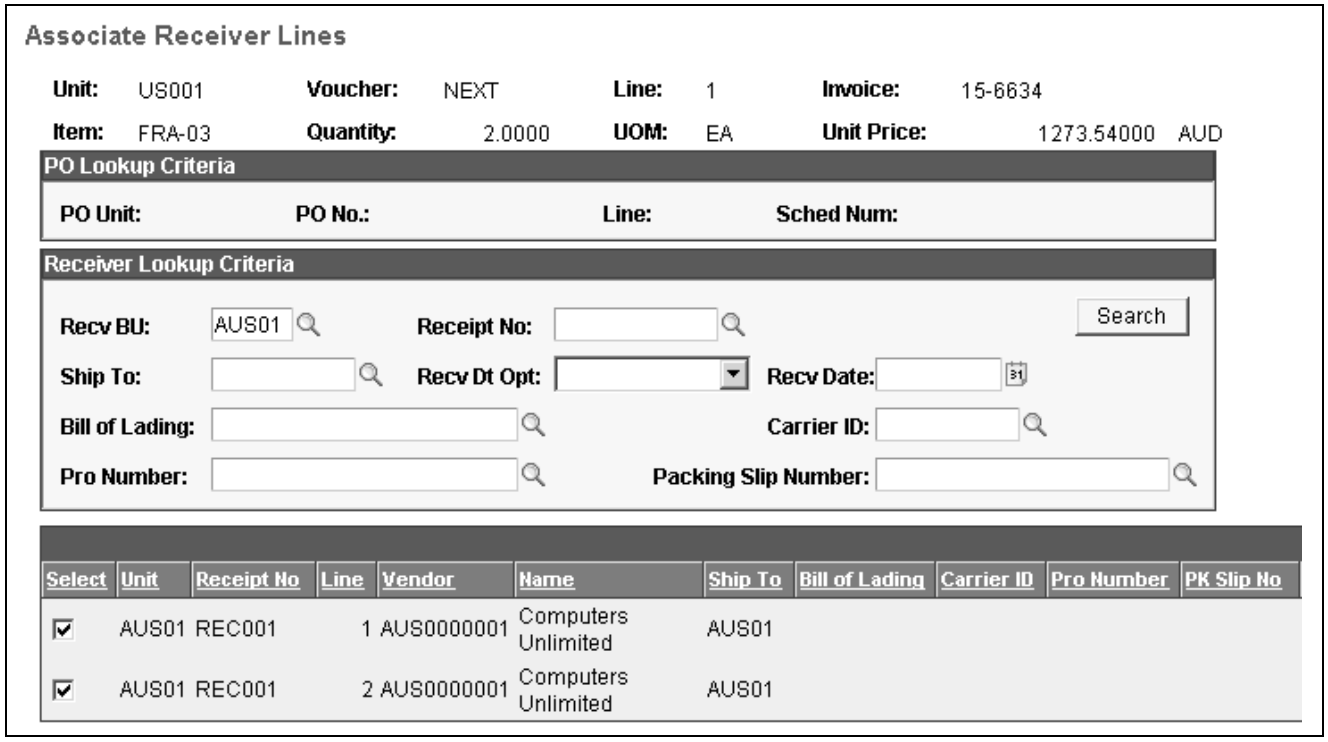
Qty to Match (quantity to match) Edit the quantity to be matched for any of the receiver lines currently associated with the voucher line.

Note. A warning message appears if the sum of the quantity to be matched does not equal the voucher line quantity.

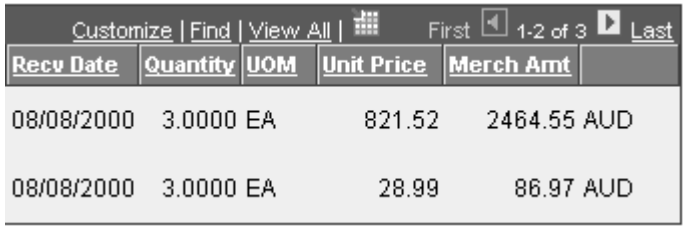
Associate Receiver Lines Click to access the Associate Receiver Lines page, where you can manually associate receivers to the voucher line for matching. This link does not appear when you are creating adjustment or reversal vouchers.

Associating Receiver Lines to Voucher Lines for Matching

Access the Associate Receiver Lines page.



Associate Receiver Lines page (1 of 2)



Associate Receiver Lines page (2 of 2)

Using the search function provided, you can display all receivers related to the purchase order schedule line specified on the voucher line.

Recv Dt Opt (receiver date option) and **Recv Date** (receiver date)

You can further narrow your search by selecting from the following values and then specifying a receiver date:

No Date: The date of the receiver is not included in the search. The default setting.

<=: The system searches for receivers dated before or on the date specified in the Recv Date field.

=: The system searches for receivers with a date equal to the date specified in the Recv Date field.

>=: The system searches for receivers dated after or on the date specified in the Recv Date field.

Search

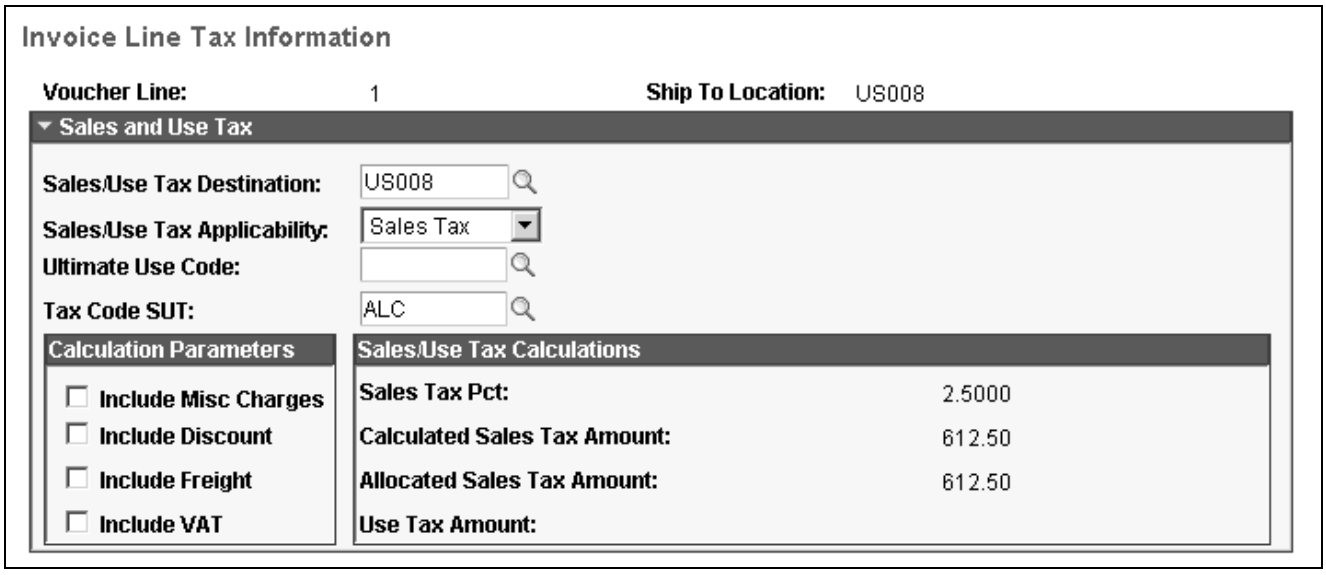
When you have entered the search criteria, select this button and the system returns all receivers related to the specified search criteria and the purchase order on the voucher line.

Select

Select the receiver or receivers you want to associate with the voucher line and click OK. The system associates the selected receiver or receivers' details to the voucher to be used when matching the voucher.

Entering Voucher Line Tax Information

Access the Invoice Line Tax Information page.



Invoice Line Tax Information page

The fields on this page display values that are passed to the voucher line through the Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the Payables default hierarchy, so the voucher inherits sales and use tax data from the purchase order. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

This page includes different fields than those described here if you have installed and enabled a third-party tax application, like Taxware or Vertex.

See Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," Reviewing and Modifying Voucher Line Tax Information with Taxware and Vertex, page 834.

Sales/Use Tax Destination Indicates the location for which a sales or use tax is applicable. This value is defined as a ship to location, but it does not have to be the same as the ship to location defined in the Payables control hierarchy.

Sales/Use Tax Applicability Indicates the tax that applies to the tax destination. Select one of the following options:

Exempt: Item is exempt from sales tax.

Exonerated: Purchaser is exonerated from sales tax.

Sales Tax: Apply sales tax. Enter the gross sales tax amount on the voucher header.

Use Tax: Apply use tax. Do not enter the tax amount on the voucher header.

Ultimate Use Code Enter a code to override the default tax rate that is based on the ship to location. This field is available for entry only if an ultimate use code is defined for the ship to location on the Ship To Sales/Use Tax Default page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes.

Tax Code SUT (sales and use tax code) The tax code that applies to this voucher line. A tax code consists of a group of tax authorities. For example, if a certain locality has a city tax, trade use tax, county tax, and state tax, you can create four tax authorities and group them into a single tax code. The tax code that defaults here depends on a number of factors.

See Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," PeopleSoft-Only Sales and Use Tax Processing, page 826.

Calculation Parameters

Include Misc Charges (include miscellaneous charges) Select to indicate that any additional charges must be taxed and added to the net-extended amount before calculating sales/use tax.

Include Discount Select to have the system calculate any applicable discount and subtract it from the net-extended amount before calculating sales/use tax.

Include Freight Select to indicate that any freight amount must be taxed and added to the net-extended amount before calculating sales/use tax.

Include VAT Select to indicate that any VAT amount must be taxed and added to the net-extended amount before calculating sales/use tax.

Note. The values in these fields default from the tax code in a PeopleSoft–only tax calculation environment and from the Ship To Location if you are using a third-party tax application.

See Also

Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," page 823

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Ship To Locations

Tracking Projects Information

Access the Projects Information page.

The project information that you capture on vouchers is available to PeopleSoft Project Costing. If you add project information to a distribution line, you need at minimum to add the projects business unit, project ID, activity ID, and resource type. The other fields are optional. By entering multiple distribution lines, you can add multiple project lines for each voucher line to categorize project costs.

See Also

PeopleSoft Project Costing 8.8 PeopleBook

Using Source Documents to Create Vouchers Online

This section provides an overview of copying source documents to vouchers and discusses how to:

- Copy purchase order information.
- Copy receiver information.
- Copy voucher information.
- Copy template information.

Understanding Source Document Copy Functionality

Depending on your set up and business needs, you may create online vouchers by entering invoice information manually. In some cases, you may also want to copy existing information (from a purchase order, receiver, or another voucher) into the voucher you are creating. PeopleSoft Payables enables you to copy entire source documents, or portions of them, saving data entry time and reducing potential input errors.

The types of documents that you can copy depend on the voucher style that you select. The Copy from a Source Document group box on the Invoice Information page changes depending on the voucher style you select. The group box offers only the types of source documents that you are allowed to copy for that voucher style.

Voucher Style	Source Transactions Available to Copy
Regular	• *Non PO Receipt* (non purchase order receipt). • *PO Receipt* (purchase order receipt). • *Purchase Order Only.* • *Template.*
Adjustment	*Voucher.* **Note.** The nonmerchandise charges are copied into the voucher only if you copy the entire voucher. They are not copied if you copy select lines.
Journal	None.
Prepaid	None.
Register	None.
Reversal	*Voucher.*
Single-payment	None.
Template	• *Non PO Receipt.* • *PO Receipt.* • *Purchase Order Only.* • *Template.* • *Voucher.* **Note.** When copying a voucher into the template voucher, the nonmerchandise charges are copied only if you copy the entire voucher. They are not copied if you copy select lines.
Third-party	• *Non PO Receipt.* • *PO Receipt.* • *Purchase Order Only.* • *Voucher.*

Copying Sales and Use Tax Information From Source Documents

Whenever you copy purchase order information to a voucher, you copy over only the sales and use tax codes and other processing parameters, not the calculated amounts. The calculated amounts on the voucher may therefore differ from those on the purchase order if, for example, a tax rate has changed for a tax code between the time a purchase order was entered and the time you copy it to the voucher.

See Chapter 33, "Setting Up Sales and Use Tax Transactions in PeopleSoft Payables," page 823.

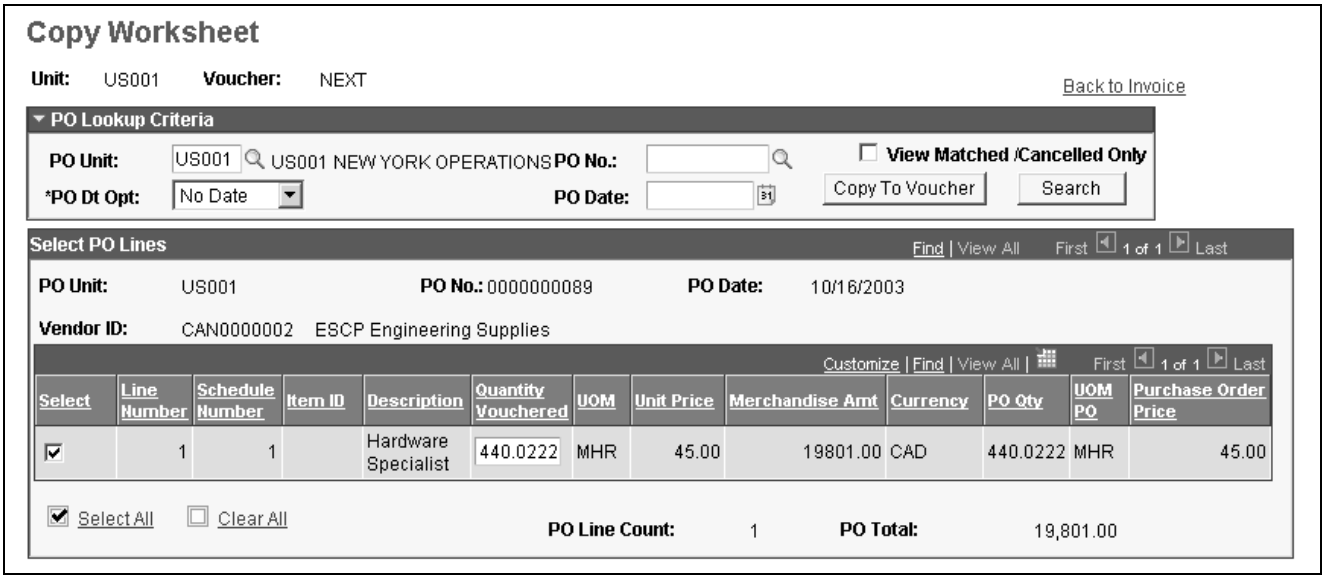
Pages Used to Copy Source Documents

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry	Select the type of source document you want to copy.
Copy Worksheet (purchase order)	VCHR_LINE_PO_WRK	Select *Purchase Order Only* in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more purchase orders for copying to the Invoice Information page.
Copy Worksheet (receiver)	VCHR_LINE_RECV_WRK	Select *PO Receipt* or *Non PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more receivers for copying onto the Invoice Information page.
Voucher Worksheet	VCHR_TP_VCHR_WRK	Select *Voucher* in the Worksheet Copy Option field on the Invoice Information page.	Select the lines from one or more merchandise vouchers for the third party voucher you are entering. You can select this option only if you are creating template, third-party, adjustment, or reversal vouchers.
Voucher Template	VCHR_TEMPLATE	Select *Template* in the Worksheet Copy Option field on the Invoice Information page	Copy information from a template voucher

Copying Purchase Order Information

Access the Copy Worksheet (purchase order) page.

Note. To copy a purchase order, you can enter the PO Business Unit and Purchase Order Number on the Invoice Information page and click Copy PO, or you can select *Purchase Order Only* in the Worksheet Copy Option field to access the Copy Worksheet page for purchase orders.



Copy Worksheet (purchase order) page

To select purchase orders or purchase order lines to copy to the voucher:

1. Enter search criteria in the PO Lookup Criteria group box:

PO Unit	Search for purchase orders by purchasing business unit.
PO No. (purchase order number)	Search for individual purchase orders. You must also enter a PO business unit.
View Matched/Cancelled Only?	Select to limit the search to include matched and cancelled purchase orders only. You must have authority to copy matched and cancelled purchase orders. You set this up in Defining User Preferences.
PO Dt Opt (purchase order date option)	Use this field in conjunction with the PO Date field to limit your search to purchase orders that fall within a selected date range.

2. Click Search to populate theSelect PO Lines scroll area with the purchase orders that match your search criteria.

Select	Select individual purchase order lines by selecting this check box in the appropriate row.
Quantity Vouchered	If you change the quantity vouchered, this value and the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.
Select All	Click to select all of the lines for a purchase order. Each purchase order that the system returns has a Select All button. You must click the button for each purchase order to select its lines.
Unselect All	Click to deselect all of the lines for a purchase order. Each purchase order that the system returns has a Deselect All button. You must click the button for each purchase order to select its lines.

3. Click Copy to Voucher to copy selected purchase order lines onto the voucher.

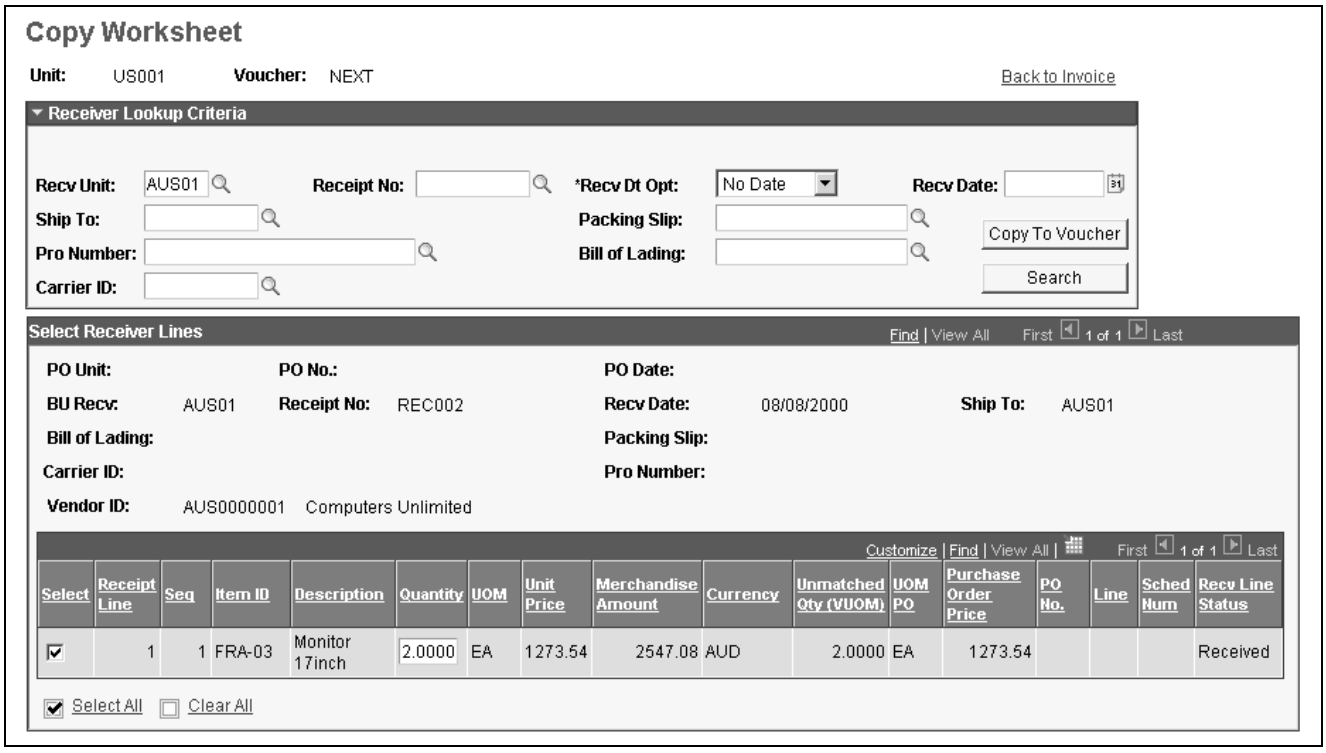
Note. If the Copy Matched and Closed PO option is selected for your user preferences and you create a voucher that references a PO that has a matched line (because an earlier voucher also referenced the PO) and an unmatched line, then when you copy the PO to the voucher, the matched PO line will copy with both the amount and the quantity at zero.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Pages Used To Define Application-Specific User Preferences

Copying Receiver Information

Access the Copy Worksheet (receiver) page.



Copy Worksheet (receiver) page

To select receivers or receiver lines to copy to the voucher:

1. Enter your search criteria in the Receiver Lookup Criteria group box:

PO Unit Search for purchase orders by Purchasing business unit.

Note. This field appears only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

PO No. Search for individual purchase orders.

Note. This field appears only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

PO Dt Opt (purchase date option) Use this field in conjunction with the PO Date field to limit your search to include purchase orders that fall within a selected date range.

Note. These fields appear only if you selected *PO Receipt* in the Worksheet Copy Option field on the Invoice Information page.

BU Recv (receiving business unit) Search for the receipts by receiving business unit.

Receipt No (receipt number) Search for individual receipts.

You can further narrow your search by selecting a ship to location, packing slip number, pro number, bill of lading, or carrier ID.

Recv Dt Opt (receipt date option) Use this field in conjunction with the Recv Date (receipt date) field to limit your search to include receipts that fall within a selected date range.

2. Click Search to populate theSelect Receiver Lines scroll area with the receipts that match your search criteria.

   If you are searching for purchase order receipts, you can view both purchase order and receiver information for each receiver returned by your search. If you are searching for non purchase order receipts, only the receiver information appears.

   Select Select individual receipt lines by selecting this check box in the appropriate row.

   Quantity If you change the quantity, this value as well as the extended amount (quantity × unit price) are carried forward to the voucher line. However, you must change the quantity on the distribution line manually on the Invoice Information page to match both the quantity and the extended amount.

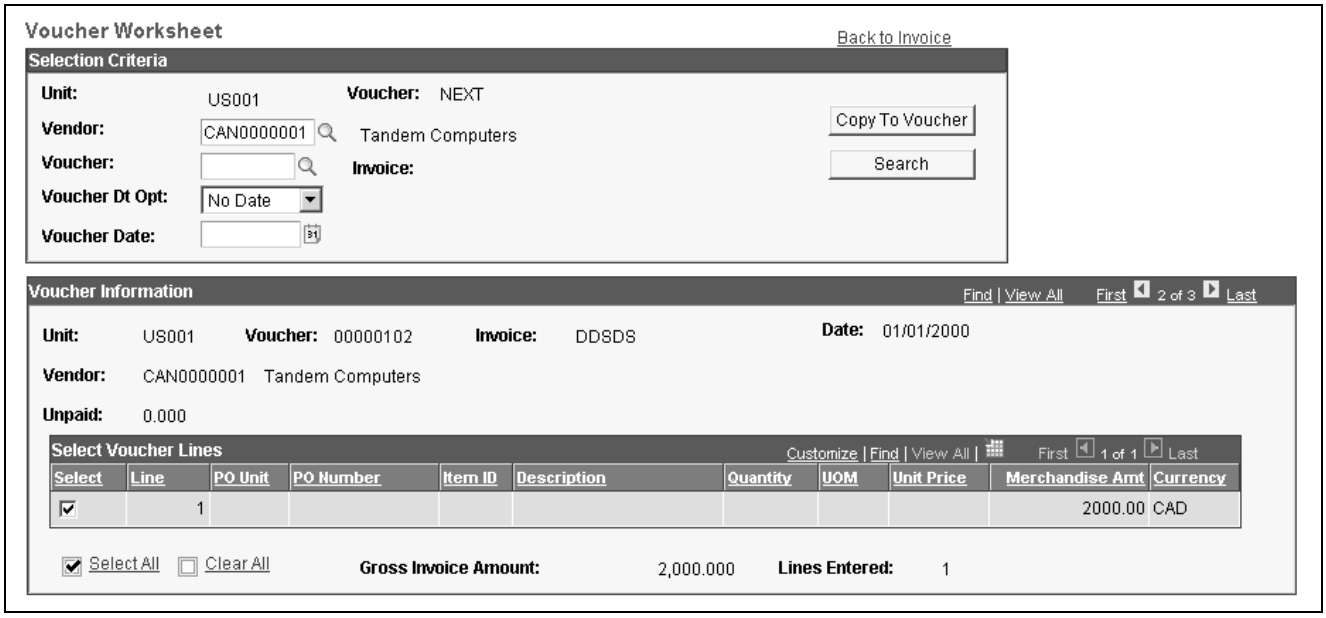
   Select All Click to select all of the lines for a receipt. Each receipt that the system returns has a Select All button. You must click the button for each receipt to select its lines.

   Unselect All Click to deselect all of the lines for a receipt. Each receipt that the system returns has a Deselect All button. You must click the button for each receipt to select its lines.

3. Click Copy to Voucher to copy selected receiver lines onto the voucher.

Copying Voucher Information

Access the Voucher Worksheet page.



Voucher Worksheet page

To select a voucher to copy to your voucher:

1. Enter your search criteria in the Selection Criteria region:

Vendor — Search for vouchers by vendor. The vendor's short name appears when you select the vendor.

Note. For third-party vouchers, there is an edit check to ensure that you do not enter the same vendor that you entered on the Invoice Information page.

Voucher — Search for individual vouchers. The voucher's invoice number appears when you select the voucher ID.

Voucher Dt Opt (voucher date option) — Use this field in conjunction with the Voucher Date field to limit your search to include vouchers that fall within a selected date range.

2. Click the Search button to populate theVoucher Information scroll area with the vouchers that match your search criteria.

   Fields in this scroll area include:

Unpaid — Indicates the unpaid balance of the voucher being adjusted.

The system issues a warning if the adjustment amount is greater than the unpaid balance of the voucher being adjusted.

Reverse Qty/Amt (reverse quantity/amount) — If the voucher you are adjusting references a purchase order, select this check box to reverse matched quantities or amounts for the purchase order.

This field is available only if you are creating a reversal or adjustment voucher.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," page 235.

Select Select individual voucher lines by selecting this check box in the appropriate row.

Adjust Matched Values, Restore Encumbrance or **Adjust Mtch Value/Encumbrance** This field is available only if you are creating an adjustment voucher and the original voucher has an unreconciled related purchase order. The field label and action of this field change depending on the following factors:

- Adjust Matched Values: Commitment Control is not enabled for the business unit and the purchase order copied to the voucher requires matching. Select to adjust the matched value on the purchase order.
- Restore Encumbrance: Commitment Control is enabled for the business unit and the purchase order copied to the voucher does not require matching. Select to have the Budget Processor process restore or liquidate the encumbrance budget.
- Adjust Mtch Value/Encumbrance: Commitment Control is enabled for the business unit and the purchase order copied to the voucher requires matching. Select to restore or liquidate the encumbrance budget and to adjust the matched value on the purchase order.

See Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 235.

Select All Click to select all of the lines for a voucher. Each voucher that the system returns has a Select All button. You must click the button for each voucher to select its lines.

Deselect All Click to deselect all of the lines for a voucher. Each voucher that the system returns has a Deselect All button. You must click the button for each voucher to select its lines.

3. Click Copy to Voucher to copy selected voucher lines onto the voucher.

Go To Voucher Header Click to return to the Invoice Information page without copying any voucher information.

Copying Template Information

To copy a template voucher:

1. Access the Voucher Template page.

Note. You must enter a vendor ID on the Invoice Information page before you can access the Voucher Template page by selecting the Worksheet Copy Option.

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2. Select a template ID.

   If only one template ID is defined for the vendor, that template ID will prepopulate this page field.

3. Click Copy from template to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher you are adding.

   This action returns you to the Invoice Information page.

4. Complete the voucher by adding the invoice date and invoice number, modifying any other fields you need to, and save.

Scheduling and Creating Voucher Payments

This section discusses how to:

- Enter payment information for vouchers.
- Define payment options.
- Override late charge information.
- Enter draft settings for draft payments.
- Enter HIPAA information.

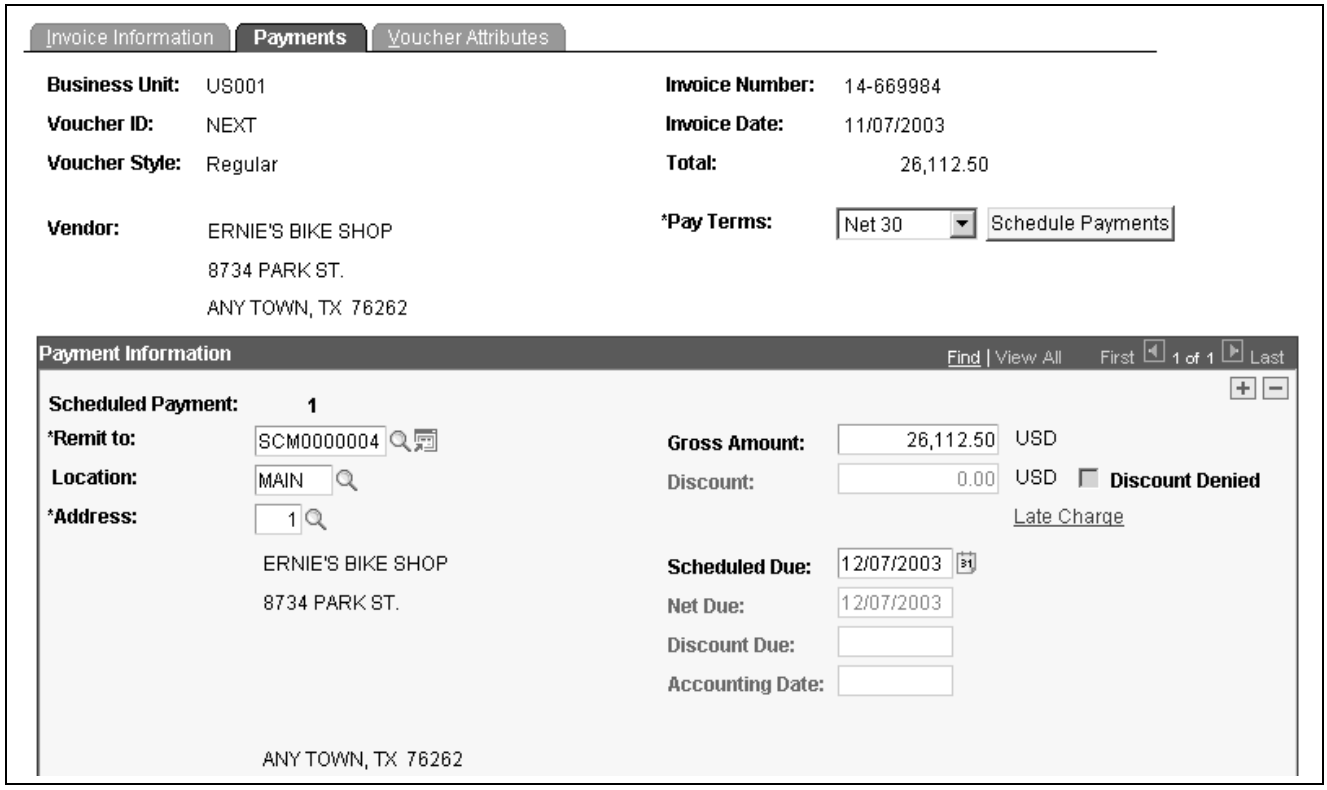
Pages Used to Schedule and Create Voucher Payments

Page Name	Object Name	Navigation	Usage
Voucher - Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments	View the payment schedule for a voucher and override payment settings. On this page, you can change the payment schedule, schedule multiple payments, schedule direct payment to an alternate vendor or vendor location, record a manual payment, and create an express payment.
Holiday/Currency Options	PAY_OPT_SEC	Click the Holiday/Currency Options link on the Voucher - Payments page .	Override the default bank holiday processing options and currency options for the payment.
Pay To Bank Accounts	PAY_TO_BANK_SCHED	Click the Vendor Bank Account link on the Voucher - Payments page.	Set the pay to bank account for the remit to vendor.
Late Charge Information	LATE_CHRG_SBP	Click the Late Charge link on the Voucher - Payments page.	Override late interest charge information.
Payment Message	PYMNT_VCHR_MSG	Click the Messages link on the Voucher - Payments page.	Enter a payment message text or select a predefined payment message code to include on the payment remittance advice.
Draft Maturity Dates	APD_MATURIT_DT_SEC	Click the Drafts link on the Voucher - Payments page. This link is active only for a draft payment method.	Specify draft settings for a draft payment method.

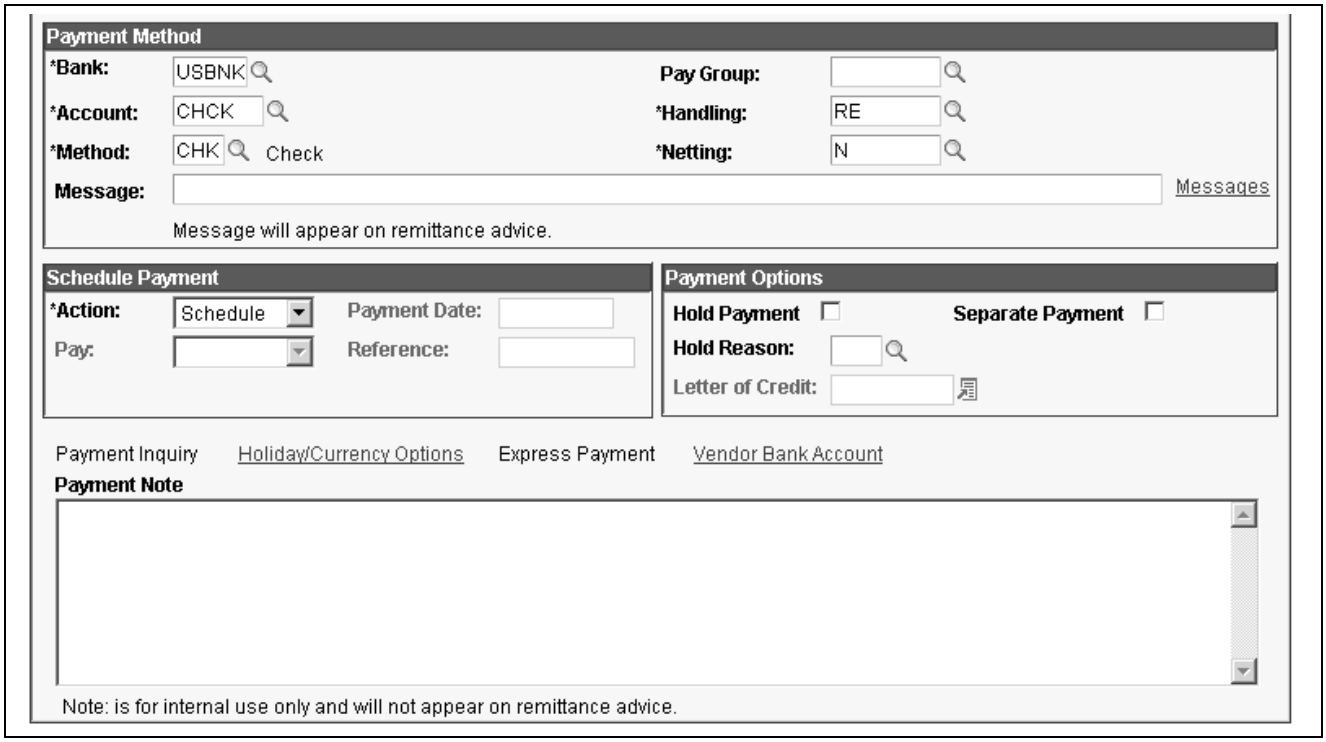
Page Name	Object Name	Navigation	Usage
Letter of Credit Details	LC_AP_INQ1	Click the View Related Links icon next to the Letter of Credit ID field on the Voucher - Payments page or the Voucher Attributes page.	View details about a letter of credit.
Letter of Credit Doc (letter of credit document)	LC_AP_INQ2	Click the View Related Links icon next to the Letter of Credit ID field on the Voucher - Payments page or the Voucher Attributes page.	View details about a letter of credit document.
HIPAA	VCHR_HIPAA_SEC	Click the HIPAA link on the Voucher - Payments page.	(USA) Enter information for Health Insurance Portability and Accountability Act of 1996 (HIPAA) compliance. The link and page appear only if the voucher's payment method has an EFT layout of *HIPAA*.

Entering Payment Information for Vouchers

Access the Voucher - Payments page.



Voucher - Payments page, add mode (1 of 2)



Voucher - Payments page, add mode (2 of 2)

PeopleSoft Payables schedules payments for a voucher when you save the voucher. At that time, the system processes the voucher fields against the Payment Terms table to determine the net due, discount due, and scheduled due dates for the payment.

Note. Remember that if the vendor is on hold, the system does not select the voucher for payment until you remove the payment hold status for the vendor.

Note. If a payment has been reconciled, the fields on this page are grayed out and unavailable.

Header

Pay Terms Modify the payment terms.

Schedule Payment Click this button to schedule the payment before you save the voucher. This function enables you to preview the payment due dates and discount (if any). With multi-payment terms, you can also generate installment payment records (and review and edit them, if necessary) in advance of committing them when saving the voucher. You can always edit the voucher immediately after saving, but this alternate method may offer more peace of mind.

HIPAA Click this link to access the HIPAA page, where you can enter HIPAA information for the voucher.

This link appears only if the voucher's payment method has an EFT layout of *HIPAA*.

Payment Information

Scheduled Payment Displays the scheduled payment number.

Remit to, Location, and **Address** Displays the appropriate remit to vendor for the payment based on the remit to vendor established for the vendor on the Invoice Information page. Whereas in most cases you remit directly to the vendor that sent you the voucher, the system enables you to override the default choices for remit to vendor, location, and address.

For example, if a vendor requires that payments be sent to its company corporate office rather than to a local office address, you can select the location to which the payment should be sent. You can also change the remit to vendor to pay one vendor for the vouchers of another, as is the case with factoring relationships, for example.

 Click the Alternate Names icon to enter alternate names for the remit-to vendor.

(USF) Schedule ID U.S. federal payment schedule ID. This field is populated only after you have run the Pay Cycle process for the payment.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737.

Gross Amount Enter the payment amount for the scheduled payment if you do not take a discount. If you have multiple payments scheduled for the voucher, the sum of the gross amounts for each of these payments must equal the gross amount of the voucher on the Invoice Information page.

Discount Enter the amount of the discount that can be taken on the scheduled payment. If you have multiple payments scheduled for the voucher, the sum of all the discount amounts must equal the total discount amount available for the voucher. If you miss the discount due date and elect not always to take the discount, you cannot take advantage of this discount amount, unless you reschedule the payment with new dates.

Late Charge Select to access the Late Charge Information page, where you can review and override the system-assigned payment reason code and the late charge information that appears by default through the Payables control hierarchy.

You can override the payment reason code after you have paid the voucher, but you cannot change the Late Charge Option or the Late Charge Code fields after payment. Only user-defined codes appear.

Note. This page is available only if you have enabled late charge calculation on the Installation Options - Payables page.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Setting Up and Calculating Late Interest Charges, page 751.

Net Due Displays the net due date. When PeopleSoft Payables automatically schedules payments, the system calculates the net due date by applying the appropriate net payment terms timing calculation for the payment terms

on the Invoice Information page. If you have specified net delay days for the vendor or for the Payables business unit, the system adds that number of days to the date calculated from the payment terms to determine the net due date when the gross amount for the scheduled payment is due.

Discount Due The system calculates the discount due date by applying the appropriate discount payment terms timing calculation for the payment terms on the Invoice Information page. If you have specified discount delay days for the vendor or for the Payables business unit, the system adds that number of days to the date calculated from the payment terms to determine the latest date that you can legitimately retain the discount amount for the scheduled payment.

Discount Denied This check box is display-only and is set by the Pay Cycle process. When the Evaluate Discount Rate feature is enabled at the Installation Options level, the Pay Cycle process determines whether the discount should be taken. If the discount is not taken, the Discount Denied check box is selected.

Scheduled Due Determines when to pay the scheduled payment. During the payment selection step of the Pay Cycle process, the system compares the pay through date (entered as part of your payment selection criteria) to the scheduled pay date. If the scheduled pay date is less than or equal to the pay through date, the scheduled payment is a candidate for payment.

When PeopleSoft Payables automatically schedules payments, the scheduled due date is set to one of these values:

- Discount due date: When there is a discount available and the discount due date is later than the current date.
- Net due date: When there is no discount available or the discount due date has passed.
- Current date: If the net due date has passed.

Users authorized to schedule payments manually can manipulate these dates and amounts to tailor the voucher's scheduled payments to meet your organization's cash flow requirements.

Note. When bank holiday processing is enabled, the system adjusts the scheduled due date forward or backward according to whether the due date falls on a work day, weekend, or holiday, depending on the parameters that are in effect.

Note. Once the scheduled due date has been populated for a payment (either by calculation or by direct user entry), that payment is considered *scheduled.* The payment schedule is not updated for any subsequent changes in payment terms or basis date/amount data. You must first remove the data from the Scheduled Due date field if you want to *reschedule* an already scheduled payment.

Accounting Date The accounting date is based on the settings defined in the PeopleSoft Payables default hierarchy.

Payment Method

Bank and **Account**

Select the bank and bank account from which the payment is issued. This appears by default from the control hierarchy, but you may override these settings.

Method

Select a payment method:

ACH: Automated Clearing House.

BEF: Customer-initiated EFT draft.

BOO: Customer-initiated draft.

CHK: System check.

DD: Direct debit.

DFT: Vendor-initiated draft.

EFT: Electronic Funds Transfer.

GE: Giro EFT.

GM: Manual giro.

LC: Letter of credit.

MAN: Manual check.

WIR: Wire report.

Drafts

Click to access the Draft Maturity Dates page, where you can specify the draft maturity date options for the payment. This link is active only if you select a draft payment method.

See Chapter 24, “Processing Drafts,” page 619.

Pay Group

Select the pay group for this payment, where applicable. Pay groups are used as part of the pay cycle selection criteria. You can use them to better control which payment schedules are selected when. You define vendor pay groups on the Vendor Pay Group Codes page.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Defining Procurement Options,” Defining Vendor Pay Group Codes.

Handling

Displays the payment handling code, which appears by default from the PeopleSoft Payables control hierarchy. Each payment handling code has a sort sequence related to it that determines the order in which it prints. Checks are printed according to the sort sequence in ascending order: the lower the sort sequence number, the higher the sort priority. You must always have a payment handling code on a scheduled payment. You define payment handling codes on the Payment Handling Codes page.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, “Defining Procurement Options,” Defining Payment Handling Codes.

Netting

Displays the status for the netting auto selection process (TR_NET_ASEL):

H (hold): Net payment is on hold for the netting auto selection process in PeopleSoft Treasury. This payment schedule is available for the netting selection process to select it.

N (not applicable): Netting does not apply to this payment. This vendor is not a netting vendor

S (selected): Net payment is selected for payment. Payment has been processed by the netting selection process and is now ready to be processed by the Netting Close process in pay cycle processing.

See *PeopleSoft Cash Management 8.8 PeopleBook*, "Managing Bilateral Netting".

Message

Enter a payment message of up to 70 characters to appear on the remittance advice (check stub). You can also click the Messages link to access the Payment Message page, where you can select message codes for predefined messages to appear on the remittance advice and specify the order in which they appear. You can repeat this for each scheduled payment.

You define message codes on the Payment Messages page in the Procurement Options menu.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Establishing Standard Payment Messages.

Schedule Payment

Action

Select the payment action:

- *Schedule:* This is the default value for scheduled payments.
- *Record:* Select to record a manual payment.

  Today's date populates the Payment Date field.

  Note. You can also create manual payments using the Manual Payment Creation page.

- *Cancelled:* Indicates that this payment has been cancelled. This value is display only; you cannot select it.
- *Escheated:* Indicates that this payment has been escheated. This value is display only; you cannot select it.
- *Prepaid:* Indicates that this payment schedule was paid by a prepayment. This value is display only; you cannot select it.

See Chapter 16, "Using Additional Payment Processing Options," page 425.

See Chapter 23, "Processing Prepayments," page 591.

Pay

This field is only enabled if you have set the payment action to *Record.* This field enables you to indicate that either the *Full* amount or the *Discounted* amount is being paid.

Reference Enter a reference number when recording a manual payment.

Payment Date The default is today's date. You can change it to reflect the date of the manual payment.

Applied Voucher Displays the voucher ID of the prepaid voucher to which this regular voucher was applied. This field appears only on regular vouchers applied to prepayments.

See Chapter 23, "Processing Prepayments," page 591.

Payment Options

Hold Payment Select this option to place a payment on hold. The system stores the scheduled payment but the Pay Cycle process does not pay it.

When you are ready to take the payment off hold, clear the check box.

Hold Reason Select a code to explain the payment hold:

- *AMT:* Amount in Dispute.
- *CRT:* Contract Retention.

Note. Retention from a recurring voucher contract is automatically placed on hold.

- *GDS:* Goods in Dispute.
- *IPC:* Inbound IPAC Required
- *QTY:* Quantity in Dispute
- *WTH:* Withhold Hold.

Note. A payment may be automatically placed on Withhold Hold, depending on the withholding setup.

The reason codes are stored in a translate table. You can add more codes to the translate table using PeopleTools.

Letter of Credit Displays the ID for the letter of credit. This field is only active for a payment method of *LC*.

Click the View Related Links icon to view the Letter of Credit Details page and the Letter of Credit document page.

See Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," Letters of Credit, page 105.

Separate Payment Select this check box if you do not want this payment to be grouped with other payments for the remit to vendor.

(USF) Inbound IPAC Select to indicate that this voucher is to be applied to an inbound IPAC transaction. This places the voucher payment on hold with a Hold Reason

of *IPC,* IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher.

This field is available only if you have enabled federal payments on the Installation Options - Payables page.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Processing Inbound IPAC Transactions, page 772.

(USF) Select IPAC Click to access the Inbound IPAC Stage Selection page, where you can search for and select staged inbound IPAC transactions to associate with the voucher.

This field is available only if you have enabled federal payments on the Installation Options - Payables page.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Processing Inbound IPAC Transactions, page 772.

Other Links

Payment Inquiry Click to access the Payment Inquiry page to view payment information. This link is active only if the voucher has been paid.

See Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Payment Information, page 548.

Holiday/Currency Options Click to access the Holiday/Currency Options page, where you can change the default bank holiday processing and currency options for the payment.

Express Payment Click to access the Express Payment page, where you can create an express payment. The system copies all relevant information on the voucher to the payment fields for creating an express payment.

See Chapter 16, "Using Additional Payment Processing Options," Using Express Payments, page 433.

Vendor Bank Account Click to access the Pay To Bank Accounts page, where you can select the bank account sequence number for the vendor bank account you want to use. The pay to bank accounts that are available for selection on this page are defined on the Vendor Information - Pay to Bank Accounts page.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook,* "Maintaining Vendor Information," Defining Vendor Bank Accounts.

Prepayment Select to search for and apply eligible regular vouchers to a prepaid voucher. This link is active only if you are entering a prepaid voucher.

See Chapter 23, "Processing Prepayments," page 591.

(USF) IPAC Click to access the IPAC page, where you can enter and review IPAC information for the voucher. This link is active only if you have enabled federal payments on the Installation Options - Payables page and the payment method you selected is defined as an IPAC EFT layout for the bank you have selected.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System (IPAC) Transactions in PeopleSoft Payables, page 763.

Payment Amounts Other Than Gross or Discount

If you want to enter a payment that differs from the gross or discount amounts, you must enter additional payment schedules that add up to one of those amounts. Do this by inserting new rows for the payment and scheduling those payments for a later date.

For example, if the gross amount is 100.00 EUR, and you want to enter a manual payment of EUR 70.00, you must create two payment schedules for the voucher:

1. One for EUR 70.00.
2. One for EUR 30.00.

Change the gross amount on the existing payment schedule to EUR 70.00, and then insert a new payment schedule row and enter a payment of EUR 30.00 to equal the gross amount of the voucher. The system does not allow you to save the manual payment of EUR 70.00 until the voucher balances to either the gross or discount amount.

Vouchers with Payment Terms that Include Rebate Processing

Some vendors provide a rebate rather than a discount for payments made early. You can set up such payment terms on the Payment Terms - Single Payment page.

When the Voucher component processes vouchers with rebate terms, it performs the following validations:

- Accounting policy must be gross.
- Discount due date and scheduled due date must be today's date.
- All voucher lines must be set to discount applicable.
- Only one scheduled payment per voucher.

There is no discount calculation when you save the voucher. Rebate calculation takes place in the payment selection step of the Pay Cycle process.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Defining Single Payment Terms.

Defining Holiday Processing and Currency Options

Access the Holiday/Currency Options page.

Holiday Processing Options

The system calculates bank holidays using the business calendar.

Holiday Options Select from the following:

Not Applicable: The system does not take bank holidays into consideration when it calculates the payment due dates.

Due After Holiday: The system takes any bank holidays into consideration when it calculates the payment due date and delays payment until after the bank holiday.

If you select this value, you can also select the Allow due date in next month check box to enable the payment to be made in the next month. If you don't select this check box, and the payment date after a holiday does fall in the next month, the system schedules the payment before the holiday. For example, you would not select this value if you generally want payments to be made after a holiday but not in the next month when a holiday falls at the end of a month.

Due Before Holiday: The system takes any bank holidays into consideration when it calculates the payment due date and makes the payment before the bank holiday.

Days Enter the number of days after or before the holiday the payment can be made.

Currency Options

Payment Currency Select the currency in which the payment is made.

Rate Type Select the rate type for converting the invoice currency to the payment currency.

Specify Rate Select if you want to enter a specific rate for converting the invoice currency to the payment currency in the Exchange Rate field.

Paid If you enter a specific exchange rate, the amount in the payment currency is calculated and reported here.

Note. This field is in deferred processing mode and a trip to the server is required to calculate the paid amount. You can invoke a trip to the server by clicking the Refresh button (access key: ALT+0).

Overriding Late Charge Information

Access the Late Charge Information page.

Payment Reason Code Displays the system-assigned payment reason code; you can override this value after you have paid the voucher.

You set up payment reason codes on the Payment Reason Codes page. The system-applied reason code that you attach to the SetID for this business unit on the Payables Options - Payments page defaults into this field.

Late Charge Option Select either *Compute Charges* to have the system calculate late charges, or select *Not Applicable.*

You cannot change this value after the voucher has been paid.

Late Charge Code If you choose to compute late charges at the voucher level, set the value here.

You cannot change this value after the voucher has been paid.

You set up late charge codes on the Late Interest Charges page.

Late Charge Amount Displays the amount of the late charge to be paid.

Late Charge Denied If the system calculated late charge is below the minimum pay amount (as defined during late charge set up), the system does not pay the late charge. The late charge is denied. The system displays the denied amount in the Late Charge Denied field and the late charge amount becomes zero. When the late charge is above the minimum pay amount, it appears in the Late Charge Amount field and the Late Charge Denied field becomes zero.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Single Payment Terms

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Setting Up and Calculating Late Interest Charges, page 751

Entering Draft Settings for Draft Payments

Access the Draft Maturity Dates page.

Draft Sight References the agreed upon payment terms between you and your vendor. These terms are similar to accounts payable and accounts receivable payment terms, except that it does not use discounts. You maintain your default sight codes at the business unit, voucher origin, and vendor levels of the PeopleSoft control hierarchy. The system uses the draft sight code to calculate the maturity date.

Maturity Date When you save a voucher with a payment method of draft, the system calculates the draft maturity date and the scheduled maturity date using the scheduled due date, draft sight code, and bank holiday processing options. You can override the Maturity Date field here, but the voucher payment schedule due date must be less than or equal to the maturity date.

Scheduled Maturity Date When you save a voucher with a payment method of draft, the system calculates the draft maturity date and the scheduled maturity date using the scheduled due date, draft sight code, and bank holiday processing options. You can override the Scheduled Maturity Date field here, but the voucher payment schedule due date must be less than or equal to the maturity date.

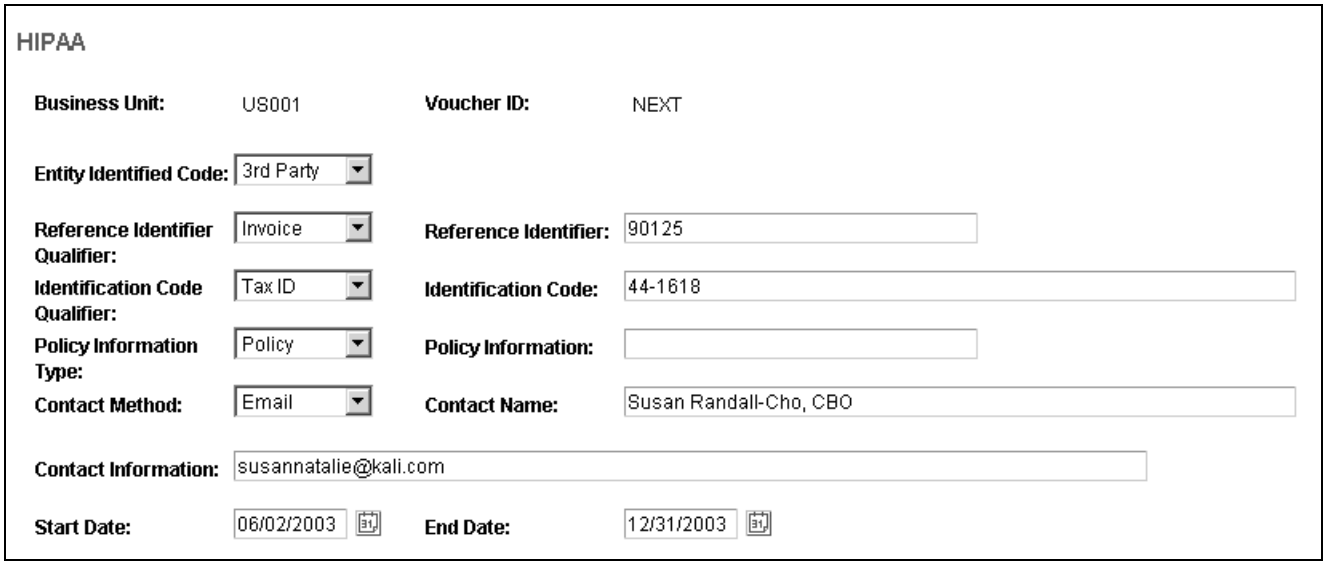
Group Code Use to group payment schedules manually into one draft.

See Also

Chapter 24, "Processing Drafts," page 619

(USA) Entering HIPAA Information

Access the HIPAA page.



HIPAA page

Entity Identified Code Enter a code to identify the organizational entity, physical location, property, or individual: *3rd Party* or *Payer.*

Reference Identifier Qualifier and **Reference Identifier** Enter a qualifier to indicate against which the payment is to be applied: *Invoice, Master,* or *Plan,* and a corresponding identifier number from the agency authorizing the payment.

Identification Code Qualifier and **Identification Code** Enter a qualifier to indicate the code structure method of the Identification Code: *D&B* (Dun and Bradstreet), *D&B + Sfx* (Dun and Bradstreet plus 4-character suffix), *Insurance, Plan ID,* or *Tax ID,* and enter the corresponding code.

Policy Information Type and **Policy Information** Enter *Account, Contract, Invoice,* or *Policy* to define the policy type, and additional information, such as the policy number.

Contact Method and **Contact Name** Enter the preferred contact method: *Email, Fax,* or *Telephone,* and the contact person's name.

Contact Information Enter specific contact information, such as email address.

Start Date and **End Date** Enter the dates to define the duration of the policy.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," (USA) Vouchers for HIPAA Payments, page 174

Completing Voucher Attributes

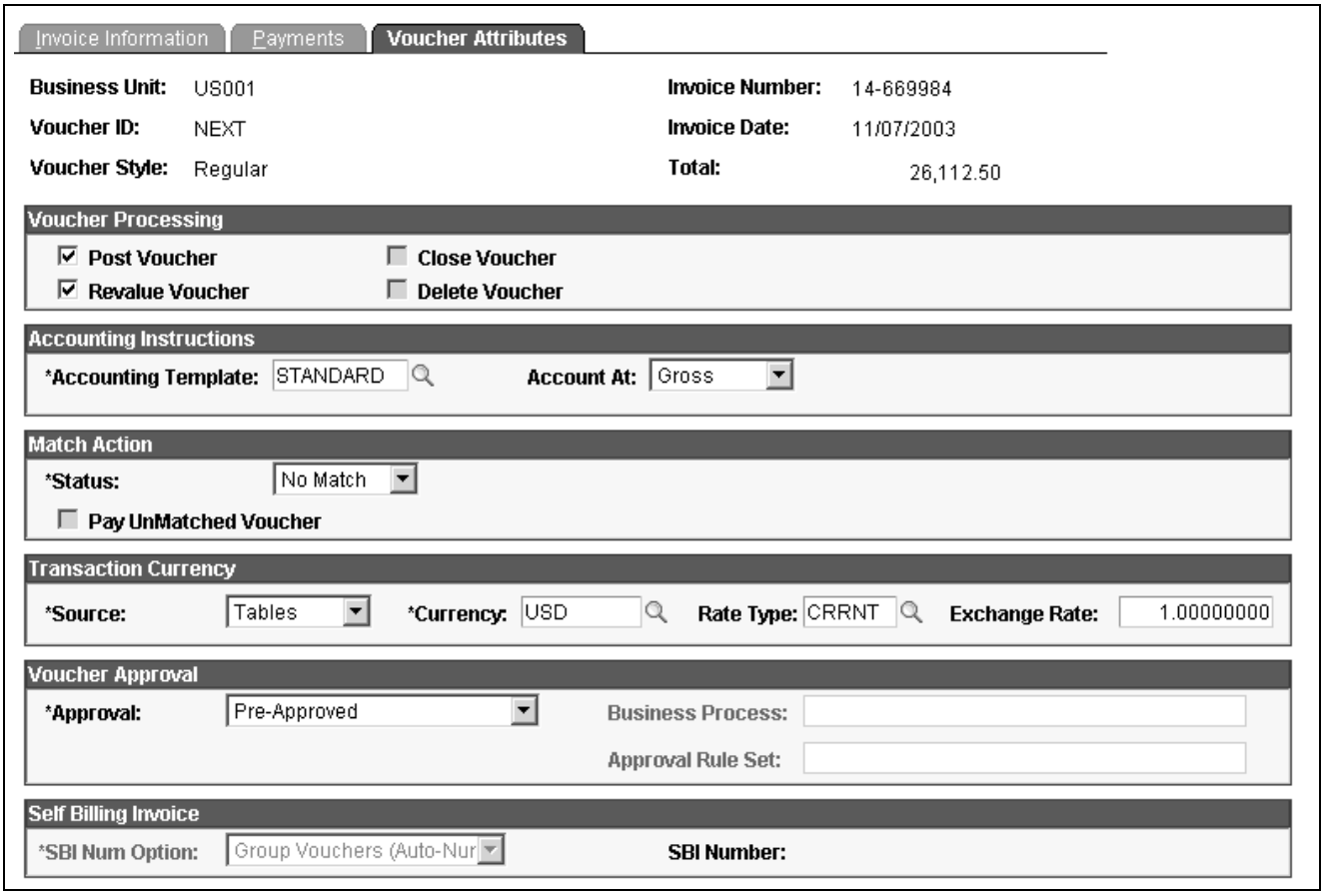
This section discusses how to view and modify voucher attributes.

Page Used to Complete Voucher Attributes

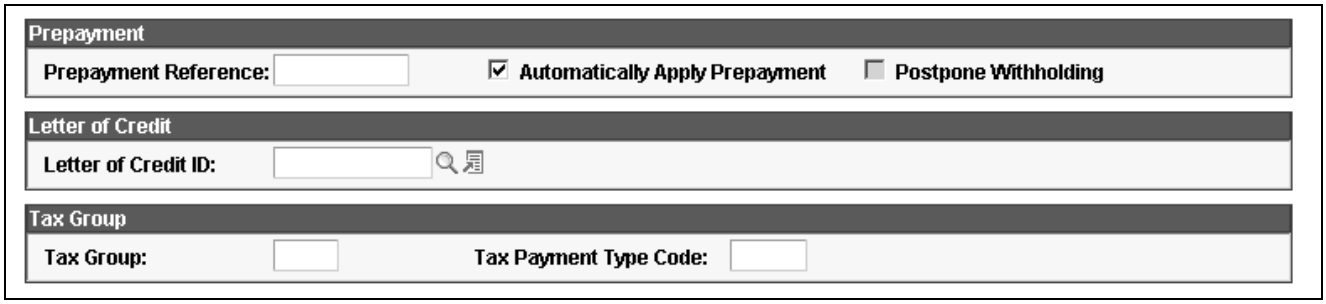
Page Name	Object Name	Navigation	Usage
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes	View and, if applicable, override the default transaction currency processing, the match status, the voucher approval setting, voucher processing options, tax group, and accounting instructions. Where applicable you can also pay unmatched vouchers and access SBI (Self Billing Invoice), prepayment, and Letter of Credit information on this page.

Viewing and Modifying Voucher Attributes

Access the Voucher Attributes page.



Voucher Attributes page in add mode (1 of 2)



Voucher Attributes page (2 of 2)

Voucher Processing

The fields in the Voucher Processing group box enable you to select various voucher processing options. Depending on the status of the voucher and its stage in the voucher life cycle, not all of these options may be available.

Post Select to allow the voucher to post. The default for a voucher is derived from the control hierarchy: control group, origin, business unit. If the default is post, the check box is selected and the voucher is available to the voucher posting process, assuming that all other edit, approval, and control group criteria are met.

To prevent the voucher from posting, clear this check box.

Revalue Voucher This check box is selected by default and must remain selected if the voucher is to be picked up by the PS/AP Revaluation process (AP_REVALUE).

See Chapter 28, "Processing Multiple Currencies in PeopleSoft Payables," Performing the PS/AP Revaluation Process, page 715.

Close Voucher Enables you to relieve any outstanding liability on a voucher without paying it to the vendor. You might opt do this to ensure proper payment on a disputed vendor invoice. The voucher posting process creates the accounting entries to close the voucher, and the reversals go back against the original expense account. This check box is not available if the voucher has not been posted.

Delete Voucher Enables you to delete a voucher from PeopleSoft Payables. For control purposes, you can do this only if the voucher is in an unposted state and no portion of the voucher has ever been paid.

See Chapter 17, "Running Voucher and Payment Posting," page 469.

Accounting Instructions

The values appear by default based on the PeopleSoft Payables control hierarchy. You can override them.

Accounting Template Identifies the Accounting Entry Template that is associated with this voucher. The Accounting Entry Template controls the offset accounts, for example the sales tax, freight, and discount accounts.

Account At Determines how you view discounts. Select from:

Net: Accounting at net assumes that you will always take a discount. If you don't, the discount is lost.

Gross: If you account at gross, the discount is earned when you are able to take it.

Match Action

Status

The current matching status of the voucher. You can change the match status, but what you can change varies depending on where the voucher is in the matching process.

For example, prior to running the matching process, you can change the matching status to *No Match* on a line by line basis; that is, you can indicate which lines require matching and which lines do not.

The user ID does not require match override authority to switch between a matching status of *Ready* and a status of *No Match.*

The match status values are:

Ready: Marks the voucher as ready for matching, so that it can be processed the next time the matching process is run.

If voucher lines exist that have been flagged as full match, the system sets the voucher matching status to *Ready* before the voucher can be saved. The system sets this value automatically when it copies voucher information from a purchase order or receiver.

You can set this value manually as well. The user ID does not require match override authority to switch between a matching status of *Ready* and a status of *No Match.*

No Match: Indicates that all voucher lines are flagged as *Do Not Match.*

If no lines are flagged for matching, the system sets voucher matching to *No Match.* The system sets this value automatically when it copies voucher information from a purchase order or receiver.

You can set this value manually as well.

Matched: Indicates that the voucher has successfully passed the matching process.

Exceptions: A voucher that fails the matching process initially has a status of *Exceptions.* In this case, you can select the Match Errors link on the Voucher - Summary page to transfer to the Match Exceptions Log page. Or you can override the match status here, provided your user ID has match override authority.

Once a voucher has failed the matching process, the matching status may be changed to:

Matching: Indicates that the matching process is currently being run for this voucher.

Overridden: Enables the voucher to pass matching by setting the match status to *Matched,* even though the voucher does not match specified purchase orders or receivers.

Rejected: Keeps the voucher in an unpayable state due to errors in the matching process. It will be posted.

Exceptions: If you had previously set the status to either *Overridden* or *Rejected,* you may change it back to *Exceptions.*

Pay UnMatched Voucher Select to pay an unmatched voucher. You must have authority, defined in user preferences, to do this.

See Chapter 14, "Running the Matching Process," page 349.

Transaction Currency

The fields in the Transaction Currency group box enable you to view and override the default voucher transaction currency and the rate type (or user-defined exchange rate) that is used to convert the voucher transaction currency into the business unit's base currency when you post the voucher. You can override the default settings before posting the voucher.

Note. The exchange rate you view or enter here has no effect on the payment currency. To convert the invoice currency to a different payment currency, use the Holiday/Currency Options page, accessed from the Voucher - Payments page.

Source Select the source of the currency exchange rate:

Tables: The system determines the currency exchange rate automatically using the PeopleSoft Financials exchange rate table.

If the system is assigning the exchange rate using the PeopleSoft Financials exchange rate tables, the voucher transaction currency, rate type, and invoice date determine which rate the system uses to convert amounts to the business unit's base currency.

User: Enter your own exchange rate (independent of the tables) in the Exchange Rate field.

Currency, Rate Type, and **Exchange Rate** The currency and rate type appear by default from the control hierarchy of business unit, origin, control group, and vendor. You can override these settings here on the voucher.

Voucher Approval

Approval Set the approval status of the voucher:

Default from Higher Level: The system looks to the next level in the PeopleSoft Payables hierarchy for the voucher approval setting.

Pre-Approved: The voucher's approval status is set to approved. The voucher is not routed for approval and is immediately available for payment.

Specify at this level: Specify the Business Process and Rule Set to use for approving the voucher using the Virtual Approver.

Note. A voucher must be approved before it can be paid.

See Chapter 13, “Managing Vouchers,” Approving Vouchers, page 303.

Self Billing Invoice

Enter a self-billing invoice number option and number.

See Chapter 26, “Processing Self-Billed Invoices ,” page 683.

Prepayment

Enter prepayment information.

See Chapter 23, “Processing Prepayments,” page 591.

Letter of Credit

Letter of Credit ID Select the letter of credit ID for the payment. This field is populated during voucher save based on the value in the L/C ID field on the Payments page.



Click the View Related Links icon to view the Letter of Credit Details page and the Letter of Credit document page.

See Chapter 6, “Understanding Payment Formats and Configuring Payment Forms,” Letters of Credit, page 105.

Tax Group

Tax Group and **Tax Payment Type Code** PeopleSoft Payables uses these fields to create payments, for example garnishment payments, for PeopleSoft Payroll.

Viewing Voucher Summary Information

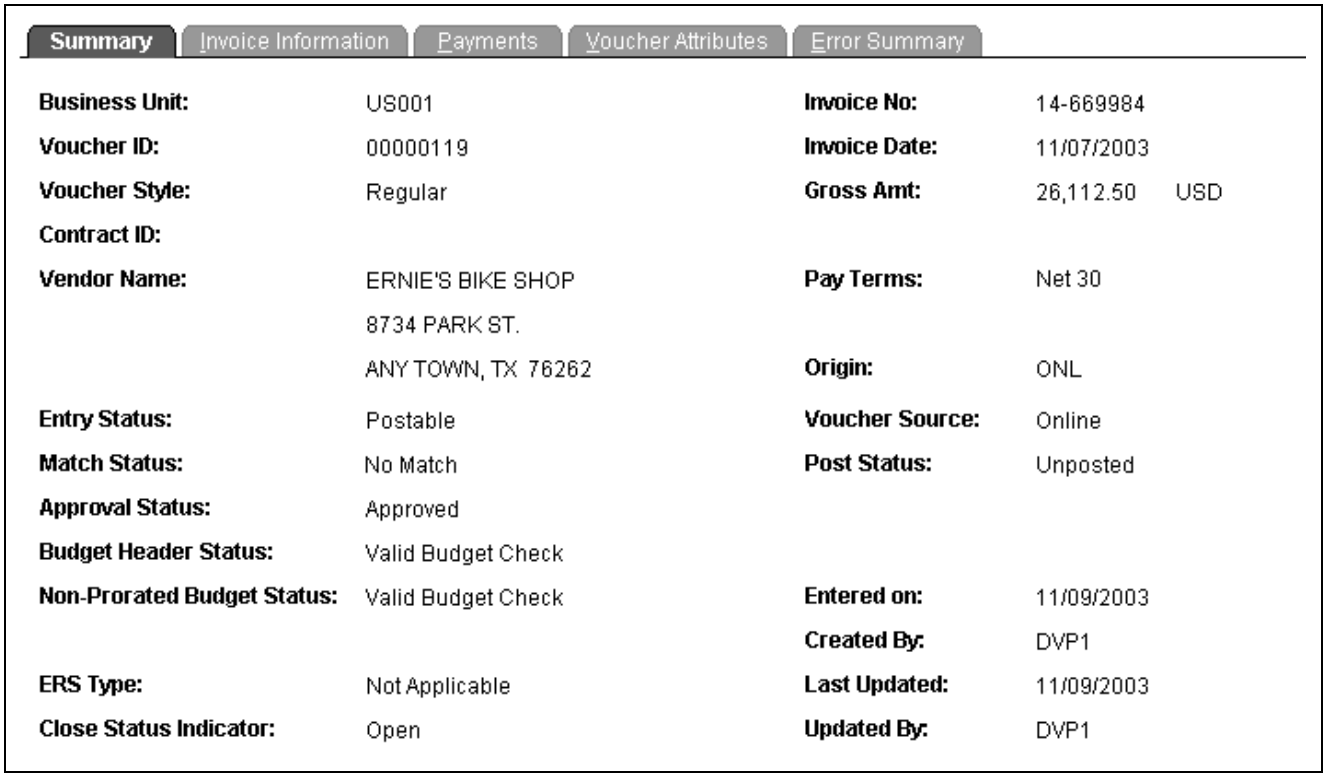
This section discusses how to view voucher summary information.

Page Used to View Voucher Summary Information

Page Name	Object Name	Navigation	Usage
Voucher - Summary	VCHR_SUMMARY_PG	Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary Appears only after you save the voucher.	View important voucher information, summarized from the other three primary pages, such as voucher header information, various statuses, and payment terms. Also view voucher entry information, such as the voucher source, the date entered, the user ID that entered the voucher, and the date the voucher was last updated.

Viewing Voucher Summary Information

Access the Voucher - Summary page.



Voucher - Summary page

Contract ID Displays the contract ID associated with this voucher.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Using Voucher and Order Contracts".

Entry Status Displays the phase of the voucher's processing. Values include *Recycled, Approved, Open,* and *Postable.*

Match Status

Values include *Exceptions, Matched, Matching, No Match, Overridden, Ready,* and *Rejected.*

If there are match exceptions, click the *Exceptions* link to access the Match Manager page.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 222.

See Chapter 14, "Running the Matching Process," page 349.

Budget Header Status and **Non-Prorated Budget Status**

Displays the budget checking status of the voucher total amount and non-prorated miscellaneous charges, respectively, if you are using Commitment Control. Values include:

Error

Not Budget Checked

Valid Budget Check

See Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," page 567.

Post Status

Voucher posting status:

Posted: the Voucher Posting process has run successfully.

Unposted: the Voucher Posting process has not been run.

See Chapter 17, "Running Voucher and Payment Posting," page 469.

ERS Type

Indicates the source for the ERS voucher (evaluated receipt settlement).

See Chapter 11, "Processing Batch Vouchers," ERS Vouchers, page 259.

Document Tolerance Status

If Document Tolerance checking is enabled, the system displays the Document Tolerance Status field. Values are:

V (valid): The voucher has passed document tolerance checking.

N (not checked): The voucher requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked.*

E (error): Exceptions were generated for the voucher during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

See Chapter 22, "Running Document Tolerances," page 585.

Voucher Source

Indicates the source used to create this voucher.

See Chapter 11, "Processing Batch Vouchers," Understanding Voucher Build Processing, page 253.

Origin

Displays the voucher origin.

See Chapter 5, "Organizing Vouchers with Origins and Control Groups," page 75.

Viewing Voucher Errors

PeopleSoft Payables logs errors for any vouchers in recycle status—whether you entered the voucher online or built it through the Voucher Build process—and lists them on the Error Summary page in the voucher component. To find vouchers with errors, enter *Recycle* in the Entry Status field on the add search page. You can also use the Voucher Maintenance component to review and correct voucher errors and the Voucher Mass Maintenance component to correct batches of vouchers that share the same error. These components are designed expressly for voucher error review or modification.

This section discusses how to view voucher errors using the Voucher component.

See Also

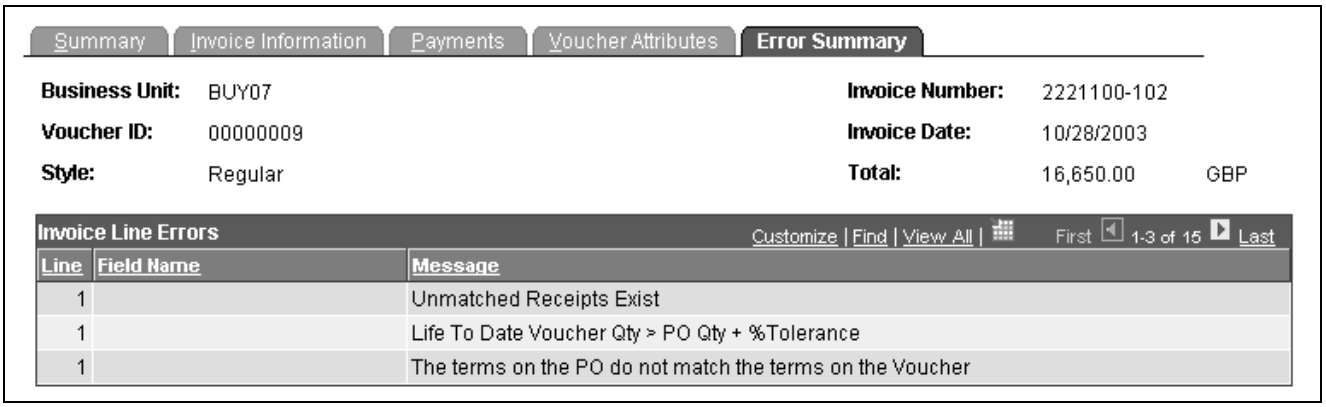
Chapter 13, "Managing Vouchers," page 301

Pages Used to View Voucher Errors Using the Voucher Component

Page Name	Object Name	Navigation	Usage
Voucher - Error Summary	VCHR_ERRORSMMRY_PG	Accounts Payable, Vouchers, Add/Update, Regular Entry, Error Summary Appears only after you save the voucher.	View any Voucher Build processing errors, matching errors, duplicate invoices, and out of balance and combination edit errors on the voucher.
Header Errors for Business Unit *x*, Voucher *y*	VCHRHDR_ERRORS_SEC	 Click the Go To Review Errors icon in the header section on the Invoice Information page.	View errors on the voucher header.
Errors for Invoice Line *x*	VCHRLN_ERRORS_SEC	 Click the Go To Review Errors icon in the Invoice Lines scroll area on the Invoice Information page.	View errors on a voucher line.
Errors for Distribution Line *x* in Invoice Line *y*	VCHRDST_ERRORS_SEC	 Click the Go To Review Errors icon in the Distribution Lines grid on the Invoice Information page.	View errors on a voucher distribution line.
Miscellaneous Charges Errors for Business Unit *x*, Voucher *y*	VCHRMSC_ERRORS_SEC	 Click the Go To Review Errors icon next to the Misc. Amount field on the Invoice Information page.	View miscellaneous charge errors for a voucher.
Errors for Scheduled Payment *x*	VCHRSCH_ERRORS_SEC	 Click the Go To Review Errors icon on the Voucher - Payments page.	View errors for a scheduled payment.

Viewing Voucher Errors Using the Voucher Component

Access the Voucher - Error Summary page.



Voucher - Error Summary page

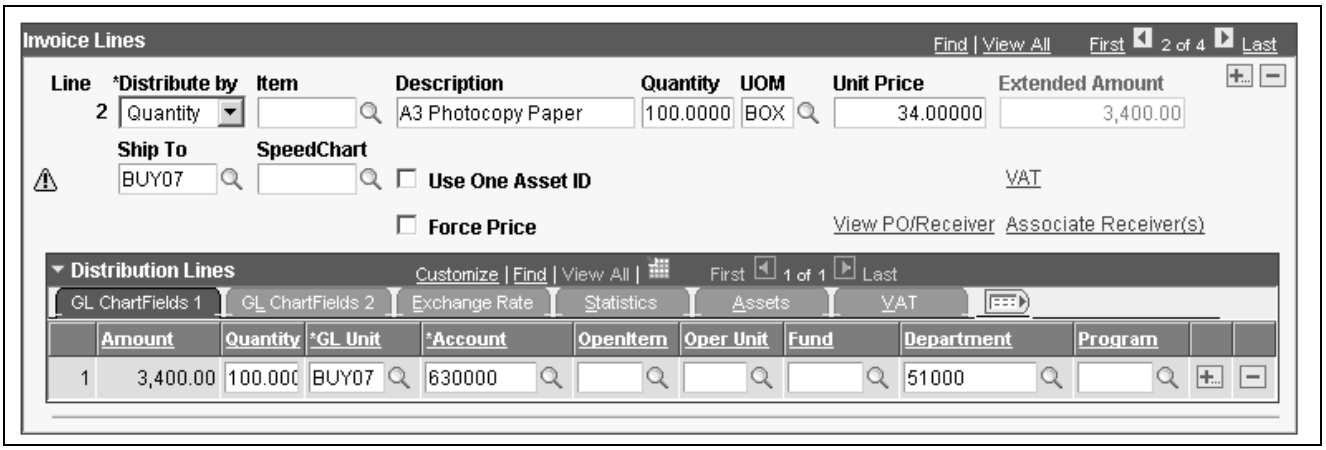
Note. Five different scroll areas can appear on this page: Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors. Only scroll areas that contain errors appear.

Field Name Displays the field where the error exists.

Message Displays an explanation of the error.

Viewing Voucher Errors from the Invoice Information page and Payments page

You can also view voucher errors directly from the Invoice Information page and Payments page.



Invoice Lines scroll area on the Invoice Information page, showing Go to Review Errors icon



Click the Go to Review Errors icon to view a description of a voucher error:

- For voucher header errors, this icon appears next to the Voucher ID field on the Invoice Information page header, and takes you to the Header Errors for Business Unit *x*, Voucher *y* page, where you can view a description of the voucher header error.
- For miscellaneous charge errors, this icon appears next to the Misc Amount field, and takes you to the Miscellaneous Charges

Errors for Business Unit *x*, Voucher *y* page, where you can view a description of the miscellaneous charge errors.

- For voucher line errors, this icon appears in the Invoice Lines scroll area, and takes you to the Errors for Voucher Line *x* page, where you can view a description of the voucher line errors.
- For voucher distribution line errors, this icon appears in the Distribution Lines grid, and takes you to the Errors for Distribution Line *x* in Voucher Line *y* page, where you can view a description of the voucher distribution line errors.
- For scheduled payment errors, this icon appears on the Voucher - Payments page, and takes you to the Errors for Scheduled Payment *x*page, where you can view a description of the scheduled payment errors.

Running On-Demand Voucher Processes as a Batch Request

If your user ID has access to the appropriate on-demand process group, you can process a voucher on demand, directly from the Invoice Information page, after you save the voucher. You also have the option of running on-demand voucher processes from a batch request page. The advantage of this option over regular batch processing is that you can run a sequential group of processes on a batch of vouchers without having to enter multiple batch requests.

This section discusses how to run on-demand voucher process groups as a batch request.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 179

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up On-Demand Processing"

Page Used to Run Batch On-Demand Voucher Processes

Page Name	Object Name	Navigation	Usage
Voucher On-Demand Processes	VCHR_STM_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher On-Demand Process	Run on-demand process groups (predefined groups of multiple, sequential voucher processes) for a batch of vouchers.

Running Batch On-Demand Voucher Processes

Access the Voucher On-Demand Processes page.

Voucher Process Option Select from the following:

- *Process All Units:* process all available vouchers in all business units.

- *Process Business Unit:* process all available vouchers in a specific business unit, which you enter in the Business Unit field.
- *Process Voucher:* process a specific voucher, which you enter in the Voucher field.

Initiate Entry Event Generator

Select to initiate the FS_EVENTGEN Application Engine process to generate entry events when running the on-demand process group.

See Chapter 31, "Using Entry Events in PeopleSoft Payables," page 781.

Action

Select one of the following on-demand process groups:

- Journal Generate (PST_VCHRGL)
- Journal Gen, Load AM (POSTAPGLAM)
- Voucher Post Load AM (POSTAPAM)
- Voucher Post (PST_VCHR)

Note. The process groups available depend on your user ID.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Up On-Demand Processing".

CHAPTER 10

Entering and Processing Vouchers Online: Specific Voucher Styles

This chapter discusses how to:

- Enter regular vouchers.
- Enter adjustment vouchers.
- Enter journal vouchers.
- Enter prepaid vouchers.
- Enter register vouchers.
- Enter reversal vouchers.
- Enter single payment vouchers.
- Enter template vouchers.
- Enter third-party vouchers.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

Entering Regular Vouchers

Follow the instructions provided for entering vouchers in the general voucher entry information chapter. Unless a page element, edit, or process is explicitly described as applying only to another voucher style, you can assume that it applies to the regular voucher style.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Entering Adjustment Vouchers

This section provides an overview of adjustment vouchers and discusses how to:

- Create adjustment vouchers.
- Adjust matched values.
- Reverse quantities or amounts for purchase order information.

• Reverse quantities or amounts for receipt information.

Understanding Adjustment Vouchers

Adjustment vouchers are used to adjust existing vouchers or to relate two vouchers to each other. For example, let's say you ordered food for your company meeting but did not receive all that you ordered. You can make adjustments for the missing items using an adjustment voucher. Or if you are being billed in two parts for a major purchase, and you need to link the two invoices, enter the second invoice as an adjustment.

You can also use adjustment vouchers to enter credit adjustment vouchers that reference purchase orders. Some credits from vendors for damaged merchandise, for example, are not reflected on return to vendor credits. You can use adjustment vouchers to capture these credits.

You can enter adjustment information manually, or you can copy into the adjustment voucher the voucher that you want to adjust.

Pages Used to Enter Adjustment Vouchers

Adjustment vouchers use the same pages as regular vouchers, although the pages contain some different fields, field values, and processing.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Creating Adjustment Vouchers

To create adjustment vouchers:

1. Select *Adjustments* in the Voucher Style field on the add search page for the Voucher component and click Add.
2. (Optional) On the Invoice Information page, in the Copy from a Source Document group box, enter the voucher ID of the voucher you want to reverse in the Voucher ID field and click the Copy to Voucher button to copy the entire voucher.

   These fields appear only for adjustment vouchers.

   Note. Source vouchers must have the same business unit, vendor setID, and vendor ID as the adjustment voucher you are creating.

3. (Optional) To copy individual voucher lines, enter a vendor on the Invoice Information header and click the Copy From Worksheet link in the unlabeled group box above the Invoice Lines scroll area.

   This accesses the Voucher Worksheet page, where you can search for and copy voucher lines to your adjustment voucher.

   If you are adjusting a voucher that references a purchase order, you can update the prior quantity and amount matched against the purchase order by selecting the Reverse Qty/Amt field on the Voucher Worksheet page. You can also have the Budget Processor restore or liquidate the encumbrance budget by selecting Adjust Matched Values on the Voucher Worksheet page.

   Click Copy to Voucher to copy selected voucher lines to the adjustment voucher and return to the Invoice Information page.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 207.

4. On the Invoice Information page, whether you use the Copy to Voucher button or the Voucher Worksheet page to copy voucher information to the adjustment voucher, the system populates the Related Voucher field on the invoice line with the adjusted voucher's voucher ID to link the adjustment voucher lines to the voucher you are adjusting.
5. On the Invoice Information page, enter positive or negative adjustment lines as appropriate.
6. Access additional information for your adjustments on the remaining pages in the Voucher component.

   These pages are the same as those for regular voucher entry.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Reversal Vouchers, page 243

Adjusting Matched Values

If you select the Adjust Matched Values check box on the Voucher Worksheet page for any copied voucher lines when you create adjustment vouchers, here is what happens:

- Any adjustment line with the Adjust Matched Values check box selected forces the match status of the adjustment vouchers (MATCH_STATUS_VCHR) to be set to *T* for ready, even if the voucher total gross adjustment is negative.
- Adjustment lines have MATCH_LINE_OPT set to *F* for full match.

  A full match adjustment voucher goes through matching, which performs purchase order adjustments for the credit lines and performs regular matching for the positive adjustment lines.

If the check box is labeled Restore Encumbrance, then you are in a Commitment Control environment, and there is a related, unreconciled purchase order. If you select it, the system restores or liquidates the encumbrance amount in the budget ledger by the amount of the adjustment. The Budget Status is changed to *Not Checked.*

If the check box is labeled Adjust Mtch Value/Encumbrance, then the voucher is subject to matching and Commitment Control, and selecting it causes both the matching status adjustment and the encumbrance restoration to occur.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 207

Reversing Quantities or Amounts for Purchase Order Information

If you select the Reverse Qty/Amt (reverse quantity/amount) check box on the Voucher Worksheet for any vouchers when you create adjustment vouchers, here is what happens when the copied voucher is related to a purchase order:

1. The Matching process (AP_MATCHING) or Voucher Posting process (AP_PSTVCHR) verifies that the credit adjustment of a voucher line does not exceed the purchase order schedule line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_PO_LN_SHIP_MTCH).

2. If the adjustments were to reduce the total purchase order matched quantities/amounts below zero, a system match exception occurs: the RTV/credit adjustments are greater than the purchase order matched quantity/amounts.
3. After the adjustments are validated against purchase order matched quantities/amounts, the following processing occurs:
    a. New rows are inserted into PS_PO_LINE_MATCHED with purchase order, receiver, and voucher line information, as well as credit adjustment values.
    b. PS_PO_LN_SHIP_MTCH is deleted for the same purchase order schedule line that was referenced on the credit voucher line.
    c. An insert is performed to PS_PO_LN_SHIP_MTCH by adding the matched quantity and amount for the same purchase order schedule line from PS_PO_LINE_MATCHED.
    d. Purchase order header match status (MATCH_STATUS_PO) for the same purchase order is updated to *P*for partial.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 207

Reversing Quantities or Amounts for Receipt Information

If you select the Reverse Qty/Amt check box on the Voucher Worksheet for any vouchers when you create adjustment vouchers, here is what happens when the copied voucher is related to a receipt. If any receiver information was found on the credit voucher lines, the system also adjusts receiver matched quantities/amounts:

1. The matching or voucher posting process verifies the credit adjustment of a voucher line does not exceed the receiver ship line total matched quantity (QTY_MATCHED and AMT_MATCHED in PS_RECV_LN_SHP_MTH).
2. If the adjustments were to reduce the total receiver ship line matched quantities/amounts below zero, a system match exception occurs: RTV/credit adjustments are greater than the receiver ship line matched quantity/amounts.
3. After the adjustments are validated against receiver ship line matched quantities /amounts, the following processing occurs:
    a. New rows are inserted into PS_RECV_VCHR_MTCH with purchase order, receiver, and voucher lines information, as well as credit adjustment values.
    b. PS_RECV_LN_SHP_MTH is deleted for the same receiver ship line that was referenced on the credit voucher line.
    c. An insert is performed to PS_RECV_LN_SHP_MTH by adding the matched quantity and amount for the same receiver ship line from PS_RECV_VCHR_MTCH.
    d. Receiver header match status (MATCH_STATUS_RECV) for the same receiver is updated to *P* for partial.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Copying Voucher Information, page 207

Entering Journal Vouchers

This section provides an overview of journal vouchers and discusses how to create a journal voucher.

Understanding Journal Vouchers

Journal vouchers are used to adjust accounting entries for vouchers that have been posted and paid and for vouchers whose payments have also been posted.

For example, let's say a voucher has been entered using expense account 123000. The voucher has been posted and paid, and the payment has been posted, when you discover that the expense should have used account 456000. To avoid making a manual general ledger entry, which would cause PeopleSoft General Ledger and PeopleSoft Payables to get out of sync, and to avoid unposting the voucher, which involves correcting the voucher and then reposting it for payment, you simply enter a journal voucher. On the journal voucher, you reverse the amount to account 123000 and add the amount to account 456000, keeping PeopleSoft General Ledger and PeopleSoft Payables in sync. Then you post the journal voucher without having to post a payment.

Note. Only when you use the summary control posting method can you use journal vouchers to correct voucher accounting entries. For vouchers posted using the detail offset method, you must use a manual journal entry in the general ledger to correct accounting entries. You set up the posting method on the Installation Options - Payables page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

Pages Used to Create Journal Vouchers

Journal vouchers use the same pages as regular vouchers—with the exception of some secondary pages—although some fields, field values, and processing are different.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Creating Journal Vouchers

To create a journal voucher:

1. Select *Journal Voucher* as the voucher style on the add page for the Voucher component.
2. Enter your new distribution lines.

   Journal vouchers are zero-amount vouchers; you cannot copy any source documents.

   Do not change any of the amounts on a journal voucher. You are using the journal voucher to back out accounting entries that were entered incorrectly.
3. (Optional) To link this voucher to the voucher you are adjusting, enter a voucher ID in the Related Voucher field in the Invoice Information page header.

   Use the Related Voucher field to associate the journal voucher to the voucher whose accounting entries were entered incorrectly.

4. Access additional information for your journal vouchers on the remaining pages in the Voucher component.

Entering Prepaid Vouchers

Prepaid vouchers are discussed in another chapter.

See Chapter 23, "Processing Prepayments," page 591.

Entering Registered Vouchers

This section provides an overview of registered vouchers and discusses how to:

- Create registered vouchers.
- Unpost registered vouchers.
- Complete registered vouchers.

Understanding Registered Vouchers

Generally, the practice of registering a voucher is required for goods or services that are purchased without generating a purchase order, in which case payment authorization is required. In the case of a good or services that is VAT-applicable, for example, you may need to report the VAT amounts on the correct month's VAT report, before you receive distribution line information. Register vouchers allow you to do this.

You register a voucher in the system when it is received, not when the account distribution is known. You record it against a suspense account for tracking purposes and send it to the approval officer. When accounting entries for the registered voucher have been generated and posted, the accounting transactions are created. By registering the voucher, you post the payables accrual, any tax, and any other non-merchandise charges as early as possible in the processing cycle.

When the approval officer has authorized the voucher and provided you with the ChartFields, you unpost the voucher and use the Complete Register Voucher component to enter the correct voucher costing details. The system generates entries to reverse the suspense account and to charge the appropriate expense account.

Prerequisites

You must define a Voucher Registration suspense account on the Accounting Entry Template page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates.

Pages Used to Enter and Complete Registered Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Create a register voucher by entering the voucher using a voucher style of *Register Voucher.*
UnPost Voucher	VCHR_UNPST1	Accounts Payable, Vouchers, Maintain, UnPost Voucher, UnPost Voucher	View a listing of register vouchers for unposting. Unpost applicable register vouchers to reverse the entry against the suspense account.
Registered Voucher Listing	RUN_APYVR_LC	Accounts Payable, Reports, Vouchers, Registered Voucher, Registered Voucher Listing	Define run parameters for the Registered Voucher Listing report (APYCR_LC). Use this report to review all registered vouchers that have not been completed, that is, those that have been posted but not unposted so that the distribution has not been adjusted to reflect the correct ChartField distribution.
Complete Register Voucher - Invoice Information	VCHR_HDR_CMP	Accounts Payable, Vouchers, Add/Update, Complete Register Voucher, Invoice Information	Complete registered vouchers. This page has most of the same fields as the Voucher - Invoice Information page. The remainder of the Complete Register Voucher component is identical to the Voucher component.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Creating Registered Vouchers

To create a registered voucher:

1. On the add page for the Voucher component, enter a voucher using a voucher style of *Register Voucher.*
2. Enter the appropriate information for the registered voucher.

   The Account field on the distribution lines prepopulates with the Voucher Registration suspense account from the accounting entry template. This value can be overridden.

Note. If you are creating a registered voucher for a vendor that requires matching, you must turn matching off on the Voucher Attributes page.

Note. The VAT declaration point for a registered voucher is usually at invoice.

3. Save the voucher.
4. Post the voucher using the Voucher Posting process.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Chapter 17, “Running Voucher and Payment Posting,” page 469

Unposting Registered Vouchers

Access the UnPost Voucher page.

Once the authorization officer returns the authorized registered voucher with the correct ChartField distribution, you must unpost the registered voucher to reverse the entry against the suspense account.

Enter *Register Voucher* on the add search page to select only registered vouchers for unposting.

See Also

Chapter 13, “Managing Vouchers,” Unposting, Closing, and Deleting Individual Vouchers, page 309

Completing Registered Vouchers

To complete a registered voucher:

1. Access the Complete Register Voucher - Invoice Information page for the registered voucher.

   Only registered vouchers that have been unposted are available for selection.
2. Update the distribution lines to record account distribution as it has been approved on the invoice.

   Because the registered voucher has been unposted, you may modify any other appropriate fields on the voucher, as well, using this and the remaining pages in the Complete Register Voucher component. These pages are essentially the same as those in the Voucher component.

   Note. If the registered voucher has been payment posted, any updates you make to distribution lines may result in incorrect payment accounting entries. Verify the accounting entries that were created during the payment posting process and correct them with a journal entry, if necessary.
3. Save the voucher.

Note. If you must change VAT-related fields on the registered voucher, access the voucher using the Voucher component. These fields are unavailable for entry in the Complete Register Voucher component.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Entering Reversal Vouchers

This section provides an overview of reversal vouchers and explains how to:

- Create reversal vouchers.
- Close purchase order-related vouchers.

Understanding Reversal Vouchers

Reversal vouchers enable you to do several things. Primarily, reversal vouchers let you back out incorrect vouchers and start over. Let's say that you inadvertently enter the wrong amount on the voucher or reference the wrong purchase order. Rather than unposting, unmatching, and closing the voucher, you can simply enter a reversal voucher, and the system does the rest of the work for you. You can even enter a reversal voucher for a voucher that has already been paid.

Reversal vouchers also enable you to restore the encumbrance for actuals and budgets and reduce the purchase order's matched quantity or amount. If you are using PeopleSoft General Ledger's Commitment Control feature to check transactions against control budgets, you must use a reversal voucher to reinstate encumbrances. Closing a voucher does not reinstate the encumbrance, but reversal vouchers do.

If you use matching and you opt to restore the encumbrance and reduce the purchase order's matched quantity or amount, the matching process updates the purchase order and the receiver match status changes to *Partial.*

Note. The system provides a warning when you attempt to restore the encumbrance on a voucher that you have partially paid.

Reversal vouchers are similar to adjustment vouchers in all aspects except for the following:

- Reversal vouchers are designed to correct only a single voucher.
- When creating reversal vouchers by copying from a regular voucher, the freight, miscellaneous, sales tax/use tax, and VAT-related information from the regular voucher is copied to the reversal voucher.
- Reversal vouchers are always credit vouchers; all voucher lines and distribution lines of correction vouchers must be the reverse sign of the original voucher, and all voucher lines that reference a purchase order must be less than zero.
- The transaction currency of the reversal voucher must be equal to the source voucher.

Note. The system does not prevent users from reversing the voucher line, distribution line, or quantity and amount more than the original value, and there is no validation to check the reversal voucher gross amount. You can, however, enable security such that only authorized users can add/update reversal vouchers.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Adjustment Vouchers, page 235

Pages Used to Enter Reversal Vouchers

Reversal vouchers use the same pages as regular vouchers, although the pages will contain some different fields, field values, and processing.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Creating Reversal Vouchers

To create a reversal voucher:

1. Select *Reversal Voucher* as the voucher style on the add page for the Voucher component.
2. On the Invoice Information page, in the group box at the bottom of the page, enter the voucher ID of the voucher you want to reverse in the Voucher To Be Reversed field.

   Note. Source vouchers must have the same business unit, vendor setID, and vendor ID as the reversal voucher that you are creating. They must also be successfully budget checked and matched.

   You also have the following options:

   - Select the Reverse Remaining Vchr Balance (reverse remaining voucher) check box to reverse the remaining voucher balance.

     This field is used with partially paid vouchers. For example, let's say a voucher of 1000.00 EUR is to be paid in two installments of 700.00 EUR and 300.00 EUR, and the first installment has been paid. By selecting the Reverse Remaining Vchr Balance check box, you reverse the remaining 300.00 EUR. This is similar to closing the remaining balance; however, it also reverses the related encumbrance, unmatches the voucher, and so on.

     If you do not select the Reverse Remaining Vchr Balance check box, the system reverses the entire voucher.

   - If the voucher you are reversing references a purchase order, and you are using PeopleSoft Commitment Control, select the Adjust PO Amounts/Encumbrances check box to restore the encumbrance.

3. Click the Copy to Voucher button.

   The system displays the voucher ID of the reversed voucher in the Related Voucher field on the invoice lines of the reversal voucher.

4. Save the reversal voucher.
5. (Optional) Run the Budget Processor and Matching processes.

   If you have enabled Commitment Control or matching, you must run these processes after creating reversal vouchers.

Note. The reversal voucher goes through the Pay Cycle process as a credit memo. The offset is settled during payment creation. The referenced voucher and the reversal voucher zero out.

If you use reversal vouchers to close a voucher, the system does not create closure entries for the original voucher. The reversal voucher entries should be sufficient for accounting purposes.

Closing Purchase Order-Related Vouchers

When PeopleSoft General Ledger's Commitment Control feature is enabled, you must create a reversal voucher to close a purchase order-related voucher so that the system can restore the encumbrance.

When Commitment Control is not enabled, you can close both regular and purchase order-related vouchers through the Voucher Mass Maintenance component or the Close Voucher page, or with a reversal voucher. Once the vouchers are marked for closure, you must repost them to create the closure entries. The voucher posting process does not unmatch the purchase order-related voucher in this scenario.

See Also

Chapter 13, "Managing Vouchers," Unposting, Closing, and Deleting Individual Vouchers, page 309

Entering Single Payment Vouchers

This section provides an overview and prerequisites for entering a voucher for a single payment vendor and discusses how to:

- Enter vendor information for single-payment vendor vouchers.
- Complete the single-payment vendor voucher.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

Understanding Single-Payment Vendor Vouchers

When you need to make a payment for a one-time vendor without having to create and store the vendor in the system—such as when you want to pay a rebate or refund—you can create a single payment vendor voucher. These are the basic setup and processing steps:

1. Set up a single payment vendor as a master vendor ID in the Vendor Information component.
2. Specify the default single payment vendor ID for your business unit on the Payables Options - Voucher Options 1 page.
3. Enable single payment vendor processing for users on the Define User Preferences - Payables Online Vouchering page.
4. Select a voucher style of Single Payment Voucher and enter the single payment vendor ID in the Vendor ID field on the add search page when you enter the Voucher component.
5. Enter the vendor details on the Single Payment Vendor page.
6. Complete the voucher using the Invoice Information, Payments, and Voucher Attributes pages.

Single payment vendor vouchers have some restrictions:

- No prepayment.
- No Receivables/Payables netting.

- No copying from a source.
- No withholding.
- No matching.
- No document tolerance checking.
- Only one payment schedule per voucher.
- Amount must be positive.
- No late charge calculation, but discount evaluation is supported.
- You cannot apply single payment vendor vouchers to manual payments using the manual payment worksheet, but you can use the Voucher component to record a manual payment to single payment vendor.
- (USF) Checks are the only payment method available for U.S. federal agencies.
- (JPN) No bank load or alternate character enabled functionality.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 64

Prerequisites

To set up your system to create vouchers for single payment vendors:

- Perform all setup required for regular vouchers.
- Enable single payment voucher processing in the user preferences for your user ID.
- Set up a single payment vendor to use as a blank master vendor ID.
- Set up the default single payment vendor ID for your business units.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Single Payment Vendors

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 64

Pages Used to Enter Vouchers for Single Payment Vendors

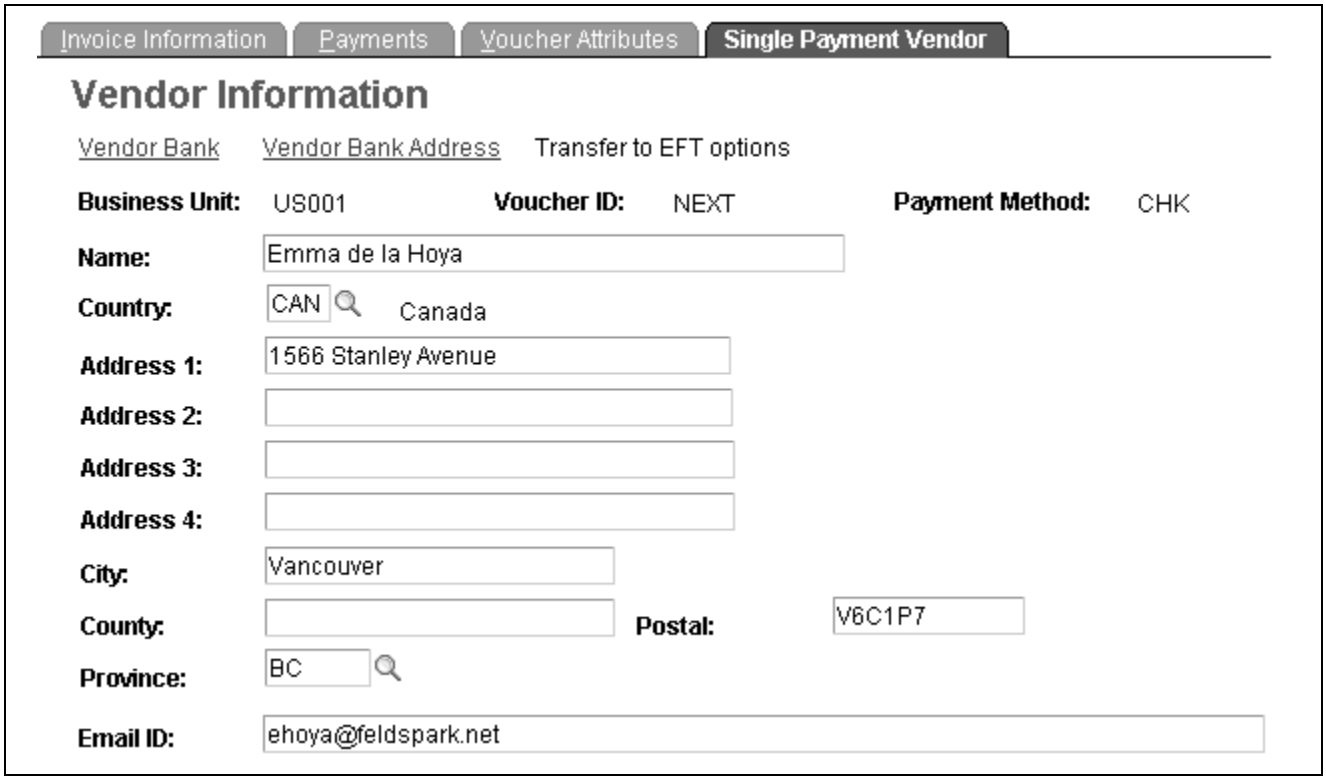
Page Name	Object Name	Navigation	Usage
Voucher - Single Payment Vendor	VCHR_VNDR_INFO	Accounts Payable, Vouchers, Add/Update, Regular Entry You must select a voucher style of *Single Payment Voucher* and enter a single payment vendor ID on the add search page.	Create a voucher for a payment to one-time vendor, such as a rebate or refund recipient, without having to create and store the vendor in the system
Vendor Bank	VCHR_VNDR_BANK_SEC	Click the Vendor Bank link on the Voucher - Single Payment Vendor page.	Enter bank account information for a single payment vendor.
Vendor Bank Address	VCHR_VNDR_BANK_ADR	Click the Vendor Bank Address link on the Regular Entry - Single Payment Vendor page.	Enter bank address information for a single payment vendor.
Transfer to EFT Options	VCHR_VNDR_EFT_SEC	Click the EFT Options/Routings link on the Voucher - Single Payment Vendor page.	Enter EFT and intermediary bank routing information for a single payment vendor.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Entering Vendor Information for a Single Payment Voucher

Access the Voucher - Single Payment Vendor page.



Voucher - Single Payment Vendor page

Enter the vendor's address information.

Vendor Bank Click to access the Vendor Bank page, where you can enter the vendor's bank account information.

Vendor Bank Address Click to access the Vendor Bank Address page, where you can enter the vendor's bank address information.

Transfer to EFT Options Click to access the Transfer to EFT Options page, where you can enter EFT and intermediary bank routing information. This link is available only if you have selected an EFT payment method on the Voucher - Payments page.

(USF) EFT payments to single payment vendors are not available for U.S. federal agencies.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Entering EFT Options.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Defining Intermediary Bank Routings.

Completing Single Payment Vendor Vouchers

Access the Invoice Information, Payments, and Voucher Attributes pages to complete the voucher. These pages operate just as they do for regular vouchers, within the restrictions described in another section of this chapter.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Understanding Single Payment Vendors.

Entering Template Vouchers

This section provides an overview of template vouchers and discusses how to create template vouchers.

Understanding Template Vouchers

If you receive multiple similar vouchers from a vendor, you can set up a template voucher to improve data entry efficiency. Use a voucher for a particular vendor as a model for other vouchers that you will enter in the future for that same vendor by creating a template voucher. You can also update this voucher as necessary. A template voucher is never paid or posted; it is used only as a model for other vouchers.

Once you have created and saved the template voucher, it is available for use during the entry of other vouchers for the specific vendor. When you create the new voucher, select *Template* in the Worksheet Copy Option field on the Invoice Information page. Click the Copy from template link to copy the appropriate invoice header, line, and distribution information from the source template voucher onto the voucher you are adding.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Copying Template Information, page 209

Pages Used to Enter Template Vouchers

Template vouchers use the same pages as regular vouchers, although the pages will contain some different fields, field values, and processing.

See Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167.

Creating Template Vouchers

To create a template voucher:

1. Select *Template Voucher* as the voucher style on the add page for the Voucher component.
2. On the Invoice Information page, enter a Template ID and description. These fields appear only if you are creating a template ID.
3. (Optional) Use the Copy PO button or the Worksheet Copy Option field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, receiver, or other template.
4. Enter the remaining information for the template voucher that you are creating, using the Invoice Information and remaining Voucher component pages.
5. Save the voucher.

Entering Third-Party Vouchers

This section provides an overview of third-party vouchers and discusses how to create third-party vouchers.

Understanding Third-Party Vouchers

PeopleSoft Payables supports third-party vouchers, which are invoices you receive that contain charges other than merchandise charges. There are no charges on these invoices for merchandise. The merchandise is billed separately on another invoice. Typically, these types of invoices occur for:

- Freight charges.
- Miscellaneous charges, such as insurance.
- VAT-only invoices.
- (IND) Customs duty (India only).

By using third-party vouchers for these types of invoices, you can link the charges on the invoices to a merchandise invoice and prorate them across the voucher lines of the merchandise invoice. Linking these freight and miscellaneous charges to the merchandise invoice enables the system to compute the landed cost for the merchandise.

Note. We recommend that you define a VAT transaction type code for third-party VAT vouchers and that you manually override this value on the third-party voucher to ensure that the third party voucher can be identified on VAT reports.

Pages Used to Enter Third-Party Vouchers

Third-party vouchers use the same pages as regular vouchers, although the pages will contain some different fields, field values, and processing.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Creating Third-Party Vouchers

To enter third-party vouchers:

1. Add a voucher with a voucher style of *Third Party Voucher.*
2. Either on the add page or the Invoice Information page, enter the vendor that is to be paid.

   This vendor cannot be the same as the vendor for the source document you copy in the next step.
3. Use the Copy PO button or the Worksheet Copy Option field below the Invoice Information page header to copy information from the appropriate voucher, purchase order, or receiver.

   Note. To get vouchered amounts for third-party charges into PeopleSoft Inventory, you must copy these charges from a receiver. Otherwise, the charges will not be picked up by the Landed Cost Extract Application Engine process (LC_EXTRACT).

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4. Enter additional voucher lines for the purpose of prorating the third-party charge to the distribution lines.
5. Complete the voucher using the remaining pages in the Voucher component.

See Also

Chapter 27, “Processing Landed Cost Transactions,” page 697

Chapter 38, “(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in PeopleSoft Payables,” Creating Third-Party Vouchers with Customs Duty, page 975

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Using Source Documents to Create Vouchers Online, page 202

Chapter 34, “Processing Value Added Tax (VAT) in PeopleSoft Payables,” Entering Third-Party, VAT-Only Invoices, page 867

CHAPTER 11

Processing Batch Vouchers

This chapter provides overviews of voucher build processing and voucher build source transactions, lists prerequisites, and discusses how to:

- Run the Voucher Build Application Engine process (AP_VCHRBLD) and review messages.
- Review Voucher Build process errors.

Understanding Voucher Build Processing

PeopleSoft Payables provides the Voucher Build process to build vouchers in batch from various source transactions, including transactions originating from third-party systems.

This section discusses:

- Voucher Build process flow.
- Tables accessed and updated by the Voucher Build process.
- Voucher Build process errors.

Voucher Build Process Flow

The Voucher Build process comprises two subprocesses, pre-edit and voucher edit. The pre-edit subprocess builds skeleton voucher record sets from limited information that you enter online using the Quick Invoice Entry component or that it retrieves from other sources. Once the pre-edit subprocess builds voucher record sets successfully, it calls the voucher edit subprocess to complete these record sets.

Pre-Edit Process Flow

The pre-edit subprocess works as follows:

1. It accesses and retrieves invoice data from the source transaction tables or staging tables, and it uses the data to populate the Voucher Build temporary tables.

   Note. The specific source tables and data that the subprocess retrieves depends on the run control selection criteria that you specify on the Voucher Build Request page.

   Vouchers from prior Voucher Build process instances that have been staged for review and released for processing—as well as vouchers with corrected pre-edit errors—can also be selected for reprocessing and are inserted into the temporary tables with the new transactions.

   See Chapter 11, "Processing Batch Vouchers," Tables Accessed by the Voucher Build Process, page 255.

2. It performs header error processing by checking for a valid business unit, invoice ID, invoice date, vendor ID, vendor location, address sequence number, and voucher origin.

   The invoice data from some source transactions receive additional error checks.

   See Chapter 11, "Processing Batch Vouchers," Voucher Build Process Errors, page 257.

3. The subprocess verifies that voucher headers have voucher lines and voucher lines have distribution lines.

   If applicable, the subprocess creates control groups, builds miscellaneous charge records if absent (based on business unit defaults), and creates payment records.

   Note. The pre-edit subprocess can create payment schedule records only if payment schedule information such as the bank or a payment message is input through the source transaction component. Quick invoices and voucher data staged to the voucher staging tables enable the entry of payment schedule information. For all other source transaction types, the payment records must be created by the voucher edit subprocess using the PeopleSoft Payables control hierarchy defaults.

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4. The subprocess copies purchase order and receiver fields to voucher lines and creates distribution lines, based on either the default voucher build criteria or the voucher build code specified in the voucher header.

   This applies when voucher lines reference a purchase order, receiver, packing slip, or bill of lading, and contain no distribution lines.

   If a voucher line has ChartField information and no associated distribution lines, the subprocess creates distribution lines for the voucher line.

   You define voucher build codes in the Voucher Build Criteria component.

   See Chapter 12, "Entering and Updating Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 281.

5. It stores successfully built voucher record sets in the voucher build temporary tables and calls the voucher edit subprocess.

   If the skeleton voucher fails any of the header error checks, or if the purchase order and receiver association for a quick invoice fails, the subprocess marks the voucher as having a *pre-edit error.* Such errors prevent the vouchers from being processed by the voucher edit subprocess, and the pre-edit subprocess writes these vouchers with pre-edit errors to the quick invoice tables.

   You can review vouchers with pre-edit errors using the Build Errors page and the Voucher Build Error Detail page. From these pages you can link directly to the Quick Invoice Entry component, where you can correct the vouchers and release them for reprocessing.

   Voucher contracts, ERS vouchers, and RTV vouchers may be designated as *staged for review.* The pre-edit subprocess also writes these to the quick invoice tables instead of passing them to the voucher edit subprocess, and these must be reviewed and released for further voucher build processing by using the Quick Invoice Entry component.

Voucher Edit Process Flow

The voucher edit subprocess works as follows:

1. It loads newly built voucher data from the Voucher Build temporary processing tables to the Voucher Edit work tables.

If specifically requested on the run control, the voucher edit subprocess also loads any vouchers in the online voucher tables that match the run control criteria. These could be recycled vouchers or vouchers modified using the Voucher Mass Maintenance component or the Voucher Maintenance component.

2. It performs the following tasks:
   - Uses the PeopleSoft Payables control hierarchy to determine the default values with which to populate voucher fields that don't contain data.
   - Performs field-level, relational, and balancing edits for the voucher header, voucher line, voucher distribution line, and scheduled payment records.
   - Calculates net payment due dates, discount due dates, and discount amounts according to the payment terms.
   - Prorates freight, miscellaneous charges, sales tax, use tax, value-added tax (VAT), and discounts across distribution lines for applicable voucher lines.
   - Schedules one or more payments according to payment terms and user-entered control data.
   - Validates the vouchers, assigning document sequencing numbers and updating the status of one-time vendors, where appropriate.
3. It moves the voucher data from the voucher edit work tables to the online voucher tables.

   At the end of the voucher edit subprocess, error-free vouchers are set to the status *Postable.* Vouchers that are flagged with errors during the voucher edit subprocess are assigned the status *Recycle.* You can inquire on and correct batch-processed vouchers with voucher edit errors by using the Build Errors page, the Voucher Build Error Detail page, the Voucher Maintenance Search component, the Voucher Maintenance component and the Voucher component.

See Also

Chapter 11, "Processing Batch Vouchers," Reviewing Voucher Build Process Errors, page 275

Tables Accessed by the Voucher Build Process

The following table lists the tables that the Voucher Build process accesses for each source transaction:

Source Transactions	Tables Accessed
• Quick invoices. • PeopleSoft eSettlements self-service invoices. • XML invoices.	Quick invoice tables: • VCHR_HDR_QV • VCHR_LINE_QV • VCHR_DIST_QV • VCHR_PYMT_QV • VCHR_MSCH_QV

Source Transactions	Tables Accessed
• Voucher enterprise integration point (EIP) transactions. • Electronic data interchange (EDI) invoice transactions. • PeopleSoft Receivables refunds. • PeopleSoft Billing (interunit) invoices. • PeopleSoft Pay/Bill Management transactions. • Procurement card invoices. • PeopleSoft Promotions Management transactions.	Voucher staging tables: • VCHR_HDR_STG • VCHR_LINE_STG • VCHR_DIST_STG • VCHR_PYMNT_STG • VCHR_MSCH_STG • VCHR_BANK_STG • VCHR_IBANK_STG • VCHR_VNDR_STG
Evaluated receipt settlement (ERS) vouchers.	Receiver and purchase order tables: • RECV_HDR • RECV_LN_SHIP • RECV_LN_DISTRIB • PO_HDR • PO_LINE • PO_LINE_SHIP
Return to vendor (RTV) adjustments.	RTV tables: • RTV_HDR • RTV_LN • RTV_LN_DISTRIB • RTV_LN_FEE
Voucher contracts.	Contract staging tables: • CNTRCT_RLS_HDR • CNTRCT_RLS_LN • CNTRCT_RLS_DTL

Source Transactions	Tables Accessed
Purchase order (PO) voucher contracts.	Contract staging tables and PO tables: • CNTRCT_RLS_HDR • CNTRCT_RLS_LN • CNTRCT_RLS_DTL • CNTRCT_EVT_PO • PO_HDR • PO_LINE • PO_LINE_SHIP • PO_LINE_DISTRIB
Consigned inventory items.	• CM_DEPLETE • CM_ACTUAL_COST • RECV_HDR • RECV_LN_SHIP • RECV_LN_DISTRIB • VENDOR_LOC • BUS_UNIT_TBL_IN

Voucher Build Process Errors

The Voucher Build process can result in pre-edit errors, stored in the quick invoice tables, or vouchers in recycle status, stored in the online voucher tables.

Pre-edit Errors

Pre-edit errors prohibit the transaction from being processed by voucher edit processing. For example, if the transaction has an invalid vendor ID, the voucher edit subprocess cannot process default values correctly, because vendor ID is part of the PeopleSoft Payables control hierarchy. The following general conditions result in pre-edit errors:

- Invalid business unit.
- Invalid vendor.
- No default location for vendor.
- Blank invoice ID, and auto-assign option is not selected on the run control page.
- No invoice date, and auto-assign option is not selected on the run control page.
- Invalid vendor location (if specified).
- Invalid vendor address (if specified).
- Invalid voucher origin (if specified).
- No association of purchase order or receiver lines with voucher lines, and distribution information is absent.
- No voucher line information.

The following pre-edit error conditions are specific to PeopleSoft Promotions Management transactions:

- Payment action is *Record,* and there is no payment reference (check number).
- Payment action is *Record,* and the payment method is not manual payment.
- Payment action is *Record,* and bank information is missing or invalid.
- Payment action is *Record,* and a duplicate payment reference exists.

Recycled Vouchers

Vouchers without pre-edit errors pass to the voucher edit subprocess. The voucher edit subprocess marks any vouchers that fail its edits as *Recycled.* The edits performed by the voucher edit process are essentially the same as those performed by the Voucher component.

Note. Any voucher validations that you can set up to pass and provide a warning during online voucher entry—such as duplicate invoice checking or sales tax tolerance—pass the voucher edit process without warning.

Any voucher validations that you set up to *reject* an online voucher that fails—such as duplicate invoice checking or ChartField editing—are set to *recycle* by the Voucher Build process. If the Voucher Build process finds duplicate vouchers, it sets both to recycle status.

Note. Because VAT calculation, rebate, and recovery details for procurement card vouchers are maintained in PeopleSoft Purchasing, procurement card vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors and Voucher Build Error Detail pages like other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct procurement card voucher errors using the Reconcile Statement page in PeopleSoft Purchasing.

See Also

Chapter 11, “Processing Batch Vouchers,” Reviewing Voucher Build Process Errors, page 275

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Understanding Voucher Processing and the Voucher Life Cycle, page 167

PeopleSoft Purchasing 8.8 PeopleBook, “Managing Procurement Cards,” Reconciling Procurement Card Transactions Manually

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining Voucher Error-Handling Options, page 66

Understanding Voucher Build Source Transactions

The Voucher Build process creates voucher record sets from the following sources:

- Invoices that you enter in the Quick Invoice Entry component.
- ERS transactions that are based on PO receipts and non-PO receipts.
- RTV credit memos.
- Recurring contract vouchers and PO contract vouchers.

- Procurement cards.
- PeopleSoft Promotions Management field drafts and scheduled payments.
- Consigned inventory items.
- EDI-formatted transactions.
- Voucher EIP application messages (including voucher data from PeopleSoft Payroll, PeopleSoft Student Administration, and any other sources interfaced through the Voucher EIP).
- Interunit invoices from PeopleSoft Billing.
- PeopleSoft Pay/Bill Management contractor payment transactions.
- Customer refunds from PeopleSoft Receivables.
- PeopleSoft eSettlements invoices.
- XML invoices.

These source transactions are discussed in detail in the sections that follow.

Quick Invoices

The Quick Invoice Entry component provides efficient data entry for large volumes of similar invoices or invoices for which you can rely on defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing is handled by the Voucher Build process.

See Also

Chapter 12, “Entering and Updating Quick Invoices,” page 279

ERS Vouchers

The Voucher Build process creates ERS vouchers from procurement receipt records. The receipts must be priced and have extended merchandise amounts.

The Voucher Build process creates ERS vouchers from receipts that reference a purchase order, as well as receipts that do not (non-PO receipts). For non-PO receipts, the process creates ERS vouchers only for receipt lines that have unit prices (priced receipts). These unit prices can be populated online from the item master or supplied by an external receipt load interface module.

To create ERS vouchers, you must identify the vendor location as an ERS vendor and set up the PeopleSoft Payables business unit (on the Payables Definition - Voucher Build page) to allow ERS transactions. You establish ERS options on the Procurement Control - ERS Options page, but you can also override them on the Payables Definition - Voucher Build page.

The Voucher Build process creates separate ERS vouchers for each packing slip that is referenced on a single receipt and multiple ERS vouchers from a single receipt, as receipt lines are marked as received. You can either create the ERS voucher invoice date from the receipt date or let the freight terms on the ERS receipt determine whether to use the receipt of the shipment date as the invoice date.

If the same packing slip number is used as the invoice number on multiple ERS vouchers (because an ERS receipt was partially invoiced), the pre-edit subprocess adds an ERS sequence number (ERS_INV_SEQ) to the ERS voucher header. This prevents the Duplicate Invoice Checking feature from rejecting ERS vouchers that have the same packing slip number and have been built from the same receipt.

Note. Matching does not create ERS vouchers in PeopleSoft Payables. However, on the receiver you can require that ERS vouchers be matched after they pass the voucher edit subprocess. If you do not require matching, the voucher edit subprocess flags the receipts as approved for payment.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Voucher Build Options, page 55

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting ERS Options, page 43

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Accessing the Voucher Component, page 178

RTV Adjustments

The Voucher Build process creates adjustment vouchers for RTV transactions created in PeopleSoft Purchasing. If an RTV adjustment does not reference a receipt, it is treated as a nonmatch RTV. Through the PeopleSoft Payables default hierarchy, you can either create automatic adjustments for RTV transactions that require credit memos or pass those transactions to the Quick Invoice Entry tables for review before further processing. You can maintain pending adjustment transactions by adding a reference to vendor credit memo documents or by making other adjustments before having the Voucher Build process turn them into adjustment vouchers. The RTV transactions have a Vendor RTV action code that indicates whether the credit memo should be generated and the nature of the RTV transaction. This table lists the RTV action codes:

Action Code	Description
Issue Credit Only	The vendor issues a credit memo only.
Replace and Invoice	The vendor issues a credit memo and reinvoices for replaced merchandise that was shipped against the original PO schedule. RTV credit vouchers for replacements are deducted from the matched quantities on the PO, so that the replacements can be received against the original PO. These deductions occur from the Matching process (AP_MATCHING). All replace and invoice RTV vouchers are created as requiring matching.
Exchange and Invoice	The vendor exchanges for like merchandise, issues credit for the returned merchandise, and reinvoices for the new merchandise against the original PO. A change order is created against the original PO to add the new item that the vendor ships.

Before processing RTV transactions, you must enable RTV credit memo processing for PeopleSoft Payables business units on the Payables Definition - Voucher Build page and specify the voucher adjustment option.

The Voucher Build process accesses the RTV tables to obtain the information that is required to create adjustment vouchers and creates miscellaneous charges for any RTV fees. Sales tax and VAT applicability codes are taken from the original voucher, if they are available. The Voucher Build process accesses the RTV records that require vouchers to be created and assigns the voucher ID number.

When the Voucher Build process creates an RTV credit voucher, the following fields or sets of fields in the Voucher component are unavailable for modification for the voucher, because modifying them would result in the match status being reset:

- Voucher line amount
- Invoice ID
- Invoice Date
- Payment Terms
- Vendor
- Advanced Vendor Search

The following Voucher component fields or sets of fields are available for modification:

- Voucher header amounts, including freight, miscellaneous, sales and use tax, and VAT, when applicable.
- Distribution line amounts.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Managing Vendor Returns"

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Voucher Build Options, page 55

Voucher Contracts

The Voucher Build process creates vouchers from recurring voucher contracts established using the contracts functionality in PeopleSoft Purchasing.

The Voucher Build process controls the release of the vouchers based on the contract release date option specified for the PeopleSoft Payables business unit on the Payables Definition - Voucher Build page.

The Voucher Build process selects contract data that is staged to the contract staging tables. In addition to the general Voucher Build edits, the process also ensures that the total gross amount does not exceed the maximum limit for the contract. If the voucher exceeds the limit, the Voucher Build process logs an error in the contract tables and does not process the voucher. Once Voucher Build processes the staged contracts, it increases the cumulative total for the contract by the total gross amount for the new vouchers and registers the contract lines by sending data to the CNTRCT_EVT_VCHR table.

The Voucher Build process builds the associated nonmerchandise charge records for miscellaneous, freight, and tax charges that are associated with the recurring contract voucher.

If the contract has some retention amounts, the Voucher Build process creates a voucher with two scheduled payment records—one for the amount to be paid now and one for the retention amount that is created and placed on hold.

PO Voucher Contracts

For recurring PO voucher contracts, which reference purchase orders, the Voucher Build process also accesses the PO tables in addition to the contract staging tables.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Setting Voucher Build Options, page 55

PeopleSoft Purchasing 8.8 PeopleBook, “Managing Vendor Returns”

Procurement Cards

The Voucher Build process creates payments and accounting entries for procurement cards created in PeopleSoft Purchasing. You can create both the expense and payment accounting entries from the voucher transactions in PeopleSoft Payables, and you can process procurement card transactions against purchase orders.

As a part of the procurement card reconciliation process, procurement card vouchers are staged in the voucher staging tables. For purchase-order-related transactions, the merchandising vendor is retained on the voucher line to support the matching process, if applicable.

Note. The procurement card interface between PeopleSoft Purchasing and PeopleSoft Payables supports encumbrance accounting and PeopleSoft Commitment Control budget-checking.

Note. Because VAT calculation, rebate, and recovery details for procurement card vouchers are maintained in PeopleSoft Purchasing, procurement card vouchers in a VAT environment can produce Voucher Build process errors. These are reported on the Build Errors page and the Voucher Build Error Detail page like other Voucher Build process errors. However, unlike other Voucher Build process errors, you correct procurement card voucher errors using the Reconcile Statement page in PeopleSoft Purchasing.

See Also

Chapter 11, “Processing Batch Vouchers,” Voucher Build Process Errors, page 257

PeopleSoft Purchasing 8.8 PeopleBook, “Managing Procurement Cards”

PeopleSoft Promotions Management Data

PeopleSoft Promotions Management enables a salesperson to authorize a scheduled payment or issue a field draft—or manual check—to customers who are established vendors in PeopleSoft Payables. Promotions Management sends voucher transactions to the Voucher Staging tables, from which the Voucher Build process selects data and processes it.

To process manual payments from Promotions Management using the Voucher Build process, you must specify a valid bank code, bank account, and check number on the accompanying payment record.

PeopleSoft Payables online voucher processing does not allow recorded payment transactions to be saved with the status *Recycle.* If a recorded payment transaction passes the Voucher Build process pre-edit validation and receives an error such as an invalid ChartField combination, the transaction is modified from a recorded payment to a scheduled payment, with the payment placed on hold. You must correct this error in the online Voucher component, or delete the voucher from PeopleSoft Payables and resubmit it with valid information from Promotions Management.

See Also

Chapter 16, "Using Additional Payment Processing Options," Recording Manual Payments, page 439

PeopleSoft Promotions Management 8.8 PeopleBook, "Processing Payments for Promotional Activity"

Consigned Inventory

Consignment inventory is a supply chain management strategy in which you store goods in a business unit without paying the vendor until after the goods are consumed. The Consignment Inventory feature, which enables you to implement this strategy across an entire enterprise, integrates a variety of functions within PeopleSoft Purchasing, Inventory, Production Management, Cost Management, and Payables.

In PeopleSoft Payables, the Voucher Build process creates voucher record sets for consigned items that have been consumed and costed. It does this by extracting data from the Depletion Accounting Entry table (CM_DEPLETE), selecting rows for which the Voucher Build status is *T* (to be vouchered) or *E* (error), and processing these rows according to the processing option set for vendor location (using the Consign Voucher field on the Vendor Information - Procurement Options page at the vendor location level. Processing options are:

Auto The Voucher Build process automatically creates vouchers (assuming that there are no Voucher Build errors).

Manual The Voucher Build process sets the status of affected data on the Depletion Accounting Entry table to *N* (never to be vouchered). The Voucher Build process does not process these vouchers because, in the case of rows with a Voucher Build status of *M* (manual), usage reports are provided to the vendor, and the invoice is not finalized until an invoice is received from the vendor.

Stage The Voucher Build process creates vouchers and places them in the quick invoice entry tables for further user review.

Once the Voucher Build process finishes processing a row in the Depletion Accounting Entry table by creating or staging a voucher, the process updates the status of that row to *V* (vouchered). If an error occurs during processing, the Voucher Build process changes the status to *E*.

Voucher details come from these sources:

- The price is extracted from the purchase order, or the receipt if there is no purchase order.
- Distribution information is extracted from the distribution lines on the receipt.
- Order detail is extracted from the SHIP_INF_INV table.

Other voucher data that is extracted from the purchase order or receipt includes:

- Unit of measure (UOM) and UOM conversion rate.

Note. The Depletion Accounting Entry table stores data in the item's standard UOM; the Voucher Build process converts this to the receipt vendor's UOM.

- Invoice ID from the packing slip number that is referenced on the original receiver.
- Vendor and vendor location.
- PeopleSoft Payables business unit.

The CM_ACTUAL_COST table identifies the receipt with the depleted transaction. For the same receiver line or distribution, it is summed for one voucher or distribution line.

The Voucher Build process assigns voucher IDs for each voucher based on the next voucher ID that is available from the PeopleSoft Payables business unit. The process uses the packing slip number on the receiver as the invoice ID. To prevent duplicate invoice IDs, the process increments the ERS_INV_SEQ number field by one each time a packing slip is used as the invoice ID.

Voucher Build pre-edit errors for Consigned Inventory vouchers are logged on the Consigned Inventory Voucher Exceptions page.

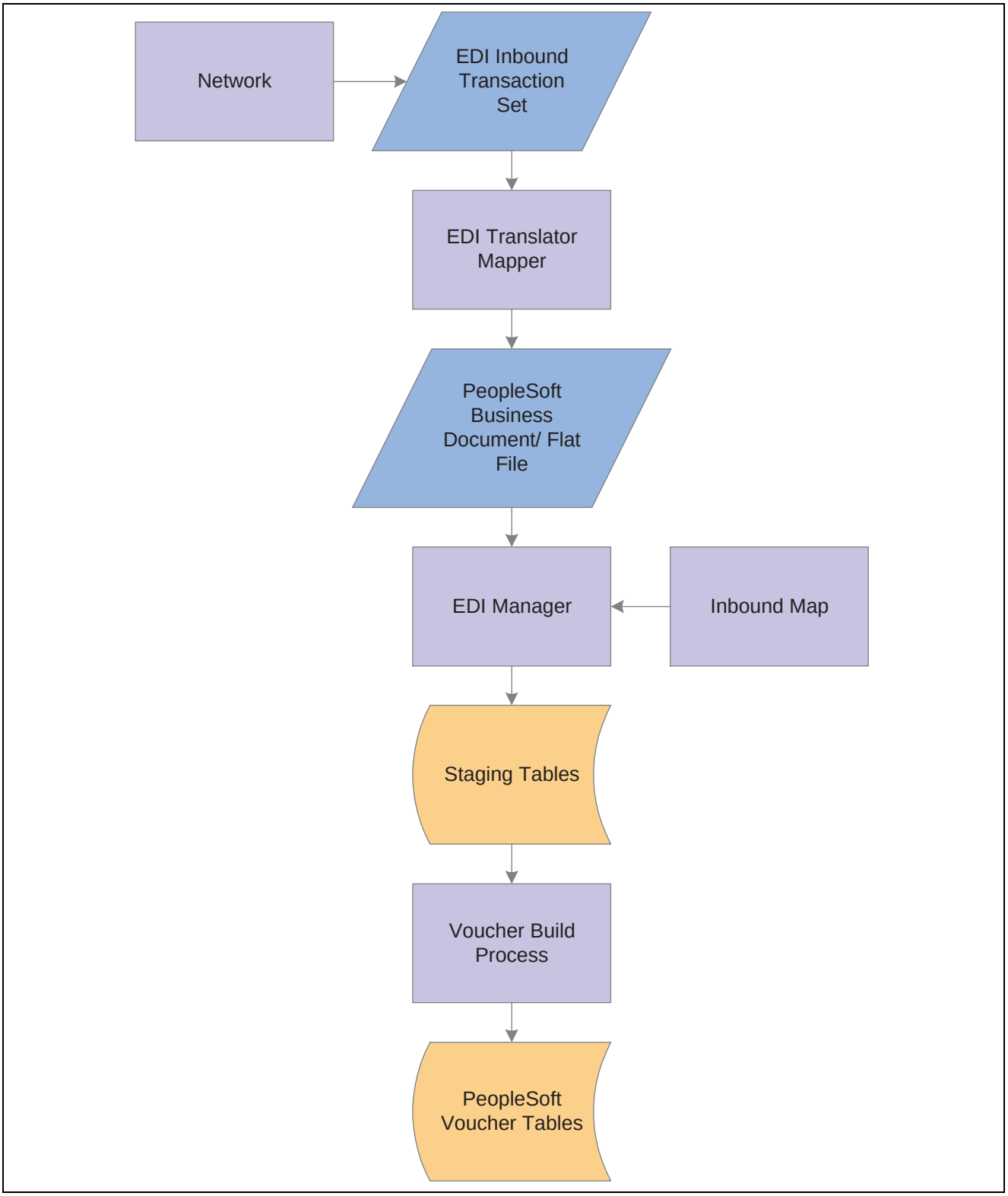
See Also

PeopleSoft Inventory 8.8 PeopleBook, "Managing Consigned Inventory"

Chapter 11, "Processing Batch Vouchers," Reviewing Consigned Inventory Items with Voucher Build Errors, page 277

EDI Records

The Voucher Build process provides support for data that is interfaced through EDI. This flowchart illustrates how the PeopleSoft EDI Manager integrates with the Voucher Build process:



PeopleSoft EDI Manager and Voucher Build process flow

Typically, you use a private value-added network (VAN) to exchange EDI transactions. However, you can also use the internet, a dedicated link, or a sole-source provider.

EDI Transaction Processing

To process EDI transactions:

1. Translate the EDI file.

   The translator converts the EDI transactions into a PeopleSoft business document format. A PeopleSoft business document is a layout that describes the fields—including name, type, length, format, short name, and long name—that make up the EDI file.

   To translate a data file into a PeopleSoft business document, use a translation tool that prepares, parses, and maps the flat file into the PeopleSoft business document format. You can develop this tool yourself, or you can use third-party tools that are readily available.

2. Use PeopleSoft EDI Manager to load the business document.

   PeopleSoft EDI Manager uses a supplied EDI agent Structured Query Report (SQR) to import the electronic data flat file, translate the data using the PeopleSoft business document layout, and stage the data in the Voucher Staging tables in the PeopleSoft database.

   Use the Schedule Inbound EC Agent - Run Control Parameters page in PeopleSoft EDI Manager to load the flat file with the invoice data into the staging tables.

3. Confirm that the data loaded into the staging tables successfully.

   Use the Business Document Summary page in PeopleSoft EDI Manager to confirm that the status is *Loaded.*

4. Run the Voucher Build process to create voucher records and load them in the Voucher tables.

Invoices that are entered into the system through PeopleSoft EDI Manager might contain a blank space or the word *Next* in the Voucher ID field. The system automatically assigns voucher IDs for these vouchers during the Voucher Build process regardless of whether the PeopleSoft Payables business unit is set up for autonumbering.

Once EDI transactions have been processed, they are deleted from the voucher staging tables. The Voucher Build process places any vouchers that receive pre-edit validation errors in the quick invoice entry tables for review and correction using the Quick Invoice Entry component.

Voucher Build Minimum Data Requirements for EDI

The following lists show the minimum sets of fields that the Voucher Build process requires when you supply the voucher header, voucher line, and distribution line information:

- Voucher header:
  - ROW_ID
  - BUSINESS_UNIT
  - INVOICE_ID
  - INVOICE_DT
  - VENDOR_ID
  - OPRID
  - GROSS_AMT
- Voucher line:
  - ROW_ID

  - BUSINESS_UNIT
  - MERCHANDISE_AMT
  - VOUCHER_LINE_NUM
- Distribution line:
  - ROW_ID
  - BUSINESS_UNIT
  - VOUCHER_LINE_NUM
  - DISTRIB_LINE_NUM
  - ACCOUNT
  - MERCHANDISE_AMT

The particular fields that are required for any given run of the Voucher Build process can vary depending on the following circumstances:

- When you are trying to associate invoice lines to a purchase order, the vendor ID is optional and the distribution line should be absent.

  The rest of the required fields vary depending on the Voucher Build code.
- When you are trying to associate invoice lines to a receiver, the distribution line should be absent and the rest of the required fields vary depending on the Voucher Build code.

You can build distribution lines from voucher line information without associating purchase order or receiver lines by specifying the general ledger business unit and account, at a minimum—along with any additional ChartField information—on the voucher line.

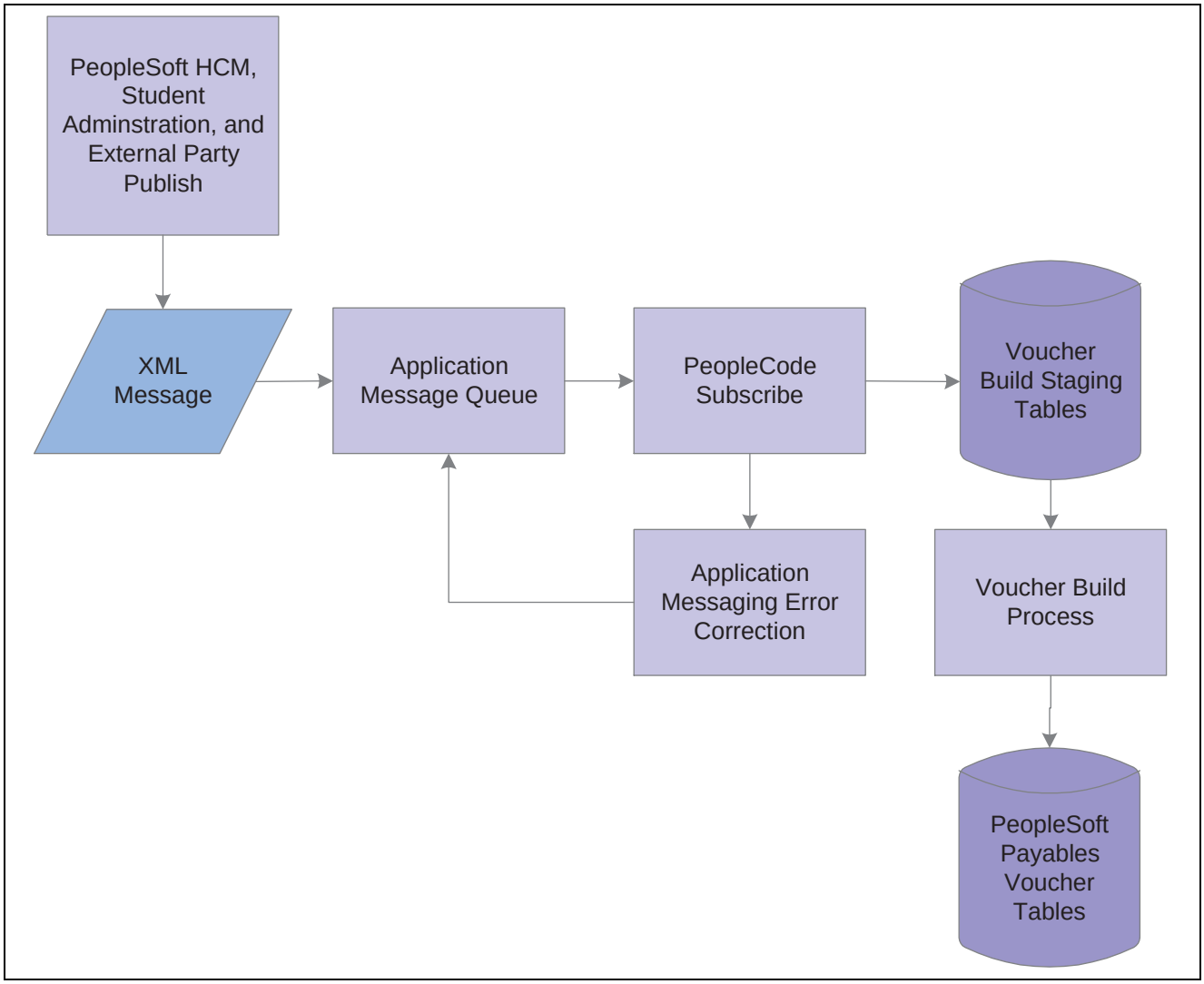
See Also

PeopleSoft PeopleTools PeopleBook: Supported Integration Technologies

Voucher EIP

PeopleSoft Payroll, PeopleSoft Student Administration, and other external systems can process vendor payments, such as payroll deductions, through PeopleSoft Payables using the Voucher EIP. The Voucher EIP uses PeopleSoft Application Messaging and the VOUCHER_BUILD message definition to populate the voucher staging tables with the necessary information for building voucher record sets.

The VOUCHER_BUILD message subscription process is illustrated in this flowchart:



VOUCHER_BUILD message subscription process flow

To view the VOUCHER_BUILD application message definition in detail, see the Enterprise Integration Point Catalog.

PeopleSoft Payroll and Student Administration, as well as third-party applications, publish voucher data to the application message, and PeopleSoft Payables subscribes to it. The subscription process transfers the contents of the message to the inbound voucher staging tables. The Voucher Build process then builds voucher records from the staged data and writes them to the PeopleSoft Payables voucher tables.

If external parties send bad data (for example, an invalid business unit) as part of the message, the subscription process flags the message as being in error. You must intervene manually using the application messaging error correction feature to correct the data before the message can be processed successfully. When you save the message after correcting the data, the message status is automatically set to *Reprocess.*

The Voucher Build process assigns voucher IDs if they aren't passed by the application message. Once the Voucher Build process finishes processing a staged record, the record is deleted from the staging table.

Note. The subscription process accepts data for new vouchers only. Vouchers that already exist in the PeopleSoft Payables voucher tables must be updated online using the Voucher component or the Voucher Maintenance component.

Note. You use the Vendor EIP to transfer vendor information to PeopleSoft Payables from PeopleSoft Payroll, Student Administration, and other external systems.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Importing Vendor Information," Importing Vendors Using the Vendor EIP

PeopleSoft Payroll 8.8 PeopleBook

PeopleSoft Enterprise Integration Point Catalogue

PeopleSoft PeopleTools PeopleBook: Integration Broker

Interunit Invoices from PeopleSoft Billing

The PeopleSoft Billing Generate AP Vouchers SQR process (BIGNAP01) initiates the creation of PeopleSoft Payables vouchers for interunit bills. The process takes interunit billing information from the PeopleSoft Billing tables and populates the PeopleSoft Payables voucher staging tables with voucher data for processing by the Voucher Build process.

See Also

PeopleSoft Billing 8.8 PeopleBook, "Loading Tables for Receivables, General Ledger, and Accounts Payable Systems Processing," Running the Generate AP Vouchers Process (BIGNAP01)

PeopleSoft Pay/Bill Management Transactions

PeopleSoft Pay/Bill Management generates payable time information for contractors that the Voucher Build process can build into vouchers. The Front Office to AP Application Engine process (FO_TO_AP) submits contractors' payable time to the voucher staging tables for voucher build processing.

See Also

PeopleSoft Pay/Bill Management 8.8 PeopleBook, "Working With Staffing Vendors"

Customer Refunds from PeopleSoft Receivables

PeopleSoft Payables generates refund checks for PeopleSoft Receivables. The PeopleSoft Receivables Refund Application Engine process (AR_REFUND) populates the voucher staging tables with refund voucher data for processing by the Voucher Build process.

See Also

PeopleSoft Receivables 8.8 PeopleBook, "Maintaining Customer Account Balances," Processing Refunds

Self-Service Invoices from PeopleSoft eSettlements

PeopleSoft eSettlements loads self-service invoices to the quick invoice entry tables for processing by the Voucher Build process.

See Also

PeopleSoft eSettlements 8.8 PeopleBook, "Processing Invoices"

XML Invoices

There are two ways to interface XML invoices to the Voucher Build process:

- Using XML invoices that are mapped to the VOUCHER_BUILD message definition for interfacing to the Voucher Staging tables using PeopleSoft Application Messaging.

  This process is also known as the Voucher EIP.

- Using XML invoices defined in the Open Applications Group (OAG) standardized format, which are handled in PeopleSoft Integration Broker, mapped to the PeopleSoft invoice structures by the Transform OAG to PSFT Invoice Application Engine process (EM_INV_OAG), and interfaced to the quick invoice tables using the EM_INVOICE_IN application message definition.

The OAG XML invoice interface with the Voucher Build process is discussed in full in separate documentation.

See *PeopleSoft eSettlements 8.8 PeopleBook*, "Processing Invoices".

PeopleSoft Payables users should also know that:

- PeopleSoft Payables users may need to define codesets in PeopleSoft Integration Broker that differ from those used by PeopleSoft eSettlements.
- OAG XML invoices must use the GL_Element tag to identify the Account ChartField if the invoice includes distribution information.

See Also

Chapter 11, "Processing Batch Vouchers," Voucher EIP, page 267

Prerequisites

Before using the Voucher Build process, you must set up the standard procurement control tables and establish the PeopleSoft Payables control hierarchy, including entering approved vendors in the system. In addition, you:

- (Optional) Define Voucher Build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- Define PeopleSoft Payables business unit Voucher Build options on the Payables Definition - Voucher Build page.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page, if you want to use ChartField combination editing.

Setup that is specific to each source transaction is discussed in the source transaction overviews.

See Also

Chapter 11, “Processing Batch Vouchers,” Understanding Voucher Build Source Transactions, page 258

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Specifying Voucher Build Criteria

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining Procurement Controls for General Ledger Business Units, page 30

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Setting Voucher Build Options, page 55

Running the Voucher Build Process and Reviewing Messages

This section discusses how to:

- Run the Voucher Build process.
- Review process messages.
- Review vouchers with errors.

See Also

Chapter 11, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 253

Common Elements Used in This Section

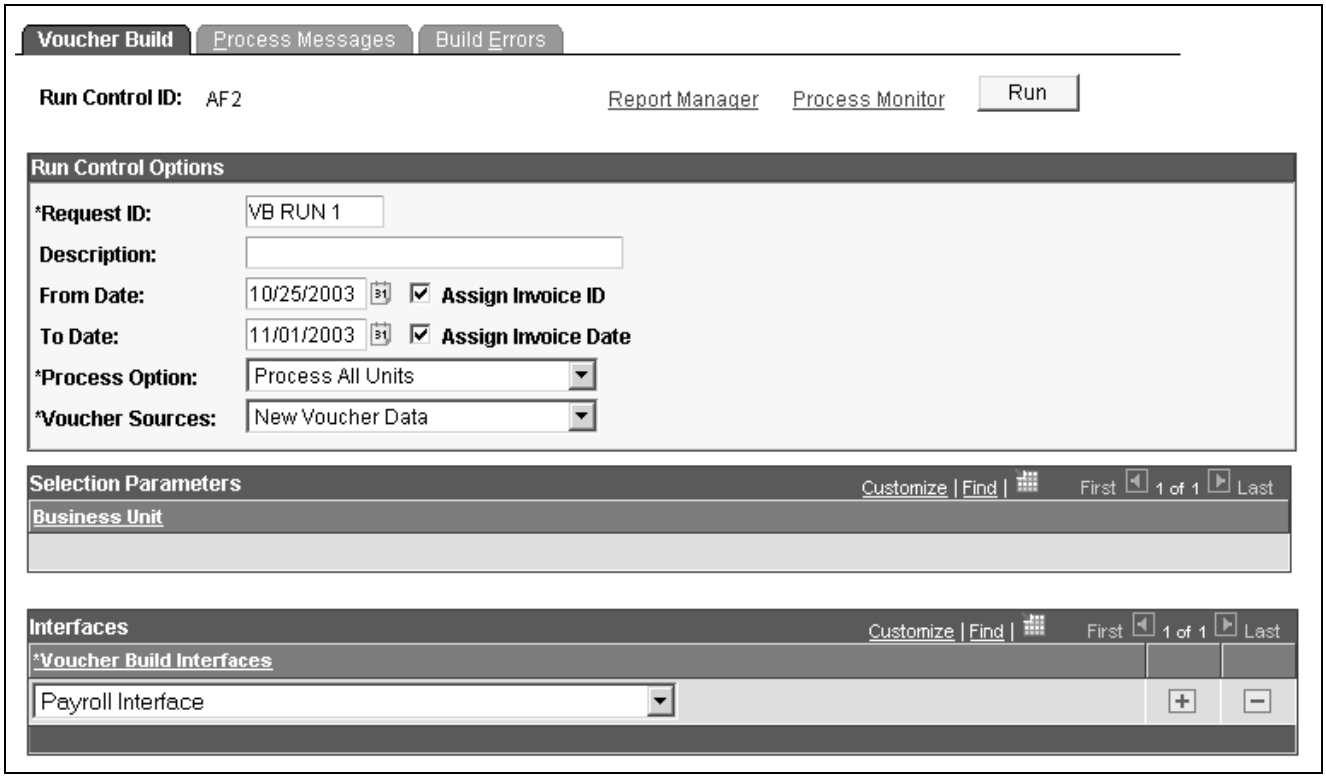
Request ID and **Description** Identifies the current run of the run control.

Pages Used to Run the Voucher Build Process and Review Messages

Page Name	Object Name	Navigation	Usage
Voucher Build	VCHR_BATCH_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Build, Voucher Build	Create a run control and request a run of the Voucher Build process.
Process Messages	VCHR_EDIT_REQUEST3	Accounts Payable, Batch Processes, Vouchers, Voucher Build, Process Messages	Monitor a voucher build processing run.
Build Errors	VCHR_EDIT_REQUEST4	Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors	Review a log of any voucher errors that occur during a voucher build processing run. Link to pages where you can view error details and correct errors. Errors logged include both pre-edit errors and recycled vouchers.

Running the Voucher Build Application Engine Process (AP_VCHRBLD)

Access the Voucher Build page.



Voucher Build page

Run Control Options

From Date and **To Date** — Enter dates to have the Voucher Build process select vouchers whose invoices are dated within the specified range.

Voucher Process Option — Select the level at which to process vouchers. Depending on the option that you select, different fields become available in the Selection Parameters group box. Values are:

Business Unit: The system processes vouchers that belong to the business unit that you enter in Selection Parameters.

Process All Units: The system processes all business units. No fields are available in Selection Parameters.

Process Contract: The system processes vouchers that belong to the contract ID that you enter in Selection Parameters. You must also enter a business unit.

Process Group: The system processes vouchers that belong to the control group ID that you enter in Selection Parameters. You must also enter a business unit.

Process Origin: The system processes vouchers that belong to the origin that you enter in Selection Parameters. You must also enter a setID.

Process Vendor: The system processes vouchers that belong to the vendor ID that you enter in Selection Parameters. You must also enter a business unit.

Process Voucher: The system processes the voucher with the voucher ID that you enter in Selection Parameters. You must also enter a business unit. This value is valid only for quick invoices and transactions in the online voucher tables. This value does not appear if you have selected a Voucher Edit Source of *All* .

Voucher Edit Source — Select the status of the sources that you want to process:

All (Unrestricted): Both new and recycled vouchers.

Errors/Staged Vouchers: Only vouchers that have pre-edit errors from prior Voucher Build process runs or that were staged for review during a prior run.

New Voucher Data: New transactions from selected interface sources.

Recycled Vouchers: Recycled vouchers in the online voucher tables.

Voucher Maintenance: Vouchers that have been modified using the Voucher Maintenance component.

Voucher Mass Maintenance: Vouchers that have been modified using the Voucher Mass Maintenance component.

See Chapter 13, “Managing Vouchers,” page 301.

Assign Invoice Date — Select to have the Voucher Build process assign the current date as the invoice date to vouchers built from voucher sources that have no invoice date.

Assign Invoice ID — Select to have the Voucher Build process assign an invoice ID to vouchers built from voucher sources that have no invoice ID or an invoice ID value of *NEXT*. The process assigns the voucher ID as the invoice ID.

Interfaces

Voucher Build Interfaces Select a source from which to create vouchers. Options are:

All Interfaces: All sources.

Billing Vouchers: Source transactions created through the PeopleSoft Billing Generate AP Vouchers SQR process (BIGNAP01).

Consignment Inventory: Consignment inventory source transactions.

Contracts: Source transaction created through the PeopleSoft Purchasing voucher contracts functionality.

Custom: Voucher EIP source transactions from customized external interfaces. This value is delivered as inactive and must be activated to appear.

EDI: EDI source transactions.

Evaluated Receipts (ERS): ERS source transactions.

Pay/Bill Management: Contractors' payable time transactions from PeopleSoft Pay/Bill Management.

Payroll Interface: Voucher EIP source transactions from PeopleSoft Payroll.

Procurement Card: Procurement card source transactions from PeopleSoft Purchasing.

Promotions Management: PeopleSoft Promotions Management source transactions.

Quick Invoice: Quick invoice entry source transactions.

Receivables Customer Refunds: Refund source transactions created in PeopleSoft Receivables.

Return to Vendor: RTV source transactions.

Self-Service Invoices: Self-service invoice transactions from PeopleSoft eSettlements.

Student Administration: Voucher EIP source transactions from PeopleSoft Student Administration.

XML Invoice (eSettlements): XML invoices interfaced using the EM_INVOICE_IN application message definition.

Contract Voucher Action This field is enabled when you select *All Interfaces* or *Contracts* in Voucher Build Interfaces. The default is to stage contract vouchers. Values are:

Build Voucher: Create vouchers for all contracts that are processed and successfully pass all Voucher Build process editing requirements.

Stage Voucher: Stage all contract vouchers that have been created in the pre-edit step of the Voucher Build process in the quick invoice entry tables for user review. Before you can run the voucher edit step of the Voucher Build process for these vouchers, you must release them by reviewing them in the Quick Invoice Entry component, modifying them as needed, and setting their build status to *To Build.*

See Also

Chapter 11, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 253

Reviewing Process Messages

Access the Process Messages page.

Review the messages that the Voucher Build process produces. These are the same messages that appear in the Process Monitor.

The Request Status group box shows the current status of the request. A process instance number appears after you run the request. The Details group box shows the time, severity, and text of the message. Click Refresh Log to display the messages that the run generated.

Reviewing Vouchers with Errors

Access the Build Errors page.

Refresh Log Click to display the messages that the run generated.



Click the Examine Error Messages button to access the Voucher Build Error Detail page, where you can view Voucher Build process error details for the voucher and transfer to the appropriate error correction component:

- Quick Invoice Entry component for vouchers with pre-edit errors.
- Voucher component for vouchers in recycle status.



Click the Correct Errors button to access the appropriate error correction component directly.

See Also

Chapter 11, “Processing Batch Vouchers,” Understanding Voucher Build Processing, page 253

Chapter 12, “Entering and Updating Quick Invoices,” page 279

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Reviewing Voucher Build Process Errors

There are two kinds of Voucher Build process errors: pre-edit errors for vouchers that cannot be passed to the voucher edit subprocess, and recycle status for vouchers that have gone through the voucher edit subprocess but failed at least one validation. You correct pre-edit errors in the Quick Invoice Entry component and vouchers in recycle status in the online Voucher component or the Voucher Maintenance component.

Note. You correct Voucher Build errors for procurement card vouchers in a VAT environment on the Reconcile Statement - Procurement Card page in PeopleSoft Purchasing.

There are several ways to search for and review vouchers with Voucher Build process errors:

- You can view a list of vouchers with pre-edit errors and vouchers in recycle status for a particular processing run of the Voucher Build process on the Recycle Vouchers page in the Voucher Build run control component.

  The Recycle Vouchers page contains links to the Voucher Build Error Detail page, where you can view error details and access the appropriate voucher correction component or page—the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page. The Build Errors page also contains direct links to the appropriate voucher correction component.
- You can use the Voucher Build Error Detail page to search for vouchers with Voucher Build errors and link from there to the appropriate voucher correction component.
- You can use the Voucher Maintenance Search page to search for vouchers in recycle status and correct them in the Voucher Maintenance component.

Note. Consigned Inventory vouchers with Voucher Build errors do not appear in the pages and components described here. You can view them on the Consigned Inventory Voucher Exceptions page and correct them in PeopleSoft Supply Chain Management.

This section discusses how to:

- Review Voucher Build process error details using the Voucher Build Error Detail page.
- Review Voucher Build process errors for Consigned Inventory vouchers.

See Also

Chapter 11, “Processing Batch Vouchers,” Voucher Build Process Errors, page 257

Chapter 11, “Processing Batch Vouchers,” Reviewing Vouchers with Errors, page 275

Chapter 12, “Entering and Updating Quick Invoices,” page 279

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

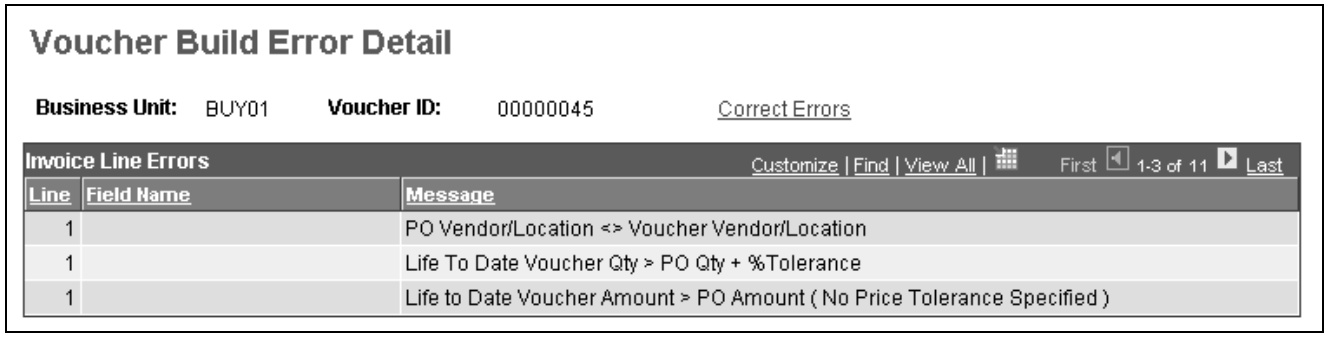
Chapter 13, “Managing Vouchers,” page 301

Pages Used to Review Voucher Build Process Errors

Page Name	Object Name	Navigation	Usage
Voucher Build Error Detail	VCHR_BATCHERR_PG	• Accounts Payable, Vouchers, Maintain, Voucher Build Error Detail • Accounts Payable, Batch Processes, Vouchers, Voucher Build, Build Errors Click the Examine Error Messages button on the Build Errors page.	Review the details for any Voucher Build process errors on a voucher. Access the appropriate error correction component or page—the Quick Invoice Entry component, the online Voucher component, or the Reconcile Statement - Procurement Card page—depending on the type of voucher and error.
Consigned Inventory Voucher Exceptions	AP_CONS_INV_ERRINQ	Accounts Payable, Vouchers, Maintain, Consigned Item Errors	Review consigned inventory items with Voucher Build process errors.

Reviewing Voucher Build Process Error Details

Access the Voucher Build Error Detail page.



Voucher Build Error Detail page

Note. Five scroll areas can appear on this page: Header Errors, Miscellaneous Charge Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors. Only scroll areas that contain errors appear.

Correct Errors Click to access the appropriate error correction component or page:

- For pre-edit errors, you access the Quick Invoice Entry component.
- For vouchers in recycle status, you access the online Voucher component.
- For procurement card vouchers in a VAT environment with Voucher Build errors, you access the Reconcile Statement - Procurement Card page.

Field Name Displays the field where the error exists.

Message Displays an explanation of the error.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

PeopleSoft Purchasing 8.8 PeopleBook, “Managing Procurement Cards,” Reconciling Procurement Card Transactions Manually

Reviewing Consigned Inventory Items with Voucher Build Errors

Access the Consigned Inventory Voucher Exceptions page.

View the PeopleSoft Payables business unit, vendor ID, vendor location, item ID, receiving business unit, receipt number, base quantity and standard unit of measure for the consigned inventory item with Voucher Build process errors.

See Also

PeopleSoft Inventory 8.8 PeopleBook, “Managing Consigned Inventory”

CHAPTER 12

Entering and Updating Quick Invoices

This chapter provides an overview of quick invoices and discusses how to enter and update quick invoices.

Understanding Quick Invoices

This section discusses:

- Quick invoice overview.
- Complete and simple worksheets.
- Purchase order and receiver copy functionality.
- Voucher build processing logic for associating voucher lines with purchase order and receiver lines.
- Quick Invoice Entry component configuration.

Quick Invoice Overview

The Quick Invoice Entry component (VCHR_QUICK_PNL) provides efficient data entry for large volumes of similar invoices and invoices for which you can use defaults to complete most of the voucher details. The Quick Invoice Entry component contains minimal online edits; default and edit processing are handled by the Voucher Build Application Engine process (AP_VCHRBLD). This makes the component easy to configure and upgrade and offers improved performance when saving data.

The Quick Invoice Entry component enables you to enter minimal invoice information, such as the business unit, vendor ID, invoice ID, invoice date, and merchandise amount. The Voucher Build process completes the other required fields for the voucher records using defaults from the PeopleSoft Payables control hierarchy. You can also use the Quick Invoice Entry component to copy purchase order and receiver information to create vouchers—either by copying purchase orders and receivers directly to the quick invoice at the time of entry, or by specifying key field information for the Voucher Build process to use in associating voucher lines with specific purchase order or receiver schedule lines. You can also set up session defaults that automatically populate voucher fields for an entire session, and you can override those defaults for a particular voucher.

You also use the Quick Invoice Entry component in update/display mode for reviewing vouchers staged by the Voucher Build process to PeopleSoft Payables from external sources, as well as for correcting Voucher Build process pre-edit errors.

See Also

Chapter 11, “Processing Batch Vouchers,” page 253

Complete and Simple Worksheets

The Quick Invoice Entry component comes with two templates: the complete worksheet and the simple worksheet.

The complete worksheet enables you to enter more voucher line information than the simple worksheet. On the complete worksheet, you can enter multiple distribution lines and also copy purchase orders (POs) and receivers to the voucher lines or specify PO and receiver default information for the Voucher Build process to use in locating POs and receivers for completing the voucher. The complete worksheet also enables you to limit the number of voucher lines and distribution lines called up when you open a quick invoice voucher in update mode.

The simple worksheet provides minimal voucher header and voucher line entry, leaving it up to the Voucher Build process to use the session defaults and the PeopleSoft Payables control hierarchy to fill in the rest. The simple worksheet also has the following restrictions:

- A single distribution line per voucher line.
- No copying of purchase orders or receivers.

Both simple and complex worksheets enable you to enter and apply prepayment vouchers.

You can configure either worksheet to the organization's particular needs.

See Also

Chapter 12, "Entering and Updating Quick Invoices," Entering Quick Invoices Using the Complete Worksheet, page 285

Chapter 12, "Entering and Updating Quick Invoices," Entering Quick Invoices Using the Simple Worksheet, page 290

Purchase Order and Receiver Copy Functionality

There are two ways to use purchase order and receiver information to complete quick invoice vouchers:

- Copying information directly to the quick invoice.
- Specifying information for the Voucher Build process to use in building voucher lines.

Copying Purchase Orders or Receivers to the Quick Invoice

To copy a purchase order or receiver directly to the quick invoice voucher at the time of entry, use the Copy PO or Copy Worksheet feature, just as you would in the Voucher component. You must use the complete worksheet.

Note. If you voucher only a partial quantity of a purchase order line that you have copied, the Voucher Build process prorates the partial quantity down to the voucher distribution lines.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 202.

Specifying Purchase Order and Receiver Information for the Voucher Build Process to Use in Building Voucher and Distribution Lines

To specify purchase order and receiver field values for the Voucher Build process to use in locating and copying purchase order and receiver lines to the voucher:

1. Enter a voucher in the Quick Invoice Entry component using the complete worksheet, and specify identifying information about the purchase order or receiver (or both) on the voucher line and in the PO/Receiver defaults fields, ignoring the distribution information.

   See Chapter 12, "Entering and Updating Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 281.

2. Save the voucher.
3. Run the Voucher Build process.

   The Voucher Build process attempts to find the purchase order or receiver line.

   If it finds the information, the process retrieves the additional line information from the purchase order or receiver, as well as default voucher header data.

   If the voucher has multiple purchase orders, the Voucher Build process uses the information from the purchase order on the first voucher line to populate voucher header information.

   If the Voucher Build process fails to match the voucher line to a purchase order or receiver line, the process generates a pre-edit error, which you can review on the Voucher Build Error Detail page.

The process copies the distribution information from the purchase order or the receiver. The process then prorates the distributions from the amount on the invoice line.

See Also

Chapter 11, "Processing Batch Vouchers," page 253

Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines

When the Voucher Build process builds voucher records from purchase orders and receivers, it uses default processing logic to match the voucher line information it has received with purchase orders and receivers. When you use the Quick Invoice Entry component to enter basic voucher information for the Voucher Build process to build into voucher records, you can accept this default processing logic or specify a voucher build code that identifies special processing logic for the Voucher Build process to follow. These voucher build codes specify how the Voucher Build process finds matches between voucher line information and receivers or purchase orders. You define voucher build codes using the Voucher Build Criteria component.

If you do not specify a voucher build code for the quick invoice, the following default association criteria apply:

1. The Voucher Build process attempts to match voucher lines to receivers before purchase orders:
   - The voucher line matches if the receiver business unit, receiver ID, and receiver line number are specified on the voucher and match the receiver.
   - If no receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the receiver business unit, receiver ID, inventory item ID, and quantity are specified and match.
   - If no receiver ID or receiver line number is specified on the voucher line, the voucher line can still match to a receiver if the packing slip, carrier ID, bill of lading, or invoice ID from the voucher header is specified and matches the receipt line *and both* the inventory item ID and quantity are specified and match.
   - If the quantity is specified on the voucher line, it must match the quantity on the receiver line.
   - If a unit of measure is specified on the voucher line, it must match the receiver line.

2. If there is no match to a receiver, the Voucher Build process attempts to match a purchase order:
   - The voucher line matches if the PO business unit, PO ID, PO line number, and PO schedule are specified on the voucher and match the purchase order.
   - If no PO line number or PO schedule is specified on the voucher line, the voucher line can still match a purchase order if the PO business unit, PO ID, inventory item ID, and quantity are specified and match.
   - If the quantity is specified on the voucher line, it must match the quantity on the PO schedule.
   - If a unit of measure is specified on the voucher line, it must match the PO schedule.

If this default association logic does not meet the organization's needs and you don't want to rely solely on voucher build codes to override the logic, you can modify it:

- To deactivate the default logic, make section AP_VB_BLDCD.XUSRDFLTStep01 active.
- To have separate default logic for receivers, make section AP_VB_BLDCD.XUSRDFLTStep02 active and populate the PeopleCode clauses by using dynamic Structured Query Language (SQL) code.
- To have separate default logic for POs, make section AP_VB_BLDCD.XUSRDFLTStep03 active and populate the PeopleCode clauses by using dynamic SQL code.

Note. Test any new dynamic SQL thoroughly.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

Quick Invoice Entry Component Configuration

Configuring the Quick Invoice Entry component is relatively simple. For example, there are fields in the table structure underlying the component (such as VAT-related fields) that are not included in the component but which you can easily add if they suit your business requirements.

Component configuration should only be performed by persons with PeopleTools training and experience.

Prerequisites

Before entering and processing quick invoices, you must set up the standard procurement control tables and establish the PeopleSoft Payables control hierarchy, including entering approved vendors in the system. In addition, you:

- (Optional) Define voucher build criteria on the Voucher Build Code Definition page if you want to use voucher build codes.
- (Optional) Define the business unit combination edit template for the Voucher Build process on the Procurement Control - General Controls page, if you want to use ChartField combination editing.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Specifying Voucher Build Criteria

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting General Controls, page 35

Entering and Updating Quick Invoices

This section discusses how to:

- Enter quick invoices using the complete worksheet.
- Enter quick invoices using the simple worksheet.
- Enter session defaults.
- Override defaults.
- Enter payment information.
- Review and update quick invoices, staged vouchers, and vouchers with pre-edit errors.

See Also

Chapter 12, "Entering and Updating Quick Invoices," Complete and Simple Worksheets, page 280

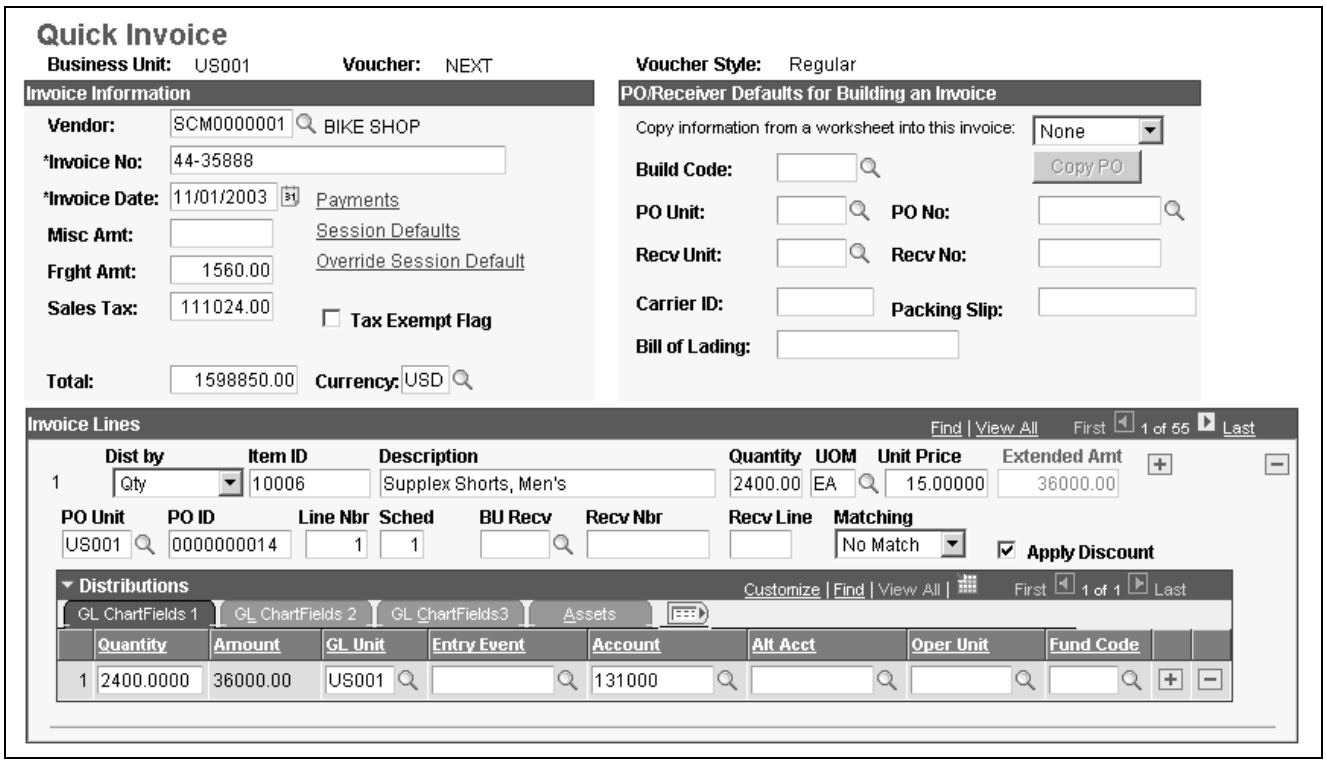
Pages Used to Enter and Update Quick Invoices

Page Name	Object Name	Navigation	Usage
Quick Invoice (complete worksheet)	VCHR_HEADER_QV	• Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry Select *Complete Worksheet* in the Quick Invoice Template on the Add Search page. • Click the Examine Error Messages button for a voucher with Voucher Build pre-edit errors on the Build Errors page to access the Quick Invoice page in update/display mode. • Click the Correct Errors link on the Voucher Build Error Detail page to access the Quick Invoice page in update/display mode.	Enter and update invoice header, line, and distribution information, along with PO and receiver details for the Voucher Build process to use in building a voucher. When you enter the page in update/display mode from the Add Search page, you can search for vouchers by build status, including vouchers that have been staged for review by the Voucher Build process, vouchers with Voucher Build process pre-edit errors, or vouchers to be built.
Copy Worksheet (purchase order)	VCHR_QVLN_PO_WRK	Select *PO Only* in the Copy information from a worksheet into this invoice field on the Quick Invoice page (complete worksheet).	Select the lines from one or more purchase orders for copying to the Quick Invoice page (complete worksheet).
Copy Worksheet (receiver)	VCHR_QVLN_RECV_WRK	Select *PO Receipt* or *Recp Only* in the Copy information from a worksheet into this invoice field field on the Quick Invoice page (complete worksheet).	Select the lines from one or more receivers for copying onto the Quick Invoice page (complete worksheet).

Page Name	Object Name	Navigation	Usage
Quick Invoice Entry - Miscellaneous Charges page	VCHR_MISC_QV	• Click the Miscellaneous Charges link in the Invoice Information group box on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for the invoice header. • Click the Miscellaneous Charges link on an invoice line on the Quick Invoice complete worksheet page to access the Miscellaneous Charges page for invoice lines. • The link appears only if you have copied a purchase order with freight or miscellaneous charges.	This page applies only when you have copied a purchase order with freight or miscellaneous charges. For invoice headers, review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice. For invoice lines, select whether or not to apply the miscellaneous charges to the line.
Quick Invoice (simple worksheet)	VCHR_HEADER_QV2	Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Entry Select *Simple Worksheet* in the Quick Invoice Template field on the Add Search page.	Enter and update invoice header, line, and distribution information for the Voucher Build process to build into a voucher. The simple worksheet requires minimal voucher data entry. You can only enter the simple worksheet in update/display mode if you have not yet run the Voucher Build process for the voucher.
Quick Invoice Entry - Session Defaults page	VCHR_DFLT_PNL	Click the Session Defaults link on the Quick Invoice page (complete or simple worksheet).	Enter voucher defaults for a user-entry session. These defaults override the values that the system applies using the PeopleSoft Payables control hierarchy.
Override Session Default	VCHR_HDR_QV_SEC	Click Override Session Default on the Quick Invoice page (complete or simple worksheet).	Override optional voucher header defaults for the current quick invoice.
Quick Invoice Entry - Payment Details	VCHR_PYMNT_QV_SEC	Click Payments on the Quick Invoice page (complete or simple worksheet).	Enter and update specific payment information for a quick invoice.

Entering Quick Invoices Using the Complete Worksheet

Access the Quick Invoice complete worksheet page in add mode.



Quick Invoice complete worksheet page in add mode

Invoice Information

You must enter a vendor ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the PeopleSoft Payables control hierarchy or the session defaults.

Note. The Misc Amt (miscellaneous amount), Frght Amt (freight amount), and Sales Tax fields do not appear if the voucher style is *Prepaid.* The VAT field appears only if the voucher's business unit is VAT-applicable.

Payments Click to access the Quick Invoice - Payment Details page, where you can enter payment information for the voucher.

Session Defaults Click to access the Quick Invoice Entry Defaults page, where you can set default values for all of the invoices that you enter in the current session. These defaults override the defaults that the system applies using the PeopleSoft Payables control hierarchy.

Override Session Defaults Click to access the Override Defaults page, where you can override the session defaults for the current invoice and specify optional voucher header field values.

Miscellaneous Charges Click to access the Miscellaneous Charges page for the voucher header, where you can review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice.

Note. This field appears only if you have copied a purchase order with freight or miscellaneous charges.

Note. You can click the Miscellaneous Charges link on each voucher line to access the voucher line Miscellaneous Charges page, where you can select whether or not to apply the miscellaneous charges to the line.

Tax Exempt Select to override the default sales and use tax setup for the voucher and make it exempt from sales and use tax.

PO/Receiver Defaults for Building an Invoice

In add mode, this group box provides fields for indicating purchase orders or receivers that you want to copy to the voucher or that you want the Voucher Build process to build into a voucher.

In update/display mode, this group box also includes fields for delimiting the number of voucher lines that appear in the Voucher Lines scroll area.

See Chapter 12, "Entering and Updating Quick Invoices," Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors, page 297.

Note. The fields in this group box are not available for entry if the voucher style is *Prepaid.* You cannot copy a purchase order or receiver to a prepaid voucher.

There are two ways of building vouchers from purchase orders or receivers:

- You can copy purchase orders or receivers directly to the voucher, either by using the Copy PO function or a copy worksheet.
- You can enter identifying information about the purchase order or receiver (or both) in the other PO/Receiver defaults fields (and on the voucher header and lines).

  The Voucher Build process uses this information to locate purchase order and receiver lines and build the voucher from them. The fields required to successfully build voucher lines from receiver and purchasing order lines depend on the processing logic used by the Voucher Build process—either the logic defined by the voucher build code that you enter or, if you don't enter a voucher build code, the default processing logic.

Any values that you enter in this group box are copied to the voucher and distribution lines, where you can override them.

See Chapter 12, "Entering and Updating Quick Invoices," Voucher Build Processing Logic for Associating Voucher Lines with Purchase Order and Receiver Lines, page 281.

Copy information from a worksheet into this invoice Select a value to access the appropriate copy worksheet for copying purchase orders and receivers onto a voucher. The copy worksheets enable you to search for purchase orders and receivers and select the lines that you want to copy to the voucher. Options are:

- *None:* Do not copy information.
- *PO Only:* Access the copy worksheet for purchase orders (that is, the Copy Worksheet - PO Lookup Criteria page).
- *PO Receipt:* Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option,

you can search for receivers by purchase order and receiver information and the system returns only receivers that reference purchase orders.

- *Recp Only* (receipt only): Access the copy worksheet for receivers (that is, the Copy Worksheet - Receiver Lookup Criteria page). When you select this option, you can search for receivers by receiver information only, and the system returns only receivers that do not reference purchase orders.

These copy worksheets function as they do in the Voucher component.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 202.

Build Code

Enter a voucher build code, which defines how the Voucher Build process associates invoice lines for the voucher with a PO or receiver. Once the process finds an association, it uses the PO and receiver lines to complete the voucher line and accounting distributions.

If you don't enter a voucher build code, default association processing logic applies. The processing logic—whether defined by a voucher build code or by default—determines the fields that you are required to enter in this group box and on the voucher lines in order for the Voucher Build process to locate a purchase order or receiver and build a voucher from it.

You set up voucher build codes on the Voucher Build Code Definition page.

PO Unit (purchase order business unit) and **PO No.** (purchase order number)

Enter a PeopleSoft Purchasing PO business unit and PO ID. You can either copy the purchase order information onto the voucher lines by clicking Copy PO, or you can let the Voucher Build process use the PO business unit and PO ID (along with appropriate PO information you enter on the voucher lines) to locate the purchase order lines and build the voucher and distribution lines from them.

If you enter a PO business unit only, the Voucher Build process uses the PO IDs that you enter on the voucher lines to locate the purchase order lines.

Copy PO (copy purchase order)

Enter a PO business unit and PO ID in the PO Unit and PO No fields and click this button to copy purchase order fields onto the voucher. If you don't know the PO business unit, use the Copy information from a worksheet into this invoice field to access the appropriate copy worksheet, where you can search for a purchase order to copy.

Recv Unit (receiving business unit) and **Recv No** (receiver number)

Enter a PeopleSoft Purchasing receiving business unit and receiver ID. The Voucher Build process uses these values, along with the other receiver information that you enter in this group box and on the voucher lines, to locate the receiver lines and build the voucher and distribution lines from them.

If you enter a receiving business unit only, the Voucher Build process uses the receiver IDs that you enter on the voucher lines to locate the purchase order lines.

Carrier ID, Packing Slip, and **Bill of Lading**

Enter the relevant receiver data. The Voucher Build process uses these values, along with the other receiver information you enter in this

group box and on the voucher lines, to locate receiver lines and build the voucher and distribution lines from them.

Invoice Lines

Most of the fields in this scroll area are identical to those in the Invoice Lines scroll area on the Invoice Information page in the Voucher component. Any differences are documented here.

Note. The purchase order- and receiver-related fields in this scroll area are not available for entry if the voucher style is *Prepaid*.

Item ID and **Description** — If you enter an item ID reference code, the Voucher Build process uses this value to match voucher lines to receiver and purchase order lines.

Extended Amt (extended amount) — Displays the merchandise amount for the voucher line. The Voucher Build process computes this value if you enter the quantity and unit price or copy the voucher line from a purchase order or receiver.

PO Unit (purchase order business unit), **PO ID** (purchase order number), **Line Nbr** (purchase order line number), and **Sched** (purchase order schedule number) — Enter values to identify the related purchase order. The Voucher Build process uses this information to locate the purchase order line and build the voucher and distribution lines from it.

BU Recv (receiver business unit), **Recv Nbr** (receiver number), and **Recv Line** (receiver line number) — Enter values to identify the related receiver. The Voucher Build process uses this information to locate the receiver line and build the voucher and distribution lines from it.

Matching — Select whether to use matching. Options are:

- *Full Match*
- *No Match*

See Chapter 14, “Running the Matching Process,” page 349.

Miscellaneous Charges — Click to access the Miscellaneous Charges page for the voucher line, where you can select whether or not to apply the miscellaneous charges to the line.

Note. This field appears only if you have copied a purchase order with freight or miscellaneous charges.

Note. You can click the Miscellaneous Charges link on the invoice header to access the header Miscellaneous Charges page, where you can review or override the miscellaneous charge codes, accounting entry type, and charge amounts for the invoice.

Apply Discount — Select to make the voucher line discount-applicable. By default, this check box is selected.

Distributions

Use this scroll area to enter multiple distribution lines for each voucher line. To avoid recycle status, you must enter at least an account if the voucher is not associated with a PO or receiver. For prepayment vouchers, you can leave the Account field blank, and the Voucher Build process will supply the prepayment account from the Accounting Entry Template.

Most of the fields are identical to those on the Invoice Information page in the Voucher component, except that there are no edits against these fields in the Quick Invoice Entry component. Any other differences are documented here.

Reference Enter an open item reference if the account that you enter has been set up as an open item account.

VAT Apport CF (VAT apportionment ChartField) If you use VAT apportionment to track the organization's recoverability, select the business unit whose ChartField values the system uses for VAT apportionment control:

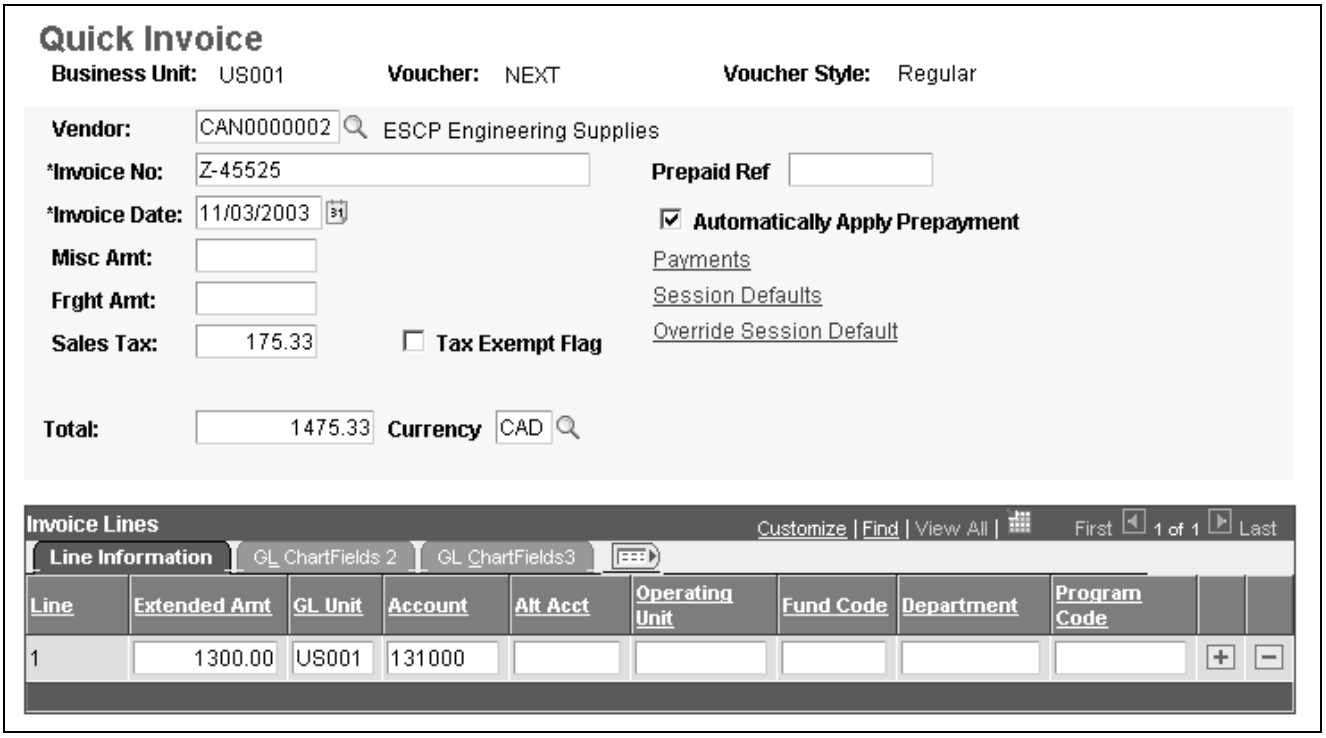
- *Dist GL BU* (distribution general ledger business unit): The system uses the general ledger business unit on the voucher distribution line to determine the VAT apportionment.
- *Txn BU* (transaction business unit): The system uses the Payables business unit in which the voucher is entered to determine the VAT apportionment.
- *Txn GL BU* (transaction general ledger business unit): The system selects the general ledger business unit to which the PeopleSoft Payables business unit is mapped to determine the VAT apportionment.

See Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Setting Up the VAT Environment, page 842.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Use Types and Apportionment.

Entering Quick Invoices Using the Simple Worksheet

Access the Quick Invoice simple worksheet page.



Quick Invoice simple worksheet page

Note. Descriptions of many of the fields on this page can be found in the discussion of the Quick Invoice complete worksheet page and in other chapters in this PeopleBook.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

You must enter a vendor ID, invoice number, invoice date, and total amount. Other fields are optional. If you leave the optional fields blank, the Voucher Build process completes the voucher according to the defaults that you set up in the PeopleSoft Payables control hierarchy or the session defaults.

Prepaid Ref (prepaid reference) and **Automatically Apply Payment**

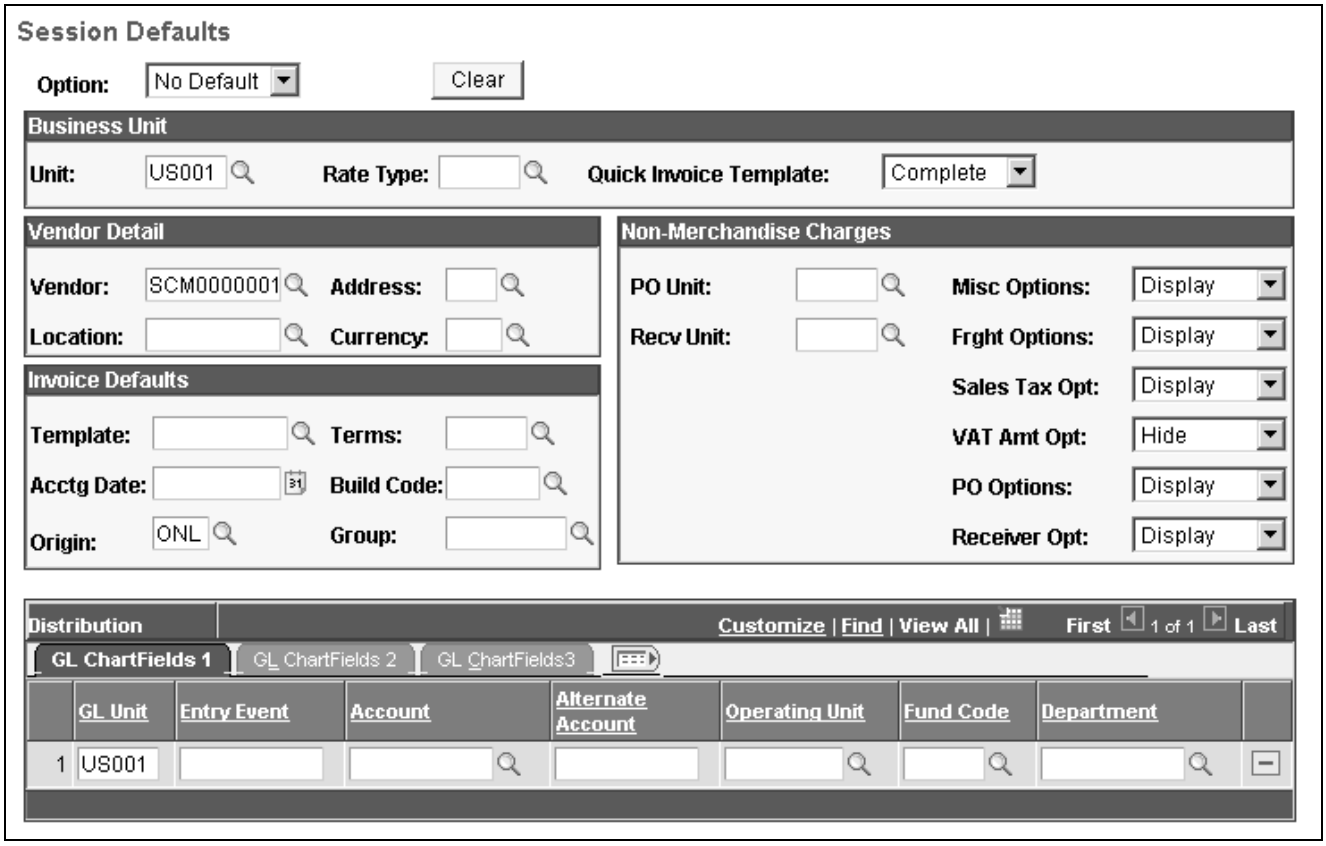
See Chapter 12, "Entering and Updating Quick Invoices," Entering Prepayment Vouchers Using the Quick Invoice Entry Component, page 295.

Invoice Lines

Enter the extended amount and distribution information for each voucher line. You can enter one combined distribution line per voucher line.

Entering Session Defaults

Access the Quick Invoice Entry - Session Defaults page.



Quick Invoice Entry - Session Defaults page

Most of the fields on this page are defined in other chapters of this PeopleBook. Only fields that are particular to this page or behave in ways that are particular to this page are documented here.

Option and **Clear**

Select a value in the Option field:

Default: Specify defaults.

The system applies the defaults that you specify on this page to each invoice that you enter until you exit the current PeopleSoft session or clear the session defaults by clicking Clear.

Default values are useful if you create large numbers of vouchers for the same vendor. For example, if you are entering multiple invoices with the same invoice or distribution line information (such as the same vendor information, terms, or account), you can set default values for these common fields and enter only the unique information for each voucher.

No Default: The system ignores the values on this page when you enter invoices.

Business Unit

Quick Invoice Template

Select the worksheet that is the default for this session. Options are:

- *Complete:* Establish the Quick Invoice complete worksheet page as the default. On this page, you can copy purchase orders and receivers and specify more voucher details.

- *Simple:* Establish the Quick Invoice simple worksheet page as the default. On this page, you can quickly enter basic voucher information.

See Chapter 12, "Entering and Updating Quick Invoices," Complete and Simple Worksheets, page 280.

Invoice Defaults

Template Enter the accounting entry template default for this session.

Build Code Enter the voucher build code for the session.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Specifying Voucher Build Criteria.

Non- Merchandise Charges

PO Unit (purchase order business unit) and **Recv Unit** (receiver business unit) Enter a default PO business unit or receiver business unit (or both). The Voucher Build process uses this information, along with appropriate PO or receiver information that you enter on the voucher lines, to locate the purchase order or receiver lines and build the voucher and distribution lines from them.

Note. This functionality applies to the complete worksheet only.

Select how to display the following options on the Quick Invoice pages (including the simple and complete worksheets, the Payment Details page, and the Override Defaults page). Values are *Display, Gray,* and *Hide* for these options:

Misc Options (miscellaneous charge options) Controls display of miscellaneous amount and miscellaneous charge code fields.

Frght Options (freight charge options) Controls display of freight amount and freight charge code fields.

Sales Tax Opt (sales tax charge options) Controls display of sales tax amount, sales tax charge code fields, tax exempt fields.

VAT Amt Opt (VAT amount options) Controls display of VAT amount and VAT Apport CF (VAT apportionment ChartField) fields.

PO Options (purchase order options) Controls display of all purchase order-related fields.

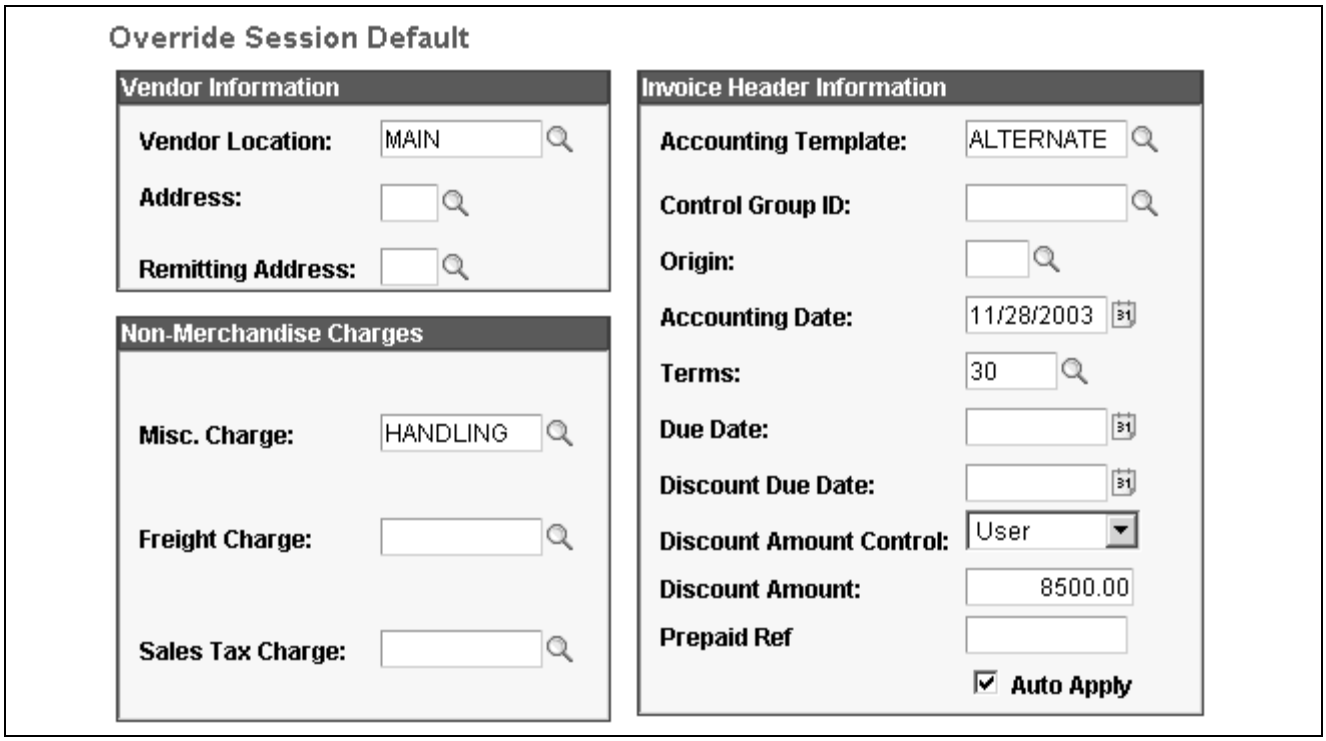
Receiver Opt (receiver options) Controls display of all receiver-related fields.

Distribution Lines

Enter default general ledger ChartField values and project information on the GL ChartFields 1, GL ChartFields 2, and GL ChartFields 3 tabs.

Overriding Defaults

Access the Override Session Default page.



Override Session Default page

Most of the fields on this page are defined in another chapter in this PeopleBook. Only fields that are particular to this page or behave in ways that are particular to this page are documented here.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167.

Note. The fields that appear in the Non-Merchandise Charges group box—and the presence of the Non-Merchandise Charges group box itself—depend on the display options that you select on the Quick Invoice Entry Defaults page. The Misc. Charge, Freight Charge, and Sales Tax Charge fields do not appear if you are entering a prepaid voucher.

Invoice Header Information

Control Group ID Select a value from the lookup, or enter *NEXT* for the Voucher Build process to assign a new control group.

See Chapter 5, "Organizing Vouchers with Origins and Control Groups," page 75.

Discount Terms

Use the Discount Amount Control field to specify whether or not to accept the default payment terms or to enter your own due date and discount information. Values are:

- *Terms:* The system uses the calculated discount amount.

The system calculates the discount amount according to the payment terms, due date, and discount due date that you enter here. If you leave these blank, the system calculates the discount amount according to the payment terms that are populated by default through the PeopleSoft Payables control hierarchy.

- *User:* The system uses the discount amount that you enter in the Discount Amounts field.

Note. The system does not use any discount amount you enter here if you select *Terms* as the discount amount control value.

Note. Discount terms fields are grayed out if you are entering a prepaid voucher. If you enter discount terms or multipayment terms in the Terms field for a prepaid voucher, the voucher will fail voucher build processing.

Prepaid Reference and Auto Apply

Use the Prepaid Ref and Auto Apply fields when you enter prepaid vouchers.

See Chapter 12, "Entering and Updating Quick Invoices," Entering Prepayment Vouchers Using the Quick Invoice Entry Component, page 295.

Entering Payment Information

Access the Quick Invoice - Payment Details page.

Most of the fields on this page are identical to those on the Payments page in the Voucher component. Only fields that differ are discussed here.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Payment Information for Vouchers, page 211.

Payment Message Enter a payment message of up to 70 characters to appear on the remittance advice (check stub), or select a message code for a predefined message to appear on the remittance advice.

You define message codes on the Payment Messages page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Establishing Standard Payment Messages

Entering Prepayment Vouchers Using the Quick Invoice Entry Component

You can enter and apply prepayment vouchers using either the complete or simple worksheets.

Entering Prepayments

To enter prepayment vouchers using the complete worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides.

Note. You cannot copy POs or receivers. Nor can you enter non-merchandise amounts (except VAT), discount terms, or multipayment terms.

3. Access the Override Session Default page.
4. (Optional) Enter a prepayment reference in the Prepaid Ref field.
5. Select or clear the Auto Apply option.
   - The Auto Apply option is selected and grayed out by default.

     If you enter a prepayment reference and select Auto Apply, then, if the next entered invoice with that prepayment reference has a total amount less than the prepayment amount, the system automatically applies the remaining amount of the prepayment voucher to a subsequent invoice with that prepayment reference.

     If you enter no prepayment reference and select the Auto Apply option, then the next invoices from the vendor on the prepayment voucher are applied to the prepayment until the prepayment amount is fully applied.
   - To clear the Auto Apply option, click the Refresh button after you enter the prepayment reference to make the field enterable, and clear it.

     If you enter a prepayment reference and clear the Auto Apply option, then only the next entered invoice that references the prepayment will have the prepayment applied. The prepayment will not be applied to any subsequent invoices. You must use the Prepayments Inquiry page to handle any remaining unapplied prepayment amounts.

To enter prepayment vouchers using the simple worksheet:

1. Select a voucher style of *Prepaid* on the add search page.
2. Enter your voucher information, session defaults, and session default overrides, as necessary.
3. (Optional) Enter a prepayment reference in the Prepaid Ref field.

Note. You can also enter prepayment references and select the Auto Apply option on the Override Session Default page, as you do for the complete worksheet.

4. Select or clear the Automatically Apply Prepayment option.

   This option functions the same way as the Auto Apply option on the Override Session Default page for the complete worksheet.

Applying Prepayments

To apply regular vouchers to a prepayment using the complete or simple worksheets if you entered a prepayment reference on the prepayment voucher, enter a prepayment reference for the regular voucher. The regular voucher will be applied to the prepayment, subject to the conditions described in the discussion of entering prepayment vouchers.

To apply regular vouchers to a prepayment using the complete or simple worksheets if you did not enter a prepayment reference on the prepayment voucher, you do not need to enter a prepayment reference for the regular voucher.

See Also

Chapter 12, "Entering and Updating Quick Invoices," Entering Quick Invoices Using the Complete Worksheet, page 285

Chapter 12, "Entering and Updating Quick Invoices," Entering Quick Invoices Using the Simple Worksheet, page 290

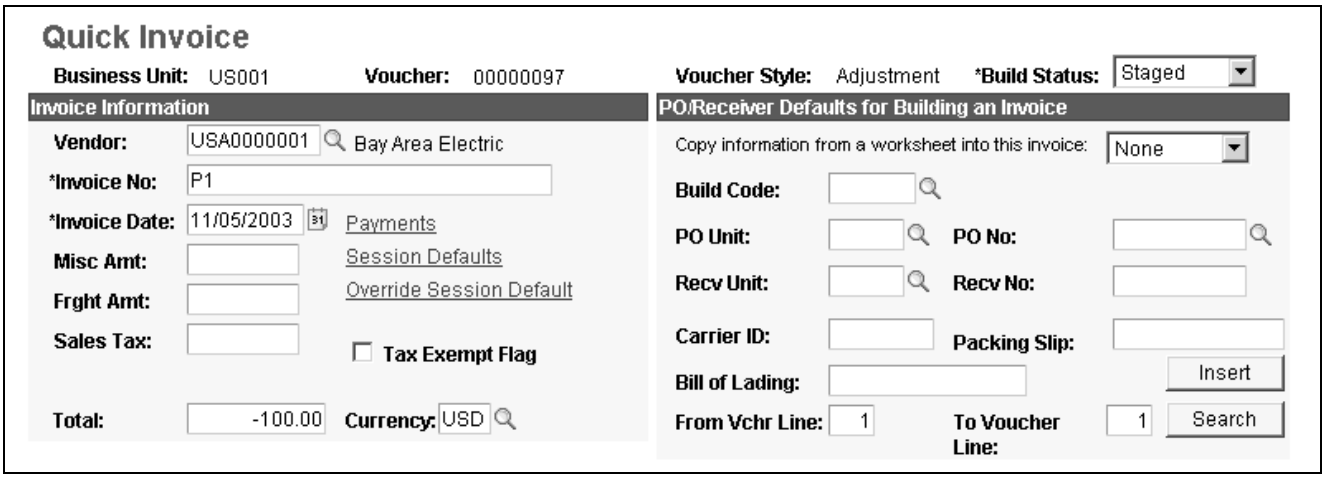
Chapter 12, "Entering and Updating Quick Invoices," Overriding Defaults, page 294

Chapter 23, "Processing Prepayments," page 591

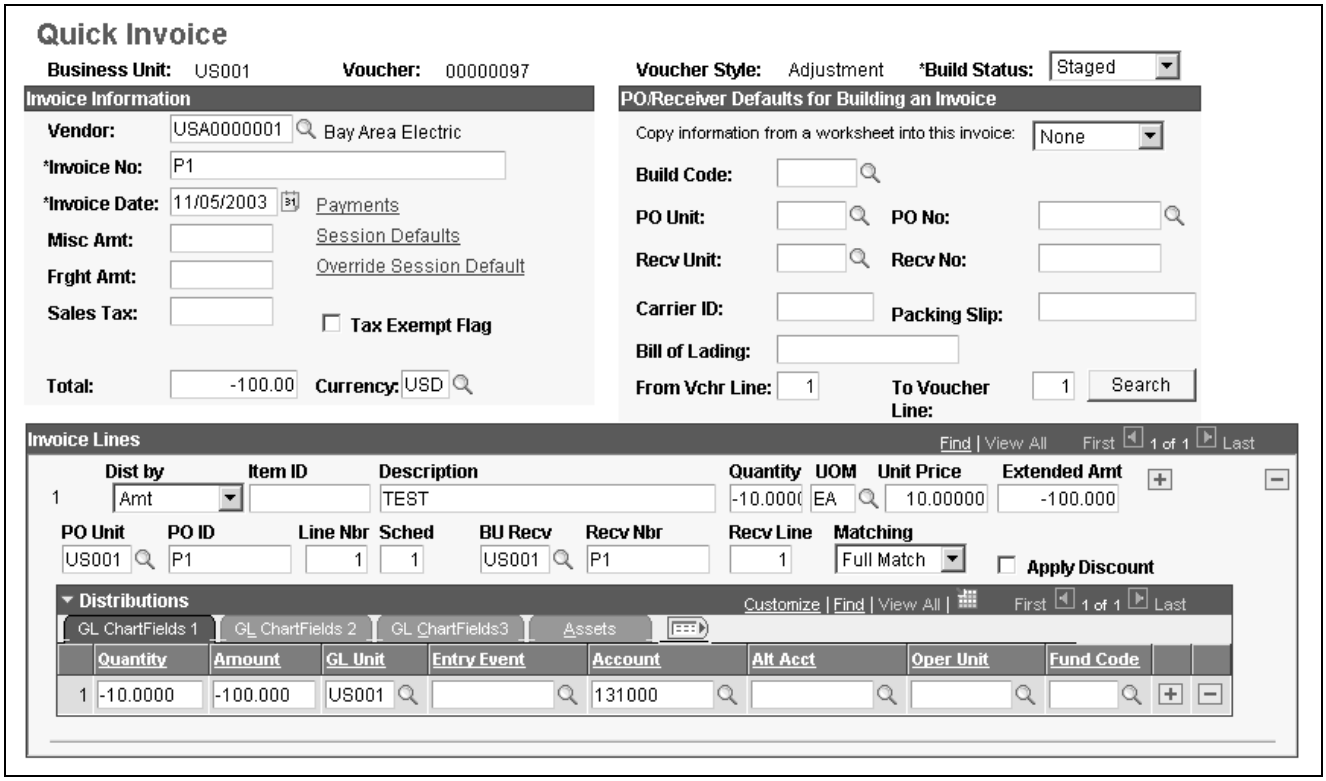
Reviewing and Updating Quick Invoices, Staged Vouchers, and Vouchers with Pre-Edit Errors

Access the Quick Invoice complete worksheet page or simple worksheet page in update/display mode.

Note. All quick invoice vouchers staged by the Voucher Build process appear in the complete worksheet. Those entered in the Quick Invoice Entry component and not yet processed by Voucher Build appear in the worksheet of entry.



Quick Invoice complete worksheet page in update/display mode, before inserting or fetching voucher lines



Quick Invoice complete worksheet page in update/display mode, after fetching voucher lines

The Quick Invoice Entry component is used for reviewing and updating vouchers staged for review by the Voucher Build process, as well as for correcting vouchers that have Voucher Build process pre-edit errors. For this reason, the Quick Invoice Entry component provides the following special functions when accessed in update/display mode:

- When you access the page, voucher lines are not called up and the Invoice Lines scroll area does not appear; this enables you to open a voucher with a large number of lines without taking unnecessary processing time.
  - To view existing voucher lines, enter a range of voucher lines in the From Vchr Line and To Voucher Line fields and click the Search button to view and update the lines in the Voucher Lines scroll area.
  - The default from and to values are the first and last lines in the voucher; to view all lines in a voucher, simply click Search.
  - To insert a voucher line without calling up existing lines, click the Insert button to display the Invoice Lines scroll area, where you can add voucher line information.

  Note. Once you've inserted a voucher line, you must save the voucher and access it again through the search page to fetch additional voucher lines.

- You can change the build status of the voucher:
  - When you have reviewed and, if necessary, updated a voucher that has been staged for review, you can change the build status from *Staged* to *To Build* to mark the voucher for another run of the Voucher Build process.
  - When you have corrected a voucher with pre-edit errors, you can change the build status from *Error* to *To Build* to mark the voucher for another run of the Voucher Build process. If you modify the voucher, its status changes to *To Build* upon saving.

- To mark a voucher for deletion the next time you run the Voucher Build process, select *To Delete* as the build status.

Note. Quick invoices created with the simple worksheet are converted to complete worksheets by the Voucher Build process.

Note. In all other respects, the Quick Invoice page and the other pages in the Quick Invoice Entry component—the Session Defaults page, the Override Session Default page, the Payment Details page, and the Miscellaneous Charges page—function the same way in update/display mode and add mode.

See Also

Chapter 11, “Processing Batch Vouchers,” Voucher Build Process Errors, page 257

Chapter 11, “Processing Batch Vouchers,” Reviewing Voucher Build Process Errors, page 275

CHAPTER 13

Managing Vouchers

This chapter provides an overview of voucher management and discusses how to:

- Approve vouchers.
- Unpost, delete, and close individual vouchers.
- Correct individual vouchers.
- Modify, unpost, delete, or close multiple vouchers at once.
- Use OpenItem accounting.

See Also

Chapter 20, “Reviewing Voucher, Payment, and Vendor Information,” page 539

Understanding Voucher Management

Entering vouchers online or in batch mode is only the first part of the payables life cycle. The full flexibility of PeopleSoft Payables comes into play as you manage approval processing, error correction, and OpenItem accounting for vouchers on their way to payment.

This section discusses:

- Voucher approval.
- Voucher deletion, closure, and unposting.
- Voucher correction and maintenance.
- OpenItem accounting.

Voucher Approval

You can approve vouchers manually, or you can approve them through PeopleSoft Workflow. If your organization has a single approver, you may want to approve vouchers by accessing the Voucher Approval component directly. If your organization has multiple levels of approval, you probably want to use PeopleSoft Workflow.

See Also

Chapter 13, “Managing Vouchers,” Approving Vouchers, page 303

Voucher Deletion, Closure, and Unposting

You can delete, close, and unpost individual vouchers using the Delete Voucher, Close Voucher, and Unpost Voucher pages. Deleting a voucher removes the voucher from your system irreversibly (although the voucher remains in the voucher tables marked as deleted, and thus available only for audit trail purposes). Closing a voucher "writes off" the remaining liability on a voucher that you are not going to pay. And unposting a voucher reverses the accounting entries that have been posted to the voucher accounting entry tables so that you can modify the voucher (usually just distribution line information) and repost.

You can also perform these three actions on selected sets of multiple vouchers at once using the Voucher Mass Maintenance component.

See Also

Chapter 13, "Managing Vouchers," Unposting, Closing, and Deleting Individual Vouchers, page 309

Voucher Correction and Mass Maintenance

PeopleSoft Payables provides two methods for correcting unpaid vouchers:

1. The Voucher Maintenance Search and Voucher Maintenance components.

   These components enable you to search for vouchers by a number of voucher fields and error criteria, and then search for the exact voucher lines, distribution lines, or scheduled payments that you want to correct.

   The Voucher Maintenance component enables you to handle modifications and add voucher and distribution lines to unposted vouchers of any size, without the burden of calling up the entire voucher. It is particularly useful for modifying large vouchers with many voucher or distribution lines.

2. The Voucher Mass Maintenance component

   This component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

   You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

   The Voucher Mass Maintenance component is ideal for situations such as a reorganization that results in a department ID change: you search for all unpaid vouchers with distribution lines that include the old department ID and update them all at once with the new department ID.

See Also

Chapter 13, "Managing Vouchers," Correcting Individual Vouchers, page 313

Chapter 13, "Managing Vouchers," Modifying, Unposting, Deleting, and Closing Multiple Vouchers at Once, page 326

OpenItem Accounting

OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts when you define accounts on the Account page. Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the OpenItem Update page.

See Also

Chapter 13, “Managing Vouchers,” Using OpenItem Accounting in Payables, page 340

Approving Vouchers

This section provides an overview of voucher approval, lists prerequisites, and discusses how to:

1. (Optional) Run the Voucher Approval Workflow (VCHR_APRV_WF) process.
2. Use the Voucher Approval component to approve vouchers.

Understanding Voucher Approval

You can approve vouchers manually, or you can approve them through PeopleSoft Workflow. If your business has a single approver, you may want to approve vouchers by accessing the Voucher Approval component directly. If your business has multiple levels of approval, you probably want to use PeopleSoft Workflow.

Workflow Approval: Virtual Approver

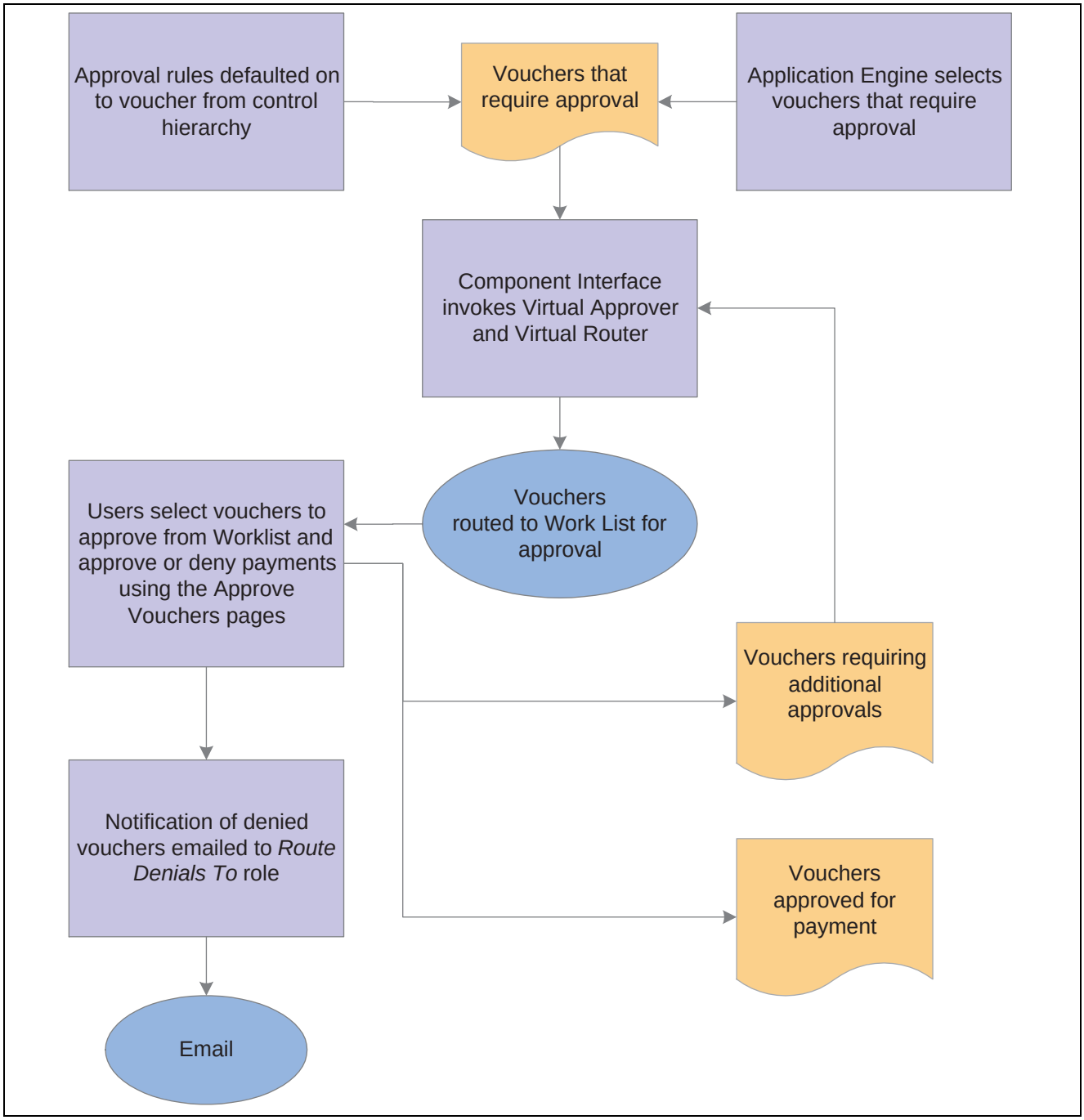
Voucher approval through PeopleSoft Workflow uses PeopleSoft Virtual Approver. Virtual Approver watches for transactions that require approval before they can move on to the next step in a business process—such as purchase requisitions awaiting approval before they can become purchase orders or vouchers awaiting approval before they can be posted or paid. A PeopleSoft Application Engine process routes lists of such transactions to PeopleSoft Component Interfaces, which perform the processing to prepare the transactions for interaction with a user through the worklists. As users select transactions to work on in their worklists, they are presented with transaction data on the appropriate pages. Approving a transaction sends it on to the next step (such as acquiring additional user approvals) or on to a final process (such as posting).

Using PeopleSoft Workflow in approval processing has these advantages:

- Multilevel parallel and sequential approval rules provide extensive processing flexibility.
- Integration with worklists and email systems automates the approval process and ensures timely actions.
- Common objects across PeopleSoft applications decrease the learning curve and time needed for implementation.
- Efficient separation of data entry and approval tasks provides control where and when you need it.
- Adaptability enables you to modify your processes as your business rules—and people—change.

Basic Components of the Workflow Approval Process

PeopleSoft Payables delivers a model (or example) of how you might set up your own voucher approval workflow using the Virtual Approver. This model provides a starting point for your project team to understand and modify the approval process workflow to meet your needs.



Voucher approval process flow

To adapt the Virtual Approver model to fit your organization's business processes, a thorough understanding of PeopleSoft Application Designer and PeopleSoft Workflow Administrator is necessary. This includes the ability to carefully analyze the fundamental rules, roles, and routings that your departments use to carry out their day-to-day business routines, such as approving requisitions, purchase orders, and vouchers in the procurement cycle—processes you'll want to automate using the Virtual Approver.

Workflow Approval During Voucher Entry and Update

During transaction entry, the system refers to the approval rules that govern processing for the different types of transactions. Voucher approval rules are stored on several levels of the control hierarchy: the business unit, origin, control group, vendor, and the voucher itself.

When a voucher is saved during initial entry and is not preapproved, its status is set such that it is selected by the Voucher Approval Workflow Application Engine process (VCHR_APRV_WF) to go through approval processing.

If a voucher has been approved but not paid, and changes are made to certain fields, the voucher is returned to a pending status—unless it was preapproved—and is sent back through the approval processing workflow.

The approval process establishes that the voucher has been approved for payment processing in the system. The approval process picks up a voucher after it has been edited online or through the Voucher Build Application Engine process (AP_VCHRBLD) and is in a postable status. A voucher that does not require matching can be in one of two postable states:

Preapproved	The voucher is automatically approved upon balancing and validation and is ready for payment processing.
Requires Payment Approval	The voucher must be manually approved for payment.

If you have the authority to approve vouchers, you can do so using the pages in the Voucher Approval component.

A voucher that requires matching must also go through the Matching Application Engine process (AP_MATCHING) to qualify as ready for payment. After the voucher has successfully passed the matching requirements, it is approved for payment. If a voucher does not pass matching, you can still pay it if you have selected the Pay Unmatch Voucher option on the User Preferences - Procurement: Payables page for your user ID, or by overriding the match exceptions.

Workflow Approval After Voucher Entry

You should have the Voucher Approval Workflow process scheduled to run regularly. After you have saved a voucher, the Voucher Approval Workflow process determines the current approval status for the voucher by calling the Virtual Approver routine. The status of the voucher is updated based on what Virtual Approver concludes according to the approval rules defined in PeopleSoft Workflow Administrator.

The Voucher Approval Workflow process in PeopleSoft Component Interfaces then determines which users (if any) to notify, through workflow worklists or email forms, of the pending approval. PeopleSoft Workflow routing is initiated by calling the Virtual Router routine that performs the needed action. You can access the Voucher Approval page from your worklists, manually inspect the voucher information, and either approve or reject a voucher for payment.

When you enter the Voucher Approval component, the voucher is typically presented in a pending status—payment has not been approved or denied.

Note. The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

In the Voucher Approval Workflow process, both worklists and emails are generated as follows:

- If additional approvals are required, based on what the Virtual Approver concludes, the system generates appropriate worklists for the roles that are eligible to approve the voucher.
- If a voucher is denied, the system sends an email with voucher details to the role you define on the Payables Options - Vouchering Options 1 page.

  The person you define as the one to whom all rejection emails should be forwarded receives these voucher details. You can choose not to use email for rejections but to instead create an additional worklist to use for routing. We defined an email for rejections to provide examples of both worklists (approved vouchers are sent to a worklist) and emails (denials are sent by email).

  See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 64.
- If the voucher passes all approvals, its comprehensive approval status is set to *Approved,* and you can select it for payment.

Worklists for Voucher Approval

Your worklist displays all items that have been routed to you to work on. In PeopleSoft Payables, use the workflow worklist to navigate to the Voucher Approval pages to inspect and take action on vouchers that must be approved for payment.

See Also

Chapter 14, "Running the Matching Process," page 349

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Prerequisites

You must perform the following setup before using voucher approval:

- (For workflow approval only) Set up Virtual Approver for voucher approval. PeopleSoft delivers business process definitions, rule sets, and approver roles, but you may need to modify these or add your own.
- Set up voucher approval rules for Payables business units and, as necessary, at lower levels in the Payables control hierarchy.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 64

Appendix A, "Delivered Workflows for PeopleSoft Payables," page 999

PeopleTools PeopleBook: PeopleSoft Workflow

Pages Used to Approve Vouchers

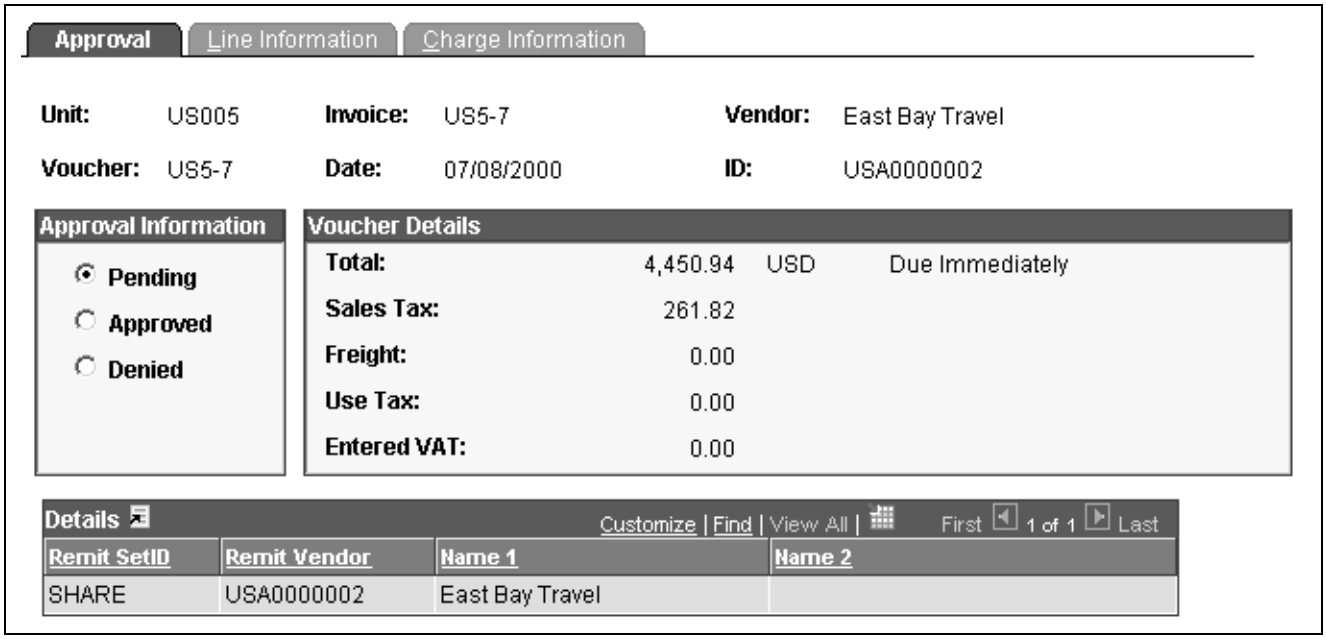
Page Name	Object Name	Navigation	Usage
Voucher Approval Workflow	VCHR_APPROVE_WF	Accounts Payable, Vouchers, Approve, Request Voucher Batch, Voucher Approval Workflow	Run the Voucher Approval Workflow process (VCHR_APRV_WF) if you are using PeopleSoft Workflow to approve vouchers. This Voucher Approval Workflow process selects vouchers that require approval and passes them on to PeopleSoft Component Interfaces, which invokes two routines: Virtual Approver and Virtual Router.
Voucher Approval - Approval	VCHR_APPRVL_WF	Accounts Payable, Vouchers, Approve, Approve Voucher, Approval	Approve vouchers.
Remit Vendor Address	PYMNT_VCHR_VW_SEC	Click the View Related Links button on the Voucher Approval - Approval page, and then click the Remit Address link.	Review the remit to vendor's address information.
Voucher Approval - Line Information	VCHR_APPRVL_LN	Accounts Payable, Vouchers, Approve, Approve Voucher, Line Information	Review voucher line details for the selected voucher.
Voucher Approval - Charge Information	VCHR_APPRVL_DST_LN	Accounts Payable, Vouchers, Approve, Approve Voucher, Charge Information	Review the accounting charges (distribution lines) for each voucher line.

Running the Voucher Approval Workflow Process

Access the Voucher Approval Workflow page and click the Process button to initiate the Voucher Approval Workflow process. You may want to have this process run on a regular schedule.

Using the Voucher Approval Component to Approve Vouchers

Access the Voucher Approval - Approval page.



Voucher Approval - Approval page

Note. The Voucher Approval page displays vouchers whose approval status is *Pending* and whose match status is *Matched.*

You can use the Voucher Approval component as part of PeopleSoft Workflow, or you can use it to approve vouchers manually. Approval processing steps are the same, regardless of whether you arrived there through the worklist or by navigating through the menus manually.

Approval Information

The Approval Information group box displays the current approval status of the voucher: Pending, Approved, or Denied.

Note. If you have the authority, you can use this group box to change a voucher's approval status even if you have previously approved or rejected a voucher.

Before you approve a voucher, you can also view voucher line and distribution line information on the Voucher Approval - Line Information page and the Voucher Approval - Charge Information page.

Voucher Details

The Voucher Details group box displays voucher header totals.

Details

The Details group box displays vendor details.

Click the View Related Links button to access the Remit Vendor Address page, where you can view the vendor's address.

Unposting, Closing, and Deleting Individual Vouchers

This section discusses how to:

- Unpost vouchers.
- Close vouchers.
- Delete vouchers.

Note. To unpost, close, and delete a selected set of multiple vouchers at once, use the Voucher Mass Maintenance component.

See Also

Chapter 13, “Managing Vouchers,” Modifying, Unposting, Deleting, and Closing Multiple Vouchers at Once, page 326

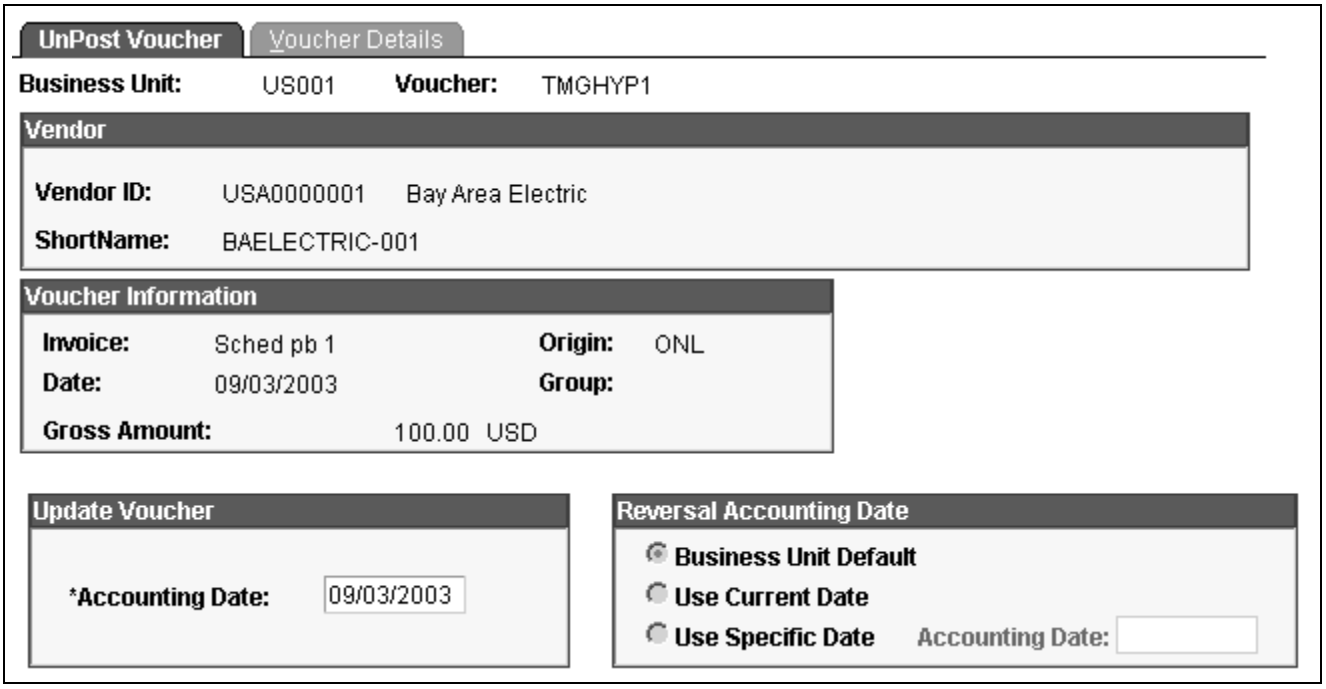
Chapter 13, “Managing Vouchers,” Voucher Deletion, Closure, and Unposting, page 302

Pages Used to Unpost, Close, and Delete Individual Vouchers

Page Name	Object Name	Navigation	Usage
UnPost Voucher	VCHR_UNPST1	Accounts Payable, Vouchers, Maintain, UnPost Voucher, Unpost Voucher	Unpost vouchers.
Document Sequence (Unpost)	DOC_SEQ_UNPST_SEC	Click the Unpost Document Sequencing link on the UnPost Voucher page.	Specify document sequencing information for the unposting transaction.
Document Sequence (Repost)	DOC_SEQ_REPST_SEC	Click the Repost Document Sequencing link on the UnPost Voucher page.	Specify document sequencing information for the voucher reposting transaction.
Close Voucher	VCHR_CLOSE1	Accounts Payable, Vouchers, Maintain, Close Voucher, Close Voucher	Mark a voucher for closure by the Voucher Posting process.
Document Sequence (Close)	DOC_SEQ_CLOSE_SEC	Click the Document Sequencing link on the Close Voucher page.	Specify document sequencing information for the voucher closing transaction.
Delete Voucher	VCHR_DELETE1	Accounts Payable, Vouchers, Maintain, Delete Voucher, Delete Voucher	Delete vouchers.
Voucher Details	VOUCHER_DETAILS	• Accounts Payable, Vouchers, Maintain, Delete Voucher, Voucher Details • Accounts Payable, Vouchers, Maintain, Close Voucher, Voucher Details • Accounts Payable, Vouchers, Maintain, UnPost Voucher, Voucher Details	Confirm that you have selected the correct voucher for unposting, closing, or deletion. View the voucher details, including payment terms, discount information, amount of voucher, and tax information.

Unposting Vouchers

Access the UnPost Voucher page.



UnPost Voucher page

After a voucher is posted using the Voucher Posting process (AP_PSTVCHR), PeopleSoft Payables prevents you from changing distribution line fields by disabling those fields on the online Voucher component. If you must update distribution line information after posting, you must first unpost the voucher.

Unposting a voucher instructs the PeopleSoft Payables system to create reversing entries that undo the effects of the posting. Unposting happens immediately when you save the UnPost Voucher page.

Note. Any unpaid voucher can be unposted. Fully or partially paid vouchers can be unposted only if you select Allow Unpost Paid Vouchers on the Procurement Controls - General Controls page for the related general ledger business unit.

Update Voucher

Accounting Date Override the accounting date, which defaults from the original voucher. This field is required.

Reversal Accounting Date

Business Unit Default Select this option to accept the business unit default as the date of the accounting reversal. The system checks the accounting date indicator on the Payables Options page and uses the specified accounting date.

Current Date Select this option to make the current date the date of the accounting reversal.

Specific Date If you select this option, a new field becomes available for entry. Enter the accounting date to which the reversals will post.

Document Sequencing Links

The following links appear only if document sequencing is enabled for the business unit.

Unpost Document Sequencing Click to access the Document Sequence page, where you can specify document sequencing information for the unposting transaction.

Repost Document Sequencing Click to access the Document Sequence page, where you can specify document sequencing information for the reposting transaction.

Unposting Action

Unpost Click to start the unposting process. The system issues a message prompting you to confirm the unpost. If you want to continue with the unpost, click OK.

Before you unpost the voucher, view voucher details on the Voucher Details page.

Note.

Once you have unposted the voucher, you can update it using the Voucher component or the Voucher Maintenance component and repost it.

If the voucher is unpaid, then all voucher fields are available for updating (unless it is a register voucher, in which case only voucher line and distribution lines fields can be updated). However, if the voucher has been paid or partially paid, only a limited set of fields is available for modification: accounting date, tax codes, and all invoice line and distribution line fields. Any changes to sales tax, line, and distribution line amounts must balance to the total amount on the header, which cannot be modified. Payment fields are completely unavailable.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting General Controls, page 35

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Establishing Accounting Date Options, page 63

Chapter 29, “Processing Document Sequencing in PeopleSoft Payables,” page 723

Chapter 13, “Managing Vouchers,” Correcting Individual Vouchers, page 313

Closing Vouchers

Access the Voucher Close - Close Voucher page.

You close vouchers when you want the remaining liability to be “written off” the vendor balance and the voucher to be considered complete. Let’s say, for example, that you have items in dispute and that you and the vendor have agreed that you will not make a payment on these items. You can then close the voucher to credit the expense accounts and debit the liability accounts for the portion of the voucher that remains unpaid.

To close a voucher, the voucher must be:

- Unmatched.
- Posted.
- Not selected for payment.
- Not fully paid.

Process Manual Close

Manual Close Date Enter the date on which the expense will be credited and the liability debited.

Mark Voucher for Closure Select to indicate that this voucher is to be closed with the next posting run for this business unit. Once you mark a voucher for closure and save the voucher, you must run the Voucher Posting process to create the accounting entries to relieve the liability. The amount relieved is applied against the original accounts. You can clear this check box any time before posting is run.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

Note. If you are using PeopleSoft General Ledger's Commitment Control feature to budget-check vouchers, you cannot close vouchers that reference purchase orders.

See Also

Chapter 17, "Running Voucher and Payment Posting," page 469

Deleting Vouchers

Access the Delete Voucher page.

Note. PeopleSoft Payables enables you to select only those vouchers that are eligible for deletion. The vouchers cannot have been posted or selected for payment, nor can any portion of the vouchers ever have been paid.

Delete Click to delete the voucher. The system prompts you to confirm your action. If document sequencing is enabled for the business unit, the system also prompts you to enter a deletion reason. If you choose to continue, the voucher is deleted from the database, and you receive another message verifying this.

If you are using PeopleSoft General Ledger's Commitment Control feature, the Budget Processor is automatically invoked after you confirm deletion.

Before saving the page, you can go to the Voucher Details page to view the details for the voucher.

Warning! Once you delete a voucher, you cannot retrieve it or undo the deletion. The data rows that are associated with the voucher remain in the tables so that you cannot reuse the voucher number.

Note. If you delete a voucher that was entered as a manual payment, the payment is *not* deleted; it remains in the system and can be applied to other vouchers.

Correcting Individual Vouchers

This section provides an overview of the Voucher Maintenance Search component (VCHR_CORRECT_SRCH) and Voucher Maintenance component (VCHR_CORRECTION) and discusses how to:

- Search for vouchers needing correction or updating.
- View voucher summary information.

- View and modify voucher header information.
- Search for and modify voucher lines.
- Search for and modify distribution lines.
- Search for and modify scheduled payments.
- View voucher errors.

Understanding the Voucher Maintenance Search and Voucher Maintenance Components

The Voucher Maintenance Search component enables you to search for unpaid and unposted vouchers by a variety of criteria. When the component retrieves the vouchers that meet your criteria, you can link directly from the search results grid to the Voucher Maintenance component for the voucher you want. On that component, you can use various search tools to identify the voucher header, line, distribution, and scheduled payment information you want to modify, as well as view error summaries for the whole voucher.

If you know the voucher you want to modify, you can skip the Voucher Maintenance Search component and go directly to the Voucher Maintenance component to perform the modification.

You can also use the search page for the Voucher component to find vouchers in recycle status and correct errors on a voucher; the advantage of the Voucher Maintenance component is that it enables you to view only the voucher lines, distribution lines, or scheduled payments that have the errors you want to update or the field values you want to modify. It also allows you to add voucher or distribution lines without opening the entire voucher. For vouchers with multiple voucher lines and distribution lines, this can save time.

Errors That You Can View and Correct in the Voucher Maintenance Component

The Voucher Maintenance component displays the following types of voucher errors:

- Matching errors.
- ChartField and combination edit errors.
- Out of balance errors.
- Duplicate invoice errors.

Restrictions on Vouchers That You Can View and Correct in the Voucher Maintenance Component

The following factors restrict the vouchers that you can access through the Voucher Maintenance component:

- Vouchers must be unpaid and unposted.
- Vouchers entered within control groups must be in *Assigned* or *Ready for review* status.
- Template and third-party vouchers are not accessible.
- Registered vouchers cannot be in *Complete* status.
- Vouchers must be of a voucher style accessible to your user ID.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Errors, page 230

Chapter 13, "Managing Vouchers," Modifying, Unposting, Deleting, and Closing Multiple Vouchers at Once, page 326

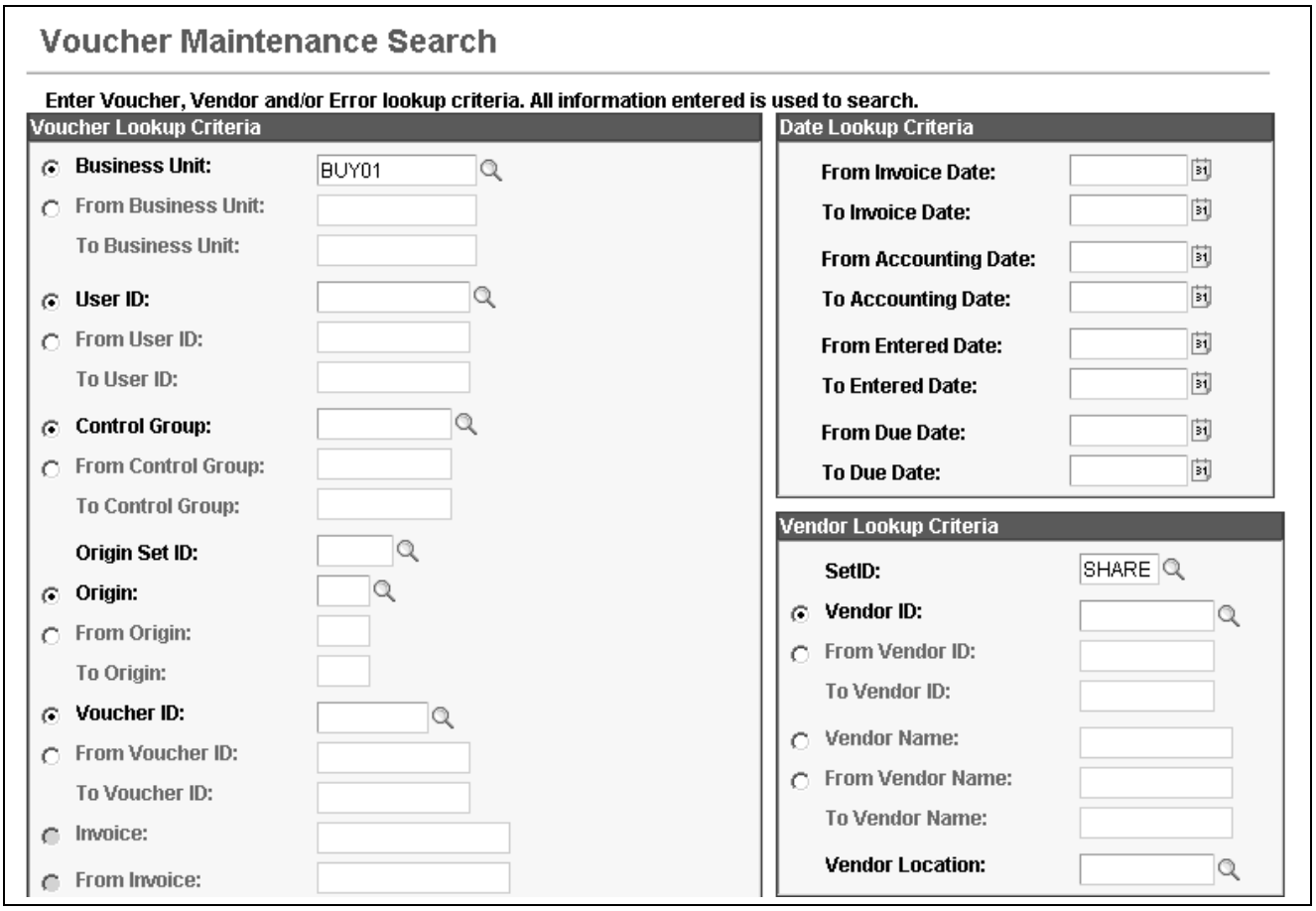
Pages Used to Search for and Correct Individual Vouchers

Page Name	Object Name	Navigation	Usage
Voucher Maintenance Search	VCHR_CRRCTSRCH_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance Search, Voucher Maintenance Search	Search for unpaid and unposted vouchers that require maintenance (subject to restrictions). See Chapter 13, "Managing Vouchers," Understanding the Voucher Maintenance Search and Voucher Maintenance Components, page 314.
Voucher Maintenance - Summary	VCHR_CRRCTSMMRY_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Summary Click the voucher ID in the Search Results grid on the Voucher Maintenance Search page.	View summary information about a voucher. This page is identical to the Summary page in the Voucher component.
Voucher Maintenance - Invoice Header	VCHR_HDRCORRECT_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Invoice Header	View and modify voucher header information.
Voucher Maintenance - Invoice Lines	VCHR_LNCORRECT_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Invoice Lines	Search for voucher lines by various criteria and modify, add, and delete voucher line information, along with distribution line information for the voucher lines you call up.
Voucher Maintenance - ChartFields	VCHR_DSTCORRECT_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, ChartFields	Search for distribution lines by various criteria and modify, add, and delete distribution line information. Use this page to search for and correct ChartField combination edit errors.

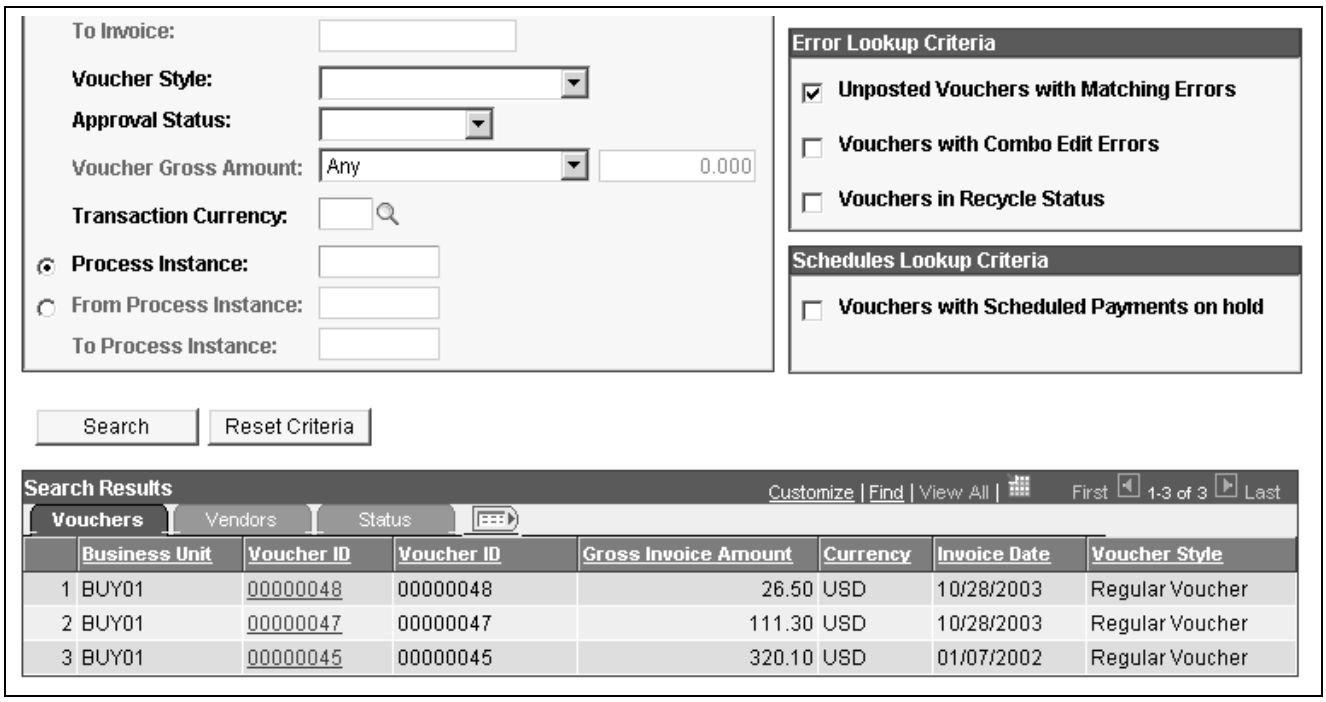
Page Name	Object Name	Navigation	Usage
Voucher Maintenance - Scheduled Payments	VCHR_SCHCORRECT_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Scheduled Payments	Search for a voucher's scheduled payments by various criteria and modify scheduled payment information.
Voucher Maintenance - Error Summary	VCHR_ERRSMMRY_PG	Accounts Payable, Vouchers, Maintain, Voucher Maintenance, Error Summary	View all errors for a voucher.
Errors for Invoice Line *x*	VCHRLN_ERRORS_SEC	Click the Review Errors button in the Correct Invoice Lines scroll area on the Voucher Maintenance - Voucher Lines page.	View error messages by field for a voucher line.
Errors for Distribution Line *x* in Invoice Line *y*	VCHRDST_ERRORS_SEC	Click the Review Errors button on a distribution line in the Correct Distribution Lines scroll area on the Voucher Maintenance - ChartFields page.	View error messages by field for a distribution line.
Errors for Scheduled Payment *x*	VCHRSCH_ERRORS_SEC	Click the Review Errors button on a scheduled payment in the Correct Scheduled Payments scroll area on the Voucher Maintenance - Scheduled Payments page.	View error messages for a scheduled payment.
Voucher Maintenance - Miscellaneous Charges	VCHR_MCCRRCT_SEC	Click the Misc button on the Voucher Maintenance - Invoice Header page.	View miscellaneous charge codes and amounts for a voucher.
Voucher Maintenance - Freight Charges	VCHR_FRGCRRCT_SEC	Click the Freight button on the Voucher Maintenance - Invoice Header page.	View and modify freight charge codes and amounts for a voucher.
Voucher Maintenance - Sales Tax Charges	VCHR_STXCRRCT_SEC	Click the Sales button on the Voucher Maintenance - Invoice Header page.	View and modify sales tax charge information and amounts for a voucher.
Voucher Maintenance - Use Tax Charges	VCHR_UTAXCRRCT_SEC	Click the Use Tax button on the Voucher Maintenance - Invoice Header page.	View use tax charge information and amounts for a voucher.
Invoice VAT Summary Information	VCHR_VAT_SMC_EXP	Click the VAT Summary link on the Voucher Maintenance - Invoice Header page.	View the calculated VAT totals for the invoice by VAT code. You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page.

Searching for Vouchers Needing Correction or Updating

Access the Voucher Maintenance Search page.



Voucher Maintenance Search page (1 of 2)



Voucher Maintenance Search page, with search results (2 of 2)

Entering Your Search Criteria

Enter your search criteria and click Search to retrieve a list of vouchers that meet your criteria. Click Reset Criteria to clear the search results and enter new search criteria.

Most of these search fields enable you to search by a specific value or a range of values (in the From and To fields), but not both. Select the radio button next to the field name (such as Business Unit) to enter a specific value. Select the radio button next to the From field (such as From Business Unit) to enter a range of values using the From and To fields. The page also allows open-ended ranges using either From or To values.

Search fields without radio buttons allow specific values only.

Note. Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

Voucher Lookup Criteria There are some dependencies between search fields:

- You must enter a business unit before you can specify voucher IDs or invoice numbers.
- You must enter a business unit and user ID before you can specify control groups.
- You must enter an Origin SetID before you can specify voucher origins.

Date Lookup Criteria Enter date ranges of various types to restrict your search. To specify a range that is up to and including the current date, you need only enter the From date. To specify a single date, enter it in the From and To fields.

Vendor Lookup Criteria There are some dependencies between search fields:

- You must enter a SetID before you can specify vendor search criteria.

- You must enter a single Vendor ID or a single Vendor Name before you can specify a vendor location.

Error Lookup Criteria Select the error types you want to see.

Schedules Lookup Criteria Select vouchers with scheduled payments on hold.

Viewing the Search Results

Each voucher that meets your search criteria appears in the Search Results grid. To clear the grid and perform a new search, click Reset Criteria.

Vouchers tab View basic voucher information. Click the voucher ID to access the Voucher Maintenance component for the voucher in a new browser window, where you can view and modify the voucher. Return to the original browser window to select any other vouchers you want to view and modify.

Vendors View vendor information for the voucher.

Status View the following statuses for the voucher: approval status, match status, entry status (overall voucher status), and duplicate invoice status.

Viewing Voucher Summary Information

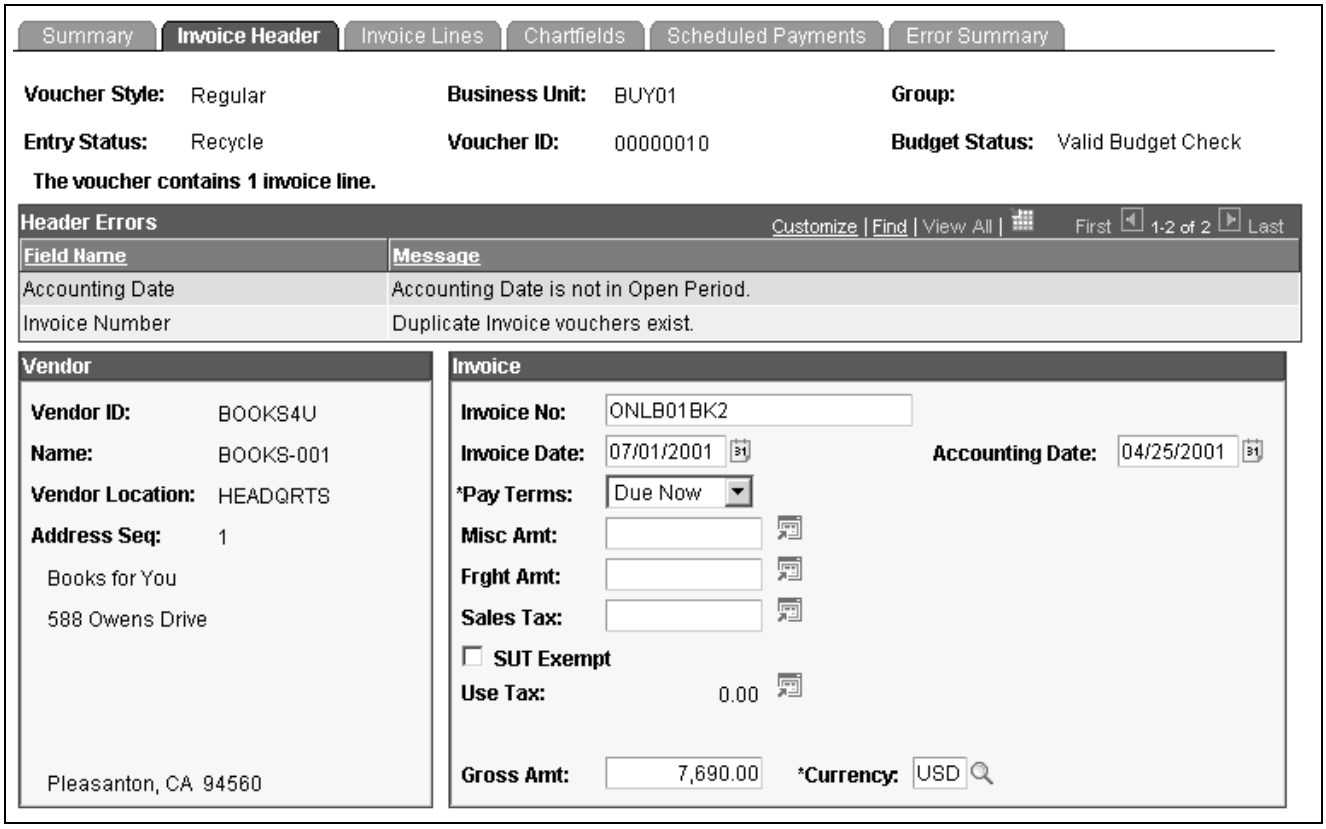
Access the Voucher Maintenance - Summary page.

This page is identical to the Summary page in the Voucher component.

See Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Viewing Voucher Summary Information, page 227.

Viewing and Modifying the Voucher Header

Access the Voucher Maintenance - Invoice Header page.



Voucher Maintenance - Invoice Header page

With the exception of those in the Header Errors grid, the fields on this page also appear on the header section of the Invoice Information page in the Voucher component.

See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175.

Click the icon to the right of the Misc Amt (miscellaneous amount), Frght Amt (freight amount), Sales Tax, and Use Tax fields to access the Miscellaneous Charges page, Freight Charges page, Sales Tax Charges page, and Use Tax Charges page where you can view details for these non-merchandise charges.

Header Errors View any errors on the invoice header. These are identified by the affected field and a descriptive error message.

Vendor Vendor fields cannot be modified.

Invoice Invoice fields can be modified.

 Click the Transfer icon to the right of the Misc Amt (miscellaneous amount), Frght Amt (freight amount), Sales Tax, and Use Tax fields to access the Miscellaneous Charges page, Freight Charges page, Sales Tax Charges page, and Use Tax Charges page, respectively, where you can view details for these non-merchandise charges.

VAT Summary Click to view the Invoice VAT Summary Information page, where you can view the calculated VAT totals for the invoice by VAT code.

Note. You must select VAT-applicable invoice lines on the Voucher Maintenance - Invoice Lines page before you can view the detail grids on this page.

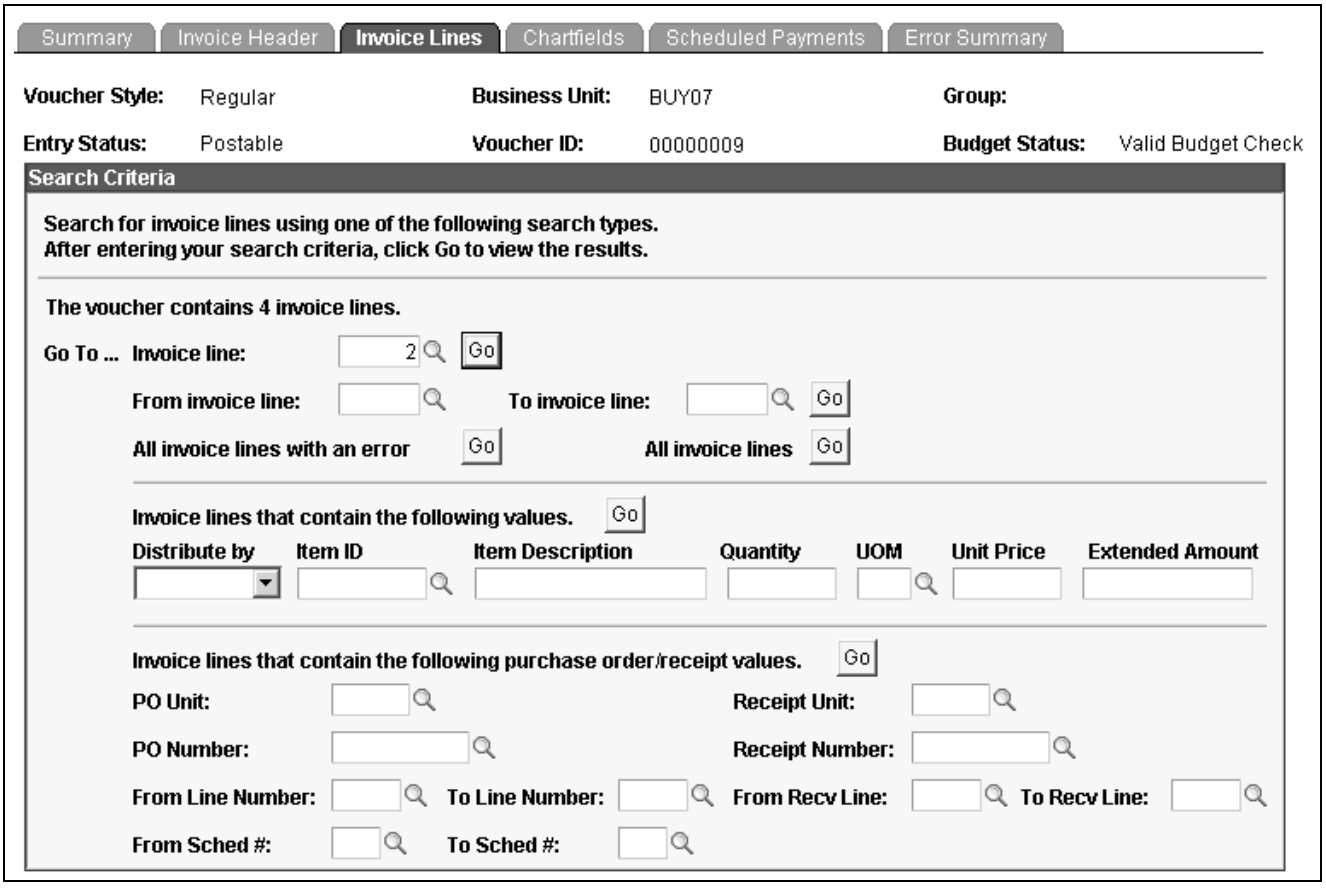
See Chapter 34, "Processing Value Added Tax (VAT) in PeopleSoft Payables," Reviewing VAT Summary Information for a Voucher, page 865.

See Also

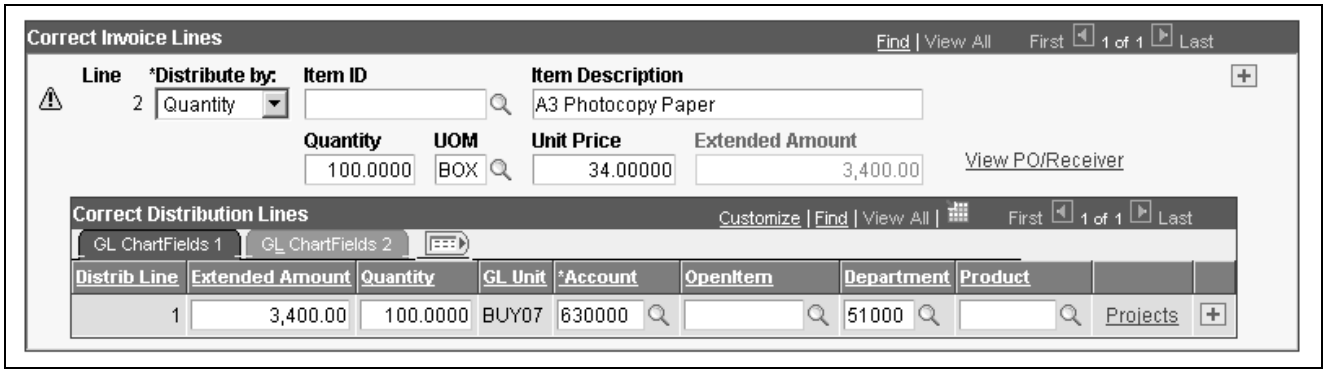
Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

Searching for and Modifying Voucher Lines

Access the Voucher Maintenance - Invoice Line page.



Voucher Maintenance - Invoice Line page (1 of 2)



Voucher Maintenance - invoice Line page, after clicking the Go button for invoice line 2 (2 of 2)

Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the voucher lines you want to modify. The voucher lines appear in the Correct Invoice Lines scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Invoice Line
- From Invoice Line and To Invoice Line
- All invoice lines with an error
- All invoice lines
- Distribute by, Item ID, Item Description, Quantity, UOM, Unit Price, Extended Amount
- PO Unit, PO Number, From Line Number (from PO line number), To Line Number (to PO line number), From Sched# (from PO schedule number), To Sched# (to PO schedule number), Receipt Unit, From Recv Line (from receiver line), To Recv Line (to receiver line)

Viewing and Correcting Selected Invoice Lines

The fields in the Correct Invoice Lines scroll area also appear on the Invoice Lines scroll area on the Invoice Information page in the Voucher component, with the following exception:

⚠ Click the Review Errors button to access the Errors for Invoice Line *n* page, where you can view voucher line error messages by field.

Note. If you search for voucher lines with errors, the Correct Invoice Lines scroll area displays only voucher lines with voucher line-level errors. For example, if a voucher line has distribution line errors but no voucher line-level errors, it will not appear here if you search by invoice line with errors. And if you search by other criteria and the voucher line does appear here, there will be no Review Errors button for the voucher line, even if it has distribution line errors. You must use the ChartFields page to search for and correct distribution line errors.

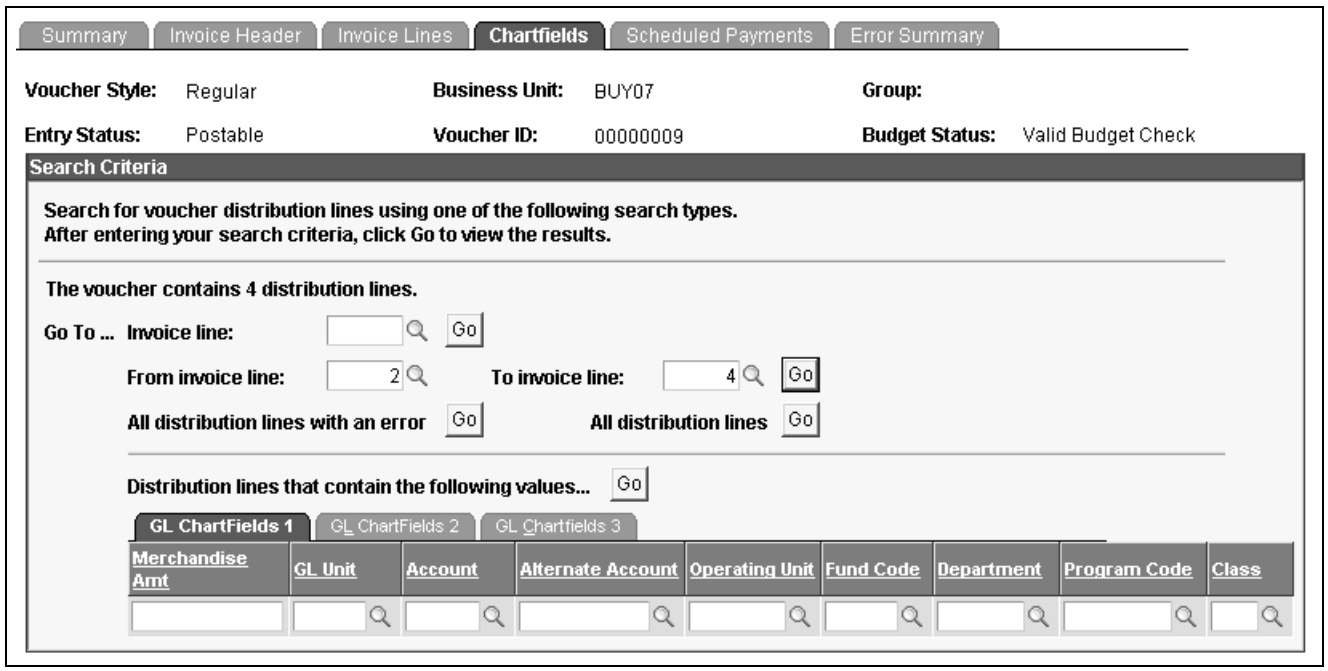
Note. If you modify, add, or delete a voucher or distribution line on this page, you must save your changes before you can make modifications on the Voucher Maintenance - Chartfields page. If you do not save first, the ChartFields page appears in display-only mode and you will be prompted to save your changes. The same is also true if you made modifications to the distribution lines retrieved on the ChartFields page and you attempt to make changes using the Invoice Line page.

See Also

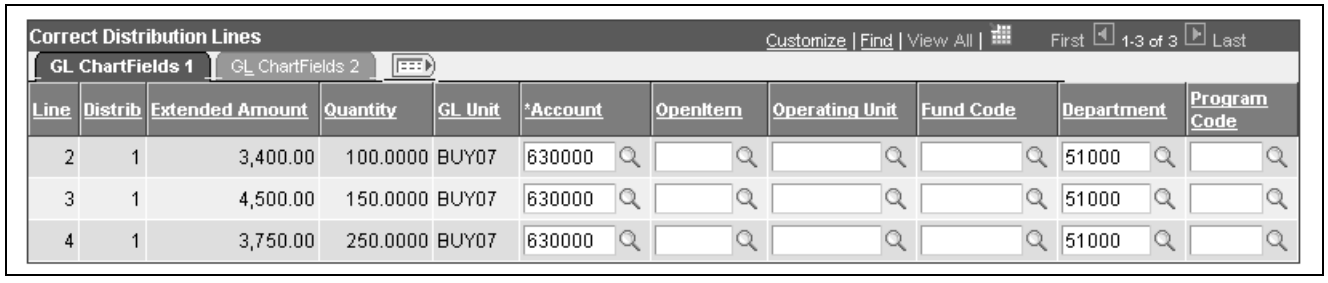
Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

Searching for and Modifying Distribution Lines

Access the Voucher Maintenance - ChartFields page.



Voucher Maintenance - ChartFields page, before clicking the Go button



Voucher Maintenance - ChartFields page, after clicking the Go button for invoice lines 2 through 4

Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the distribution lines you want to modify. The distribution lines appear in the Correct Distribution Lines scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Invoice Line
- From Invoice Line and To Invoice Line
- All distribution lines with an error
- All distribution lines
- The ChartFields and project-related fields in the GL ChartFields 1, GL ChartFields 2, and GL ChartFields 3 tabs.

Viewing and Correcting Selected Distribution Lines

The fields in the Correct Distribution Lines scroll area also appear on the Distribution Lines scroll area on the Invoice Information page in the Voucher component, with the following exception:



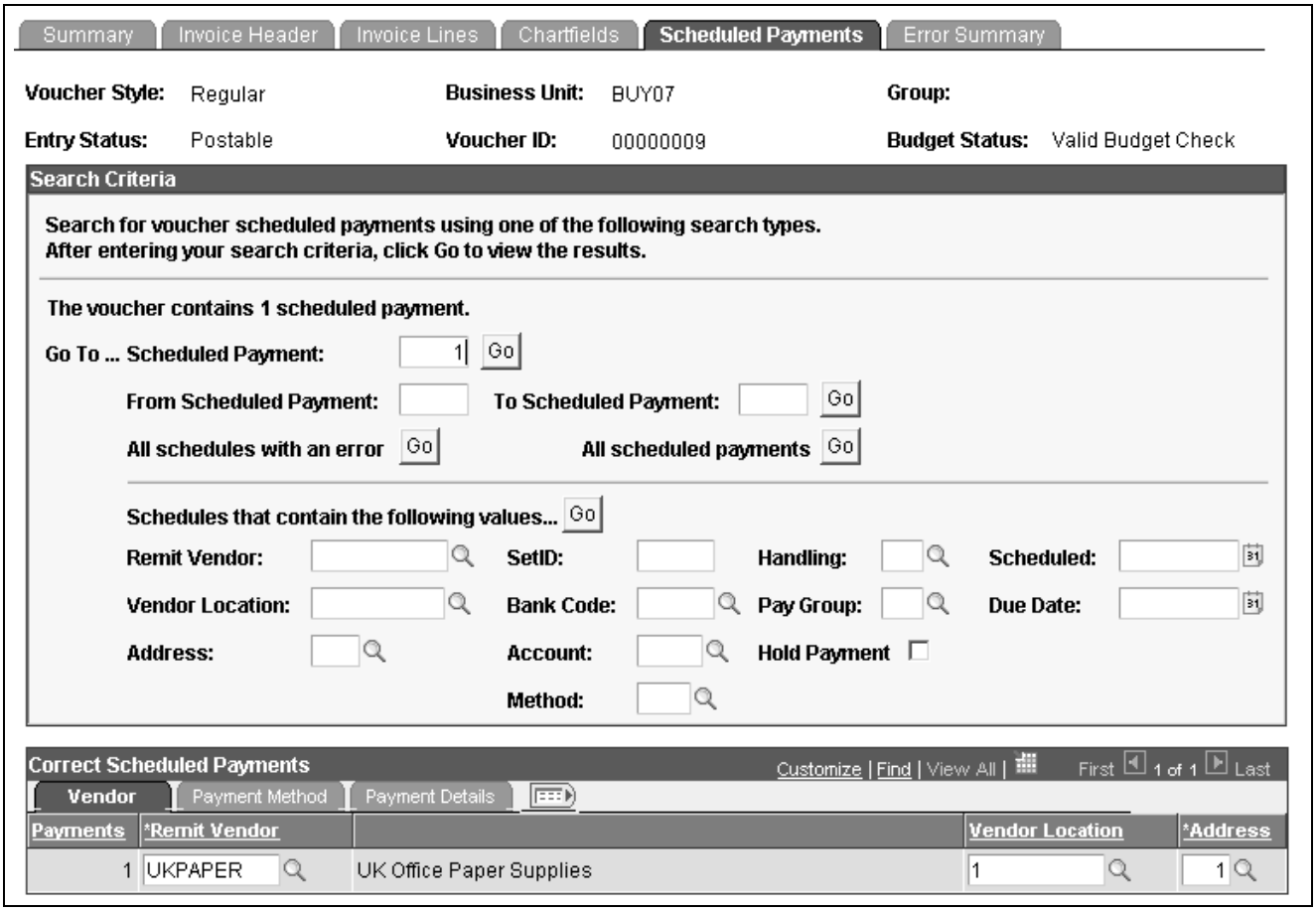
Click the Review Errors button to access the Errors for Distribution Line *x* in Invoice Line *y* page, where you can view distribution line error messages by field.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 175

Searching for and Modifying Scheduled Payments

Access the Voucher Maintenance - Scheduled Payments page.



Voucher Maintenance - Scheduled Payments page

Entering Your Search Criteria

Enter your search criteria and click the associated Go button to display the scheduled payments you want to modify. The scheduled payments appear in the Correct Scheduled Payments scroll area.

There is a Go button for each field or set of related fields that constitutes a mutually exclusive set of search criteria. In other words, you can search by any *one* of the following fields or set of fields:

- Scheduled Payment
- From Scheduled Payment and To Scheduled Payment
- All schedules with an error
- All scheduled payments
- Remit Vendor, Vendor Location, Address, SetID, Bank Code, (bank) Account, (payment) Method, (payment) Handling, Pay Group, Hold Payment, Scheduled (date), Due Date.

Viewing and Correcting Selected Scheduled Payments

The fields in the Correct Scheduled Payments scroll area also appear on the Payments page in the Voucher component, with the following exception:



Click the Review Errors button to access the Errors for Scheduled Payment *x* page, where you can view scheduled payment error messages by field.

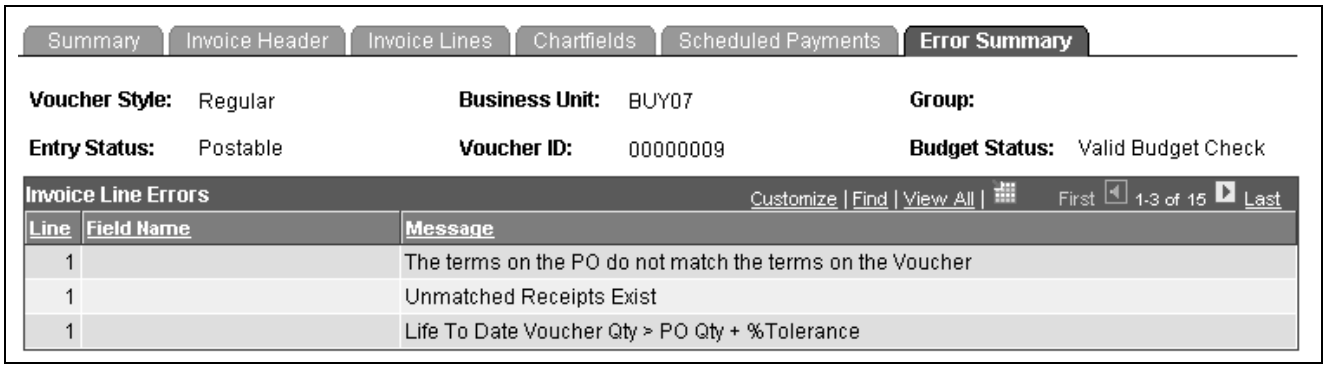
Note. If you use scheduled payments with errors as a search criterion, the Correct Scheduled Payments scroll area only displays scheduled payments that have payment-related errors. A scheduled payment for a voucher with other kinds of errors will not appear in the scroll area.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 210

Viewing Summarized Voucher Errors

Access the Voucher Maintenance - Error Summary page.



Voucher Maintenance - Error Summary page

View error messages by field name, organized by Header Errors, Invoice Line Errors, Distribution Line Errors, and Scheduled Payment Errors.

Modifying, Unposting, Deleting, and Closing Multiple Vouchers at Once

This section provides an overview of voucher mass maintenance, lists prerequisites, and discusses how to:

- Search for vouchers and select the maintenance operation.
- Perform mass field replacement.
- Perform mass voucher closure.
- Perform mass voucher unposting.
- Perform mass voucher deletion.
- View mass maintenance request information.

Understanding Voucher Mass Maintenance

The Voucher Mass Maintenance component enables you to search for vouchers by a number of voucher fields and then update specific fields across all of the vouchers that meet your criteria.

You can also use the Voucher Mass Maintenance component to close, delete, and unpost multiple vouchers that share particular field values.

These mass changes are performed in real time by the Voucher Mass Maintenance Application Engine process (APVCHMASSMNT) when you save the component. For field-changed vouchers, you must then run the Voucher Build Application Engine process to validate those changes and make the vouchers available for further processing.

Note. The Voucher Mass Maintenance component is intended as a safer alternative to using a database tool to make mass row updates to the voucher tables. By running all field-changed vouchers through the Voucher Build process, you ensure the integrity of your data. Still, we recommend that you provide access to this component only to system administrators or other users, and that users with access to this component also have access to *all voucher styles.*

This section discusses:

- How the Voucher Mass Maintenance process performs field replacement.
- How it performs closure.
- How it performs deletion.
- How it performs unposting.
- Fields you can search by and replace.
- Eligibility requirements for field replacement, closure, deletion, and unposting.

Voucher Mass Maintenance Processing of Field Replacement

The Voucher Mass Maintenance process performs the following processing for field replacement:

- Selects and updates voucher tables with the new field values.
- Sets the voucher entry status to *M* or modified.
- Resets budget checking status to *Not Budget Checked* (only when Commitment Control is enabled).
- Resets the document tolerance status to *Not Checked* (only when document tolerance checking is enabled).
- Deletes scheduled payments records (only for a Payment Terms field replacement).

You must run the Voucher Build process to edit the replaced field values and complete the vouchers.

Voucher Mass Maintenance Processing of Voucher Closure

The Voucher Mass Maintenance process calls the Voucher Close Application Engine process (APVCHRCLOSE) to perform the following processing:

- Updates the voucher close status to closed and updates manual close date entered on the Voucher Mass Maintenance - Close page for the selected vouchers.
- Updates document sequencing numbers (only if document sequencing is enabled).

You must run the Voucher Posting process to create the closure accounting entries.

Voucher Mass Maintenance Processing of Voucher Unposting

The Voucher Mass Maintenance process calls the Voucher UnPost Application Engine process (APVCHRUNPOST) to perform the following processing:

- Updates voucher status to unposted and updates the accounting date.
- Posts reversal entries (with the reversal accounting date selected on the Voucher Mass Maintenance - UnPost page) to the voucher accounting tables.
- Updates the VAT_DISTRIB_STATUS from *D* or Distributed to *M* or Modified.
- Updates document sequencing numbers (only if document sequencing is enabled).
- Updates Entry Event codes (only if Entry Event processing is enabled).

Voucher Mass Maintenance Processing of Voucher Deletion

The Voucher Mass Maintenance process calls the Voucher Delete Application Engine process (APVCHRDELETE) to perform the following processing:

- Deletes vouchers from the voucher tables.

  The voucher row remains in the voucher tables, but the voucher ID is marked as unavailable. This is irreversible.
- Deletes corresponding match exceptions and match details records.
- Deletes corresponding duplicate invoice records.
- Deletes corresponding doc sequencing records (only if document sequencing is enabled).
- Resets the budget checking status of the voucher to *Not Checked* (only if Commitment Control is enabled). The voucher is backed out of the budget ledger upon the next run of the Budget Processor.

See Chapter 13, “Managing Vouchers,” Unposting, Closing, and Deleting Individual Vouchers, page 309.

Fields to Search By and Replace

Not all search fields are available for replacement, including key fields, processing status fields, critical date fields, and other fields that affect defaulting. The following table lists the voucher fields you can search by and indicates which of these are available for replacement:

Search-by Field	Replace?
Account	Y
Accounting Date	Y
Address Sequence Number	Y
Affiliate	Y
Alternate Account	Y

Search-by Field	Replace?
Bank Account	Y
Bank Code	Y
Bank SetID	N
Budget Reference	Y
Business Unit	N
ChartField 1	Y
ChartField 2	Y
ChartField 3	Y
Class Field	Y
Contract ID	Y
Department	Y
Entered On	N
Entry Event	Y
Fund Affiliate	Y
Fund Code	Y
General Ledger business unit	Y
Hold Payment	Y
Hold Reason	Y
Invoice Date	N

Search-by Field	Replace?
Invoice Number	N
Operating Unit	Y
Operating Unit Affiliate	Y
Origin	N
Pay Group Code	Y
Payment Method	Y
Payment Terms ID	Y
Post Status	Y
Process Instance	N
Product	Y
Program Code	Y
Project	Y
Remit SetID	N
Remit Vendor	Y
Remit to Location	Y
Remitting Address	Y
Vendor ID	N
Vendor Location	N
Vendor Set ID	N

Search-by Field	Replace?
Voucher ID	N
Voucher Style	N

Eligibility for Voucher Mass Maintenance

The following table lists the eligibility criteria for each voucher mass maintenance operation:

Mass Maintenance Operation	Eligibility Requirements
All operations	The following vouchers are excluded: • Vouchers currently in process. • Vouchers with an entry status of *Scheduled* or *Modified* (the status after field replacement is performed but before the Voucher Build process successfully builds the modified voucher). • Template vouchers.
Field replacement	The following vouchers are excluded: • Vouchers that have been approved, posted, selected for payment, or paid, fully or in part. • Third Party Vouchers. • Uncompleted registered vouchers. • Vouchers in a control group in *Verified* status.
Closure	Vouchers must meet the following requirements: • Vouchers must be posted, *not* matched, and *not* yet selected for payment or fully paid. • Vouchers cannot have a manual closed date assigned (cannot be marked for closure manually, but not yet posted). • Vouchers cannot have document sequencing enabled, if the default *Close* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment. • Vouchers enabled for Commitment Control cannot reference a PO or receiver.

Mass Maintenance Operation	Eligibility Requirements
Deletion	The following vouchers are excluded: • Vouchers that are posted, selected for payment, or paid in part or full. • Vouchers in *Matched* status. • Vouchers having any scheduled payments selected by the Pay Cycle process or on hold for netting processing. • Vouchers currently being processed in a PeopleSoft Workflow worklist.
Unposting	Vouchers must meet the following requirements: • Vouchers must be posted; approval and payment status are not a factor. • Vouchers cannot have document sequencing enabled, if the default *Accrual* or *Voucher Unpost* document type (at the voucher header's general ledger business unit) has not been set up for auto-number assignment, or if the *Interunit* document type (at a distribution line's general ledger business unit, if different from the voucher header general ledger business unit) has not been set up for auto-number assignment.

User voucher style restrictions are also enforced for field replacement, but not for closure, deletion, or unposting.

Note. You can perform only one mass maintenance operation on a voucher until it has gone through all post-maintenance operations (such as running the Voucher Posting process or the Voucher Build process).

See Also

Chapter 13, "Managing Vouchers," Unposting, Closing, and Deleting Individual Vouchers, page 309

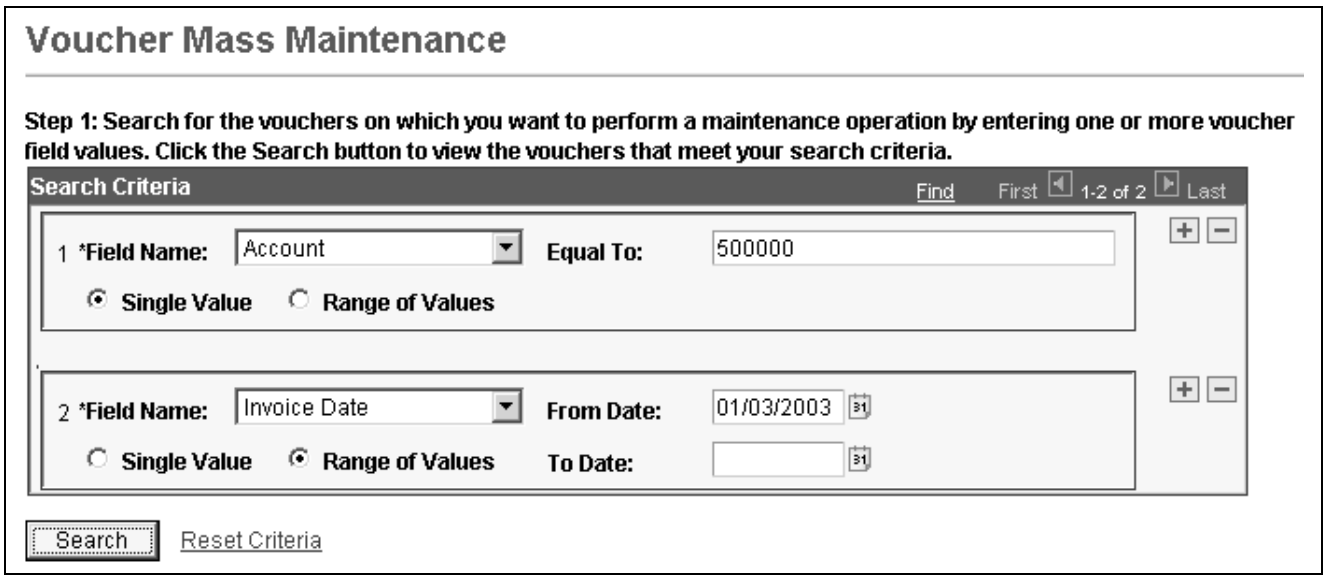
PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining Application-Specific User Preferences

Pages Used to Perform Voucher Mass Maintenance

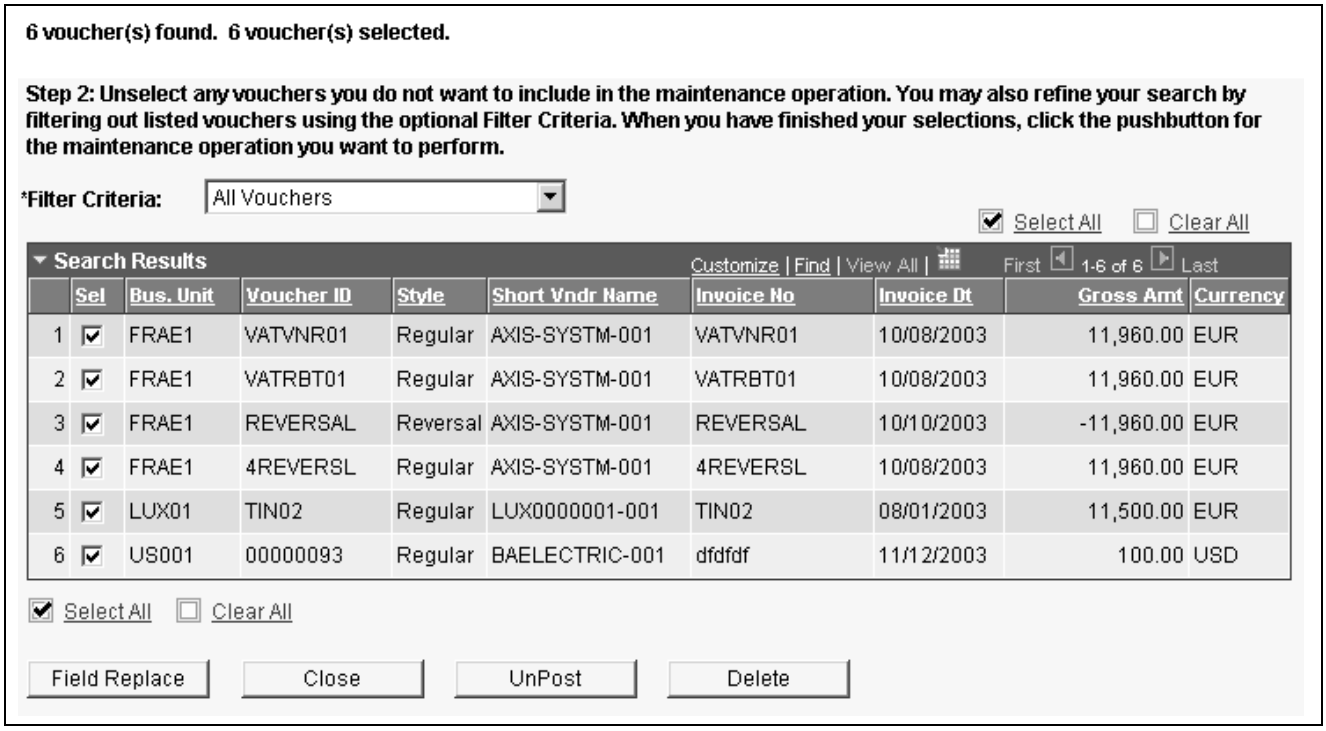
Page Name	Object Name	Navigation	Usage
Voucher Mass Maintenance	VCHR_MASS_MAINT	Accounts Payable, Vouchers, Maintain, Voucher Mass Maintenance	Search for multiple vouchers for mass maintenance and select the maintenance operation you want to perform: field replacement, unposting, closing, or deleting.
Voucher Mass Maintenance - Field Replace	VCHR_MMT_RPLC_SEC1	Select vouchers on the Voucher Mass Maintenance page and click the Field Replace button.	Select the fields you want to replace, their replacement values, and a request ID, and run the Voucher Mass Maintenance process to perform the field replacement.
Voucher Mass Maintenance - Close	VCHR_MMT_CLSE_SEC1	Select vouchers on the Voucher Mass Maintenance page and click the Close button.	Enter the manual close date and request ID and run the Voucher Mass Maintenance process to close the selected vouchers.
Voucher Mass Maintenance - UnPost	VCHR_MMT_UNPS_SEC1	Select vouchers on the Voucher Mass Maintenance page and click the UnPost button.	Enter the unposting accounting date, reversal accounting date, and request ID and run the Voucher Mass Maintenance process to unpost the selected vouchers.
Voucher Mass Maintenance - Delete	VCHR_MMT_DLTE_SEC1	Select vouchers on the Voucher Mass Maintenance page and click the Delete button.	Enter the request ID and run the Voucher Mass Maintenance process to delete the selected vouchers.

Searching for Vouchers and Selecting the Maintenance Operation

Access the Voucher Mass Maintenance page.



Voucher Mass Maintenance page with a search on an account and an open-ended invoice date range (1 of 2)



Voucher Mass Maintenance page: search results (2 of 2)

To select vouchers for mass maintenance:

1. Enter one or more voucher field values or ranges of values.

   Note. Restrict your search as narrowly as possible to increase the speed with which you retrieve your search.

2. Click the Search button to retrieve the vouchers that meet your search criteria. The vouchers appear in the Search Results grid.

   Select the Reset Criteria link to clear the search results and enter new search criteria.

3. (Optional) In the Step 2 region of the page, which appears after you click Search,you can filter the retrieved vouchers by the following Filter Criteria:

   • *All Vouchers.*

   • *Vchrs that can be Fld Replaced* (vouchers that can be field replaced).

   • *Vouchers that can be Closed.*

   • *Vouchers that can be Deleted.*

   • *Vouchers that can be UnPosted.*

   Each of these filter criteria is associated with its own set of eligibility requirements.

   See Chapter 13, “Managing Vouchers,” Understanding Voucher Mass Maintenance, page 326.

   Note. If you do not apply filter criteria here, the system still filters out the vouchers by the appropriate eligibility criteria when you select the maintenance operation and open the page for that operation. The filter criteria here enable you to filter the vouchers before you begin selecting them individually.

   Note also that the vouchers available for field replacement depend on the voucher styles you have access to, as defined for your user preferences. If you select a filter criterion of *All Vouchers*, the results grid shows vouchers of all styles, regardless of your voucher style access. When you select field replacement as the maintenance operation to perform on your selected vouchers, however, only the vouchers whose style you have access to will be available on the Field Replace page.

   ---

4. Select the vouchers you want to perform maintenance on by checking or clearing the Sel (select) options.

   You can also use Select All and Clear All.

5. Click the button for the maintenance operation you want to perform:

   • The Field Replace button opens the Voucher Mass Maintenance - Field Replace page.

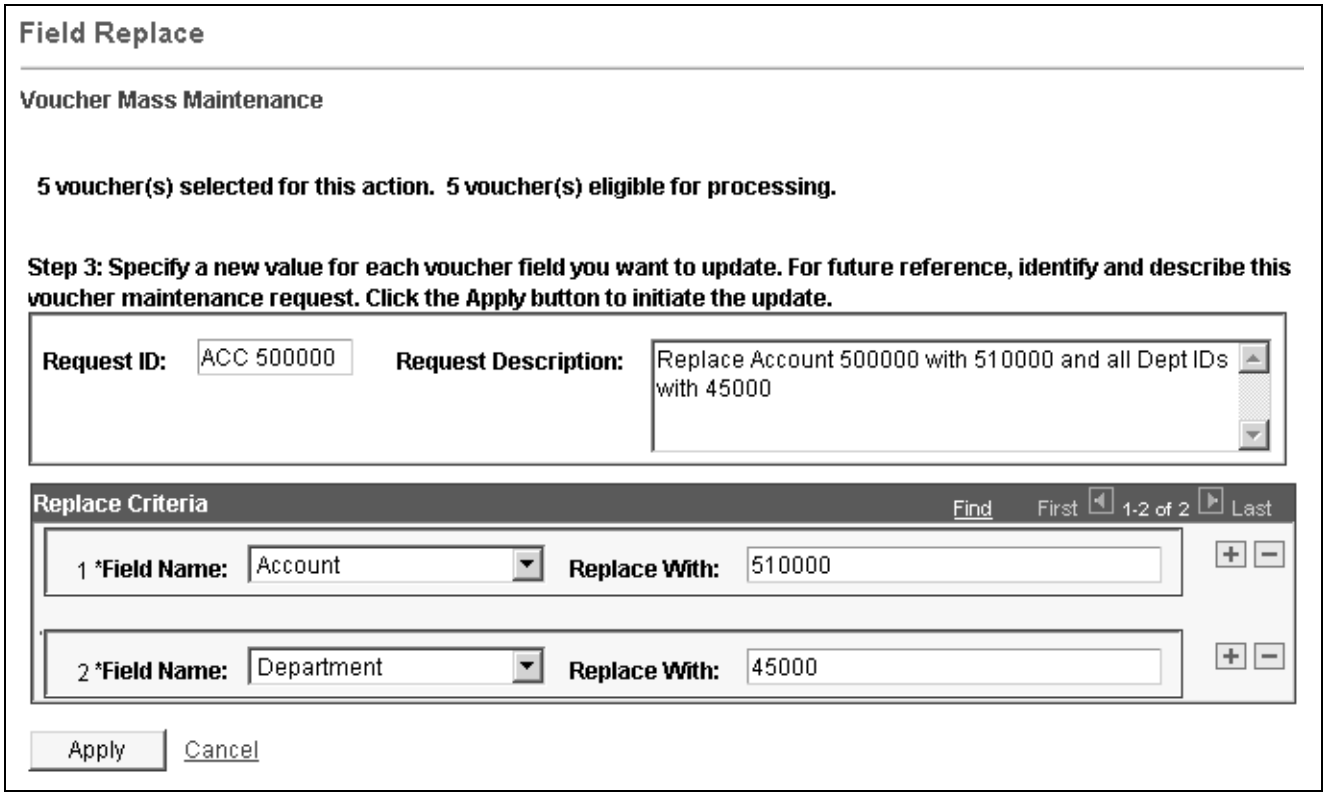
   • The Close button opens the Voucher Mass Maintenance - Close page.

   • The UnPost button opens the Voucher Mass Maintenance - UnPost page.

   • The Delete button opens the Voucher Mass Maintenance - Delete page.

Performing Mass Field Replacement

Access the Voucher Mass Maintenance - Field Replace page.



Voucher Mass Maintenance - Field Replace page

Note. If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for field replacement. The page informs you of the number of vouchers you selected and the number of these which are eligible for field replacement.

To replace fields on the selected vouchers:

1. (Optional) Identify and describe the field replacement request.
2. Enter the fields whose values you want to replace and the new values.

   There are selection fields that are not available for replacement.

   See Chapter 13, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 326.

   Note. The only online validation of field values is for field length and data type. The Voucher Build process edits field values for field-replaced vouchers.
3. Click the Apply button to run the Voucher Mass Maintenance process, which updates the voucher tables and sets the voucher entry status to *M* or modified.

   After the process completes, a message appears informing you that it was successful.
4. Run the Voucher Build process to edit the vouchers and update the voucher tables.

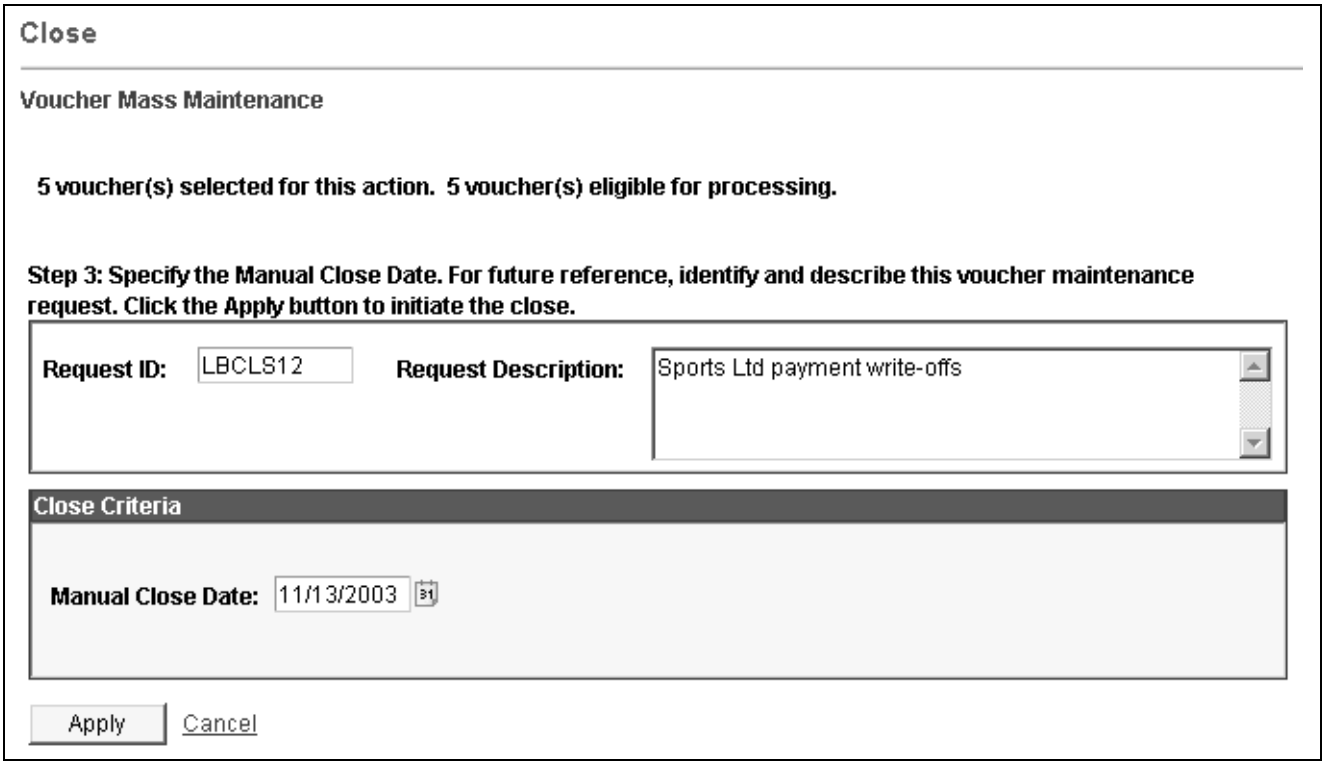
The Cancel link takes you back to the Voucher Mass Maintenance search page.

See Also

Chapter 11, “Processing Batch Vouchers,” Running the Voucher Build Process and Reviewing Messages, page 271

Performing Mass Voucher Closure

Access the Voucher Mass Maintenance - Close page.



Voucher Mass Maintenance - Close page

Note. If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for closure. The page informs you of the number of vouchers you selected and the number of these which are eligible for closure.

To close the eligible vouchers:

1. (Optional) Identify and describe the closure request.
2. Accept today’s date, which is the default, or enter another date as the Manual Close Date.

   The system validates that the close date occurs in an open accounting period.
3. Click the Apply button to run the Voucher Mass Maintenance process, which marks the vouchers for closure.

   After the process completes, a message appears informing you that it was successful.
4. Run the Voucher Posting process from the Voucher Posting Request page to close the marked vouchers.

The Cancel link takes you back to the Voucher Mass Maintenance search page.

Note. For document sequence-enabled vouchers, the system uses the default document type of *Close* to auto-generate a new document sequence number.

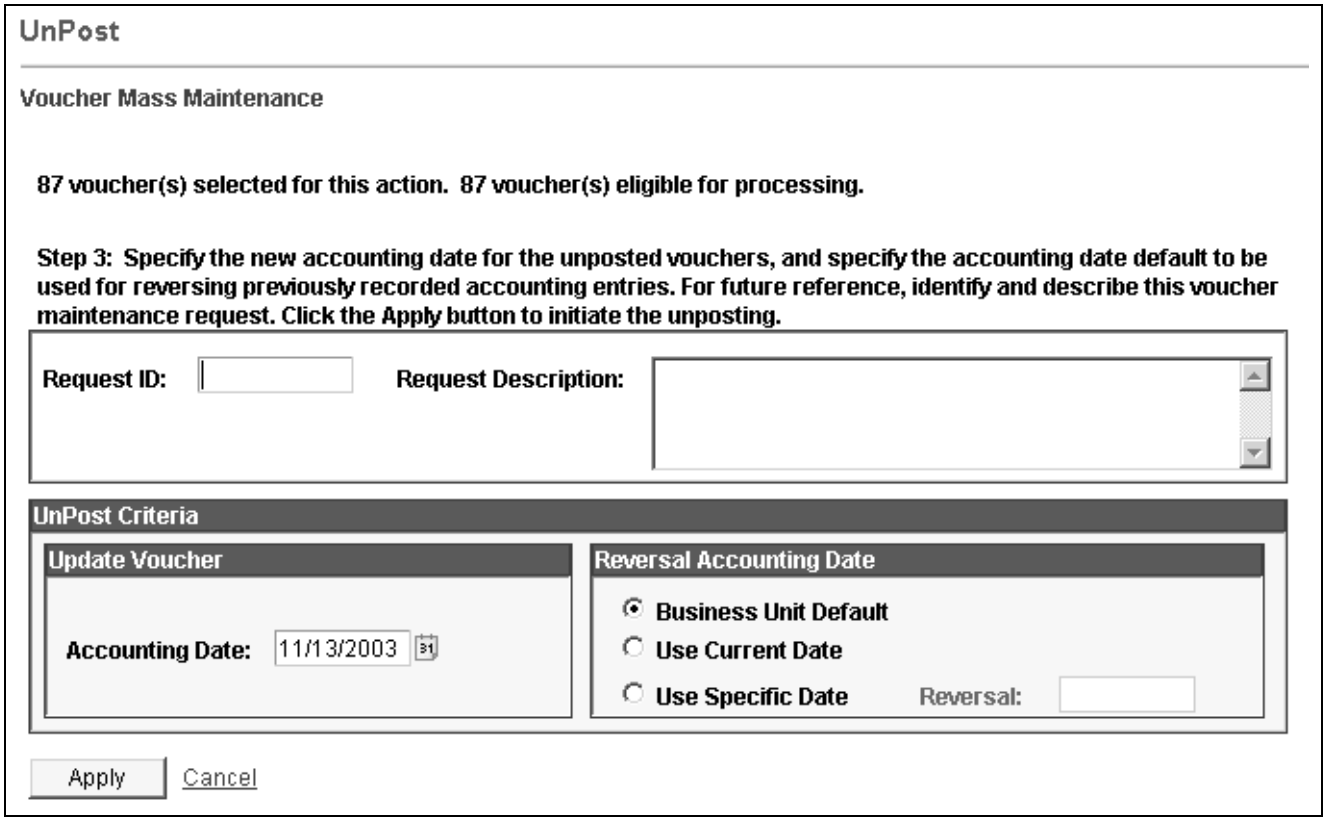
See Also

Chapter 13, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 326

Chapter 17, "Running Voucher and Payment Posting," page 469

Performing Mass Voucher Unposting

Access the Voucher Mass Maintenance - UnPost page.



Voucher Mass Maintenance - UnPost page

Note. If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for unposting. The page informs you of the number of vouchers you selected and the number of these which are eligible for unposting.

To unpost the eligible vouchers:

1. (Optional) Identify and describe the unposting request.
2. Select a new accounting date for the unposted vouchers in the Update Voucher group box.

   The system validates that the date occurs in an open accounting period.
3. Select the accounting date for the reversal accounting entries in the Reversal Accounting Date group box.

This group box appears only if:

- One of the vouchers you are unposting has had its accounting entries journal-generated to the general ledger, loaded to asset management, distributed to the PeopleSoft Project Costing tables, or distributed to the VAT subsystem.
- One of the vouchers is enabled for document sequencing.

If there are any vouchers that are ineligible for the reversal accounting date option that you select, the system will apply the original voucher accounting date to the reversal entries.

If you select either the *Use Current Date* or *Use Specific Date* option, the system validates that the date occurs in an open accounting period.

The business unit default accounting date is set up on the Payables Options - Payables Options page.

4. Click the Apply button to run the Voucher Mass Maintenance process, which unposts the vouchers.

   After the process completes, a message appears informing you that it was successful.

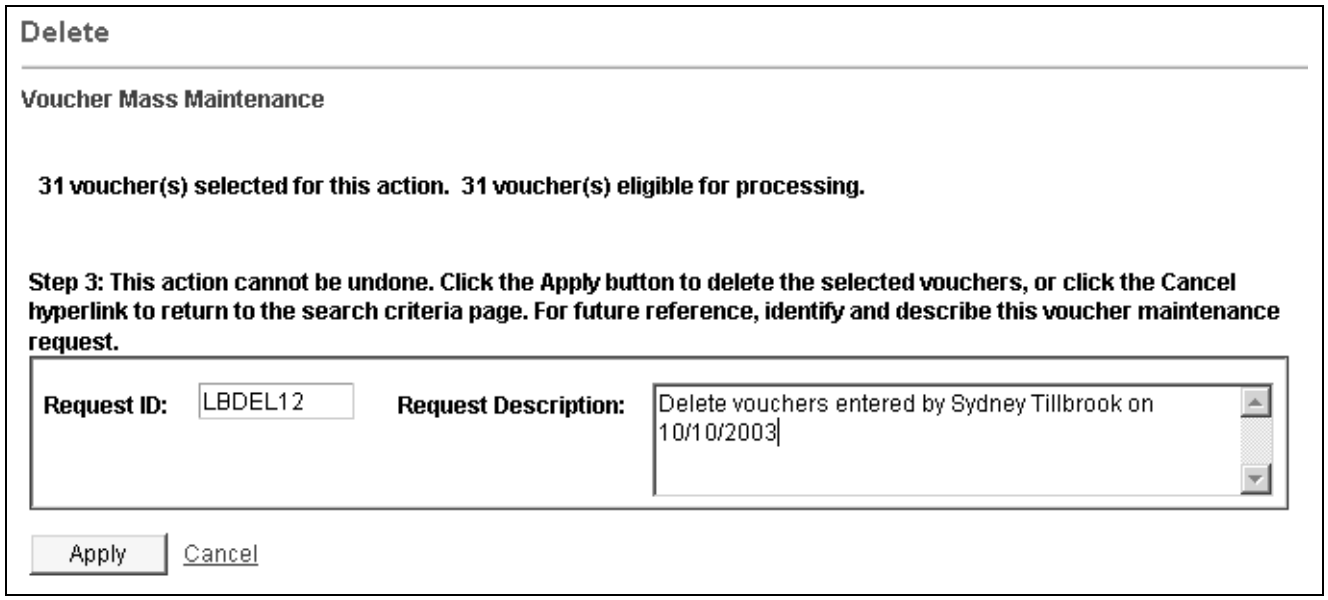
The Cancel link takes you back to the Voucher Mass Maintenance search page.

See Also

Chapter 13, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 326

Performing Mass Voucher Deletion

Access the Voucher Mass Maintenance - Delete page.



Voucher Mass Maintenance - Delete page

Note. If you did not use the appropriate filter criteria on the Voucher Mass Maintenance search page, some of the vouchers you selected may be ineligible for deletion. The page informs you of the number of vouchers you selected and the number of these which are eligible for deletion.

To delete the eligible vouchers:

1. (Optional) Identify and describe the deletion request.

   This is required if any of the vouchers on your list are enabled for document sequencing.

2. Click the Apply button to run the Voucher Mass Maintenance process, which deletes the vouchers.

   Warning! Once you click this button, the vouchers will be deleted immediately from the system.

   After the process completes, a message appears informing you that it was successful.

The Cancel link takes you back to the Voucher Mass Maintenance search page.

See Also

Chapter 13, "Managing Vouchers," Understanding Voucher Mass Maintenance, page 326

Viewing Voucher Mass Maintenance Requests

When you perform a voucher mass maintenance operation, the system logs your User ID, the Request ID and description you entered on the Voucher Mass Maintenance operation page, the date, and the time that you requested the operation.

To view this audit information, run a query on the VCHR_MMT_RQS_HT table.

Using OpenItem Accounting in Payables

This section provides an overview of Open Item accounting and discusses how to:

- Enter OpenItem accounts.
- Enter OpenItem transactions on vouchers.
- Track OpenItem accounts.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Using Open Item Accounting"

Understanding OpenItem Accounting

OpenItem accounting enables you to efficiently define, control, and maintain open accounts until all transactions for an OpenItem cause it to reach a zero balance. You can set up many types of OpenItem accounts on the Account page in the ChartField Values component. Common examples of OpenItem accounts are employee advances, suspense accounts, and interunit accounts. Once an OpenItem account is established, you can keep track of the PeopleSoft Payables transactions that are posted to this account using the OpenItem Update page.

OpenItem Accounting Terms

The following terms are used with OpenItem accounting:

Open Item Account Specifies the account that requires OpenItem accounting, such as Employee Advances, CFO Suspense, and Due From/Due To Subsidiary. You set up OpenItem accounts on the Account page in the ChartField Values component.

Open Item Key Determines the identifying or search key for open items in an OpenItem account. For an Employee Advances account, the OpenItem key field would typically be the Employee ID or Social Security Number. This means that any voucher distribution that posts to the Employee Advances account would also carry an employee ID or social security number. This search key is required by the system and enables the association of multiple vouchers with the open item.

Open Item Each transaction that affects an OpenItem account remains an open item until all transactions for a given OpenItem key add up to 0. For example, the first open item in the Employee Advances account is normally the issuance of an advance. Vouchers entered against the initial advance become open items also, until a final voucher brings the balance for a particular employee ID to 0, at which point all open items for the employee ID are closed.

Closed Item Transactions for an OpenItem key become closed items when the total for the OpenItem key is 0.

OpenItem Accounting Setup and Processing

To use OpenItem accounting:

1. Set up an OpenItem account on the Account page in the ChartField Values component.

   For example, you could set up an employee advance account as an OpenItem account, using the Employee ID field (EMPLID) from the PERSONAL_DATA table as the open item key.

   See Chapter 13, “Managing Vouchers,” Entering OpenItem Accounts, page 343.

2. Create an advance voucher.

   On the distribution line, enter the employee ID (the open item key value) in the OpenItem field. In our example, we’ll enter a voucher for an advance in the amount of 1000 EUR.

   See Chapter 13, “Managing Vouchers,” Entering OpenItem Transactions on Vouchers, page 345.

3. Post the advance voucher and journal-generate it.

   Here are the accounting entries for an advance in the amount of 1000 EUR.

Account	Debit	Credit
Emp Adv	1000.00	
APA		1000.00

4. (Optional) View the OpenItem account using the Open Item Update page.

   In our eample, one line for the advance voucher, in the amount of 1000 EUR, will appear.

   You can also view the OpenItem account in PeopleSoft General Ledger using the Open Items - Review Status Online page.

See Chapter 13, “Managing Vouchers,” Tracking OpenItem Accounts, page 346.

See *PeopleSoft General Ledger 8.8 PeopleBook*, “Using Open Item Accounting,” Reviewing Reconciled Open Items.

5. Run the Pay Cycle process or create a manual payment to pay the advance:

Account	Debit	Credit
APA	1000.00	
CASH		1000.00

6. Enter a voucher for an expense against the advance.

   Again, enter the employee ID in the OpenItem field on the distribution line for the open item account.

   In this example, we enter an expense of 1100 EUR and will schedule a payment of 100 EUR.

   See Chapter 13, “Managing Vouchers,” Entering OpenItem Transactions on Vouchers, page 345.

7. Post the voucher and journal-generate it.

   Here are the accounting entries for the expense voucher:

Account	Debit	Credit
Emp Adv		1000.00
EXP	1100.00	
APA		100.00

8. Create a payment for any remaining expense amount.

   In this case, we create a payment of 100 EUR.

Account	Debit	Credit
APA	100.00	
CASH		100.00

9. View the OpenItem account balance using the Open Item Update page.

   In our example, the OpenItem balance is zero, as the expense entry has balanced out the advance entry, and the OpenItem is closed in PeopleSoft Payables.

10. Run the PS/GL Open Item Reconciliation process (GLPPOITM) or perform open item reconciliation manually in PeopleSoft General Ledger to reconcile and close open items in the general ledger.

Note. OpenItem transactions are passed to PeopleSoft General Ledger when they are journal-generated, and can be viewed on the Open Items - Review Status Online page. However, PeopleSoft General Ledger updates the status of OpenItems independently of PeopleSoft Payables. PeopleSoft Payables reconciles open items by open item key reference and account, while the PS/GL Reconciliation process in PeopleSoft General Ledger reconciles by account. An OpenItem that is balanced and closed in Payables can, therefore, remain open in PeopleSoft General Ledger if OpenItem transactions for another open item key reference on the account remain open. Likewise, an OpenItem that is closed in PeopleSoft General Ledger does not automatically update the OpenItem as closed in PeopleSoft Payables. The latter situation is usually not an issue, however, as Payables OpenItems are automatically marked as closed in the Payables distribution line table once the OpenItem balance reaches zero.

See Also

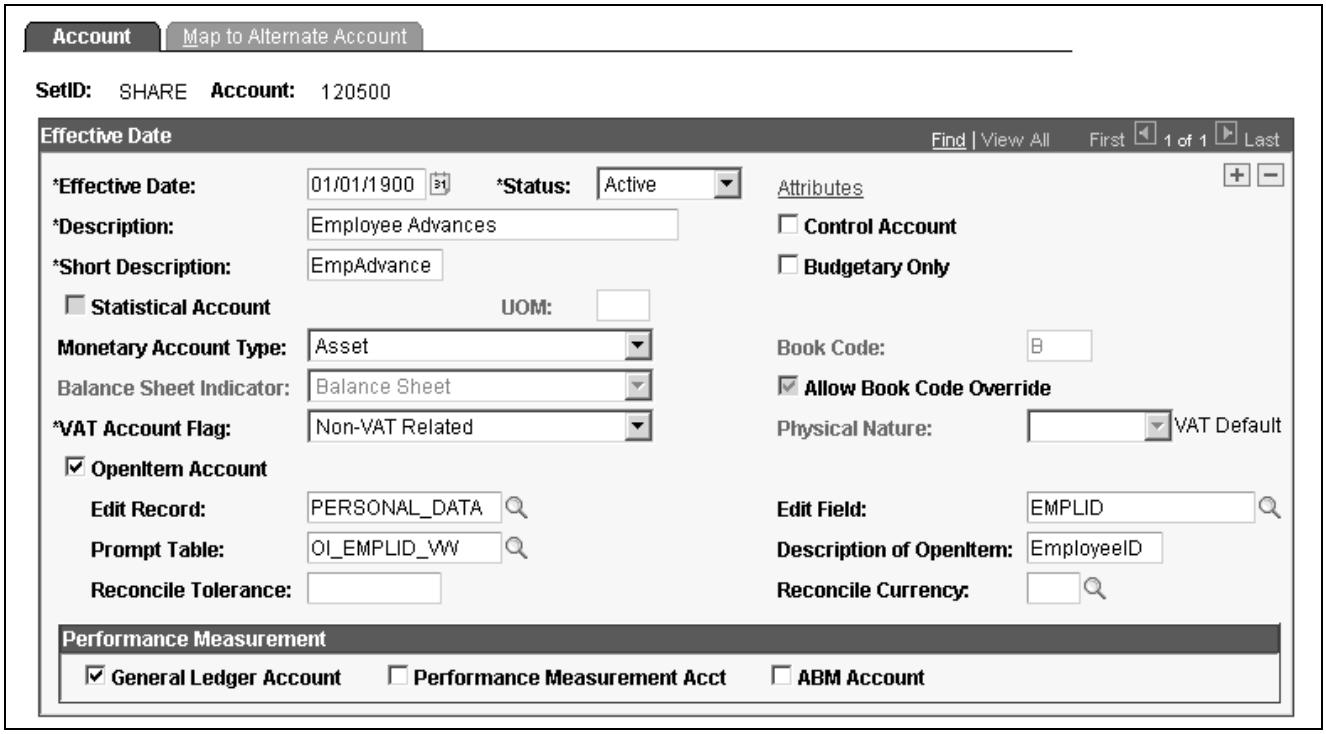
PeopleSoft General Ledger 8.8 PeopleBook, "Using Open Item Accounting"

Pages Used with Open Item Accounting

Page Name	Object Name	Navigation	Usage
Account	GL_ACCOUNT	Set Up Financials/Supply Chain, Common Definitions, Design ChartFields, Define Values, Account	Create account values and designate them as OpenItem accounts.
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter a voucher charged to an OpenItem account.
OpenItem Update	OPEN_ITEM_UPDATE	Accounts Payable, Vouchers, Maintain, Update Open Item, Open Item Update	Keep track of OpenItem accounts. View each OpenItem account that is linked to the business unit and journal line reference, as well as a summary of the total amounts and the number of lines for both closed and open OpenItem accounts.

Entering OpenItem Accounts

Access the Account page.



Account page, showing account definition for an OpenItem account

Note. This page is described at length elsewhere. Only fields of particular importance to OpenItem accounts are discussed here.

OpenItem Account Select to activate OpenItem processing.

A number of edit boxes appear.

Edit Record Enter the record definition name of the prompt table against which you want to validate the OpenItem key. For example, if the OpenItem key is an employee ID, enter the prompt table that contains a list of valid employee IDs, such as *EMPLOYEE_TBL*.

Description of OpenItem Enter the description of the account that appears in prompt lists, reports, and online inquiries. This description is typically used to identify the OpenItem key that must be specified in the Ref (reference) field on the Journal Entry page or the OpenItem field on the Invoice Information page.

Edit Field Specify the field within the OpenItem Edit Record against which you want to validate the OpenItem key. If you are using employee ID the OpenItem key, this is the field that contains your employee IDs or social security numbers.

Prompt Table Enter the name of the prompt table that returns the current actual OpenItem rows for the account.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Adding Account Values

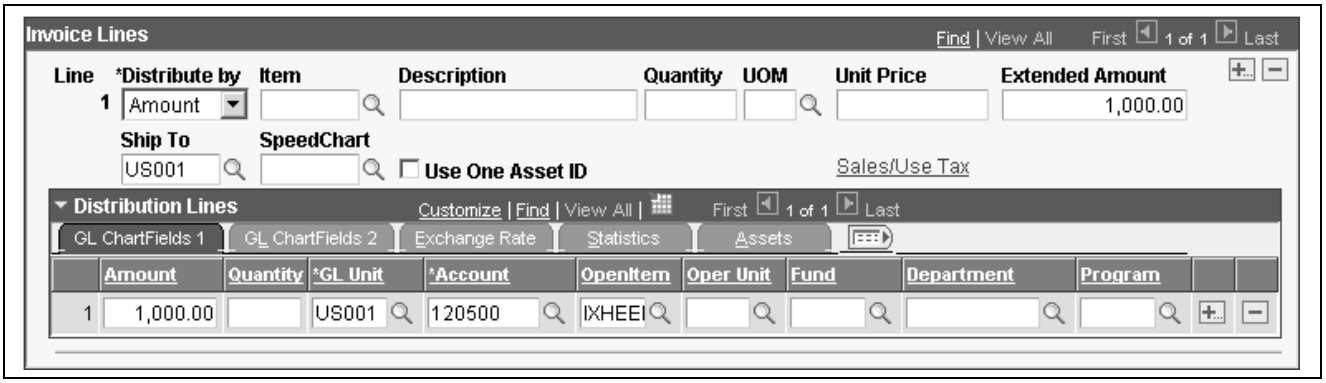
PeopleSoft General Ledger 8.8 PeopleBook, "Using Open Item Accounting"

Entering OpenItem Transactions on Vouchers

This section describes both how to enter an advance against an Open Item account and how to enter an expense against that advance.

Creating the Advance Voucher

Access the Invoice Information page and enter a voucher for the advance.

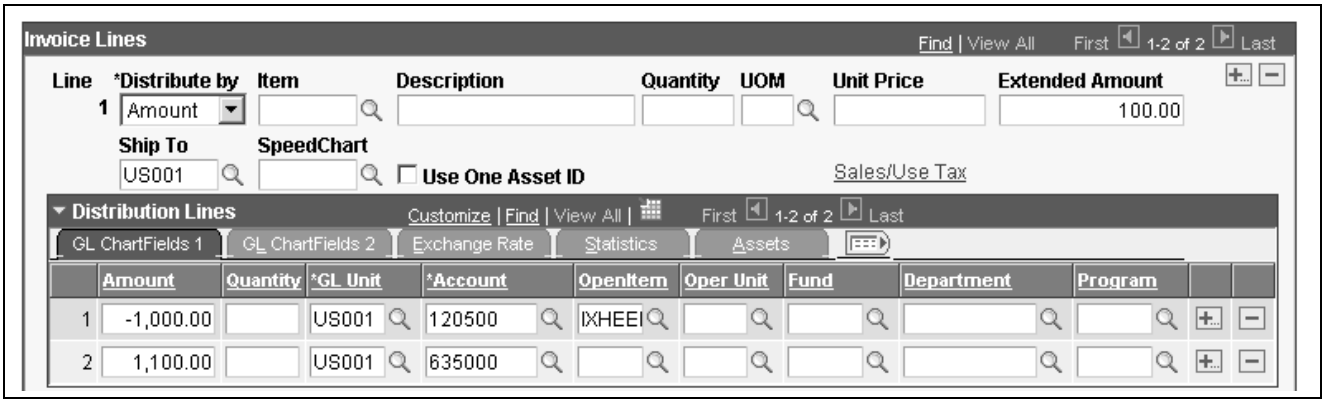


Invoice Lines scroll area on the Invoice Information page, with an invoice line charged to an OpenItem account

Enter an OpenItem account in the Account field on the distribution line (in our example, *120500),* and select an OpenItem key reference (in this example, employee ID *IXHEE10)* in the OpenItem field.

Creating an Expense Report Voucher

Access the Invoice Information page.



Invoice Lines scroll area on the Invoice Information page, with distribution lines for an expense charged against an OpenItem employee advance account

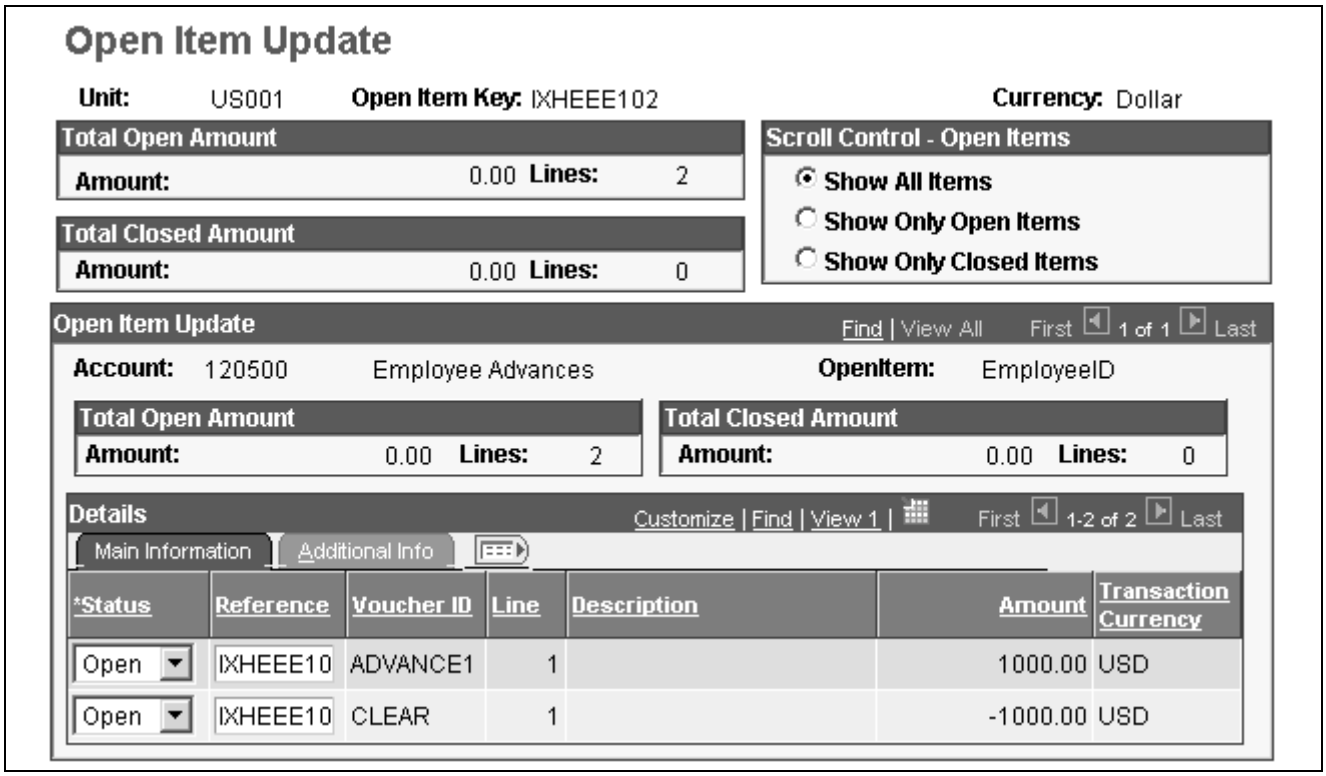
When you enter a voucher for an expense charged against the advance, the voucher should have at least two distribution lines: one with a negative merchandise amount and one with a positive merchandise amount. Charge the negative merchandise amount to the OpenItem account (in this case, the employee advance OpenItem account, 120500) and the positive merchandise amount to an expense account. Specify the OpenItem key reference on the negative distribution line for the OpenItem account.

See Also

Chapter 13, “Managing Vouchers,” Understanding OpenItem Accounting, page 340

Tracking OpenItem Accounts

Access the OpenItem Update page.



Open Item Update page after expense voucher was entered against the advance

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document the fields that are common to all views first.

Common Page Information

OpenItem Key The OpenItem key reference. In the case of an employee advance, the OpenItem key might be an employee's social security number or employee ID.

Currency The base currency for the OpenItem key reference.

Total Open Amount

Amount The open balance amount for the OpenItem reference.

Lines The number of voucher lines that comprise the open item balance.

Total Closed Amount

Amount The closed balance amount for the OpenItem reference.

Lines The number of voucher lines that comprise the closed item balance.

Scroll Control - Open Items

Select one of the following to control which items appear in the Open Item Update scroll area:

- Show All Items
- Show Only Open Items
- Show Only Closed Items

Open Item Update

The Open Item Update scroll area lets you view the various OpenItem accounts for the OpenItem reference, including the total open and closed amounts for the account.

Account Displays the OpenItem account number and description.

OpenItem Displays the OpenItem key field that for the open item. The most common values are *Employee ID* and *Social Security Number.* You define the OpenItem key field when you define the OpenItem account on the Account page in the ChartField Values component.

Details

The Details group box displays voucher line details for each line item under the OpenItem account, including the following.

Status View or change the open or closed status of the item. When you update the status, the system updates the running totals fields.

Reference View or update the OpenItem key reference associated with this voucher line.

Line The voucher line number.

Description The description that was entered for the voucher line. Use this field, along with the Amount field, to match open items to one another in order to close them.

See Also

Chapter 13, “Managing Vouchers,” Understanding OpenItem Accounting, page 340

CHAPTER 14

Running the Matching Process

This chapter provides an overview of the Matching Application Engine process (AP_MATCHING) and discusses how to:

- Initiate the Matching process.
- Manage matches and match exceptions.
- Use matching options with purchase orders.

Understanding the Matching Application Engine Process (AP_MATCHING)

You use the Matching process to compare vouchers with purchase orders and receiving documents. That way, you can ensure that you pay for only the goods and services that you order and receive. To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing. The system automatically performs the required matching based on the document characteristics. Users simply select *STANDARD* as the match control ID; the system handles all of the comparison. Use the Matching Exceptions workflow, provided with PeopleSoft Payables, to route match exceptions to specified users. PeopleSoft eSettlements also uses the Matching process to compare invoices with purchase orders and receipts.

Note. If you enable the Commitment Control feature and you want to use the voucher match status as a prerequisite for budget-checking transactions, you must modify the Selection Criteria page in the Source Transactions component (KK_SOURCE_TRAN) to include the MATCH_STATUS_VCHR field as part of the PeopleSoft Payables transactions. Select *MATCH_STATUS_VCHR* in the Field Name field, and select *M* in the Field Value field.

The system performs several types of matching:

- Two-way matching compares vouchers and purchase orders if the Receiving Required option is not selected for the purchase order.
- Three-way matching compares vouchers, purchase orders, and receipts if the Inspection Required option is not selected for the receiver.
- Four-way matching compares vouchers, purchase orders, receivers, and inspections if inspection is required.
- Receipt-only matching compares vouchers to non-purchase order receipts.

With matching, you can:

- Match multiple receipts to a voucher line.

- Match multiple voucher lines to one receipt.
- Keep track of outstanding amounts (after matching) to support partial receipt matching.

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Setting Up Commitment Control Source Transaction Types"

Appendix A, "Delivered Workflows for PeopleSoft Payables," page 999

Processing Overview

The Matching process:

1. Selects parameters from the match run control record.
2. Updates vouchers to be processed based on the run control definition.
3. Selects voucher headers to be processed and places them in a temporary table.
4. Selects voucher lines to be processed and places them in a temporary table.
5. Displays a message with the number of vouchers being processed.
6. Identifies purchase orders to be processed and places the purchase order headers, purchase order lines, and purchase order schedules in separate temporary tables.
7. Identifies receivers to be processed and populates the VCHR_RECV_MTCH table.

   If a receiver is specified on a voucher line and it is not in the table, the process inserts the receiver into the table.
8. Updates receivers to be processed:
   - For purchase order receipts, the process identifies all the receiver headers that have a receiver schedule for a purchase order that is being processed.
   - For non-purchase order receipts, the process identifies all the receiver headers that have a receiver schedule in the VHCR_RECV_MTCH table.
   - The process selects receiver headers to be processed and places them in a temporary table.
   - The process selects the receiver schedules to be processed and places them in a temporary table.
9. For each Payables business unit being processed, creates a voucher-driven table, MTCH_VCHR1_T, with header and line data for the vouchers being processed.
10. Deletes from the VCHR_MTCH_EXCPT table all the vouchers that are being processed.
11. Creates purchase order work records.
12. Creates receiver work records for purchase order and non-purchase-order receipts.

    The receipt-aware criteria are used to associate receipts with voucher lines.
13. Combines voucher, purchase order, and receiver data into one table: the VCHR_MTCH_DETLS table.
14. Calculates fields in the VHCR_MTCH_DETLS table.
15. Marks tolerance fields as percentages.
16. Identifies system errors.

System errors include invalid match control ID, invalid purchase order, invalid purchase order status, no voucher line unit of measure to purchase order unit of measure conversion rate, no voucher transaction currency to purchase order transaction currency rate, no voucher unit of measure to receiver unit of measure conversion rate, no voucher transaction currency to receiver currency conversion rate, and multiple receiver unit of measures for a voucher line.

The process updates the VCHR_MTCH_DETLS table by setting MATCH_ERROR_FLG to *E* (exception) for any row with a system exception.

17. Processes match rules for all rows in the VCHR_MTCH_DETLS table that have MATCH_ERROR_FLG set to *N* (no).
18. Updates voucher status in the VCHR_MTCH_DETLS table by setting MTCH_STATUS_VCHR to *E* for any voucher with an error and to *M* (match) for any voucher without an error.
19. Applies the voucher's global tolerances.
20. Updates the voucher header with the status.
21. Updates the purchase order and receiver matching tables.
22. Updates each matched purchase order and receiver with match flags.
23. Sets the IN_PROCESS_FLG to *N*.
24. Displays a completion message with the number of vouchers matched and the number of vouchers with errors.
25. Deletes all temporary tables for vouchers, purchase orders, and receivers.
26. Cleans up the run control.
27. Deletes from the worklist any vouchers that no longer have an exception status.

Matching Process Flow

After you set up the Matching process and create vouchers to be matched:

1. Specify the matching run control options and run the process on the Match Request page or from the Action field on the Invoice Information page in the Voucher component (VCHR_EXPRESS).
    a. If vouchers match successfully, the system sets the status of these vouchers to *Matched* and flags the vouchers for payment.
    b. If vouchers do not pass the Matching process, the system flags them as exceptions.

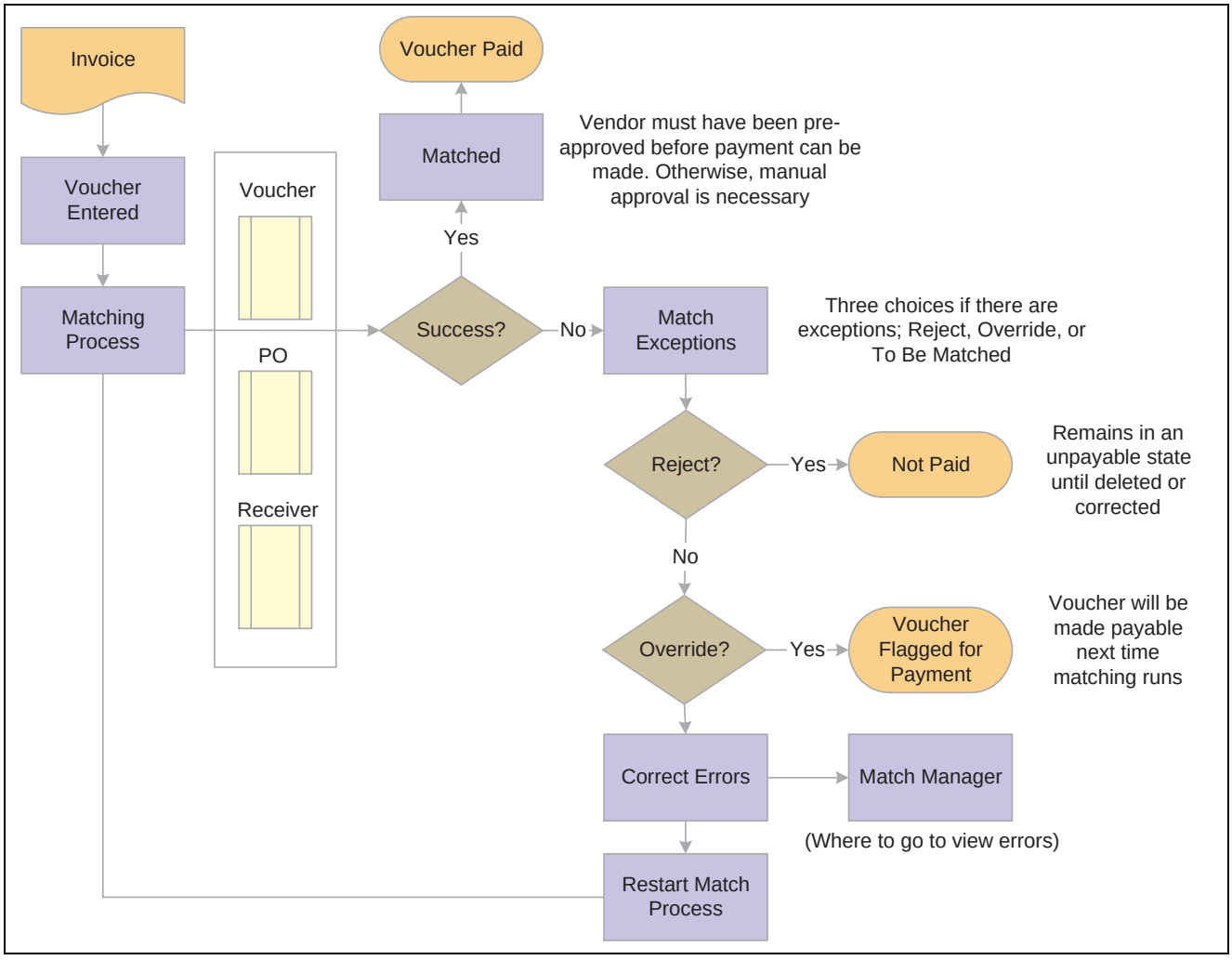
    The system logs each match rule exception for the voucher in a voucher match exception log table that you can view using the Match Manager component (MATCH_MGR). You can access Match Manager by clicking the Exceptions link on the Voucher Summary page in the Voucher component, or through general navigation.
2. View the exceptions on the Match Manager - Match Exception Override page, where you can set the vouchers that have match exceptions to *Rejected* or *Overridden*.
    - Rejected vouchers are not paid and remain in an unpayable state until you delete or correct them.
    - Overridden vouchers are flagged for payment and are paid the next time the pay cycle is run.
    - The next time that the Matching process runs, the system bypasses the individual match rules that you override.

- PeopleSoft Workflow notifies the appropriate user about the match exception, based on the route that you specify for the exception (by using the Match Rules page).

3. (Optional) Correct the errors and rerun the Matching process.

Note. Organizations typically correct a problem instead of overriding it. In general, it is best to rectify and reprocess incorrect associations and vendor differences rather than override them.

This flowchart provides an example of the three-way Matching process, illustrating how the Matching process compares the entered voucher to the purchase order and receiving documents:



Three-way matching example

Note. You can pay unmatched vouchers at the user ID level.

See Also

Chapter 14, “Running the Matching Process,” Initiating the Matching Process, page 366

Chapter 14, “Running the Matching Process,” Managing Matches and Match Exceptions, page 368

Receipt-Aware Criteria

The term *receipt-aware* means that, when the Matching process runs, the matching module finds receipts automatically for vouchers that have a purchase order reference. The matching module uses a hierarchy of selection criteria in addition to the voucher quantity. The criteria include the packing slip, item IDs, and summary receipt quantities. The Matching process uses the criteria to match receivers with vouchers.

Define the criteria on the Receipt Aware Criteria page, which you can use to determine how the system matches receipts to voucher lines. The criteria that you specify on this page determine how the Matching process associates receipts with voucher lines.

Note. The receipt-aware functionality does not associate a voucher line with a non-purchase order receipt.

The receipt aware functionality associates only one receiver line per voucher line when matching amount-only purchase order (PO) receipts. To associate multiple amount-only receivers with a voucher line, use manual receipt association or copy receiver information to the voucher.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Establishing Receipt Aware Criteria

Manual Receipt Association

If the receipt aware functionality does not associate a receipt with a voucher line, you can use the Voucher component to manually associate the receipt with the voucher line by:

- Using the Copy from a Source Document option on the Invoice Information page.
- Manually associating individual receivers with the voucher line by using the Associate Receivers page.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Using Source Documents to Create Vouchers Online, page 202

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Associating Receivers to Voucher Lines, page 198

Delivered Match Rules

The system first checks for the following errors:

Rule ID	Short Description
RULE_S100	Invalid Match Control ID.
RULE_S110	RTV/Credit Adjustments are greater than the PO Matched Quantity/Amounts.

Rule ID	Short Description
RULE_S120	RTV/Credit Adjustments are greater than the Receiver Matched Quantity/Amounts.
RULE_S200	Invalid PO ID or there are receivers tied to the voucher that have the match status receiver set to No.
RULE_S210	Invalid PO Status.
RULE_S300	Invalid UOM conversion for PO.
RULE_S400	Invalid currency exchange rate for PO.
RULE_S500	Invalid UOM conversion for receipt.
RULE_S600	Invalid currency exchange rate for receipt.
RULE_S700	Receipts for voucher line has multiple UOMs.
RULE_S800	Receipts for voucher line has multiple transaction currencies.

System errors indicate that data is missing and prevents the system from retrieving all of the voucher, purchase order, and receiver data. If no system errors exist, the system applies matching rules.

This table describes the matching rules delivered with the system:

Rule ID	Short Description	Long Description
RULE-E100	Extended Price Tolerance	The voucher extended price exceeds the purchase order extended price plus or minus (+/-) the extended price tolerance, *and* the tolerance is not equal to (<>) 0. The rule does not generate an exception for a non-purchase order receipt.
RULE-E0200	Extended Price % Tolerance	The voucher extended price exceeds the purchase order extended price plus or minus the extended price percentage tolerance, *and* the tolerance does not equal 0. The rule does not generate an exception for a non-purchase order receipt.

Rule ID	Short Description	Long Description
RULE-E250	Voucher Ext Amt <> PO Ext Amt (No Tolerances Specified)	The voucher extended price does not equal the purchase order extended price when the extended percentage and price tolerances are 0. The rule does not generate an exception for a non-purchase order receipt.
RULE-H100	Voucher Pay Terms <> PO Pay Terms	The payment terms code on the purchase order does not equal the payment terms code on the voucher. The rule does not generate an exception for a non-purchase order receipt.
RULE-H200	Voucher Vendor/Loc<>PO Vendor/Loc	The vendor on the purchase order does not equal the vendor on the voucher. The rule does not generate an exception for a non-purchase order receipt.
RULE-H400	Voucher Vendor/Loc<>Receiver Vendor/Loc	The vendor on the voucher does not equal the vendor on the receipt.
RULE-I100	Inspection Required but not Complete	The item ordered requires inspection but inspection has not been completed.
RULE-L100	Voucher item <> PO item	The item on the voucher line does not equal the item on the purchase order line. The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.
RULE-L200	Voucher item <> Receiver item	The item on the voucher line does not equal the item on the receiver line.
RULE-P100	Voucher Unit Price <> PO Unit Price (No Tolerances Specified on PO Line)	The voucher price does not equal the purchase order price when the unit price percentage and price amount tolerances are 0. The rule does not generate an exception for a non-purchase order receipt.

Rule ID	Short Description	Long Description
RULE-P400	Voucher Unit Price <> PO Unit Price +/- % Unit Price Tolerance	The price percentage tolerance does not equal 0, and the voucher price (converted to the purchase order UOM) does not fall within the purchase order price range (calculated using price percentage tolerance). The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.
RULE-P500	Voucher Unit Price <> PO Unit Price +/- Unit Price Tolerance	The unit price tolerance does not equal 0, and the voucher price does not fall within the purchase order price range (calculated using unit price tolerance). The rule does not generate an exception for an amount-only purchase order and a non-purchase order receipt.
RULE-R500	No receipts found	The Matching process could not find any receipts for the purchase order specified on the voucher line that were available for matching (for example not matched, not on hold, and not canceled).
RULE-R600	No receipt found, but unmatched ones exist	The Matching process found receipts for this purchase order that were available for matching (for example not matched, not on hold, and not cancelled) but could not make an association to the voucher line using any of the receipt aware criteria.
RULE-R650	Voucher line amt > Sum of associated receiver line amt (Amount Only Matching)	For amount-only PO receipts. The amount on the voucher line exceeds the sum of the associated receiver line amount. The rule does not generate an exception if the amount on the voucher line is less than or equal to the sum of the associated receiver line amount. If an equal-to condition occurs, the voucher and receiver will both be matched. If a less-than condition occurs, the voucher is matched and the receiver is partially matched.

Rule ID	Short Description	Long Description
RULE-R900	Total voucher received quantity > Accepted quantity	The total quantity received (including across all voucher lines and previously matched receivers) exceeds the accepted quantity on the receiver. The rule does not generate an exception for an amount-only receiver.
RULE-R950	Total Line Invoiced Qty <> Sum of Associated Receipts Accepted Qty	Within the same Matching process instance, the total receiver quantity associated on the voucher line exceeds the remaining unmatched receipt quantity on the receiver line schedule.
RULE-V200	Life to Date Voucher Qty > PO Qty + % Qty Receiver Tolerance	The receiving percentage tolerance does *not* equal 0, and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order plus the allowed over-receiving quantity. The rule does not generate an exception for an amount-only purchase order and non-purchase order receipt.
RULE-V300	Life to Date Voucher Amount > PO Amount (No Price Tolerance Specified on PO)	The receiving tolerance is 0 and the total quantity vouchered (including previously matched vouchers) exceeds the quantity on the purchase order. An exception is not generated for an amount-only purchase order or non-purchase order receipt.

Rule ID	Short Description	Long Description
RULE-V400	Life to Date Voucher Amt > PO Schedule Amt + % Ext Amt Tolerance	The extended price percentage tolerance is *not* 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price percentage tolerance). The rule does not generate an exception for non-purchase order receipt.
RULE-V500	Life to Date Voucher Amt > PO Schedule Amt + Ext Amt Tolerance	The extended price tolerance is *not* 0, and the total amount vouchered (including amounts on previously matched vouchers) exceeds the purchase order amount (calculated using extended price tolerance). The rule does not generate an exception for non-purchase order receipt.

Delivered Match Rule Controls

PeopleSoft Payables comes with one match control, called STANDARD, which contains all of the delivered match rules.

The transaction itself determines which rules are applied. Apply or clear the applicable match rules using the Apply Rule check box next to each rule on the Match Rule Control page.

Note. The Stuctured Query Language (SQL) statements do *not* generate an exception for a purchase order rule if the receipt does not belong to a purchase order. Certain quantity rules do not generate an exception if the purchase order or receiver is amount-only.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Match Rule Controls

Matching Examples

The matching examples provided here are based on the following assumptions:

- The purchase order is selected for the Matching process with receiving required and all tolerances set to 0.
- The voucher is created by copying from the purchase order (with no changes to the unit price or unit of measure).
- The purchase order, receiver, and voucher are in the same business unit.
- The received quantity and accepted quantity on the receiver are the same (unless otherwise noted).
- The Matching process is run for all business units.

- The delivered matching rule is selected for standard matching.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
1. Purchase Order/Receiver / Voucher	Qty 1000; no receiving required identified on purchase order line.	None	Qty 1000	None	Voucher and purchase order are matched. Although the purchase order is selected for three-way matching, receiving required was not selected on the purchase order line.
2. Purchase Order/Receiver / Multiple Vouchers	Qty 1000	Qty 1000	Vchr 1: Qty 500 Vchr 2: Qty 500	None	Receipt-aware functionality does not associate these. You must associate them manually.
3. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2: Qty 100 Recv 3: Qty 50	Qty 400	R600	Solution: Manually associate receivers (Recv 1 and Recv 2) with the voucher line.
4. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2: Qty 150	Qty 450; Receipt Aware can associate both receivers with the voucher line.	None	Voucher and both receivers are matched; purchase order is partially matched.
5. Purchase Order/Receiver / Voucher	Qty 1000	Qty 300	Qty 450	R600	Solution: Resolve the differences in the quantities.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
6. Purchase Order/Receiver / Voucher	Qty 1000	Qty 300	Qty 450; manually associate the receiver with the voucher line.	R950	You can associate any receivers for the Purchasing business unit, purchase order ID, line number, and schedule number specified on the voucher line, regardless of the received /accepted quantity.
7. Purchase Order/Receiver / Voucher	Qty 1000	Qty 300	Qty 300	None	Solution: Associate the receiver with the voucher line manually or use receipt-aware functionality to associate them.
8. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 300 Recv 2: Qty 150	Qty 450	None	Solution: Associate both receivers manually to the voucher line or use receipt-aware functionality to associate them.
9. Purchase Order/Receiver / Voucher	Qty 1000	Received Qty: 350 Accepted Qty: 300	Qty 300	None	The Matching process matches the voucher and receiver, and partially matches the purchase order.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
10. Purchase Order/Receiver / Voucher	Qty 1000	Received Qty: 350 Accepted Qty: 300	Qty 350	R600 or R950	Solution: Associate the receiver with the voucher line manually or use receipt-aware functionality to associate them. Resolve the differences in quantity or override the exceptions.
11. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 500 Recv 2: Qty 500	Qty 500	None	The Matching process matches the voucher and receiver, and partially matches the purchase order.
12. Purchase Order/Multiple Receivers/ Voucher	Qty 1000	Recv 1: Qty 500 Recv 2: Qty 500	Qty 1000	None	Solution: Use receipt-aware functionality to select the Sum Receipts by Quantity matching option.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
13. Purchase Order/Multiple Receivers/ Multiple Vouchers	Qty 1000, set receiving tolerance = 20%	Recv 1: Qty 800 Recv 2: Qty 100 Recv 3: Qty 200	Vchr 1 Qty 800 Vchr 2: Qty 100 Vchr 3: Qty 200	None V300 V300	The Matching process matches Vchr 1 and Recv 1, and partially matches the purchase order. The Matching process does not determine which receipt /voucher combination is correct. Individually, each voucher could be matched, but together they exceed the purchase order quantity. Solution: Run the Matching process for the correct voucher. (The voucher matches and the other voucher retains exception V300).

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
14. Purchase Order/Multiple Receivers/ Multiple Vouchers	BU US002 Qty 100	Recv 1: BU US002 Qty 30 Recv 2: BU US001 Qty 30 Recv 3: BU US001 Qty 40	Vchr 1: BU US002 Qty 30 Vchr 2: BU US001 Qty 70	None R600	The Matching process matches Vchr 1 and Recv 2, and partially matches the purchase order. Vchr 2 finds no receipts by accepted quantity. Solution: use receipt-aware functionality to associate Recv 1 and Recv 3 with Vchr 2, or select the Match Sum option.
15. Purchase Order/Receiver / Voucher	Qty 1000	Received Qty: 1000 Accepted Qty: 900	Qty 1000	R950	The receiver is found for the voucher but still generates an exception R950 because the accepted quantity does not equal the invoiced quantity.
16. Purchase Order/Multiple Receivers/ Multiple Vouchers	Qty 100	Recv 1: Qty 30 packing slip = ’TEST1’ Recv 2: Qty 40 packing slip = ’TEST1’ Recv 3: Qty 30 packing slip = ’TEST2’	Qty 70 invoice ID = ’INVOICEX’	R600	Solution: Associate the correct receivers with the voucher manually and rerun the Matching process.

Example	Purchase Order Data	Receiver Data	Voucher Data	Exceptions	Comments
17. Purchase Order/Multiple Receivers/ Multiple Vouchers	Qty 100	Recv 1: Qty 30 packing slip = 'TEST1' Recv 2: Qty 40 packing slip = 'TEST1' Recv 3: Qty 30 packing slip = 'TEST2'	Qty 70 invoice ID = 'TEST1'	None	The Matching process successfully matches the voucher, Recv 1, and Recv 2, and partially matches the purchase order. Recv 3 is not matched.
18. Purchase Order/Multiple Receivers/ Multiple Vouchers	BU US002 Qty 100	Recv 1: BU US002, Qty 30 Recv 2: BU US001 Qty 30 Recv 3: BU US001 Qty 40	Vchr 1: BU US002 Qty 30 Vchr 2: BU US001 Qty 70	R600 R600	The Matching process does not associate any receivers with Vchr 1 or Vchr 2. It sums all of the receipts and is unable to make an association (Vchr 1: 30 <> 100 and Vchr 2: 70 <> 100.) Solution: Either associate the correct receiver to Vchr 1 manually or select the Find Receipts by Accepted Quantity matching option. Run the Matching process for business unit US002 first and then again for business unit US001.

Prerequisites

To run the Matching process, you must have installed PeopleSoft Payables and PeopleSoft Purchasing and you must complete the following setup:

1. View, clone, and create new match rules on the Match Rules page.

   For each match rule, use PeopleSoft Workflow worklists to specify the routing recipients of any exceptions.

2. Define multiple match-rule controls based on the match rules that apply to the organization (by using the Match Rule Control page).

   Each control has the applicable match rules for the vendor or Purchasing business unit on the Match Rule Control page.

3. Specify overrides to match exceptions for each Payables business unit (by using the Global Amt Tolerances [global amount tolerances] and Global Qty Tolerances [global quantity tolerances] pages).

4. Define receipt-aware criteria (by using the Receipt Aware Criteria page).

   The criteria determine how the system associates receivers with purchase orders and vouchers.

5. Specify the receipt-aware criteria and match-exception overrides that the Payables business unit uses (on the Payables Definition Matching Options page).

6. Enable posting of unmatched vouchers for a business unit (by using the Payables Definition page).

7. Enable the Matching process (by using the Vendor Location - Matching Options page).

   If applicable, you can also use this page to enable receipt-only matching for the vendor location.

8. Define price and receiving tolerances that the Matching process uses.

   You can do this by item or by item category. Specify default price tolerances in the Unit Price Tolerance, % Unit Price Tolerance, Ext Price Tolerance (extended price tolerance), and % Ext Price Tolerance (percent extended price tolerance) fields. When you specify this category for a purchase order line or item, these tolerances appear by default on the purchase order line, and the Matching process uses them. You can also define default receiving tolerances by selecting the Receiving Required option and entering a percentage in the Qty Rcvd Tolerance % (quantity received tolerance percentage) field.

9. Associate receipts with vouchers by using the pages that you access from the Voucher component.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Establishing Matching Options, page 56

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Linking PeopleSoft Payables Business Units with General Ledger Business Units, page 48

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Viewing and Updating Match Rules

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Match Rule Controls

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Specifying Voucher Amount Tolerances

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Specifying Voucher Quantity Tolerances

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Establishing Receipt Aware Criteria

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Creating Vouchers Online, page 179

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Defining Matching and Approval Options

PeopleSoft Purchasing 8.8 PeopleBook, “Defining Purchasing Item Information,” Defining Purchasing Controls

Initiating the Matching Process

This section discusses how to:

- Run the Matching process in batch.
- Run the Matching process from the Voucher component.

See Also

Chapter 14, “Running the Matching Process,” Matching Process Flow, page 351

Chapter 14, “Running the Matching Process,” Managing Matches and Match Exceptions, page 368

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Viewing and Updating Match Rules

Pages Used to Initiate the Matching Process

Page Name	Object Name	Navigation	Usage
Match Request	MTCH_RUN_CNTRL	Accounts Payable, Batch Processes, Vouchers, Matching, Match Request	Define the run control for the Matching process.
Messages	AP_MESSAGE_LOG	Accounts Payable, Batch Processes, Vouchers, Matching, Match Request - Messages	View messages generated during the Matching process. The Message Log page displays messages by process instance.
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter voucher information.

Running the Matching Process in Batch

Access the Match Request page.

Options Select the level at which the system runs the Matching process. Options are *All Business Units, Business Unit, Control Group, Origin,* and *Voucher.*

Match Manager Select to view the match status of vouchers.

Note. Do not run more than one Matching process simultaneously unless the data is organized so that neither Matching process needs the other's purchase orders or receivers.

When you click Run, three processing options appear on the Process Scheduler page:

AP/PO Matching (AP_MATCHING) (accounts payable/purchasing matching) Select to run the Matching process. If match exceptions have been previously processed, then the system removes the related worklist items. For example, suppose that a worklist item is created for an exception, the exception is corrected, and the Matching process is rerun. In that case, the Matching process removes the worklist item.

Process Match Exceptions (MTCH_ERR_WF) Select to use PeopleSoft Workflow worklists to route the match exceptions to the user specified in the Exception Route field on the Match Rules page. PeopleSoft Workflow also checks for worklist items that are no longer exceptions and removes them from the worklist.

Matching Workflow (MTCH_WF) Select to run both the Matching process and PeopleSoft Workflow worklists to route the match exceptions back to the user specified in the Exception Route field on the Match Rules page.

Click the Matching Workflow link to access the Job Detail page, which shows the processes included in the job.

See Also

Chapter 14, "Running the Matching Process," Searching for Matched Vouchers, page 370

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Viewing and Updating Match Rules

Running the Matching Process from the Voucher Component

You can also run the Matching process as part of a real-time process group, using the Action field on the Invoice Information page.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 179

Managing Matches and Match Exceptions

This section discusses how to:

- Search for matched vouchers.
- Unmatch vouchers.
- Review match exceptions.
- Review purchase order and receiver details.
- Review overridden match exceptions.

Pages Used to Manage Matches and Match Exceptions

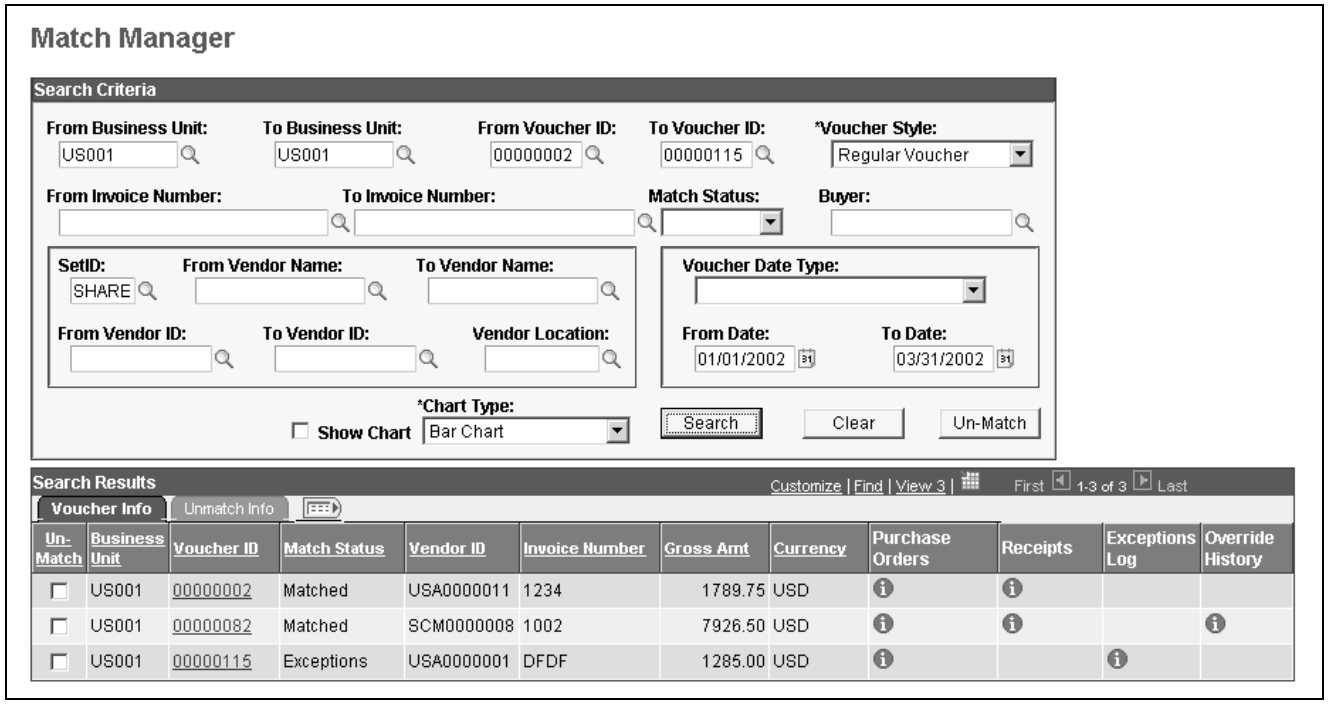
Page Name	Object Name	Navigation	Usage
Match Manager	MATCH_MGR	Accounts Payable, Review Accounts Payable Info, Vouchers, Match Manager	View a list of vouchers and their match status, according to specified search criteria. You can also generate the Match Status chart, which displays the number of vouchers by match status over a range of dates.
Voucher Inquiry	AP_VOUCHER_INQUIRY	Click the Voucher ID link in the Search Results group box on the Match Manager page.	Drill down to voucher information.
Matched Voucher/Purchase Order	MATCH_MGR_PO	 Click the Purchase Orders button in the Search Results group box on the Match Manager page.	View voucher line and purchasing order line details side-by-side.

Page Name	Object Name	Navigation	Usage
Matched Voucher/Receipt	MATCH_MGR_RECV	Click the Receipts button in the Search Results group box on the Match Manager page.	View voucher line and receipt line details side-by-side.
Match Exception Override	VCHR_MTCH_LOG	Click the Exceptions link on the Voucher Summary page in the Voucher component or the Voucher Maintenance component. Click the Exceptions Log button in the Search Results group box on the Match Manager page.	View match exceptions and determine why the match exceptions occurred. If you do not correct the errors, you can select to reject or override the match exceptions.
Match Exception Override History	VCHR_MTCH_OVRD_LOG	Click the Override History button in the Search Results group box on the Match Manager page.	View match exceptions that have been overridden and view details of the action was taken. Also view the match rule, rule ID, and description of the rule for which this match is an exception. To use this page, you must have overridden match exceptions on the Match Exception Override page.
Match Exception Voucher/Purchase Order	VCHR_MTCH_LOG_VAL1	Click the Purchase Orders button in the Search Results group box on the Match Manager page.	View voucher and purchase order details, as well as miscellaneous information, including converted amounts, to determine why the match exceptions were generated. This page displays values from the VCHR_MTCH_DETLS record, which is populated during the Matching process if match exceptions exist for any voucher line. The values on this page correspond to values in the match rules.

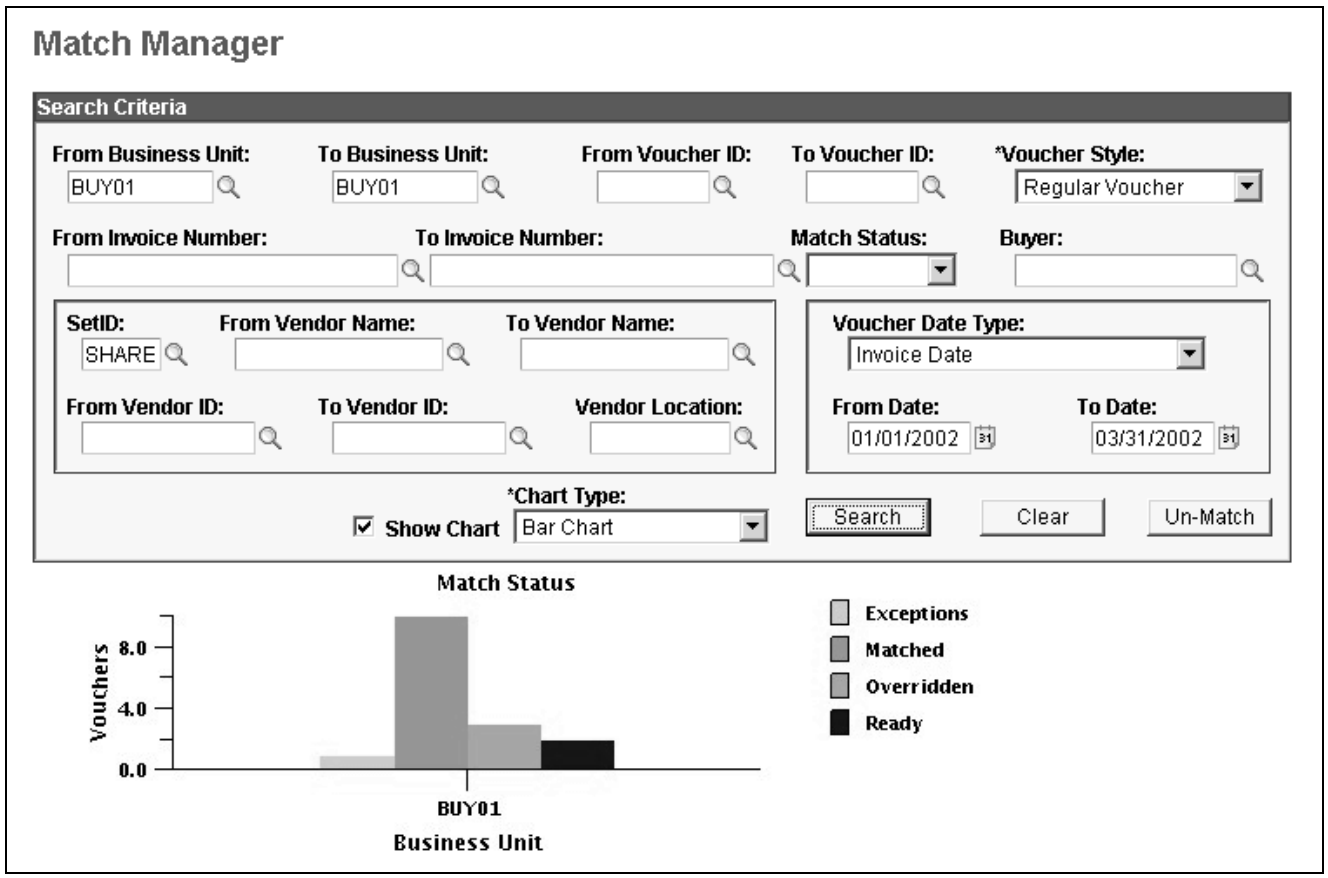
Page Name	Object Name	Navigation	Usage
Match Exception Voucher/Receipt	VCHR_MTCH_LOG_VAL2	Click the Receipts button in the Search Results group box on the Match Manager page.	View voucher and receiver details, as well as miscellaneous information, including converted amounts, to determine why the match exceptions were generated. This page displays values from the VCHR_MTCH_DETLS record. This record is populated during the Matching process if match exceptions exist for any voucher line. The values on this page correspond to values in the match rules.
Voucher Line Exception Override Reason	MTCH_OVRD_DESC	Click Override Reason on the Match Exception Override page.	Enter a reason for overriding a match exception.
Match Exceptions	RUN_APY1090	Accounts Payable, Reports, Vouchers, Match Exceptions	Define run parameters for the Match Exceptions report (APY1090). Use the report to review match exceptions with voucher data, purchase order data, receiver data, and match error information.

Searching for Matched Vouchers

Access the Match Manager page.



Match Manager page



Match Manager page with Match Status chart

Search Criteria

Use the Search Criteria group box to enter search criteria for vouchers that you want to view.

Match Status Select one of the following search parameters: *Exceptions, Matched, Overridden, Ready,* or *Rejected.*

Buyer Narrow your search by searching for a particular buyer name.

Voucher Date Type Select one of the following options: *Accounting Date, Due Date, Entered Data,* or *Invoice Date*. When you select the Show Chart option, this is a required field. If you do not select a voucher date type, the From Date and To Date fields are ignored.

From Date and **To Date** Use to search for a voucher by date. You must also specify the voucher date type. When you select the Show Chart option, these are required fields. The range cannot exceed 180 days.

Show Chart Select this option and the Chart Type, and click the Search button to display the Match Status chart. The chart displays the number of vouchers grouped by match status and business unit over a date range. Clicking a bar on the chart displays the list of vouchers that are represented on the chart.

This option requires that you select a voucher date type and specify a date range in the From Date and To Date fields. The date range must not span more than 180 days.

Chart Type Select the kind of chart to display. Options are *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the Show Chart button to display the new chart type.

Search After you enter the search criteria, click to view the results. Depending on your selection, the vouchers returned by the search appear either as a list in the Search Results group box or a chart.

Clear Select to clear the search criteria in the Search Criteria group box so that you can select a new search.

Un-Match To unmatch vouchers, select the check box to the left of the vouchers (which are listed in the Search Results group box) and click the Un-Match button.

Search Results

Un-Match Select the check box and click the Un-Match button to unmatch vouchers. When you select the check box to unmatch a voucher, the system verifies whether the voucher is available to be unmatched. If the voucher is not available for unmatching, an error message appears. Because the verification occurs when you select the check box, you may need to wait a few seconds before proceeding. Unmatching a voucher resets all statuses on the voucher, receiver, and purchase order.

See Chapter 14, “Running the Matching Process,” Unmatching Vouchers, page 373.

Voucher ID	Click to access the Voucher Inquiry page.
Purchase Orders	Click the button in this column to access the Matched Voucher/Purchase Order page, where you can view the details for the purchase orders associated with the voucher. If the voucher has match exceptions, this page provides access to the Match Exception Voucher/Purchase Order page.
Receipts	Click the button in this column to access the Matched Voucher/Receipt page, where you can view the details for the receipts associated with the voucher. If the voucher has match exceptions, this page provides access to the Match Exception Receipts/Purchase Order page.
Exceptions Log	Click the button in this column to access the Match Exception Override page.
Override History	Click the button in this column to access the Exception Override History page.

See Also

Chapter 14, “Running the Matching Process,” Reviewing Purchase Order and Receiver Details, page 375

Chapter 20, “Reviewing Voucher, Payment, and Vendor Information,” Reviewing Voucher Information, page 540

Unmatching Vouchers

You can unmatch selected vouchers after you run the Matching process. When you unmatch a voucher, you reset the match status of any purchase orders and receivers that are associated with and matched to a voucher. This enables you to match these purchase orders and receivers to other vouchers.

Note. You can unmatch a voucher only if you have not yet paid or posted it.

Note. You cannot unmatch a credit or exchange return to vendor (RTV) voucher. You cannot unmatch a voucher if one of the receipts is associated with a voucher that is closed. Also, you cannot unmatch a voucher that is related to another voucher, unless the primary voucher has been deleted.

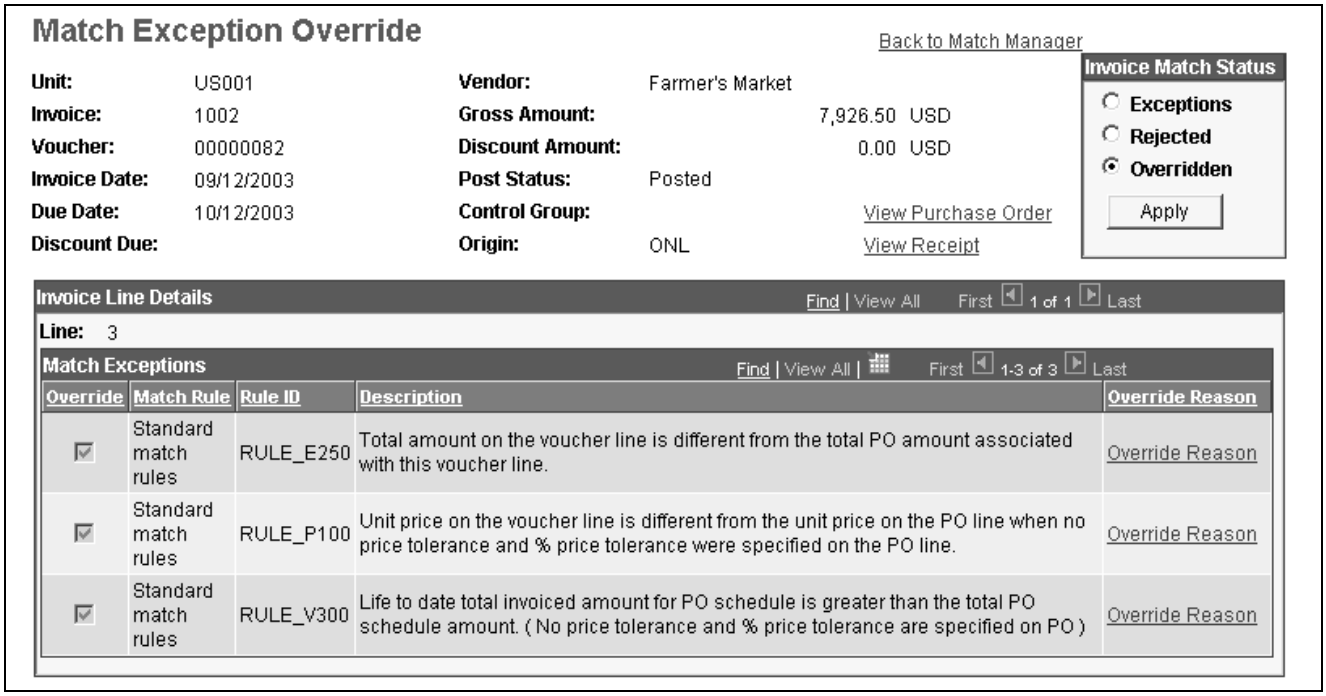
To unmatch a voucher, access the Match Manager page, select the vouchers that you want to unmatch, and click the Un-Match button.

See Also

Chapter 14, “Running the Matching Process,” Searching for Matched Vouchers, page 370

Reviewing Match Exceptions

Access the Match Exception Override page.



Match Exception Override page

Header

View Purchase Order Click to access the Match Exception Voucher / Purchase Order page, where you can view voucher and purchase order details to determine why matching generated an exception.

View Receipt Click to access the Match Exception Voucher / Receipt page, where you can view receipt and voucher details to determine why matching generated an exception.

Invoice Match Status

Select one of the following options and click Apply:

Exceptions This is the default status.

Rejected Select this option to give the entire voucher the status *Rejected.* This status then appears on the Match Manager page.

Overridden Select this option to give the entire voucher the status *Overridden.* This status then appears on the Match Manager page. When you override the match exceptions, the system does not use match rules. The next time that the Matching process runs for this voucher, it is matched.

Note. Use PeopleSoft security to restrict access to these settings.

Match Exceptions

Override Select to override the individual match exception on the voucher line.

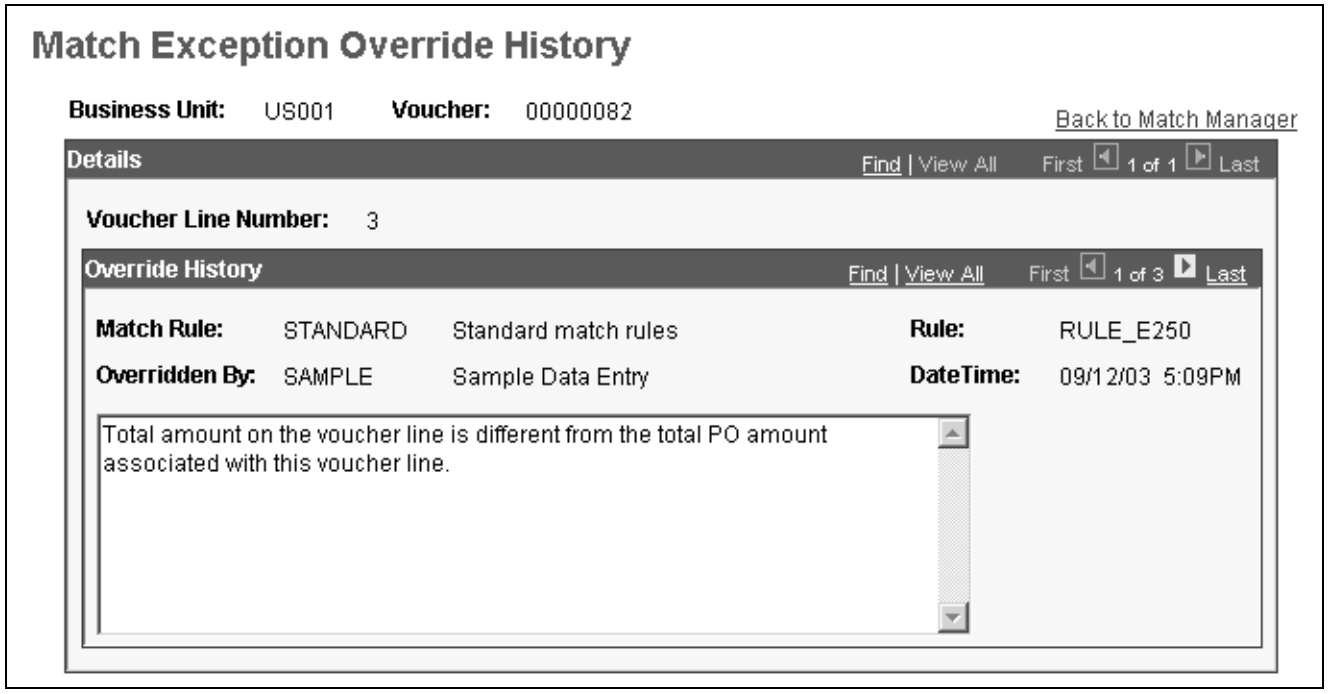
	If you select this check box, these match rules are bypassed the next time the Matching process runs.
Rule ID and **Description**	Displays the rule ID that produced the exception and a description of the exception.
Override Reason	Click to access the Voucher Line Exception Override Reason page, which contains a text box that you can use to describe the reason for overriding the match exception.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 179

Reviewing Overridden Match Exceptions

Access the Match Exception Override History page.



Match Exception Override History page

Reviewing Purchase Order and Receiver Details

The fields in the following table can appear on the Matched Voucher/Purchase Order page, the Matched Voucher/Receipt page, the Exception Voucher/Purchase Order page, and the Exception Voucher/Receipt page. The page field label appears with the corresponding database fields from the record VCHR_MTCH_DETLS. Only those fields that are used in the match rules are included in this table:

Columns in VCHR_MTCH_DETLS	Description
PROCESS_INSTANCE	Identifies the run being processed
BUSINESS_UNIT	From VOUCHER
VOUCHER_ID	From VOUCHER
VOUCHER_LINE_NUM	From VOUCHER_LINE
BUSINESS_UNIT_PO	From VOUCHER_LINE
PO_ID	From VOUCHER_LINE
LINE_NBR	From VOUCHER_LINE
SCHED_NBR	From VOUCHER_LINE
BUSINESS_UNIT_RECV	From VCHR_RECV_MTCH
RECEIVER_ID	From VCHR_RECV_MTCH
RECV_LN_NBR	From VCHR_RECV_MTCH
RECV_SHIP_SEQ_NBR	From VCHR_RECV_MTCH
DESCR	From VOUCHER
INVOICE_ID	From VOUCHER
INVOICE_DT	From VOUCHER
VENDOR_SETID	From VOUCHER
VENDOR_ID	From VOUCHER
VNDR_LOC	From VOUCHER
ORIGIN_VCHR	ORIGIN from VOUCHER

Columns in VCHR_MTCH_DETLS	Description
PYMNT_TERMS_CD	From VOUCHER
PYMNT_TERMS_CD_PO	PYMNT_TERMS_CD from PO_HDR
TXN_CURRENCY_CD	From VOUCHER
MERCH_AMT_VCHR	MERCHANDISE_AMOUNT from VOUCHER
MERCH_AMT_VCHR_B	MERCHANDISE_AMOUNT from VOUCHER, converted to purchase order transaction currency
MERCH_AMT_VCHRR_B	MERCHANDISE_AMOUNT from VOUCHER, converted to receiver transaction currency
INVOICED_AMT_B	For a purchase order, amount being invoiced in purchase order transaction currency
ITM_SETID	From VOUCHER_LINE
INV_ITEM_ID	From VOUCHER_LINE
QTY_VCHR	From VOUCHER_LINE
INVOICED_QTY_CNVT	For a purchase order, quantity being invoiced in purchase order unit of measure
UOM_VCHR	UNIT_OF_MEASURE from VOUCHER_LINE
UNIT_PRICE	From VOUCHER_LINE
DUE_DT	From PO_LINE_SHIP
MATCH_CNTRL_ID	From PO_HDR or RECV_HDR
VNDR_SETID_PO	VENDOR_SETID from PO_HDR
VENDOR_PO	VENDOR_ID from PO_HDR
VNDR_LOC_PO	VNDR_LOC from PO_HDR

Columns in VCHR_MTCH_DETLS	Description
TAX_EXEMPT	From PO_HDR
CNTRCT_ID_VCHR	CNTRCT_ID from PO_LINE
CNTRCT_ID	From PO_LINE
CTRCT_LINE_NBR	From PO_LINE
PO_DT	From PO_HDR
ITM_SETID_PO	ITM_SETID from PO_LINE
INV_ITEM_ID_PO	INV_ITEM_ID from PO_LINE
AMT_ONLY_FLG_PO	From PO_LINE
ITM_ID_VNDR	From PO_LINE
PRICE_PO	From PO_LINE_SHIP
UOM_PO	UNIT_OF_MEASURE from PO_LINE
BUYER_ID	From PO_HDR
RECV_REQ	From PO_LINE
UNIT_PRC_TOL	From PO_LINE_SHIP
PCT_UNIT_PRC_TOL	From PO_LINE_SHIP
EXT_PRC_TOL	From PO_LINE_SHIP
PCT_EXT_PRC_TOL	From PO_LINE_SHIP
UNIT_PRC_TOL_L	From PO_LINE_SHIP
PCT_UNIT_PRC_TOL_L	From PO_LINE_SHIP

Columns in VCHR_MTCH_DETLS	Description
EXT_PRC_TOL_L	From PO_LINE_SHIP
PCT_EXT_PRC_TOL_L	From PO_LINE_SHIP
INSPECT_CD	From PO_LINE
SHIPTO_ID	From PO_LINE_SHIP
ORIG_PROM_DT	From PO_LINE_SHIP
QTY_PO	From PO_LINE_SHIP
MERCH_AMT_PO	MERCHANDISE_AMOUNT from PO_LINE_SHIP
FREIGHT_TERMS	From PO_LINE_SHIP
VNDR_SETID_RECV	VENDOR_SETID from RECV_HDR
VENDOR_RECV	VENDOR_ID from RECV_HDR
VNDR_LOC_RECV	VNDR_LOC from RECV_HDR
ITM_SETID_RECV	ITM_SETID from RECV_LN_SHIP
INV_ITEM_ID_RECV	INV_ITEM_ID from RECV_LN_SHIP
AMT_ONLY_FLG_RECV	From RECV_LN_SHIP
UOM_RECV	RECEIPT_UM from RECV_LN_SHIP
INSPECT_STATUS	From RECV_LN_SHIP
QTY_SH_RECVD_SUOM	From RECV_LN_SHIP
QTY_SH_RECVD_VUOM	From RECV_LN_SHIP
QTY_SH_ACCPT_SUOM	From RECV_LN_SHIP

Columns in VCHR_MTCH_DETLS	Description
QTY_SH_ACCPT_VUOM	From RECV_LN_SHIP
QTY_SH_INSPD_VUOM	From RECV_LN_SHIP
BILLED_QTY_PO	Quantity matched for purchase order
BILLED_QTY_RECV	Quantity matched for receiver
BILLED_AMT_PO	Amount matched for purchase order
BILLED_AMT_RECV	Amount matched for receiver
MERCH_AMT_RECV	MERCHANDISE_AMOUNT From RECV_LN_SHIP
TOTAL_RECV_QTY	Not used
TOTAL_RECV_AMT	Not used
TOTAL_RECV_QTY_PO	Not used
TOTAL_RECV_AMT_PO	Not used
CNVT_RT_PO	Conversion rate from voucher UOM to purchase order UOM
CNVT_RT_RECV	Conversion rate from voucher UOM to receiver UOM
QTY_RECEIVED_CNVT	QTY_SH_ACCPT_VUOM from RECV_LN_SHIP
QTY_ACCEPTED_CNVT	QTY_SH_ACCPT_VUOM from RECV_LN_SHIP
QTY_INSPECTED_CNVT	QTY_SH_INSPD_VUOM from RECV_LN_SHIP
QTY_VCHR_CNVT	Quantity from voucher in purchase order unit of measure
QTY_VCHR_CNVTR	Quantity from voucher in receiver unit of measure
UNIT_PRICE_CNVT	Price from voucher in purchase order unit of measure

Columns in VCHR_MTCH_DETLS	Description
UNIT_PRICE_CNVT_B	Price from voucher in purchase order unit of measure and transaction currency
UNIT_PRICE_CNVTR	Price from voucher in receiver unit of measure
UNIT_PRICE_CNVTR_B	Price from voucher in receiver unit of measure and transaction currency
PRICE_DIFF	PRICE_PO - UNIT_PRICE_CNVT_B
QTY_DIFF_RECV	QTY_RECEIVED_CNVT - QTY_VCHR_CNVT
MERCH_AMT_EXTND	QTY_VCHR_CNVT * UNIT_PRICE_CNVT
MERCH_AMT_EXTND_B	QTY_VCHR_CNVT * UNIT_PRICE_CNVT_B
MERCH_AMT_EXT_DIFF	ABS(MERCH_AMT_EXTND_PO - MERCH_AMT_ EXTND_B)
MERCH_AMT_EXTND_PO	QTY_VCHR_CNVT * PRICE_PO
MATCH_RECEIPT_REQ	RECV_REQ From PO_LINE
MATCH_LINE_OPT	From VOUCHER_LINE
MATCH_ERROR_FLG	Set to default of *N*
MATCH_STATUS_VCHR	From VOUCHER
ZERO_IND	Set to *Y* if PRICE_PO is 0
QTY_RECV_TOL_PCT	From PO_LINE_SHIP
TXN_CURRENCY_PO	CURRENCY_CD from PO_LINE_SHIP
TXN_CURRENCY_RECV	CURRENCY_CD from RECV_LN_SHIP
RT_TYPE	Rate type on voucher, used for currency translation

Columns in VCHR_MTCH_DETLS	Description
ACCOUNTING_DT	Accounting date, used for currency translation
PRICE_PO_RECV	Price on the receiver for non-purchase-order receipt
QTY_ENTERED	Amount entered as received on voucher line
QTY_ENTERED_CNVT	Amount entered as received on voucher line, converted to purchase order UOM
TOTAL_RECV_ENT	Total amount received for all vouchers, converted to purchase order UOM
TOTAL_RECV_ENT_PO	Not used
RECEIPT_DELAY_DAYS	From BUS_UNIT_TBL_AP
PO_TYPE_PO	From PO_HDR
PO_TYPE_RECV	From RECV_LN_SHIP
PRICE_CAN_CHANGE	From PO_LINE
ZERO_PRICE_IND	From PO_LINE_SHIP
ORIGIN_PO	From PO_HDR
ORIGIN_RECV	From RECV_HDR
FROZEN_FLG	From PO_LINE_SHIP
RJCT_OVER_TOL_FLAG	From PO_LINE_SHIP
PO_RECEIPT_FLG	From RECV_HDR
RECV_SOURCE	From RECV_HDR
MATCH_LINE_FLG	From RECV_LN_SHIP

Columns in VCHR_MTCH_DETLS	Description
PRICE_CAN_CHANGE_R	Not used
TOT_RECV_ENT_VCHR	SUM(QTY_ENTERED_CNVT)

Using Matching Options with Purchase Orders

This section discusses how to:

- Use line level matching.
- Override match defaults.

Using Line Level Matching

The flexibility of match rules and match rule controls enable you to use line level matching.

For example, suppose that you buy computer equipment and the services to install the equipment, and you want to generate one purchase order for both items using line level matching.

- Line 1: Expense or inventory item; receiving required.
- Line 2: Service item; no receiving required.

Here is the sequence of events in this example:

1. The purchase order header sets the match control for all applicable lines.

   The match control option (for example, standard) appears by default from the vendor table, but you can override the default.

2. At the purchase order line schedule level, you can specify whether matching is required (by using the Details for Schedule page).

   The line schedule level matching options are:

   Full Match The system matches the line based on the purchase order header match control. (*Full Match* is the default.)

   No Match The system does not match the line.

3. At the purchase order line level, you specify whether receiving is required (by using the Line Details page).

   The Receiving Required option appears by default from the item definition. If you have set the match control at the purchase order header for matching, the match rules then determines whether receiving is required for the purchase order line. If receiving is not required, as in the case of service items, the Receiving Required matching rules apply to other lines; however, the particular line is still matched based on the comparison of the purchase order to the voucher.

Overriding Matching Defaults

You change matching settings for a purchase order at the purchase order header level or purchase order schedule level in the Maintain Purchase Orders component (PURCHASE_ORDER).

Select the Matching link on the Purchase Order - Form page to access the PO Matching page, where you can change the type of match action and the match rules.

You can also change the Match Action field on the Details for Schedule page. You can select either a full match or no match for the schedule. TheMatch Action field value appears by default from the overall matching setup on the Purchase Order Header page.

You can also change the price and tolerances (upper and lower limits) for matching in the Price Tol (unit price tolerance), Ext Tol (total amount tolerance), and Pct (percentage) fields. The values for these fields appear by default from the item definition.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Creating Purchase Orders Online," Entering PO Matching Information

PeopleSoft Purchasing 8.8 PeopleBook, "Creating Purchase Orders Online," Entering Schedule Details

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Viewing Receipt Line Details

CHAPTER 15

Processing Pay Cycles

This chapter provides an overview of pay cycle manager and discusses how to:

- Run pay cycles.
- Review vouchers selected for payment.
- Handle pay cycle exceptions and alerts.
- Review draft payments.
- View the trial register.
- Approve the pay cycle.
- Verify payment references.
- Produce manual positive payment files.
- Recreate checks.
- Run the Pay Cycle job.

See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 6, “Understanding Payment Formats and Configuring Payment Forms,” page 95

Chapter 7, “Configuring the PeopleSoft Payables Payment Interface,” page 121

Chapter 16, “Using Additional Payment Processing Options,” page 425

Chapter 23, “Processing Prepayments,” page 591

Chapter 24, “Processing Drafts,” page 619

Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” page 737

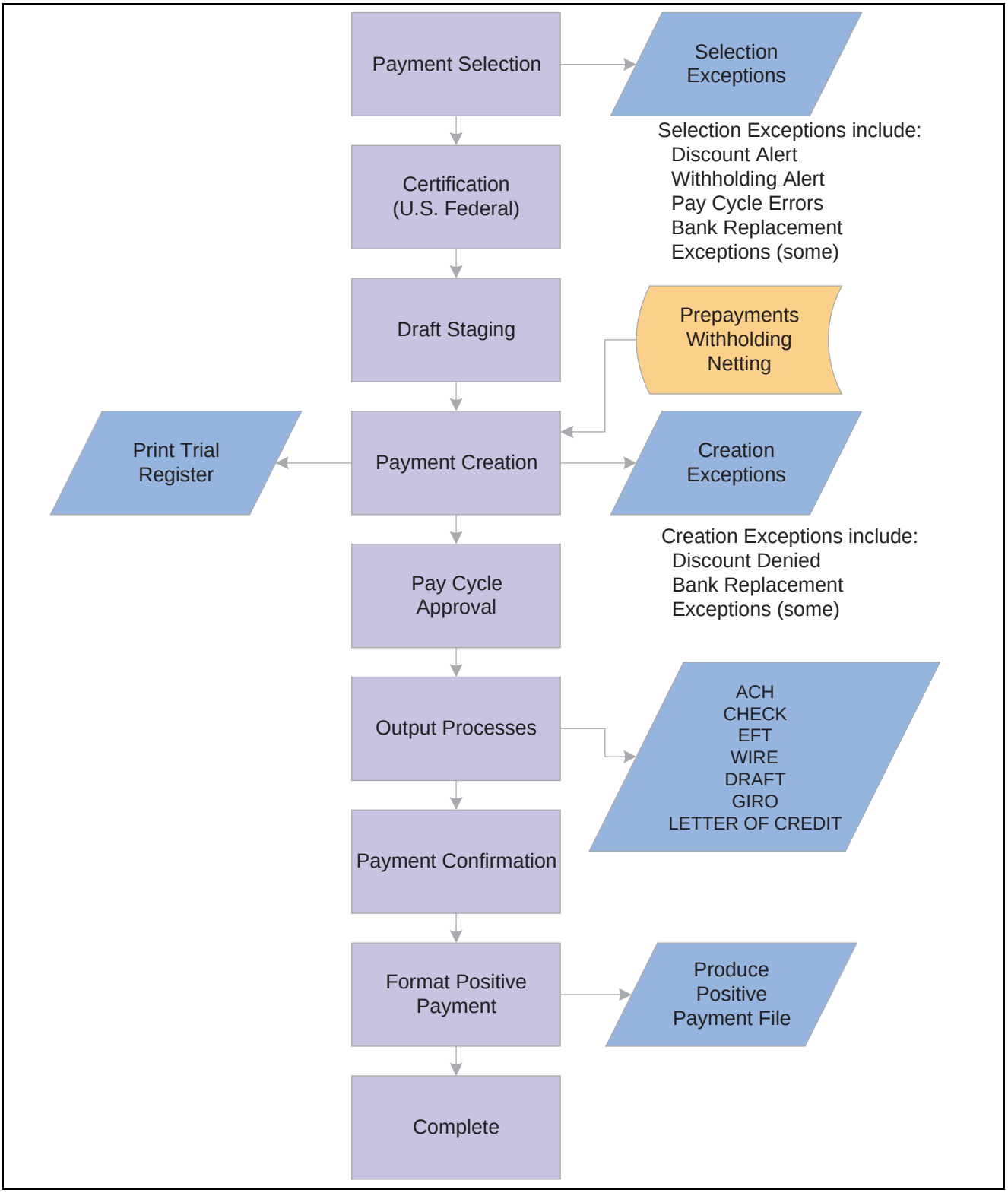
Understanding Pay Cycle Manager

Pay Cycle Manager is the focal point for managing payments in PeopleSoft Payables. From the Pay Cycle Manager page, you process each of the Pay Cycle Application Engine process (AP_APY2015) steps necessary to turn bank account, vendor, voucher, and business unit information into actual payments. Use Pay Cycle Manager to initiate the Pay Cycle process, view and send payments to a printer or a file, and create ACH files, drafts, EFT files, wire transfer reports, and positive payment files.

The Pay Cycle Manager integrates much of the data entered into Payables and uses this payment data not only to create the negotiable documents but also to provides information for reports. Many of the activities of PeopleSoft Payables lead to or come from the Pay Cycle Manager.

Pay Cycle Process Flow

The individual processes—such as payment selection, payment creation, EFT formatting, printing checks, and creating positive payment files—that turn vouchers into payments are referred to collectively as the pay cycle and are all processed by the Pay Cycle process. Here is a diagram of the process flow for the Pay Cycle process (not all of the processes indicated would necessarily be included in a single pay cycle):



Pay cycle process flow

See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Pay Cycle Statuses

The Pay Cycle Manager is the place to go any time during this process of creating payments. It tells you exactly where your payments are in the payment process and keeps you informed of the current status of a pay cycle.

Status	Meaning
Approved	Pay cycle has been approved.
Certified	(USF) Pay cycle has been approved by an authorized certifier. For U.S. federal agencies only.
Completed	The Pay cycle is finished. You can start payment selection again using the next payment dates.
Confirmed	You have successfully confirmed that the payment references are correct on the Confirm Payment Reference page.
Created	Payments are ready to print. If EFT payments are being processed, the files are ready to format or be sent through the approval process.
Exceptions	Pay cycle exceptions have been found.
Formatted	The formatting process for the positive payment file has completed successfully.
New	The first time you create a pay cycle its status is New.
No work	No payments have been selected or created for processing.
Printed	Payments are printed or data has been written to a file.
Rejected	Pay cycle has been rejected.
Reset	Pay cycle has been reset. Payment Selection can be run again.
Restarted	Pay cycle has been restarted and is ready for Payment Creation.
Running	One of the Pay Cycle processes is currently running.

Status	Meaning
Selected	Payment selection has completed successfully.
Staged	Payment selection has completed successfully and Draft payments have been successfully staged.
To Be Certified	(USF) Pay cycle awaiting approval by authorized certifier. U.S. federal agencies only.

Pay Cycle Exceptions

The Pay Cycle Manager page notifies you of any exceptions that might occur during processing and transfers you to the appropriate page so that you can decide how best to handle these conditions. These exceptions pages include:

- Pay Cycle Errors page.
- Lost Discount Alert page.
- Discounts Denied page.
- Withholding exception page.
- Bank Replacement Exceptions page.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737

Draft Payments

During the Pay Cycle process, draft payments go through three steps:

Payment Selection You select draft payments when you define your payment selection criteria. The batch process sequentially evaluates the vouchers and selects the payment schedules to be processed using the criteria you established.

Draft Staging The Draft Staging Application Engine process (AP_DFT_GRP) is called by the Pay Cycle process and creates a temporary or virtual view of split draft payments. After payment selection, drafts are created and grouped by Draft ID. If you select draft optimization or draft rounding, the system creates a Draft Master ID for all split payments. The system assigns sibling Draft Create keys and groups all split payments under the Draft Master ID. You approve or reject scheduled draft payments in Draft Staging Approval before they are created on the Draft Staging Approval page at the Draft Maser ID level.

Payment Creation After you approve the drafts, the payment creation process creates draft payments. Draft payments can then be printed or EFT drafts can be generated before the draft due date. Drafts contain the draft identification number, the draft amount, and the draft maturity date.

See Also

Chapter 24, “Processing Drafts,” page 619

Chapter 15, “Processing Pay Cycles,” Reviewing Draft Payments, page 411

Payment Formatting

PeopleSoft Payables provides powerful payment formatting capabilities that let you build a variety of payment forms to meet your business needs. The following table lists the standard payment forms that PeopleSoft Payables provides, along with the output processes called by the Pay Cycle process to produce the payment file:

Description	Output Process Name	Type of Process
Draft EFT File	FIN2025	SQR
Draft EFT Advice	APY2027	Crystal Check
Stub Over Check with Advice	APY2021	Crystal Check
Check with Separate Advice	APY2021	Crystal Check
Check Over Stub with Overflow	APY2021	Crystal Check
Stub over Draft with Advice	APY2021	Crystal Check
EFT File	FIN2025	SQR
EFT Advice	APY2027	Crystal Check
File Copy Form	APY2021	Crystal Check
Giro-EFT File	APY2021	Crystal Check
Giro-EFT Advice	APY2027	Crystal Check
Letter of Credit Advice	APY2021	Crystal Check
Positive Payment Form	APY2055	Crystal Check
Wire Advice	APY2027	Crystal Check

See Also

Chapter 6, “Understanding Payment Formats and Configuring Payment Forms,” page 95

Separate Payments

Typically, multiple scheduled payments to one vendor in a pay cycle are bundled into one payment. This is not the case when the vendor payment options specify separate payments for each scheduled payment, you specify separate payment for a scheduled payment upon voucher entry, you specify separate payments for a scheduled payment on the Pay Cycle Data Details page after Payment Selection processing, or the scheduled payments have different payment handling codes. In the last instance, the system produces one payment for each handling code.

Payment Sorting

PeopleSoft Payables sorts payments at two hierarchical levels, payment handling code sequence and sort field sequence.

The first in priority is the payment handling code sequence, which you set up on the Payment Handling Codes page. If you give a high sequence number (the delivered number is 99) to the payment handling code *HD,* or *High Dollar Payment* (which is applicable not just to dollars, but to any large amount payment), any payment that is assigned a payment handling code of *HD* will be among the last to be produced by your output process (that is, printed last), and will therefore be at the top of your pile of checks, ready for any special handling, such as special signatures. This functionality works in conjunction with your bank account setup; when you set up bank accounts, you can select to override the payment handling code on a voucher with the *High Dollar Payment* code for any voucher that exceeds a specified amount.

The second in priority is the sort sequence by payment field that you define for each form ID on the Sort Fields page. You can define check sorting sequence by any of the following payment fields:

- Remit Zip Code
- Payment Handling
- Bank SetID
- Bank Code
- Bank Account
- Payment Method
- Remit SetID
- Remit Vendor
- Name 1

See Also

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," Specifying Payment Form Attributes, page 109

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Payment Handling Codes

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties," Establishing Payment Sort Fields

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Account Information

Check Payments that Never Reach the Banking System

After the system creates payments, it automatically marks as reconciled those check payments that never reach the banking system, such as:

- Voided checks
- Canceled overflows
- Alignment checks
- Overflow checks

Pay Cycle Processing for Payments Interfaced Through the Payables Payment Interface

When you process pay cycles that include payments interfaced through the Payables Payment Interface, such as payments sourced from PeopleSoft Expenses and PeopleSoft Treasury, you must process the pay cycles serially, one pay cycle at a time. If multiple pay cycles that include interfaced payments from the same source are run at the same time, payments may be generated more than once for the same source document.

See Also

Chapter 7, "Configuring the PeopleSoft Payables Payment Interface," page 121

Common Elements Used in This Chapter

Pay Cycle	Shows the ID and description of the pay cycle that is being processed.
Remit Vendor	Remit Vendor number.
Total	Total dollar amount of the selected payments.
Voucher	Voucher ID.
Sched Pymnts (scheduled payments)	Total number of scheduled payments.

Seq Number (sequence number) Pay Cycle Sequence Number. Each time you process a pay cycle, it is assigned the next sequence number.

Status Status of the pay cycle.

Running and Managing Pay Cycles

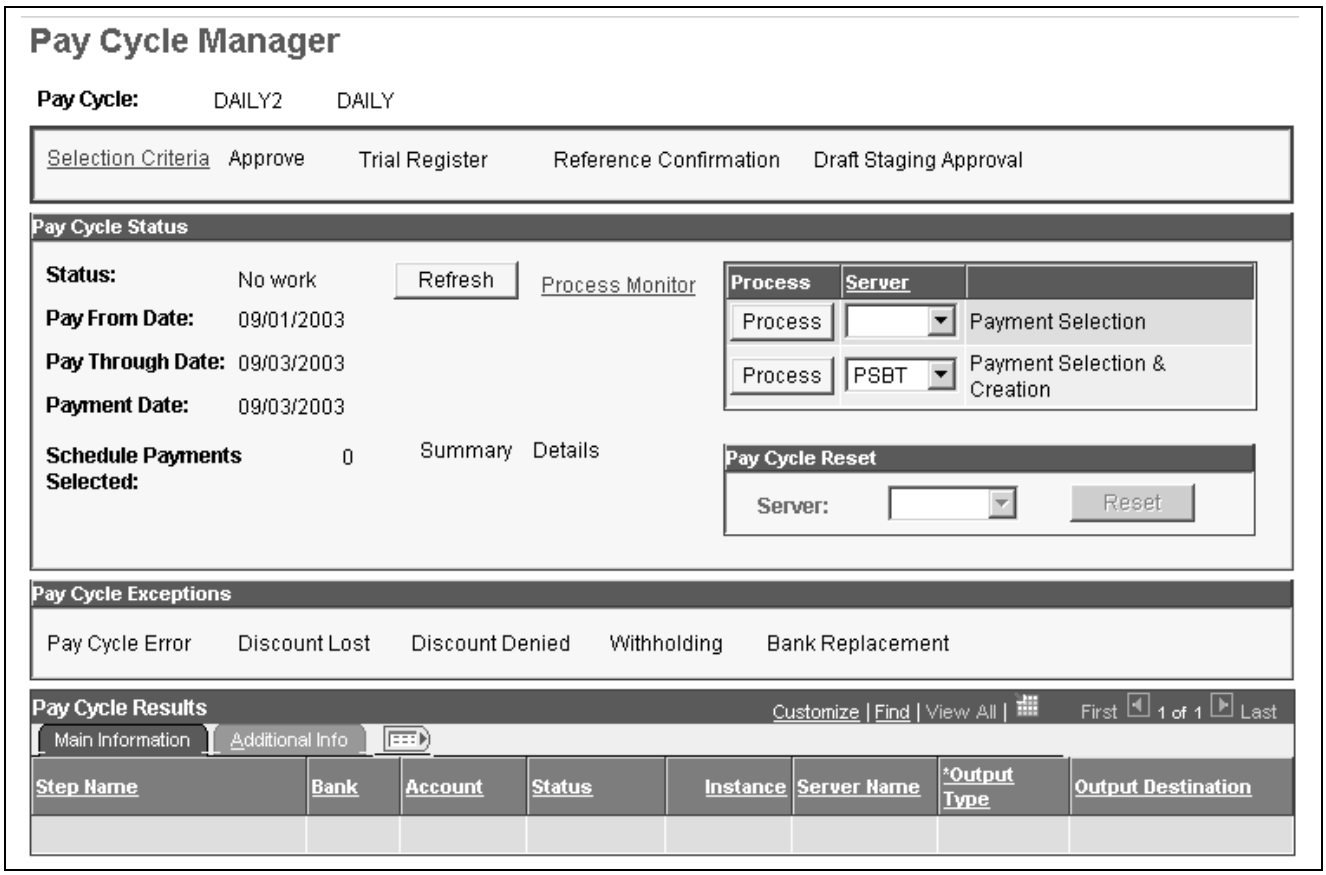
This section discusses how to process and manage pay cycles.

Pages Used to Run and Manage a Pay Cycle

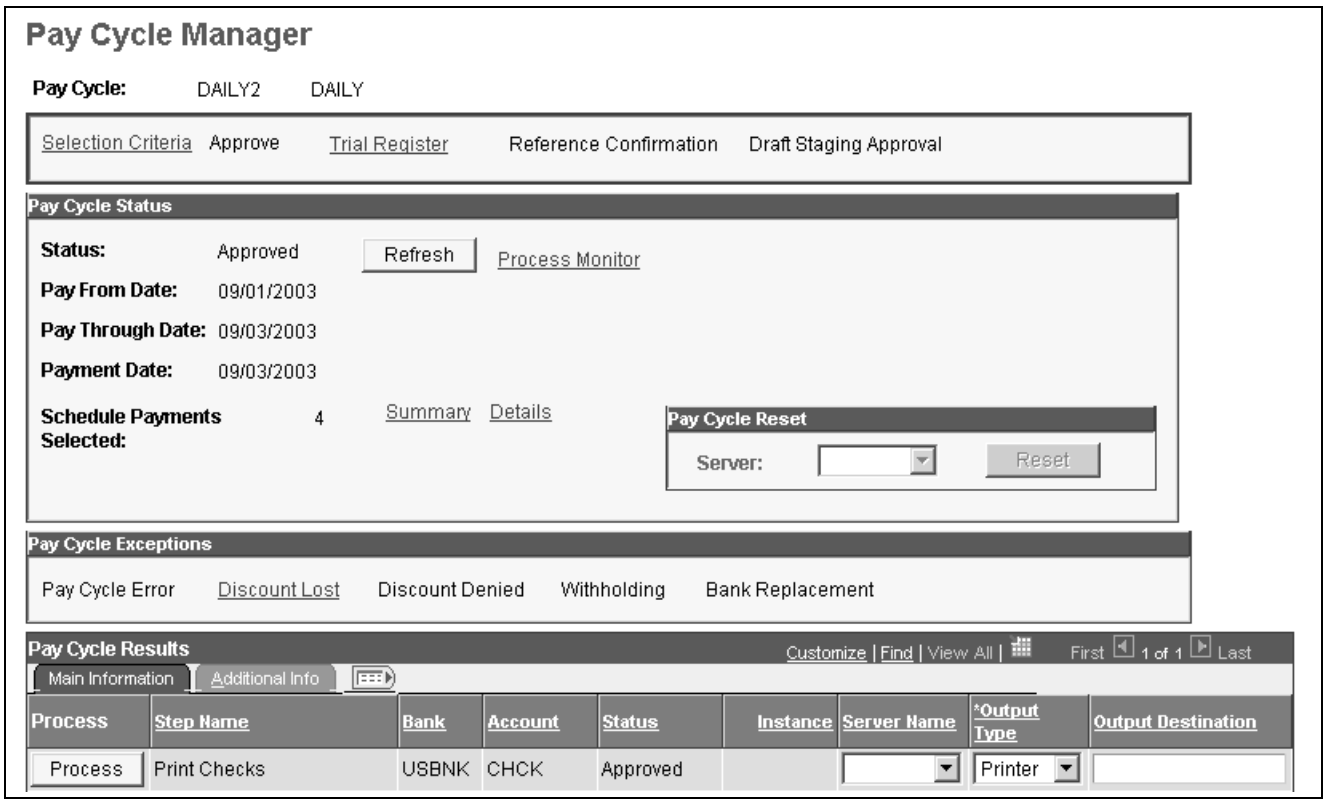
Page Name	Object Name	Navigation	Usage
Pay Cycle Manager	PYCYCL_MGR	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	Run and manage the Pay Cycle process, from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.

Processing and Managing Pay Cycles

Access the Pay Cycle Manager page.



Pay Cycle Manager page before processing payment selection and creation



Pay Cycle Manager page after processing payment selection and creation and before processing output processes

Starting the Pay Cycle

Start the pay cycle by clicking the process button for either Payment Selection or Payment Selection & Creation. The Pay Cycle Manager searches for all banks and payment methods defined for the pay cycle. Each type of output is placed in a row in the Pay Cycle Results grid once Payment Creation has completed. You can enter an Output Destination for each row or accept the Output Destination that defaults from the User Preferences.

Pay Cycle Processes and Output Processes

Pay cycle processes are the applications that must run before you start getting output from each bank account or payment method. These processes can consist of Payment Selection, Draft Staging, and Payment Creation, individually. You can run them all together by selecting Payment Selection & Creation. Click the Process button next to the process you want to perform.

After all pay cycle processes are executed, the Pay Status changes to Created or Approved, depending on whether user approval is required. If approval is required, you perform approval at this point. You are now ready to produce an output file. All output processes are listed in the Pay Cycle Result grid near the bottom of the page. There is a process button for each output process that can be generated for the pay cycle (for example, printing a check for a different bank account, printing an advice, or generating EFT files). After you have run the output process once, the Process button changes to Recreate, which links you to the Recreate Checks page, where you can recreate payments. The Pay Cycle status does not change to *Complete* until you have finished running all output processes.

Note. (USF) If you require payment schedule certification (for U.S. federal customers only), this must take place after Payment Selection, and thus you must run Payment Selection and Payment Creation separately.

Common Page Information

Selection Criteria — Click to access the Payment Selection Criteria component where you can create or update a pay cycle.

Approve — Click to access the Pay Cycle Approval component. The link is active when the pay cycle requires user approval and the pay cycle status is *Created.*

Trial Register — Click to access the Trial Register Report run control component. This link is active after you run both the Payment Selection and Payment Creation subprocesses.

Reference Confirmation — Click to access the Confirm Payment References page, where you can confirm that the system reference number matches the reference number on your preprinted check stock.

Draft Staging Approval — Click to access the Draft Staging Approval page, where you can approve or reject a draft payment before running Payment Creation. The link is active after you process Draft Staging.

(USF) Pay Cycle Certification — Click to access the Pay Cycle Certification page, where you can certify or reject a payment schedule before running Payment Creation. For U.S. federal agencies only. You must enable certification for the pay cycle on the Payment Selection Criteria - Preferences page.

See Appendix A, “Delivered Workflows for PeopleSoft Payables,” page 999.

Pay Cycle Status

Status Displays the current status of the pay cycle. If the status is *New,* then this is the first time that the pay cycle is being run.

See Chapter 15, "Processing Pay Cycles," Pay Cycle Statuses, page 388.

Pay Through Date Displays the last scheduled payment date that a voucher can have to be included for payment in the pay cycle.

Payment Date Displays the date that prints on checks or shows on other payment methods in the pay cycle. It can differ from the Pay Through Date.

Schedule Payments Selected Displays the number of scheduled payments to be processed.

Refresh Refreshes the Pay Cycle Manager page, displaying the most current status. Some Pay Cycle processes must be complete before the next process can start. While these processes are running, the status for the pay cycle is *Running*. Clicking the Refresh link updates the page, so that you can see if the pay cycle is ready to advance to the next step.

Summary Click to transfer to the Pay Cycle Summary Data page, where you can view payment information about scheduled payments, summarized by bank account and payment method. This link becomes available after Payment Selection is complete.

Details Click to transfer to the Pay Cycle Detail Data page, where you can search scheduled payments by various search criteria, such as business unit, invoice, or vendor ID. You can also hold individual scheduled payments, exempt them from pay cycle processing, or flag them as separate payments. This link becomes available after Payment Selection is complete.

Process

Each row contains a Process button, a Server field, and a display-only description of an available pay cycle process. Some processes are available only if you are creating certain types of payments. For example, Draft Staging is only available if you are processing draft payments.

Processes are not available and no longer appear once they have been completed.

To run a process, select a server and click the process button for the process row. The server drop-down list shows only servers that have a status of *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that the Process Scheduler server is currently running.

The standard processes are:

Payment Selection Runs the Payment Selection process only, so that you can review and handle pay cycle exceptions, take action on individual scheduled payments using the Pay Cycle Detail Data page, and certify payment schedules (for U.S. federal agencies only) before you run the Payment Creation process.

If you are processing drafts, run the Payment Selection process alone to enable you to then run the Draft Staging process alone. This enables you to use Draft Staging Approval before you run the Payment Creation process.

Payment Selection & Creation Runs all processes in one step, including Payment Selection, Draft Staging (if necessary), and Payment Creation. You cannot perform any exception handling, take action on individual scheduled payments, certify payment schedules (U.S. federal only), or use draft staging approval.

Note. This option is unavailable for U.S. federal agencies or for PeopleSoft eSettlements users if Pay Cycle Payment Approval is enabled at buyer registration.

Draft Staging Runs the Draft Staging process. Draft staging groups the draft payments, then performs draft rounding and draft optimization, according to your payment selection criteria. You can approve or reject the draft payments on the Draft Staging Approval page. You must either approve or reject draft payments before the Payment Creation process. This option is only active if you are processing draft payments and you have run the Payment Selection option.

Payment Creation Runs the Payment Creation process to prepare payments for output processing. This option is available only after you have run the Payment Selection process—or, if there are draft payments in your pay cycle, after you have run the Draft Staging process.

Pay Cycle Exceptions

The links in this group box become active only if there are pay cycle exceptions after the Payment Selection and/or Payment Creation processes have been run. If a payment is marked with an exception (except for discounts lost exceptions), it is rejected for further processing within the pay cycle. You must either correct or override the exception and run the payment as part of another pay cycle.

Pay Cycle Error Click to access the Pay Cycle Error page, where you can view errors encountered during this pay cycle run.

Discount Lost Click to access the Lost Discount Alert page, where you can review and handle potential lost discounts calculated during the Payment Selection process.

Discount Denied Click to access the Discounts Denied page, where you can review discounts that were not taken because they failed discount evaluation (that is, the bank interest earned on the net voucher amount is greater than the amount of the discount you would gain by paying early).

Withholding Exceptions Click to access the Withholding Exception page, so that you can review and handle withholding exceptions generated during pay cycle processing.

Bank Replacement Click to access the Bank Replacement Exceptions component, where you can review bank replacement exceptions generated during pay cycle processing. Some bank replacement exceptions appear after Payment Selection; others appear only after Payment Creation.

Pay Cycle Reset

Server Select a server on which to run the pay cycle reset process.

Reset Initiates a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active during Payment Selection, if the pay cycle is rejected, or if a system error is encountered, such as a server running out of storage memory or the occurrence of a power failure. The link remains active until the Pay Cycle status is *Approved.*

Pay Cycle Results - Main Information tab

Once the Payment Creation process is complete, the Pay Cycle Results grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, all payments regardless of bank account run as one output process and thus only one EFT row can appear. For checks, advices, positive payment files, or file copies, each bank account and payment method combination runs as a separate output process. Thus more than one check row, positive payment row, and so forth, can appear in the grid.

Process Click to initiate an output process, such as creating an EFT file, or printing checks or advices.

Note. Depending on the output process, you may need to click the Process button repeatedly as each subprocess within the output process is run.

Recreate Click to access the Recreate Checks page, where you can recreate an EFT file or reprint checks.

When the button is labelled Recreate Positive Pay, you can click it to recreate a positive payment file.

Step Name Name of the output process for this row. Some output process consist of multiple subprocesses. As each subprocess is ready to run, its name appears in this field.

Status Current pay cycle status for the row.

Instance Process instance for the latest process you initiated for the row.

Server Select a specific Process Scheduler server from which to execute the pay cycle output process.

Output Type Select from the following:

File: Specifies that the pay cycle output is created in a file format. This is used for electronic payment formats, such as EFT or ACH payments.

Printer: Specifies that the output is printed on the selected printer. This is used for printed payment formats, such as for system checks or advices.

Web: Specifies that the output file is sent to the Report Repository and authorized users can download the output file via the Report Manager. You do not need to specify an Output Destination if you select this option.

If you distribute output files using the *Web* option, you must set up distribution options using the Process Schedule Manager.

Once the report/output file is generated in the report repository, select the View link on the Report List page in the Report Manager to access the Report/Log Viewer. Click the report link on the Report/Log Viewer and you will have the option to open the file online, or download the report file.

Output Destination Specifies the Output File directory or the Printer name for the output file creation.

If the *File* option is selected, the Output Destination value defaults from the Server File Destination specified on the User Preferences - PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

Pay Cycle Results - Additional Info tab

Pay File Name of the payment output file that is created.

Form ID Form ID specified on the bank account definition for the document formatting.

Positive Pymnt (positive payment) Specifies the Positive Payment Form ID on the bank account definition for formatting the Positive Payment file. This applies only to system checks.

File Copy Form Form ID specified on the bank account definition for formatting check copy files. You enable file copying and specify the file copy form ID on the External Accounts - Payment Methods page.

First Payment Beginning payment reference number for the pay cycle.

Resetting Pay Cycles

You can reset a payment cycle in the Pay Cycle Manager if you decide against creating any payments for the selected vouchers. This option gives you the flexibility to deselect vouchers for payment after you run a pay cycle, but before you print the checks. You can reset a pay cycle after Payment Selection, but to reset after Payment Creation requires extra steps. To reset after Payment Creation, go through Pay Cycle Approval to reject the pay cycle. Then perform the reset.

Note. PeopleSoft Payables marks vouchers as selected once Payment Selection runs. No other transactions may occur on the selected vouchers. If you decide not to produce payment files or print checks for these vouchers, reset the selection so that a later pay cycle can reselect the vouchers.

Note. Resetting a pay cycle that is using bank account replacement reverses the bank replacement. For example, let us suppose that a payment is coming from bank account A, and that during the pay cycle, bank account B replaces bank account A. If you reset the pay cycle for this payment, the payment reverts to original bank account A.

Completing the Pay Cycle

When you have successfully selected your payments, viewed and processed any exceptions, generated payments, approved the pay cycle, produced payment outputs, confirmed payment reference numbering, and formatted and produced the positive payment file (if required), the Pay Cycle Manager shows a status of *Completed.*

See Also

Chapter 8, “Establishing Pay Cycles,” page 129

Chapter 15, “Processing Pay Cycles,” Handling Pay Cycle Exceptions and Alerts, page 405

Chapter 15, “Processing Pay Cycles,” Reviewing Draft Payments, page 411

Chapter 15, “Processing Pay Cycles,” Viewing the Trial Register, page 414

Chapter 15, “Processing Pay Cycles,” Approving the Pay Cycle, page 415

Chapter 15, “Processing Pay Cycles,” Verifying Payment References, page 417

Chapter 15, “Processing Pay Cycles,” Producing Manual Positive Payment Files, page 419

Chapter 15, “Processing Pay Cycles,” Restarting Pay Cycles and Recreating Checks, page 420

Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” page 737

Reviewing Vouchers Selected for Payment

After you complete the Payment Selection process, you might find it necessary to review the voucher payments that have been selected for payment, place certain payments on hold, temporarily exclude some from the pay cycle, enforce separate payments for some, or review total payment amounts for the pay cycle by various criteria before you proceed with the Payment Creation process and your output processes.

This section discusses how to:

- Review pay cycle data.
- Review summary data.
- Review summary data by bar chart.

See Also

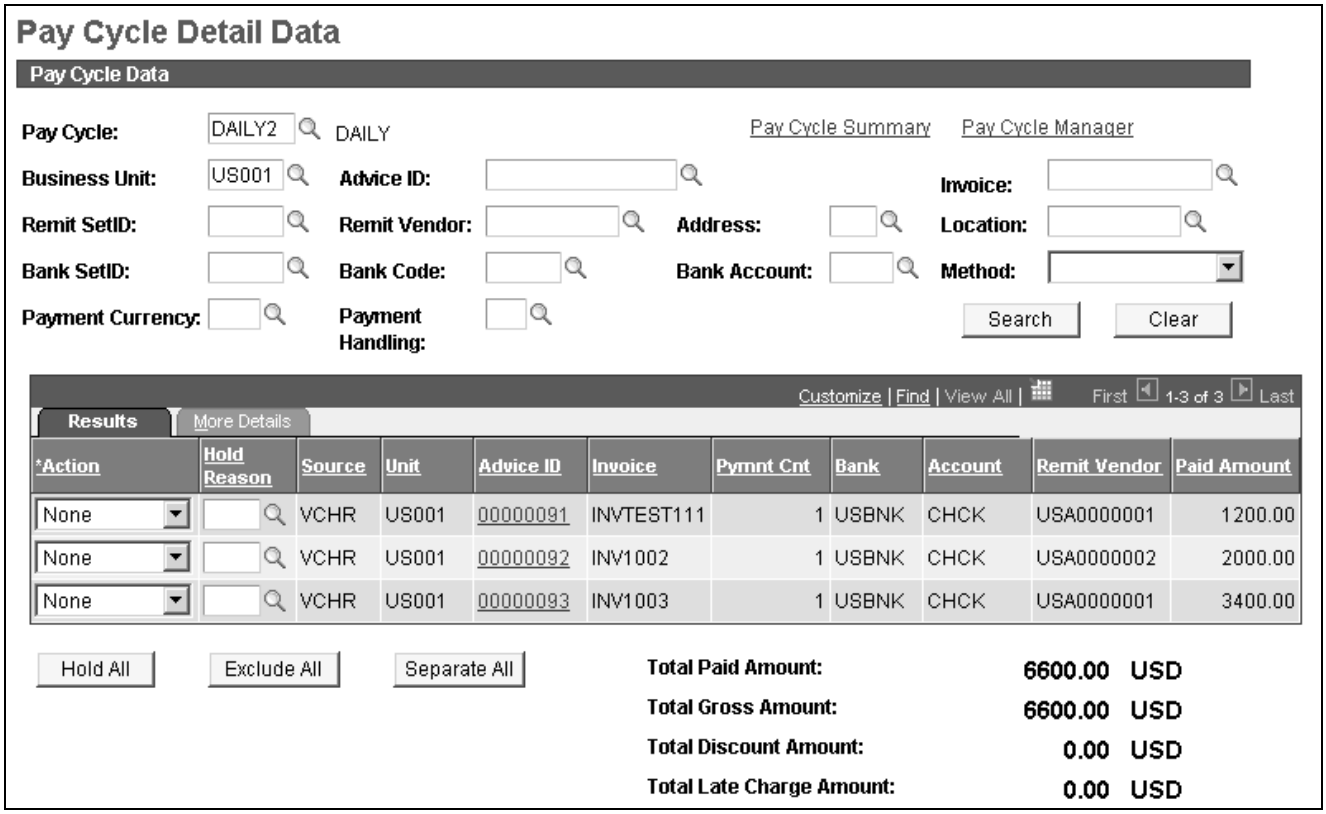
Chapter 20, “Reviewing Voucher, Payment, and Vendor Information,” page 539

Pages Used to Review Vouchers Selected for Payment

Page Name	Object Name	Navigation	Usage
Pay Cycle Detail Data	PYCYCL_DATA_INQ	Accounts Payable, Review Accounts Payable Data, Payments, Detail Data, Pay Cycle Detail Data Click on the Details link on the Pay Cycle Manager page. Click on the Details link on the Pay Cycle - Express Payments page.	View pay cycle payments using various search criteria, and, as long as Payment Creation has not been run, select individual payments for exemption from the pay cycle, place payments on hold, or flag them for separate payment.
Pay Cycle Summary Data	PYCYCL_DATA_SUM	Accounts Payable, Review Accounts Payable Data, Payments, Summary Data, Pay Cycle Summary Data Click on the Summary link on the Pay Cycle Manager page. Click on the Summary link on the Pay Cycle - Express Payments page.	View pay cycle data summarized by bank account and payment method.
Pay Cycle Summary Metric	MTRC_AP_PYCYCL	Accounts Payable, Review Accounts Payable Data, Payments, Summary Metric, Pay Cycle Summary Metric	View pay cycle data summarized by bank account and payment method in a bar chart.

Reviewing Pay Cycle Data

Access the Pay Cycle Detail Data page.



Pay Cycle Detail Data page

Select a pay cycle and click the Search button to view all scheduled voucher payments selected for your current pay cycle. You can limit your search using the other fields. For example, you might want to limit your search to a certain business unit.

Results

You can view selected scheduled payments and take action to hold, exempt, flag as a separate payment, or hold and flag as separate.

Advice ID Click the advice ID (which is the same as the voucher ID for the scheduled payment) to access the Voucher Inquiry page, where you can view details for the voucher.

Action Select an action to perform on a selected scheduled payment. This field is available only after you run Payment Selection and before you run Payment Creation. Actions include:

- *Exclude:* Exclude this scheduled payment from the pay cycle. Unless you run a future pay cycle with a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria), this payment will not be picked up by a pay cycle again.
- *Hold:* Hold this payment from continued processing by the pay cycle. This payment will not be selected by a pay cycle again until you release the hold.

- *Hold & Separate:* Place this scheduled payment on hold and separate from any other payments to be paid to the same vendor from the same bank account and payment method.
- *None:* Take no action. The payment remains selected and subject to processing in the current pay cycle run.
- *Separate:* Flag this scheduled payment to be paid separately from any other payments to this vendor from this bank account and payment method.

Action Buttons

Hold All Hold all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle until you release the hold.

Exclude All Exclude all scheduled payments in the pay cycle. These payments will not be selected by a pay cycle unless that pay cycle has a pay-from date that precedes the payment date on the excluded scheduled payment (and the payment meets the other selection criteria).

Separate All Flag all payments in the pay cycle for separate payment.

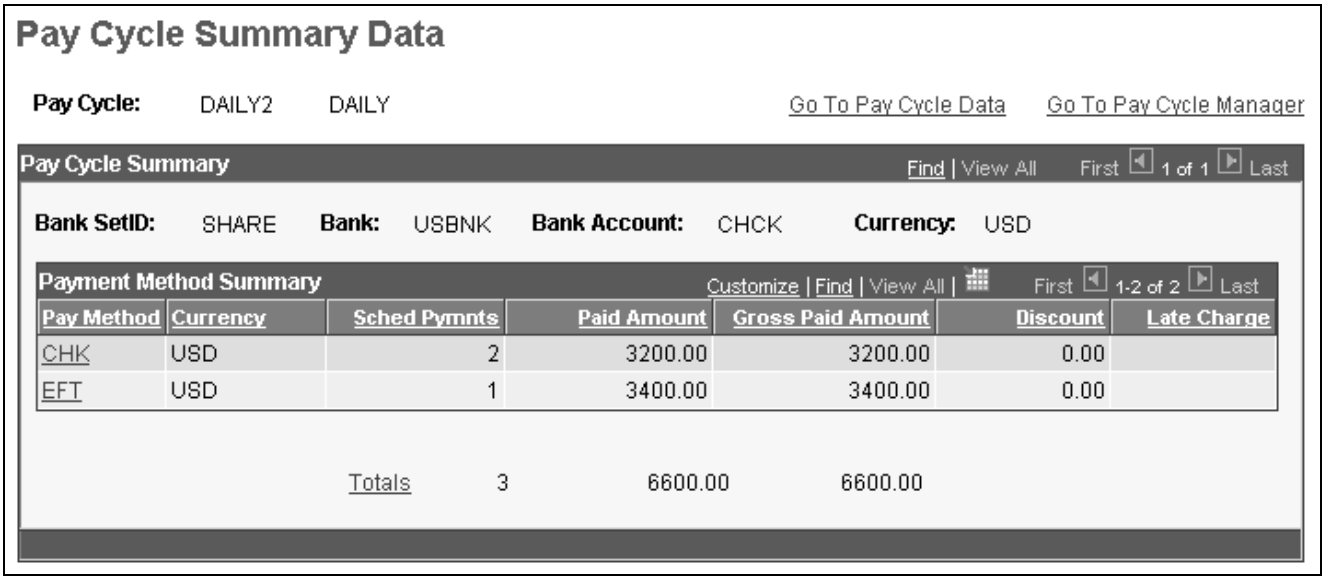
Other Links

Pay Cycle Summary Click to transfer to the Pay Cycle Summary Data page, where you can view pay cycle data summarized by bank account and payment method.

Pay Cycle Manager Click to transfer to the Pay Cycle Manager page.

Reviewing Summary Data

Access the Pay Cycle Summary Data page.



Pay Cycle Summary Data page

This page displays pay cycle totals by payment method for each bank account.

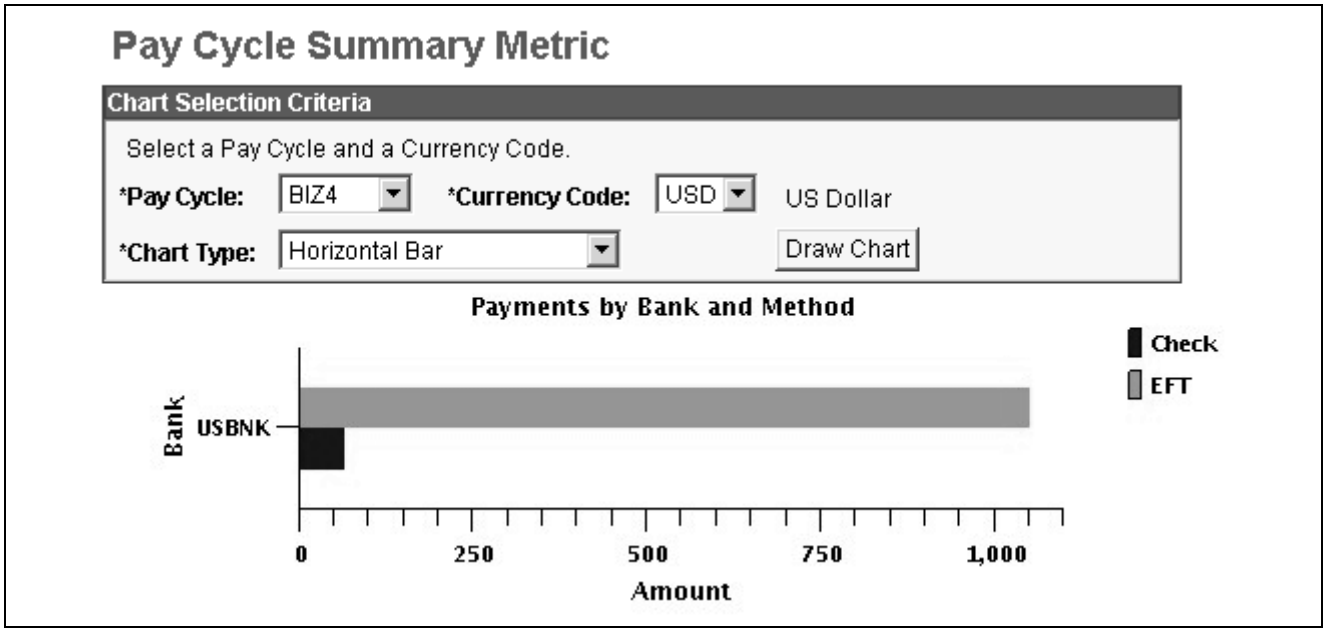
Payment Method Summary

Payment Method Click the payment method code to transfer to the Pay Cycle Detail Data page, where you can view the selected scheduled payments for this payment method.

Totals Click to transfer to the Pay Cycle Detail Data page and display all the scheduled payments paid from this bank account.

Reviewing a Pay Cycle Summary Data Chart

Access the Pay Cycle Summary Metric page.



Pay Cycle Summary Metric page

The Payments by Bank and Method chart is available for a pay cycle once Payment Selection has run, and displays all payment amounts for a single currency in the pay cycle, summarized by bank account and payment method. Clicking a bar on the chart displays the list of vouchers that are summarized and represented on the chart.

Pay Cycle Select a Pay Cycle to display its summary data in a chart.

Currency Code Select the currency of the pay cycle payments you want to view. Only one currency can be displayed at a time.

Chart Type Select what kind of chart you want to display. The options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart is displayed, you can change this option and click the Draw Chart button to display the new chart type.

Draw Chart Clicking this button displays the Pay Cycle Summary chart using the parameters that you specified.

Handling Pay Cycle Exceptions and Alerts

After you run the Payment Selection and Payment Creation processes, you may find that one or more of the links in the Pay Cycle Exceptions group box in Pay Cycle Manager becomes available. This means you have an exception or an alert to view and handle. Some of these exceptions are logged after Payment Selection has completed; you can usually take immediate action to handle these exceptions before continuing with pay cycle processing. Others are logged only after Payment Creation is completed; these can be viewed as informational only, and usually require handling outside of the pay cycle pages before running them in a later pay cycle.

This section provides an overview of discount evaluation and discusses how to:

- Handle potential lost discounts.
- Handle denied discounts.
- View withholding alerts.
- View Pay Cycle errors.
- View bank replacement exceptions.

Understanding Discount Evaluation

The Discount Evaluation feature compares the potential interest income with the discount amount and determines if taking a discount is economically feasible.

Payables uses the Number of Days in Year to compute the annual discount effective rate. PeopleSoft Payables is delivered with a default number of 360 days, in accordance with U.S. federal specifications; but you can override that default on the External Accounts - Accounts Information page.

During the pay cycle, the system calculates the due dates for vouchers based on the invoice date, invoice receipt date, acceptance date, or constructive receipt date, in conjunction with the payment terms (interest rates versus payment discounts).

If the bank interest income is greater than the amount of the discount, the pay cycle drops the voucher from the process. If a payment is denied, the system provides a discount denied alert so that you can pay the voucher if you choose to.

See Also

Chapter 8, “Establishing Pay Cycles,” Understanding Pay Cycle Definition, page 145

Chapter 8, “Establishing Pay Cycles,” Defining Pay Cycle Date Criteria, page 150

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Account Information

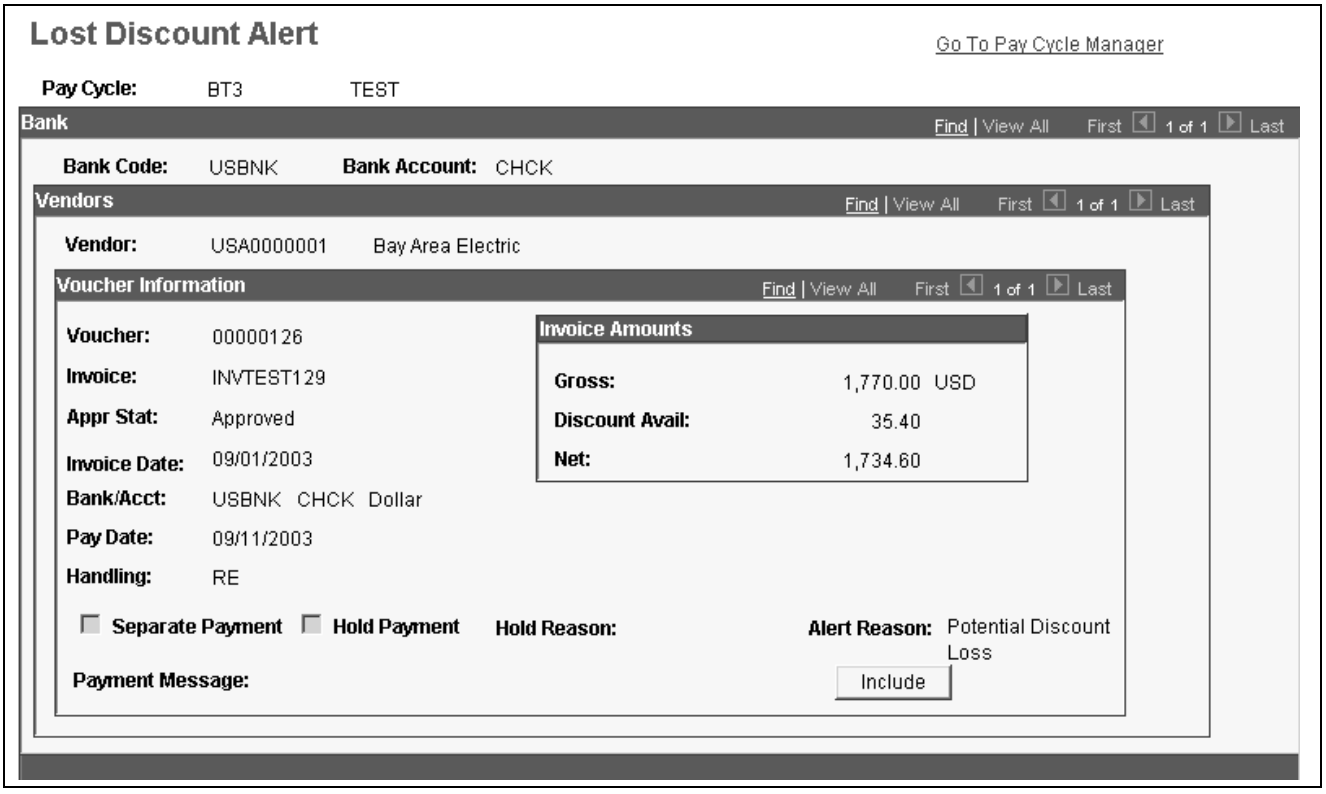
Pages Used to Handle Pay Cycle Exceptions and Alerts

Page Name	Object Name	Navigation	Usage
Lost Discount Alert	PYCYCL_DSCNT_ALRT	Accounts Payable, Payments, Pay Cycle, Exceptions, Review Lost Discount Alert, Lost Discount Alert Click the Discounts Lost link on the Pay Cycle Manager page.	View scheduled payments that you have not included in the current pay cycle with earned discounts that you may lose if you don't pay them before the next payment date.
Discount Denied	PYCYCL_DSCNT_DENY	Accounts Payable, Payments, Pay Cycle, Exceptions, Review Discount Denied Alert, Discount Denied Click the Discount Denied link on the Pay Cycle Manager page.	View scheduled payments for which the system has denied a discount because it is better to wait for the due date and earn the interest income during that time.
Withholding Exception	WTHD_EXCEPTION	Accounts Payable, Payments, Pay Cycle Exceptions, Review Withholding Alert, Withholding Exception Click the Withholding Exceptions link on the Pay Cycle Manager page.	View payments for which the system encountered withholding errors during pay cycle processing.
Pay Cycle Errors	PYCYCL_ERR	• Accounts Payable, Payments, Pay Cycle Exceptions, Review Pay Cycle Errors, Pay Cycle Errors • Click the Pay Cycle Error link on the Pay Cycle Manager page.	View pay cycle processing errors for a pay cycle.
Bank Replacement Exceptions - Schedule Exceptions	PYCYCL_BANK_EXPTN	Accounts Payable, Payments, Pay Cycle Exceptions, Review Bank Replacement Click the Bank Replacement link on the Pay Cycle Manager page.	Review bank replacement exceptions created during the Payment Selection process. These occur only when you apply a bank replacement rule to replace the bank account (optionally including payment method and currency) for all payments in a pay cycle.

Page Name	Object Name	Navigation	Usage
Bank Replacement Exceptions - Payment Exceptions	PYCYCL_BANK_EXPTN1	Accounts Payable, Payments, Pay Cycle Exceptions, Review Bank Replacement Click the Bank Replacement link on the Pay Cycle Manager page.	Review bank replacement exceptions created during the Payment Creation process. These occur when you apply a bank replacement rule that includes any of the following options: Replace Bank with Another Bank, Replace by Currency, Replace by Individual Payment Limit, and Replace by Bank Maximum Limit.

Handling Potential Lost Discounts

Access the Lost Discount Alert page.



Lost Discount Alert page

This page alerts you to any discount lost on a pay cycle. If you selected the Include Discount flag on Payment Selection Criteria for the pay cycle, then all payments with potential lost discounts are automatically paid in the pay cycle, and this page is not applicable. You must view this page after Payment Selection has run and before you run Payment Creation to use the Include button to include a payment with a potential lost discount.

Note. All discount alerts are cleared automatically when you rerun a completed pay cycle.

Note. Lost rebates are not tracked and don't appear on this page.

Voucher Information

Appr Stat (approval status) Voucher scheduled payment approval status.

Handling Displays the Payment Handling Code. You set up Payment Handling Codes on the Payment Handling Codes page.

See Chapter 15, "Processing Pay Cycles," Payment Sorting, page 391.

Separate Payment Specifies whether the scheduled payment is a separate payment and prevents it from being grouped with any other payment. If this option is not selected, the scheduled payment is combined with other scheduled payments that are being paid to a vendor from the same bank account using the same payment method.

By default, the system groups all payments for a vendor by the payment method, even if the payments are for different business units. In addition to the standard payment groupings, draft payments have added groupings, such as draft maturity date, sight code, or scheduled payment date. You can overrule the default grouping criteria if you set up the Do Not Mix with Other Business Units option for a particular business unit or when you select the Separate payment option.

Hold Payment Specifies if the payment schedule is on hold, so that it is not picked up by the pay cycle. The hold option can be set manually or by a scheduled process. For example, the withholding process places on hold those vouchers with withholding exceptions.

Hold Reason Reason that the scheduled payment is on hold.

Alert Reason Indicates why the alert was issued for the payment.

Payment Message Shows any payment message for the payment schedule.

Include Click to includes the payment in the current pay cycle. This button is only active after you run Payment Selection and before you run Payment Creation.

Invoice Amounts

Gross Amount of the payment if a discount is not applied.

Discount Avail (discount available) Amount you are in danger of losing if you don't include this payment in the cycle.

Net Amount of the payment if the discount is taken.

See Also

Chapter 15, "Processing Pay Cycles," Understanding Discount Evaluation, page 405

Handling Discounts Denied

Access the Discount Denied Alert page.

The fields on this page are the same as the fields on the Lost Discount Alert page, except that this page shows discounts that were evaluated as not worth taking. If you access the page after running Payment Selection and before running Payment Creation, you can click the Include button to include the scheduled payment in the current pay cycle and take the discount.

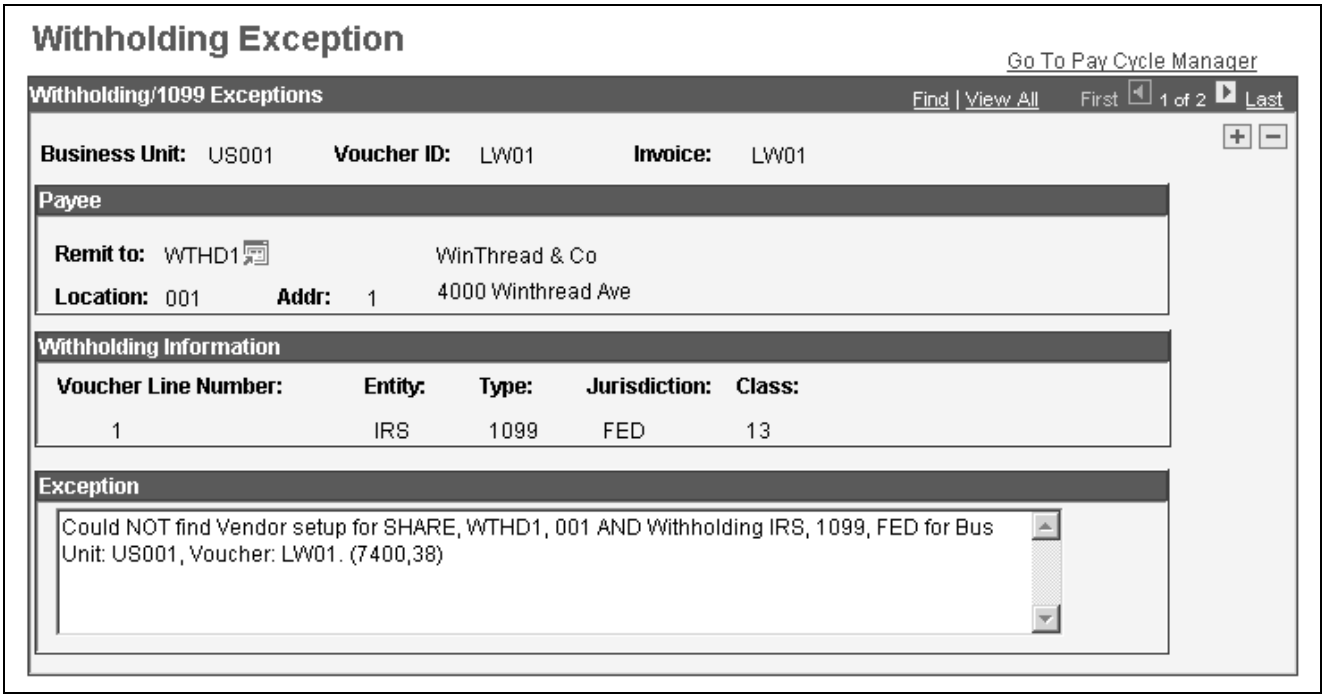
See Also

Chapter 15, "Processing Pay Cycles," Handling Potential Lost Discounts, page 407

Chapter 15, "Processing Pay Cycles," Understanding Discount Evaluation, page 405

Viewing Withholding Alerts

Access the Withholding Exception page.



Withholding Exception page

Note. Scheduled payments with withholding exceptions are automatically placed on hold. To make a payment with withholding exceptions available for pay cycle processing, you must modify the voucher or the withholding setup, take the scheduled payment off of hold, and run the payment in a new pay cycle.

Entity Withholding Entity or tax authority.

Type Withholding type for the vendor.

Jurisdiction Withholding jurisdiction. The jurisdiction defines the different withholding percentages based on where the vendor is located as well as on the classification (or activity) of a given transaction.

Class Withholding Class that is associated with the withholding type.

Exception Contains information relating to the withholding exception.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Viewing Pay Cycle Errors

Access the Pay Cycle Errors page.

Search Criteria

Error Type Select the error type you want to view, and click the Search button:

- *All Error Types:* This is the default.
- *Currency Conversion Related:* Payment source transaction currency not defined for translation to payment currency.
- (USF) *Federal Payment:* Possible errors include:

  The last manual ID number, last transportation ID number, or last other ID number is out of the range established on the Payables installation options.

  A scheduled payment has caused the number of appropriations per payment schedule to exceed the limit defined on the Schedule Payment Restrictions page.

  For U.S. federal agencies only.
- (USF) *IPAC Information:* IPAC information was not found. For U.S. federal agencies only.
- *Negative Payment:* A scheduled payment selected by the pay cycle is a negative amount payment.
- *Vendor Bank:* Bank routing information was not found for an electronic payment to a vendor.

Search Results

The search results grid displays the error type for each error, along with the source of the error (such as voucher entry), the advice ID and advice sequence (which are identical to the voucher ID and payment count), key fields, and, in the Message Text field, a description of the error.

See Also

Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” page 737

Viewing Bank Replacement Exceptions

Access the Bank Replacement Exceptions - Schedule Exceptions and Bank Replacement Exceptions - Payment Exceptions pages.

Schedule exceptions occur during the Payment Selection process, and payment exceptions occur during the Payment Creation process. Schedule exceptions occur only if your bank replacement rule consists of the option to replace all bank accounts in the pay cycle.

Note. Scheduled payments with bank replacement exceptions are dropped from the pay cycle and revert to their original bank account, payment method, and currency upon completion of the pay cycle. They remain available in their original state for future pay cycles.

Viewing Schedule Exceptions

Exception Type Select the exception type you want to view:

- *All:* All exceptions. This is the default.
- *Invalid SetID:* The replacement bank account does not match the bank SetID on the bank replacement rule.
- *Pay To Bank:* Remit-to vendor bank routing information for an electronic payment is missing.
- *Payment Currency:* The replacement bank does not have a valid currency.
- *Payment Method:* The replacement payment method is not valid for the replacement bank account.

Exceptions The Exceptions grid displays details about each scheduled payment that has a payment exception of the type indicated in the Exception Type field.

Viewing Payment Exceptions

Exception Type Select the exception type you want to view. These are the same as those available on the Bank Replacement Exceptions - Schedule Exceptions page, with the addition of the following:

- *Currency Conversion:* Conversion from the payment currency to the replacement bank account default currency failed.
- *Insufficient Funds:* The amount limit on all available replacement bank accounts has been reached, or a large-amount payment exceeds the amount limit of each available replacement bank account.

Exceptions The Exceptions scroll are displays details about each created payment that has a payment exception of the type indicated in the Exception Type field, along with details about each scheduled payment included in the created payment.

See Also

Chapter 8, “Establishing Pay Cycles,” Defining Bank Replacement Rules, page 136

Reviewing Draft Payments

This section discusses how to:

- Approve staged draft payments.
- View details about draft payments.
- View details about draft vouchers.

See Also

Chapter 24, "Processing Drafts," page 619

Pages Used to Review Draft Payments

Page Name	Object Name	Navigation	Usage
Draft Staging Approval	APD_APPROVE_PNL	• Accounts Payable, Payments, Drafts, Draft Staging Approval • Click the Draft Staging Approval link on the Pay Cycle Manager page.	Approve or reject draft payments that are created during the draft staging process in the Pay Cycle process.
Draft Inquire	APD_APPROVE_PNL2	Accounts Payable, Payments, Drafts, Draft Staging Inquiry Click the Draft Staging Key button on the Draft Staging Approval page.	View a listing of draft payments created in the Draft Staging table.
Draft Inquire (Voucher)	APD_APPROVE_PNL3	Accounts Payable, Payments, Drafts, Draft Staging Inquiry	View the scheduled draft payments by Draft Master ID.

Approving Staged Drafts

Access the Draft Staging Approval page.

Note. You must either approve or reject draft payments before you run the Payment Creation process. Approving or rejecting payments has no effect on the draft payment's status, however. If you selected the Preapprove option on the Preferences page of the Payment Selection Criteria component, then the draft payment status is changed to *Approved.* If you did not select this option, the drafts you approve from this page have a draft status of *Created.*

Main Information Tab



Click the Draft Staging Key button to transfer to the Draft Staging Inquiry page, where you can review details about the draft payment and the vouchers associated with the draft payment.

Master ID Draft master ID for a set of scheduled payments.

of Draft (number of draft) The number of the draft that will be created for the draft master if you selected draft optimization.

Master Status Select the option that indicates the status of the draft master:

Not Apprv (approved): Indicates that the scheduled draft payment has not been approved.

Approve: Creates draft payments for the scheduled draft payments that are attached to the Master Draft ID.

Reject: Clears the draft payments that are grouped into the Draft Master ID. The scheduled payments are rejected or unselected so that no payments are created.

Payment Method Indicates whether the draft is a customer-initiated or customer-initiated EFT draft payment.

Draft Amount Amount of the draft payment.

Amount (NonDft) (amount non-draft) Displays any payment amount that is being paid by an alternate payment method, if you specify draft rounding on the Payment Selection Criteria page.

Maturity Dt Draft maturity date.

Additional Information Tab

Sch Maturity Dt (scheduled maturity date) Draft scheduled maturity date, if the maturity date is adjusted as a result of the bank holiday and business calendar options you selected.

Additional Page Elements

Approve All Click to approve all scheduled draft payments shown.

Reject All Click to reject all scheduled draft payments shown.

Display Only Not Approved Click to see only those scheduled draft payments that are not approved.

Display All Click to see all scheduled draft payments, whether they are approved or not.

Viewing Details About Draft Payments

Access the Draft Inquire page.

Draft Master ID Scheduled draft payment draft master ID.

Bank Vendors bank.

Bank Account Vendor’s bank account.

Separate Indicates if the scheduled payment is grouped with other scheduled payments that are also selected for the vendor in the same pay cycle.

Draft Group CD (draft group code) Draft payment group code number.

Draft Create Key System-assigned sequence number. It is a child key of Draft Master ID.

Draft Amount Total amount of the draft payment.

Stamp Tax Amount of any applicable Stamp Tax.

Alt Pymnt Mthd (alternate payment method) Payment method by which the draft rounding remaining amount is paid.

Excluded Indicates whether draft will be excluded:

Y if the draft amount is *not* to be paid.

N if the draft amount *is* to be paid and will use an alternate payment method if one is specified.

Viewing Details About Draft Vouchers

Access the Draft Inquire (Voucher) page.

Draft Master ID Draft Master ID.

Pymnt Nbr (payment number) Sequence number of scheduled payment.

Gross Amount Gross amount of the draft payment, excluding any applicable stamp tax minimization amounts.

Viewing the Trial Register

This section discusses how to run and use the Trial Register report.

Pages Used to View the Trial Register

Page Name	Object Name	Navigation	Usage
Trial Register	RUN_APY2030	Click the Trial Register link from the Pay Cycle Manager.	Define run parameters for the Trial Register report (APY2030). Use the report to examine or print a summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files.

Using a Trial Register

Access the Trial Register page and run the Trial Register report.

After viewing the Trail Register report, you have two options:

- Print it out for your records.
- Close it and return to the Pay Cycle Manager page to proceed with check printing.

If you find discover an error in the register:

1. Reset the pay cycle.

2. Rectify the problem in the Payment Selection Criteria component.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 8, “Establishing Pay Cycles,” page 129

Approving the Pay Cycle

This section discusses how to approve the pay cycle.

If you’ve selected user approval on the Payment Selection Criteria - Preferences page, then your pay cycles must be approved after you’ve completed payment creation and before you run your output processes.

Note. Payments for pay cycles that require user approval are not eligible for posting until the pay cycle has been approved.

Note. (USF) U.S. federal agencies use payment schedule certification rather than approval. You certify payment schedules after payment selection and before payment creation.

See Also

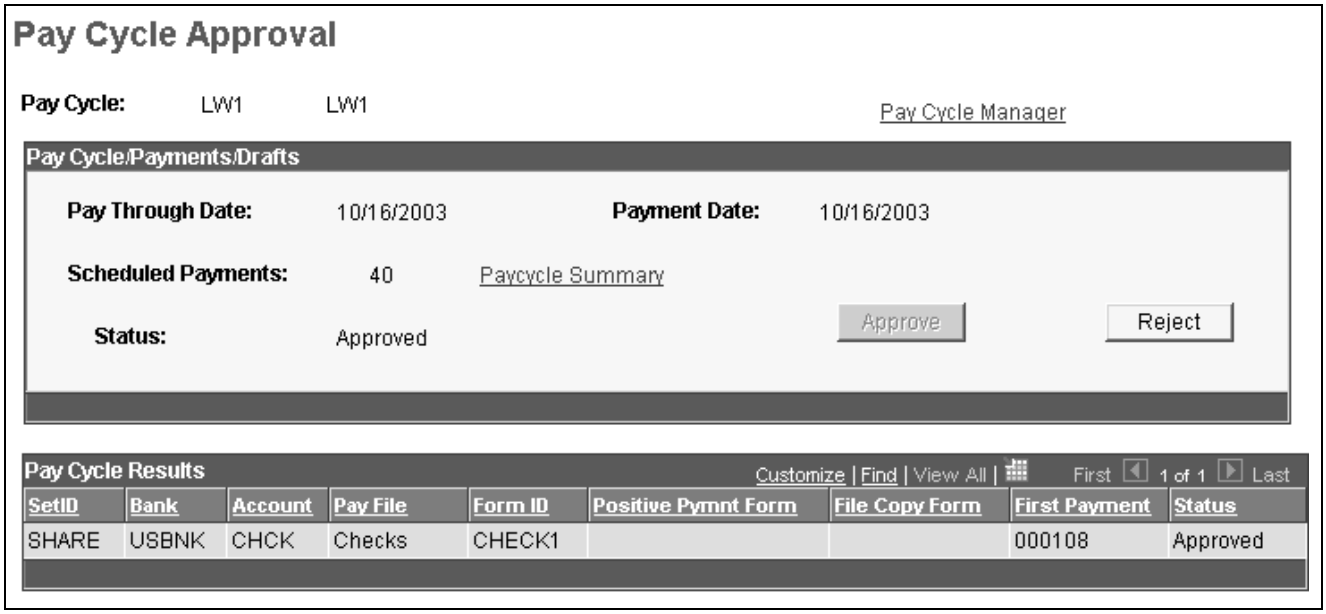
Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” Certifying Federal Payment Schedules, page 753

Pages Used to Approve the Pay Cycle

Page Name	Object Name	Navigation	Usage
Pay Cycle Approval	PYCYCL_APPROVAL	Accounts Payable, Payments, Pay Cycle Approvals, Pay Cycle, Pay Cycle Approval Click the Approve link on the Pay Cycle Manager page.	Verify and approve payments for a pay cycle if your payment selection criteria include a user approval requirement.

Approving the Pay Cycle

Access the Pay Cycle Approval page.



Pay Cycle Approval page

Pay Cycle/Payments/Drafts

Scheduled Payments Displays the number of scheduled payments in the pay cycle.

Pay Cycle Summary Click to access the Pay Cycle Summary page where you can see details for the pay cycle.

Approve Click to approve the pay cycle and continue processing.

Reject Click to reject the pay cycle. The Reset button on the Pay Cycle Manager page becomes active, and you can reset the pay cycle.

Pay Cycle Results

The grid displays a row of data for each output process that must be run to generate payment files and negotiable documents. For EFT payments, all payments regardless of bank account run as one output process and thus only one EFT row can appear. For checks, advices, positive payment files, or file copies, each bank account and payment method combination runs as a separate output process. Thus more than one check row, positive payment row, and so forth, can appear in the grid.

Pay File Describes the payment form.

Form ID Displays the payment Form ID.

Positive Payment Form Displays the Form ID used for printing a positive payment file.

File Copy Form Displays the Form ID used for printing the file copy.

First Payment Displays the first payment reference.

Status Displays the pay cycle status of the payment.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 15, “Processing Pay Cycles,” Restarting Pay Cycles and Recreating Checks, page 420

Verifying Payment References

When you use preprinted stationery, use the Payment Reference page to verify that the system is assigning the correct check numbers. The system assigns the check numbers, based on the last check number used, so you might need to verify that the system is using the correct number. If it isn’t, then you might need to change the payment reference number to match the number used on your pre-printed form.

Note. In order to use payment reference confirmation for a bank account, you must select the Confirm Numbers option on the External Accounts - Payment Methods page

Note. You cannot use the Confirm Payment References feature with Express Payments. The Confirm Payment References feature can only be used with regular pay cycle payments.

This section discusses how to:

- Confirm payment references.
- Unconfirm payment references.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods

Chapter 16, “Using Additional Payment Processing Options,” Using Express Payments, page 433

Pages Used to Verify Payment References

Page Name	Object Name	Navigation	Usage
Payment Reference	PYMNT_CNFRM	• Accounts Payable, Payments, Approve Pay Cycle, Reference Confirmation, Payment References • Accounts Payable, Payments, Approve Pay Cycle, Reference Unconfirmation, Payment References • Click the Reference Confirmation link on the Pay Cycle Manager page.	Access through the Pay Cycle Manager or Reference Confirmation component to confirm that the system reference number matches the reference number on your preprinted check stock or to renumber the system-assigned reference numbers. Access through the Reference Unconfirmation component to unconfirm any payment references that you have previously confirmed.

Confirming Payment References

Access the Reference Confirmation - Payment Reference page.

Search Criteria

Enter your search criteria and click search to view payment references. Bank setID, bank code, and bank account are required fields.

From Ref/To Ref and **From Date/Thru Date** — Choose to view a range of payment references or a date range. Enter the from and to references or dates in the fields below.

Actions

Renumber All . . . — Click to renumber the payment references if there is a discrepancy between the system payment references and your pre-printed stationery.

Confirm All . . . — Click to confirm that the system payment reference numbers match those of the printed checks.

Search Results

This grid displays the payment reference, payee name, payment amount, payment date, and pay cycle status of each payment that meets your selection criteria.

Occasionally you might want to confirm individual reference numbers one at a time. Do this by selecting the appropriate Confirm boxes for each payment reference and then saving the page.

Unconfirming Payment References

Access the Reference Unconfirmation - Payment Reference page.

This page is identical to the Reference Confirmation - Payment Reference page, except that it enables you to unconfirm payments you have already confirmed. There are two ways to unconfirm payment references:

- Clear the check box for each payment you want to unconfirm and save the page.
- Click the Unconfirm All button to clear all of the payments on the page.

Producing Manual Positive Payment Files

If a payment in your pay cycle is paid from a bank account that requires positive payment files, you will see a positive payment output process row for that bank account on the Pay Cycle Manager page after you run Payment Creation for that pay cycle. All you need to do is run the positive payment output process to produce your positive payment file.

Sometimes, however, you may want to produce a positive payment file outside of the normal pay cycle process, such as when you've created manual payments that you want to appear in the positive payment file. In those cases, you use the Manual Positive Payment page to initiate the production of a positive payment file.

This section discusses how to manually produce a positive payment file.

Page Used to Manually Produce a Positive Payment File

Page Name	Object Name	Navigation	Usage
Manual Positive Payment	PYCYCL_POS_PAY	Accounts Payable, Payments, Pay Cycle Processing, Manual Positive Payment, Manual Positive Payment	Create a manual positive payment file to send to your bank. This is a text file that your clearinghouse bank can import into its own payment tables.

Producing Positive Payment Files

Access the Manual Positive Payment page.

Specify the bank setID, bank code, and bank account for which want to produce the positive payment file. In addition, specify the following:

Step Group Name Specify the step group—or the list of pay cycle processes that you want the Pay Cycle process to run to produce the positive payment file. The positive payment output process is part of the Pay Cycle process, although in this case you can run it without running a full pay cycle.

See Chapter 8, "Establishing Pay Cycles," Tailoring a Pay Cycle, page 132.

Select one of the following processing options:

Format and File Select to run the positive payment output process and create an output file.

File Only Select to create the positive payment output file without rerunning the positive payment output process. This is useful for those times when you previously selected the Format and File option, but for some reason the file was not successfully created.

Click the Process button to create the positive payment file. This transfers you to the Pay Cycle Manager page, where you complete the positive payment file output process.

See Also

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Restarting Pay Cycles and Recreating Checks

This section provides an overview of restarting a pay cycle and discusses how to recreate and reprint checks.

Understanding Pay Cycle Restart

When you do a restart for the pay cycle, the system assigns the name for the new pay cycle based on the following logic:

- The name format is RSTRT#, where # is a number from 1 to 9.
- If it is a restart of the original pay cycle, the system scans pay cycles RSTRT1 through RSTRT9 and assigns the first one that it finds unused or with a status of *Completed*. For example, the restart of paycycle MTHLY is any of RSTRT1 through RSTRT9.
- If this is a subsequent attempt at restarting, the system assigns the same pay cycle name it did for the first restart instance and increases the pay cycle sequence number by one. For example, the restart for pay cycle RSTRT3 with pay cycle sequence number 1 is pay cycle RSTRT3 with sequence number 2.

Note. There can be only nine restarted pay cycles running at any given time. You will be unsuccessful in any attempt to restart another pay cycle after there are already nine restarted pay cycles with a status other than *Completed*.

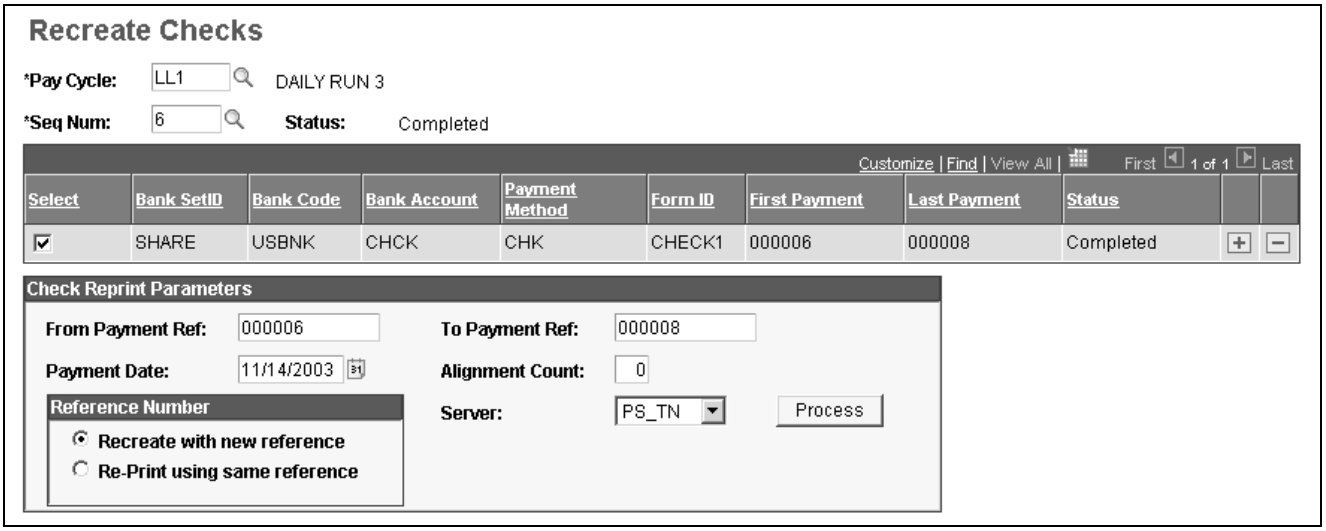
Note. You cannot restart the original pay cycle more than once for the same set of payment reference numbers, whether or not you choose to recreate the checks using new reference numbers.

Page Used to Recreate Checks

Page Name	Object Name	Navigation	Usage
Recreate Checks	PYCYCL_RSTRT	Accounts Payable, Payments, Pay Cycle Processing, Check Restart	Restart or reprint checks for a pay cycle when you have already printed checks.

Recreating Checks

Access the Recreate Checks page.



Recreate Checks page

Pay Cycle and **Seq Num** Enter the pay cycle and pay cycle sequence number. Every time you run a given pay cycle, the Pay Cycle process increments the sequence number.

If you transfer to this page from the Pay Cycle Manager using the Recreate button, the Pay Cycle field is populated with the current pay cycle.

The sets of payments represented by the pay cycle and pay cycle sequence number appear in the unlabeled grid below.

Select Selecting this check box for a row of printed payments makes the Check Reprint Parameters group box available for entry.

Payment Method The available payment methods are:

CHK (check): You can recreate a check using the same reference number or a new reference number.

BOO (customer-initiated draft): You can only reprint a customer-initiated draft using the same reference number.

Form ID Form ID used for the printing format.

First Payment First payment reference number in the set of payments.

Last Payment Last payment reference number in the set of payments.

Check Reprint Parameters

From Payment Ref and **To Payment Ref** Defaults to the original first and last payment references. Reprint only part of a pay cycle by selecting just some of the reference numbers.

Payment Date Defaults to the current date, which you can change, if necessary.

Alignment Count Number of test forms that generate before the system prints the first check.

Recreate with new reference Select to void the original reference numbers (for checks, these are the check numbers) and recreate the payments with new numbers.

Note. When you select this option, both the Summary and Details links are grayed out on the Pay Cycle Manager page.

Re-Print using same reference Select to reprint the payments using the original reference numbers. For the *BOO* payment method, only this option is available.

Server Select the server to run the process from.

Process Click to restart the pay cycle and initiate the check reprint process. This transfers you to the Pay Cycle Manager page, where you monitor the process:

- Confirm that the Pay Cycle status is *Approved.*
- The Payment Creation process runs in the background.

  After Payment Creation is complete, you can reprint your checks.

The transfer to the Pay Cycle Manager page is necessary to ensure security, to prevent people who are not authorized to do so from using the Recreate Checks page to reprint checks. We strongly recommend that you use security measures to control user access to the Recreate Checks page.

Note. If you are using preprinted check forms, you must restart the printing and then, after the forms are printed, transfer to the Payment Reference page to update the system-assigned reference numbers to match those of the payment forms.

See Also

Chapter 6, “Understanding Payment Formats and Configuring Payment Forms,” page 95

Running the Pay Cycle Job

This section discusses how to run the Pay Cycle job (APPCJOB), which enables you to run the pay cycle from Payment Selection through the output processes without user intervention.

Page Used to Run the Pay Cycle Job

Page Name	Object Name	Navigation	Usage
Pay Cycle Job Request	AP_PCJOB_CREATE	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Job, Pay Cycle Job Request	Submit a Pay Cycle job to run on Process Scheduler. The Pay Cycle job consists of a lights-out run of the Payment Selection and Payment Creation processes.

Running the Pay Cycle Job

To Run a Pay Cycle Job:

1. When setting up the payment selection criteria for the pay cycle in the Payment Selection Criteria component, select an Approval value of *None.*

   To process a pay cycle using the Pay Cycle job, the status of the pay cycle must be *New, Reset, No Work,* or *Completed.* If you select the Automatic Increment Dates option for the pay cycle in the Payment Selection Criteria component, you avoid having to increment the dates for a pay cycle before running the job.

2. Access the Pay Cycle Job Request page and enter the required information:

   a. Enter a Pay Cycle ID (created in Payment Selection Criteria component).

   b. Enter an Output Server Name (server name defaults from User Preferences page).

   c. Enter an Output Destination.

      This should be a valid directory path. A meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

3. Click the Submit Job button to initiate processing.

4. Once the process is complete (the Job status is *Processed),* review all the output files to ensure that they were generated correctly.

   The Pay Cycle job produces only outputs to files; any files that require printing must be printed independently after the job is complete.

5. If the Job status is *No success,* view the pay cycle using the Pay Cycle Manager page for more details.

6. When the Job status is *Processed,* click Finalize Job.

   When you press Finalize, the system enables the Auto Increment flag and increments the date range accordingly. The pay cycle advances to *N* (new) status and you cannot reset it.

   Note. We recommend that you use the Pay Cycle Manager page to confirm that all output processes are complete before clicking the Finalize Job button.

Note. We do not recommend that you create a run control for the Pay Cycle job to run on a recurring basis without any oversight, since you must return to the Pay Cycle Job Request page once you've submitted the job in order to finalize the pay cycle.

See Also

Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

CHAPTER 16

Using Additional Payment Processing Options

This chapter provides an overview of additional payment processing options and discusses how to:

- Use express payments.
- Record manual payments.
- Use the Manual Payment Creation process.
- Cancel payments.
- Escheat payments.
- Forecast payments.
- Perform the bank transfer charge process.
- Process reschedule payments.

Understanding Additional Payment Processing Options

The payment process routine should satisfy your business needs, but there may be times when you need additional options. If you need to print a check immediately, for example, you cannot wait for the next pay cycle run. For this reason, PeopleSoft Payables provides additional payment processing options.

Express Payments

PeopleSoft Payables express payments enable you to create payments quickly outside of your regular payment cycles. Vouchers must be entered into the system and be approved for payment before you can create an express payment. Express payments offer you a lot of flexibility on paying your vendors on demand. You can pay a single voucher or you can search other vouchers for that vendor and select only those that you want paid. If there are multiple payment schedules within a voucher, you can select all or just the payment schedule numbers that you want to pay.

In addition, you identify the payment details, such as the date that prints on the check, and the number of the check. You can use the system generated number, *NEXT,* or define the reference number yourself. You can also specify the bank information and pay method associated with the express payment.

You can also enter a voucher and record a manual payment at the same time.

Important! Express payments do not support overflow advice.

Manual Payments

There are two ways of creating manual payments in PeopleSoft Payables:

1. Using the online voucher entry component.
2. Using the Manual Payment Creation feature.

Manual Payments Using Online Voucher Entry

When you record manual payments in the online voucher entry component you create a voucher for the payment just as you would for a normal invoice and select *Record* as the payment Action on the Payments page. Basically, you create a voucher and a payment for that voucher simultaneously, but the system does not generate a check or other payment form.

Payment posting, reissuing, closing, and voiding all work the same as they do for payments created with the pay cycle.

Manual Payments Using the Manual Payment Creation Feature

Using the Manual Payment Creation feature, you create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. The Manual Payment Creation feature enables you to track manual payments in your PeopleSoft Payables system by creating manual payment worksheets and applying one or more vouchers to them. For example, if you write a check to a vendor outside the system, you can record that manual payment in PeopleSoft Payables and apply vouchers for that vendor against the payment so that your balance with the vendor reflects the manual payment.

Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the pay cycle.

Manual Payment Methods Compared

These features provide different benefits. Decide on a case by case basis which feature meets your business needs.

Manual Payment Creation Process	Recording Manual Payments Using Online Voucher Entry
Enables you to associate multiple scheduled payments for multiple vouchers.	Enables you to associate only one scheduled payment for one voucher.

Manual Payment Creation Process	Recording Manual Payments Using Online Voucher Entry
Once you save the manual payment, you cannot delete it. You can, however, cancel the manual payment using payment cancellation.	You can toggle back and forth between the *Record* and *Schedule* options on the Voucher - Payments page. If you decide not to record the payment, you can switch from *Record* to *Schedule* and the system deletes the payment from the PAYMENT_TBL at save time.
Payments are not created in the PAYMENT_TBL until they are fully applied. This means that you can only create a manual payment for amounts equal to existing scheduled payments, or the sum of two or more scheduled payments. For example, if you create a payment for 5000 USD, but you only have voucher scheduled payments for this vendor equal to 4500 USD, you cannot fully apply the manual payment and therefore the payment cannot be created. Likewise, if you have one scheduled payment equal to 4000 USD and another equal to 2000 USD, you cannot partially apply either of the scheduled payments and cannot fully apply the manual payment. You can, however, save the manual payment worksheet and modify it later. When you save the worksheet, Pay Cycle Manager and Express Check bypass any voucher checked for select on the Apply Vouchers page of the worksheet, so that those vouchers remain available for application to manual payments. When you create the worksheet, it is inserted into the worksheet tables APD_MANDFT_SRCH and APD_MANDFT_WS. Once you successfully create the manual payment in PAYMENT_TBL, the system deletes the worksheet data from the worksheet tables.	Payments selected as *Record* are created in the PAYMENT_TBL at save time, as long as the amount of the payments entered adds up either to the gross amount or to the gross less the discount, as specified on the Invoice Information page.

Withholding On Manual Payments

In PeopleSoft Payables, you can elect to calculate withholding at payment time or at voucher posting time via a setting on the withholding entity. This withholding calculation setting appears by default onto the voucher. If withholding for a voucher is set to be calculated at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual payments, the system invokes the withholding calculation routine for any payments applied to withholding applicable vouchers. The withholding reporting tables are updated accordingly.

On the Create Manual Payment page, you can apply manual payments to vouchers that have already had withholding calculated at voucher posting time. If the Withholding Calculated field is selected (the default setting), the system allows you to apply manual payments to vouchers that are set to withhold at voucher post and have been posted.

You also have the option of clearing this check box, in which case the system allows you to apply manual payments to all withholding applicable vouchers for the remit vendor, regardless of whether or not withholding has been calculated. The only exception are vouchers requiring withholding calculation at voucher post that have not been posted as of yet. In this case, the system does not physically withhold, but does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Recording Manual Payments, page 439

Chapter 16, “Using Additional Payment Processing Options,” Using the Manual Payment Creation Process, page 441

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 210

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Manual Payment Eligibility Requirements

Scheduled payments are only available for application on the Apply Voucher page, if they meet certain eligibility requirements:

- Voucher Style: Regular, Prepaid Voucher, Register Voucher, Reversal Voucher, Third-Party Voucher, or Adjustment Voucher.
- Voucher: Approved, budget-checked, and postable.
- Scheduled Payment: No netting and no payment hold.
- Match status: Matched, No Match, or Match Overridden

Business Unit and Currency Considerations

Depending on your setup, the list on the Apply Voucher page may contain scheduled payments from multiple business units with multiple payment methods or multiple payment currencies.

If you select the Do not mix payment across BU option for the selected vendor on the Payables Definition - Definition page, the list contains scheduled payments for other business units, but you can only select and apply scheduled payments that have the same business unit.

If the vendor has scheduled payments with different payment currencies, the system converts the amount to the currency of the manual payment and displays it in the Paid Amount field. At save time, if the payment amount is fully applied, the payment is created and scheduled payments are updated with appropriate paid information, converted currency amounts, and status.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining Payment Options, page 58

Payment Cancellation

With PeopleSoft Payables, you can record:

- Stop payments: Checks that you have already sent out for which you have asked the bank to stop the payment.
- Void payments: Payments that you decide to cancel before you send them out.

  The system automatically reconciles a voided payment.

PeopleSoft Payables backs out all payment information for the vouchers affected by a canceled payment. You can optionally reopen or close those vouchers the next time that you run voucher and payment posting. If you reopen vouchers for payment, you can specify whether to pay the same amount or to recalculate the payment amount.

You can only cancel reconciled payments if you have the Federal Payments feature enabled. If you do not have this feature enabled, the Payment Cancellation Search page only returns unreconciled payments.

Important! You cannot cancel prepayments, nor can you cancel a payment if it is for a regular voucher that you have applied to a prepayment.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Canceling Payments, page 449

Payment Escheatment

Occasionally, an organization issues a check to a vendor, but the vendor does not deposit it. Perhaps the vendor goes out of business. Whatever the reason, the check becomes stale-dated. In rare cases, a stale-dated check must revert to the state if no legal heirs or claimants exist.

When users identify a check as stale dated, it is informational only. When users decide to escheat a stale-dated check, they must return to the Payment Escheatment page and select Escheated instead of Stale Dated Payment.

PeopleSoft Payables enables you to reclassify the stale-dated check to an escheat liability account by debiting cash and crediting escheatment liability. When users escheat payments, they enter an escheatment date. The system uses the date to control the accounting date for the escheatment entry.

Payment posting treats an escheated payment like a voided payment except that there is no option to close or restate the voucher liability.

When users escheat a payment, the Payment Posting Application Engine process (AP_PSTPYMNT) creates accounting entries that reverse the cash entries to an escheatment liability account, which users predefine on the Accounting Entry template. The system records the escheatment liability account to the vouchering GL business unit and the cash entry to the bank’s cash GL business unit. If they are different business units, the system generates InterUnit entries.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Escheating Payments, page 451

Payment Forecasting

PeopleSoft Payables provides payment forecasting, which enables you to view expected cash disbursements over a longer time span rather than the next pay through date.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Forecasting Payments , page 452

The Bank Transfer Charge Process

PeopleSoft Payables provides bank transfer charge processing for businesses in which vendors are often responsible for the bank transfer charge that is deducted from the payment. The system automatically calculates and creates electric funds transfer (EFT) payments and creates reports of bank transfer charge transactions.

The bank transfer charge process calculates the actual payment amount by deducting the bank transfer charge from the payment amount in cases when the vendor pays the charge. This operation is processed only for EFT payments and takes place within the pay cycle. The system generates the EFT file using the adjusted payment amount. The applicable amount of the bank transfer charge is defined in the bank transfer charge code and identified by the combination of bank and file layout. Alternatively, the amount of the charge can be a unique specified amount at the vendor location. This process is enabled at the bank and vendor location levels.

Bank Transfer Charge Autodeduction

If you enable the bank transfer charge option, the system creates a transaction for the charge during the pay cycle, and generates the accounting entry for the charge at the payment posting.

Consider the following during autodeduction:

- Calculation basis.
- Separate payments, pay groups, and mixing with other business units.
- Canceling payments.
- Non-EFT payments.

Bank Transfer Charge Calculation Basis

When you enable the bank transfer charge option using the Bank Transfer Charge table, the system calculates the amount of the charge based on the payment amount.

Separate Payments, Pay Groups, and Mixing with Other Business Units

The bank transfer charge is calculated based on the payment. If one voucher has the Separate Payment check box selected on the Voucher component (VCHR_EXPRESS), the bank transfer charge of this payment is calculated separately from other payments.

The process is the same for calculations based on the pay group. When the payments are grouped using group IDs, the charge is calculated for each group ID.

In the same manner, if one business unit has the *Do Not Mix with other Units* option selected on the Payables Definition component (BUS_UNIT_TBL_AP), and if payment for this business unit is made separately, the bank transfer charge is also calculated separately based on the payment amount of the business unit.

On the other hand, if one business unit has the *Do Not Mix with other Units* option disabled (which means that the transactions of this business unit can be paid with the transactions of other business units), the bank transfer charge is calculated based on the payment amount that includes the transactions of other business units.

Canceling Payments

The accounting entry for a bank transfer charge suspense is created during payment posting. At this point, the gross amount is divided into two parts: the actual payment and the bank transfer charge. If this payment is canceled, reverse accounting will generate for all entries, including the bank transfer charge.

Non-EFT Payments

The bank transfer charge is processed only for EFT payments. (EFT does not include Draft EFT and Giro EFT.)

Important! If there are any setup steps missing, the bank charge is not deducted. For instance, if vendor location is set up to use the Bank Transfer Charge table, but the table was not found during the payment process, the pay cycle completes without errors and the bank transfer charge is not deducted from the payment amount. In this case, a message is logged to the Process Monitor.

See Also

Chapter 16, "Using Additional Payment Processing Options," Performing the Bank Transfer Charge Process, page 456

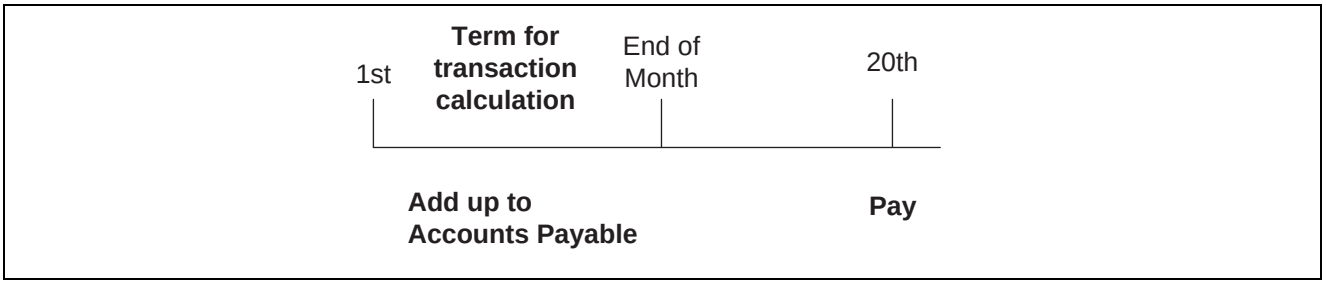
Reschedule Payments Process

Rescheduling payments is a common business process in some countries. The Reschedule Payments Application Engine process (AP_SMT_SEL) provides the functionality in PeopleSoft Payables.

To run the Reschedule Payments process, set up reschedule payments conditions—which define agreements between you and vendors—and reschedule payments options for vendors—which associate vendors with the Reschedule Payments process.

Generally, reschedule payments is a settlement method that profiles the payment methods, conditions, and amounts, depending on the total number of transactions in a certain period of time.

In some countries, such as Japan, customers usually do not issue a payment to their vendors for each transaction. Instead, the vendor summarizes the transactions and charges for the total amount of the transactions based on prior agreements. The vendor summarizes the transactions and charges for the total amount of the transactions. Then, the customer issues a payment to the vendor on a specific date. Suppose that you made an agreement with a vendor to issue a payment on the 20th day of the next month for all transactions in that month. The vendor charges you for the total amount of transactions in the month, and you issue a payment on the 20th day of the next month. The period of time for transactions is usually one month, which can start on any day (the 1st, 15th, 20th, 25th, and so forth).

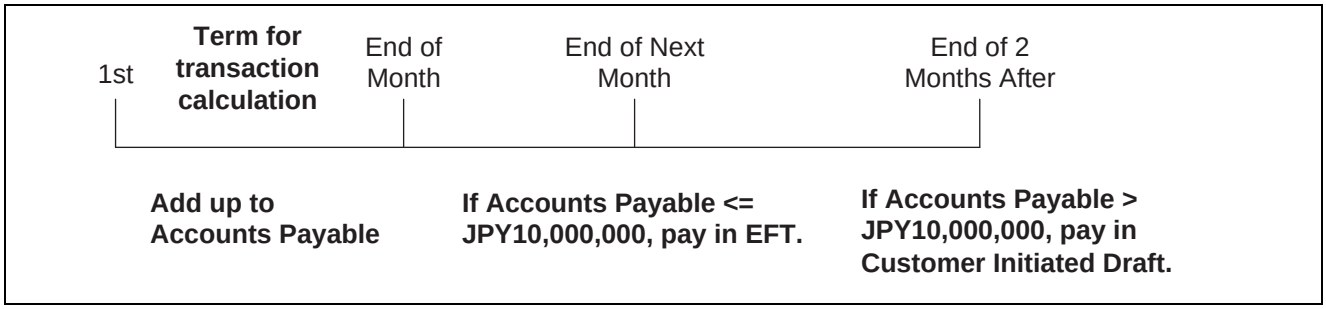


Split Multiple Payment Terms diagram

Different payment conditions and methods are applied depending on the total amount of the invoices, as illustrated by the following examples.

Example 1

If the total amount of the invoices is less than or equal to 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, pay in customer initiated draft at the end of the next month.

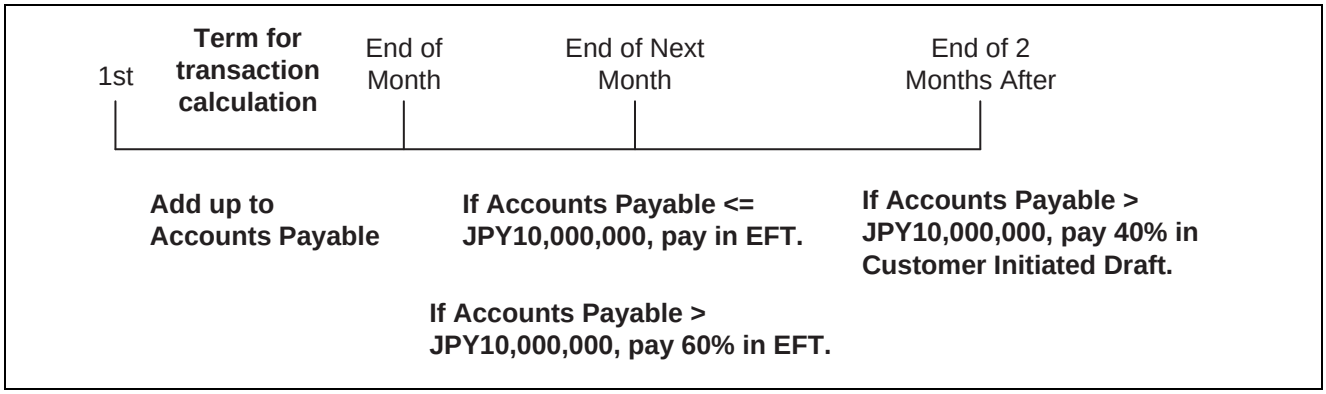


Example 1

Example 2

You could choose to reschedule the total amount of invoices and apply different payment methods and conditions to each amount.

If the total amount of the invoices is less than or equal to 10,000,000 JPY, pay in EFT at the end of the next month. If the total amount of the invoices is over 10,000,000 JPY, reschedule the total amount into portions of 60 percent and 40 percent. Then pay the 60 percent amount in EFT at the end of the next month and pay the 40 percent amount in customer initiated draft at the end of two months.

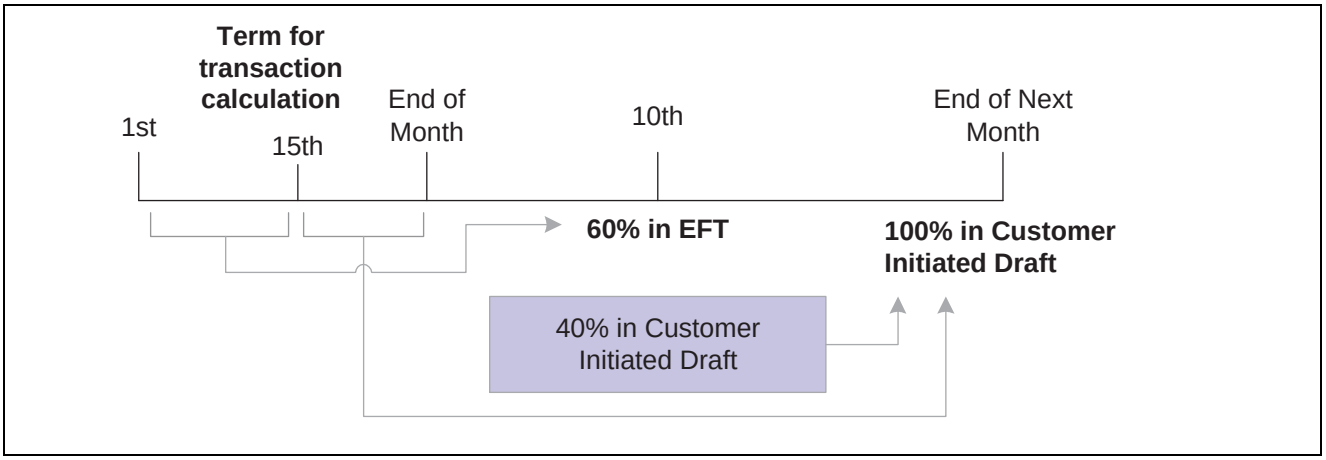


Example 2

Example 3

In a more complicated scenario, you might run the Reschedule Payments process several times in a certain period of time.

Run it on the 15th and at the end of the month. On the 15th, reschedule the total amount of the invoices into two portions: pay in EFT for 60 percent, and then pay in customer initiated draft for 40 percent with a due date of the 10th of the next month. At the end of the next month, you pay the sum of the amount corresponding to 40 percent in the previous process and the amount of the invoices that come after the 15th in customer initiated draft.



Example 3

Processing Vouchers with Reschedule Payments Processing

For example, you run the Reschedule Payments process twice every month (on the 15th and at the end of the month) for the vouchers with due dates in the month that you run it. Use the 10th as the basis date when you run the Reschedule Payments process on the 15th and use the 20th as the basis date when you run it at the end of month.

The total amount of vouchers for a vendor that you process with the Reschedule Payments process is 15,000,000 JPY on 7/15/2003.

In this case, the Reschedule Payments process reschedules the total amount into portions of 60 percent and 40 percent because the basis date is 7/10/2003. For vouchers for 60 percent (9,000,000 JPY), the end of the month (7/31/2003) is set as the payment condition and EFT is set as the payment method. For vouchers for 40 percent (6,000,000 JPY), the end of the month (7/31/2003) is set as the payment condition, customer initiated draft is set as the payment method, and MONT3 (10/31/2003) is set as the draft sight. The system recalculates the due date, scheduled pay date, and draft maturity date based on the basis date of 7/10/2003.

New vouchers worth 14,000,000 JPY are entered after 7/15/2003. Because the Reusable check box for vouchers for 40 percent (6,000,000 JPY) was selected in the previous process, the vouchers worth 6,000,000 JPY plus newly entered vouchers worth 14,000,000 JPY are processed by the Reschedule Payments process this time. Therefore, the vouchers worth 20,000,000 JPY are split into portions of 50%, because the basis date is 7/20/2003. For vouchers for one half (10,000,000 JPY), the 10th of the next month (8/10/2003) is set as the payment condition and CHK is set as the payment method. For vouchers of the other half (10,000,000 JPY), the 10th of the next month (8/10/2003) is set as the payment condition, the customer initiated draft is set as the payment method, and MONT3 (11/10/2003) is set as the draft sight. The due date, scheduled pay date, and draft maturity date are recalculated based on the basis date of 7/20/2003.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Processing Reschedule Payments , page 460

Using Express Payments

This section discusses how to:

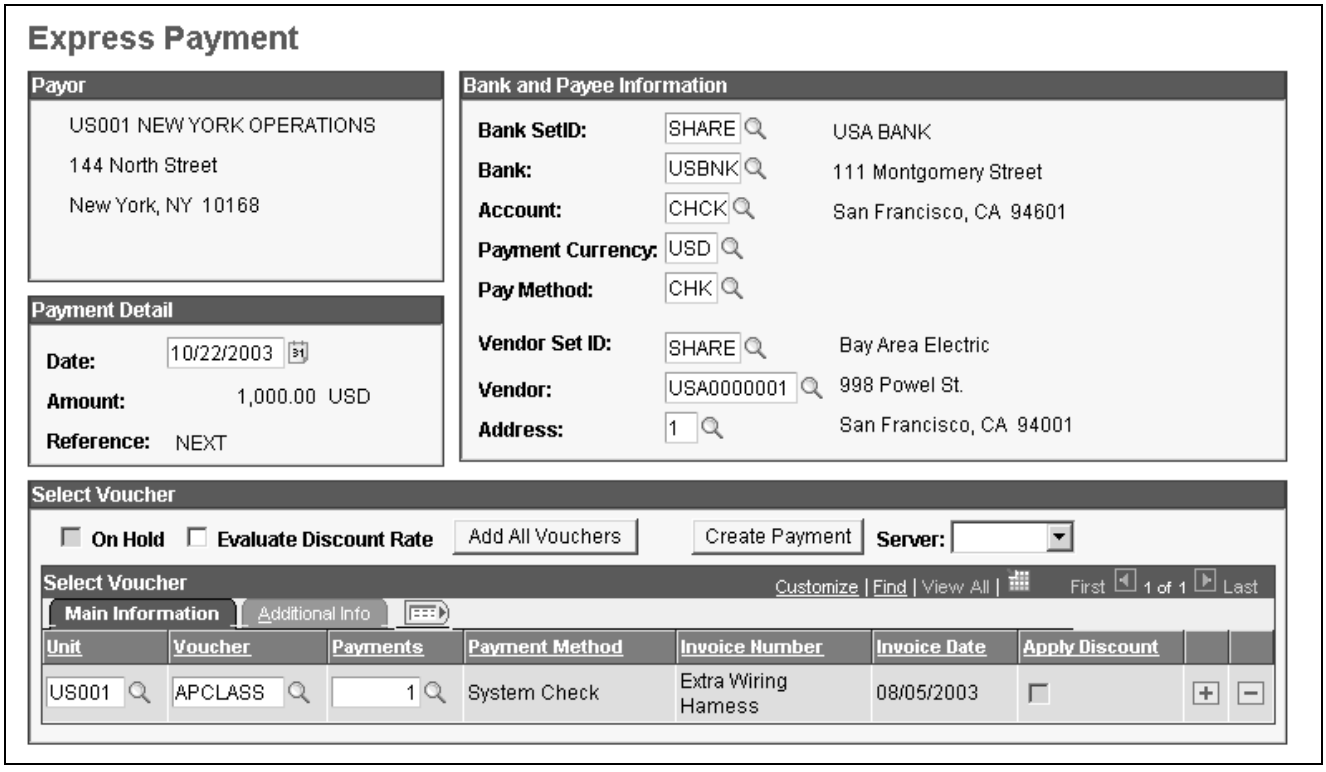
- Create express payments.
- Review express payments.

Pages Used to Create and View Express Payments

Page Name	Object Name	Navigation	Usage
Express Payment	PYMNT_EXPRESS	Accounts Payable, Payments, Express Payments, Create Express Payment, Express Payment	Create a payment for one or multiple vouchers for one specific vendor.
Express Payment Manager - Pay Cycle	EXP_PYCYCL_MGR	Accounts Payable, Payments, Express Payments, Manage Express Payment, Express Payment Manager - Pay Cycle Click the Create Payment button on the Express Payment page.	Review and process Express Payments. You can only review express payments being processed from the Express Payment Manager.

Creating Express Payments

Access the Express Payment page.



Express Payment page

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Note. Only one payment is created for the vendor, unless the Separate Payment option or the Do Not Mix Units options are selected. In those cases, more than one payment can be created to pay the vendor.

Payor

This group box displays the payor information. If you have multiple payments being paid for the same bank, it is possible that the payor could be different than what appears on the page.

Bank and Payee Information

The bank and payee information appears by default from the schedule payment selected on the Voucher - Payments page.

Payment Detail

Date Enter the date that prints on the check.

Amount Displays the amount of the payment, based upon the vouchers that are selected in the Select Voucher group box.

Reference Displays the number of the check. *NEXT* indicates that the system generates the number, incrementing the reference number based on the last number that it used for a check in the specified bank account.

Bank and Payee Information

Once you select a bank setID and a vendor setID, the system displays the name and address of the bank and vendor information in this group box.

Bank SetID Enter the bank setID, bank, and bank account from which the payment is drawn.

Payment Currency Enter the payment currency.

Pay Method Enter the pay method.

Vendor Set ID Enter the setID, vendor ID and address of the vendor you are paying.

Select Vouchers

On Hold Specifies whether the payment scheduled is on hold. The holding option can be set manually or by a scheduled process. For example, the withholding process places those vouchers with withholding exceptions on hold.

Evaluate Discount Rate If selected, the system compares where you receive the most benefit, such as paying a discounted voucher early and taking the discount or waiting for the due date and earning the interest income during that time.

Add All Vouchers Click to automatically enter all outstanding payments for the vendor to this payment.

Create Payment Click to generate a pay cycle with the name *Quick 1* through *Quick 9,* and transfers you to the Express Payment Manager page to complete your check processing.

Server Select from the available options.

The prompt only shows servers that have a status of *Running* on the Process Monitor Server List page. The system performs validation before a process is initiated to ensure that PeopleSoft Process Scheduler server is currently running.

Pay Cycle Appears after you click the Create Payment button.

Note. If you reach a Quick 9 pay cycle you can process the existing express pay cycles and then create a new express pay cycle or use the regular pay cycle and select only those payments you want to process.

Main Information Tab

Select the Main Information tab.

Choose the payment schedules that you want to pay.

Unit Enter the business unit for the payment schedule that you want to pay.

Voucher Enter the voucher ID for the payment schedule that you want to pay.

Payments Enter the payment schedule number associated with the payment schedule that you want to pay.

Payment Method Displays the payment method for the payment schedule that you want to pay.

Invoice Number Displays the invoice number associated with the voucher that you select.

Invoice Date Displays the invoice date associated with the voucher that you select.

Apply Discount Select to apply the discount to the payment.

Additional Information Tab

Select the Additional Information tab.

Gross Displays the gross amount for the selected payment schedule.

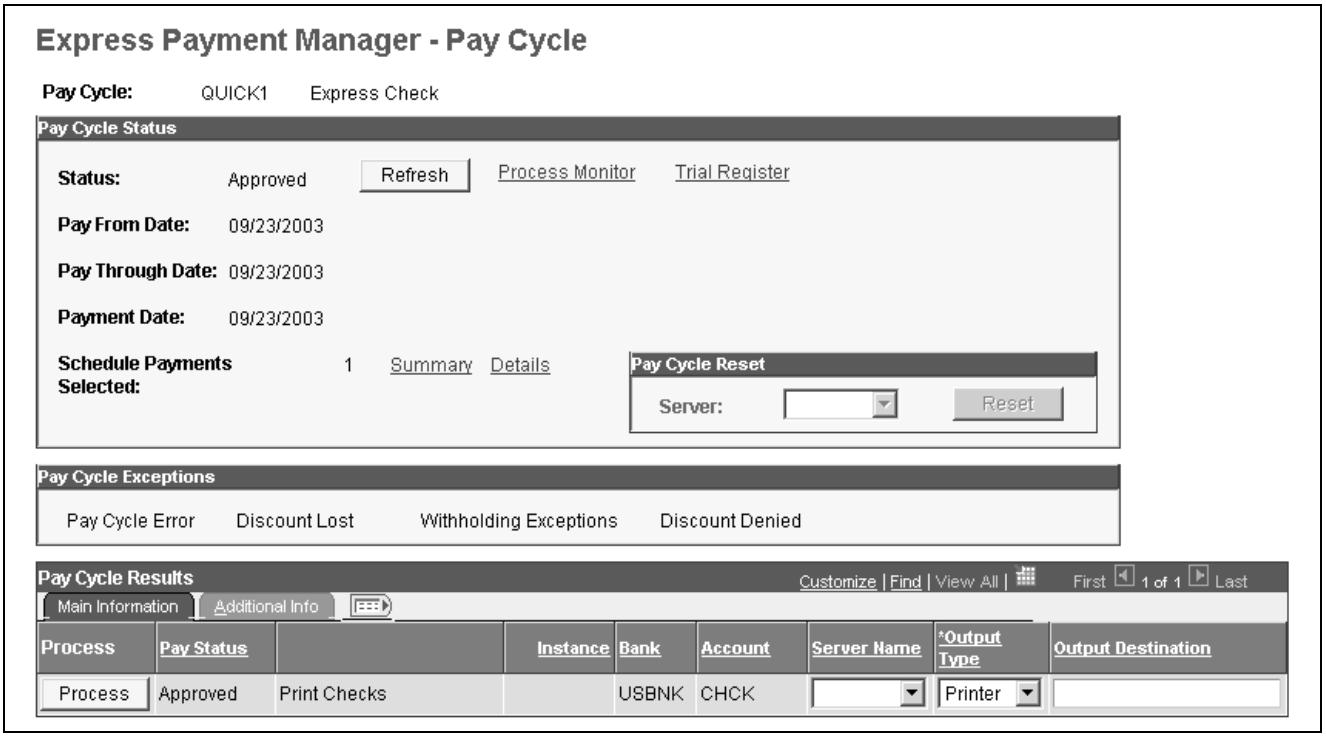
Amount Displays the payment amount for the selected payment schedule. This amount differs from the gross amount when there is a discount available.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Reviewing Express Payments

Access the Express Payment Manager - Pay Cycle page.



Express Payment Manager - Pay Cycle page

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Pay Cycle Status

Status Displays the current status of the express payment pay cycle. Options include:

New: The first time that the express payment pay cycle runs.

Approved: Ready to run. express payments are preapproved by definition.

Running: Currently running.

Complete: Complete.

Refresh Click to refresh the Express Payment Manager page to display the most current status. Some express payment processes must complete before the next process can start. While these processes are running, the status for the Express Payment is *Processing.* Click the Refresh button to update the page, so that you can view whether the express payment is ready to advance to the next step.

Pay From Date Displays the scheduled pay date for the voucher payment schedule. If the scheduled pay date is between the pay from and pay through dates, the voucher payment schedule can be paid in the current express payment pay cycle.

Payment Date Displays the date that prints on payments. It can differ from the pay through date.

Schedule Payments Selected Displays the number of scheduled payments selected to be processed.

Summary Click to access the Pay Cycle Summary Data page, where you can view summary information about scheduled payments by each bank account.

Details Click to access the Pay Cycle Detail Data page, where you can search scheduled payments by different search criteria, such as business unit, invoice, or vendor ID.

Pay Cycle Reset

Server Select a server from the available options.

Reset Click to initiate a process to clear all of the scheduled payments currently being processed in the pay cycle. This link is active when payments are created, selected, and rejected. It remains active until the pay cycle has been *Approved.*

Pay Cycle Exceptions

Discount Lost Opens the Lost Discount Alert page, so that you can review lost discount alert exceptions generated during pay cycle processing.

Withholding Exceptions Opens the Wthd Exception page, so that you can review withholding exceptions generated during pay cycle processing.

Discount Denied If the bank interest earned on the net voucher amount is greater than the amount of the discount that you gain by paying early, the system issues a discount denied exception and the Discount Denied link becomes active. Click to review and to override, if necessary.

Main Information Tab

Select the Main Information tab.

The Main Information and Additional Information tabs only show high-level information about the scheduled payments in the pay cycle. For detailed information about both electronic and nonelectronic payments, click the Summary and Detail links in the Pay Cycle Status group box.



Click to initiate the next step of the express payment pay cycle.

Pay Status Displays the current status for the pay cycle's bank account or payment method.

Instance Displays the process instance for the latest process that you initiated for the bank account or payment method.

Bank and **Account** Displays the bank and account that is being processed for the pay cycle.

Server Name Select a specific PeopleSoft Process Scheduler server from which to run the pay cycle Output process.

Output Type Select this option to create your express payments in a file format. This is useful if the printer is not attached to the server that creates the checks. You may send the checks to a file and later copy this file to another machine where the check could be printed.

Output Destination Specifies the output file directory or the printer name for the output file creation.

If the File check box is selected, the Output Destination field appears by default from the Server File Destination specified on the User Preferences - PayCycle page. You can override the default with a valid directory path, but remember that a meta string (such as %%OutputDirectory%%) is not permitted. You must specify a full directory path with a backslash at the end (for example: C:\TEMP\).

Note. Only the system check payment method is processed by express payment.

Additional Information Tab

Select the Additional Information tab.

Pay File Name of the payment output file that is created.

Form ID Form ID specified on the bank account definition for the document formatting.

Positive Pymnt (positive payment) This does not apply to express payment processing.

Copy Frm (copy form) Form ID specified on the bank account definition for formatting check copy files.

First Payment Beginning payment reference number for the pay cycle.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Recording Manual Payments

This section discusses how to:

- Record manual payments.
- Assign special check numbers to manual payments.

Page Used to Record Manual Payments

Page Name	Object Name	Navigation	Usage
Voucher - Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher - Payments	Record a manually issued payment by changing the value in the Action field to *Record*.

Recording Manual Payments

To record a manual payment within the system:

Note. Both the Manually Schedule Payments option and the Record Payment option must be selected in the User Preferences - Payables Online Vouchering page in order to access the payment options section on the Voucher - Payments page.

1. Access the Voucher component.
2. Create a voucher for the payment.
3. On the Voucher - Payments page, select *Man* (manual) as the payment method.
4. Select *Record* as the payment action.

   When you select *Record*, many fields in the component become unavailable for entry, including the Gross Amount, Discount, Scheduled Due, Net Due, Discount Due, Pay Group, Handling, Hold Payment, and Separate Payment.
5. Select *Full* (for a full payment) or *Discounted* (for a discount payment) in the Pay field.

   When you record a payment, the Accounting Date field becomes active, enabling you to change the Accounting Date field to reflect the actual date of the manual payment.
6. (Optional) If you have set up document sequencing for the General Ledger business unit associated with the PeopleSoft Payables business unit, a Doc Seq link appears at the top of the Payments page; click this link to view or override the document sequencing settings.
7. Make sure that the remit to vendor, vendor location, and address, as well as the bank code and account type match the manual payment that was made.
8. Enter a payment reference number in the Schedule Payment group box.
9. (Optional) Modify the Payment Date field to reflect the date of the manual payment.
10. Confirm the following items to ensure that your manual payments are recorded successfully:
    - The amount of the payments entered must add up either to the gross amount or to the gross less the discount as specified on the Invoice Information page.
    - The voucher must be approved in the system.
    - The bank account setup must support manual payments.

Note. Use the Create Manual Draft page to enter vendor-initiated drafts.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 175

Chapter 24, “Processing Drafts,” Creating Drafts Manually, page 641

Assigning Special Check Numbers to Manual Payments

The flexibility of assigning special check numbers to manual payments can result in your losing the ability to update the last reference number used on the payment method table in External bank account page, This flexibility enables you to assign check numbers from a different number range other than the one used for pay cycle processing. If the check number that you assign to a manual payment is different by more than 100 from the last reference number used, the system assumes that a different check number range is being used, and it does not update the last reference number used.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Using the Manual Payment Creation Process

To set up your autonumbering for manual payments, use the Auto Numbering component (AUTO_NUM_PNL).

This section discusses how to:

- Set autonumbering for manual payments.
- Build manual payment worksheets.
- Enter manual payments.
- Apply vouchers to manual payments.
- Delete manual payment worksheets.

Pages Used to Create Manual Payments

Page Name	Object Name	Navigation	Usage
Auto Numbering	AUTO_NUM_PNL	Set Up Financials/Supply Chain, Common Definitions, Codes and Auto Numbering, Auto Numbering	Define automatic numbering specifications for manual payments using the Manual Payment Creation component.
Manual Pay Selection (manual payment selection)	AP_MAN_SEL	Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection	Enter criteria to build the manual payment worksheet.
Man Pay Worksheet (manual payment worksheet)	AP_MAN_ENTRY	Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Man Pay Worksheet Click the Build Worksheet button on the Manual Pay Selection page.	Enter manual payment information.
Apply Voucher	AP_MAN_APPLY	Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Apply Voucher Click the Build Worksheet button on the Manual Pay Selection page.	Apply scheduled vouchers to the manual payment.
Delete Payment Worksheet	APD_DELETE_WS	Accounts Payable, Payments, Manual Payment and Prepayment, Delete Payment Worksheet	Delete manual payment worksheets.

Setting Autonumbering for Manual Payments

Access the Auto Numbering page.

Number Type Create a number type to autoincrement the manual payment worksheet ID for the creation of manual payments.

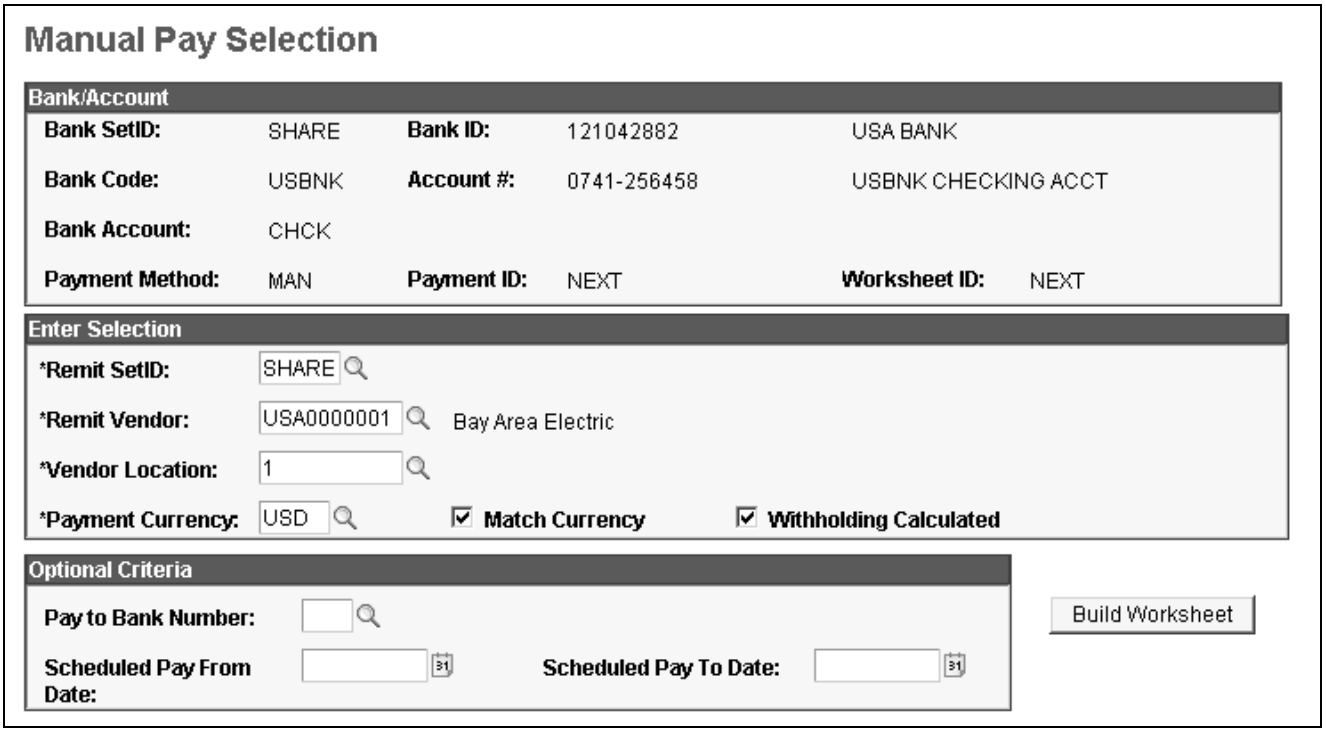
This worksheet number is shared with manual draft payment worksheets.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Automatic Numbering

Building Manual Payment Worksheets

Access the Manual Pay Selection page.



Manual Pay Selection page

Enter the bank code and account information.

Remit SetID, Remit Vendor and **Vendor Location**
Enter the setID, remit vendor ID, and vendor location for the vendor to whom you remit the manual payment. When you build the worksheet, the system returns eligible scheduled payments with the same vendor information.

Payment Currency
Enter a currency for the manual payment.

Match Currency
Select if you want the system to return scheduled payments with the same payment currency. If you do not select this option, the system returns all eligible scheduled payments for the remit vendor, regardless of their payment currency and converts them to the selected vendor's currency.

Withholding Calculated
If this check box is selected, the manual payment worksheet only returns those vouchers for the remit vendor that have had withholding calculated, that is those vouchers for which withholding has been calculated at voucher posting time and have been posted.

If this check box is not selected, all vouchers for the remit vendor are available on the manual payment worksheet excluding all paid payment schedules and vouchers that are set to have withholding calculated at voucher posting and have not yet been posted. The Withholding tab on the Manual Pay Worksheet - Apply Voucher page displays whether the voucher is withholding applicable and whether withholding has been calculated.

You can use the fields in the Optional Criteria group box to limit the vouchers that the system returns. For example, you can limit the search to vouchers with the same pay to bank or to vouchers with specific scheduled pay dates.

Pay to Bank Number Enter a vendor bank number if you want the system to return eligible vouchers whose schedule payments have the same vendor pay to bank.

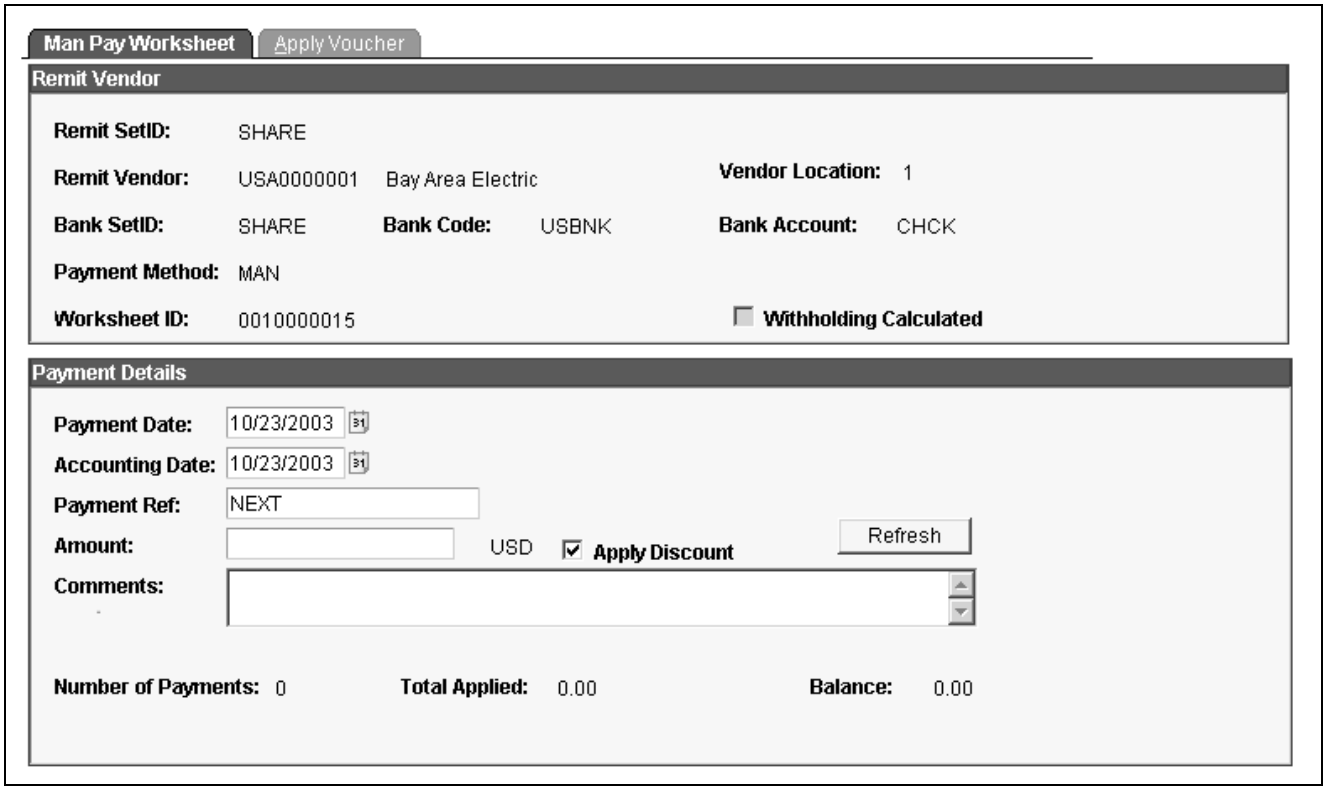
Scheduled Pay From Date and **Scheduled Pay To Date** Use these fields to limit the search to eligible vouchers whose scheduled pay dates falls within given date range.

When you click the Build Worksheet button, the system uses the information entered here to return a list of eligible voucher scheduled payments that you can apply to the manual payment. Once a worksheet is built, you can remove it using the Delete Payment Worksheet page.

Note. Only scheduled voucher payments that are regular vouchers, registered vouchers, reversal vouchers, third-party vouchers, or adjustment vouchers are returned for application to manual payments.

Entering Manual Payments

Access the Man Pay Worksheet page.



Man Pay Worksheet page

Payment Date Enter the actual payment date, for example, the date that you wrote the manual check.

Document Sequencing This link only appears if document sequencing is enabled. Click it to access document sequencing information.

The document type and journal type are viewable at any time, but the document sequence number and document sequence date are updated only when the payment is created in PAYMENT_TBL.

Accounting Date Displays the posting date. You can override this value.

Payment Ref (payment reference) Defaults to *NEXT* and the system generates a new number at save time based on the next sequential number in the bank account.

You can manually override this entry with a numeric value. The system validates it at save time.

Amount Enter the manual payment amount.

Apply Discount If selected, the system checks the discount date against the creation date of the manual payment. If the scheduled payment for the voucher qualifies for the discount, the Paid Amount field on the Apply Voucher page displays the discount amount for the scheduled payment instead of the gross amount.

Refresh Click to calculate the total applied and balance amounts, check for discount situations and update the voucher list on the Apply Voucher page.

Number of Payments Displays the number of scheduled payments currently applied to this manual payment.

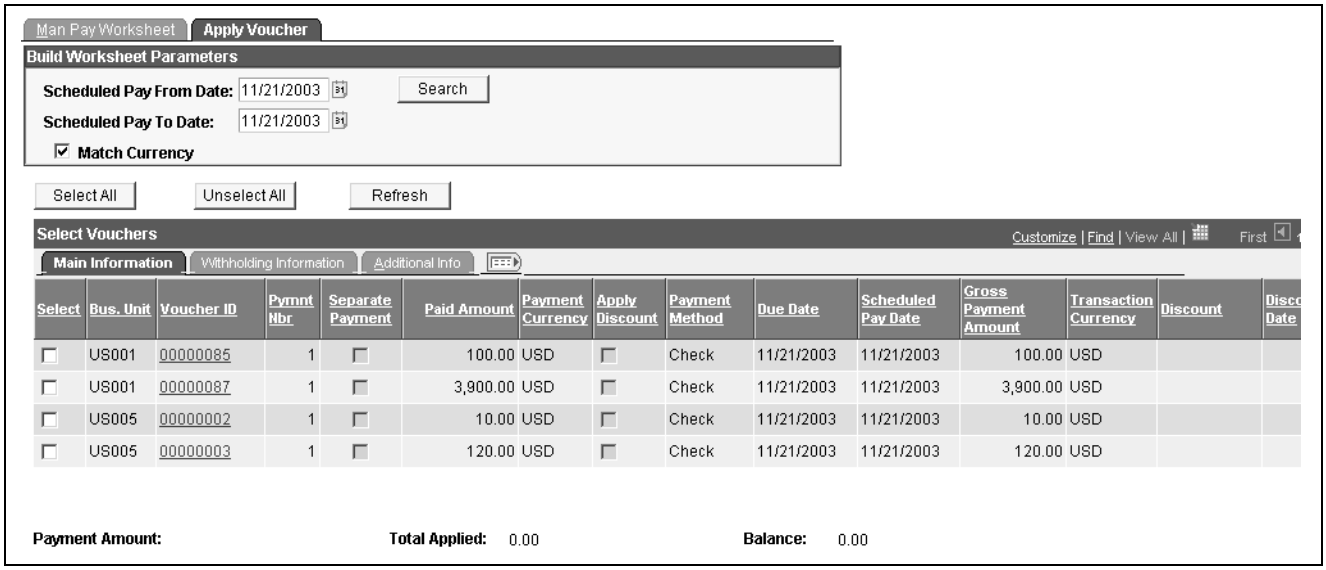
Total Applied Displays the total amount of the scheduled payments currently applied to this manual payment.

Balance Displays the difference between the manual payment amount and the total amount of the applied scheduled payments.

Note. The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to scheduled payments. Otherwise, only the manual payment worksheet is saved.

Applying Vouchers to Manual Payments

Access the Apply Voucher page.



Apply Voucher page

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Common Page Information

Scheduled Pay From Date, Scheduled Pay To Date, and **Match Currency** — These fields have the same functionality as on the Manual Pay Selection page. Use them to further limit the vouchers that appear based on the payment date range and currency of the payment.

Payment Amount — Displays the payment amount currently entered on the Man Pay Worksheet page.

Total Applied — Displays the total amount of the scheduled payments currently applied to this manual payment.

Balance — Displays the difference between the manual payment amount and the total amount of the applied scheduled payments.

Note. The manual payment is only created in the PAYMENT_TBL when the balance is 0.00, that is, when the payment is *fully applied* to voucher scheduled payments. Otherwise, only the manual payment worksheet is saved.

Main Information Tab

Select the Main Information tab.

Select — Select this check box to individually select scheduled payments and then click the Refresh button to apply the manual payment and recalculate the total applied and balance amounts.

Once you select the scheduled payments, they are placed on hold even if you do not fully apply and create the manual payment. Click the Search button in the Build Worksheet Parameters group box to take them off hold.

Bus Unit (business unit) — Displays the business unit of the selected payments.

Voucher ID Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.

Pymnt Nbr (payment number) Displays the number of the scheduled payment. If there are multiple scheduled payments for a voucher, they each have a unique payment number.

Separate Payment Indicates the option you selected on the Payments page in the Voucher component. You can select a scheduled payment that has Separate Payment enabled. However, you cannot select any other scheduled payments along with this one. The system displays an error message if you try to do this.

Paid Amount Displays the actual payment amount and currency of the scheduled payment; this can be either the gross or discount amount.

Note. If you selected the Apply Discounts check box on the Manual Payment Worksheet page, and if the scheduled payment is eligible for the discount, this field displays the discount amount instead of the gross amount.

Apply Discount Indicates whether or not you selected the Apply Discounts check box on the Manual Payment Worksheet page.

Payment Method Displays the payment method for the scheduled payment.

Due Date Displays the net due date of the scheduled payment.

Scheduled Pay Date Displays the scheduled due date of the scheduled payment.

Gross Payment Amount Displays the gross amount of the scheduled payment.

Transaction Currency Displays the transaction currency of the scheduled payment.

Discount Displays the discount amount of the scheduled payment.

Discount Due Date Displays the discount due date of the scheduled payment.

Withholding Information Tab

Select the Withholding Information tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

Withholding Applicable Displays whether or not a voucher is withholding applicable.

Withholding Calculated Displays whether or not a voucher has had withholding calculated, for example at voucher post. If you select a voucher which is withholding applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. In other words the voucher is treated as 0% withholdable.

This ensures that the paid amount is reported for withholding.

Note. For vendors that require physical withholding, a withholding amount is not withheld.

Additional Information Tab

Select the Additional Information tab.

In addition to the select, business unit, voucher number, and payment number fields, this tab displays:

Bank and **Account**	Displays the bank and type of bank account from which the scheduled payment is being created.
Pay to Bank Number	Displays the remit vendor's bank number, if you entered one on the Manual Pay Selection page.
Bank Account # (bank account number)	Displays the bank account number.
Do Not Mix BU (do not mix business unit)	If this option is selected, you can only select vouchers with the same PeopleSoft Payables business unit as the payment that you are creating.

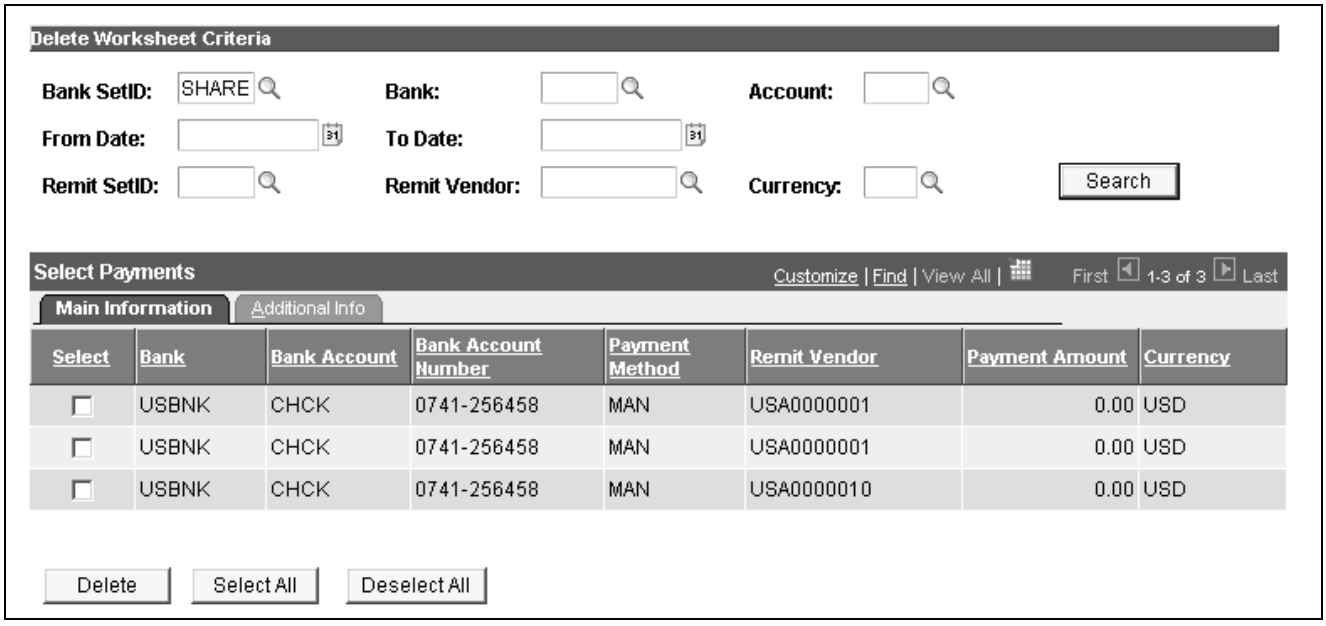
See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Payment Options, page 58

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 210

Deleting Manual Payment Worksheets

Access the Delete Payment Worksheet page.



Delete Payment Worksheet page

Enter the criteria to display selected payments.

Main Information Tab

Select the Main Information tab.

Select Select this check box to individually select manual payments and then click the Delete button to delete the manual payment.

Displays the bank information, remit vendor, and payment amount associated with the manual payments.

Additional Information Tab

Select the Additional Information tab.

Displays the worksheet and payment date information.

Canceling Payments

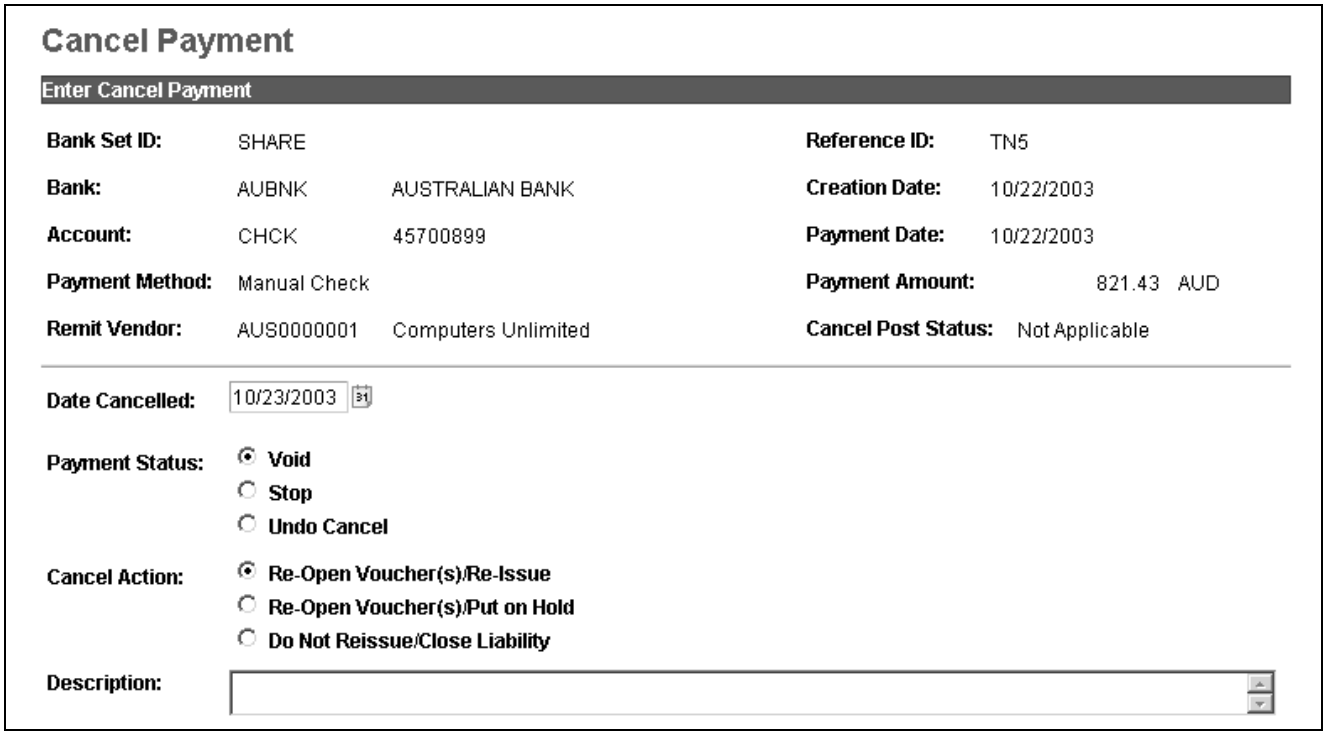
This section discusses how to cancel payments.

Page Used to Cancel Payments

Page Name	Object Name	Navigation	Usage
Cancel Payment	PYMNT_CANCEL	Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation, Cancel Payment	Cancel payments, reverse a cancellation, or view previously canceled payments.

Canceling a Payment

Access the Cancel Payment page



Cancel Payment page

Bank Set ID Your bank setID, bank code, and account number and descriptions.

Remit Vendor Displays remit vendor number and description.

Reference ID Displays payment reference ID.

Creation Date Displays the date the payment was created.

Payment Date Displays the date the payment was issued.

Date Cancelled Enter the date that you want to cancel the payment.

Payment Status Options include:

Void: Select to void the payment. You void a payment when it has not been released.

Stop: Select to stop the payment. You stop a payment when it has been released.

Undo Cancel: You can undo any cancellation until you post the canceled payment.

Warning! After posting, you cannot undo the cancellation.

Cancel Action Options include:

Re-Open Voucher(s)/Re-Issue: Use to reselect the scheduled payments and reissue them the next time that you run a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.

Note. If you reopen and reissue the voucher, the existing schedule payment will be cancelled in the Payment Posting process and a new schedule is added.

Re-Open Voucher(s)/Put on Hold: Use to reopen the scheduled payments, but places the reopened scheduled payments on hold for your review. Select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. A pay cycle process does not select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

Do Not Reissue/Close Liability: Use to cancel the payment and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The Payment Posting process identifies the voucher as process manual close, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs.

Description Enter comments or an explanation for the cancellation.

Document Sequencing If you have document sequencing enabled, click the Document Sequence link to access the Document Sequence page, where you can change the payment document type.

Note. If you decide to reopen vouchers and reissue, remember that you must run the Payment Posting process to record the reversal before those vouchers are available for a new payment selection. You can undo your cancellation, as long as the canceled payment is not posted.

See Also

Chapter 24, “Processing Drafts,” page 619

Escheating Payments

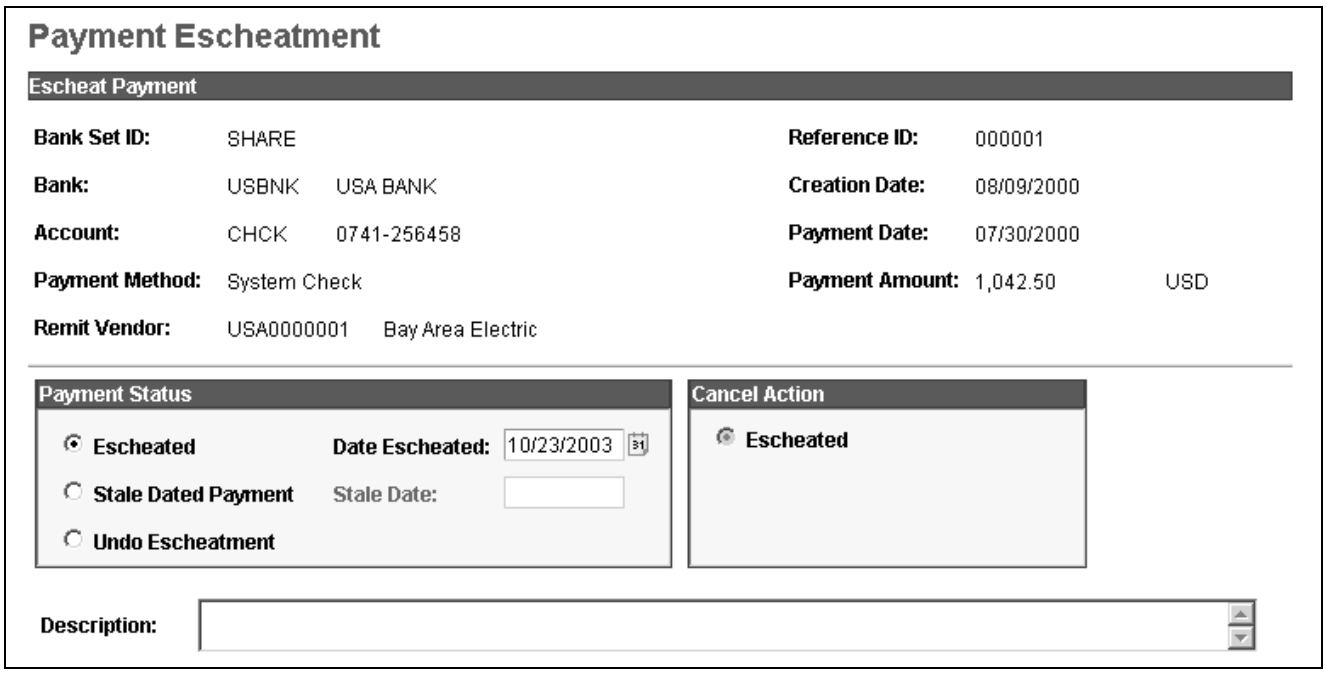
This section discusses how to escheat payments.

Page Used to Escheat Payments

Page Name	Object Name	Navigation	Usage
Payment Escheatment	PYMNT_ESCHEAT	Accounts Payable, Payments, Cancel/Void Payments, Escheat Payment, Payment Escheatment	Escheat payments.

Escheating a Payment

Access the Payment Escheatment page.



Payment Escheatment page

Payment Status

Escheated Select to cause today's date to change into date escheated.

Stale Dated Payment Select to cause today's date to change into stale date.

Undo Escheatment Select to remove the escheatment classification.

Cancel Action

Escheated When users select Escheated in the Payment Status group box, the system selects the Escheated option in the Cancel Action group box.

The Payment Posting process creates accounting entries that reverse the cash entries to an escheatment liability account, which users predefine on the Accounting Entry template.

Forecasting Payments

This section discusses how to:

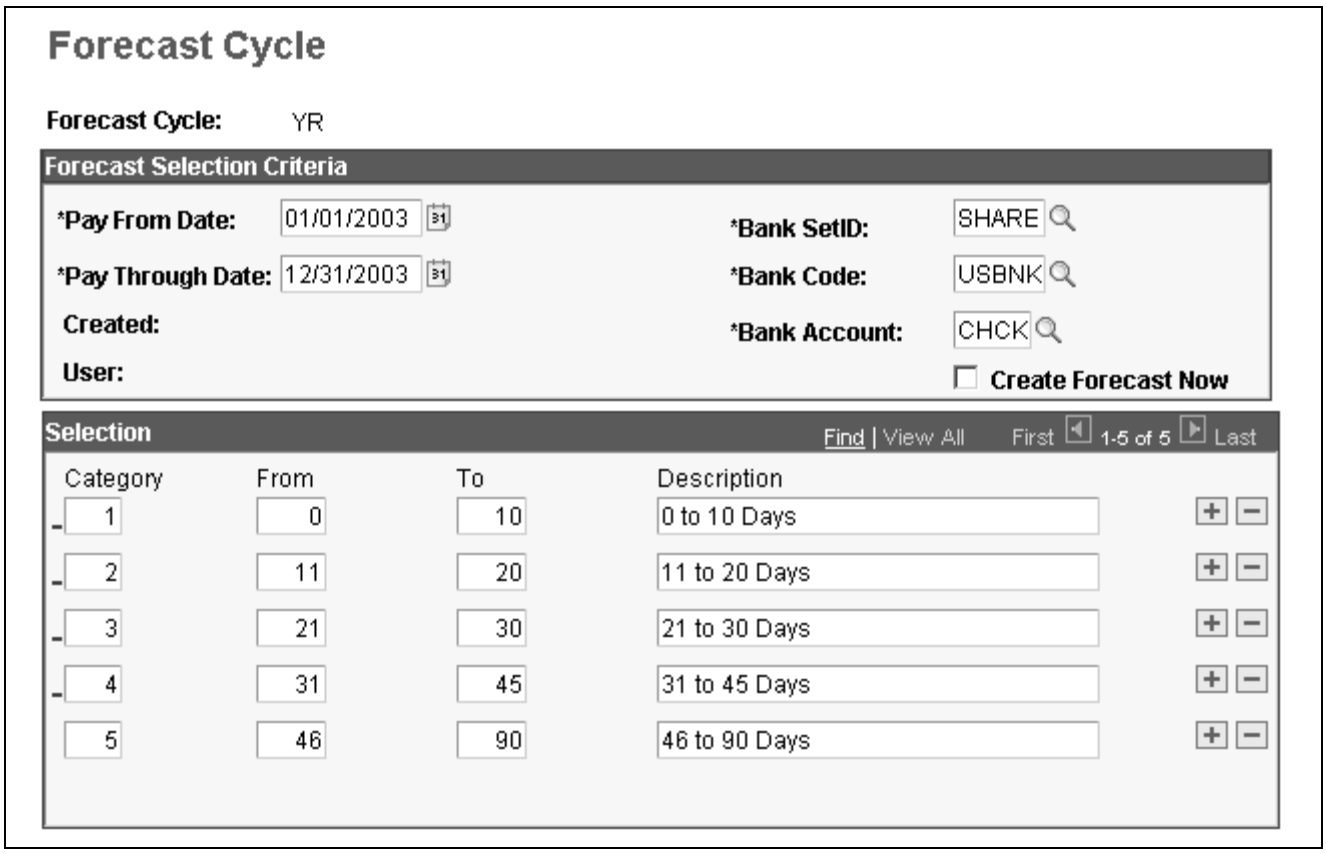
- Define forecast cycles.
- Review payment forecasts by bank account.
- Reset a forecast cycle.

Pages Used to Forecast Payments

Page Name	Object Name	Navigation	Usage
Forecast Cycle	PYFRCST_CYCLE	Accounts Payable, Reports, Forecast, Forecast Cycle	Define forecast cycles that determine the universe of scheduled payments that can be selected for a payment forecast.
Forecast by Bank Account	PYFRCST_BANK	Accounts Payable, Reports, Forecast, Forecast by Bank Account	Review payment forecasts by bank. Review summarized amounts for each period in your forecast cycle. If a category does not appear, no payments are scheduled for that period.
Reset Forecast Cycle	PYFRCST_DELETE	Accounts Payable, Reports, Forecast, Reset Forecast Cycle	Reset the forecast cycle and adjust the parameters to review various what-if scenarios.
Forecast Report Request	PYFRCST_RQST	Accounts Payable, Reports, Forecast, Forecast Report Request	Define run parameters for the Payment Forecast report (APY2040). Use the report to examine your payment forecasts.

Defining Forecast Cycles

Access the Forecast Cycle page.



Forecast Cycle page

Forecast Selection Criteria

Pay From Date Enter the beginning date for your forecast cycle. All payment schedules pay dates equal to or greater than the pay from date are included in your forecast.

Pay Through Date Enter the ending date for your forecast cycle. All payment schedules with a scheduled pay date equal to or less than the pay through date are included in your forecast.

Created Displays the date for the last time that this forecast cycle was processed.

User Displays the user ID of the user who ran this forecast cycle the last time that it was processed.

Bank Set ID Enter your bank setID, bank code, and bank account number.

Create Forecast Now Initiates the Payment Forecast process. The system evaluates your unpaid payment schedules and summarizes the data for your review on the Forecast by Bank Account page.

Selection

Category Defines the time interval in which the forecast results can be viewed and reported upon. Your categories can be of different lengths. For example, the forecast calendar could start on a daily basis for two

	weeks, continue to a weekly basis for eight weeks, and then switch to a monthly basis for the next twelve months.
From	Enter the first day for the time span and the last in the To field. Subsequent intervals build upon each other.

Reviewing Forecast by Bank Account

Access the Forecast by Bank Account page.

Forecast Cycle	Name of the forecast cycle.
Bank SetID	SetID associated with the bank code and account that has payments scheduled within the forecast cycle timeframe.
Bank Code	Bank code associated with the bank account that has payments scheduled within the forecast cycle timeframe.
Bank Account	Bank account that has payments scheduled within the forecast cycle timeframe.
Created By	Name of the user who ran this forecast cycle the last time the forecast cycle was processed.
Created	Date that the forecast cycle was created.
Pay From Date	Beginning date for your forecast cycle.
Pay Through Date	Ending date for the forecast cycle.

Forecast by Period

From	Date associated with the first day for the time span.
Through	Date associated with the last day for the time span.
Amount	Total amount for the scheduled payments due within the date range listed. The currency for the scheduled amount also appears.
Scheduled Payments	Total number of scheduled payments that are due within the date range listed.

Resetting the Forecast Cycle

Access the Reset Forecast Cycle page.

Payment Forecast Cycle	Name of the payment forecast cycle.
Do Not Delete	Ensures that if you click Save, nothing related to the forecast cycle definition that you created is deleted.
Delete Forecast Results Only	Erases the results of a forecast, so that you can run it again.
Delete Both Results and Cycle	Deletes the results and the definition of the forecast cycle.

Performing the Bank Transfer Charge Process

This section discusses how to:

- Set up the bank transfer charge process.
- Enable bank transfer charge processing at the bank level.
- Define bank charge options at the vendor level.
- Perform bank transfer charge autodeduction.

Pages Used to Perform the Bank Transfer Charge Process

Page Name	Object Name	Navigation	Usage
Bank Transfer Charge Code	BCH_CHARGE_CD	Banking, Banks and Branches, Bank Transfer Charge Code	Define a set of bank charge amounts to be used in the Bank Transfer Charge table. The bank charge amounts are set up according to the bank account of the addressee and the range of payment amounts.
Bank Transfer Charge	BCH_BANK_CHRG	Banking, Banks and Branches, Bank Transfer Charge	Define the bank charge code according to the interbank and intrabank remittance.
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Set up external accounts.
Vendor Information - Location: Payables / EFT Options	VNDR_PAY_OPT_SEC	Click the Payables link on the Vendor Location page. Expand the EFT Options.	Define the party to whom the bank transfer charge is charged.
Bank Charge Inquiry	BCH_BNKCHRG_INQ	Accounts Payable, Review Accounts Payable Info, Payments, Bank Transfer Charge, Bank Charge Inquiry	View bank transfer charges that have been deducted from the prepayment. All search fields are required.
EFT Remittance Advice Letter	RUN_FIN2027	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter	Define run parameters for the EFT Remittance Advice letter (FIN2028) or the EFT Bank Advice letter (FIN2027). Use the report to review selected EFT remittance. If you install the bank transfer charge option, the system adds two new fields for information related to bank transfer charges to this report.
Process Bank Charges	BCH_RUN_1000	Accounts Payable, Reports, Payments, Bank TRF Charge Detail, Process Bank Charges	Define run parameters for the Bank Transfer Charge Detail report (BCH1000). Use the report to review a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only.

Setting Up the Bank Transfer Charge Process

To set up bank transfer charge processing:

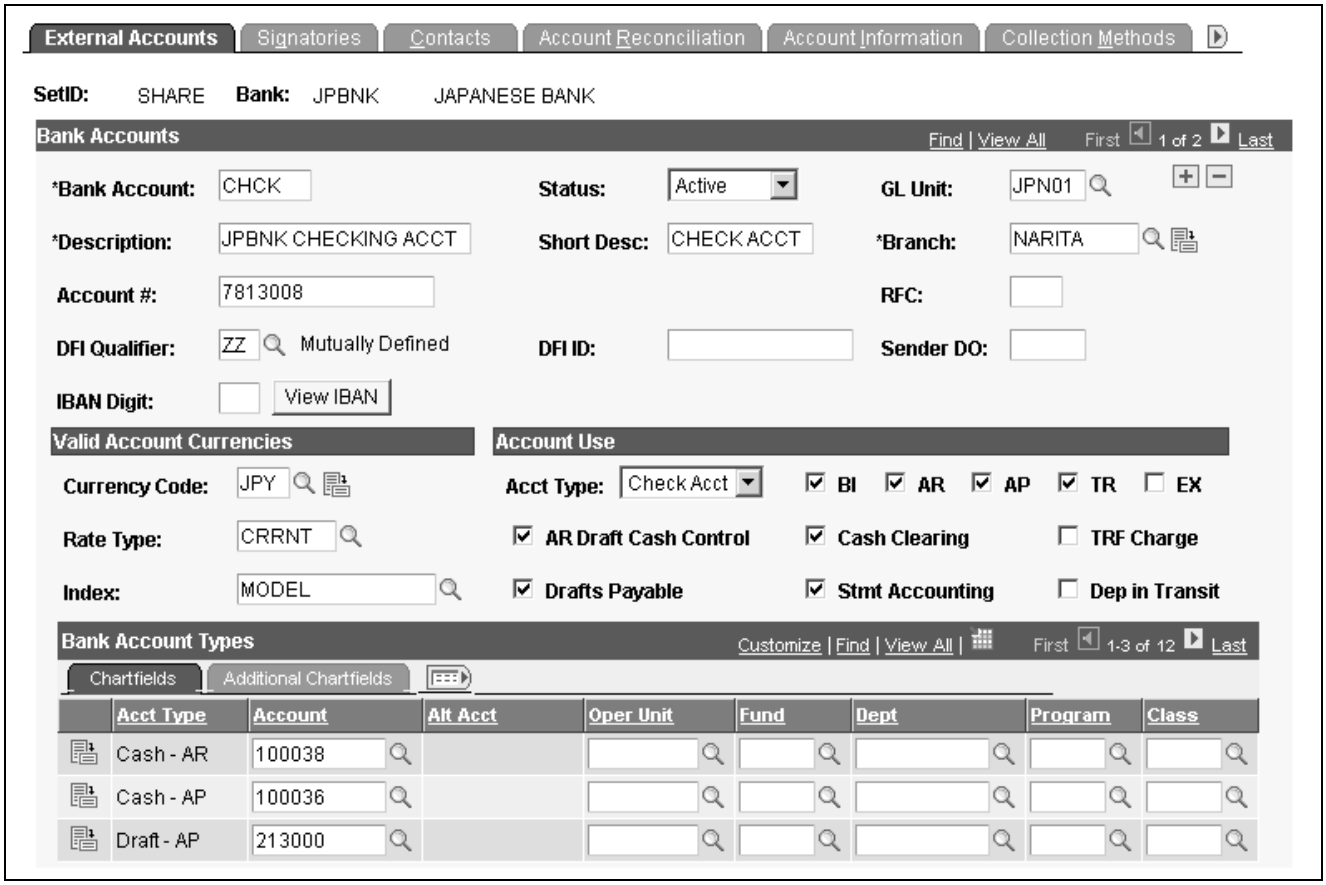
1. Create bank transfer charge codes (which are used to create the Bank Transfer Charge table) on the Bank Transfer Charge Code page.
2. Define charge codes according to the interbank and intrabank remittance on the Bank Transfer Charge page.
3. Select the processing options at the external bank account and vendor location levels.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Additional Banking Information," Defining Bank Transfer Charges

Enabling Bank Transfer Charge Processing at the Bank Level

Access the External Accounts page.



External Accounts page

To enable bank transfer charge processing:

1. Select the TRF Charge check box in the Account Use group box.

   The system inserts a new row in the Chartfields tab.
2. *Bnk Charge* (bank charge) appears by default as the account type in the Acct Type (account type) field in the Chartfields tab.
3. Enter the account code used for suspense accounting for the bank transfer charge in the Account field in the Chartfields tab.

During payment posting, the system uses this code to hold the bank transfer charge deducted from the vendor payment.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Defining Bank Charge Options at the Vendor Level

Access the Vendor Information - Location: Payables page.

Expand the EFT Options collapsible section.

Use this page to define the party to whom the bank transfer charge is charged. Bank transfer charges are based on either the Classified Charge Amount table or a user-specified amount.

Transfer Cost Code Select from the following options:

Payer: If you select this option, this function is not activated regardless of the Bank Charge source. The bank transfer charge is not considered during payment processing, and no accounting entry for the bank transfer charge is generated.

Payee: If you select this option one of two things happens depending on the option you select in the Bank Charge source field.

Bank Charge source Select from the following options:

Table: If you select this field in conjunction with the *Payee* option in the Transfer Cost Code field, the system looks for the amount of charge defined in the table based on the payment condition and deducts that amount from the payment. The system also creates an accounting entry for this charge at the time of payment posting.

User: If you select this field in conjunction with the *Payee* value in the Transfer Cost Code field, the system deducts the amount entered in the Amount field.

Warning! When the bank charge source is *User,* the bank transfer charge setting is not mandatory, because the payment process does not look at the Bank Transfer Charge table. It will, however, use the table to output the difference between the assumable charge calculated from the table and the actual deducted amount at the payment. Thus, for reporting purposes, the Bank Transfer Charge table must exist even though the bank charge source is *User;* otherwise, the assumable charge amount appears as *0.*

Note. Within pay cycle, payment is excluded when the amount of the charge exceeds the amount of the remittance. The system generates a message log if there was any transaction not selected because of this reason.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Vendor Bank Accounts

Performing Bank Transfer Charge Autodeduction

Access the Bank Charge Inquiry page.

This page displays payment information according to the search criteria that you enter. Only the payments for which bank transfer charges were deducted appear in the Payment Data group box.

Search Criteria

All of these search fields are required.

SetID Bank setID.

Bank Code Bank code of payment bank.

Bank Account Bank account of payment bank.

Currency Currency code of the transaction.

From Date and **Thru Date** Date range of the payment dates.

Payment Data

Remit SetID SetID of remit to vendor.

Remit Vendor Vendor ID of the vendor to whom the payment was transferred.

Location Vendor location of remit vendor.

Payment Amount Actual payment amount transferred to the remit vendor.

Bank Charge Amount of bank transfer charge deducted.

Post Status *N:* Not posted.

U: Unposted.

P: Posted.

Processing Reschedule Payments

To set up your reschedule payments conditions, use the Reschedule Payments component (SMT_SPLIT_CDTN_COM).

This section discusses how to:

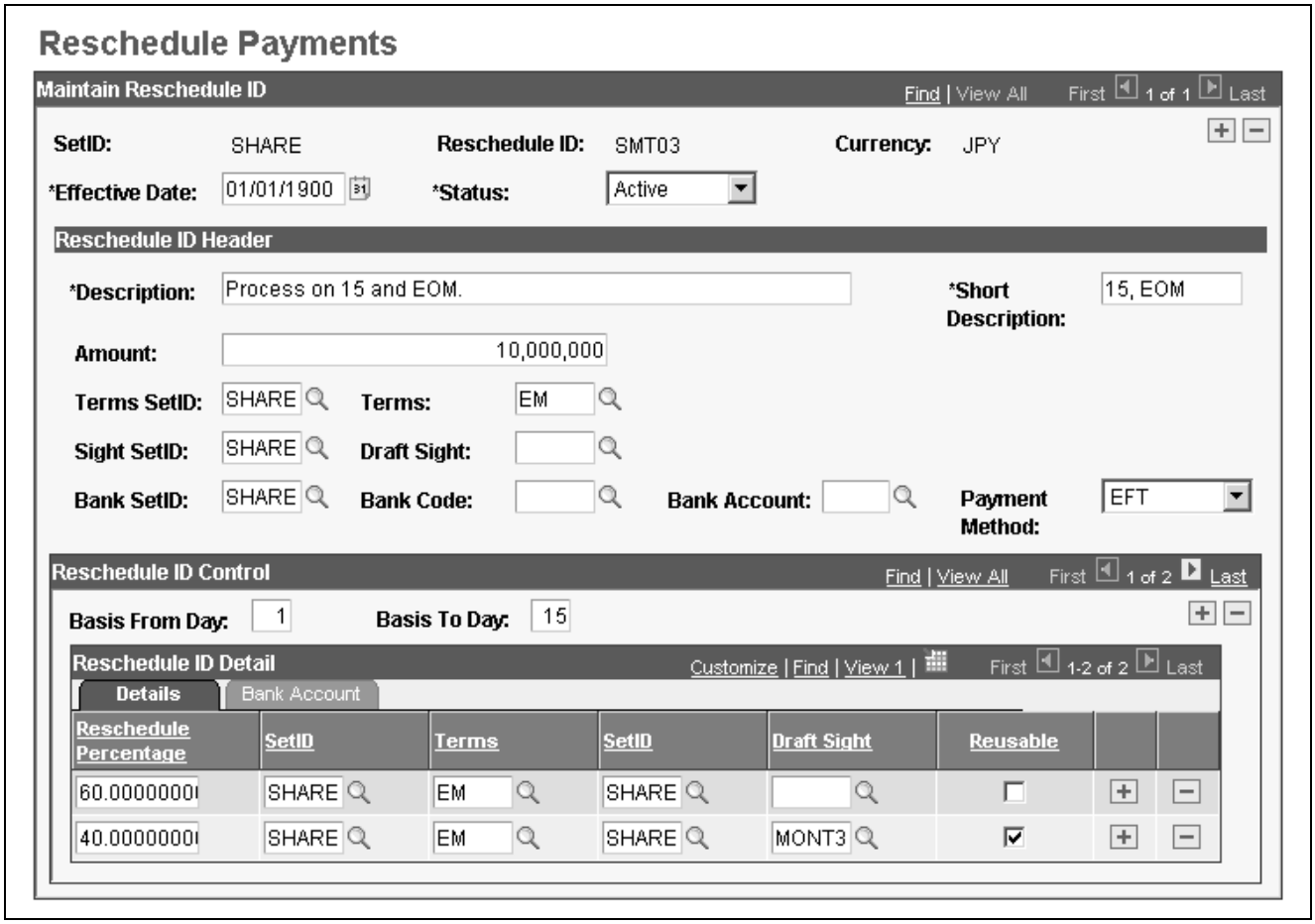
- Set up the Reschedule Payments conditions.
- Set up reschedule payments options for vendors.
- Run the Reschedule Payments process.
- Inquire about reschedule payments errors.
- Cancel the Reschedule Payments process.

Pages Used to Process Reschedule Payments

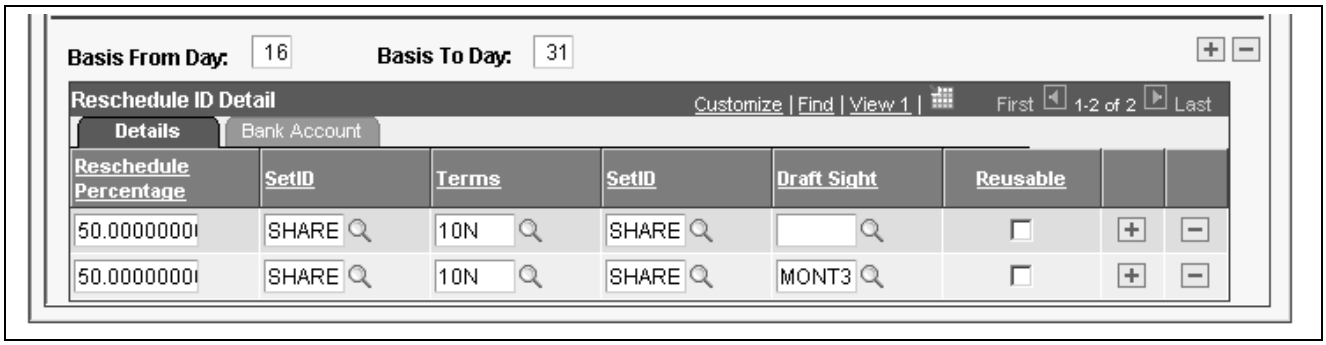
Page Name	Object Name	Navigation	Usage
Reschedule Payments	SMT_SPLIT_CDTN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Reschedule Payment Conditions, Reschedule Payments	Add, update, and correct reschedule conditions that define agreements with your vendors.
Vendor Information - Location: Payables / Additional Payables Options	VNDR_PAY_OPT_SEC	Vendors, Vendor Information, Add/Update, Vendor, Location Click the Payables link on the Vendor Information - Location page. Expand the Additional Payables Options.	Access reschedule payment option.
Reschedule Payments Request	SMT_SPLIT_REQ	Accounts Payable, Payments, Pay Cycle Processing, Reschedule Payment Request	Set parameters for and run the Reschedule Payments Application Engine process (AP_SMT_SEL).
Reschedule Payments Error	SMT_ERROR_PNL	Accounts Payable, Payments, Pay Cycle Exceptions, Reschedule Payment Error	Inquire about errors during the Reschedule Payments process.
Cancel Rescheduled Payments	SMT_CANCEL_PNL	Accounts Payable, Payments, Pay Cycle Processing, Cancel Rescheduled Payments	Cancel reschedule payments processing.

Setting Up the Reschedule Payments Conditions

Access the Reschedule Payments page.



Reschedule Payments page (1 of 2)



Reschedule Payments page (2 of 2)

Amount Enter the amount. The system applies the condition in the Maintain Reschedule ID group box, if the total amount of vouchers is less than or equal to this amount. Otherwise, the system applies the conditions in the Reschedule ID Control group box.

Terms SetID Displays the setID for payment terms.

Terms Select the payment terms.

Sight SetID Displays the setID for draft sight code. You can only modify this field when any kind of draft (*BEF, BOO,* or *DFT*) is specified as payment method that requires draft sight code.

Draft Sight Select the draft sight code when the payment method is *BEF, BOO,*or *DFT.* This field is disabled when the specified payment method is nondraft. It is enabled and also becomes required when any kind of draft *(BEF, BOO,* or *DFT)* is specified as payment method.

Payment Method Select the payment method, such as *ACH, EFT,* or *Manual.*

Using the example in the screen shot, the following conditions apply:

- When the total amount of vouchers in a certain period of time is less than or equal to 10,000,000 JPY, pay the full amount with EFT at the end of month.
- When the total amount of vouchers in a certain period of time is over 10,000,000 JPY and the basis date is between the 1st and the 15th, pay for 60 percent of the total in EFT at the end of the month and pay for 40 percent of the total in customer initiated draft with draft sight three months at the end of the month.

  Notice that in this screen shot, the Reusable check box is selected for the 40 percent line. That means that the system evaluates scheduled payments every time that you run the Reschedule Payments process.
- When the total amount of vouchers in a certain period of time is over 10,000,000 JPY and the basis date is between the 16th and the 31st, pay for 50 percent of the total with a check on the 10th of the next month and pay for 50 percent of the total in customer initiated draft with draft sight 3 months on the 10th of the next month.

Reschedule ID Control

Select the Details tab.

Basis From Day and **Basis To Day** Enter the range of dates for conditions. When the Reschedule Payments process (AP_SMT_SPLIT) refers to conditions in the Reschedule ID Control group box, it refers to a reschedule condition that the base date on the Reschedule Payments Request page is between the Basis From Day and Basis To Day that you enter here. For example, suppose three conditions are specified in the Reschedule ID Control group box with the following Basis From Day and Basis To Day values: 1st to 10th, 11th to 20th, and 21st to 31st. If the base date on the Reschedule Payments Request page is 1/5/2000, the system refers a condition with Basis From Day and Basis To Day of 1st to 10th.

Reschedule Percentage To reschedule payments into parts, enter the percentage of the total amount of vouchers.

SetID Select the setID of the payment terms for the reschedule ID control.

Terms Select the payment terms for the reschedule ID control.

SetID Displays the setID of the draft sight for the reschedule ID control. You can only modify this field when the payment method is *BEF, BOO,* or *DFT.*

Draft Sight Select the draft sight when the payment method is *BEF, BOO,* or *DFT.*

Reusable Select this check box if you run the Reschedule Payments process several times in a certain period and want the vouchers to be processed each

time that you run the process. Once process generates vouchers, the vouchers usually will not be processed again. This option enables you to have the system process the vouchers another time.

Select the Bank Account tab.

Bank SetID, Bank Code, and **Bank Account** — Enter information in these fields to replace the payment bank and account information on the selected scheduled payment information. When you run the Reschedule Payment process the system replaces the bank account information on scheduled payments with the bank account information that you specify here.

Note. You can specify only one reschedule payment code per vendor.

Payment Method — Select the payment method for the reschedule ID control.

Setting Up Reschedule Options for Vendors

Access the Vendor Information - Location: Payables page.

Expand the Additional Payables Options collapsible section.

Additional Payment Information

Reschedule ID — Enter the reschedule ID that you want apply to this vendor location. Entering an ID here enables the vendor location to be processed by the Reschedule Payments process, which processes vouchers of only those vendor locations with an ID in this field.

Note. If you select the Withholding check box on the Identifying Information page, the Reschedule Payments process does not process vouchers of the vendor even if you enable reschedule options.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Specifying Additional Payables Options

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Running the Reschedule Payments Process

Access the Reschedule Payments Request page.

The system displays the run control ID that you entered to access the page.

Due Date From and **Date To** — Select the terms of the due date on vouchers to be processed. The Reschedule Payments process summarizes the amount of vouchers with due dates between these dates.

Base Date Specify the base date used by the Reschedule Payments process. The system recalculates the due date and scheduled pay date of schedule payments based on this date.

Reschedule payments refers to a condition in which the base date is between the basis from day and the basis to day as defined in the Reschedule ID Control group box on the Reschedule Payments page.

Business Unit Specify the business unit to be processed by the Reschedule Payments process.

SetID, Bank Code, and **Bank Account** Specify the setID, code, and account of vouchers to be processed by the Reschedule Payments process.

The Reschedule Payments Application Engine process (AP_SMT_SPLIT) processes only those vouchers that meet the following conditions:

Page	Condition
Identifying Information	The Withholding check box is clear.
Payables Options	A Reschedule ID is specified in the Additional Payment Information group box.
Invoice Information	The Voucher Style must be: *Adjustments, Regular,* or *Register Voucher.* The Reschedule Payments process does *not* process the following voucher styles: *Journal Voucher, Prepaid Voucher, Third Party Voucher,* and *Template Voucher.*
• Invoice Information • Payments	The currency code on the Invoice Information page and the payment gross amount currency on the Payments page must be the same. The Reschedule Payments process does not process vouchers if different currency codes are specified in these fields.

Page	Condition
Payments	• There is no discount amount for the voucher. The Reschedule Payments process does not process vouchers with discount amounts. • A netting status of *N* (not applicable), or a netting status of *S* (selected), if the payments for these vouchers are netting balance. Vouchers that are not netting balance are not processed even if the netting status is *S*. • The Hold Payment check box is clear. • The Separate Payment check box is clear.
Draft Maturity Dates	The Group Code field is clear. **Note.** This condition is only applicable when the payment method is a draft type. When the method is a draft type, a Draft link appears in the Payment Methods group box on the Payments page.

Note. The Reschedule Payments process in PeopleSoft Payables does not process vouchers that are selected for payment.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

Inquiring About Reschedule Payments Errors

Access the Reschedule Payments Error page.

After running the Reschedule Payments process, check the status of the process in Process Monitor. If you find any errors there, use the Reschedule Payments Error page to inquire about the errors. You must correct any errors.

Note. The system does not complete the process for vouchers with errors. After you correct the errors, run the process again.

To inquire about errors in the Reschedule Payments process:

1. Enter the run control ID that you used when you ran the process, then click the Search button.
2. Error messages appear in the Search Results group box for the process with that run control ID.
3. To narrow the search results, enter specific values in the Process Instance, Request Date From, and To Date fields, and click the Search button.

Search Results

The page displays information about the vouchers for the run control ID that you enter. The following error statuses can appear in the Status column:

Status	Descriptions
Invalid Bank Account SEQ NBR not Found	If there is an error in bank account information, this message appears. Make sure that there are no inconsistencies in the bank account information.
Invalid Reschedule ID	If the reschedule ID is invalid, this message appears. Check that the effective date of the reschedule ID is not in the future compared to the base date on the Reschedule Payments Request page.
Invalid Payment Method	If the payment method is invalid, this message appears. Check that the payment method defined on the Reschedule Payments page is in the bank account of the remit vendor.
Invalid Draft Sight Code	If the sight code is invalid, this message appears. Check that the effective date of the sight code is not in the future compared to the base date on the Reschedule Payments Request page.
Invalid Term Code	If the term code is invalid, this message appears. Check that the effective date of the terms code on the Reschedule Payments page is not in the future compared to the base date on the Reschedule Payments Request page. Make sure that the terms code is not a discount terms code, such as *2D* (2 percent discount in 10 days, net 30).

Canceling the Reschedule Payments Process

Access the Cancel Reschedule Payments page.

This page enables you to cancel a process that you have already run. Because the Reschedule Payments process groups vouchers together, you can cancel processes by group ID.

Note. When you cancel processes, the system restores the bank code, bank account, payment method, payment condition, due date, scheduled pay date, draft maturity date, and draft scheduled maturity date to their former settings or values.

To cancel the Reschedule Payments process:

1. Enter the run control ID that you used when you ran the process that you want to cancel. Then click the Search button.
2. The system displays the search results for the Run Control ID that you entered.
3. To narrow the search results, enter specific values in the SetID field for a bank code, bank account, remit setID, remit vendor and request date period and click the Search button.
4. Select the check boxes of groups that you want to cancel.
5. Click Save to cancel the process that you specified.

CHAPTER 17

Running Voucher and Payment Posting

This chapter provides an overview of the voucher posting and the payment posting processes, as well as voucher posting and payment posting setup, and discusses how to:

- Define inheritance options.
- Run the Voucher Posting Application Engine process (AP_PSTVCHR).
- Run the Payment Posting Application Engine process (AP_PSTPYMNT).
- Run the Cash Clearing Application Engine process (AP_APCSHCLR).
- Review posted accounting entries.

Understanding the Voucher Posting and Payment Posting Processes

The Voucher Posting process creates accounting entries from vouchers. The system uses the accounting entry template and inheritance rules that you set up on the Accounting Entry Template and ChartField Inheritance pages to identify the offset accounts needed to create accounting entries. The entries include the expense distributions entered into the system, as well as additional entries for the payables offset, value-added tax (VAT) expense, nonprorated, nonmerchandise expenses, and closure expenses. These accounting entries are then available for generating general ledger journals, using the Journal Generator Application Engine process (FS_JGEN). Vouchers must be entered, approved, and posted before you can send voucher information to the general ledger.

The Payment Posting process creates accounting entries from payment-related transactions, such as system-created payments, manual payments, drafts, electronic file transfer (EFT) payments, ACH payments, and canceled payments. The Payment Posting process also creates realized gain or loss offsets when a transaction is entered in a different currency than the base currency and the rates have fluctuated between the invoice and payment dates. These accounting entries are then available to the Journal Generator process to pass to your general ledger.

There is a difference between running the Voucher Posting and Payment Posting processes and running the Journal Generator process. Before you can transfer a voucher or payment to the general ledger, it must be associated with accounts. The posting processes create all accounting lines. Voucher accounting lines are created based on the distribution lines from voucher entry. However, proration of nonmerchandise charges result in accounting lines that are different from what was actually entered in the distribution lines.

Here are examples of accounting lines that are created during the posting processes:

- Payables liability account.

- Discount earned.
- Discount lost.
- Late charge.
- Realized gains and losses.
- Use tax liability.
- VAT accounting entries.

The posting processes also assign interunit document sequencing numbers.

If you have selected multibook accounting in the subsystem, the posting processes also post to the secondary ledgers in the default ledger group. If you set up multibook accounting using nontranslate ledgers, then the accounting entries are calculated from the transaction currency. If you are using translate ledgers for your multibook accounting, then the accounting entries are calculated from the base currency of the primary ledger.

After you run the posting processes, vouchers and payments remain in the PeopleSoft Payables subsystem. Run the Journal Generator process to distribute the accounting lines to the general ledger.

Voucher Posting Process

To run the voucher posting process:

1. Create vouchers using the online Voucher component (VCHR_EXPRESS) or Quick Invoice Entry component (VCHR_QUICK_PNL).
2. (Optional) If required, run the Document Tolerance Checking Application Engine process (FS_DOC_TOL) and Budget Processor COBOL process (FSPKBDP3).
3. (Optional) If required, run the Matching Application Engine process (AP_MATCHING) and approve voucher.
4. Define a voucher posting request using the Voucher Posting Request page.
5. Run the Voucher Posting process using PeopleSoft Process Scheduler.
6. Evaluate posting results using the Voucher Accounting Entries page.

Payment Posting Process

To run the payment posting process:

1. Create payments using the Pay Cycle Application Engine process (APY2015), the Pay Cycle Manager page, Express Payments page, Create Manual Draft page, Regular Entry - Payments page (record a manual payment), or the Man Pay Worksheet (manual payment worksheet) page.
2. (Optional) Run the Voucher Posting process after running the Pay Cycle process.

   The Voucher Posting process is not required to be run prior to creating payments.
3. Define and verify a payment posting request using the Payment Posting Request page.
4. Run the Payment Posting process using PeopleSoft Process Scheduler.
5. Evaluate the results using the Voucher Accounting Entries page or Vendor Balance page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

Accounting Methods for Nonmerchandise Charges

There are three methods of accounting for nonmerchandise charges, such as freight, sales tax, use tax, and miscellaneous charges:

- Prorate
- Allocate
- Expense (non-prorate and non-allocate)

Prorate

If you prorate nonmerchandise amounts, the amounts charged to the distribution lines are added to merchandise amounts on the distribution lines and the total is posted to the distribution ChartFields.

Prorated discounts and late interest charges do not generate separate accounting lines during the Voucher Posting process.

Allocate

If you allocate nonmerchandise amounts, the amounts charged to the distribution lines are posted to the appropriate nonmerchandise accounts from the accounting template, and the other ChartField values are populated based on the inheritance rules. ChartField inheritance is defined at the ledger group level and on the ChartField Inheritance page.

Allocated nonmerchandise amounts generate separate accounting lines during the Voucher Posting process.

Expense (non-prorate and non-allocate)

If you are using Summary Control posting, you have two options for nonprorated charges. You can either expense the charges at the header or allocate them to the distribution lines. Allocate them by selecting the Allocate check box on the Non-Merch Charges page in the Procurement Control component (BUS_UNIT_INTFC2). If you expense the charges at the header, the nonmerchandise accounting entry is shown in summary and is charged to the General Ledger business unit related to the voucher's PeopleSoft Payables business unit. The account and alternate account are derived from the accounting template. The other ChartFields are derived from the ChartField inheritances defined for the setID associated with the PeopleSoft General Ledger business unit related to the voucher's PeopleSoft Payables business unit.

If you are using Detail Offset posting, you have only one option for nonprorated charges. You must allocate them. For this reason, the Allocate check box is selected and unavailable for entry on the Non-Merch Charges page in the Procurement Control component.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Nonmerchandise Charges, page 38

Understanding Setup for Voucher and Payment Posting Processes

This section discusses:

- Interunit accounting setup in PeopleSoft Payables.
- Posting method definition.
- ChartField definitions in the accounting entry template.
- ChartField definitions for PeopleSoft General Ledger business units.

Prerequisites

Before you can use the voucher and payment posting processes, you must:

1. Complete general ledger setup.

   Before you set up inheritance in PeopleSoft Payables, define setIDs, ledgers, and PeopleSoft General Ledger business units. Nonbank-related inheritance options are maintained by setID and inheritance group. Bank inheritance options are maintained by bank account.
2. Set up interunit accounting.
3. Define a posting method on the Installation Options - Payables page.
4. Define accounting entry templates on the Accounting Entry Template page.
5. Define ChartFields for PeopleSoft General Ledger business units.
6. Define inheritance options.

See Also

Chapter 17, "Running Voucher and Payment Posting," Defining Inheritance Options, page 484

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Specifying Interunit and Intraunit Settings for General Ledger Business Units

Interunit Accounting Setup in PeopleSoft Payables

PeopleSoft Payables uses the Centralized Inter/IntraUnit Application Engine process (IU_PROCESSOR) to process intraunit and interunit accounting.

Interunit transactions enable you to balance by PeopleSoft General Ledger business unit. Interunit due-to and due-from entries are generated with respect to an anchor business unit. PeopleSoft Payables derives the anchor business unit from the context of the transaction.

Intraunit transactions enable you to balance on ChartFields other than the PeopleSoft General Ledger business unit. You can select how many and which ChartFields require balancing. Intraunit balancing can be achieved through inheritance or due-to and due-from balancing.

Interunit and intraunit accounting entries are generated for all PeopleSoft products by a central processor. In PeopleSoft Payables, both the Voucher Posting and Payment Posting processes call the central processor to process the interunit and intraunit accounting entries. To enable PeopleSoft Payables to call the Centralized Inter/IntraUnit processor, you must complete several set up pages in the Inter/IntraUnits component.

Interunit accounting tracks interunit payables and receivables among PeopleSoft General Ledger business units. Interunit accounting occurs at the PeopleSoft General Ledger business unit level, independent of the PeopleSoft Payables business unit definition.

PeopleSoft Payables:

- Does not require netted interunit distribution and payments within the same general ledger account.
- Separates distribution and payment interunit entries.
- Supports interunit accounting among PeopleSoft General Ledger business units with different base currencies.

When you enter invoices for a vouchering (PeopleSoft Payables) business unit, the charged-to distribution (PeopleSoft General Ledger) business unit associated with that vouchering business unit appears by default in the GL Unit field on the distribution lines of the voucher. You can override that PeopleSoft General Ledger business unit. The PeopleSoft Payables business unit is the entity to which the vendor liability is recorded. The PeopleSoft General Ledger business unit is the entity to which the distribution line is recorded.

Note. When you enter interunit vouchers on the Invoice Information page, the Header Budget Status changes from *Valid* to *Not Chck'd* (not checked). Run the Budget Processor COBOL process (FSPKBDP) to reset the status to *Valid* to make the voucher eligible for the Voucher Posting process.

If you prorate or allocate the nonmerchandise items, the system charges the PeopleSoft General Ledger business unit with both the merchandise costs and the non-merchandise costs. If you do not prorate or allocate, the system charges all nonmerchandise items to the PeopleSoft Payables business unit and the merchandise to the PeopleSoft General Ledger business unit.

Balancing ChartFields and their relationship to a balanced set of accounts or books is central to interunit and intraunit processing, as well as ChartField Inheritance. You can set up direct, indirect, or pairs balancing methods. If you use the direct balancing method, the due-to and due-from ChartFields used to balance each business unit in the transaction are retrieved the business unit's own Inter/IntraUnit Template definition. If you use the indirect balancing method, the due-to and due-from ChartFields used to balance each business unit in the transaction are retrieved from the affiliate business unit's Inter/IntraUnit Template definition. If you use the pairs balancing method, the due-to and due-from ChartFields used to balance each business unit in the transaction are retrieved from a definition for the pair of business units involved in the transaction. Pairs are defined on the InterUnit Pair Maintenance page.

Note. If your environment uses alternate accounts, use the direct balancing method.

Voucher Accounting Entries

The Affiliate ChartField displays the affiliate business unit that has been charged. If you change the PeopleSoft General Ledger business unit on the distribution line on the Invoice Information page, the system populates the Affiliate ChartField during the Voucher Posting process.

If you are using the direct balancing method, this table lists accounting entries for the voucher:

Desc	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100103
InterUnit Receivable	ACTUAL	US003	US001	100105
Accounts Payable	ACTUAL	US003		200000

In the direct balancing method, the system charges the business unit's own ChartFields. In the previous table, PeopleSoft General Ledger business unit US001 uses account 100103 as its interunit payable account. In the direct balancing method, the system charges account 100103 (its own account).

If you are using the indirect balancing method, this table lists the accounting entries for the voucher:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100105
InterUnit Receivable	ACTUAL	US003	US001	100103
Accounts Payable	ACTUAL	US003		200000

When you use indirect balancing method, the system charges the affiliate business unit's ChartFields instead of the business unit's own ChartFields.

If you are using the pairs balancing method, this table lists the accounting entries for the voucher:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	*100103*
InterUnit Receivable	ACTUAL	US003	US001	*100105*
Accounts Payable	ACTUAL	US003		200000

In the pairs balancing method, the system charges the business units defined for the pair of business units involved in the transaction. In the previous table, for the US001:US003 pair, the interunit payable account is defined as account 100103, and the interunit receivable account is defined as account 100105.

Payment Accounting Entries

If you are using the direct balancing method, this table lists the accounting entries for the payments:

Descr	Ledger	GL Unit	Affiliate	Acct
Accounts Payable	ACTUAL	US001		200000
InterUnit Payment Due To	ACTUAL	US001	US003	100103
InterUnit Payment Receivable	ACTUAL	US003	US001	100105
Cash Distribution	ACTUAL	US003		100041

If you are using the indirect balancing method, this table lists the accounting entries for the payments:

Descr	Ledger	GL Unit	Affiliate	Acct
Accounts Payable	ACTUAL	US001		200000
InterUnit Payment Due To	ACTUAL	US001	US003	100105

Descr	Ledger	GL Unit	Affiliate	Acct
InterUnit Payment Receivable	ACTUAL	US003	US001	100103
Cash Distribution	ACTUAL	US003		100041

If you are using the pairs balancing method, this table lists the accounting entries for the payments:

Descr	Ledger	GL Unit	Affiliate	Acct
Expense Distribution	ACTUAL	US001		631000
InterUnit Payable	ACTUAL	US001	US003	100103
InterUnit Receivable	ACTUAL	US003	US001	100105
Accounts Payable	ACTUAL	US003		200000

See Also

Chapter 17, “Running Voucher and Payment Posting,” Reviewing Posted Accounting Entries, page 496

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Setting Installation Options for PeopleSoft Applications,” Setting Up PeopleSoft Payables Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance”

Posting Method Definition

PeopleSoft Payables supports two posting methods of balancing voucher accruals and payments entries. These flexible posting methods define which ChartField values are inherited from the corresponding accounting entries. Define a posting method on the Installation Options - Payables page. The two posting methods are:

- Summary control posting method.
- Detail offset posting method.

Summary Control Posting Method

The Summary Control posting method balances vouchers at the voucher header level, rather than the individual lines, with summary control accounts like the accounts payable accrual account for each voucher. It also creates summary expense accounts for nonmerchandise expenses like freight and sales and use tax if you elect not to prorate or allocate these nonmerchandise amounts to the voucher distribution lines. The Summary Control posting method creates one summary accounts payables accrual entry for all of the distribution lines.

The Summary Control posting method creates one summary cash distribution entry for each cash account defined on the External Banks page.

Note. The Payment Posting process is not dependant on the Voucher Posting process.

Detail Offset Posting Method

The Detail Offset posting method balances each individual voucher distribution line. During the posting processes, offsets to the distribution lines and cash entries inherit the nonaccount ChartField values based on the established inheritance rules.

Offsets to the distribution lines inherit the nonaccount ChartField values and any other balanced ChartField values from the distribution line. Nonbalancing and nonaccount ChartFields also follow inheritance rules. The Detail Offset posting method creates accounts payable accrual entries for each distribution line.

Because each distribution line is balanced with an offsetting accounts payable accrual account, payments must be allocated to the distribution lines to properly relieve the accounts payable liability. This is done during the Payment Posting process.

Note. The Payment Posting process does not depend on the Voucher Posting process.

Note. The Detail Offset posting method does not support the expensing of nonmerchandise charges, early payment discounts, or discounts earned or lost. These charges are allocated, or prorated, back to the distribution line rather than being posted to summary accounts.

Using ChartField Inheritance with Posting Methods

The Detail Offset posting method can inherit header level ChartField values from the distribution line because each distribution line has its own accounts payable accrual (APA) entry.

The Summary Control posting method cannot use inheritance for header level ChartFields. Because the system creates only one APA entry for multiple distribution lines, it does not know from which distribution line to inherit the ChartField values.

Example 1: Summary Control Posting Inheritance (Allocate Freight)

This scenario assumes:

- Allocate freight.
- Only the fund code is balanced.
- No interunit accounting.
- Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Use Unit Definition*
DEPTID	*Use Unit Definition*
PRODUCT	*Use Unit Definition*
All Others	*Do Not Inherit*

- Payables distribution level entries, such as freight (FRG), inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

This table shows how the accounting results look after running the Voucher Posting process:

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in the General Ledger Definition component (BUS_ UNIT_ TBL_GL).	Inherits from voucher distribution line.	Inherits from accounting entry template.
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.
99999 / 1	APA	200000	Inherits from accounting entry template	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

Example 2: Summary Control Posting Inheritance (Expense Freight)

This scenario assumes:

- Expense freight.
- Only the fund code balanced.
- No interunit accounting.
- Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Use Unit Definition*
DEPTID	*Use Unit Definition*
PRODUCT	*Use Unit Definition*
All Others	*Do Not Inherit*

- Payables distribution level entries, such as FRG, inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

This table lists the accounting results after running the Voucher Posting process:

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
99999 / 1	APA	200000	Inherits from accounting entry template.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.
99999 / 1	FRG	635000	Inherits from accounting entry template.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

Example 3: Detail Offset Posting Inheritance

This scenario assumes:

- Allocate freight.
- No interunit accounting.
- Payables header level entries, such as APA, inheritance options:

Field	Inheritance Option
FUND_CODE	*Always Inherit*
DEPTID	*Inherit Within Unit*
PRODUCT	*Use Unit Definition*
All Others	*Do Not Inherit*

- Payables distribution level entries, such as FRG, inheritance options:

Field	Inheritance Option
OPERATING_UNIT	*Always Inherit*

Field	Inheritance Option
FUND_CODE	*Always Inherit*
DEPTID	*Use Unit Definition*
PRODUCT	*Inherit Within Unit*
All Others	*Do Not Inherit*

The accounting results after running the Voucher Posting process:

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 1	APA	200000	Inherits from accounting entry template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.
1 / 1	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 1	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.
1 / 2	APA	200000	Inherits from accounting entry template	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from accounting entry template.

Vchr /Distr Line Num	Distr Acct Type	Acct	Op Unit	Fund Code	DeptID	Product	Others
1 / 2	DST	621100	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from voucher distribution line.
1 / 2	FRG	635000	Inherits from voucher distribution line.	Inherits from voucher distribution line.	Inherits from Inter /IntraUnit page in the General Ledger Definition component.	Inherits from voucher distribution line.	Inherits from accounting entry template.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

ChartFields Definitions in the Accounting Entry Template

When setting up inheritance for PeopleSoft Payables, if you select *Do Not Inherit* as the inheritance option for an inheritance group, the system uses the ChartField values established on the accounting entry template to generate the appropriate accounting entry lines.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

ChartFields Definitions for PeopleSoft General Ledger Business Units

When setting up inheritance for PeopleSoft Payables, if you select *Use Unit Default* as the inheritance option for an inheritance group, the system uses the ChartField values established on the PeopleSoft General Ledger business unit to generate the appropriate accounting entry lines.

If you select *Inherit Within Unit* as the inheritance value and the entries are for different PeopleSoft General Ledger business units, the system also uses the ChartField values established on the PeopleSoft General Ledger business unit to generate the appropriate accounting entry lines.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Specifying Interunit and Intraunit Settings for General Ledger Business Units

Defining Inheritance Options

Inheritance refers to the process by which transactions are forced to balance by automatically copying, or inheriting, ChartField values from one entry in the transaction to other entries in the transaction. Values for nonbalancing ChartFields can also be inherited to provide additional detail for financial analysis. You can specify which ChartFields are automatically inherited for PeopleSoft Payables.

ChartField inheritance means that any offset entries created for distribution lines or payment entries inherit nonaccount ChartFields when they are created. ChartField inheritance enables the user to select the source of certain ChartField values on certain system-generated accounting entries.

For example, when posting PeopleSoft Payables vouchers, the user can choose to have the fund code on the vendor liability entry come from either the voucher distribution line, the PeopleSoft General Ledger business unit default values, or the accounting entry template.

This section discusses how to:

- Define non bank-related ChartField inheritance options.
- Define bank-related ChartField inheritance options.
- Validate posting setup.

See Also

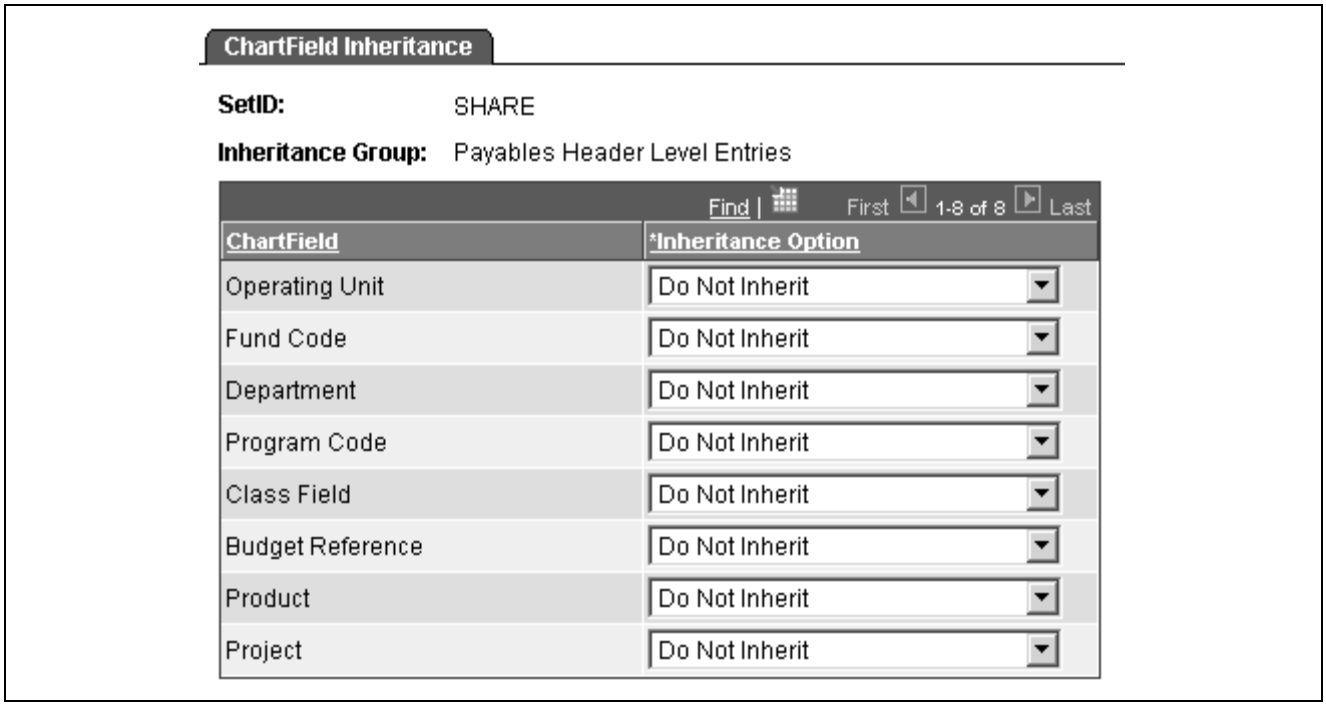
PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Using Interunit and Intraunit Accounting and ChartField Inheritance,” Using ChartField Inheritance

Pages Used to Define Inheritance Options

Page Name	Object Name	Navigation	Usage
ChartField Inheritance	CF_INHERIT	Setup Financials/Supply Chain, Common Definitions, Design ChartFields, ChartField Inheritance	Specify inheritance options for all non bank-related accounting entries, such as vendor liabilities, customer receivables, VAT, expenses, and so on.
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Define each bank and its general characteristics.
ChartField Options	BNK_CF_OPTIONS_SEC	 Click the Edit Inheritance Options button next to an account type field on the External Accounts page.	Specify inheritance options for PeopleSoft Payables bank-related accounting entries, such as cash, cash clearing, draft control, and so on.
Posting Setup Validation	AP_VAL_INHRIT_RQST	Accounts Payable, Batch Processes, Validate Posting Set Up, Posting Setup Validation	Run the Validate Posting Setup Application Engine process (AP_VALCFINH) to verify that you have set up inheritance correctly and completely for PeopleSoft Payables. This process also validates correct allocation policies in the Procurement Accounting Controls page.

Defining Non Bank-Related ChartField Inheritance Options

Access the ChartField Inheritance page.



ChartField Inheritance page

Inheritance Group

PeopleSoft Payables is delivered with three inheritance groups:

Payables Header Level Entries: Defines the inheritance to be used when generating entries for the vouchering PeopleSoft General Ledger business unit. The PeopleSoft Payables liability entry uses this inheritance group.

Payables Distrib Level Entries (payables distribution level entries): Defines the inheritance to be used when generating entries for the distribution line PeopleSoft General Ledger business unit. Allocated freight uses this inheritance group.

Payables VAT Non-Recoverable: Defines the inheritance to be used in generating nonrecoverable VAT entries.

Note. To fully understand how these inheritance groups work, you must also understand how allocation and proration work in PeopleSoft Payables.

Inheritance Option

Select an inheritance option for each ChartField within each of the three PeopleSoft Payables inheritance groups. Values are:

Always Inherit: The ChartField value is always inherited from the distribution entries on the transaction, regardless of whether the ChartField value is in the same PeopleSoft General Ledger business unit. Select this value only if all business units share the same ChartField values; otherwise, the inherited value could be invalid.

Do Not Inherit: The ChartField value is inherited from the accounting template for that distribution account type (DST_ACCT_TYPE), not from the transaction itself.

Inherit Within Unit: The ChartField value is inherited from the distribution entries on the transaction, but only if the other entry is in the same PeopleSoft General Ledger business unit. Otherwise, the system uses the business unit default (of the nondistribution PeopleSoft General Ledger business unit).

Use Unit Definition: The ChartField value is the default value that is associated with the PeopleSoft General Ledger business unit. Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component.

Setting Up Inheritance Options

For inheritance to generate the appropriate accounting entry lines, set up your inheritance options using the following guidelines.

This table lists your options for balanced and nonbalanced ChartFields for each inheritance group when you use the Summary Control posting method:

Inheritance Group	Balance ChartField	Nonbalanced ChartField
Payables header level entries	*Use Unit Definition*	*Use Unit Definition, Do Not Inherit*
Payables distribution level entries	*Always Inherit*	Any of the four options
Payables VAT nonrecoverable	*Always Inherit, Inherit Within Unit*	Any of the four options

This table lists your options for balanced and nonbalanced ChartFields for each inheritance group when you use the Detail Offset posting method:

Inheritance Group	Balance ChartField	Nonbalanced ChartField
Payables header level entries	*Always Inherit, Inherit Within Unit*	Any of the four options
Payables distribution level entries	*Always Inherit*	Any of the four options
Payables VAT nonrecoverable	*Always Inherit, Inherit Within Unit*	Any of the four options

Define ChartFields as balanced or nonbalanced in the Ledger Group component.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Nonmerchandise Charges, page 38

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Linking Ledgers to a Ledger Group

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using ChartField Inheritance

Defining Bank-Related ChartField Inheritance Options

Access the ChartField Options page.

The ChartField Options page is similar to the ChartField Inheritance page except that you are specifying options for bank-related accounting entries.

Acct Type (account type) You must set up bank-related ChartField inheritance options for three account types (setID, bank, and account) for payment posting. Use the same inheritance options for all three of these account types:

Payables Cash Account: The ChartFields used to process cash entries.

Payables Control Account: The ChartFields used with cash clearing and disbursements in transit.

Payables Draft Account: The ChartFields used to process drafts.

Inheritance Option Select an inheritance option for each ChartField name within each of the three PeopleSoft Payables account types:

Always Inherit: Cash ChartFields come from the offsetting accounts payable accrual entry.

Do Not Inherit: This is the default value. ChartField values are explicitly defined on the ChartFields tab of the External Accounts page by the user. If you change from *Do not Inherit* to another value, when you click OK and return to the External Accounts page, the ChartField that you changed is no longer available for entry. When creating the cash clearing entries during the Payment Posting process, the system uses the default values from the External Account page for that setID, bank, account, and distribution account type.

Inherit Within Unit: Cash ChartFields come from the offsetting entry if the ChartField is within the same business unit. If the entry is not from the same General Ledger business unit, values come from the business unit appears by default for the PeopleSoft General Ledger business unit associated with the bank.

Use Unit Definition: Default values come from the values on the Inter/IntraUnit page in the General Ledger Definition component, regardless of the offsetting transaction. This is based on the PeopleSoft General Ledger business unit of the bank.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Validating Posting Setup

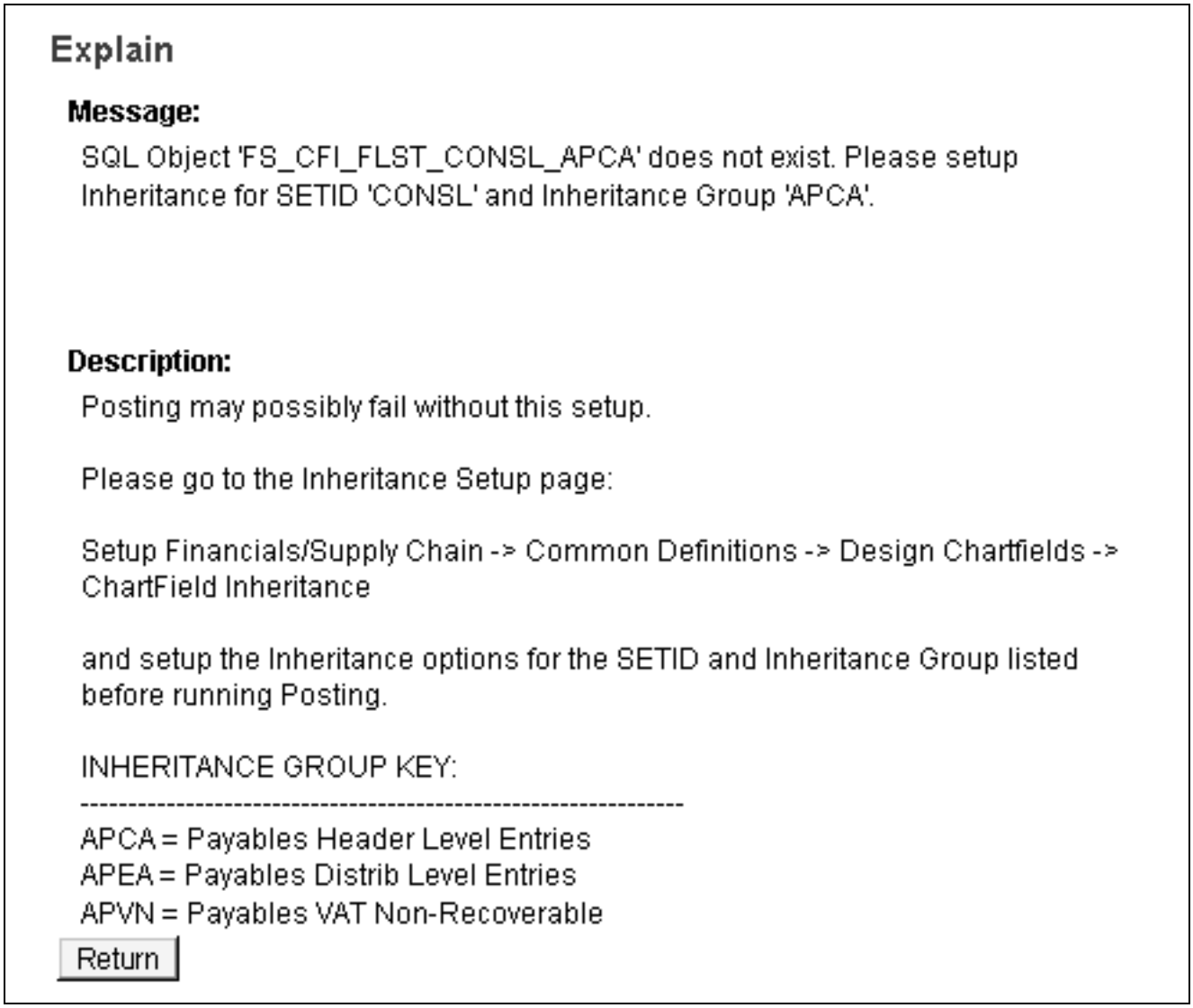
Access the Posting Setup Validation page.

Use this page to run the Validate Posting Setup process, which checks to ensure that you have set up your ChartField inheritance correctly. This process finds any set up issues that may cause problems for the PeopleSoft Payables voucher and payment posting processes and posts them to the Process Message Log. Potential issues are:

- Any SetID/AP inheritance group combinations in which ChartField inheritance has not been defined.
- Any bank ChartField inheritance that has not been defined for banks with PeopleSoft Payables setup.
- Any SetID/AP inheritance group that has been defined but has an invalid option chosen.
- Any procurement accounting controls business units with invalid allocations chosen.

To view the error messages:

1. Click the Process Monitor link on the Posting Setup Validation page.
2. Click the Details link on the Process List page.
3. Click the Message Log link on the Process Details page.
4. Click the Explain button on the Message Log page.



Viewing posting setup issues on the Explain page (PMN_MSG_EXPLAIN)

Running the Voucher Posting Application Engine Process (AP_PSTVCHR)

This section discusses how to define a voucher posting request.

You can post vouchers according to:

- Business unit
- Origin
- Control group
- Contract
- Voucher

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator"

Page Used to Run the Voucher Posting Process

Page Name	Object Name	Navigation	Usage
Voucher Posting Request	PST_VCHR_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request	Define a request for a run of the Voucher Posting Application Engine process (AP_PSTVCHR). You may be required to run the Matching and Budget Processor processes, among others, before running the Voucher Posting process.

Defining a Voucher Posting Request

Access the Voucher Posting Request page.

Post Voucher Option For each value that you select, different fields are available for entry in the grid at the bottom of the page. Regardless of which value you select, the system posts only those vouchers that are eligible to post. Values are:

Post All Units: Post all eligible vouchers for all of the business units in the system.

Post Business Unit: Enter a business unit to post all eligible vouchers within that payables business unit.

Post Contract: Enter a business unit and contract ID to post all eligible transactions covered by the contract.

Post Group: Specify the business unit and control group ID. The control group must be ready to post; otherwise, no vouchers in the group are posted. You can select groups for posting on the Post Control Group page.

Post Origin: Enter a setID and origin to post all eligible vouchers from the origin that you specify.

Post Voucher: Enter a business unit and voucher to post. Multiple vouchers can be selected.

Initiate Entry Event Generator Select this check box to run the Entry Events Application Engine process (FS_EVENTGEN) for the vouchers being posted. This field appears only if you have enabled entry events (as either required or optional) at the installation options level.

Prepayment Application Method Indicate which vendor the system should use when applying prepaid vouchers to regular vouchers. Values are:

Invoicing Vendor: The system performs application based on the invoicing vendor of the prepaid and regular voucher. This is the default value.

Remit Vendor: The system performs application based on the remit vendor of the prepaid and regular voucher.

Note. The exact procedure for running a process on a server depends on the type of server that you are using and your organization's standards. For example, if you are running PeopleSoft Payables in a DB2 environment, you or your mainframe administrator submits JCL to initiate the program. If you do initiate the posting program from the server, the program retrieves its processing options from the Voucher Posting Run Control record that you already set up in the online pages.

See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Posting Control Groups, page 92

Running the Payment Posting Application Engine Process (AP_PSTPYMNT)

You can post payments by:

- Bank account
- Payment method
- Individual payment

This section discusses how to create payment accounting entries.

Page Used to Run the Payment Posting Process

Page Name	Object Name	Navigation	Usage
Payment Posting Request	PST_PYMNT_RQST	Accounts Payable, Batch Processes, Payment, Payment Posting, Payment Posting Request	Create payment accounting entries by running the Payment Posting Application Engine process (AP_PSTPYMNT). You may be required to run the Matching and Budget Processor processes, among others, before running the Payment Posting process. You must also pay vouchers before you can post payments.

Creating Payment Accounting Entries

Access the Payment Posting Request page.

Post Option For each value that you select, different entry fields appear for you to complete. The system saves these settings with the run control ID:

Post All Banks: Posts all eligible payments that belong to any of the bank accounts in the system. Because you are posting payments for all banks, the Payment Options group box shows no data.

Post Bank Account: Posts all eligible payments for the specified bank account. The SetID, Bank Code, and Bank Account fields become available for entry.

Post Payment: Posts only the payment that you specify. The SetID, Bank Code, Bank Account, Payment Method, and Payment Reference fields become available for entry.

Post Payment Method: Posts all payments using the specified payment method for the bank account that you enter. The SetID, Bank Code, Bank Account, and Payment Method fields become available for entry.

Note. Regardless of the option that you select when the Payment Posting process runs, it posts only those payments that are eligible to post. Therefore, if you choose to post payments for a specific bank account, and you have entered a manual payment on that account that has not yet been applied to one or more vouchers, the system does not post that payment.

See Also

Chapter 17, "Running Voucher and Payment Posting," Reviewing Posted Accounting Entries, page 496

Chapter 18, "Understanding PeopleSoft Payables Accounting Entries," page 503

Running the Cash Clearing Application Engine Process (AP_APCSHCLR)

This section provides an overview of the cash clearing process in PeopleSoft Payables and discusses how to enter cash clearing requests.

Understanding the Cash Clearing Process in PeopleSoft Payables

The Cash Clearing Application Engine process (AP_APCSHCLR) creates accounting entries to record the actual settlement or clearing of payment transactions at the bank of issue. It creates the entries based on payments that have cleared the bank and been reconciled as cleared by the bank reconciliation process. The system does not create cash clearing accounting entries for unreconciled payments.

The Cash Clearing process enables you to track amounts that have actually cleared your bank versus amounts still floating in the banking system. The more often you reconcile payment information from your bank, the more accurate your cash account balances.

To use this process, you need a bank account for which:

- The cash clearing option has been selected.
- Account ChartFields exist for both a cash account and a cash-clearing control account.

  The account types that you define on the External Accounts page are Cash - AP (cash accounts payable) and Cntrl - AP (control accounts payable), respectively.

It is advisable to have a PeopleSoft General Ledger business unit that is used in voucher and payment entry, with a PeopleSoft Payables Journal Template for cash clearing account defined. Although this is not a strict processing requirement, it helps to identify the cash clearing accounting entries and guarantees their uniqueness from other transaction accounting entries.

The Cash Clearing process creates accounting entries for each scheduled payment that has been paid, reconciled, and cleared for bank accounts eligible for cash clearing. These accounting entries are then available to the Journal Generator process to pass to the general ledger.

Cash Clearing Accounting Examples

Cash clearing accounting for payments is a two-step process.

1. It focuses on the use of a special cash-clearing control account to help provide an accurate cash-on-hand balance by including the effect of payment transactions that have been issued, but have not yet cleared the bank.
2. When the payment is issued and posted, the accounts payable liability account is debited, and the cash clearing control account (as opposed to the actual cash account) is credited for the payment amount.

This table lists payment posting accounting entries:

ChartField	Debit	Credit
Accounts Payable	999	
Cash Clearing		999

Later, when the cash clearing request is processed, a pair of balanced accounting entries is created to clear the net cash amount of the issued payment for each payment that has been reconciled.

This table lists cash clearing accounting entries:

ChartField	Debit	Credit
Cash Clearing	999	
Cash		999

To determine the actual cash balance, add any debit or credit residue in the cash clearing control account from payment or deposit amounts that have not yet been cleared to the cash account balance.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts"

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Reconciling Statements"

Page Used to Enter a Cash Clearing Request

Page Name	Object Name	Navigation	Usage
Cash Clearing Request	CASH_CLRG_REQUEST	Accounts Payable, Batch Processes, Payment, Cash Clearing, Cash Clearing Request	Define a request for a run of the Cash Clearing Application Engine process (AP_APCSHCLR).

Entering Cash Clearing Requests

Access the Cash Clearing Request page.

Pay Date Option

Specify which payments to include in the Cash Clearing process:

All Reconciled Payments: Runs the Cash Clearing process on all payments that you have reconciled.

Clearing Date Range: Runs the Cash Clearing process on reconciled payments in the clearing date range that you specify. The clearing date is the date that the payment clears the bank. Enter the beginning and ending dates of the clearing date range in the From and To Date fields.

Payment Date Range: Runs the Cash Clearing process on reconciled payments based on the payment date range that you specify. The payment date is the date that PeopleSoft Payables created the payment. Enter the beginning and ending dates of the clearing date range in the From and To Date fields.

Acctg Date Opt (accounting date option)

Specify the accounting date to be used for the cash clearing accounting entries that the system creates:

Use Clearing Bank: Uses the accounting date that you specified for the bank.

Use Payment Date: Uses the payment date as the accounting date.

Use Specific Date: Enables you to specify the accounting date in the Acctg Date field.

Initiate Entry Event Generator

Select this check box to run the Entry Events process. This check box appears only if you have made entry events required or optional at the installation options level.

Bank Account

In the Bank Account group box, select the check box for each bank account on which you want to run the Cash Clearing process. For each row, you can view the bank account bank setID, bank code, bank account, bank account number, and bank account description.

Select at least one bank account for processing.

Reviewing Posted Accounting Entries

This section discusses how to:

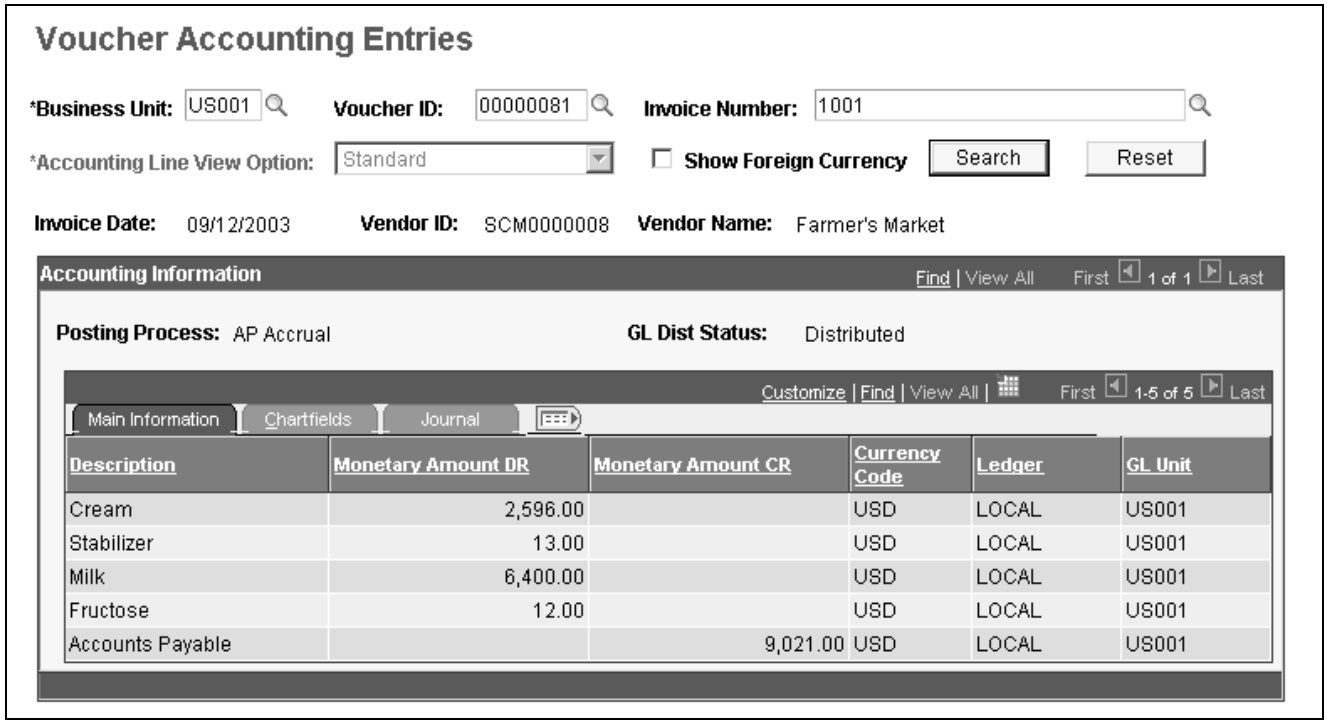
- Review accounting entries.
- Review journal detail for a general ledger journal.

Pages Used to Review Accounting Entries

Page Name	Object Name	Navigation	Usage
Voucher Accounting Entries	VCHR_ACTG_ENTRIES	Accounts Payable, Review Accounts Payable Info, Vouchers, Accounting Entries, Voucher Accounting Entries	Review the results of the Voucher Posting Application Engine process (AP_PSTVCHR).
Unbalanced Accounting Entries	VCHR_ACCTG_UNBAL	Accounts Payable, Review Accounts Payable Info, Vouchers, Unbalanced Accounting Entries	Review any unbalanced accounting entries (including interunit and intraunit setup error vouchers).
Journal Drill Down	AP_GL_DRILL	Accounts Payable, Review Accounts Payable Info, Vouchers, Journal Drill Down	Review the journal detail for a general ledger journal. You can view the journal information by journal line.
Posted Voucher Listing	RUN_APY1020	Accounts Payable, Reports, Vouchers, Posted Voucher, Posted Voucher Listing	Define run parameters for the Posted Voucher Listing report (APY1020). Use this report to review all posted vouchers for a given business unit and date range.

Reviewing Accounting Entries

Access the Voucher Accounting Entries page.



Voucher Accounting Entries page

Note. Multiple views of this page are available by selecting the tabs in the scroll area.

Common Page Information

Business Unit Select the business unit for the voucher whose accounting entries you want to review. You must also select a voucher ID or invoice number or the system does not return any data.

Voucher ID Select the voucher ID of the voucher whose accounting entries you want to review.

Invoice Number Select the invoice number of the voucher whose accounting entries you want to review.

Accounting Line View Option If you have not enabled entry events, *Standard* is selected for you and is the only available value. If you have enabled entry events, select one of the following values:

Standard: The system displays nonentry event accounting entries.

Supplemental: The system displays only entry event accounting entries.

View Both: The system displays both entry event and nonentry event accounting entries.

Show Foreign Currency Select to display the foreign currency of the transaction lines in addition to the monetary amount.

Invoice Date Displays the invoice date, vendor ID, and vendor name of the voucher that your search returns.

Accounting Information

Posting Process Displays the posting process for the specific entry.

Note. Each posting process appears on its own view in the Accounting Information region. The different views appear as view 1 of 2, view 2 of 2, and so on. To see the accrual, payment, cancel, and closure definitions, click View All, or scroll through each of these views.

GL Dist Status (general ledger distribution status) Displays the PeopleSoft General Ledger distribution status.

Main Information Tab

Select the Main Information tab.

Monetary Amount DR (monetary amount debit) Displays the monetary amount debit associated with the PeopleSoft General Ledger business unit of the accounting entry. This field appears only if the Display Debit/Credit Amounts in Subsystems check box is selected on the User Preferences - Overall Preferences page.

Monetary Amount CR (monetary amount credit) Displays the monetary amount credit associated with the PeopleSoft General Ledger business unit of the accounting entry. This field appears only if the Display Debit/Credit Amounts in Subsystems check box is selected on the User Preferences - Overall Preferences page.

Monetary Amount Displays the monetary amount (debits as positive numbers and credits as negative numbers) associated with the General Ledger business unit of the accounting entry. This field appears only if the Display Debit/Credit Amounts in Subsystems check box is *not* selected on the User Preferences - Overall Preferences page.

Currency Code Displays the currency associated with the PeopleSoft General Ledger business unit of the accounting entry.

Ledger Displays the general ledger and PeopleSoft General Ledger business unit to which this accounting entry has been charged.

ChartField Tab

Select the ChartField tab.

(USF) Schedule ID Schedule IDs are only populated when they are associated with a payment (including cancellations, and so on). This field only appears if the federal payments option is enabled at the Installation Options level.

Tax Authority Displays the tax authority code charged for the use tax liability lines.

Entry Event Displays the entry event code and EE line number associated with the transaction line. These fields appear only if you have enabled entry events.

Account Displays the account and other ChartFields to which this accounting entry has been charged.

Journal Tab

Select the Journal tab.

Journal ID, Line, and **Journal Date** — Displays the general ledger journal ID, line number, and journal date assigned by the Journal Generator process for this accounting entry. If these fields are blank, then this accounting entry has not been journal generated.

Doc Type (document type) — Displays the document type, document sequence number, and document sequence date for this accounting entry.

Budget Date — Displays the date that the Budget Processor process uses to determine which budget period to verify.

Budget Status — Displays the budget status for this accounting entry. Possible values include:

Not Checked: This accounting entry has not been budget checked.

Valid: This accounting entry passed budget checking.

Error: The system detected an error while running the Budget Processor process on this accounting entry.

Primary — Indicates whether this is the primary ledger.

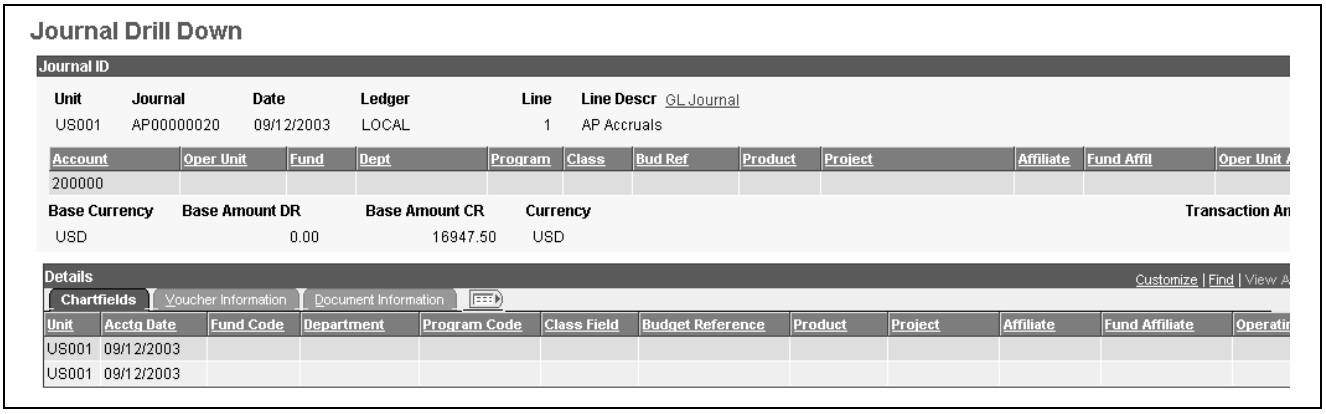
See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining Overall User Preferences

Reviewing Journal Detail for a General Ledger Journal

Access the Journal Drill Down page.



Journal Drill Down page

Note. Multiple views of this page are available by selecting the tabs in the scroll area.

Common Page Information

GL journal (general ledger journal) — Click to view the entire journal entry to which this line belongs.

Account — Displays the general ledger account and other ChartFields to which this accounting entry has been charged.

Base Amount DR (base amount debit) — Displays the debit amount of the line in the general ledger base currency. The base currency code also appears.

Base Amount CR (base amount credit) — Displays the credit amount of the line in the general ledger base currency. The base currency code also appears.

Transaction Amount DR (transaction amount debit) — Displays the entered debit amount of the line.

Transaction Amount CR (transaction amount credit) — Displays the entered credit amount of the line.

Chartfields Tab

Select the Chartfields tab.

Unit — Displays the PeopleSoft Payables business unit to which this accounting entry has been charged.

Fund Code — Displays the fund code and any other ChartFields to which this accounting entry has been charged.

Voucher Information Tab

Select the Voucher Information tab.

Voucher ID — Displays the voucher ID and description of the voucher with which this journal line is associated. Click to access the Voucher Accounting Entries page, where you can view accounting details for the voucher.

Amount — Displays the distribution line amount of the voucher with which this journal line is associated.

Base Amount — Displays the amount of the distribution line with which this journal line is associated in the base currency.

Document Information Tab

Select the Document Information tab.

Document Type — Displays the document type for this voucher line.

Journal Code — Displays the journal code associated with the document type for this accounting entry.

See Also

Chapter 17, “Running Voucher and Payment Posting,” Reviewing Posted Accounting Entries, page 496

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Viewing Detail Journal Header and Journal Lines

CHAPTER 18

Understanding PeopleSoft Payables Accounting Entries

This chapter lists common elements and discusses:

- PeopleSoft Payables accounting entries.
- Accounting entries for standard vouchers.
- Accounting entries for prepayments.
- Accounting entries for draft payments.
- Accounting entries for letter of credit payments.
- Accounting entries for withholding payments.
- Accounting entries for vouchers with multiple freight charges.
- Accounting entries for voucher closure.
- Accounting entries for unposted vouchers.
- Accounting entries for canceled or voided payments.
- Accounting entries for interunit vendors.
- Accounting entries for value-added tax (VAT) transactions.

PeopleSoft Payables Accounting Entries

The following accounting entry examples are based upon certain assumptions:

- Examples are based upon a single line voucher with the following details:
  - The business unit is DEU01.
  - The gross amount is 10,000.
  - The transaction currency and base currency is EUR.
  - Discount is 2 percent.
  - Distribution general ledger DEU01.
- Payments are made in the same currency as the voucher.
- Payments are made from a bank owned by the vouchering business unit.
- Accounting is at gross.

- Summary posting is the selected posting method.
- Two sets of payment posting results are shown: discount not taken and discount taken.

  In actual posting, only one entry is created.

Common Elements Used in This Chapter

Discount

The discount transaction accounts for discounts that are taken (or not taken) at the time of payment. The two discount distribution account types are mutually exclusive. The setting of the Account At field on the General Controls page determines which discount distribution account type is used:

Gross: The gross amount of vouchers is used as the basis for accounting. Any discounts taken are recognized as discounts earned. Discounts not taken are not reflected.

Net: The net amount of vouchers is used as the basis for accounting. Any discounts that you lose are recognized as discounts lost.

Discounts are charged depending on the option selected in the Discount Allocation Policy group box on the General Controls page. Options include: Allocate Discounts, Prorate Discounts, and Expenses Discounts.

The standard transaction accounts for the liability, the expense distribution, and the cash payment.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting General Controls, page 35

Accounting Entries for Standard Vouchers

The following examples illustrate accounting entries for regular vouchers.

Action: Voucher Entered and Posted

There are two accounting entries for the voucher transaction: expense distribution and accounts payable. The expense distribution entry tracks who should incur the expense and applies to the distribution general ledger business units that you entered on the voucher. The accounts payable entry accounts for what is owed to the vendor and applies to the vouchering payables business unit. For this voucher transaction, both of these entries are recorded to the general ledger business unit DEU01.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Not Taken

There are two accounting entries for the voucher transaction at payment time: accounts payable and cash distribution. The accounts payable entry removes the liability that was created when the voucher was posted. The cash distribution entry represents the actual cash payment and the reduction to the cash account. For this voucher transaction, both of these entries are recorded to general ledger business unit DEU01.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

The new entry in this example is for the discount earned account. Because accounting is set at gross and our liability is the gross amount of the voucher, it is necessary to create an entry for the discount earned account to maintain a balanced entry.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Prepayments

Prepayments are possible through the use of prepaid vouchers. For accounting purposes, the net effect of a prepaid voucher is a merchandise voucher paid or partially paid by a prepaid voucher. Thus, instead of crediting a cash account, use the expense account for the prepaid voucher.

The following accounting entry examples are based upon these assumptions in addition to the assumptions made in the prior section:

- The prepayment voucher is applied to the voucher described above (10,000 EUR).
- The business unit is DEU01.
- The prepayment amount is 1000 EUR.

Action: Prepaid Voucher Entered and Posted

The two accounting entries for the prepayment are prepaid expense and accounts payable. The accounting entry template populates the account for the prepaid expense entry during voucher creation. It is reversed when the prepayment is applied to the merchandise voucher.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Prepaid Expense	1000	EUR	1000	EUR
DEU01	Accounts Payable	(1000)	EUR	(1000)	EUR

Action: Payment Created and Posted for Prepayment

Prepayments are never discounted. Posting the prepayment releases the payables liability and leaves the prepaid expense entry open.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	1000	EUR	1000	EUR
DEU01	Cash Distribution	(1000)	EUR	(1000)	EUR

Action: Invoice Received, Voucher Entered, Prepayment Applied to Voucher, and Posted

Posting the invoice and applied prepayment creates the following entries:

- Accounts payable entry and expense entry for the merchandise voucher.
- Accounts payable entry and expense entry to reverse the prepayment.

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Prepayment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	1000	EUR	1000	EUR
DEU01	Prepayment Expense	(1000)	EUR	(1000)	EUR

Action: Payment Created and Posted for the Invoice Balance, Discount Not Taken

Posting the payment creates the following entries:

- Cash entry for the balance of the merchandise voucher.
- Accounts payable entry to fully reverse the liability balance.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	9000	EUR	9000	EUR	10000 - 1000
DEU01	Cash Distribution	(9000)	EUR	(9000)	EUR	10000 - 1000

Action: Payment Created and Posted for the Invoice Balance, Discount Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	9000	EUR	9000	EUR	10000 - 1000
DEU01	Cash Distribution	(8800)	EUR	(8800)	EUR	10000 - 1000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Draft Payments

When a payment is made with the draft (EFT, customer, or vendor) payment method, it's necessary to post accounting entries to the draft clearing account. This should only be done when the payment has a post status of *U* (unposted) and has a draft status of *C* (created) or *A* (approved).

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Not Taken

The system credits the draft clearing account instead of the cash account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Draft Clearing	(10000)	EUR	(10000)	EUR

Action: Payment Settlement Date Reached, Discount Not Taken

Once the draft reaches the settlement date, the system reverses the draft clearing account and credits the cash account. This is only done when the payment has a posted status of *P* (posted). a draft status of *A* (approved); and the settlement date is on or before the posting date.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Draft Clearing	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

When a discount is taken, the system subtracts the discount amount from the draft clearing amount and posts the difference to the discount earned account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Draft Clearing	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Action: Payment Settlement Date Reached, Discount Taken

Once the draft reaches the settlement date, the draft clearing account is reversed, and the cash account is credited. This is only done when the payment has a post status of *P* (posted), has a draft status of *A* (approved), and the settlement date is on or before the posting date.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Draft Clearing	9800	EUR	9800	EUR	10000 - (10000 * .02)
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)

Accounting Entries for Letter of Credit Payments

When a payment is made with the letter of credit payment method, post accounting entries to the line of credit account. This should only be done when the payment has a post status of *U* (unposted) and a payment method of *LC* (letter of credit).

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	10000	EUR	10000	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Not Taken

The system credits the letter of credit account instead of the cash account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Letter of Credit	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken.

When a discount is taken, the system subtracts the discount amount from the letter of credit amount and posts the difference to the discount earned account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Letter of Credit	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Withholding Payments

Depending on your withholding setup, PeopleSoft Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During payment posting or voucher posting (depending on whether you selected to have withholding calculated at voucher posting or at payment time), a liability is created for the withholding portion as the vendor portion is paid. As you pay the withholding portion, the liability reduces based on the setup in PeopleSoft General Ledger.

Our example is for a 1099 vendor with the following additional information and withholding defaults:

- The business unit is US001.
- The transaction currency and the base currency is USD.
- The entity is the IRS.
- Federal withholding is 33 percent.

Action: Voucher Entered and Posted, Withholding Calculated at Voucher Posting

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Expense Distribution	10000	USD	10000	USD	
US001	Accounts Payable	(6700)	USD	(6700)	USD	10000 - (10000 * .33)
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

Action: Voucher Entered and Posted, Withholding Calculated at Payment Posting

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
US001	Expense Distribution	10000	USD	10000	USD
US001	Accounts Payable	(10000)	USD	(10000)	USD

Action: Regular Payment Entered and Posted for the Nonwithholding Portion, Withholding Calculated at Payment Posting, Discount Not Taken

The payment is made only to the vendor and a withholding liability is created for the withholding portion. The withholding entries are grouped by entity and jurisdiction. When the withholding portion is paid to the taxing entity, the withholding liability is debited and the cash distribution account is credited.

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	6700	USD	6700	USD	10000 - (10000 * .33)
US001	Cash Distribution	(6700)	USD	(6700)	USD	10000 - (10000 * .33)

Withholding processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	3300	USD	3300	USD	10000 * .33
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

Action: Regular Payment Entered and Posted, Withholding Calculated at Payment Posting, Discount Taken

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	6700	USD	6700	USD	10000 - 10000 * .33)
US001	Cash Distribution	(6500)	USD	(6500)	USD	10000 - (10000 * .33) + (10000 * .02)
US001	Discount Earned	(200)	USD	(200)	USD	10000 * .02

Withholding processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
US001	Accounts Payable	3300	USD	3300	USD	10000 * .33
US001	Withholding Liability	(3300)	USD	(3300)	USD	10000 * .33

Accounting Entries for Vouchers with Multiple Freight Charges

This example uses the following additional information:

- The merchandise amount is 9000.
- The air freight amount is 700.
- The land freight amount is 300.

Different accounts are defined for air freight and land freight. Voucher posting creates the following entries:

Action: Voucher Entered and Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	9000	EUR	9000	EUR
DEU01	Freight Expense	700	EUR	700	EUR
DEU01	Freight Expense	300	EUR	300	EUR
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR

There are no differences with the payment posting.

Accounting Entries for Voucher Closure

When closing a voucher, the voucher is identified to prevent payments from being made for the voucher. The original voucher must be posted before the reversing entries can be created.

Action: Voucher Entered and Posted, Then Closed, Closed Voucher Posted

If the above voucher closes, the entries are:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	(9000)	EUR	(9000)	EUR
DEU01	Freight Expense	(700)	EUR	(700)	EUR
DEU01	Freight Expense	(300)	EUR	(300)	EUR
DEU01	Accounts Payable	10000	EUR	10000	EUR

However, if the voucher has been partially paid, then only the portion remaining open is closed. Therefore if the vendor pays 5000 EUR, the remaining 5000 EUR closes.

Action: Voucher Entered and Posted, 50 Percent of the Voucher Closed, Closed Voucher Posted

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Expense Distribution	(4500)	EUR	(4500)	EUR
DEU01	Freight Expense	(350)	EUR	(350)	EUR
DEU01	Freight Expense	(150)	EUR	(150)	EUR
DEU01	Accounts Payable	5000	EUR	5000	EUR

Accounting Entries for Unposted Vouchers

The system creates reversing entries and archives the original entries. The UNPOST_SEQ for the archived entry is one higher than for the reversal entry. Nothing is deleted.

The reversing accounting entry is as follows:

Action: Post Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	0	785.00	
AP Liability	0		785.00

Action: Unpost Voucher

Account	Unpost Sequence	Debit	Credit
Expense Account	1		785.00
AP Liability	1	785.00	
Expense Account	2	785.00	
AP Liability	2		785.00

Reversing entries only pass to the appropriate ledgers.

Accounting Entries for Canceled or Voided Payments

Payments are canceled or voided with reissue or closed liability. When canceled or voided and then reissued, the voucher becomes available for repayment. When the liability closes, the voucher is identified, and payment can no longer be made for the voucher. Payments can be made up of multiple vouchers; therefore, all the vouchers for the payment are either reopened or closed.

Action: Payment Entered and Posted, Then Canceled and Marked Reissue, and the Canceled Payment Posted

Payment processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

If the payment has been discounted, the discount is also reversed.

Cancellation processing:

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR
DEU01	Cash Distribution	10000	EUR	10000	EUR

Accounting Entries for Interunit Vendors

Interunit vendors enable you to eliminate transactions between legal entities that belong to the same financial group. The affiliate ChartField is populated on all accounting lines for the vendor master data. This is a standard accounting entry.

Action: PeopleSoft France Buys Licenses from PeopleSoft, Inc.

In the following example, PeopleSoft France buys some licenses from PeopleSoft Inc. Vendor US0000001 is also identified as BU US001 and then as an interunit vendor.

Account	Affiliate	Business Unit	Debit	Credit	DST_ACCT_TYPE
Account Payable	US001	FRA01		2000	APA
Expense Account	US001	FRA01	2000		DST

Accounting Entries for VAT Transactions

There are several types of VAT transactions. The following examples use this additional information:

- Record Input VAT is selected.
- VAT is calculated at gross.
- The VAT calculation type is Exclusive.
- The VAT declaration point is *Invoice Date*.
- The VAT tax rate is 10 percent.
- VAT is 100 percent recoverable.

VAT Calculated at Gross or Net

Discounts determine the difference between VAT calculated at gross and VAT calculated at net. Calculating at gross uses the gross amount that you enter on the voucher when determining the VAT basis amount. Calculating at net assumes discounts are always taken. The VAT amount is the gross amount minus the net discounts.

Calculating VAT at gross:

- Gross amount = 10000
- Discount = 2 percent
- Gross = 10000 (VAT basis amount)

Calculating VAT at net:

- Gross amount = 10000
- Discount = 2 percent
- Net = 10000 - (10000 * .02) = 9800 (VAT basis amount)

Note. You cannot select the Recalculate check box on a payment when you are calculating at net.

VAT Calculation Types

There are two types of VAT calculation methods: exclusive and inclusive.

- VAT Exclusive: The VAT amount reported on the vendor's invoice and entered into PeopleSoft Payables from the merchandise amount.

  The system generates a calculated VAT amount that is used to check tolerances. The system calculated amount is gross (merchandise amount) * VAT code %.

- VAT Inclusive: The VAT amount is not reported separately on the vendor's invoice but is included in the merchandise amount.

  Because the VAT amount is included in the gross amount, it is necessary to determine the expense distribution portion using the following equation:

  Gross - (VAT Code % * distribution expense) = distribution expense

  PeopleSoft calculates the distribution expense by substituting in the appropriate values:

  Gross Amount = 10000

  VAT Code = 10%

  Expense Distribution = x

  10000 - .1x = x

  10000 = x + .1x

  10000 = 1.1x

  x = 10000 / 1.1

  x = 9090.91

  The Include Freight and Include Misc Charges (include miscellaneous charges) options are not valid if the VAT calculation type is inclusive.

VAT Declaration Point

The VAT declaration point determines the date on which VAT input is recognized. There are three possible dates:

- Invoice
- Delivery
- Payment

The Record Input VAT option must be selected. For accounting purposes, invoice and delivery create the same entries; an entry is made to a VAT input account when the voucher posts.

Payment generates an accounting entry to a VAT input intermediate account when the voucher posts. This entry reverses and posts to the VAT input account at when the payment posts

The VAT use type determines the percentage of the VAT input that is recoverable and the percentage that is a nonrecoverable amount. The Record Input VAT option must be selected.

This section discusses accounting entries for vouchers with:

- Recoverable VAT calculated at gross.
- Recoverable VAT calculated at net.
- Recoverable inclusive VAT.
- Recoverable inclusive VAT calculated at net.

Accounting Entries for Vouchers with Recoverable VAT Calculated at Gross

In the following examples, Record Input VAT is selected.

Action: Voucher Entered and Posted

The system calculates the VAT amount using the VAT basis amount (10000), the VAT rate (10 percent), and recoverable percentage (100 percent). The VAT calculation type is Exclusive; therefore you must enter a VAT amount on the Voucher Invoice Information page or on the VAT Header page.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	10000	EUR	10000	EUR	
DEU01	VAT Input Recoverable	1000	EUR	1000	EUR	10000 * .1
DEU01	Accounts Payable	(11000)	EUR	(11000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

The payment accounting entries for this example are no different from those for the standard voucher example, but a balance exists in the VAT Input Recoverable account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	11000	EUR	11000	EUR
DEU01	Cash Distribution	(11000)	EUR	(11000)	EUR

Action: Payment Entered and Posted, Discount Taken

The payment accounting entries for this example are no different than those in the standard voucher example. The differences are the calculation of the discount, based on the total merchandise amount including the VAT, and the balance in the VAT Input Recoverable account.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10800)	EUR	(10800)	EUR	11000 - ((11000 - 1000) * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	(11000 - 1000) * .02

Action: Payment Entered and Posted, Discount Taken, Recalculate at Payment

When you recalculate at payment, you can create adjusting entries to reduce the amount of recorded VAT based on payment discounts. This is only true when VAT is set to calculate at gross. The system assumes 100 percent recoverability of VAT unless set up differently.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	11000	EUR	11000	EUR	
DEU01	Cash Distribution	(10780)	EUR	(10780)	EUR	11000 - (11000 * .02)
DEU01	Discount Earned	(220)	EUR	(220)	EUR	11000 * .02
DEU01	Discount Earned Adjust Due to VAT	20	EUR	20	EUR	1000 * .02
DEU01	VAT Input Rec. Discnt Adjust	(20)	EUR	(20)	EUR	1000 * .02

Accounting Entries for Vouchers with Recoverable VAT Calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable VAT calculated at net.

Action: Voucher Entered and Posted, VAT Calculated at Net

Calculating at net assumes discounts are always taken. In this example, the entry to the VAT Input Recoverable account is net of the discount. Based on the amount and tax code specified on the voucher line, less the discount, the system calculates a VAT amount; as the VAT calculation type is Exclusive, the user must enter a VAT amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	10000	EUR	10000	EUR	
DEU01	VAT Input Recoverable	980	EUR	980	EUR	(10000 - (10000 * .02)) * .1
DEU01	Accounts Payable	(10980)	EUR	(10980)	EUR	

Action: Payment Entered and Posted, Discount Not Taken, VAT Calculated at Net

Because the discount is not taken, and the VAT input is calculated net of the discount, it appears necessary to account for the difference at payment time. However, because you enter the VAT amount on the header, the system has no way of knowing whether a discount should be added. The system proceeds as if you entered the full VAT amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10980	EUR	10980	EUR
DEU01	Cash Distribution	(10980)	EUR	(10980)	EUR

Action: Payment Entered and Posted, Discount Taken, VAT Calculated at Net

Because the VAT amount is user-entered, the system has no way of knowing whether a portion of the discount should be subtracted. Therefore, the entire discount amount is deducted.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10980	EUR	10980	EUR	
DEU01	Cash Distribution	(10780)	EUR	(10780)	EUR	
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

Accounting Entries for Vouchers with Recoverable Inclusive VAT

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT.

Action: Voucher Entered and Posted

The calculation assumes the VAT amount is included in the gross amount that you entered on the voucher header. The system automatically makes the calculations.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	9090.91	EUR	9090.91	EUR	10000 / 1.1
DEU01	VAT Input Recoverable	909.09	EUR	909.09	EUR	9090.91 * .1
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

Because the discount is taken and the system is set to account at gross, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Cash Distribution	(9818.18)	EUR	(9818.18)	EUR	10000 - ((100000 / 1.1) * .02)
DEU01	Discount Earned	(181.82)	EUR	(181.82)	EUR	(100000 / 1.1) * .02

Action: Payment Entered and Posted, Discount Taken, Recalculated at Payment

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Accounts Payable	10000	EUR	10000	EUR	
DEU01	Cash Distribution	(9800)	EUR	(9800)	EUR	10000 - (10000 * .02)
DEU01	Discount Earned	(200)	EUR	(200)	EUR	10000 * .02

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Discount Earned Adjust Due to VAT	18.18	EUR	18.18	EUR	909.09 * .02
DEU01	VAT Input Rec. Discnt Adjust	(18.18)	EUR	(18.18)	EUR	909.09 * .02

Accounting Entries for Vouchers with Recoverable Inclusive VAT Calculated at Net

The following examples illustrate accounting entries for vouchers with recoverable inclusive VAT calculated at net.

Action: Voucher Entered and Posted

In performing the calculation, the system assumes that the discount is taken and the VAT amount is included in the header gross amount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code	Calculation
DEU01	Expense Distribution	9107.47	EUR	9107.47	EUR	
DEU01	VAT Input Recoverable	892.53	EUR	892.53	EUR	8925.32 * .1
DEU01	Accounts Payable	(10000)	EUR	(10000)	EUR	

Action: Payment Entered and Posted, Discount Not Taken

The VAT is not adjusted, even though it is calculated at net (minus the discount).

GL Business Unit	Ledger	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Primary	Accounts Payable	10000	EUR	10000	EUR
DEU01	Primary	Cash Distribution	(10000)	EUR	(10000)	EUR

Action: Payment Entered and Posted, Discount Taken

Because the discount is taken, and the system is set to account at gross, it is necessary to account for the discount at time of payment. The VAT amount is not adjusted by the discount.

GL Business Unit	Distribution Account Type	Foreign Amount	Foreign Currency	Monetary Amount	Currency Code
DEU01	Accounts Payable	10000	EUR	10000	EUR
DEU01	Cash Distribution	(9817.85)	EUR	(9817.85)	EUR
DEU01	Discount Earned	(182.15)	EUR	(182.15)	EUR

CHAPTER 19

Reporting and Reconciling Open Liabilities

This chapter provides an overview of open liability and reconciliation reporting and discusses how to:

- Create open liability reports.
- Create reconciliation reports.

Understanding Open Liability and Reconciliation Reporting

PeopleSoft Payables provides reports to view open liabilities and compare them to the open liabilities in People Soft General Ledger. These reports enable you to find unbalanced liabilities easily and correct them as necessary. PeopleSoft Payables also provides a report that enables you to age vendors' liabilities.

Creating an open liability or reconciliation report involves specifying both report parameters and run control parameters on a single page. Initiating an Application Engine process from the page accesses the PeopleSoft Process Scheduler, from which you can select options to populate the appropriate report tables and generate reports to your specifications.

The following open liability and reconciliation reports are delivered with PeopleSoft Payables:

Report Name	Application Engine Process	Report Description
Payables Open Liability (APY1406)	AP_APY1406	This report lists posted (recorded) open liabilities in the PeopleSoft Payables tables as of a specific date. You can also specify whether or not to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts.
Vendor Liability Aging (APY1408)	AP_APY1408	This report lists all posted (recorded) open liabilities in PeopleSoft Payables as of a specific date, grouped by the aging cycle bucket. You can also specify whether or not to include unrecorded (unposted) liabilities, prepayments, unmatured drafts paid, and available discounts.

Report Name	Application Engine Process	Report Description
Summary AP/GL Open Liability (APY1400) Detail AP/GL Open Liability (APY1405)	AP_APY1405	These reports list accounting activity that has been processed by the Journal Generator Application Engine process (FS_JGEN).
AP/GL Account Reconciliation Report (APY1410)	AP_APGLRECN	This report lists account totals by journal ID and account.
AP/GL Journal Reconciliation Report (APY1420)	AP_APGLRECN	This report lists account totals by journal line and journal ID.

Note. Data that appears in open liability and reconciliation reports is accurate as of the time when you run the Application Engine process that loads the report tables, based on the requested as-of date and as-of date type parameters that you select. However, if the report tables already have the data that you want, you can run multiple reports by changing the report request parameters and running the reports only.

See Also

Appendix C, “PeopleSoft Payables Reports,” page 1003

Creating Open Liability Reports

To set up your aging categories for vendor liability aging reports, use the AP Aging Cycle component (AP_AGING_CYCLE).

This section discusses how to:

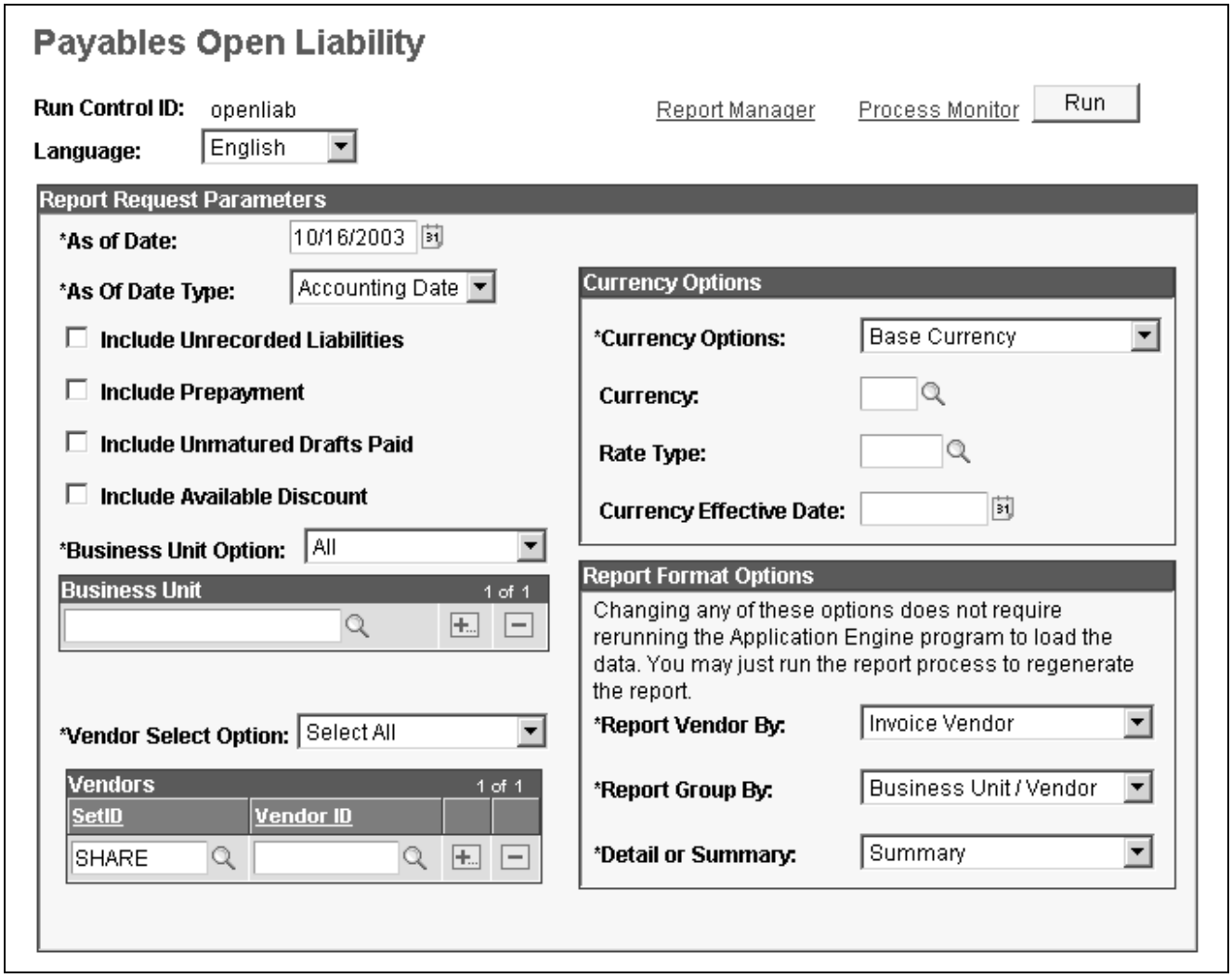
- Generate open liability reports.
- Define aging categories for vendor liability aging reports.
- Generate vendor liability aging reports.

Pages Used to Create Open Liability Reports

Page Name	Object Name	Navigation	Usage
Payables Open Liability	RUN_APY1406	Accounts Payable, Reports, Voucher Reconciliation, Payables Open Liability	Specify run control and reporting parameters to generate Payables Open Liability (APY1406) reports.
AP Aging Cycle (accounts payable aging cycle)	AP_AGING_CYCLE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Define Aging Categories, AP Aging Cycle	Define aging cycles with aging time periods that specify a numerical range representing days, weeks, and so forth. Aging cycles are used in Vendor Liability Aging (APY1408) reports.
Vendor Liability Aging	RUN_APY1408	Accounts Payable, Reports, Voucher Reconciliation, Vendor Liability Aging	Specify run control and reporting parameters to generate Vendor Liability Aging (APY1408) reports. The reporting parameters are similar to the Payables Open Liability (APY1406) reports, except that you specify an aging cycle ID.

Generating Open Liability Reports

Access the Payables Open Liability page.



Payables Open Liability page

Use this page to generate the Payables Open Liability report.

As Of Date Enter the end date for the period that you are processing.

As Of Date Type Select either the accounting date or the invoice date. The report output is based on either the accounting date or the invoice date of the voucher.

The report includes data based on the combination of the values in the As Of Date field and the As Of Date Type field. For example, suppose that you enter *07/31/2003* as the as-of date and select the accounting date as the as-of date type. All vouchers with open liabilities with the accounting date of July 31, 2003 or earlier will be included in the report.

Include Unrecorded Liabilities Select this option to include vouchers that have not been paid and voucher posted.

Include Prepayment Select this option to include prepaid vouchers that have available amounts to be applied. If you do not select to include prepaid vouchers, the prepayments column will not appear in the report.

Note. If you select to include prepayments, prepaid vouchers that have been paid but are not fully applied, and any prepaid vouchers that have not been paid will be included in the report. Prepaid vouchers that have been paid but are not fully applied will appear as a negative (-) amount. Prepaid vouchers that have not been paid appear as a positive amount.

Include Unmatured Drafts Paid Select this option to include vouchers paid by a draft method when the payment date is not due yet. Also, this option includes drafts that have been written off after the as-of date.

Include Available Discount Select this option to include vouchers that reduce the liability. If you do not select to include available discounts, the prepayments column will not appear in the report.

Business Unit Option Select *All* to create a report for all business units for the time period you specified.

Select *Value* to specify any number of business unit rows on which to report.

Vendor Select Option Select *Select All* to create a report for all vendors for the time period that you specify.

Select *Specify* to specify any number of vendor ID rows on which to report.

Currency Options Options are:

- *Base Currency:* The report uses the base currency of the business unit for each voucher.
- *Selected Foreign Currency:* The report uses the currency defined in the Currency, Rate Type, and Currency Effective Date fields.
- *Transaction Currency:* The report uses the currency in which the procurement took place.

Report Format Options

You have the flexibility to group reporting results in a number of ways. In particular, the Report Group By field, in combination with the Currency Options field, determine how the report displays currency groups, subtotals, and grand totals. The possible combinations are described in the following table:

Report Group By Option	Currency Option	Currency Grouping	Subtotals	Grand Totals
Business Unit /Vendor	Base Currency	No grouping is required because a business unit has one base currency.	Calculated for each vendor.	Calculated for each business unit.

Report Group By Option	Currency Option	Currency Grouping	Subtotals	Grand Totals
Business Unit /Vendor	Transaction Currency	Vouchers are grouped by currency because they can have different transaction currencies.	Calculated for each transaction currency.	No grand totals are calculated because each transaction can be in a different currency.
Business Unit /Vendor	Selected Foreign Currency	No grouping is required because all vouchers are converted into the selected foreign currency.	Calculated for each vendor.	Calculated for each business unit.
Vendor/Business Unit	Base Currency	No grouping is required because a business unit has one base currency.	Calculated for each business unit.	No grand totals are calculated because each business unit may use a different currency.
Vendor/Business Unit	Transaction Currency	Vouchers are grouped by currency because they can have different transaction currencies.	Calculated for each transaction currency.	No grand totals are calculated because there are multiple transaction currencies.
Vendor/Business Unit	Selected Foreign Currency	No grouping is required because all vouchers are converted into the selected foreign currency.	Calculated for each business unit.	Calculated for each vendor.

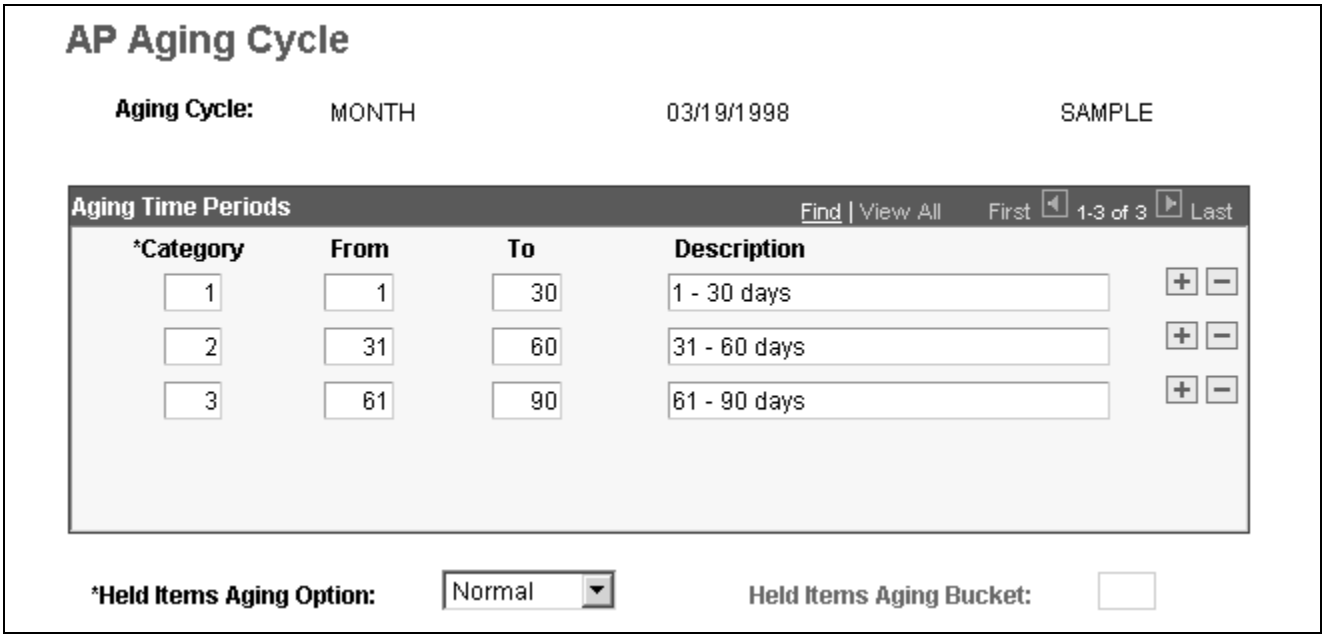
Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or merely generate the report. This table lists the options, depending on the report that you select:

Process List Option	Description
Open Liability Data & Reports	Loads data into the report tables based upon run request parameters and generates the Payables Open Liability report.
Open Liability Report Only	Generates the Payables Open Liability report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load. **Note.** You must run the Open Liability Data Application Engine process (AP_APY1406) if the as-of date, as-of date type, business unit options, or vendor options parameters change.

Defining Aging Categories for Vendor Liability Aging Reports

Access the AP Aging Cycle page.



AP Aging Cycle page

Category Enter a category number. Each category number relates to a time period that classifies invoices that are due for payment. An aged liability report includes a column for invoices that are not yet due followed by four columns, classified by aging category, for overdue amounts. Each of the four overdue columns corresponds to an aging category.

For example, define the following three aging categories:

- Category *1 = 1 to 30 days.*
- Category *2 = 31 to 60 days.*

• Category *3 = 61 to 90 days.*

When the aged liability report is generated, it includes the following five columns:

• Invoices not yet due.

• Invoices overdue from 1 to 30 days.

• Invoices overdue from 31 to 60 days.

• Invoices overdue from 61 to 90 days.

• Invoices overdue more than 90 days.

From Enter the beginning value for the category aging period. All invoices that are overdue as of the date specified in this field are printed in the corresponding aging category column of the aged liability report.

To Enter an ending value for the category aging period. All invoices that are overdue up to the date specified in this field are printed in the corresponding aging category column of the aged liability report.

Held Items Aging Option Select to determine how invoices that are on hold for payment appear on the aged liability report. Options are:

Categorize: Select to specify where held invoices are printed in the aged liability report. For example, you might print all held invoices in the fourth aging category column. If this option is selected, the Held Items Aging Bucket field becomes active. Enter the aging category that you want to contain held invoice amounts.

Exclude: Select to have no held invoices included on the aged liabilities report.

Normal: Select to have all invoices on hold classified by aging categories in exactly the same way as invoices that are not on hold. All invoices on hold are printed in the appropriate aging category column in the aged liability report.

Held Items Aging Bucket Enter the aging category number into which you want held items to appear on the aged liabilities report. This field is available only if you select *Categorize* in the Held Items Aging Option field.

Generating Vendor Liability Aging Reports

Access the Vendor Liability Aging page.

Note. This page is similar to the Payables Open Liability page, with the exception of the Aging Cycle ID field and the report table and report generated.

Aging Cycle ID Select an aging cycle to specify the aging categories that group overdue columns in the report.

Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a liability report. You can load data and generate a report or merely generate the report. This table describes the options, depending on the report that you select:

Process List Option	Description
Vendor Liab Aging Data & Report	Loads data into the report tables based upon run request parameters and generates the Vendor Liability Aging report.
Vendor Liab Aging Report Only	Generates the Vendor Liability Aging report using data that is already loaded into report tables. Use this option when data is already loaded and when only the report format options have been changed since the last data load. **Note.** You must run the Vendor Liab Aging Data Application Engine process (AP_APY1408) if the as-of date, as-of date type, business unit options, or vendor options parameters change.

See Also

Chapter 19, "Reporting and Reconciling Open Liabilities," Generating Open Liability Reports, page 529

Creating Reconciliation Reports

This section discusses how to:

- Generate payables open liability reconciliation reports.
- Generate payables and general ledger account reconciliation reports.
- Generate payables and general ledger journal reconciliation reports.

Pages Used to Create Reconciliation Reports

Page Name	Object Name	Navigation	Usage
Payables Open Liability Reconciliation	RUN_APY1405	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation	Specify run control and reporting parameters to generate Payable Open Liability Reconciliation (APY1400 and APY1405) reports. Create a detail report, a summary report, or both during processing.
AP/GL Account Reconciliation (accounts payable and general ledger account reconciliation)	APGL_RECN_REQ2	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Recon Request, AP/GL Account Reconciliation	Specify run control and reporting parameters to generate AP/GL Account Reconciliation (APY1420) reports.
AP/GL Journal Reconciliation (accounts payable and general ledger journal reconciliation)	APGL_RECN_REQ1	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Recon Request, AP/GL Journal Reconciliation	Specify run control and reporting parameters to generate AP/GL Journal Reconciliation (APY1410) reports.

Generating Payables Open Liability Reconciliation Reports

Access the Payables Open Liability Reconciliation page.

Request ID Enter an ID that comprises any combination of characters.

As Of Date Enter a date for the period that you are processing. This field is compared to the journal date.

Business Unit Option Select *All* to create a report for all business units for the time period you specified.

Select *Value* to specify any number of general ledger business unit rows on which to report.

Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate an open liability reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
APGL Open Liab Recon Data/Rept	Loads data into the report tables based upon run request parameters and generates both summary and detail versions of the Payables Open Liability Reconciliation report.

Process List Option	Description
Summary AP/GL Open Liability	Generates a summary version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.
Detail AP/GL Open Liability	Generates a detailed version of the Payables Open Liability Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

Generating Payables and General Ledger Account Reconciliation Reports

Access the AP/GL Account Reconciliation page.

Business Unit Select a business unit for the time period that you specify.

Ledger and **Account** Select the general ledger and account for the journal entries that you want to include in the report.

Accounting Period Enter the accounting period for which you want to create a report.

Fiscal Year Enter the four-digit fiscal year for the accounting period for which you want to create a report.

Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
AP GL Accnt Recon Data & Rept	Loads data into the report tables based upon run request parameters and generates the AP/GL Account Reconciliation report.
AP/GL Account Reconciliation	Generates the AP/GL Account Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

Generating Payables and General Ledger Journal Reconciliation Reports

Access the AP/GL Journal Reconciliation page.

Report Option Specify how you want to organize the report data. Options are:

Accounting Period: Include detail in the report by accounting period. If you select this option, the Accounting Period and the Fiscal Year fields become active.

Journal Date: Include detail in the report by journal date. If you select this option, the Journal Date field becomes active.

Journal ID: Include detail in the report by journal ID. If you select this option, the GL Journal ID field becomes active.

Journal ID Enter the general ledger journal ID for which you want to create a report. This field is active only if you select the *Journal ID* report option.

Journal Date Enter the journal date for which you want to create a report. This field is active only if you select the *Journal Date* report option.

Accounting Period Enter the accounting period for which you want to create a report. This field is active only if you select the *Accounting Period* report option.

Fiscal Year Enter the four-digit fiscal year for the accounting period for which you want to create a report. This field is active only if you select the *Accounting Period* report option.

Process Scheduler Options

When you click the Run button, the Process Scheduler Request page lists the processes that generate a reconciliation report. The following options enable you to load data and generate a report or merely generate a report:

Process List Option	Description
AP GL Journal Recon Data & Rpt	Loads data into the report tables based upon run request parameters and generates the AP/GL Journal Reconciliation report.
AP/GL Journal Reconciliation	Generates the AP/GL Journal Reconciliation report using data that is already loaded into report tables. Use this option only when data is already loaded.

CHAPTER 20

Reviewing Voucher, Payment, and Vendor Information

This section provides an overview of voucher, payment, and vendor information and discusses how to:

- Review voucher information.
- Review payment information.
- Locate related procurement documents.
- Review vendor information.

Understanding Voucher, Payment, and Vendor Inquiries

PeopleSoft Payables provides numerous inquiry pages and reports that enable you to access your voucher, payment, and vendor information how and when you need it. The inquiry pages in particular can be very useful when your customers call and want you to track down information for them.

Using Voucher Information to Access Payment Detail

What if a vendor calls looking for an outstanding invoice? The vendor won't have any of the information that has become part of the voucher (such as voucher ID), but only raw data as it appears on their invoice. How do you find the information they are requesting? In this instance, you would:

1. Use the Voucher Inquiry page to search for vouchers by vendor and vendor invoice number.
2. Drill down to the Schedule Payment Inquiry page to view the scheduled payment details for the vouchers (such as payment method, scheduled pay date, and approval status).
3. Drill down to the Voucher Payment Detail page to access detail on the payment itself (such as bank, payment date, payment amount, currency, and payment status).
4. Drill down to the Voucher Detail Lines Display page to view invoice and distribution line level detail for the vouchers (such as General Ledger business unit, ChartFields, and line amounts).

You can continue to drill down from the inquiry pages to more detailed information.

Using Payment Information to Access Voucher Detail

What if a vendor calls and asks you which invoices were included on a check they have received? The advice may have become separated from the check itself, making it impossible for them to enter reconciling entries in Account Receivable. In this instance you would:

1. Use the Payment Inquiry page to search for payments by vendor name and check amount, or payment method.

2. Drill down to the Vouchers For a Payment page to view payment details (such as vendor address, reconciliation date, voucher ID, paid amount, and currency).

You can continue to drill down from the inquiry pages to more detailed information.

In addition to being interconnected, enabling you to access payment information for a voucher, or voucher information for a payment, these interconnected pages also enable you to:

- Enter ranges to limit the data returned.
- Personalize sorts by field or in ascending or descending order.
- Navigate back and forth between pages quickly with hyperlinks.

Reviewing Voucher Information

You can review vouchers using several inquiry pages and reports.

This section describes how to:

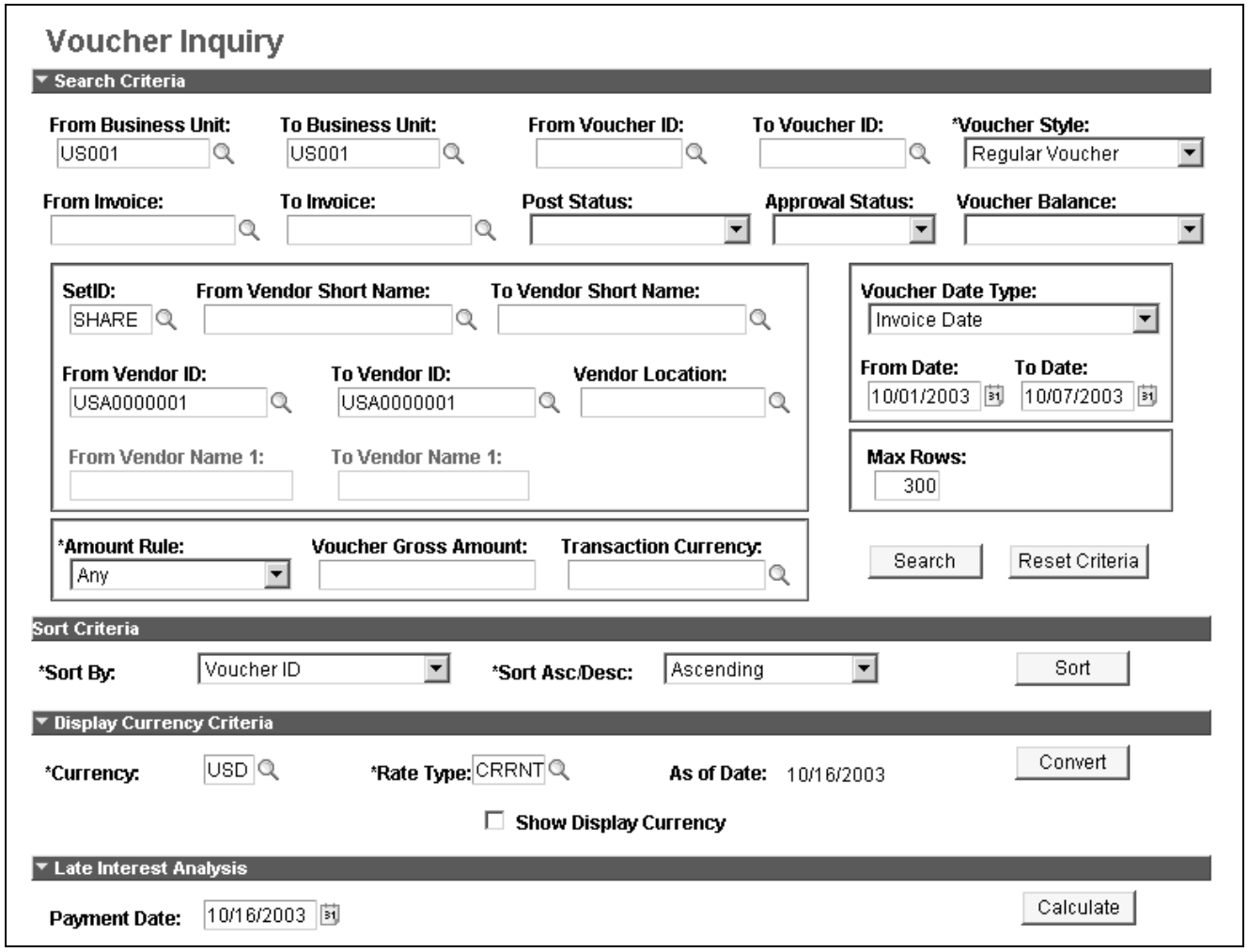
- Review voucher details.
- Review voucher payment details.
- Review scheduled payment information.

Pages Used to Review Vouchers

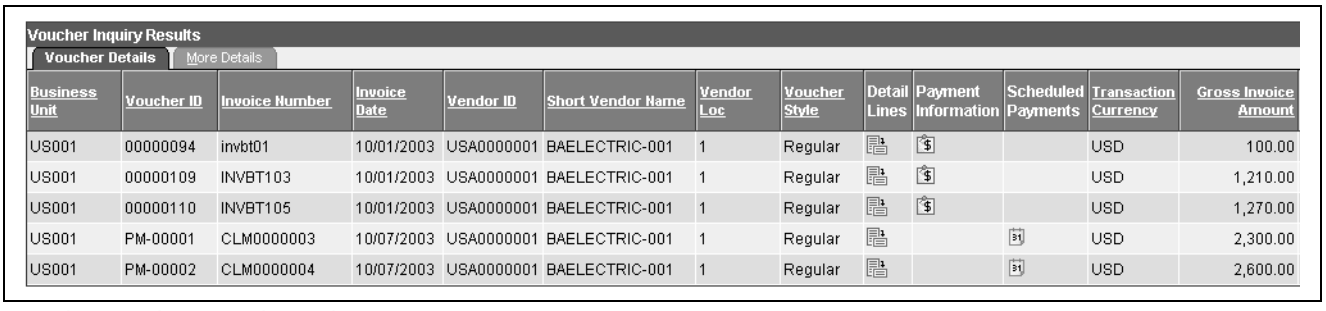
Page Name	Object Name	Navigation	Usage
Voucher Inquiry	AP_VOUCHER_INQUIRY	Accounts Payable, Review Accounts Payable Info, Vouchers, Voucher, Voucher Inquiry	Search for and review status of a voucher and any payment information.
Voucher Detail Lines Display	AP_VCHR_LN_DET_DSP	Click a Voucher Detail Lines button on the Voucher Inquiry page.	View voucher line and distribution line detail.
Voucher Payment Detail	VCHR_PYMNT_INQ	Click the Payment Information button on the Voucher Inquiry page.	View information about the payments that make up a voucher.
Scheduled Payment Inquiry	AP_SCHD_PYMNT_INQ	Click the Scheduled Payments Information button on the Voucher Inquiry page. Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Payment, Scheduled Payment Inquiry	View the scheduled payments details.
Rejected Vouchers	VNDR_PAYINQ_RJCT	Accounts Payable, Review Accounts Payable Info, Vendor, Rejected Vouchers	View vouchers that have a status of *Rejected.*

Reviewing Voucher Details

Access the Voucher Inquiry page.



Voucher Inquiry page (1 of 3)

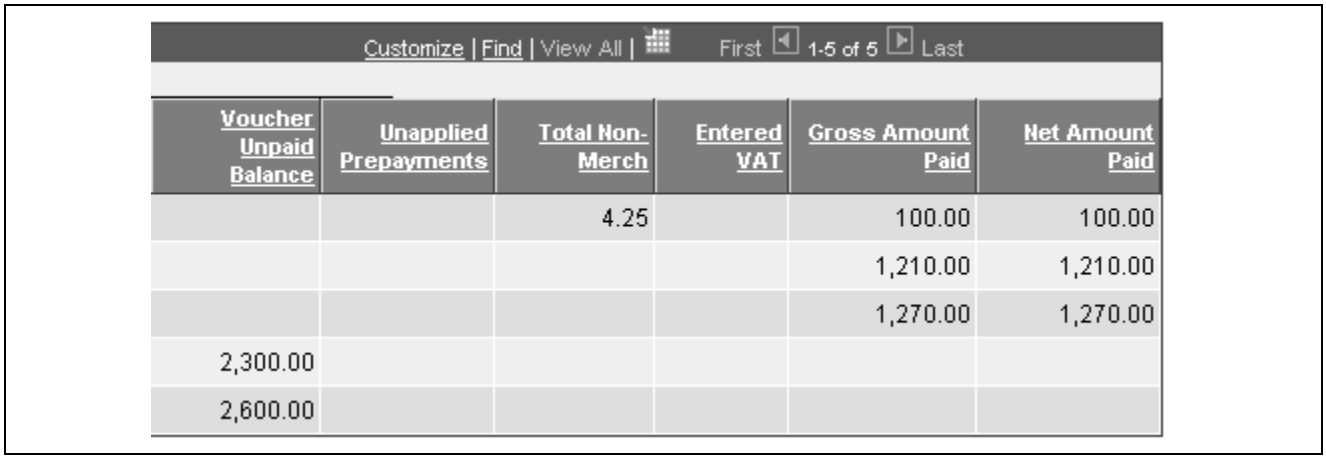


Voucher Inquiry Results

Voucher Details | More Details

Business Unit	Voucher ID	Invoice Number	Invoice Date	Vendor ID	Short Vendor Name	Vendor Loc	Voucher Style	Detail Lines	Payment Information	Scheduled Payments	Transaction Currency	Gross Invoice Amount
US001	00000094	invbt01	10/01/2003	USA0000001	BAELECTRIC-001	1	Regular				USD	100.00
US001	00000109	INVBT103	10/01/2003	USA0000001	BAELECTRIC-001	1	Regular				USD	1,210.00
US001	00000110	INVBT105	10/01/2003	USA0000001	BAELECTRIC-001	1	Regular				USD	1,270.00
US001	PM-00001	CLM0000003	10/07/2003	USA0000001	BAELECTRIC-001	1	Regular				USD	2,300.00
US001	PM-00002	CLM0000004	10/07/2003	USA0000001	BAELECTRIC-001	1	Regular				USD	2,600.00

Voucher Inquiry page (2 of 3)



Customize | Find | View All | First 1-5 of 5 Last

Voucher Unpaid Balance	Unapplied Prepayments	Total Non-Merch	Entered VAT	Gross Amount Paid	Net Amount Paid
		4.25		100.00	100.00
				1,210.00	1,210.00
				1,270.00	1,270.00
2,300.00					
2,600.00					

Voucher Inquiry page (3 of 3)

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Search Criteria

Enter search criteria to create your request.

From Business Unit and **To Business Unit**

Enter a business unit or a range of business units to be used in your search. A business unit is required.

If you search on a range of business units, you cannot search on either a Voucher ID or an Invoice number.

Voucher Style

Enter a voucher style. Options include: *Adjustments*, *All Except Prepaid/SinglePayment*, *All Vouchers*, *Journal Voucher*, *Prepaid Voucher*, *Register Voucher*, *Regular Voucher*, *Reversal Voucher*, *Single Payment Voucher*, *Template Voucher*, *Third Party Voucher*.

Post Status

Enter a payment post status. Options include: *Payment not Applied*, *Posted*, or *Unposted*.

Approval Status

Enter an approval status. Options include: *Approved*, *Denied*, or *Unapproved*.

Voucher Balance

Enter a voucher balance option. Options include: *Balance Remains*, *No Balance Remains.*

From Vendor Short Name and **To Vendor Short Name**

Enter a vendor short name or range of vendor short names to be used in your search. Once a name is entered in the From Vendor Short Name field, the To Vendor Short Name field is populated and available for entry.

Once you enter a name in the From Vendor Short Name field, both vendor ID fields are populated but are unavailable for entry.

If you search for a range of vendor short names you cannot search on a vendor location in the same search.

From Vendor ID and **To Vendor ID**

Enter a vendor ID or range of vendor IDs to be used in your search. Once a number is entered in the From Vendor ID field, the To Vendor ID is populated and available for entry.

To search on a range of vendor ID numbers, use both fields. To search on one vendor ID number, use the From Vendor ID field and leave the To Vendor ID field blank.

Once you enter a vendor ID in the From Vendor ID field, the vendor name fields are not populated but are unavailable for entry.

If you search for a range of vendor IDs, you cannot search on a vendor location in the same search.

Voucher Date Type Enter a voucher date type. Options include: *Accounting Date*, *Due Date*, *Entered Date*, or *Invoice Date*. If you leave the Voucher Date Type blank, the From Date and To Date fields are ignored during your search.

Once you select the Voucher Date Type, use the From Date and To Date fields to search on a range of dates.

Note. When you edit the From Date field, the To Date field does not automatically change. Be sure to look at both dates to prevent receiving no results for your inquiry.

Max Rows (maximum rows) Enter the maximum rows to be retrieved in the main search for each component. Maximum rows that can be retrieved are 300.

Amount Rule Enter an amount rule. To search on a particular voucher amount, specify how you are comparing your search to that amount. Options include: *Any*, *Equal to*, *Greater than*, *Greater than or equal to*, *Less than*, *Less than or equal to*.

Voucher Gross Amount Enter the voucher amount once you have specified a particular Amount Rule.

Sort Criteria

Sort By Enter the field you want to sort by and select a sort order of *Ascending* or *Descending*.

Double click on any column header and you can also resort the search results.

Display Currency Criteria

Currency Code Enter the type of currency in which you want your data to display.

This field is populated from the operator preferences but you can edit it. The system converts all of the payments shown to this currency.

Rate Type Enter to convert the amounts that use the exchange rate for the type of currency you selected.

Show Display Currency Select if you want to convert all amounts to one consistent currency type for display purposes.

Convert Click to activate the search on the payments that match your selection criteria and to convert the display, if you chose to.

Late Interest Analysis

Payment Date Enter a “what-if” payment date.

Calculate Click to calculate late interest charges for overdue vouchers.

Voucher Inquiry Results

Once you generate your search, the results appear at the bottom of the page.

Voucher Details Tab

Detail Lines Click the button to access the Voucher Detail Lines Display page, where you can view line and distribution line detail for the voucher.

Payment Information Click the button to access the Payment Details page, where you can view more detailed information about a voucher payment.

Scheduled Payments Click the button to view the Schedule Payment Inquiry page, where you can view scheduled payment information for a vendor or a group of vendors.

Gross Invoice Amount Displays the total invoice amount, including any non-merchandise amounts.

Total Non-Merch (total non-merchandise) Displays total amount of gross invoice amount allocated to sales tax, use tax, freight tax, and miscellaneous tax.

Entered VAT Displays the VAT amount entered on the voucher header.

Gross Amount Paid Displays the actual amount paid on this voucher.

Net Amount Paid Displays the gross amount paid on this voucher, less any discount.

More Details Tab

Lists the various statuses of the voucher and the dates associated with the voucher.

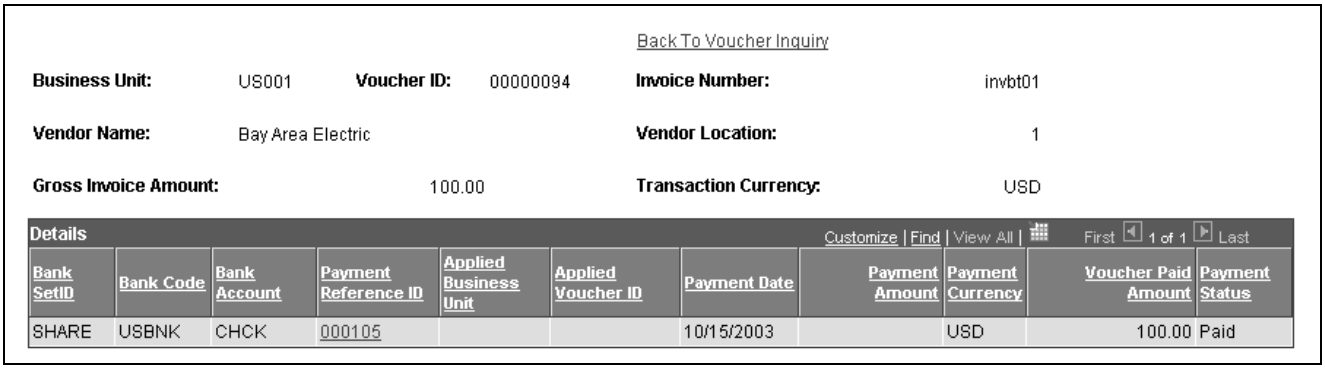
See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Late Interest Charges

Reviewing Voucher Payment Details

Access the Voucher Payment Detail page.



Voucher Payment Detail page

Access the Voucher Payment Detail page from the Voucher Inquiry page.

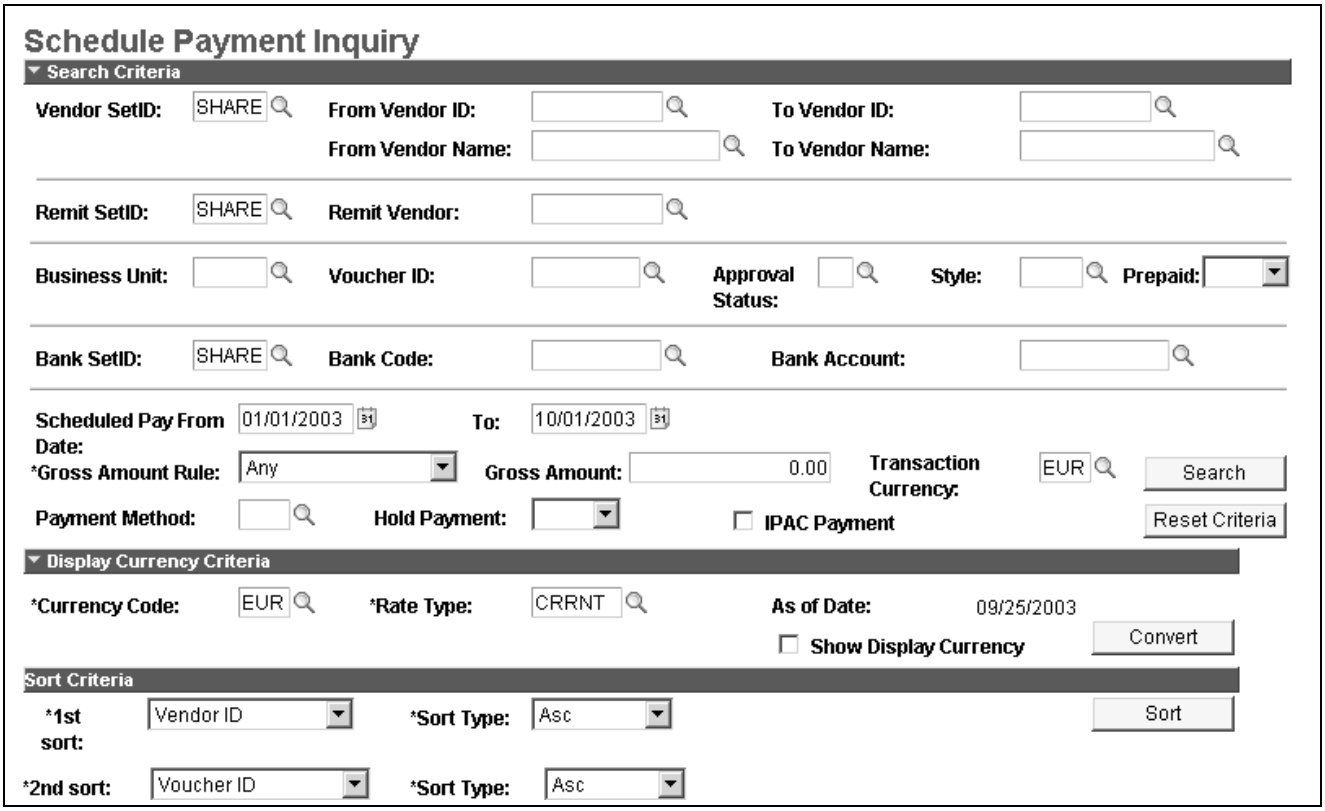
Click the Payment Reference ID link to go to the Payment Inquiry Page.

Applied Business Unit and Applied Voucher IDonly display information if the payment was made by the application of a prepaid voucher. These prepayment application lines do not have a payment reference ID or a payment date.

Click the Back To Voucher Inquiry link to return to the Voucher Inquiry page.

Reviewing Scheduled Payment Information

Access the Schedule Payment Inquiry page.



Search criteria, display currency criteria, and sort criteria on the Schedule Payment Inquiry page

Search Criteria

Enter the search criteria for your inquiry. There are some dependencies among search fields:

- You cannot search by both vendor ID and vendor short name.
- You must enter a vendor setID to search by vendor.
- You must enter a remit vendor setID to search by remit vendor.
- You must enter a bank setID to search by bank and bank account.

All other fields can be used to search in any combination. Many fields enable you to search by single value or range of values.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency that you want your data to be displayed in. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency.

Select Rate Type to convert the amounts by using the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. Today's date appears by default in the As of Date field. If you have already generated your search, click the Convert button to convert the display of your results.

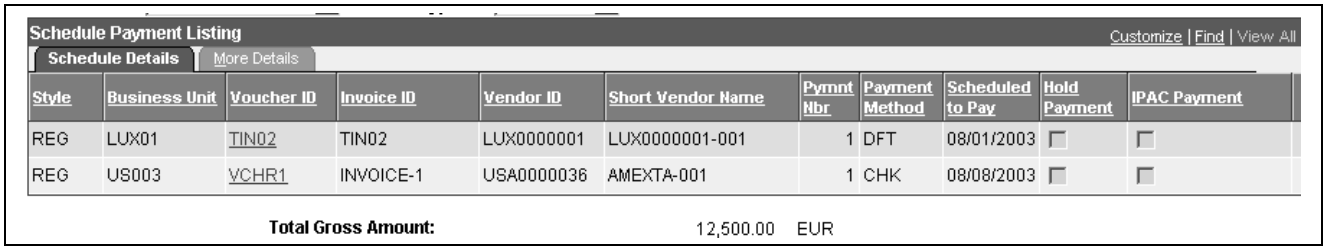
Note. The Convert button *displays* the converted currencies; it does not convert them.

Sort Criteria

To sort your results, select the field that you want to sort by, and select whether you want your inquiry sorted in ascending or descending order. Click the Sort button to generate the sort.

Schedule Payment Listing

Results appear in the Schedule Payment Listing grid:


Schedule Payment Listing

Customize | Find | View All

Schedule Details | More Details

Style	Business Unit	Voucher ID	Invoice ID	Vendor ID	Short Vendor Name	Pymnt Nbr	Payment Method	Scheduled to Pay	Hold Payment	IPAC Payment
REG	LUX01	TIN02	TIN02	LUX0000001	LUX0000001-001	1	DFT	08/01/2003	☐	☐
REG	US003	VCHR1	INVOICE-1	USA0000036	AMEXTA-001	1	CHK	08/08/2003	☐	☐

Total Gross Amount: 12,500.00 EUR

Schedule Payment Listing grid on the Schedule Payment Inquiry page (partial)

Style The voucher style for this scheduled payment.

Voucher ID Click the Voucher ID link to access the Voucher Inquiry page, where you can view more detailed information about the payments that make up this voucher.

Pymnt Nbr (payment number) The payment number for this scheduled payment. This is a system-generated number, not the payment reference number (that is, not a check number or its equivalent).

Scheduled to Pay	The payment date scheduled for this payment.
Hold Payment	Indicates that there is a hold on the payment for this voucher.
(USF) IPAC Payment	Indicates that this payment is a payment to be processed through the U.S. Department of Treasury's IPAC system. This appears only if you are a U.S. federal agency. See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737.
Trans Currency (transaction currency)	The type of currency that the transaction itself is in.
Display Gross Amount	The gross amount, which appears in the converted currency. This field appears only if you select the Show Display Currency check box.
Display Currency	The common currency in which the gross amount is calculated. This field appears only if you select the Show Display Currency check box.
Approval Status	The approval status of the scheduled payment. Values are: *Approved*, *Pending*, and *Denied.*
Draft Sight Code	The draft sight code that is associated with this scheduled payment.
Draft Scheduled Maturity Date	The date on which the draft that is associated with this scheduled payment matures, if applicable.
Letter of Credit ID	The letter of credit ID that is associated with this scheduled payment, if applicable.
Netting Reference ID	The netting reference ID number that is associated with this scheduled payment, if applicable.

See Also

Chapter 8, "Establishing Pay Cycles," page 129

Chapter 24, "Processing Drafts," page 619

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," Letters of Credit, page 105

PeopleSoft Cash Management 8.8 PeopleBook, "Managing Bilateral Netting"

Reviewing Payment Information

PeopleSoft Payables includes several inquiry pages and reports that enable you to examine the detail associated with your payments. The inquiry pages are just a starting point. You might find that you want to use PeopleTools to create additional inquiry pages that contain the data that you need organized in the manner that you desire.

This section describes how to:

- Review payment information.

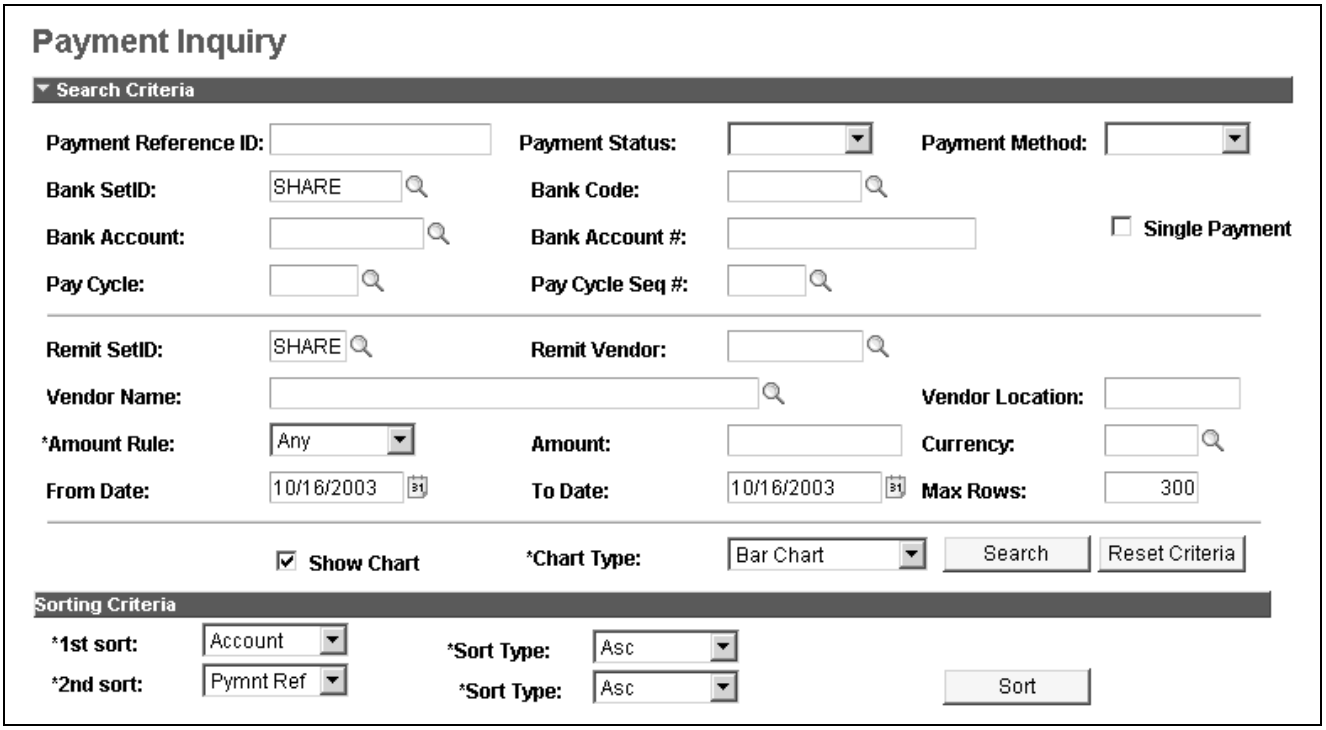
- Review payment voucher details.
- Review replaced payments.
- Review scheduled payments on hold.
- Review overdue scheduled payments.

Pages Used to Review Payment Information

Page Name	Object Name	Navigation	Usage
Payment Inquiry	PYMNT_INQ_SRCH	Accounts Payable, Review Accounts Payable Info, Payments, Payment, Payment Inquiry	Search on payments using specific search criteria to create a list of detailed payment information or display a chart of payments by date.
Vouchers For a Payment	PYMNT_VCHR_DET_SEC	Click the Payment Reference ID link on the Payment Inquiry page.	View more detailed information about a payment voucher.
Replaced Payments	PYMNT_RPLCD	Accounts Payable, Review Accounts Payable Info, Payments, Replaced Payments	View those payments for which you have replaced the payment reference number. Payment reference numbers are replaced when you recreate checks in a pay cycle.
Scheduled Payments on Hold	VNDR_PAYINQ_HLD	Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Payments on Hold	View vouchers that are scheduled for payment, yet are on hold.
Overdue Scheduled Payments	VNDR_PAYINQ_OVRDUE	Accounts Payable, Review, Vendor, Overdue Scheduled Payments	View vouchers that are overdue for a vendor.

Reviewing Payment Information

Access the Payment Inquiry page.



Payment Inquiry page (1 of 2)



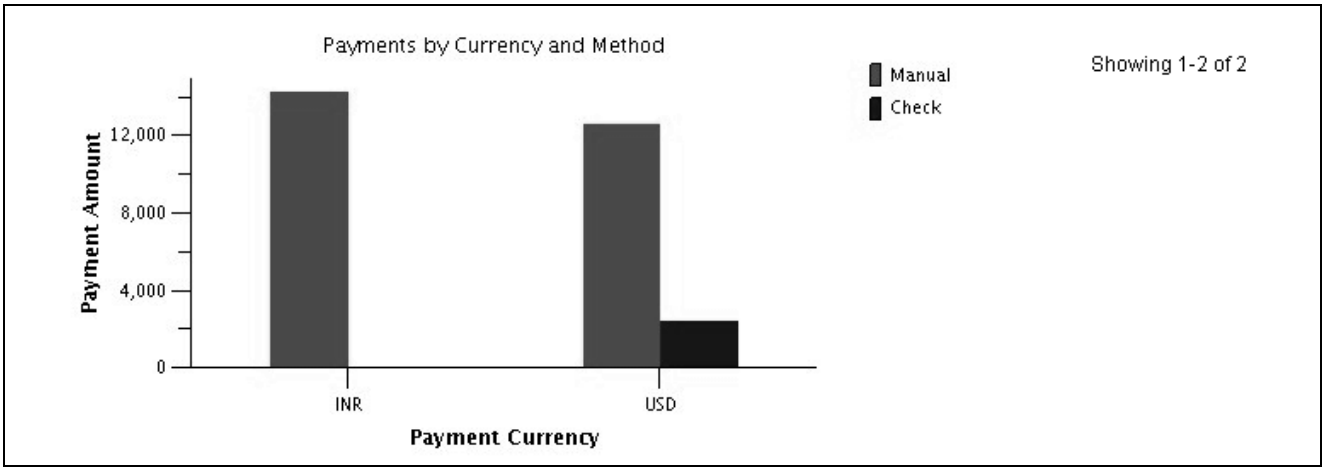
Payment Inquiry Result

Customize | Find | View All | First 1-5 of 5 Last

Payment Details | Additional Info | Vendor Details

Source	Payment Reference ID	Payment Method	Amount	Currency	Creation Date	Payment Date	Payment Status	Recon Status	Reconcile Date
VCHR	F	Manual	14,306.40	INR	10/16/2003	10/16/2003	Paid	Unrecon	
VCHR	000106	Check	1,210.00	USD	10/16/2003	10/16/2003	Paid	Unrecon	
VCHR	000107	Check	1,270.00	USD	10/16/2003	10/16/2003	Paid	Unrecon	
VCHR	MAN001	Manual	12,000.00	USD	10/16/2003	10/16/2003	Paid	Unrecon	
VCHR	FD	Manual	690.00	USD	10/16/2003	10/16/2003	Paid	Unrecon	

Payment Inquiry page (2 of 2)



Payment Inquiry - Bar Chart page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Search Criteria

Payment Status Enter payment status options are as follows: *Alignment*, *Deleted*, *Escheated*, *Overflow*, *Paid*, *Pre-Note*, *Replaced*, *Same Ref* (same reference), *Stale*, *Stop*, *Undo*, *Void*.

Schedule ID Enter a schedule ID number to review payments in a payment schedule. This field only displays if you enable federal payment schedules.

Amount Rule Enter an amount rule to search by comparing to a particular amount. Options include: *Any*, *Equal to*, *Greater than*, *Greater than or equal to*, *Less than*, *Less than or equal to*.

Search criteria in the Amount Rule field is compared to a value that you enter in the Amount field.

From Date and **To Date** Enter to search for a payment that was issued on a particular date or in a range of dates. When you select the Show Chart option, these are required fields.

Max Rows (maximum rows) Enter the maximum rows to be retrieved in the main search for each component. Maximum rows that can be retrieved are 300.

Show Chart Select this option to display a summary of payments by amount and currency chart. The paid amount can only be displayed in one currency, which is the payment currency. Clicking a bar on the chart displays the list of payments that are represented on the chart.

This option requires you to specify a date range in the From Date and To Date fields.

The dates cannot span more than 31 days.

Chart Type Select what kind of chart you want to display. The options are: *Bar Chart*, *Horizontal Bar*, *Horizontal Stacked Bar*, *Percentage Stacked Bar*, and *Stacked Bar*. After the chart is displayed, you can change this option and click the Search button to display the new chart type.

Sort Criteria

1st sort Specify how your inquiry results will be sorted. The options are *Account*, *Amount*, *Currency*, *Date*, *Paycycle*, *Pymnt Ref* (payment reference), *Remit Vndr* (remit vendor), and *Vendor*.

Select whether the data is to be sorted in *Asc* (ascending) or *Desc* (descending) order.

2nd sort Select a field to sort by in the 2nd sort field for a more detailed sort within your first sort. Available choices are the same as for the first sort. Again, select whether the data is to be sorted in ascending or descending order.

Payment Details Tab

Payment Reference ID Click the payment reference ID number to access the Payment Voucher Details page, where you can view the vouchers that make up this payment.

Recon Status (reconciliation status) Displays whether the payment has been reconciled.

Reconcile Date Displays the reconciliation date if the payment has been reconciled.

Additional Info Tab

Lists the post status, cancel status, pay cycle, and bank information associated with the payment.

Vendor Details Tab

Lists the vendor name and address associated with the payment.

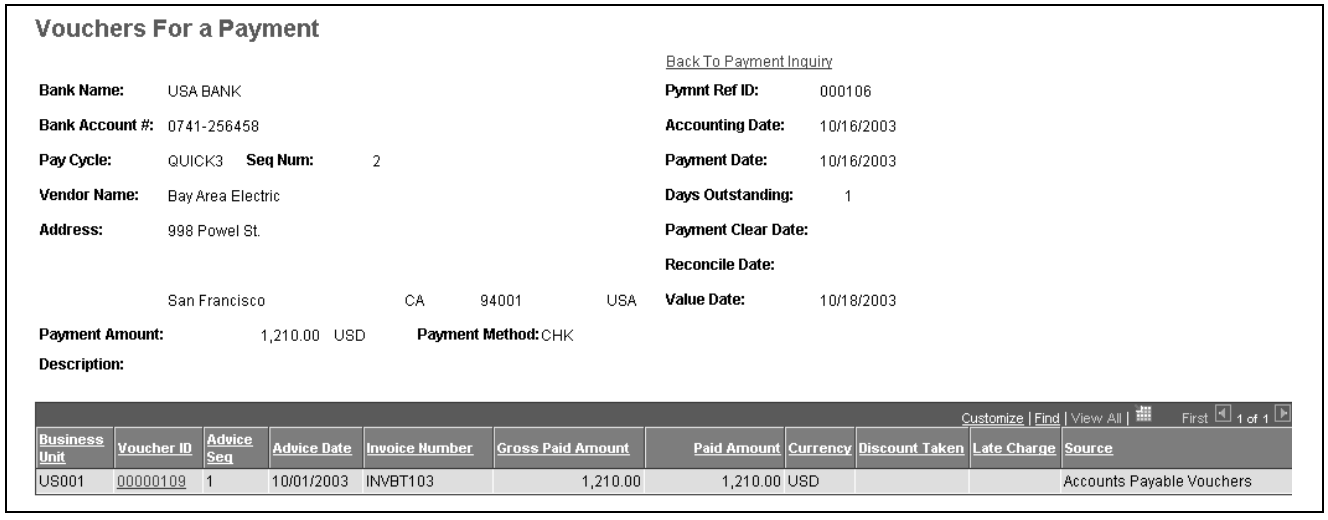
See Also

Chapter 29, “Processing Document Sequencing in PeopleSoft Payables,” page 723

Chapter 16, “Using Additional Payment Processing Options,” Canceling Payments, page 449

Reviewing Payment Voucher Details

Access the Vouchers For a Payment page.



Vouchers For a Payment page

Days Outstanding Displays the number of days difference between the payment date and the due date for unreconciled payments. For reconciled payments, this is the number of days difference between the payment date and the payment clear date.

Value Date Displays when the funds actually clear the bank.

Approved By Displays the person who approves the pay cycle. This is for Federal only and is set at the Pay Cycle Certification page.

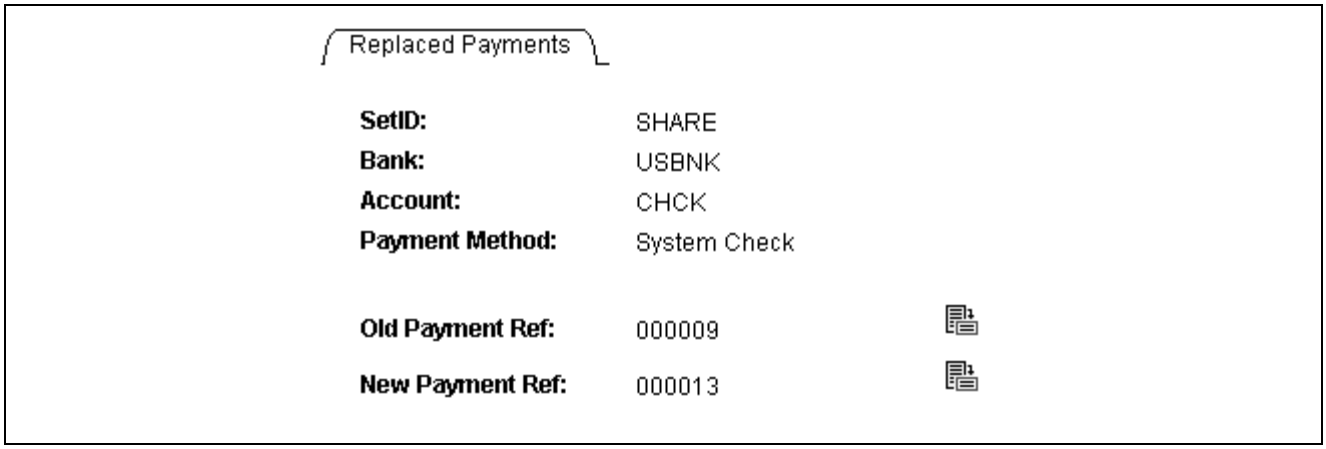
Approval Date Displays the date the pay cycle was approved. This field only displays when you enable the Federal Payments feature.

Treasury Chk # Displays the check number that the U.S. Treasury issued to pay an obligation on behalf of an agency. This can also represent an electronic payment number issued by the U.S. Treasury via electronic funds transfer. This field only displays when you enable the Federal Payments feature.

Voucher ID Click to access the Voucher Inquiry page, where you can view details for this voucher.

Reviewing Replaced Payments

Access the Replaced Payments page.



Replaced Payments page

You must recreate checks in a pay cycle before using this page.

Old Payment Ref Displays the payment reference number that was changed.

New Payment Ref Displays the current payment reference number.

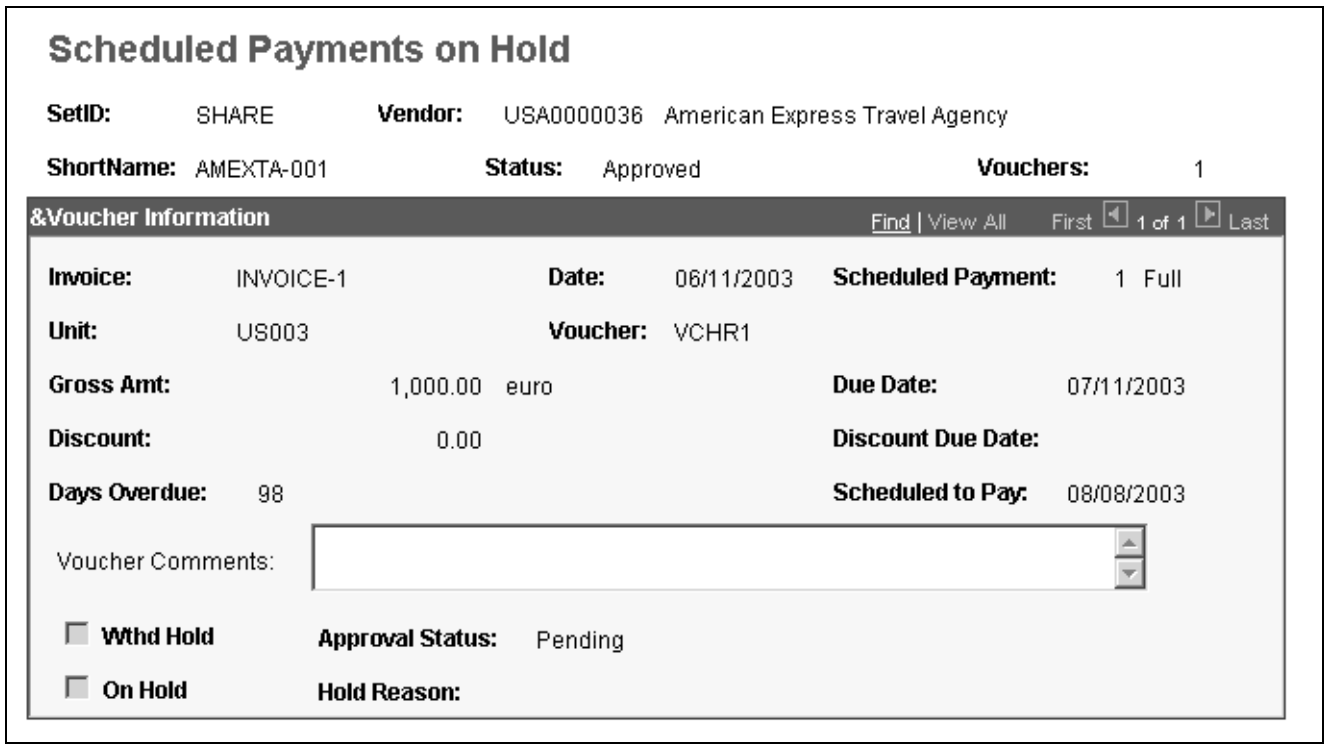
Click to access the Payment Inquiry page. Clicking this button next to the Old Payment Reference number transfers you to the Payment Inquiry page for that Reference number. Clicking this button next to the New Payment Reference number transfers you to the Payment Inquiry page for the current reference number.

See Also

Chapter 15, “Processing Pay Cycles,” Restarting Pay Cycles and Recreating Checks, page 420

Reviewing Scheduled Payments on Hold

Access the Scheduled Payments on Hold page.



Scheduled Payments on Hold page

Note. This page displays vouchers that are on hold, on hold for withholding, pending approval, or denied approval.

Vouchers Displays the number of vouchers on hold for this vendor.

Scheduled Payment Displays the ID of the payment that is on hold and whether full or partial payment will be made.

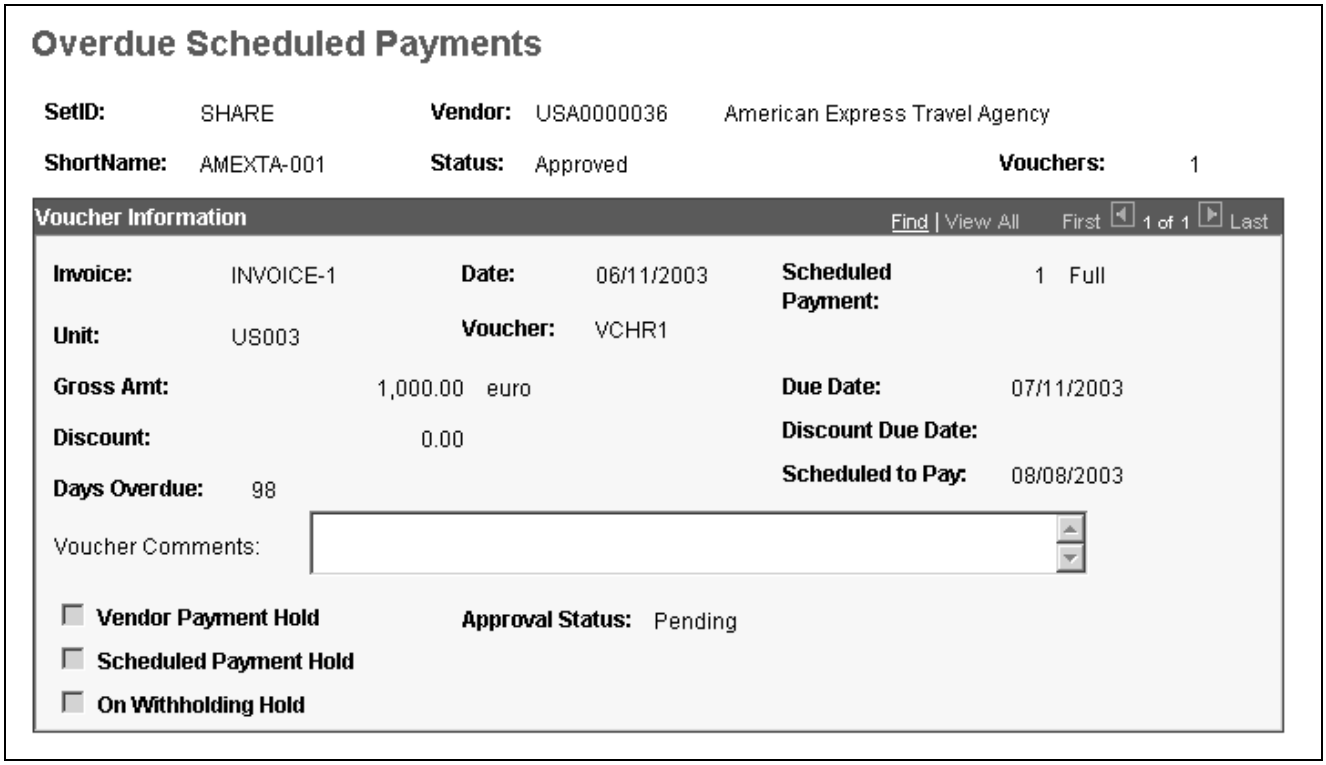
Scheduled to Pay Displays the date that the payment is scheduled to be paid. This could be the Due Date, the Discount Due Date, or a more current date, if the voucher was entered after both of these dates.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Reviewing Overdue Scheduled Payments

Access the Overdue Scheduled Payments inquiry page.



Overdue Scheduled Payments page

Overdue scheduled payments must exist before you can access this page.

The fields on this page are similar to those on the Scheduled Payments on Hold page.

Vendor Payment Hold Displays as selected if the vendor was placed on hold in the Vendor component (VNDR_ID).

Scheduled Payment Hold Displays as selected if the scheduled payment was placed on hold in the Voucher component (VCHR_EXPRESS).

On Withholding Hold Displays as selected if a withholding exception is generated during the Pay Cycle Application Engine process (AP_APY2015).

See Also

Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payments on Hold, page 552

Locating Related Procurement Documents

With both Payables and Purchasing installed, you can inquire and cross-reference related documents across the procure-to-pay business cycle, to tie all documents together for the same transaction flow. You have quick access to requisitions, purchase orders, receivers, and vouchers/payments associated with the requested voucher or payment ID. You can also see such things as post status, budget check status, match status, and gross amount.

This section describes how to:

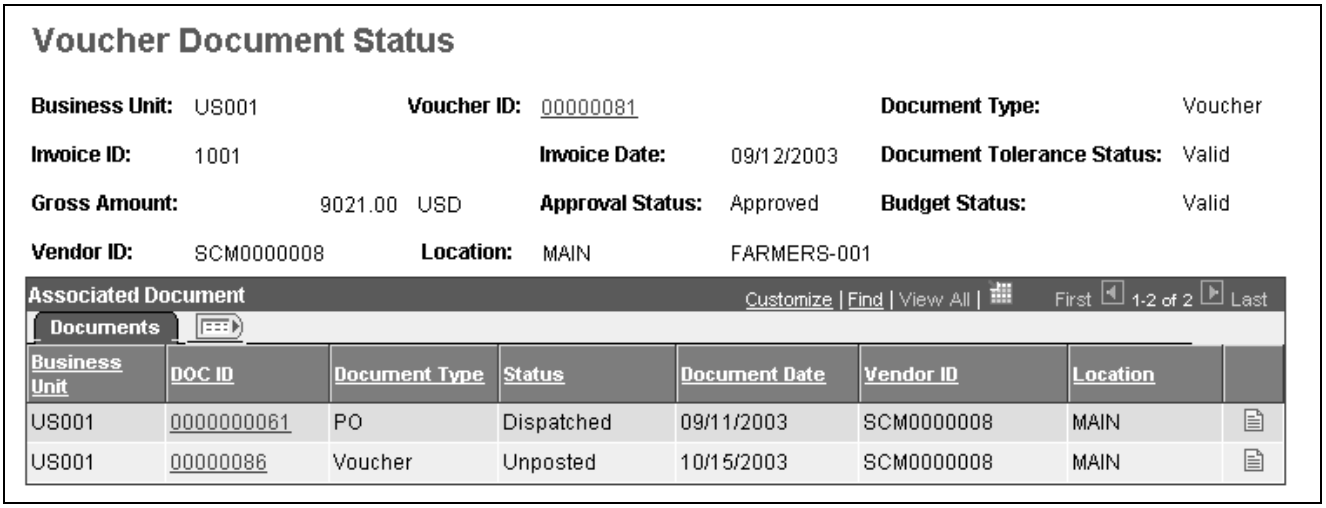
- Locate documents from a voucher ID.
- Locate documents from a payment ID.

Pages Used to Locate Related Procurement Documents

Page Name	Object Name	Navigation	Usage
Voucher Document Status	PRCR_DOCSTAT_VCHR	Accounts Payable, Review Accounts Payable Info, Vouchers, Document Status	Locate related documents starting from a voucher number.
Purchase Order Inquiry	PO_LINE_INQ	Click the DOC ID (document ID) link for a Document Type of *PO* on the Voucher Document Status page.	View purchase order information associated with the voucher. **Note.** You will access an inquiry page related to the document type you select.
Payment Document Status Inquiry	PRCR_DOCSTAT_PYMT	Accounts Payable, Review Accounts Payable Info, Payments, Document Status, Payment Document Status Inquiry	Locate related documents starting from a payment number.

Locating Documents from a Voucher ID

Access the Voucher Document Status page.



Voucher Document Status page

Voucher ID Click to go to the Voucher Inquiry page in a separate browser.

Match Manager Click to go to the Match Manager page in a separate browser. This hyperlink is only active for vouchers that require matching.

Documents Tab

DOC ID (document ID) Click to go to the inquiry page for that document in a separate browser. For example, for a PO, it takes you to PO Inquiry, but for a receipt, it takes you to Receiver Inquiry.

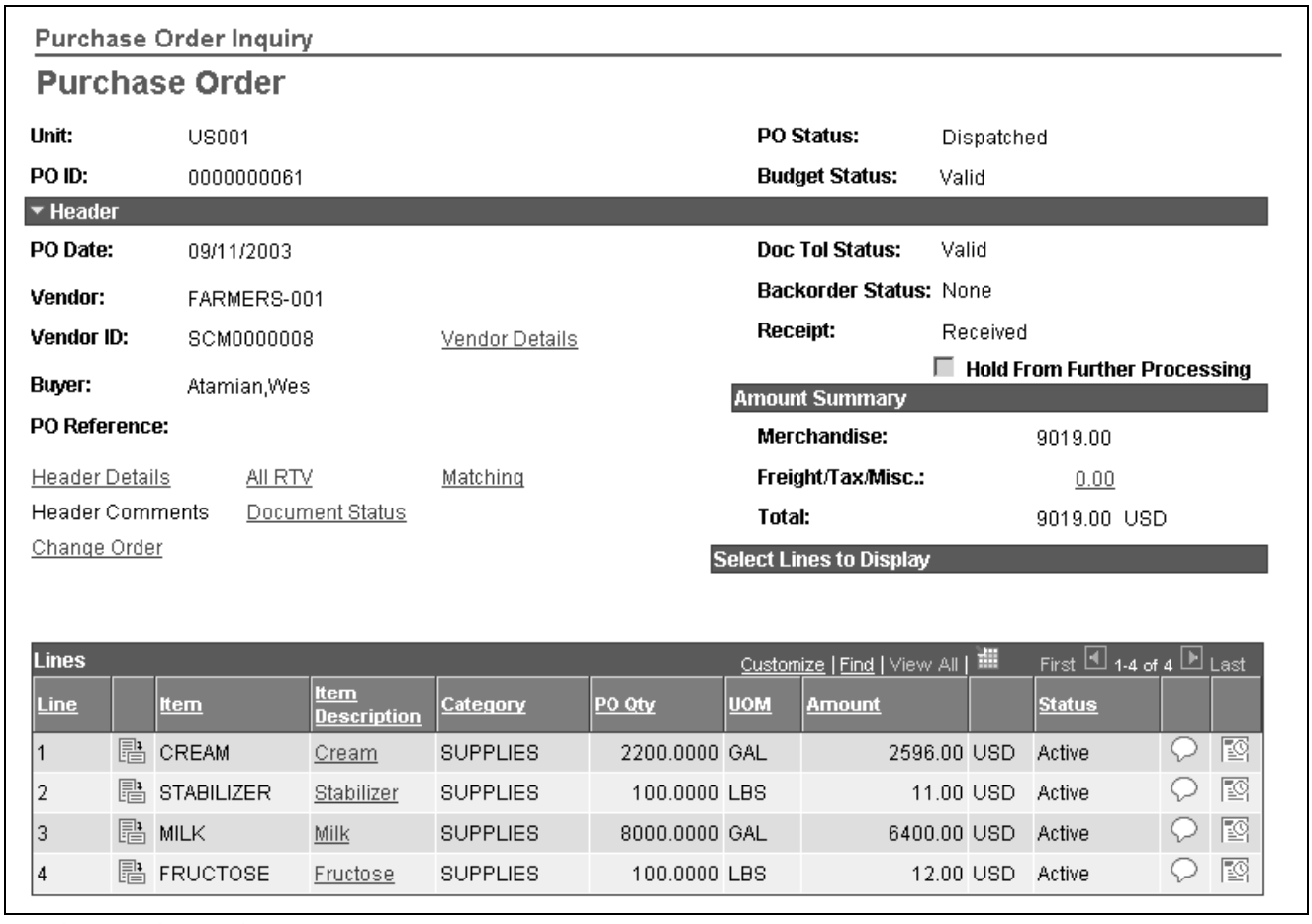
Click to go to the Document Status Inquiry page for that document in a separate browser. For a PO, for example, it takes you to PO Document Status, which has links to related documents.

Related Info Tab

Accounting Entries Click to go to the Accounting Entries Inquiry page in a separate browser. Payment Accounting Entries are based on vouchers. This tab appears only if the transaction was posted.

Reviewing Purchase Order Information

Access the Purchase Order Inquiry page.



Purchase Order Inquiry page

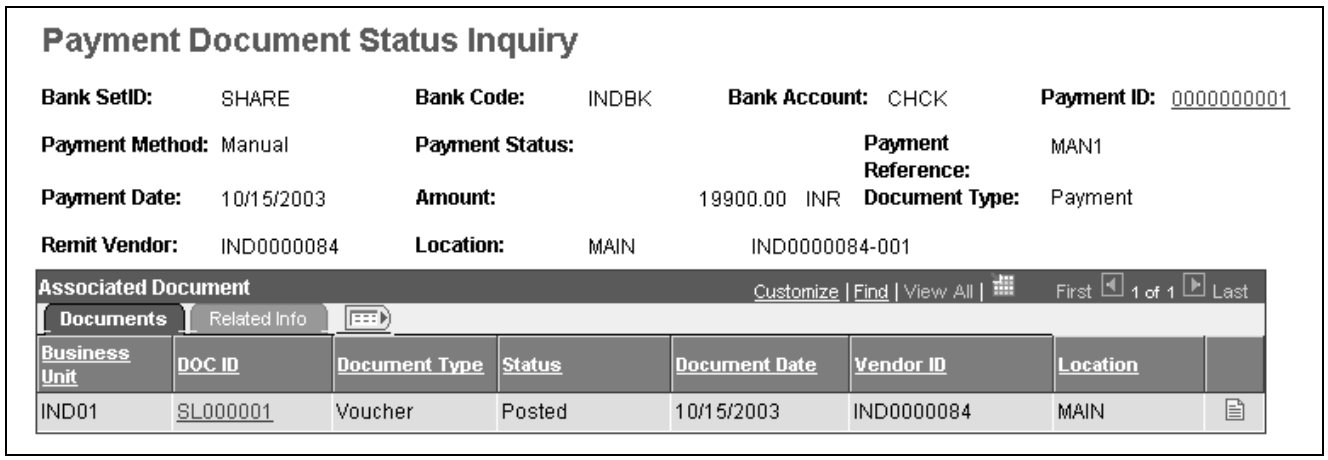
Access the Purchase Order Inquiry page by clicking the DOC ID link for the Document Type of *PO* (purchase order).

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Rev," Inquiring About POs

Locating Documents from a Payment ID

Access the Payment Document Status page.



Payment Document Status Inquiry page

Payment ID Click to go to the Payment Inquiry page in a separate browser instance.

Documents Tab

DOC ID (document ID) Click to go to the inquiry page for that document in a separate browser. For a voucher, for example, it takes you to Voucher Inquiry.

 Click to go to the Document Status Inquiry page for that document in a separate browser. For a voucher, it takes you to Voucher Document Status.

Related Info Tab

Match Manager Click to go to the Match Manager page in a separate browser. This hyperlink is only active for related vouchers that require matching.

Accounting Entries Click to go to the Accounting Entries Inquiry page in a separate browser.

Reviewing Vendor Information

This section discusses how to:

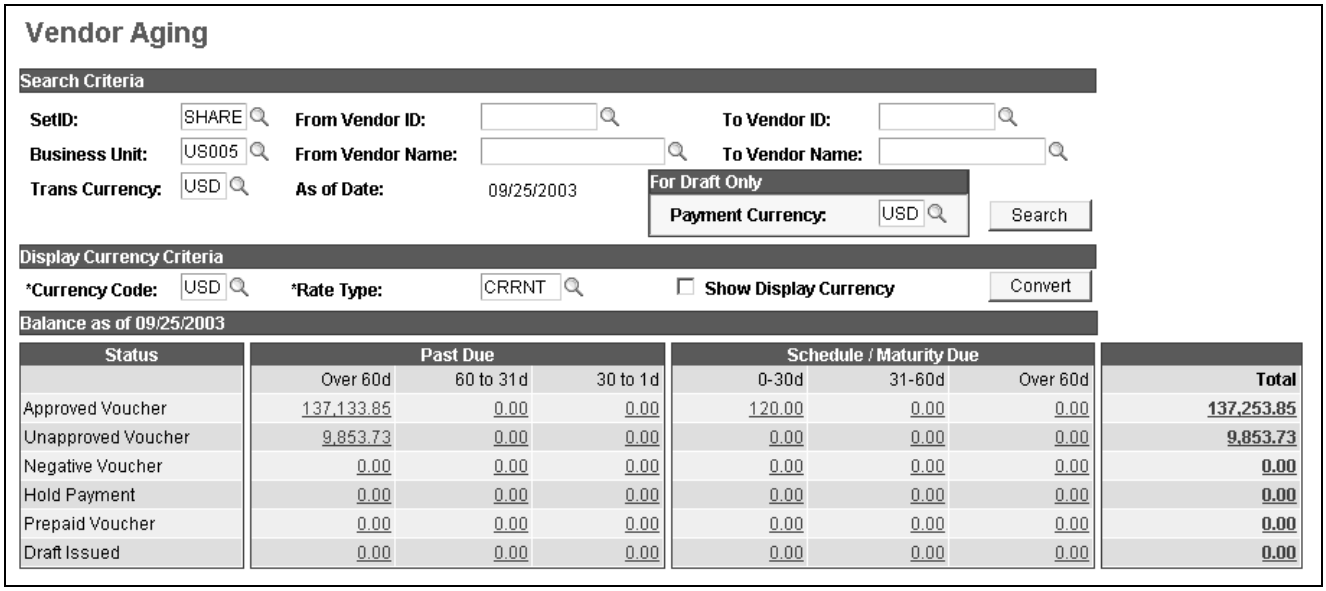
- Review vendor aging.
- Review past due aging.
- Review scheduled due aging.
- Review current vendor balances.

Pages Used to Reviewing Vendor Information

Page Name	Object Name	Navigation	Usage
Vendor Aging	AP_VNDR_AGING	Accounts Payable, Review Accounts Payable Info, Vendor, Aging, Vendor Aging	Review the aging of different payments for a vendor or group of vendors.
Past Due Aging	MTRC_AP_PAST_AGING	Accounts Payable, Review Accounts Payable Info, Vendor, Past Due Aging Metric, Past Due Aging	Display and review past due payments by voucher status in the form of a list or chart.
Scheduled Due Aging	MTRC_AP_SCHD_AGING	Accounts Payable, Review Accounts Payable Info, Vendor, Scheduled Due Aging Metric, Scheduled Due Aging	Display and review scheduled due payments by voucher status in the form of a list or chart.
Vendor Current Balances	AP_VNDR_BAL	Accounts Payable, Review Accounts Payable Info, Vendor, Current Balance, Vendor Current Balances	Review the current payables balance for a vendor or group of vendors.

Reviewing Vendor Aging

Access the Vendor Aging page.



Vendor Aging page

Search Criteria

Enter the search criteria for your inquiry. You can use any combination of the Set ID, Business Unit, Trans Currency (transaction currency), and vendor ID number or vendor name fields. You can search by single vendor ID, single vendor name, or a range of these values. Today's date appears by default in the As of Date field.

For Draft Only

If you are searching for draft payments that have already been created, select the type of payment currency used.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency in which you want your data to appear. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select Rate Type to convert the amounts that use the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. If you have already generated your search, click the Convert button to convert the display of your results.

Note. The Convert button *displays* the converted currencies; it does not convert them.

Balance as of XX/XX/XXXX

Your inquiry results are broken down into these status categories: Approved Voucher, Unapproved Voucher, Negative Voucher, Hold Payment, Prepaid Voucher, and Draft Issued.

Note. The Prepaid Voucher row displays unapplied amounts of *paid* prepayment vouchers.

If your search retrieves no data for a status category, the results region of the page displays *0.00* in each amount field.

For payments that fall into more than one category, such as an unapproved negative voucher, the following hierarchy applies:

1. Hold payments.
2. Negative vouchers.
3. Unapproved or approved vouchers.

In this hierarchy, *1* is the highest priority. For example, a negative voucher has a higher priority than an unapproved voucher, so a negative, unapproved voucher appears in the Negative Voucher column.

The columns in the following table refer to the scheduled date or maturity date of a voucher, payment, or draft:

Past Due: Over 60d	Totals in this column refer to items that are more than 60 days past their scheduled date or maturity date.
Past Due: 60 to 31d	Totals in this column refer to items that are 31 days or more (up to 60 days) past their scheduled date or maturity date.
Past Due: 30 to 1d	Totals in this column refer to items that are 1 to 30 days past their scheduled date or maturity date.
Schedule / Maturity Date: 0-30d	Totals in this column refer to items that are at their scheduled or maturity date or that have up to 30 days until their scheduled date or maturity date.
Schedule / Maturity Date: 31-60d	Totals in this column refer to items with 31 to 60 days before their scheduled date or maturity date.

Schedule / Maturity Date: Over 60d	Totals in this column refer to items with more than 60 days before their scheduled date or maturity date.
Total	Total of all columns for each line.

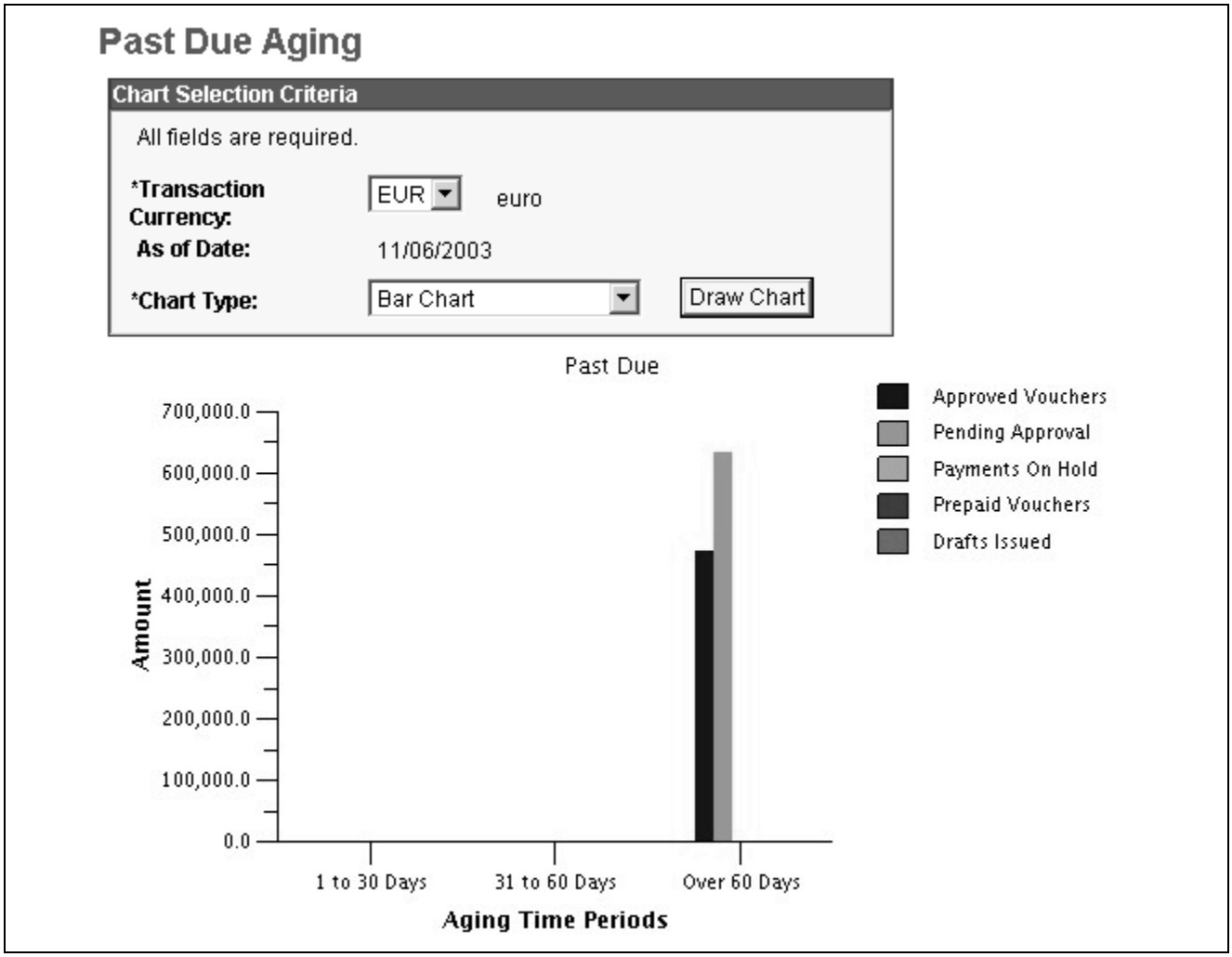
Click the link in any cell containing your results to access the Vendor Schedule Payment Inquiry page, to view details for that value.

See Also

Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payment Information, page 545

Reviewing Past Due Aging

Access the Past Due Aging page.



Past Due Aging page

This chart displays a summary of payments that are past due. Amounts that are to be paid are grouped by aging buckets: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

Transaction Currency Select the currency code in which you want to display past due amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.

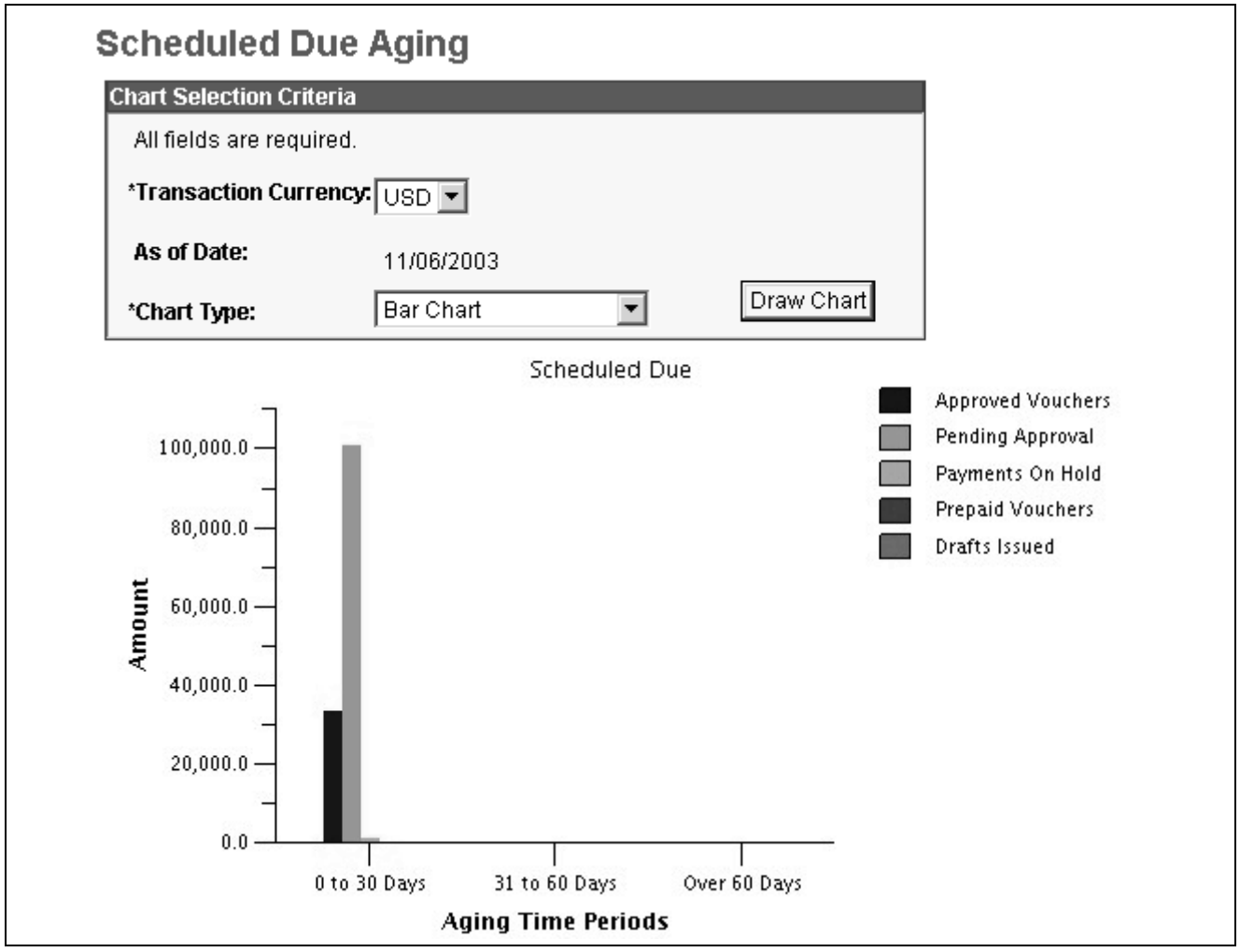
Chart Type Select the kind of chart you want to display. Options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the Draw Chart button to display the new chart type.

Past due payments are categorized by the status of the vouchers from which they derive their amounts. The following categories have particular characteristics:

- Prepaid vouchers reflect the available amount remaining to be applied.
- Drafts issued reflect amounts in drafts that have been created, but the draft maturity date has passed and the draft's status is still *Created* or *Approved.*

Reviewing Scheduled Due Aging

Access the Scheduled Due Aging page.



Scheduled Due Aging page

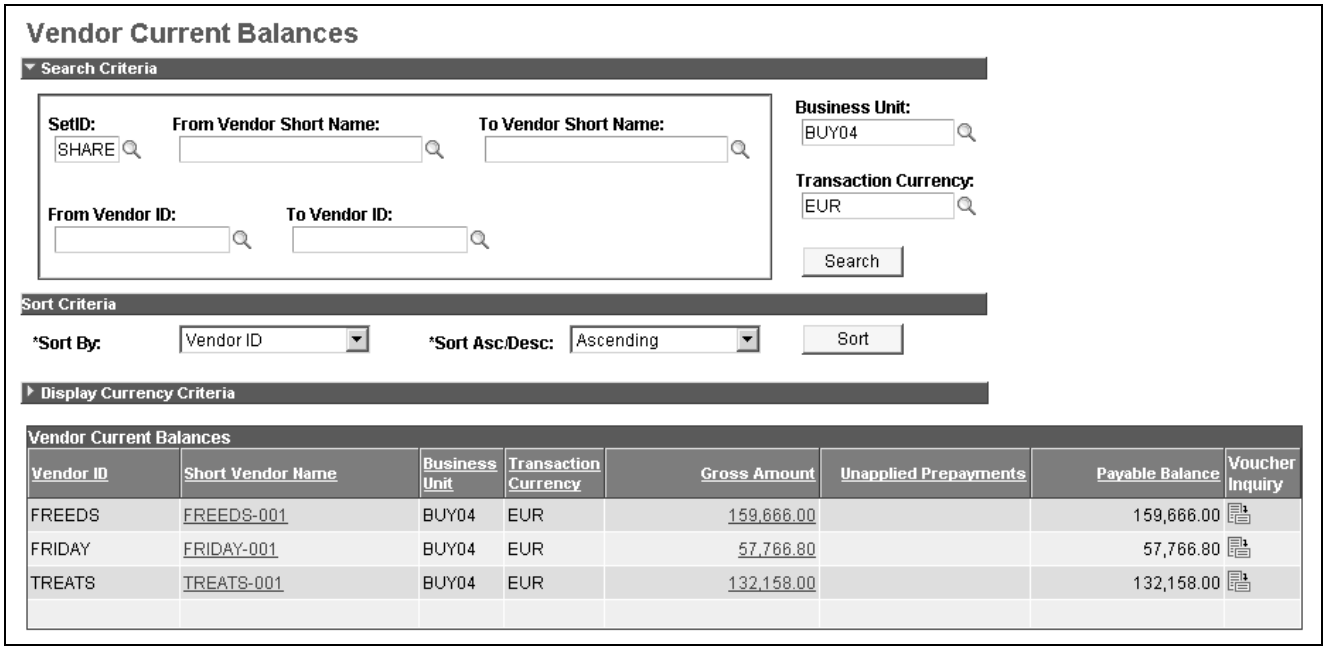
This chart displays a summary of scheduled payments. Amounts that are to be paid are grouped by aging buckets: 1 to 30 Days, 31 to 60 Days, and Over 60 Days. Click a bar on the graph to display the list of vouchers that are represented by that bar on the chart.

Transaction Currency Select the currency code in which you want to display scheduled payment amounts on the chart. Amounts can only be displayed in the transaction currency. Only payments in the currency you select are shown in the chart.

Chart Type Select what kind of chart you want to display. Options are: *Bar Chart, Horizontal Bar, Horizontal Stacked Bar, Percentage Stacked Bar,* and *Stacked Bar.* After the chart appears, you can change this option and click the Draw Chart button to display the new chart type.

Reviewing Current Vendor Balances

Access the Vendor Current Balances page.



Vendor Current Balances page

Search Criteria

Enter the search criteria for your inquiry. You can use any combination of the Set ID, Business Unit, Trans Currency (transaction currency), and vendor ID or vendor short name fields. You cannot search by both vendor ID and vendor short name. If you do not search by business unit, you must search by vendor ID or vendor short name. You can search by single vendor ID, single vendor name, or a range of these values. Today's date appears by default in the As of Date field.

Sort Criteria

To sort your results, select the field that you want to sort by, and select whether you want your inquiry sorted in ascending or descending order. Click the Sort button to generate the sort.

Display Currency Criteria

You can convert the currency that appears in the results region to one common currency. You can enter your display currency criteria either before or after you click the Search button. Enter the currency code of the type of currency in which you want your data to be displayed. This field is automatically populated from the operator preferences, but you can edit it. The system converts all of the payments shown to this currency. Select Rate Type to convert the amounts by using the exchange rate for the type of currency that you selected. Select the Show Display Currency check box to view additional information about the converted amounts. If you have already generated your search, click the Convert button to convert the display of your results.

Note. The Convert button *displays* the converted currencies; it does not convert them.

Vendor Current Balances

Once you complete your inquiry, your results appear in this grid.

Short Vendor Name Click the Short Vendor Name link to open the Vendor Schedule Payment Inquiry page, for a breakdown of details for this vendor that is independent of the selected business unit and transaction currency.

Gross Amount Click the Gross Amount link to open the Vendor Schedule Payment Inquiry page, for a breakdown of details for this vendor by business unit and transaction currency.

Unapplied Prepayments The available balance of any paid, unapplied prepayments.

Note. Prepaid vouchers must be *paid* to appear here.

See Chapter 23, “Processing Prepayments,” page 591.

Payable Balance Total balance of payments for each vendor.

Voucher Inquiry Click the Voucher Inquiry link to open the Voucher Inquiry page, where you can view details about the vouchers payable to this vendor.

If the Show Display Currency check box is selected, the following additional columns appear:

Display Currency The type of currency that you requested that the balance amounts be shown in.

Display Gross Amount The gross amount, which is displayed in the converted currency.

The total of this column also appears at the bottom of the page.

Display Unapplied Prepayments The amount of unapplied prepayments, which are displayed in the converted currency.

Display Payable Balance The total payable balance for each vendor, which is displayed in the converted currency.

See Also

Chapter 20, “Reviewing Voucher, Payment, and Vendor Information,” Reviewing Scheduled Payment Information, page 545

PART 3

Additional Processing Options

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Budget-Checking PeopleSoft Payables Transactions Using Commitment Control

Chapter 22
Running Document Tolerances

Chapter 23
Processing Prepayments

Chapter 24
Processing Drafts

Chapter 25
Sending Information to PeopleSoft Asset Management

Chapter 26
Processing Self-Billed Invoices

Chapter 27
Processing Landed Cost Transactions

Chapter 28
Processing Multiple Currencies in PeopleSoft Payables

Chapter 29
Processing Document Sequencing in PeopleSoft Payables

Chapter 30
(USF) Setting Up and Processing Payables for U.S. Federal Agencies

Chapter 31
Using Entry Events in PeopleSoft Payables

Chapter 32
Archiving Transactions in PeopleSoft Payables

CHAPTER 21

Budget-Checking PeopleSoft Payables Transactions Using Commitment Control

This chapter provides an overview of the Commitment Control feature in PeopleSoft Payables and discusses how to:

- Set up PeopleSoft Payables for Commitment Control accounting.
- Budget-check during online voucher entry.
- Budget-check in batch mode.
- Perform partial and final liquidations.
- Handle budget-checking exceptions.
- Post vouchers after budget checking.
- Modify, delete, and close vouchers after budget checking.
- Make payments after budget checking.

Understanding the Commitment Control Feature in PeopleSoft Payables

The Commitment Control feature is an optional feature of the PeopleSoft Financials, Enterprise Service Automation, and Supply Chain Management product lines that enables you to control commitments and expenditures automatically by checking them against predefined, authorized budgets. It is a subsystem of PeopleSoft General Ledger that you can activate for specific products and business units.

With the Commitment Control feature, the procure-to-pay cycle is populated with pre-encumbrances, encumbrances, and expenditures, all of which are tracked against a designated budget. Here is a high-level overview of the procure-to-pay cycle when using the Commitment Control feature:

1. When you generate a requisition, a pre-encumbrance is created in the budget records by the budget-checking process.
2. When a requisition becomes a purchase order, the Commitment Control feature relieves the pre-encumbrance and creates an encumbrance.
3. When the purchased goods or services are delivered and the purchase order becomes a voucher, the Commitment Control feature relieves the encumbrance and creates an expenditure.

The Commitment Control feature deducts each type of financial obligation from the available budget amount and tracks them by obligation type so that you can see how much money you have committed in pre-encumbrances, encumbrances, and expenditures.

The Commitment Control feature enables you to receive advance warning about all activities that might send controlled budgets over their approved amounts, and it enables you to stop any transactions that might go over budget. When transactions exceed budget amounts, the Commitment Control feature issues exceptions, which trigger workflow so that responsible parties can take corrective action. You can specify the degree of control and corrective action that you want to allow individual users to exercise over exceptions.

In PeopleSoft Payables, budget checking occurs at voucher creation, deletion, closing, and posting. You also perform budget checking after the payment posting process to check exchange rate realized gains or losses and earned or lost discounts. You can run budget checking for a single voucher during voucher entry or for many vouchers using a batch process. In any case, when you enable the Commitment Control feature for Payables, you cannot pass a voucher to the general ledger until it has been budget-checked and posted. And you cannot post a voucher if it is over budget (although you can give certain users the security clearance to override budget-checking for over-budget vouchers).

See Also

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Understanding PeopleSoft Commitment Control"

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Processing Source Transactions Against Control Budgets"

PeopleSoft Payables Transactions Subject to Budget Checking

PeopleSoft Payables uses four Commitment Control source transaction types:

Vouchers (AP_VOUCHER) The budget-checking process checks the distribution line's merchandise amount plus any prorated nonmerchandise amounts. The currency value is the general ledger business unit's base currency.

Non-prorated (AP_VCHR_NP) The budget-checking process checks the nonprorated, nonmerchandise amounts, or sales and use tax, for the distribution lines. A sibling table of the distribution line joins the amounts with the accounts from the charge header table. The currency value is the general ledger business unit's base currency.

Discount Earned (AP_ACCTDSE) The budget-checking process checks the discounts earned against the accounts that are posted to the general ledger.

Note. You must budget-check this transaction type using the batch Budget Processor COBOL process (FSPKBDP3). Note that, because making payments may create voucher accounting lines, you should budget-check any such accounting lines after making payments.

Voucher Accounting (AP_ACCT_LN) The budget-checking process checks entries from the accounting line table for closed vouchers, realized gains or losses, late charges, and discounts lost. The closed amounts are checked against the original distribution line. The realized gains or losses, late charges, and discounts lost are checked against the accounts that are posted to the general ledger.

Note. You must budget-check this transaction type using the batch Budget Processor COBOL process (FSPKBDP3). Note that, because closing vouchers and making payments may create voucher accounting lines, you should budget-check any such accounting lines after closing vouchers or making payments.

See Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Closing Vouchers After Budget Checking, page 582.

See Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Making Payments After Budget Checking, page 582.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Setting Up PeopleSoft Payables for Commitment Control Accounting, page 571

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Setting Up Commitment Control Source Transaction Types"

Budget-Checking Vouchers

The Budget Processor process checks vouchers and voucher accounting lines against all control budgets that they are subject to, updates the Commitment Control ledger (LEDGER_KK), and updates the budget-checking status of the transactions.

You can budget-check individual vouchers when you create them online, or you can budget-check multiple vouchers and voucher accounting lines in batch mode. The online version of Budget Processor process (FSPKBDP4) performs exactly the same tasks as the batch version (FSPKBDP3). Batch mode is recommended for efficiency, and it is required if you budget-check voucher accounting lines.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Budget-Checking During Online Voucher Entry, page 572

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Budget-Checking in Batch Mode, page 574

Document Tolerances

Document tolerances are percentages or amounts by which related procurement documents (such as purchase orders and vouchers) are allowed to differ. The Document Tolerance Application Engine process (FS_DOC_TOL) enables you to set document tolerances between pre-encumbrances and encumbrances or encumbrances and expenses. If these tolerances aren't met, the system creates a document tolerance exception.

If the Commitment Control feature and document tolerance checking are enabled for the business unit, you must run both the Document Tolerance process and the Budget Processor process. You can initiate these processes by selecting the appropriate actions on the Invoice Information page and clicking the Run button.

If you run the Budget Processor process as a batch process using the Budget Check page, you must run the Document Tolerance process independently.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Budget-Checking in Batch Mode, page 574

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up On-Demand Processing"

Exception Handling

Transactions that fail budget checking are flagged by the system as exceptions. Exceptions fall into two categories: errors and warnings.

Errors are exceptions that have failed budget checking because they do not conform to the rules established for the control budget. Errors are not allowed to continue through the system. This type of control is strict. Errors stop at the budget-check stage and do not proceed until they are corrected. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of the control budgets, the exact reason for a budget to have insufficient funds varies from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Warnings are exceptions that do not conform to the rules of the control budget but that passed through the system anyway. They function as exceptions that are automatically overridden, as well as issues that do not conform to the use of the budget. For example, you might receive a warning if the budget and accounting dates differ. This type of control is loose. Warnings are allowed through the system because the transactions merely require some type of audit trail. You don't want to prevent them—you simply want to analyze them. If the control option for the control budget definition is *Track without Budget*, you receive only warning exceptions. If the control option for the control budget definition is *Track with Budget*, you receive only warning exceptions, unless there is no budget for a transaction. In that case, you receive an error exception.

You are notified of exceptions in two ways: online and through workflow notification.

With online notification, you receive a message regarding a transaction's status when the budget-checking process finishes. The message indicates the type of exception that the transaction created and enables you to directly access the appropriate transaction exception header page, where you can either view the warnings generated or view and override the errors.

With batch budget-checking, users are notified of exceptions through workflow, based on their individual security profiles in the system. The system generates an appropriate worklist for each user and may also generate an email message. Users have access to a list of budgets that caused exceptions or a list of transactions with exceptions. These two options are available through the PeopleSoft system navigation or through the worklist. This provides two ways to access exceptions and override them. As a user, you can choose a particular budget from a worklist and access the Budget Exception page to view a list of all transactions that have failed for a budget. Alternatively, you can select a particular transaction in a worklist and access the appropriate transaction exception header page to view a list of all budgets that have caused exceptions for the transaction. The worklist contains a complete list of exceptions, and it indicates the exact cause of the error or warning. These two pages enable you to inquire about exceptions and override them.

Correcting Errors

You can correct errors for transactions by:

- Changing the amount on the transaction lines to conform to budget limits and then budget-checking again.
- Changing the budget amounts to allow the transactions to pass budget checking.

- Overriding the budget for a particular transaction.
- Overriding the entire transaction for all affected budgets.

In each case, you must have appropriate security clearance.

In PeopleSoft Payables, you must pay a voucher even if it is over budget. Because you can't adjust the voucher unless the voucher is itself in error, you must usually make adjustments to the budget or perform an override.

Security for Budget Adjustments and Overrides

The security profile of a user determines which budgets that user can adjust and which budgets and transactions the user can override. You set up this authority when you set up the Commitment Control feature. Only superusers have budget and transaction override authority. A user ID and date-time stamp appear on the inquiry pages when a budget or transaction has been overridden.

Budget Overrides

Overriding a budget involves selecting a check box on the appropriate page. A superuser can access the Budget Exceptions page, the transaction header and line exceptions pages, or the exception details page for any transaction header to override a budget or transaction.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Handling Budget-Checking Exceptions, page 576

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Managing Budget Exceptions"

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Setting Up Commitment Control Security"

Setting Up PeopleSoft Payables for Commitment Control Accounting

To use the Commitment Control feature in PeopleSoft Payables, you follow the usual Commitment Control setup procedure, including the following Payables-specific steps:

1. Enable the Commitment Control feature for PeopleSoft Payables on the Installation Options - Installed Products page.

   Note. If you set the Installation option for the Default Budget Date field to *Prior Document Budget Date*, the system assigns the budget date on the purchase order to the purchase order voucher. If you set the Default Budget Date field to *Document Accounting Date*, the system assigns the accounting date to the purchase order voucher.

   See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications.

2. Specify the default values for Payables source transactions in the Source Transactions component (KK_SOURCE_TRAN1) on the Definition page, the Selection Criteria page , the Referenced Record Keys page , and the Options page.

   There are four Commitment Control source transaction types that PeopleSoft Payables uses: vouchers (AP_VOUCHER), nonprorated amounts (AP_VCHR_NP), earned discount (AP_ACCTDSE), and voucher accounting lines (AP_ACCT_LN).

   Note. You rarely need to change the default definitions for these source transaction types; only programmers that extensive experience with PeopleSoft application code should make such changes.

   See Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," PeopleSoft Payables Transactions Subject to Budget Checking, page 568.

   See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, "Setting Up Commitment Control Source Transaction Types".

3. If you use balanced entries for budget checking, set up an offset account for each PeopleSoft Payables source transaction type for each control budget definition that you set up on in the Budget Definitions component (KK_BUDG5).

   See *PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook*, "Setting Up Basic Commitment Control Options," Defining Offsets.

Budget-Checking During Online Voucher Entry

When you create online transactions, you can budget-check them in real time by invoking the Budget Processor process on the Invoice Information page.

To budget-check vouchers during online voucher entry:

1. Access the Voucher component (VCHR_EXPRESS1), create a voucher, and save it.
2. Use the Voucher Summary page to check that the following conditions have been met:
   - The voucher has been saved and edited with the approval status *Approved* and the entry status *Postable*.

- The budget header status and nonprorated budget status are *Not Chk'd* (not checked).

  Note that the voucher header maintains two budget-checking statuses: one for the overall status of the distribution line amounts and one for the nonprorated nonmerchandise amounts.

  The budget-checking status of the voucher is *Not Chk'd* if the voucher has not already been budget-checked or if fields on the voucher that affect budget-checking have been changed. The status is *Valid Budget Check* if the voucher has already been budget-checked successfully and *Error* if the voucher has been budget-checked and failed. You must run budget-checking again whenever you change a budget-checked voucher.

  The Non-Prorated Budget Status is *Valid* if there are no nonmerchandise charges. Also, the Non-Prorated Budget Status is *Valid* if the voucher header General Ledger business unit is not set up for the Commitment Control feature, and the nonmerchandise charges are not allocated. If the voucher header General Ledger business unit is not set up for the Commitment Control feature, and nonmerchandise charges exist, but there is no interunit entry, the Non-Prorated Budget Status is also *Valid*. The voucher will not be budget-checked if there is an interunit entry and the nonmerchandise charges are allocated.

  Note. When you enter interunit vouchers on the Invoice Information page, the Budget Header Status field on the Voucher Summary page changes from *Valid Budget Check* to *Not Chck'd.* You must run the Budget Processor to reset the status to *Valid Budget Check* to make the voucher eligible for voucher posting.

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3. On the Invoice Information page, in the Action field select any appropriate on-demand process group that includes budget checking, and click the Run button to run the Budget Processor process on the voucher.

   The budget-checking on-demand process is not available if the Budget Processor process has already run on the voucher.

4. On the Voucher Summary page, review the budget header status and nonprorated budget status.

   The Budget Processor process returns the status *Valid Budget Check* if the voucher passes the budget check. If the distribution line fails budget checking, the Budget Processor process returns the budget header status *Error.* If the nonprorated charges fail budget checking, the Budget Processor returns the budget nonprorate status *Error.*

   Access the budget-checking exceptions pages to view vouchers with budget-checking errors.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Handling Budget-Checking Exceptions, page 576

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up On-Demand Processing"

PeopleSoft 8.8 Setting Up and Using Commitment Control PeopleBook, "Processing Source Transactions Against Control Budgets," Using the Commitment Control Page

Budget-Checking in Batch Mode

This section describes how to run the Budget Processor process in batch mode. This is the most efficient way to budget-check PeopleSoft Payables transactions, and the process is required if you want to budget-check voucher accounting lines.

Note. Running budget checking in batch mode is a two-step process. Both the voucher and the nonprorated, nonmerchandise charges should be checked together. If you perform budget checking on the voucher only, and nonprorated charges exist, then the voucher is not postable, because only half of the voucher are checked. You don't need to run budget checking on nonprorated, nonmerchandise charges if you prorate all charges.

Page Used to Budget-Check in Batch Mode

Page Name	Object Name	Navigation	Usage
Budget Check	AP_KK_CHECK_REQ	Accounts Payable, Batch Processes, Vouchers, Budget Check	Request a run of the Budget Processor process in batch mode.

Running Budget Processor in Batch Mode

Access the Budget Check page.

Transaction Type Select the type of source transaction on which you want to run the Budget Processor process. Options are:

AP ACCT LN: Budget-check closed vouchers, or lines with realized gain or loss, late charge, and discount lost.

AP ACCTDSE: Budget-check voucher lines with discount earned.

AP VCHR NP: Budget-check nonprorated items on a voucher.

AP VOUCHER: Budget-check the expense distributions as well as prorated charges for a voucher.

Process All Business Units Select to have the Budget Processor process review all business units. If you do not select this option, you must select *Business Unit* in the Field Name field and specify a business unit or range of business units to be processed.

Field Name Specify the criteria for selecting vouchers on which to run the Budget Processor process. The list of available fields depends on the transaction type selected and whether you process all business units. Values include:

Blank: The Budget Processor process reviews all vouchers. This selection is available for any transaction type and if you select Process All Business Units.

Accounting Date: The Budget Processor process reviews vouchers using the accounting dates entered in the From and To fields. This field is available for any transaction type, regardless of whether you select Process All Business Units.

Business Unit: The Budget Processor process reviews vouchers using the business units entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.

Close Status Indicator: The Budget Processor process reviews vouchers using the close status indicator. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

Invoice Number: The Budget Processor process reviews vouchers using the invoice numbers entered in the From and To fields. Prompt table validation does not occur on values entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types and if you do not select Process All Business Units.

Vendor ID: The Budget Processor process reviews vouchers using the vendor ID entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

Vendor Set ID: The Budget Processor process reviews vouchers using the vendor set ID entered in the From and To fields. This field is available for AP_VOUCHER and AP_VCHR_NP transaction types, regardless of whether you select Process All Business Units.

Voucher ID: The Budget Processor process reviews vouchers using the voucher IDs entered in the From and To fields. This field is available for any transaction type and if you do not select Process All Business Units.

Value Type Options are:

Range: The Budget Processor process reviews a range of values entered using the From and To fields

Value: The Budget Processor process reviews an individual value entered using the From and To field.

Performing Partial and Final Liquidations

If you use the Commitment Control feature and have both PeopleSoft Purchasing and PeopleSoft Payables installed, you can use the finalize function on the Invoice Information page to show that the current distribution line on the voucher represents a final liquidation of the predecessor PO transaction. This eliminates the need to run the PO and requisitions reconciliation processes to determine that you can close a PO or requisition. Consequently, you have more control over the budget because you quickly free up funds. The reduced amount can be either monetary or numeric.

To liquidate a predecessor document for an amount lower than the original:

1. Access the Invoice Information page and create or modify a voucher for the reduced amount.
2. Select the Finalize check box or button.
   - For individual lines, select the Finalize check box on the distribution line.

- For all distribution lines, click the Invoice Lines Finalize Line button, which populates the Finalize check boxes.
- For an entire document, click the Finalize Document button in the header.

3. Save the voucher.
4. After the voucher is approved, run budget checking on the voucher to confirm the correction.

To reverse a reduction:

1. Access the Invoice Information page.
2. Clear the Finalize check box for the affected lines.

   For an entire document, click the Undo Finalize button in the header.

   - For individual lines, clear the Finalize check box on the distribution line.
   - For all distribution lines, click the Invoice Lines Undo Finalize Line button.
   - For an entire document, click the Undo Finalize button in the header.

3. Save the voucher.
4. Run budget checking on the voucher to confirm the correction.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Using Commitment Control," Using Partial and Final Liquidation

Handling Budget-Checking Exceptions

This section discusses how to view and override budget-checking exceptions for PeopleSoft Payables transactions.

Note. Many pages in this section are similar. Most fields are documented in the common elements section.

See Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Common Elements Used in This Section, page 576.

See Also

Chapter 21, "Budget-Checking PeopleSoft Payables Transactions Using Commitment Control," Exception Handling, page 570

Common Elements Used in This Section

Advanced Budget Criteria Select to access the Budget Exceptions - Refine Inquiry Criteria page, where you can restrict rows to specific business units, ledger groups, and accounts. Leave these fields blank to return all values.

Budget Date Displays the budget date of the transaction line. You define which field the system uses for the budget date for the transaction in the source transaction definition.

Exception Type Select the budget-checking status of the transaction.

On some pages, you use this field to limit the exception rows retrieved to transactions with either an *Error* or *Warning* exception.

Foreign Amount Displays the amount of the line in the entry currency.

Ledger Group Displays the Commitment Control ledger group for the transaction header exception or transaction line exception.

Line From/Line Thru Enter the voucher line numbers in these fields to view a range of lines. The prompt list shows only voucher lines with exceptions.

Line Status Select the budget-checking status of the transaction line.

On some pages, you use this field to limit the selected rows to lines with either *Error* or *Warning* exceptions.

Maximum Rows Select the maximum number of rows to display in the scroll area.

Monetary Amount Displays the amount in the base currency of the primary ledger.

More Budgets Exist Indicates whether or not the transaction has more exceptions than the number that you entered in the Maximum Rows field. If selected, more exceptions exist.

More Lines Exist Indicates whether or not the transaction has more transaction line exceptions than the number that you entered in the Maximum Rows field. If selected, more exceptions exist.

Override Budget Select to update the control budget ledger, even though the transaction exceeds the budget. This field is available only if the budget transaction failed budget checking and if you have authority to override a budget entry. It is not available if the source transaction type does not allow overrides and the budget header status is *Not Checked.* If the budget header status displays the status *Not Checked* but the transaction has failed budget checking, the then you must have changed the source transaction after the Budget Processor process issued the error exceptions, and you did not run the Budget Processor again.

When you override the budget, the system populates the *Override User ID* field with the user ID for the user who overrode budget checking, and it populates the *Override Date* field with the date and time that the budget was overridden.

After you override a budget with exceptions, change the budget available amount, or change the transaction amount, the transaction passes budget checking.

Override Transaction Select to enable the entire transaction to update the control budget, even if error exceptions exist. This option is available only for users with appropriate security access. This option is not available if the transaction passed budget checking with only warning exceptions. You can select it before budget checking or after you run the Budget Processor process and it returns errors.

Transfer

On the Budget Override tab for the Voucher page, the Voucher (NP) Exceptions page, and the Voucher (Acct Ln) Exceptions page, click the View Related Links button to open a page with the following options:

Click Go to Budget Exception to open the Budget Exceptions page, where you can view other transactions that have exceptions for the budget and override them. You must have authority to inquire on the budget to open the page.

Click Go to Budget Inquiry to open the Budget Details page, where you can view the budget details, such as the available amount remaining, the attributes, and the amounts used by each ledger (encumbrance, pre-encumbrance, and so on) in the budget. You must have authority to run inquiries on the budget to open the page.



Click the Budget Override Available Info (budget override available information) button to determine why you can't override a particular budget entry.



Click the Tran Override Available Info (transaction override available information) button to determine why you can't override the entire transaction.



Click the Budget Check Document button to run the Budget Processor process again, after you override the transaction or a budget. You also run the process again if you change the voucher.



Click the Budget Check Details button to open the Commitment Control page, where you can see the source transaction type and the amount type for the voucher.

Search

Click Search on a header exceptions page (such as the Voucher Exceptions page) to refresh the Budgets with Exceptions scroll area.

Fetch Select

Click Fetch Select on a line exceptions page (such as the Voucher - Line Exceptions page) to refresh the Transaction Lines with Budget Exceptions scroll area.



Click to access detail pages, where you can view the reasons for the exceptions.

Pages Used to Handle Budget-Checking Exceptions

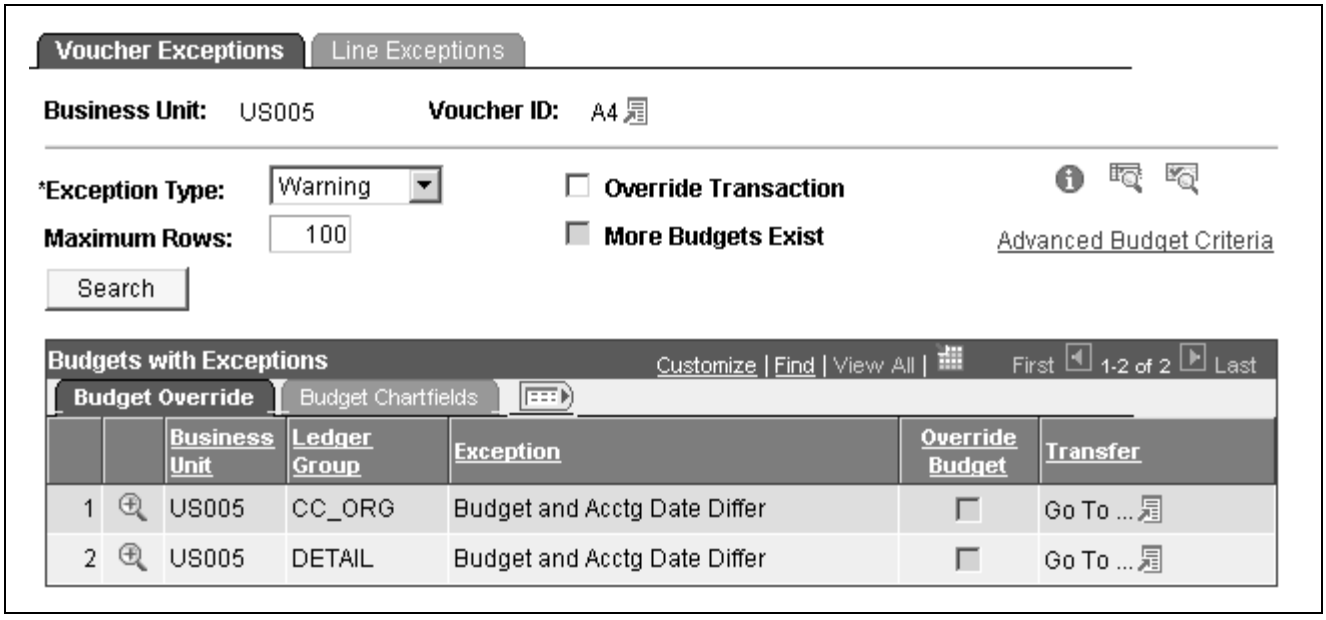
Page Name	Object Name	Navigation	Usage
Voucher Exceptions	KK_XCP_HDR_AP1	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher, Voucher Exceptions	View budget-checking errors or warning messages for vouchers. View budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page.
Payables Voucher Line Drill Down	KK_DRL_AP1_SEC	 Click the View Exception Details button for a voucher line on the Voucher Exceptions page.	View additional details relating to the voucher transaction line budget exceptions.

Page Name	Object Name	Navigation	Usage
Voucher - Line Exceptions	KK_XCP_LN_AP1	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher, Line Exceptions	View individual voucher lines with budget-checking errors or warning messages.
Voucher Line - Exception Details	KK_XCP_TRAN_SEC3	 Click the View Exception Details button for a voucher line on the Voucher - Line Exceptions page.	View details for voucher lines with budget exceptions.
Voucher (NP) Exceptions (voucher nonprorated exceptions)	KK_XCP_HDR_AP1N	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Non-prorated, Voucher (NP) Exceptions	View budget-checking errors or warning messages for vouchers with nonprorated, nonmerchandise amounts or sales and use tax. You can view budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page.
Payables Non-Prorated Voucher Line Drill Down	KK_DRL_AP1N_SEC	 Click the View Exception Details button for a voucher line on the Voucher (NP) Exceptions page.	View additional details relating to the voucher nonprorated transaction line budget exceptions.
Voucher Non-prorated Amount - Line Exceptions	KK_XCP_LN_AP1N	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Non-prorated, Line Exceptions	View individual voucher lines in a voucher with nonprorated transaction lines and budget-checking errors or warning messages.
Voucher Non-prorated Line - Exception Details	KK_XCP_TRAN_SEC3	 Click the View Exception Details button for a voucher line on the Voucher Non-prorated - Line Exceptions page.	View details for nonprorated voucher lines with budget exceptions.
Voucher (Gain/Loss) Exceptions	KK_XCP_HDR_AP2	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Accounting Line, Voucher (Gain/Loss) Exceptions	View individual accounting lines for closed vouchers and realized gains or losses. View budgets for the transaction lines with exceptions. If you are authorized, you can override the budget exceptions on this page.
Payables Accounting Line Voucher Line Drill Down	KK_DRL_AP2_SEC	 Click the View Exception Details button for a voucher line on the Voucher (Gain/Loss) Exceptions page.	View additional details relating to the voucher accounting line budget exceptions.

Page Name	Object Name	Navigation	Usage
Voucher Accounting Line - Line Exceptions	KK_XCP_LN_AP2	Commitment Control, Review Budget Check Exceptions, Accounts Payable, Voucher Accounting Line, Line Exceptions	View individual accounting lines for closed vouchers and realized gains or losses with budget-checking errors or warning messages.
Voucher Accounting Line - Line Exception Details	KK_XCP_TRAN_SEC3	Click the View Exception Details button for a voucher line on the Voucher Accounting Line - Line Exceptions page.	View individual accounting lines for closed vouchers and realized gains or losses with budget-checking exceptions.

Handling Voucher Header Exceptions

Access the Voucher Exceptions page.



Voucher Exceptions page

Click the *View Related Links* button to open a page with the following options:

Go to Source Entry opens the Voucher component where you can view or change the voucher.

Go to Source Inquiry opens the Voucher Inquiry component where you can view the voucher.

Budget Override

Select the Budget Override tab.

Click the View Exception Details button to access the Payables Voucher Line Drill Down page, where you can view transaction line details and drill down to the voucher.

Budget ChartFields

Select the Budget ChartFields tab.

The Budget ChartFields tab displays the ChartField values for the budgets with exceptions.

Posting Vouchers After Budget Checking

When you run the Voucher Posting process (AP_PSTVCHR), only vouchers that have passed budget checking are posted. Voucher posting checks the budget-checking statuses (header and nonprorated) of the voucher. If both the statuses are *Valid,* the voucher is posted.

If Commitment Control is on, posting creates accounting entries with necessary information about the budget date and status to check the realized gain/loss and discount earned/lost and the closed voucher entries. You need to run the Commitment Control module in batch mode to process voucher accounting line (AP_ACCT_LN) and discount earned (AP_ACCTDSE) source transactions.

Each accounting line contains both the header and line status flag. The Budget Processor sets the flags to the appropriate settings.

Modifying, Deleting, and Closing Vouchers After Budget Checking

When you alter, delete, or close a voucher or voucher accounting line transaction after budget checking, you must repeat the budget check of the altered, deleted, or voucher-closing transaction.

This section discusses how to:

- Modify vouchers after budget checking.
- Delete vouchers after budget checking.
- Close vouchers after budget checking.

Modifying Vouchers After Budget Checking

When you budget-check a modified voucher, the Budget Processor process deletes any exception rows from the first budget check. This includes the deletion of override marks for any budgets listed on the altered transactions. A message appears informing you of this when you mark the budget for override and save the page. In effect, altering a transaction after it has been budget-checked forces the Budget Processor process to treat the transaction as if it were new when budget checking is performed again.

To make changes to budget-checked transactions, do the following:

1. Open the voucher and make changes to the particular transactions.
2. Save the changes.
3. Run the Budget Processor process again to check the budget.

The Budget Processor process deletes the original transactions (including liquidations) from the Commitment Control ledger data table (LEDGER_KK) and posts the new transactions.

Deleting Vouchers After Budget Checking

When you delete vouchers, the amounts in the Commitment Control ledger data table is reversed to accommodate the changes.

The budget statuses and the voucher entry status appear on the Delete Voucher page. You can access the Voucher Details page to view the details for the voucher. Once you delete the voucher, the Budget Processor process runs automatically to adjust the budget so that the budget accounts for the deleted voucher amount.

Note. The voucher entry status remains *Postable* until budget-checking is run successfully. If the process does not complete successfully, access the Delete Voucher page and click the Delete button to rerun the Budget Processor process. The Budget Processor process cannot be run through the batch process for deleted vouchers.

See Also

Chapter 13, “Managing Vouchers,” Deleting Vouchers, page 313

Closing Vouchers After Budget Checking

When you close vouchers, the voucher is marked for closure. Posting the closed voucher creates accounting lines for the portion of the voucher that is closed. Run the Budget Processor process from the Budget Check page, using the Voucher Accounting Line (AP_ACCT_LN) transaction type so that the process adjusts the budget for the closed voucher amounts.

To close a voucher that references a purchase order, you must create a reversal voucher so that the Budget Processor process can restore the encumbrance.

See Also

Chapter 21, “Budget-Checking PeopleSoft Payables Transactions Using Commitment Control,” Budget-Checking in Batch Mode, page 574

Chapter 13, “Managing Vouchers,” Closing Vouchers, page 312

Chapter 10, “Entering and Processing Vouchers Online: Specific Voucher Styles,” Entering Reversal Vouchers, page 243

Making Payments After Budget Checking

If the Commitment Control feature is enabled for PeopleSoft Payables, the Pay Cycle Application Engine process (AP_APY2015) selects for payment only those vouchers that have passed budget checking. During payment selection, it doesn’t matter if the Budget Control feature is set to *On* or *Off,* because the flags are set correctly in both cases.

Payment posting may create late interest, realized gains or losses, and earned or lost discounts accounting entries. Run the Budget Processor process on payments after you have posted them and created accounting entries. Set up the budget check run control to process the AP_ACCT_LN and AP_ACCTDSE transaction types, so that the process adjusts the budget for the payment realized gains or losses and earned or lost discount amounts.

See Also

Chapter 21, “Budget-Checking PeopleSoft Payables Transactions Using Commitment Control,” Budget-Checking in Batch Mode, page 574

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT), page 492

CHAPTER 22

Running Document Tolerances

This chapter provides an overview of document tolerances and discusses how to:

- Set up document tolerances.
- Run document tolerances with budget checking.
- Run document tolerances without budget checking.
- Review document tolerance exceptions and overrides.

Understanding Document Tolerances

Document tolerances are allowable percentages or amounts by which related procurement documents can differ. You can set dollar tolerances between pre-encumbrances and encumbrances and between encumbrances and expenses. If the allowable percentage or amount is exceeded, the system creates a document tolerance exception. For example, consider the following scenario:

- The encumbrance for a purchase order is 100.00 USD.
- The expenditure for a voucher is 150.00 USD.
- The document tolerance percentage is 10.

When the voucher is document tolerance checked, it fails tolerance checking.

You cannot post a voucher if its document tolerance status is not valid. In addition, you cannot create system payments for a voucher if its document tolerance status is not valid. (Manual payments can still be created for vouchers that have an invalid document tolerance status). If you have the proper authorization, you can override the document tolerance checking errors and continue processing the voucher.

You can run the Document Tolerance Checking Application Engine process (FS_DOC_TOL) either with or without using the Commitment Control feature.

Note. If you enable the Commitment Control feature and you want to use the voucher document tolerance status as a prerequisite for running the Budget Processor Application Engine process (FSPKBDP3), you must modify the Selection Criteria page in the Commitment Control Source Transactions component (KK_SOURCE_TRAN) to include the DOC_TOL_HDR_STATUS field as part of the payable transactions. Select *DOC_TOL_HDR_STATUS* as the Field Name, and select *V* as the Field Value.

Setting Up Document Tolerances

The setup for document tolerances is the same for both PeopleSoft Payables and PeopleSoft Purchasing.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook,* "Defining Procurement Options," Defining Document Tolerances.

Running Document Tolerances with Budget Checking

If the Commitment Control feature is enabled and document tolerance is enabled for the business unit, you can run document tolerances by initiating a process group that includes the Matching Application Engine process (AP_MATCHING), the Document Tolerance Checking process, and the Budget Processor process. You do this by using the Action field on the Invoice Information page. The system runs the Matching process, the Document Tolerance Checking process, and then runs the Budget Processor process. These processes can also be run separately.

This section discusses how to:

- Run the Document Tolerance Checking process from the Invoice Information page.
- Verify the voucher's document tolerance status on the Summary page.

Pages Used to Run Document Tolerances with Budget Checking

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Run Document Tolerances with Budget Checking. You must run the Document Tolerance process independently as a batch process if you run the Budget Processor process as a batch process.
Voucher - Summary	VCHR_SUMMARY_PG	Accounts Payable, Vouchers, Add/Update, Regular Entry, Summary	Check the document tolerance status of the voucher.

Running the Document Tolerance Process from the Invoice Information Page

Access the Invoice Information page.

Action Select an on-demand process group in the Action field and click Run to initiate budget checking and document tolerance checking.

While the voucher is being processed, the fields in the Voucher component (VCHR_EXPRESS) unavailable for entry. Click the Refresh icon to view the processing status of the voucher on the Voucher Summary page.

The process groups available depend on your user ID and whether the voucher requires the processing.

Note. You normally run the Budget Processor process as a batch process using the Budget Checking Request page.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

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Verifying the Document Tolerance Status on the Summary Page

Access the Summary page.

Status

Document Tolerance Status If document tolerance checking is enabled, the system displays the document tolerance status. Values are:

Valid: The voucher passed document tolerance checking.

Not Checked: The voucher requires document tolerance checking. If any amounts, quantities, or ChartFields are modified after the document tolerance is checked, the system resets the document tolerance status to *Not Checked*.

Error: Exceptions were generated for the voucher during document tolerance checking. You can override document tolerance exceptions on the Document Tolerance Exception page.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Viewing Voucher Summary Information, page 227

Running Document Tolerances Without Budget Checking

If the Commitment Control feature is not enabled and document tolerance is enabled, you initiate document tolerance checking using the Document Tolerance page.

Page Used to Run Document Tolerances Without Budget Checking

Page Name	Object Name	Navigation	Usage
Document Tolerance	DOC_TOL_RUN_CNTRL	Accounts Payable, Batch Processes, Vouchers, Document Tolerance	Run the Document Tolerance Checking Application Engine process (FS_DOC_TOL). Have the system check the transaction for document tolerance exceptions.

Reviewing Document Tolerance Exceptions and Overrides

This section discusses how to:

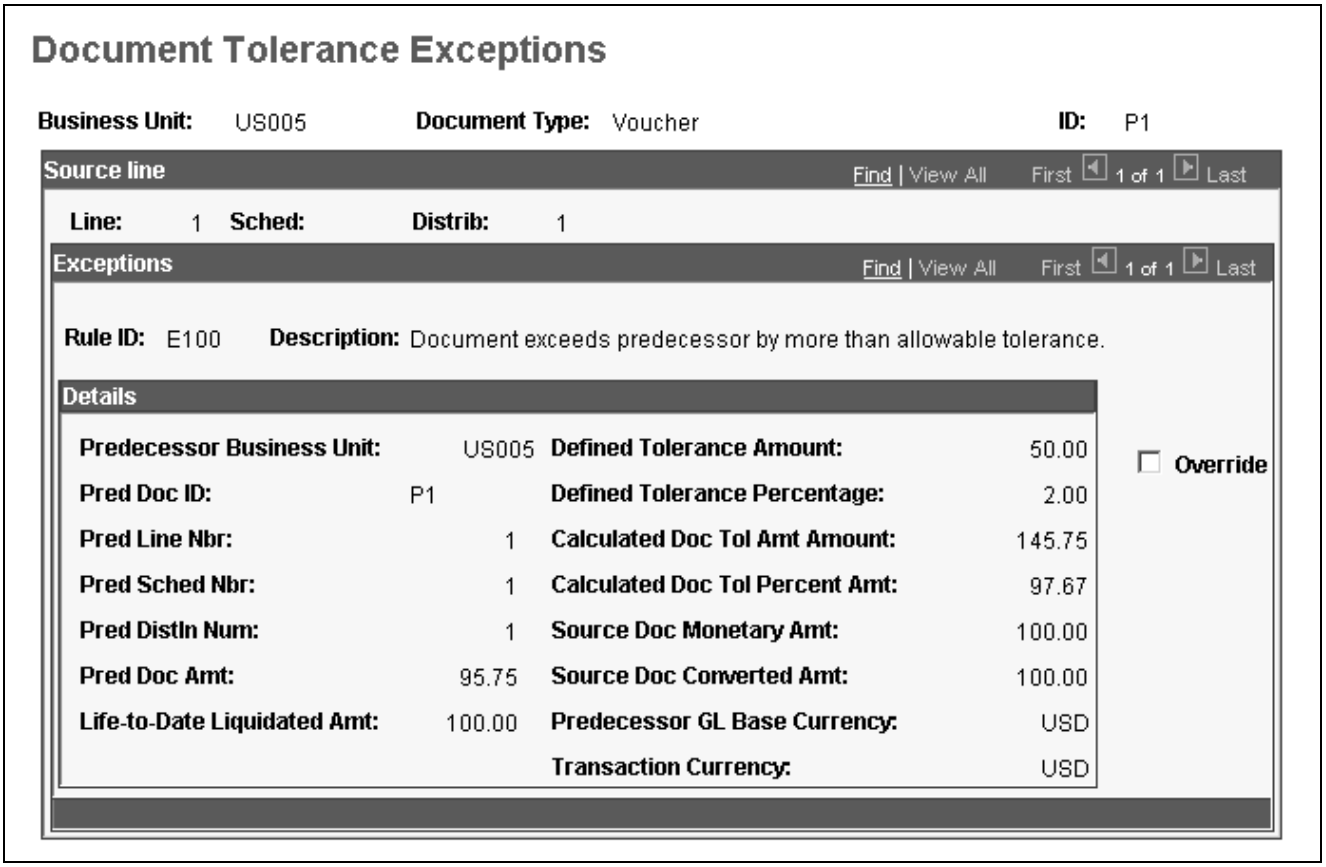
- View and override document tolerance exceptions.
- View document tolerance override history.

Pages Used to Review Document Tolerance Exceptions and Overrides

Page Name	Object Name	Navigation	Usage
Document Tolerance Exceptions	DOC_TOL_EXCPT	Accounts Payable, Vouchers, Maintain, Document Tolerance Exceptions	View and override document tolerance exceptions.
Document Tolerance Override History	DOC_TOL_OVR_LOG	Accounts Payable, Review Accounts Payable Info, Vouchers, Document Tolerance Override	View the override history of document tolerance exceptions.

Viewing and Overriding Document Tolerance Exceptions

Access the Document Tolerance Exceptions page.



Document Tolerance Exceptions page

Exceptions

Rule ID — Displays the rule ID and description of the document tolerance rule that produced the exception.

Details

Pred Doc Amt (predecessor document amount) — Displays the amount of the predecessor document (purchase order).

Life-to-Date Liquidated Amt (life-to-date liquidated amount) — Displays the sum total of all source documents (vouchers) linked to the predecessor document. If you have multiple vouchers tied to the same purchase order, the Document Tolerance Checking process calculates the tolerance against the sum total of all of the vouchers tied to this purchase order rather than the amounts of the individual vouchers. An individual voucher may be within the tolerance, but if the sum total of the linked vouchers exceeds the tolerance, the voucher does not pass document tolerance checking.

Defined Tolerance Amount — Displays the tolerance amount defined on the Document Tolerance page.

Defined Tolerance Percentage Displays the tolerance percentage defined on the Document Tolerance page.

Note. The system uses whichever value is lower (either the defined amount or the defined percentage) to calculate the tolerance. If the amount of the source document exceeds the lower defined amount, the voucher does not pass document tolerance checking and the system generates an exception.

Calculated Doc Tol Amt Amount (calculated document tolerance amount amount) Displays the amount of the source document (purchase order), plus any defined tolerance amount.

Calculated Doc Tol Percent Amt (calculated document tolerance percent amount) Displays the amount of the source document (purchase order), plus any defined tolerance percentage amount.

Source Doc Monetary Amt (source document monetary amount) Displays the amount of the source document (voucher).

Source Doc Converted Amt (source document converted amount) Displays the converted amount of the source document (voucher). The system converts the source document to the predecessor document's General Ledger business unit base currency to calculate the tolerance.

Predecessor GL Base Currency (predecessor general ledger base currency) Displays the predecessor document's General Ledger business unit base currency.

Transaction Currency Displays the currency of the source document (voucher).

Override Select to override the exception and make the transaction available for further processing.

Viewing Document Tolerance Override History

Access the Document Tolerance Override History page.

The fields on this page are the same as the fields on the Document Tolerance Exceptions page, with the exception of the User ID field and the DateTime field. These two additional fields provide an audit trail of exceptions that have been overridden.

User ID Displays the ID of the user who overrode the exception on the Document Tolerance Exceptions page.

DateTime Displays the date and time when the user overrode the exception on the Document Tolerance Exceptions page.

CHAPTER 23

Processing Prepayments

This section provides an overview of prepayment processing and discusses how to:

- Enter prepaid vouchers online.
- Apply final invoices to prepayments.
- Generate final payments.
- Review prepayments.

Understanding Prepayment Processing

This section discusses:

- Prepayment overview.
- Prepayment application and payment.
- Prepayment posting.
- Prepaid and regular voucher cross-reference record.
- Discounts and prepayment application.
- Prepayment cancellation.
- Prepaid and applied voucher closure.
- Manual prepayment application example.
- Accounting entry example 1: prepayment without value-added tax (VAT) or withholding.
- Accounting entry example 2: prepayment with 100% VAT on regular voucher.
- Accounting entry example 3: prepayment with 100% VAT on payment.
- Accounting entry example 4: prepayment with 5% prorated, non-recoverable VAT.
- Accounting entry example 5: prepayment with withholding.
- Recurring prepayment vouchers.

Prepayment Overview

Down payments and prepayments are common practice worldwide. Most organizations, at one time or another, must pay for goods or services before an invoice is received. For example, when a company sets up a new customer account with a vendor, the vendor may require prepayment on the first one or two orders before extending credit to the buyer. The prepayment functionality in PeopleSoft Payables:

- Allows a payment to be made to a vendor without an invoice.
- Creates accounting entries for the prepayment.
- Applies VAT and withholdings to the prepayment.
- Facilitates the application of the final voucher to the prepayment.

Use prepayments to create payments for vendors before receiving an invoice:

1. Enter and pay a prepaid voucher immediately.
2. Enter it as a regular voucher when the invoice is received.
3. Apply or link the regular voucher and prepaid voucher prior to payment of the regular voucher.

   The system deducts the payment made on the prepaid voucher from the regular voucher's scheduled payment and remits the balance to the vendor.
4. Post both the prepayment voucher and the prepayment to create the appropriate accounting entries once the prepayment has been made.

   The voucher and payment posting processes reverse the prepayment entries and charge the final accounts when the regular voucher is posted.

The prepayment voucher has all the attributes of a regular voucher, including document sequencing, VAT, and withholding. The actual prepayment has all the attributes of a regular payment with the exception of discounts and split payments.

Prepayment application can be performed in batch processing (part of voucher posting) or manually using the Apply Vouchers to Prepayment page. You can apply multiple vouchers to one prepayment, as well as one voucher to multiple prepayments.

The order in which you process prepayment application is flexible. You can enter and post a regular voucher before you enter the prepaid voucher. When you run voucher posting, the two transactions are applied (assuming they meet the application criteria). Or, you can manually apply the regular voucher to the prepaid voucher, immediately after the prepaid voucher has been paid.

Note. For automatic application, either the prepaid voucher or the regular voucher must be picked up by the Voucher Posting Application Engine process (AP_PSTVCHR) to be applied. If both vouchers are already posted, voucher posting does not process them, and no application occurs. In this scenario, you can manually apply the regular voucher to the prepaid voucher using the Apply Vouchers to Prepayment page. Voucher posting creates the apply accounting entries the next time it is run for that business unit.

See Also

Chapter 23, "Processing Prepayments," Applying Final Invoices and Prepayments, page 611

Prepayment Application and Payment

Complete the following steps to apply and pay regular and prepaid vouchers:

1. Create the prepaid voucher.
2. Pay the prepaid voucher.

   Note. Prepaid vouchers must be paid before a regular voucher can be applied to them. They do not need to be payment posted.

   The accounting entries created for prepaid voucher during voucher posting are:

   - Prepaid expense account (122000): 1000.00 Debit.
   - Accounts payable account (200000): 1000.00 Credit.
3. Create a regular voucher.

   Note. Regular vouchers must be approved before they can be applied to prepaid vouchers using either the batch or manual application processes.

4. (Optional) Manually apply the regular voucher to the prepaid voucher.
5. Run the Voucher Posting process for the regular voucher.

   The Voucher Posting process calls the AP Prepayment Application Application Engine process (AP_PPAY_APPL), which applies regular vouchers to prepayments.
6. Run the Pay Cycle Application Engine process (AP_APY2015) to pay the regular voucher payment.
   - The Pay Cycle process pays the regular voucher payment schedule, which was reduced in prepayment application.
   - An advice routine selects invoice information from applied prepaid vouchers, so they appear on the payment advice. This advice lists regular vouchers that are applied to prepayments.

Note. If you run the Pay Cycle process before running the Voucher Posting process for the regular voucher, the regular voucher is paid in full, because the AP Prepayment Application process will not have been run. Use the manual application process to run the Pay Cycle process before the Voucher Posting process.

Prepayment Posting

When you run the Voucher Posting process for the regular voucher:

1. The Voucher Posting process calls the AP Prepayment Application process, which processes the vouchers in the following order:
   a. Auto-apply prepayments with matching references.
   b. Auto-apply prepayments with the Auto-Apply check box selected.
2. The AP Prepayment Application process loops through the available prepaid vouchers by invoice date (oldest first).
3. For each prepaid voucher, the process loops through the regular vouchers that are being processed in the current run or were previously posted but are not fully paid or applied.

It searches for vouchers that match the invoicing vendor and transaction currency of the prepaid voucher and processes regular vouchers by scheduled payment date (oldest first).

Note. The AP Prepayment Application process does not update application links that have been made manually. For example, if you have partially applied a prepayment to a regular voucher, the system does not apply the rest of the prepayment when you run the AP Prepayment Application process.

4. When a match is found, rows are created in the PS_VCHR_PPAY_XREF table that link to prepaid and regular vouchers.

Note. Vouchers with payment schedules on hold are not applied.

5. The scheduled payment (PS_PYMNT_VCHR_XREF) on the regular voucher is reduced by the amount of the applied prepaid voucher.
6. To balance the payment amounts on PS_PYMNT_VCHR_XREF to the voucher gross amount, a row is inserted into PS_PYMNT_VCHR_XREF with PREPAID_STATUS of *A* (applied), and the amount is applied against the prepaid voucher.
7. If voucher posting encounters regular vouchers which are applied to prepaid vouchers, reversal accounting entries are created for the prepaid vouchers.
8. A posting status field (REV_POST_STATUS) on PS_VCHR_PPAY_XREF keeps track of whether the reversing accounting entries have been created.

Note. In the case where the regular voucher is *smaller* than the prepaid voucher, voucher posting prorates the prepayment reversals so that only the portion of the prepaid voucher, which is applied to the regular payment, is reversed.

Note. The prepaid voucher must be posted before the regular voucher in order for the Voucher Posting process to create the prepaid reversal entries.

9. The accounting entries created for the posted, applied regular vouchers during voucher posting are:

Description	Account	Debit	Credit
Expense	631000	5000.00	
Accounts Payable	200000		5000.00
Prepaid Account	122000		1000.00
Accounts Payable	200000	1000.00	

Unposting Prepaid and Applied Vouchers

When a regular voucher that is applied to a prepaid voucher is unposted, the prepayment application is reversed. The system updates PS_VCHR_PPAY_XREF to show that no vouchers are applied.

There are no additional restrictions on voucher unpost for prepayments.

Prepaid and Regular Voucher Cross-Reference Record

The PS_VCHR_PPAY_XREF record stores the linkage between prepaid vouchers, and regular vouchers which have been applied to one another. This is how information is processed:

1. A row is inserted into PS_VCHR_PPAY_XREF when a new prepaid voucher is entered.
2. This row is updated with the relevant linkage data when a regular voucher is applied to the prepaid voucher.
3. Additional rows are added to PS_VCHR_PPAY_XREF, if and when the prepaid voucher is applied to additional regular vouchers.
4. When application occurs, PS_PYMNT_VCHR_XREF (for the regular voucher) is also updated.

   The existing scheduled payment is updated to reflect the reduced payment that is remitted to the vendor. For each prepaid voucher that is applied, a row is inserted with prepaid_status *A* (applied). This row is used to keep PS_PYMNT_VCHR_XREF in balance with the voucher gross; the row is not used to generate a payment.
5. When payments are created, the scheduled payment generates a payment that has already been reduced by the applied prepaid vouchers.
6. When a regular voucher is posted, unposted rows in PS_VCHR_PPAY_XREF generate a set of reversal accounting entries for the prepaid voucher.
7. When a scheduled payment is fully applied (there is nothing left to pay the vendor), the prepaid_status is set to *F* (fully applied), and the pymnt_selct_status is set to *S* (settled). No additional row is inserted into PS_PYMNT_VCHR_XREF.

Discounts and Prepayment Application

Prepayment application evaluates regular vouchers that are fully applied by prepayments to determine whether they are eligible for a payment discount. If the regular voucher is fully applied by a prepayment and is eligible for a payment discount, the application is performed at the discounted amount. The appropriate discount accounting entries are created when the apply accounting entries are created in voucher posting.

Prepayment Cancellation

You can perform payment cancellation on prepaid vouchers and unposted regular vouchers that are applied to prepaid vouchers.

During payment cancellation, the system processes PS_PYMNT_VCHR_XREF prepaid application rows, as well as the regular payment schedule rows.

Canceling and Reissuing

The original payment schedule is identified as canceled (PYMNT_SELCT_STATUS = *X*) and a new payment schedule is inserted. The prepaid application rows (PREPAID_STATUS = *A*) are also canceled. New application rows are inserted into PS_PYMNT_VCHR_XREF, identical to the canceled rows, except that the ORIG_PYMNT_CNT on the new applied rows is the PYMNT_CNT of the new payment schedule.

For prepayments, the payment can be canceled as long as it is not applied. PYMNT_VCHR_XREF is updated normally. If the option to reissue the payment is selected, PS_VCHR_PPAY_XREF is updated to point to the payment count of the newly scheduled payment rather than the canceled one.

Canceling and Closing

If you cancel a payment for a regular voucher that has prepaid vouchers applied to it, and you decide to close the voucher, only the unapplied portion of the regular voucher is closed. When you save, a warning message advises you that if you want to close the entire voucher you should not proceed.

Note. Applied prepayments *cannot* be canceled. The prepaid voucher must be unapplied before its associated payment can be canceled. Applied prepayments do not appear in the Payment Cancellation search view.

Prepaid and Applied Voucher Closure

If you attempt to close a regular voucher that is applied to one or more prepaid vouchers, a warning message advises you of the following: Prepaid vouchers (or portions of prepaid vouchers) that have been applied to regular voucher payment schedules *cannot* be closed.

Unpaid regular payment schedules that are applied to prepaid vouchers *can* be closed, but only the unpaid and unapplied portion of the payment schedule (the amount remaining to be paid) is closed.

If a regular voucher is applied to one or more prepaid vouchers and you want to close out the entire regular voucher, you must unapply it first.

Example: Closing Prepaid and Regular Vouchers

This example assumes the following:

- A prepaid voucher for 1000.00 USD is posted and paid.
- A regular voucher for 5000.00 USD is created.
- The prepaid and regular vouchers are applied to each other (manually or using batch).
- The regular voucher's payment schedule is reduced to 4000.00 USD.

In this example, you *can* close the regular voucher, but only 4000.00 USD is closed. However, if you unapply the vouchers and then close the regular voucher, the entire 5000.00 USD is closed.

Note. Prepaid vouchers that are applied to regular vouchers must also be unapplied prior to closure. Applied prepaid vouchers do not appear in the Voucher Closure search view.

Manual Prepayment Application Example

Let's say you have scheduled payments for two regular vouchers (REG-A and REG-B) and you want to apply some of each of them to the scheduled payment for a prepaid voucher (PP-1).

Voucher ID	Scheduled Payment Amount
PP-1	2000.00 USD

Voucher ID	Scheduled Payment Amount
REG-A	1000.00 USD
REG-B	3000.00 USD

If you apply 300.00 USD of REG-A to PP-1, the remaining balance of PP-1 is 1700.00 USD. You could then apply 1700.00 USD of REG-B to PP-1, and PP-1 is fully applied. The resulting final payments would be 700.00 USD for voucher REG-A and 1300.00 USD for voucher REG-B.

Accounting Entry Example 1: Prepayment Without VAT or Withholding

This scenario assumes:

- Prepayment: 1000.00 USD.
- Regular voucher: 5000.00 USD.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 USD	
Accounts Payable	200000		1000.00 USD

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1000.00 USD	
Cash	100001		1000.00 USD

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense	631000	5000.00 USD	
Accounts Payable	200000		5000.00 USD
Prepaid Expense	122000		1000.00 USD
Accounts Payable	200000	1000.00 USD	

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	4000.00 USD	
Cash	100001		4000.00 USD

Accounting Entry Example 2: Prepayment with 100% VAT on Regular Voucher

This scenario assumes:

- Prepayment for 1196.00 EUR.
- Applied regular voucher for 3588.00 EUR .
- VAT declaration point is invoice.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 EUR	
VAT Input Recoverable	206103	196.00 EUR	
Accounts Payable	200000		1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1196.00 EUR	
Cash Distribution	100001		1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Account	631000	3000.00 EUR	
VAT Input Recoverable	206103	588.00 EUR	
Accounts Payable	200000		3588.00 EUR
Prepaid Expense	122000		1000.00 EUR
VAT Input Recoverable	206103		196.00 EUR
Accounts Payable	200000	1196.00 EUR	

Payment to vendor for 2392.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	2392.00 EUR	
Cash Distribution	100001		2392.00 EUR

Accounting Entry Example 3: Prepayment with 100% VAT on Payment

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 EUR	
VAT Intermediate Recoverable	206300	196.00 EUR	
Accounts Payable	200000		1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		196.00 EUR
VAT Input Recoverable	206103	196.00 EUR	
Accounts Payable	200000	1196.00 EUR	
Cash Distribution	100001		1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Account	631000	10000.00 EUR	
VAT Intermediate Recoverable	206300	1960.00 EUR	
Accounts Payable	200000		11960.00 EUR
Prepaid Expense	122000		1000.00 EUR

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		196.00 EUR
Accounts Payable	200000	1196.00 EUR	

Payment to vendor for 10764.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		1764.00 EUR
VAT Input Recoverable	206103	1764.00 EUR	
Accounts Payable	200000	10764.00 EUR	
Cash Distribution	100001		10764.00 EUR

Accounting Entry Example 4: Prepayment with 5% Prorated, Non-recoverable VAT

This scenario assumes:

- Prepayment for 1000.00 EUR.
- Applied regular voucher for 11960.00 EUR.
- VAT declaration point is payment.
- VAT Type: Prorate Non-recoverable.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1186.20 EUR	

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300	9.80 EUR	
Accounts Payable	200000		1196.00 EUR

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		9.80 EUR
VAT Input Recoverable	206103	9.80 EUR	
Accounts Payable	200000	1196.00 EUR	
Cash Distribution	100001		1196.00 EUR

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense Account	631000	11862.00 EUR	
VAT Input Recoverable	206103	98.00 EUR	
Accounts Payable	200000		11960.00 EUR
Prepaid Expense	122000		1186.20 EUR
VAT Input Recoverable	206103		9.80 EUR
Accounts Payable	200000	1196.00 EUR	

Payment to vendor for 10764.00 EUR.

Payment (payment posting):

Description	Account	Debit	Credit
VAT Intermediate Recoverable	206300		88.20 EUR
VAT Input Recoverable	206103	88.20 EUR	
Accounts Payable	200000	10764.00 EUR	
Cash Distribution	100001		10764.00 EUR

Accounting Entry Example 5: Prepayment with Withholding

This scenario assumes the following:

- Vendor is subject to 31% withholding.
- Prepayment for 1000.00 USD gross.
  - Withholding is not postponed.
  - Payment to vendor is 690.00 USD.
  - Withholding payment is scheduled for 310.00 USD.
- Regular voucher for 5000.00 USD.
  - 1000.00 USD of prepaid voucher is applied.
  - Payment to vendor is 2760.00 USD.
  - Withholding payment is scheduled for 1240.00 USD.

Prepaid Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Prepaid Expense	122000	1000.00 USD	
Accounts Payable	200000		1000.00 USD

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	310.00 USD	
Withholding Liability	203000		310.00 USD
Accounts Payable	200000	690.00 USD	
Cash	100001		690.00 USD

Applied Regular Voucher

Accrual (voucher posting):

Description	Account	Debit	Credit
Expense	631000	5000.00 USD	
Accounts Payable	200000		5000.00 USD
Prepaid Expense	122000		1000.00 USD
Accounts Payable	200000	1000.00 USD	

Payment (payment posting):

Description	Account	Debit	Credit
Accounts Payable	200000	1240.00 USD	
Withholding Liability	203000		1240.00 USD
Accounts Payable	200000	2760.00 USD	
Cash	100001		2760.00 USD

Recurring Prepayment Vouchers

This section discusses voucher contracts.

Voucher Contracts

PeopleSoft voucher and order contracts enable you to manage recurring voucher payments and PO releases over any time period. PeopleSoft voucher and order contracts support both product and service contracts and enable you to share contracts across business units. Use voucher contracts to establish and schedule amounts for recurring payments such as rent and lease payments, utilities, and regular supply deliveries, and you can generate the resulting vouchers. As each voucher comes due according to the payment terms of the vendor and business unit, the voucher is approved and paid. You can adjust the amount of individual vouchers during the life of the contract.

Select the Prepaid Voucher option or the Prepaid Voucher with Advance PO Contract process option in the Voucher Contracts Options group box on the Maintain Contract - Header page to associate a prepayment reference for the contract. When a recurring voucher is generated, it is applied to the prepaid voucher using either the batch or manual application processes.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Using Voucher and Order Contracts"

Prerequisites

To process prepayments, set up a default prepaid expense account and give users the authority to prepay vouchers. You set up a default prepaid expense account in the Accounting Entry Template page. The account that you enter here automatically changes to the Account field on the distribution line for prepaid vouchers.

Note. Because prepayments are created immediately, the open liability should never be overstated. For this reason, the liability account is the accounts payable account.

You give users the authority to prepay vouchers on the Voucher Styles page. Select the Allow Prepay Voucher check box to give the user the authority to enter a prepayment voucher. Once you select the check box, the Prepay Limit field (in the Online Voucher Processing group box on the User Preferences - Procurement: Payables page) becomes available for entry, and you can specify a maximum amount for each prepayment the user can enter. You must also specify a currency and rate type for this amount.

Note. If you do not enter an amount, the user may enter a prepayment for any amount.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining PeopleSoft Payables User Preferences

Entering Prepaid Vouchers Online

This section discusses how to:

- Create prepaid vouchers.
- Set batch prepayment processing options.
- Specify VAT and withholding on prepayments.
- Schedule and record prepayments.

Note. You can also enter and apply prepayments using the Quick Invoice Entry component (VCHR_QUICK_PNL).

See Chapter 12, "Entering and Updating Quick Invoices," page 279.

Pages Used to Enter Prepaid Vouchers Online

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Create a prepaid voucher.
Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes	Set batch processing options for prepayments and withholding.
Voucher - Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments	Schedule and record prepayments.

Creating Prepaid Vouchers

Access the Invoice Information page.

Create prepayment vouchers by selecting a voucher style of *Prepaid Voucher.*

When you select a voucher style of *Prepaid Voucher,* the Invoice Information page looks a little different than it does when you select *Regular Voucher.* The fields that differ are:

Pay Terms — Override the payment terms, but only single payment terms with no discount are allowed. The payment terms code appears by default from the PeopleSoft Payables business unit. The payment term is validated when you click Refresh or Save.

Misc. Amount (miscellaneous amount), **Freight Amount,** and **Sales Tax** — For prepaid vouchers, the non-merchandise charges (freight, miscellaneous charges, and taxes) do not appear.

(USF) Advance Payment Option — Select Use Advance Payment in the Advance Payment Option group box. If you are creating a prepayment voucher and you are a U.S. federal agency

with Enable Federal Payments field selected on the Installation Options - Payables page, the Advance Payment Option group box appears.

Note. The Voucher component (VCHR_EXPRESS) does not copy lines from the associated purchase order when you enter the purchase order number here. Purchase order business unit and purchase order ID are used as a verification step only when creating an advance payment.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737.

Account Override the account with any valid account. For prepaid vouchers, the account in the distribution line appears by default from the Prepaid Expense field on the Accounting Entry Template page.

Note. Prepaid vouchers can contain only a single voucher line and a single distribution line. The ability to insert and delete voucher lines and distribution lines is disabled for prepaid vouchers.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Payment Options, page 58

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

Setting Batch Prepayment Processing Options

Access the Voucher Attributes page.

You establish the processing options for the AP Prepayment Application process on the Prepayments portion of the Voucher Attributes Page. The two options are:

Prepayment Reference Enter the reference number on both the prepaid voucher and the unapplied voucher so the system can match them. This is a free-form (10-character) field used to match up prepaid vouchers with unapplied vouchers.

Automatically Apply Prepayment Select this check box to enable the system to apply unapplied vouchers to prepayments automatically during the Voucher Posting process.

These fields work together to determine whether the prepayment is to be applied to a specific voucher and whether it can be applied automatically to any other open voucher for that vendor.

Note. You can also apply the regular vouchers and prepaid vouchers manually using the Apply Vouchers to Prepayment page. Changes made on this page are updated in the VCHR_PPAY_XREF record immediately.

Batch Prepayment Application Process Logic

The AP Prepayment Application process applies prepaid vouchers and regular vouchers to each other using the Prepayment Reference field first, and then using the auto-apply (automatically apply prepayment) feature. The Prepayment Reference field and the Automatically Apply Prepayment check box can be used for both prepaid vouchers and regular vouchers. How they function depends on the voucher type.

On prepaid vouchers, the Automatically Apply Prepayment check box is selected by default and is unavailable for entry. Once you enter a prepayment reference, the Automatically Apply Prepayment check box becomes available for entry and is clear. You now have the option to select the Automatically Apply Prepayment check box, or to leave it clear. If you do not use the Prepayment Reference field to match prepayments and regular vouchers, the system uses the auto-apply feature.

For regular vouchers, the Automatically Apply Prepayment check box is selected by default and is available for entry. You can enter a prepayment reference and select the Automatically Apply Prepayment check box or clear the Automatically Apply Prepayment check box. By leaving the prepayment reference blank and clearing the Automatically Apply Prepayment check box, you can set the regular voucher to be ignored by the auto-apply feature, in which case, no prepaid vouchers are applied to it.

Prepaid and regular vouchers can have one of these possible combinations of settings for these fields. The following table lists these combinations from most to least restrictive and shows how the system applies regular vouchers and prepayments for each one:

Prepayment Reference	Auto Apply Prepayments Check Box	Prepayment Rule Applied
Entered	Clear	The system applies prepayments only where the prepayment reference on the prepaid voucher is equal to the prepayment reference on the unapplied voucher.
Entered	Selected	The system first applies prepayments where the prepayment reference on the prepaid voucher is equal to the prepayment reference on the unapplied voucher. If no matches exist, if there is a remaining prepayment to be applied, or if there are remaining unapplied voucher amounts, the system applies prepayments automatically.
Blank	Selected	The system applies prepayments to unapplied vouchers automatically.
Blank	Blank	This option can only be used for regular vouchers. The system does not apply the regular voucher to any prepayments.

See Also

Chapter 23, “Processing Prepayments,” Applying Final Invoices and Prepayments, page 611

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Completing Voucher Attributes, page 222

Specifying VAT and Withholding on Prepayments

Access the Voucher Attributes page.

VAT and withholding work much the same way with prepaid vouchers as they do with regular vouchers with a few exceptions.

Withholding on Prepayments

You can postpone the withholding on a prepaid voucher by selecting the Postpone Withholding check box in the Prepayment group box on the Voucher Attributes page.

Postpone Withholding Select to postpone withholding until you process the final invoice. This field is also stored on the PS_VCHR_PPAY_XREF table.

If withholding is postponed (that is, withholding does not occur on the prepaid voucher), withholding occurs on the regular voucher using the total of the regular schedule rows and the related applied rows.

If withholding is not postponed, (that is, if withholding occurs on the prepaid voucher) when the regular voucher is processed, only the non-applied rows are used as a basis for withholding.

Note. When there is withholding on a prepaid voucher (that is, when withholding is *not* postponed), the full gross amount of the prepaid voucher (not the amount of the payment to the vendor) is available for application to regular vouchers.

VAT on Prepayments

The accounting entries for prepayments also differ when they involve VAT. When the applied regular voucher is posted, all of the accounting entries for the associated prepayment vouchers are reversed, including the VAT accounting entries.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Completing Voucher Attributes, page 222

Scheduling and Recording Prepayments

Access the Voucher - Payments page.

PeopleSoft Payables treats prepaid vouchers like regular vouchers with some slight modifications with respect to payments. Schedule payments for prepaid vouchers using the Payments page, and then the Pay Cycle process picks up the scheduled payment and generates an actual check.

You can also record payments for prepaid vouchers using the Payments page. Use the record payment feature to record checks that were processed outside PeopleSoft Payables.

To schedule the payment for a prepayment

1. Enter a prepaid voucher for 1000.00 USD using a unique prepayment reference number in the Prepayment Reference field.
2. Run the Pay Cycle process and the system produces a check that you can mail to the vendor.
3. Receive a final voucher for 2001.00 USD.
4. Enter a regular voucher using the same prepayment reference number that you used on the prepaid voucher.
5. When you run the Voucher Posting process, it automatically calls the AP Prepayment Application process which applies the two vouchers to one another.

   Run the Pay Cycle process to create a second check for 1001.00 USD.

Note. You can also manually apply the vouchers, and the Pay Cycle process creates the second check.

To record the payment for a prepayment

1. Write a check and give it to the vendor.

   (Assume a vendor needs a check for a deposit of 1000.00 USD immediately).
2. Enter a prepaid voucher.

   On the Payments page, change the value in the Action field to *Record*, and enter the check number of the manual check.
3. Enter the final voucher when it comes in, and if you are using the Prepayment Reference field, the AP Prepayment Application process applies the two vouchers to each other during the Voucher Posting process.
4. The system issues a check to the vendor for the remainder amount when you run the Pay Cycle process.

Fields that Differ on the Payments Page

Prepayment Click this link to access the Apply Vouchers to Prepayment page. You can search for and apply eligible regular vouchers to a prepaid voucher. The link is enabled after the voucher is posted.

Discount Discounts are not permitted on the payment for a prepaid voucher, so the Discount, Net Due, and Discount Date fields are unavailable for entry when you are entering a prepaid voucher.

Note. Prepaid vouchers can only be paid with a single payment. The ability to insert and delete payments is disabled for prepaid vouchers. Also note that prepaid vouchers cannot be paid with an express payment.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 210

Applying Final Invoices and Prepayments

This section describes how to:

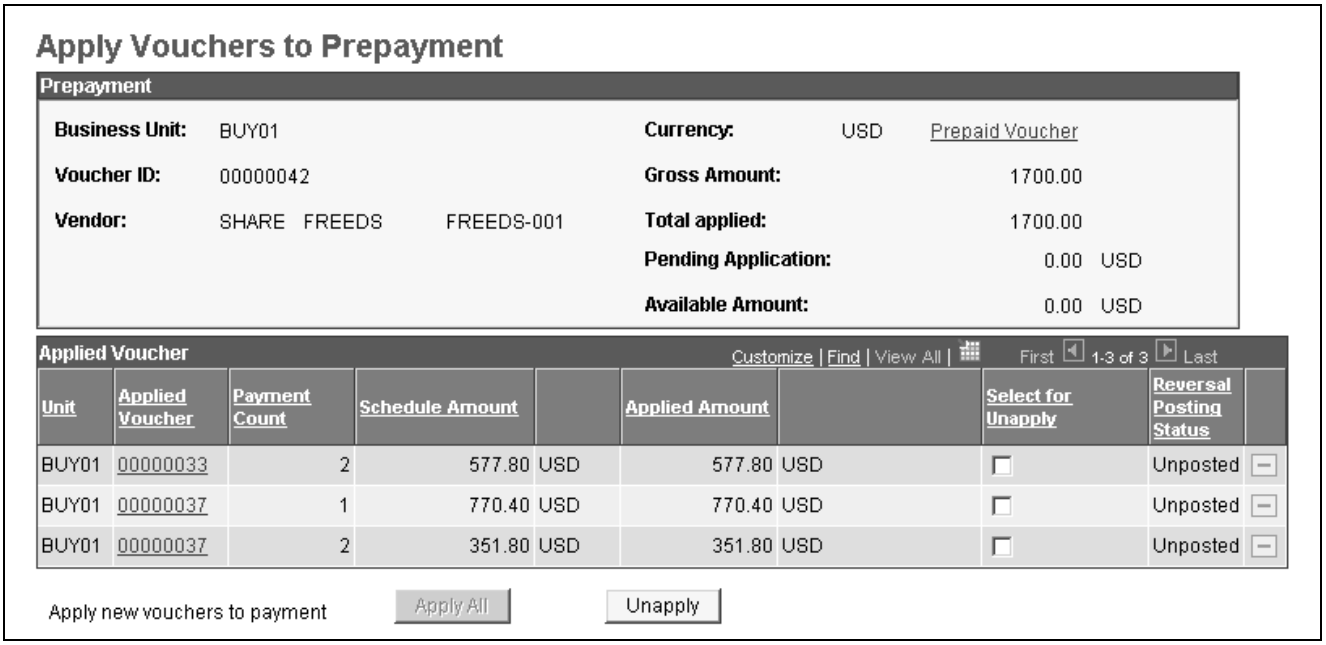
- Apply prepaid vouchers manually.
- Search for eligible vouchers.

Pages Used to Apply Final Invoices and Prepayments

Page Name	Object Name	Navigation	Usage
Apply Vouchers to Prepayment	PPAY_MANUAL_APPLY	Accounts Payable, Payments, Manual Payment and Prepayment, Apply Vouchers to Prepayment	Apply and unapply vouchers manually to prepaid vouchers.
Voucher Prepayment Search	VCHR_PPAY_SRCH	Click the Apply new vouchers to payment link on the Apply Vouchers to Prepayment page.	Search for regular vouchers that are eligible for application to a prepaid voucher.

Applying Prepaid Vouchers Manually

Access the Apply Vouchers to Prepayment page.



Apply Vouchers to Prepayment page

Note. Prepaid vouchers must be paid before you can apply regular vouchers to them. Also note that if you apply vouchers manually, the reversal accounting entries are *not* created at the time of application; they are not created until you run the Voucher Posting process.

PrePayment

Contains details for the prepaid voucher.

Prepaid Voucher Click to access the Invoice Information page where you can view the prepaid voucher.

Total applied Displays the total amount of the regular vouchers that you have applied to the prepaid voucher.

Pending Application Displays the amount of the regular vouchers that you have copied from the Voucher Prepayment Search page but which you have not yet applied to the prepaid voucher.

Available Amt (available amount) Displays the amount of the prepaid voucher that is still available for application to a regular voucher.

Applied Voucher

Contains details for the regular applied voucher.

Applied Voucher Displays the voucher ID for the regular voucher. Click to access the Summary page where you can view the regular voucher.

Payment Count Displays the payment count of the scheduled payment for this regular voucher.

Schedule Amount Displays the amount and currency of the scheduled payment for this regular voucher.

Applied Amount Enter the amount of the regular voucher that you want to apply to the prepaid voucher. When you copy the voucher from the Voucher Prepayment Search page, this field is available for entry. Apply a partial amount or the full amount of the voucher.

Once you apply the regular voucher to the prepaid voucher, this field becomes display-only, and shows you the amount and currency of the regular voucher that you have applied to the prepaid voucher.

Select for Unapply Select to unapply a regular voucher from the prepaid voucher.

Note. You must unpost regular vouchers before you can unapply them.

The Select for Unapply check box is unavailable for regular voucher payment schedules that have been fully paid.

Note. You must cancel the payment before you can unapply the regular voucher payment schedule.

Reversal Posting Status Displays the status of the reversal accounting entries for the applied voucher. Values are:

Not Applied: (payment not applied): The regular voucher has not been applied to the prepaid voucher.

Unposted: The regular voucher has been applied, but no reversal accounting entries have been created for it.

Posted: The regular voucher has been applied to the prepaid voucher, and reversal accounting entries have been generated for it.

Note. You must unpost regular vouchers before you can unapply them.

Click to delete the row. You can only delete rows that have *not* been applied to a prepaid voucher.

Apply new vouchers to payment Click to access the Voucher Prepayment Search page, where you can search for regular vouchers that are eligible to be applied to the selected prepaid voucher.

This link becomes unavailable once the available amount is 0.00.

Apply All Click to apply all of the vouchers pending application.

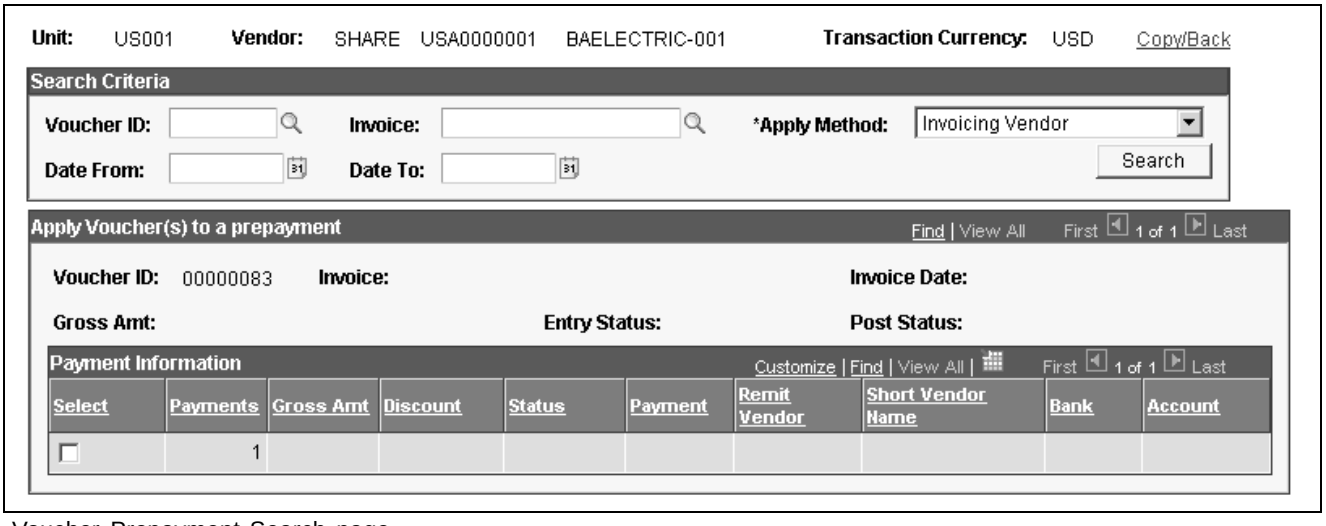
Note. The sum of the vouchers selected for application cannot exceed the available amount of the prepaid voucher.

Unapply Click to unapply the vouchers that you have selected for unapply.

Note. When you click the Apply All or Unapply buttons, the system saves the page and applies or unapplies the selected vouchers accordingly. If you save the page without clicking the Apply or Unapply buttons, the system does not apply or unapply the selected regular vouchers.

Searching for Eligible Vouchers

Access the Voucher Prepayment Search page.



Voucher Prepayment Search page

The system only searches for regular vouchers with the same business unit, invoicing vendor, and transaction currency as the prepaid voucher.

Additional Eligibility Criteria for Regular Voucher

To be eligible, regular vouchers must have the following characteristics:

- Approved.
- Entry status of *Postable*.
- Valid budget status.
- Voucher style of *Regular.*

Additional Eligibility Criteria for Regular Voucher's Payment

To be eligible, regular vouchers payments must have the following characteristics:

- Available for payment.
- Prepaid status of *Unapplied.*
- Not on hold or on withhold hold.
- Netting select status of *Applicable.*
- Gross amount of greater than zero.

The business unit, invoicing vendor, and transaction currency of the prepaid voucher appear at the top of this page.

Copy/Back Click this link to copy selected regular vouchers to the Apply Vouchers to Prepayment page.

Search Criteria

Voucher ID Search for eligible regular vouchers by voucher ID or invoice ID.

Apply Method Indicate which vendor the system should use when applying prepaid vouchers to regular vouchers. Values are:

Invoicing Vendor: The system performs application based on the invoicing vendor of the prepaid and regular voucher. This is the default value.

Remit Vendor: The system performs application based on the remit vendor of the prepaid and regular voucher.

Note. You must choose invoicing vendor or remit vendor prior to entering either the voucher ID or the invoice ID.

Date From and **Date To** Use to search for eligible vouchers whose invoice date falls within a specified range of time.

Apply Vouchers to a Prepayment

Displays details about the regular vouchers that your search produced.

Payment Information

Displays details about the scheduled payments for the regular vouchers that your search produced.

Select Select for the scheduled payments that you want to copy to the Apply Vouchers to Prepayment page. The selected rows are copied when you click the Copy/Back button at the top of the page.

Generating Final Payments

After you apply the prepaid vouchers to the regular vouchers, run the Pay Cycle process to create the final payment. The system treats the applied voucher just as it treats any other regular voucher during payment selection.

You can also pay the balance of an applied regular voucher with a manual check. Use the Payments page or the Payment Creation feature to record manual payments.

Applied prepaid vouchers appear on the payment advice for the applied regular voucher.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 16, “Using Additional Payment Processing Options,” Recording Manual Payments, page 439

Chapter 16, “Using Additional Payment Processing Options,” Using the Manual Payment Creation Process, page 441

Pages Used to Generate the Final Payment

Page Name	Object Name	Navigation	Usage
Pay Cycle Manager	PYCYCL_MGR	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	Run and manage the Pay Cycle Application Engine process (AP_APY2015), from Payment Selection through output processing (printing checks and advices, producing EFT files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.
Voucher - Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments	Record a manually issued payment by changing the value of the Action field to *Record.*
Manual Pay Selection	AP_MAN_SEL	Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection	Enter criteria to build the manual payment worksheet.
Man Pay Worksheet	AP_MAN_ENTRY	Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Man Pay Worksheet Click the Build Worksheet button on the Manual Pay Selection page.	Enter manual payment information.
Apply Voucher	AP_MAN_APPLY	Accounts Payable, Payments, Manual Payment and Prepayment, Update Payment Worksheet, Apply Voucher Click the Build Worksheet button on the Manual Pay Selection page.	Apply scheduled vouchers to the manual payment.

Reviewing Prepayments

You can review prepayments using several inquiry pages and reports.

This section discusses how to:

- Inquire on prepayments.
- Report on prepayment settlements.

Pages Used to Review Prepayments

Page Name	Object Name	Navigation	Usage
Prepayment Inquiry	PREPAYMENT_INQ2	Accounts Payable, Review Accounts Payable Info, Payments, Prepayments, Prepayment Inquiry	Review regular vouchers that have been applied to a prepayment.
Open Prepayments Report	RUN_APY2100	Accounts Payable, Reports, Prepayments, Open Prepayments	Define run parameters for the Open Prepayments report (APY2100). Use this report to review unapplied prepaid vouchers.
Prepayment Settlements Report	RUN_APY2101	Accounts Payable, Reports, Prepayments, Prepayment Settlements	Define run parameters for the Prepayment Settlement report (APY2101). Use this report to review regular voucher payment schedules that have been settled (fully applied).

Inquiring on Prepayments

Access the Prepayment Inquiry page.

Prepaid Voucher

Displays information associated with the prepayment voucher.

Business Unit Displays the business unit used when the prepayment voucher was entered.

Bank SetID Displays the bank setID associated with the bank code and account that was used for this prepayment.

Voucher ID Displays the voucher ID associated with the prepayment voucher.

Bank Code Displays the bank code for the account on which the prepayment was drawn.

Gross Amount Displays the amount of the prepayment that was created for this voucher.

Bank Account Displays the account on which the prepayment was drawn.

Payment Date Displays the date that the prepayment was processed.

Reference Displays the check number of the prepayment.

Balance Displays the balance remaining on the prepayment. (That is, the prepayment amount less the applied amounts).

Applied Voucher

Displays information related to the regular applied vouchers.

Applied Business Unit Displays the business unit in which the applied voucher was entered.

Applied Voucher Displays the voucher ID for the applied vouchers.

Gross Invoice Amount Displays the gross amount of the applied voucher.

Applied Amount Displays the amount of the regular voucher that has been applied to the prepaid voucher.

Reversal Posting Status Displays the status of the reversal accounting entries for the applied voucher

Reporting on Prepayment Settlements

Access the Prepayment Settlements Report page.

Vendor Range

From Vendor ID and **To Vendor ID** Enter the from and to vendor IDs to restrict the report to single vendor or a range of vendors.

Date Range

From Date and **Through Date** Enter the from and through dates to restrict the report to a single date or a range of dates.

CHAPTER 24

Processing Drafts

This section provides an overview of draft processing and discusses how to:

- Set up draft processing.
- Create drafts manually.
- Manage drafts.
- Reconcile and approve drafts.
- Review drafts.

Understanding Draft Processing

This section discusses:

- Draft payment process flow.
- Sight codes.
- Vendor-initiated draft process.
- Customer-initiated draft process.
- Customer-initiated electronic fund transfer (EFT) draft process.
- Draft numbering.
- Draft maturity date calculation and processing.
- Draft staging process.
- Draft rounding calculation.
- Draft optimization (stamp tax minimization).
- Stamp tax calculation.
- Draft approval.
- Draft bank reconciliation and approval.
- Draft EFT bank files and EFT answer files.
- Draft statuses.
- Draft accounting entries.
- Draft accounting entries for value-added taxes (VAT).

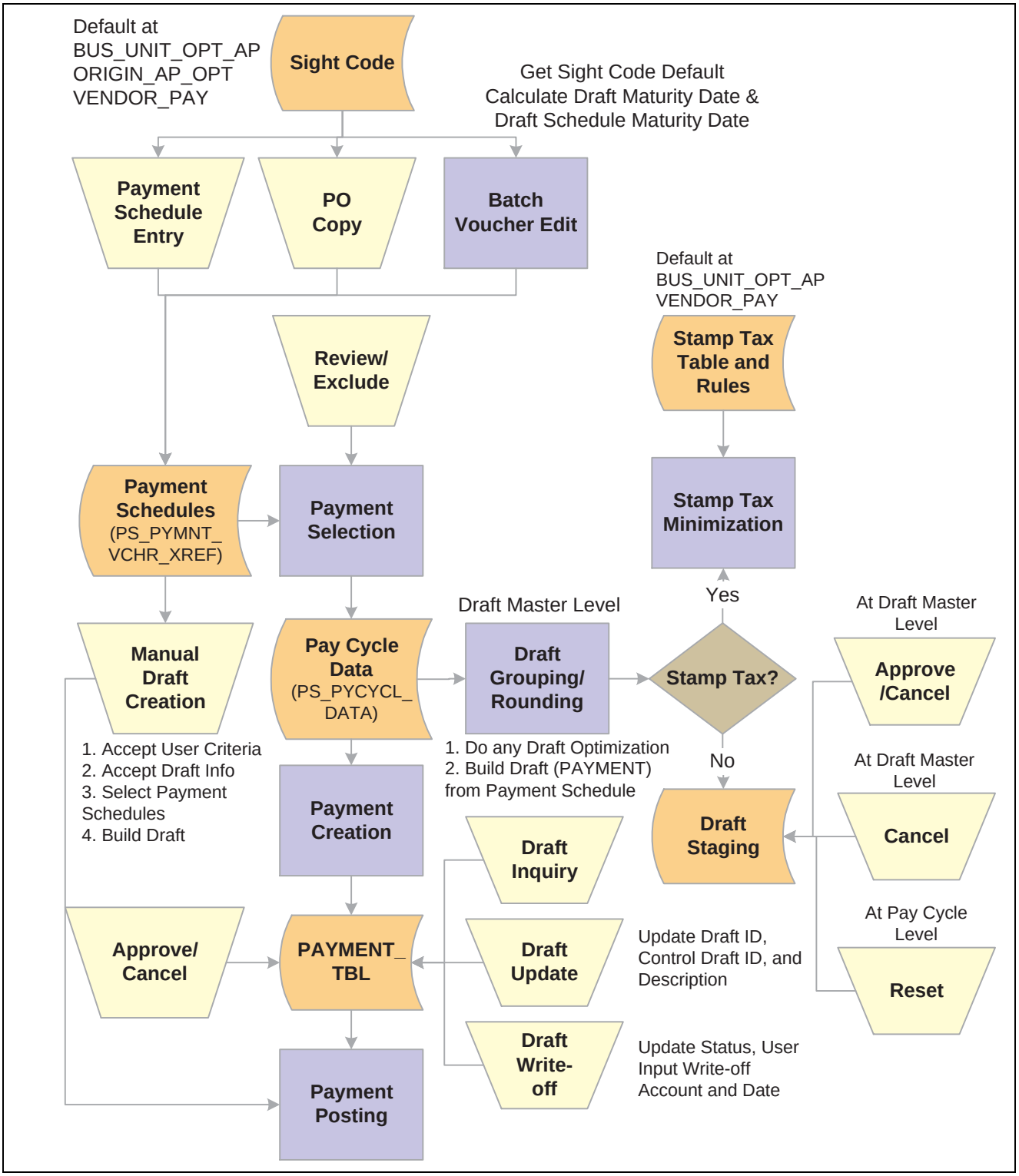
- Draft write-offs.

Draft Payment Process Flow

Drafts are used throughout the world in commercial transactions involving a customer or vendor that agrees to pay a specified amount on a certain day. Drafts are payments that are dated for some time in the future—usually in 30, 60, 90, or 120 days. PeopleSoft Payables currently supports customer-initiated electronic funds transfer (EFT) and vendor-initiated drafts, and it enables you to manage and process these draft payments efficiently.

Before the draft due date, the system produces a draft that includes the draft identification number, the draft amount, and the draft maturity date. You send this draft to your vendor. About 10 days before the draft maturity date, the vendor submits the draft to its bank for collection and the vendor's bank asks your bank to honor the draft. Once your bank verifies the funds, it pays the draft. PeopleSoft Payables checks for drafts that have matured at payment posting and changes the draft status of those matured drafts from *Approved* to *Due*.

This flowchart illustrates the draft payment process in PeopleSoft Payables:



Draft Payment process

See Also

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

Chapter 6, "Understanding Payment Formats and Configuring Payment Forms," Available PeopleSoft Payables Payment Formats, page 95

Sight Codes

The sight code references the agreed upon payment terms between you and your vendor. Sight codes are similar to accounts payable and accounts receivable payment terms, such as NET30, except that sight codes do not use discounts. You can maintain your default sight codes at the business unit, origin, and vendor levels of the PeopleSoft default hierarchy.

Vendor-Initiated Draft Process

You always create Bill of Exchange (BOE) or vendor-initiated draft payments manually. After you record the draft information, PeopleSoft Payables creates the draft payment and generates the accounting entries. To create drafts manually, first create a draft identification number (draft ID) on the Create Manual Draft page and select the vendor. The system builds a worksheet that identifies scheduled payments that can be included on the draft. You select the scheduled payment to include for the draft.

Note. The Pay Cycle Application Engine process (AP_APY2015) does not process vendor-initiated drafts.

Vendor-initiated drafts differ from the check payment method because the vendor initiates payment and the draft is drawn against your bank account with a future due date—typically payable in 90 days. Upon the settlement date of the draft (at 90 days), you can assume that the whole amount of the draft has been withdrawn from your account.

There are two types of vendor-initiated drafts: unapproved and preapproved. When unapproved, the vendor must send you the draft; however, when approved, no action is required on your part. You assume that your vendor will still send you a non-negotiable draft as information.

A draft is not always sent with the invoice that it pays. In fact, a draft might be issued for several hundred individual invoices. The invoices might have been entered before the draft is ever received. In this case, upon receiving the draft, you must associate the draft payment with the appropriate invoices. You assume that your vendor always informs you about which invoices are being paid by the draft.

When vendor-initiated drafts are processed, the vendor might not send a voucher, because a draft notice can suffice for a voucher. If you receive a voucher, you enter it and select *Vendor Draft* as the payment method. The system computes the scheduled due date, the maturity date, or the scheduled maturity date based on the usual terms and the sight code (if used). The date might not be the actual date of the draft when it is issued, but it gives an estimate for forecasting. When you manually create draft payments, you enter the actual draft issue date and the draft settlement date.

Note. If you haven't prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process (PYMNT_APPR_RECON). Depending on whether the Draft Issue Approval Required check box is selected in the Payables options, however, you may need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved) before you can run the Payment Posting Application Engine process (AP_PSTPYMNT).

See Also

Chapter 24, “Processing Drafts,” Creating Drafts Manually, page 641

Chapter 6, “Understanding Payment Formats and Configuring Payment Forms,” Drafts, page 100

Chapter 15, “Processing Pay Cycles,” Reviewing Draft Payments, page 411

Customer-Initiated Draft Process

Bills of Order (BOO), or customer-initiated draft payments, are usually created by the Pay Cycle process, which you schedule to run according to your needs. The Pay Cycle process sequentially evaluates the vouchers in the PS_PYMNT_VCHR_XREF table, selects the payment schedules to be processed using the criteria that you establish, and then creates draft payments. If stamp tax minimization is applicable, PeopleSoft Payables splits the draft master and assigns sibling system draft identification numbers.

Customer-initiated drafts are most often processed by the Pay Cycle process and go through the approval process at that time. Drafts must be either in the *Approved* or *Created* status before they can be paid and accounting entries can be generated. If you don’t require draft approval, you can select *Preapprove* on the Draft Options page of the Payment Selection Criteria component (PYCYCL_DEFN) before you start the Pay Cycle process. Preapproved drafts are created in the *Approved* status when the Pay Cycle process runs.

You can also create customer-initiated drafts manually on the Create Manual Draft page. You create manual customer-initiated drafts in the same way that you create vendor-initiated drafts.

See Also

Chapter 24, “Processing Drafts,” Creating Drafts Manually, page 641

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 15, “Processing Pay Cycles,” Reviewing Draft Payments, page 411

Customer-Initiated EFT Draft Process

Customer-initiated EFT drafts are processed in PeopleSoft Payables much the same way that customer-initiated drafts are processed, except that you don’t print the drafts. Instead of printing drafts, you send an EFT file to your bank when the draft payment is due. Your bank pays the draft on the draft maturity date.

Note. If you haven’t prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

See Also

Chapter 24, “Processing Drafts,” Draft Approval, page 631

Draft Numbering

PeopleSoft Payables assigns a reference identification number—similar to a check number—to each draft. This reference number varies by draft type and business unit. PeopleSoft Payables prints this number on drafts, and you use it in your communication with your vendor as a means of identifying the draft. However, if you use preprinted stationery or vendor-initiated drafts, the number is already printed on the draft. In this case, you manually enter the preprinted number in the system as the draft identification number. You set up the draft reference number on the External Accounts - Payment Methods page when you set up bank information.

Automatic Draft Master Numbering

After you define the draft master ID, the draft staging process uses it to identify the payment schedule for a vendor for group of drafts. To find the next master ID, you can use autonumbering to search for a DTFP (or master draft ID). You set up your draft numbering scheme using the Automatic Numbering page.

Draft Control Numbering

The draft control number is a system-assigned number that you use for auditing or internal control. During payment creation, the system assigns the draft control number, which is usually the same as the draft reference number. You can manually modify or override these numbers on the Draft Info Update (draft information update) page.

See Also

Chapter 24, “Processing Drafts,” Draft Optimization (Stamp Tax Minimization), page 628

Chapter 24, “Processing Drafts,” Updating Draft Information, page 653

Chapter 24, “Processing Drafts,” Manually Creating Drafts, page 643

Chapter 29, “Processing Document Sequencing in PeopleSoft Payables,” page 723

Chapter 15, “Processing Pay Cycles,” Understanding Pay Cycle Manager, page 385

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Setting Up External, Internal, and Netting Accounts,” Defining Payment Methods

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Financials and Supply Chain Management Common Definitions,” Setting Up Automatic Numbering

Draft Maturity Date Calculation and Processing

When you save a voucher, PeopleSoft Payables automatically calculates the draft maturity date and the draft scheduled maturity date using the scheduled due date, sight code, and holiday values.

For example, suppose that your vendor’s sight code is two months. The basis date for this sight code is the draft issue date, which is the same as the scheduled due date. The scheduled due date for the payment is March 21. After the system calculates the maturity date, the maturity date is May 21 (March 21 plus two months). Because May 21 is a bank holiday, the scheduled maturity date is adjusted one day, making the adjusted maturity date May 22. The scheduled maturity date is used by the Payment Posting process to create settlement accounting entries, to debit draft clearing accounts, and to credit cash accounts.

Now suppose that you have two vouchers from the same vendor with the following information:

Description	Field Name	Date
Scheduled pay date	SCHEDULED_PAY_DT	October 3, 2003
Draft maturity date	DFT_MAT_DT	November 3, 2003
Draft scheduled maturity date	DFT_SCHED_MAT_DT	November 4, 2003 (assuming the maturity date November 3 is a Sunday)

If you create a payment for these two vouchers in the Pay Cycle process, the payment will have the following dates:

Description	Field Name	Date
Draft issue date	CREATION_DT	October 3, 2003
Draft maturity date	DFT_MAT_DT	November 3, 2003
Payment date	PYMNT_DT	November 4, 2003

Note. You can manually override the maturity date and the adjusted maturity date during scheduled payment, but the voucher payment schedule due date must be less than or equal to the maturity date or the adjusted maturity date.

See Also

Chapter 24, “Processing Drafts,” Creating Draft Sight Codes, page 639

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining Accounting Calendars,” Defining Business Calendars

Draft Staging Process

When the Pay Cycle process runs, the draft staging process can occur between payment selection and payment creation. The draft staging process groups scheduled payments and creates a temporary or virtual view of split draft payments. If you start the Pay Cycle process with payment selection, you must follow it with the draft staging process. If you start the Pay Cycle process with payment selection and payment creation, the draft staging process runs automatically. Depending on whether you have selected the Preapprove check box on the Draft Options page of the Payment Selection Criteria component, draft payment can ultimately be created with a *C* (created) or *A* (approved) status. After the draft staging process runs, you can review the scheduled payments on the Draft Staging Approval page, where you can approve or reject draft payments at the draft master level.

Because payments shown in the draft staging process have not yet been physically created or split (if you are using draft optimization), you can still reject the draft. If you approve the payment from the staging table, then the Payment Creation process creates a physical payment record, entering drafts with a status of *C* (created) or *A* (approved), based upon the approval option you selected on the Draft Options page in the Payment Selection Criteria component. For rejected draft payments, the status is returned to *Unselect* and the draft payment can be picked up during the next pay cycle.

See Also

Chapter 24, "Processing Drafts," Draft Statuses, page 633

Chapter 24, "Processing Drafts," Canceling Manual Drafts, page 649

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

Chapter 15, "Processing Pay Cycles," Reviewing Draft Payments, page 411

Draft Rounding Calculation

Draft rounding enables you to control at what point a draft is issued for payment, as well as the alternate payment method that is used for payments that do not meet your specifications. Draft rounding is specified for a vendor location on the Vendor Information - Payables Options page in the Draft Processing Control group box of the Additional Payables Options section and on the Draft Options page in the Payment Selection Criteria component.

To apply the draft rounding rules that you specify in the Payment Selection Criteria component, you must already have selected *Use Pay Cycle Default* for the vendor in the Draft Rounding field on the Vendor Information - Payables Options page. If you select *Do Not Use*, draft rounding does not occur for the vendor. If you select *Specify* and enter a rounding position, the Pay Cycle process uses that value. When the Pay Cycle process runs, draft rounding rounds down to the whole value that you specify in the Rounding Position field for the vendor or in the Payment Selection Criteria component, depending on the preceding criteria.

If you select draft rounding, the system totals the amount of scheduled payments, rounding to the number of positions that you specify. Any remaining amount is either not paid during the pay cycle or is scheduled for payment by an alternate payment method. You specify how you want to handle the remaining amount in the Remaining Amount Action field on the Vendor Information - Payables Options page and the Draft Options page. The default relationship between the vendor and the payment selection criteria is the same as for the draft rounding position.

Here is an example of how draft rounding calculation works. Suppose that you have two vendors that you pay by draft.

You have specified the following rounding options for Vendor A:

- Number of rounding positions: *5*.
- Remaining amount action: do not issue draft.

You specified the following rounding options for Vendor B:

- Number of rounding positions: *4*.
- Remaining amount action: alternate pay method.
- Payment method: check.

When the Pay Cycle process runs, the system finds the following scheduled payments for the vendors:

Remit Vendor	Draft Master ID	Scheduled Payment
Vendor A	0001	3,000
Vendor B	0002	1,000,000
Vendor B	0002	3,001,500

Draft rounding calculation determines if the total payment amount is over the rounding position value and, if so, what happens to the remaining amount. For the purposes of this example, draft rounding totals the scheduled payment amount for Vendor B and determines that the draft payment is over the rounding position value.

After rounding, these are the scheduled payments:

Remit Vendor	Draft Master ID	Scheduled Payment	Issue Draft?	Alternate Payment Method
Vendor A	0001	3,000	No	None
Vendor B	0002	1,000,000	Yes	None
Vendor B	0002	3,000,000	Yes	None
Vendor B	0002	1,500	No	Yes (check)

- Because Vendor A's rounding position is set at *5*, no draft is issued for the scheduled payment until the payment amount is equal to or greater than 100,000.
- Because Vendor B's rounding position is set at *4*, drafts are issued for the scheduled payments, because they are greater than the rounding position. Because the scheduled payment amount of 1,500 has exactly four positions, it is paid by check because the alternate payment method option is selected.

See Also

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Vendor Locations

Draft Optimization (Stamp Tax Minimization)

Draft optimization, or stamp tax minimization, is primarily applied to Japanese domestic drafts and is performed during the draft staging process. Stamp tax minimization reduces tax liability by splitting draft payments and determining the optimum number and denominations of drafts. Currently, stamp tax minimization uses the Japanese yen as the payment currency, and it uses the current Stamp Tax table maintained by Japan's Ministry of Finance to determine the stamp tax amount. You maintain the Stamp Tax table on the Stamp Tax page.

During draft staging, PeopleSoft Payables summarizes the payment schedule information, based on the criteria that you specify in the pay cycle selection criteria. The optimal number of drafts is determined by using the draft master amount, the Stamp Tax table, and the maximum number of drafts that you specify. The draft staging process runs draft rounding, if applicable, and then runs stamp tax minimization. Drafts are then put into the staging table.

Note. Select the Group Code check box to group payment schedules manually into one draft. Select the Separate Payment check box to create one draft for one payment schedule. You can preview, approve, or reject split draft payments on the Draft Staging Approval page.

See Also

Chapter 24, "Processing Drafts," Creating Stamp Tax Definition, page 640

Chapter 24, "Processing Drafts," Draft Staging Process, page 625

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Draft Settings for Draft Payments, page 221

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Vendor Locations

Stamp Tax Calculation

Stamp tax calculation is based on the rules that you specify on the Stamp Tax Rule page in the Stamp Tax component (APD_STAMP_TAX_COM), and the Stamp Tax table associated with those rules on the Stamp Tax page. Here is an example with sample Stamp Tax table values:

Draft Amount From	Draft Amount To	Stamp Tax Amount
1	99,999	0
100,000	1,000,000	200
1,000,001	2,000,000	400
2,000,001	3,000,000	600
3,000,001	5,000,000	1,000

Draft Amount From	Draft Amount To	Stamp Tax Amount
5,000,001	10,000,000	2,000
10,000,001	20,000,000	4,000

Suppose that these are the stamp tax rules for the Stamp Tax table:

Draft Amount From	Draft Amount To	Draft Split?	Draft Split Amount
1	2,999,999		
3,000,000	4,099,999	Yes	3,000,000
4,100,000	4,999,999		
5,000,000	9,099,999	Yes	5,000,000

Here are two stamp tax scenarios:

Scenario A

The scheduled payment is for 8,400,000 yen with a maximum number of drafts set to *4*. When draft optimization runs for the scheduled payment, the following drafts are created:

Number of Drafts	Draft Amount	Stamp Tax Amount
1	5,000,000	1,000
2	3,000,000	600
3	400,000	200
Total	8,400,000	1,800

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, and then finds the stamp tax rule that applies to the total amount.

   The total amount falls between the 5,000,000 to 9,099,999 range; drafts in this range are split at 5,000,000, giving us one 5,000,000 draft.

2. Checks the Stamp Tax table in the PeopleSoft system and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

This leaves a sum of 3,400,000.

3. Evaluates the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range.

   Drafts in this range are split at 3,000,000, giving us another draft of 3,000,000.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   This leaves a sum of 400,000.

5. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 200.

Scenario B

The scheduled payment is for 8,400,000 yen with a maximum number of drafts set to *2*. When draft optimization is performed for the scheduled payment, the following drafts are created:

Number of Draft	Draft Amount	Stamp Tax Amount
1	5,000,000	1,000
2	3,400,000	600
Total	8,400,000	1,600

Draft optimization performs the following actions:

1. Reviews the total value of the scheduled payment, then finds the stamp tax rule that applies to the total amount.

   The total amount falls between the 5,000,000 to 9,099,999 range. Drafts in this range are split at 5,000,000, so the system creates one 5,000,000 draft.

2. Checks the Stamp Tax table and determines that drafts for 5,000,000 are subject to stamp tax minimization in the amount of 1,000.

   This leaves a sum of 3,400,000.

3. Evaluates the stamp tax rules and finds that this amount falls within the 3,000,000 to 4,999,999 range.

   Drafts in this range are split at 3,000,000, so the system creates another draft of 3,000,000.

4. Checks the Stamp Tax table and determines that this amount is subject to stamp tax minimization in the amount of 600.

   Because you specified that the maximum number of drafts for this vendor is two, the payment is not split any further.

Your vendor pays the stamp tax to the appropriate taxing authority. You can view stamp tax detail on the Draft Payment Inquiry - Draft Detail page, or on the Drafts Stamp Tax Summary report (APY2054), Drafts Create Detail report (APY2053), and Drafts Create Summary report (APY2056).

Note. Review drafts after they are split on the Draft Staging Approval page. After a draft has been split, the system assigns the split drafts with the same draft master number. You cannot delete a single split payment created as a result of draft optimization. You must delete the entire payment by draft master number. Therefore, in the preceding example with two drafts created after draft optimization, you could not delete only the second draft. You would need to delete the entire draft payment.

See Also

Chapter 24, "Processing Drafts," Setting Up Draft Processing, page 638

Draft Approval

Draft approval is performed for vendor-initiated drafts, customer-initiated drafts, and customer-initiated EFT drafts. You can review and approve draft payments either before or after payment creation. If you select the Preapprove check box on the Payment Selection Criteria - Draft Options page, the system sets the draft status to *A* (approved) after the payment is created. If you do not select the Preapprove check box, the system sets the draft status to *C* (created), and you must approve the draft manually.

Reviewing and Approving Drafts Before Payment Creation

During pay cycle, select the *Payment Selection* value on the Pay Cycle Manager page.

After payment selection, run the draft staging process to group drafts and to perform draft optimization and rounding.

After draft staging, go to the Draft Staging Approval page, where you can review the draft payments and approve them before payment creation.

Reviewing and Approving Drafts After Payment Creation

If your bank does not send you a bank file containing draft details, you can approve drafts as follows:

1. After you run the Pay Cycle process or create drafts manually, use the Draft Approval page to manually update the draft status from *Created* to *Approved.*

   Depending on the option that you select on the Payables Options - Payment Options page, the system may require a status of *Approved* before it can generate accounting entries in the Payment Posting process.

2. Run the Payment Posting process to create accounting entries.

If your bank does send you a bank file containing draft details, you can approve drafts as follows:

1. When your bank transmits an electronic file to you that contains the draft detail, use the Draft Reconciliation and Approval - Draft Approval page to perform draft approval.
2. Review draft payments that the automatic reconciliation process matches.
3. Accept, reject, or partially pay payments.

   The approval process updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries.

4. Use the Prepare Bank Answer File page to create a bank answer file for those draft payments with exceptions, and send the bank answer file to your bank.
5. Run the Payment Posting process to create accounting entries.

See Also

Chapter 24, “Processing Drafts,” Reconciling and Approving Drafts, page 654

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining Payment Options, page 58

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

Draft Bank Reconciliation and Approval

When you receive your bank statements, reconciling draft payments is no different from reconciling any other payment type within PeopleSoft Payables. During bank reconciliation, you reconcile the payment information with the actual bank remittance.

If you have arranged with your bank to receive an electronic bank file containing the details relating to draft payments, you can use the Draft Recon and Approval (draft reconciliation and approval) component (PYMNT_APPR_RECON) to review and approve those draft payments that are coming due. If your bank does not send you a bank file containing draft details, approve your drafts manually. When the draft is due, review it on the Draft Approval page and manually change the draft status to *Approved* by selecting the Approve check box.

Automatic draft reconciliation and approval occurs when your bank transmits an electronic bank file to you that contains the draft detail. You import the bank file by selecting PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Inbound EC Agent. The Draft Reconciliation and Approval process performs matching against the bank file by selecting each draft payment. It then updates the status for all accepted drafts with the *Approved* status so that the Payment Posting process can generate accounting entries. The Draft Reconciliation and Approval process automatically matches drafts with the following equivalent parameters:

- The draft number on the payment in PeopleSoft Payables must exactly match the draft number in the bank file.
- The due date in PeopleSoft Payables can be less than or equal to the due date in the bank file.
- The amount of the payment in PeopleSoft Payables must exactly match the draft amount in the bank file.

The Matching Application Engine process (AP_MATCHING) populates the Draft Reconciliation page with draft data, and it selects the drafts that do not match, citing a reason code. If the draft number and amount match, and the due date is greater or equal to the due date in PeopleSoft Payables, then the draft is marked as *Approved*.

Note. The system requires a reject code for drafts that are not matched or that are rejected.

See Also

Chapter 24, “Processing Drafts,” Reconciling and Approving Drafts, page 654

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, “Reconciling Statements”

PeopleSoft PeopleTools PeopleBook: Support Integration Technologies

Draft EFT Bank Files and EFT Answer Files

If you have arranged with your bank to process drafts electronically, your bank sends you an EFT file containing the payment information and requests confirmation within a specified time. Select PeopleTools, EDI Manager, Monitor EDI Processing Schedule, Inbound EC Agent to load the EFT file from the bank into PeopleSoft Payables. The Draft Reconciliation and Approval process matches drafts in PeopleSoft Payables against drafts in the bank file.

Review exceptions on the Draft Recon and Approval - Draft Exceptions (draft reconciliation and approval - draft exceptions) page. When reviewing draft payment exceptions, you have two choices:

- You can reject the entire amount.
- You can pay only the amount entered in PeopleSoft Payables, rejecting the remaining balance.

After you review draft exceptions, use the Prepare Bank Answer File page to create a bank answer file. Select PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Outbound EC Agent to respond to your bank by the deadline. If you don't send the bank answer file to your bank, the bank assumes that you agree that the draft information is correct and pays your vendor.

Note. If the draft maturity date is earlier than or the same as the date specified in the bank file, the draft maturity date criteria are met.

See Also

Chapter 24, "Processing Drafts," Reconciling and Approving Drafts, page 654

Draft Statuses

This table describes the draft statuses:

Draft Status	Description
Create	The draft master is created and waiting to mature or be printed. During the payment posting process, the AP (accounts payable) liability account is debited, and the draft payable account is credited.
Approve	The draft has been manually or automatically approved during pay cycle.
Due	The draft has reached maturity. During the payment posting process, the draft payable account is debited, and the cash account is credited.
Reconcile	Bank reconciliation has been performed, and the draft has been date stamped.

Draft Status	Description
Cancel	The draft has been canceled, and no accounting entries have been created.
Write Off	The draft has been approved and posted, but there is a draft collections or exchange of draft before the maturity date settlement. You can specify the write-off account and write-off date. The maturity date settlement does not happen once the draft is written off.

The draft status determines the processing characteristics for the draft and also determines how the system generates accounting entries. Drafts in PeopleSoft Payables have their own type of accounting entry because your cash account should not be credited immediately. When a draft is created, a temporary account (draft payable) is credited until the draft is due or reconciled.

The accounting entry template defines draft payables accounts (such as draft - normal and draft - fixed asset) because you can associate multiple accounts with one bank or bank account. Draft accounts are defined at the bank account or bank account payment level.

PeopleSoft Payables assigns a document sequencing number to a draft whenever there is an accounting entry for a draft so that you can track the life cycle of the draft payment.

See Also

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

Chapter 17, “Running Voucher and Payment Posting,” Understanding the Voucher Posting and Payment Posting Processes, page 469

Draft Accounting Entries

You run the Payment Posting process on the draft issue date to generate accounting entries for drafts with the *Approved* or *Created* status. If the draft issue date is earlier than or the same as the current date, then the Payment Posting process debits the AP liability account and credits the draft payable account. If the draft payment date (maturity date) is earlier than or the same as the current date, then the Payment Posting process debits the draft payable account and credits the cash account.

This table describes the accounting entries that are created as each accounting event occurs:

Draft Status	Accounting Entries
Approved or *Created*	DR AP Liability (APA) CR Draft Payable (DFC)
Cancellation entries	DR Draft Payable (DFC) CR AP Liability (APA)

Draft Status	Accounting Entries
Approved/Due	With cash clearing: DR Draft Payable (DFC) CR Cash Clearing (CAC)
	No cash clearing: DR Draft Payable (DFC) CR Cash (CAS)
Cancellation entries	With cash clearing: DR Cash Clearing (CAC) CR AP Liability (APA)
	No cash clearing: DR Cash (CAS) CR AP Liability (APA)
Due/Reconciled	DR Cash Clearing (CAC) CR Cash (CAS)

See Also

Chapter 18, "Understanding PeopleSoft Payables Accounting Entries," Accounting Entries for Draft Payments, page 508

Draft Accounting Entries for VAT

Value added tax (VAT) is recorded at draft payment posting if you enter a VAT declaration date on the invoice associated with the payment. The VAT amount is calculated based on the VAT rate that was effective on the invoice date.

This table shows the accounting entries that are generated when payments include VAT:

VAT Recovery Percentage	Accounting Entries
If the VAT recovery is 100 percent	DR VAT Input Recoverable (VIR) CR VAT Intermediate Recoverable (VIIR)

VAT Recovery Percentage	Accounting Entries
If the VAT recovery is less than 100 percent	DR VAT Input Recoverable (VAT Amount * (100 − Recoverable %)) (VIR) DR VAT Input Non-Recoverable (VAT Amount * (100 − Recoverable %)) (VIN) CR VAT Intermediate (VIIR) CR VAT Intermediate Non-Recoverable (VIIN)
If the VAT recovery percentage is equal to 0	DR VAT Input Non-Recoverable (VIN) CR VAT Intermediate Non-Recoverable (VIIN)
If the VAT Recalculate at Payment option is set	DR Discount Taken (VIDA) CR VAT Input Recoverable (VIDR) and/or CR VAT Input Non-Recoverable (VIDN)

See Also

Chapter 18, “Understanding PeopleSoft Payables Accounting Entries,” Accounting Entries for Draft Payments, page 508

Chapter 34, “Processing Value Added Tax (VAT) in PeopleSoft Payables,” page 839

Draft Write-Offs

After a draft has been approved and posted, but before the maturity date settlement, you can apply a write-off so that the maturity date settlement does not occur. Use the Draft Write-Off page to specify the write-off account and the write-off date. PeopleSoft Payables does not delete drafts that are written off from the Payables system. When you run the Payment Posting process, it automatically creates accounting entries.

See Also

Chapter 24, “Processing Drafts,” Writing Off Draft Payments, page 653

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

Common Elements Used in This Chapter

Bank SetID Displays the bank setID for your bank account.

Bank Code Displays the bank code for your bank account.

Bank ID Displays your bank's identification number.

Payment ID Displays the number of the draft. *NEXT* indicates that the system generates the number, incrementing the payment ID based on the last number used for a draft.

Remit Setid Displays the remit setID for the vendor.

Remit Vendor Displays the name of the remit vendor.

Draft Ref (draft reference) Displays the reference number for the draft payment. The system assigns the draft reference number when the Pay Cycle process runs or during manual draft creation. You can manually override the draft reference number on the Draft Info Update page.

NEXT indicates that the system generates the number based on the value in the Last Ref Number (last reference number) field on the Payment Method page in the External Bank component (BANK_EXTERNAL).

Draft Control ID Specify the draft control ID. The system assigns the same number that it uses for the draft reference number; however, you can override the draft control ID on the Draft Info Update page. You use this number for internal auditing purposes.

Draft Status Search by draft payment status by selecting:

Approved: Searches for only those drafts with an *Approved* status that meet your other search criteria.

Created: Searches for only those drafts with a *Created* status that meet your other search criteria.

Both: Searches for drafts with a status of either *Approved* or *Created* that meet your other search criteria.

Payment Method Select the payment method for the draft:

Cust Draft (customer draft): Customer-initiated draft payments.

EFT Draft (electronic funds transfer draft): EFT customer-initiated draft payments.

Vndr Draft (vendor draft): Vendor-initiated draft payments.

Settlement Date Displays the draft payment settlement date.

Queue Inst (queue instance) Displays the queue instance number that is generated by the system when you run the EDI Manager Inbound EC Agent process.

Draft Maturity Date Displays the date the draft matures.

Reject Code Displays the current reason that the draft payment is rejected. You can change the reason by entering a different reject code from the list of values:

13: Draft ID not clear enough.

19: Remitted to another bank.

39: Do not pay non-appv (nonapprove) draft.

70: Litigation.

71: Already paid.

72: Wrong acceptance code.

73: Amount disputed.

74: Disagreement on due date.

75: Extended due date request.

76: Late claim.

90: Partial payment of the drawee.

Bank Report Num (bank report number) — Displays the bank report number from the bank file.

Branch ID — Displays the vendor's bank branch identification number.

Last Date to Respond — Displays the last day that you can respond to the bank file. If you do not respond by this date, the bank assumes that you agree that the payment amount is correct.

Setting Up Draft Processing

To setup your draft processing, use the following components:

- Draft Sight Codes (APD_SIGHT_CODE_COM)
- Stamp Tax (APD_STAMP_TAX_COM)

This section discusses how to:

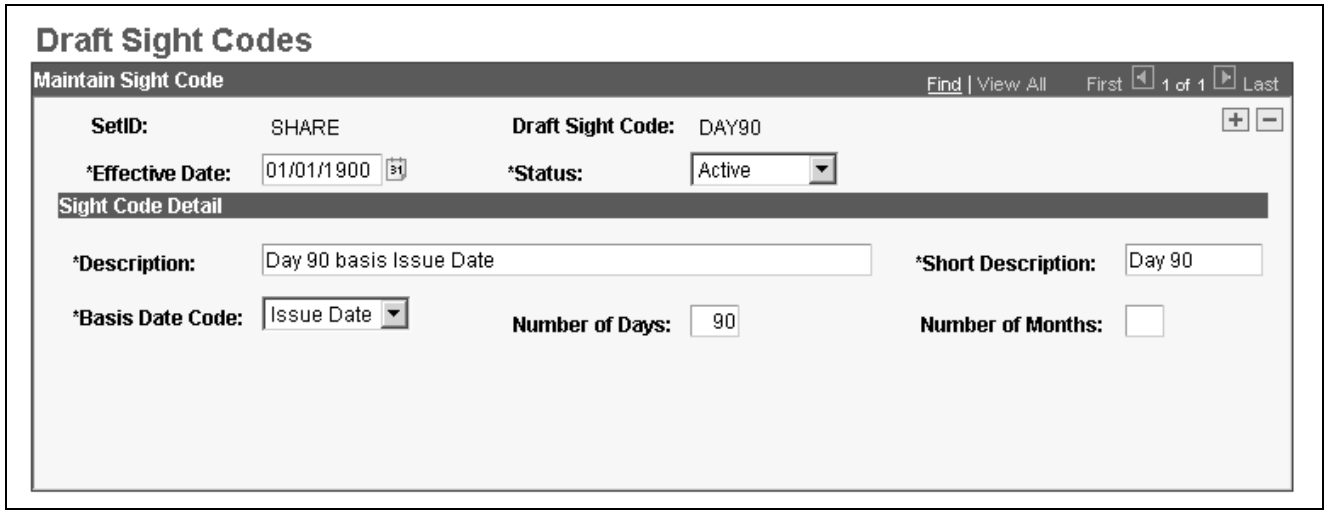
- Create draft sight codes.
- Create stamp tax definition.
- Specify stamp tax modification rules.

Pages Used to Set Up Draft Processing

Page Name	Object Name	Navigation	Usage
Draft Sight Codes	APD_SIGHT_CODE_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Sight Codes, Draft Sight Codes	Create, modify, or view available draft sight codes.
Stamp Tax	APD_STAMP_TAX_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Stamp Tax	Create, modify, or view the stamp tax definition.
Stamp Tax Rule	APD_STAMP_TAXR_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Stamp Tax, Stamp Tax Rule	Create, modify, or view the stamp tax minimization rules.

Creating Draft Sight Codes

Access the Draft Sight Codes page.



Draft Sight Codes page

SetID Displays the bank setID for the vendor's bank account.

Draft Sight Code Displays a user-defined value that represents the draft payment terms to which you and your vendor agree.

Effective Date Specify the beginning date that the sight code is in effect.

Status Specify whether the status of the sight code is active or inactive.

Sight Code Detail

Basis Date Code Specifies the scheduled due date for the draft. It is used to calculate the draft maturity date:

Invoice Date: Uses the invoice date on the voucher as the basis date.

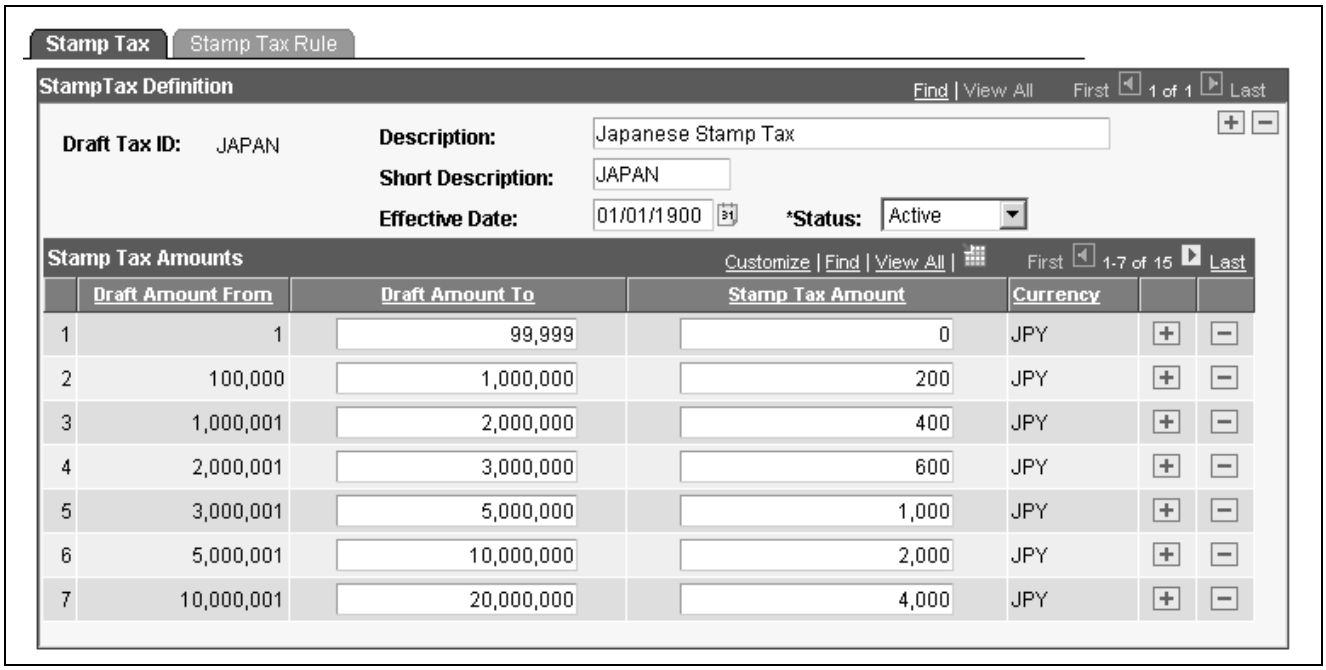
Issue Date: Uses the scheduled due date as a basis date.

Number of Days Enter the number of days from the basis date that the draft matures.

Number of Months Enter the number of months from the basis date that the draft matures.

Creating Stamp Tax Definition

Access the Stamp Tax page.



Stamp Tax page

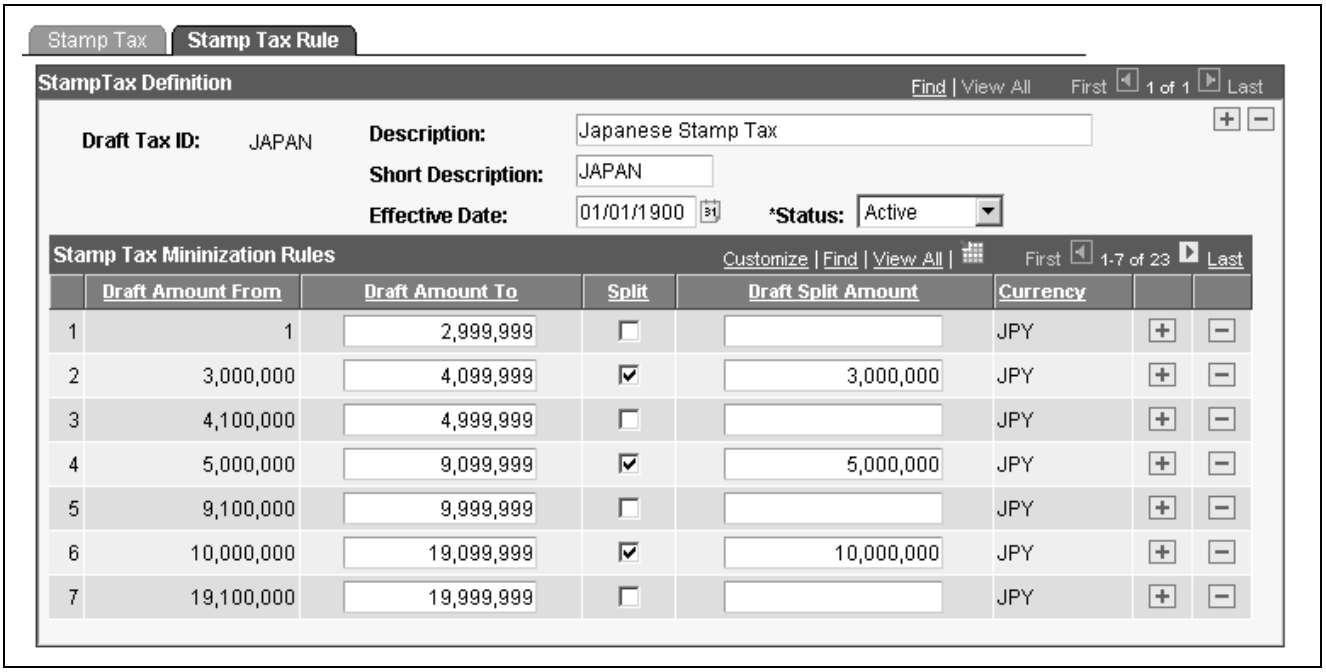
You can view default settings for draft optimization, including a description for the tax table, the stamp tax amount range, the stamp tax minimization amount for each range and stamp tax currency, the draft amount range, the applicable currency, and the maximum value of the draft before it is split.

During the draft staging process, the values in the Stamp Tax table determine where the draft payment is split. When you define the stamp tax amounts, the system calculates the value in the Draft Amount From field based on the value that you enter in the Draft Amount To field, plus one. In the Stamp Tax Amount field, enter the amount of the stamp tax that the system applies to drafts in the desired draft amount from and draft amount to range.

The Currency field displays the payment currency.

Specifying Stamp Tax Minimization Rules

Access the Stamp Tax Rule page.



Stamp Tax Rule page

Stamp Tax Minimization Rules

The Draft Amount From field contains the beginning amounts for draft payments. The system calculates the Draft Amount From field value based on the value that you enter in the Draft Amount To field, plus one. Selecting the Split check box activates the Draft Split Amount field, where you enter the maximum value that the draft in the selected draft amount range should reach before it is split.

The Currency field displays the payment currency.

Creating Drafts Manually

This section provides an overview of manual draft creation and discusses how to.

- Manually create draft payments.
- Review manually created drafts.
- Apply vouchers to manual drafts.

Understanding Manual Draft Creation

When you receive the draft (or draft notice for preapproved drafts), enter the draft on the Create Manual Draft page. The payment date is the draft due date. When you apply the draft to the appropriate vouchers, the scheduled due date, net due date, and payment method for each voucher are corrected to match the draft issue date, maturity date, and draft payment method. The vouchers are then marked as paid. With this process, you can apply multiple vouchers to a single draft.

Withholding on Manual Drafts

In PeopleSoft Payables, you can calculate withholding at payment time or at voucher posting time by specifying a setting for the withholding entity. This withholding calculation setting appears by default on the voucher. If withholding for a voucher is set for calculation at payment time, users with the appropriate authority can override this setting to have withholding calculated at voucher posting time.

In the case of manual drafts, the system invokes the withholding calculation routine for any drafts applied to withholding-applicable vouchers. The withholding reporting tables are updated accordingly.

On the Manual Draft Creation page, you have the option of only applying manual drafts to vouchers that have already had withholding calculated at voucher posting time. If the Withholding Calculated field is selected (the default setting), the system allows you to apply manual drafts only to vouchers that are set to withhold at voucher post and that have been posted.

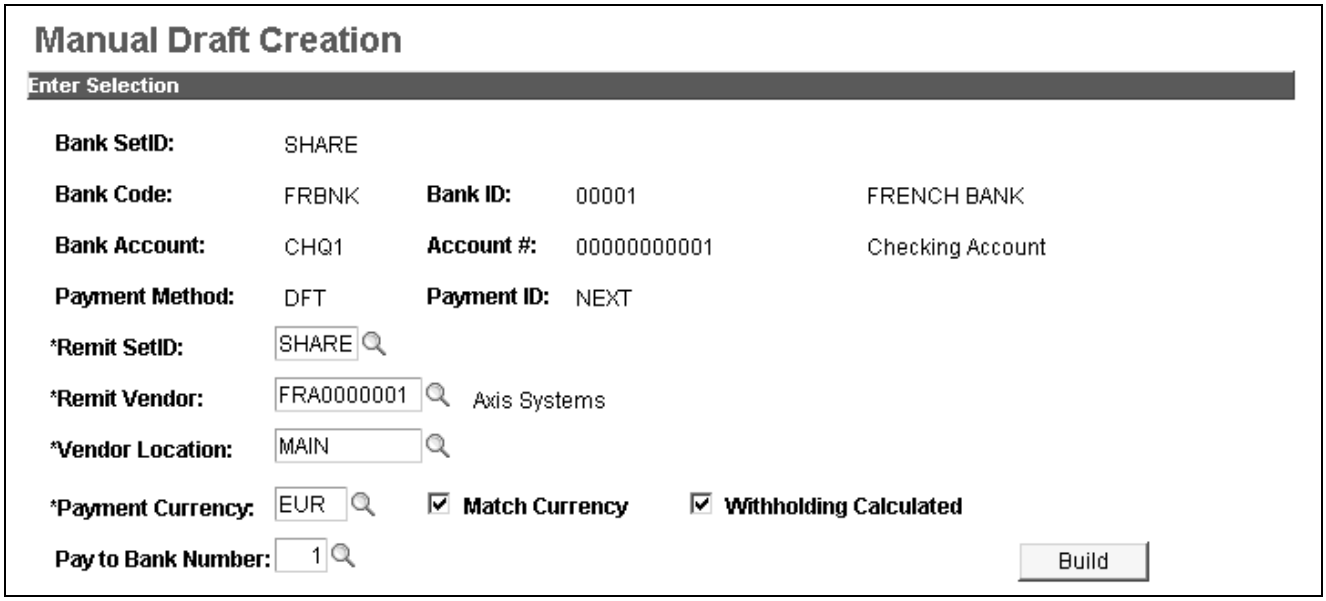
You can clear this check box, in which case the system allows you to apply manual drafts to all withholding applicable vouchers for the remit vendor, regardless of whether withholding has been calculated. The only exceptions are vouchers requiring withholding calculation at voucher post that have not been posted as yet. In this case, the system does not physically withhold, but it does update the withholding reporting table with the applicable withholding transaction amount for reporting purposes.

Pages Used to Create Drafts Manually

Page Name	Object Name	Navigation	Usage
Manual Draft Creation	APD_MANDFT_SEL	Accounts Payable, Payments, Drafts, Create Manual Drafts, Create Manual Draft, Manual Draft Creation	Manually create customer-initiated or vendor-initiated drafts.
Manual Draft Entry	APD_MANDFT_ENTRY	Accounts Payable, Payments, Drafts, Update Manual Draft Worksheet, Manual Draft Entry Click the Build button on the Manual Draft Creation page.	Review drafts you created on the Manual Draft Creation page. **Note.** You must have previously created a manual draft payment to access this page. If you click the Build button on the Manual Draft Creation page and save the worksheet without completing the draft information, you can use this page to edit or complete the manual draft payment information. If you previously created the draft payment, you cannot edit any of the draft payment information. In this circumstance, this page is for information only.
Manual Draft Apply	APD_MANDFT_APPLY	Accounts Payable, Payments, Drafts, Update Manual Draft Worksheet, Manual Draft Apply	Apply vouchers to manual drafts.

Manually Creating Drafts

Access the Manual Draft Creation page.



Manual Draft Creation page

Enter the bank code and account information.

Remit SetID, Remit Vendor and **Vendor Location** — Enter the setID, remit vendor ID, and vendor location for the vendor to whom you remit the manual payment. When you build the worksheet, the system returns eligible scheduled payments with the same vendor information.

Payment Currency — Displays the payment currency for the draft payment.

Match Currency — Select to have the system return scheduled payments with the same payment currency. If you do not select this option, the system returns all eligible scheduled payments for the remit vendor, regardless of their payment currency, and converts them to the selected vendor's currency.

Withholding Calculated — If this check box is selected, the Manual Draft Worksheet returns only those vouchers for the remit vendor that have had withholding calculated—that is, those vouchers for which withholding has been calculated at voucher posting time and that have been posted.

If this check box is cleared, all vouchers for the remit vendor are available on the manual draft worksheet, excluding vouchers that are set to have withholding calculated at voucher posting and that have not yet been posted. The Withholding tab of the Manual Draft Entry - Manual Draft Apply page displays two flags indicating whether the voucher is withholding-applicable and whether withholding has been calculated.

Pay to Bank Number — Specify the bank to which the draft payment is made. The pay-to bank number is used as one of the matching criteria for the scheduled payments that you apply to the draft payment. Only those scheduled payments that have the specified pay-to bank number appear when you click the Build button.

The value in the Pay to Bank Number field is a system-created value that is associated with each vendor bank account that you define on the Pay to Bank Accounts page.

Build Click to create a temporary worksheet for the manual draft payment, based on the remit vendor, vendor location, and payment currency that you specify. Assign a draft worksheet ID search for scheduled payments that match the specified criteria. The system displays the Manual Draft Entry page, where you can enter the payment amount, draft drawee, payment description, and draft maturity date.

When you save manual drafts, the status of the draft varies depending on the values that you selected on the Payables Options - Payment Options page:

- If you selected the Draft Issue Approval Required check box, the status of the manual draft is *Approved.*
- If you did not select the Draft Issue Approval Required check box, the status of the manual draft is *Created.*

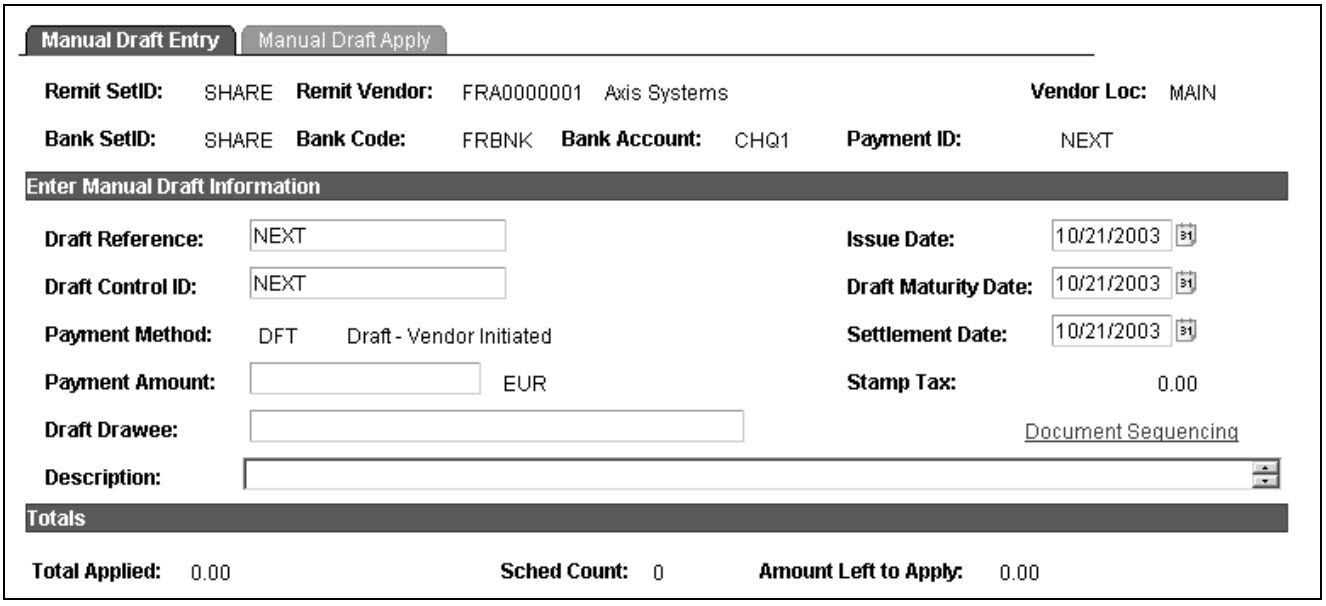
Note. After the system builds a draft worksheet, if you decide that you don't want to create the manual draft, you can remove the draft worksheet by using the Delete Worksheets page. You cannot delete a draft worksheet if you have applied scheduled payments to the manual draft and saved the draft worksheet. After you have applied scheduled payments to the manual draft, you can cancel the manual draft payment by using the Cancel Manual Draft page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Vendor Bank Accounts

Reviewing Manually Created Drafts

Access the Manual Draft Entry page.



Manual Draft Entry page

Enter the manual draft information.

Issue Date Specify the draft issue date. The draft issue date is the same as the draft creation date.

Payment Amount Enter the amount of the draft payment. The system displays the currency in which the draft payment is paid. This value derives from the vendor's bank account. You can specify a different currency on the Create Manual Draft page.

Stamp Tax Displays the amount of any applicable stamp tax for the draft.

Draft Drawee Enter the name of the entity to whom the draft payment is made.

Totals

Totals Applied Displays the amount of the payment applied to the draft.

Sched Count (scheduled count) Displays the number of scheduled payments that apply to the payment.

Amount Left to Apply Displays the payment amount remaining that is not applied to the draft payment.

Applying Vouchers to Manual Drafts

Access the Manual Draft Apply page.



Manual Draft Apply page

Payment Amount Displays the payment amount currently entered on the Manual Draft Entry worksheet page.

Total Applied Displays the total amount of the scheduled payments currently applied to this manual draft.

Amount Left to Apply Displays the difference between the manual draft payment amount and the total amount of the applied scheduled payments.

Refresh Click to apply the selected scheduled payments to the manual draft and recalculate the total applied amount and the amount left to apply.

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab.

Select Click the check box next to vouchers that you want to include in the draft payment. Clear the check box if you do not want the voucher to be included in the draft payment.

Business Unit Displays the business unit for the scheduled payment.

Voucher Displays the voucher ID of the selected payments. Click any of the voucher IDs listed to access the Voucher Inquiry page for that voucher.

Pymnt Nbr (payment number) Displays the number of vouchers included in the scheduled payment.

Paid Amount Displays the amount of the payment.

Payment Currency Displays the currency of the payment.

Payment Method Displays the payment method for the voucher.

Due Date Displays the voucher payment due date.

Scheduled Pay Date Displays the payment scheduled due date.

Maturity Date Displays the payment's maturity date.

Withholding Information

Select the Withholding Information tab.

Withholding Applicable Displays whether a voucher is withholding-applicable.

Withholding Calculated Displays whether a voucher has had withholding calculated—for example, at voucher post. If you select a voucher that is withholding-applicable but has not had withholding calculated, the system does not physically withhold for the voucher. Instead it creates withhold transactions based on the amount paid or amount subject to withholding for reporting purposes only. The voucher is treated as 0 percent withholdable.

This ensures that the paid amount is reported for withholding.

Note. For vendors that require physical withholding, a withholding amount is not withheld.

Additional Info

Select the Additional Info (additional information) tab.

Bank and **Account** Displays the bank and type of bank account from which the scheduled payment is created.

Gross Payment Amount and **Transaction Currency** Displays the gross amount and transaction currency of the scheduled payment.

Pay to Bank Nbr (pay to bank number) Displays a system-created value that is associated with each vendor bank account that you define on the Pay to Bank Accounts page.

Bank Account # Displays the bank account number.

Do Not Mix BU (do not mix business units) — Indicates the option selected on the Payables Definition - Payments page. If this check box is selected, you can only select vouchers with the same PeopleSoft Payables business unit as the payment that you are creating.

Separate Payment — Indicates the option selected on the Payments page in the Voucher component. You can select a scheduled payment that has this check box selected. However, you cannot select any other scheduled payments. If you do, the system displays an error message.

Managing Drafts

This section discusses how to:

- Cancel manual drafts.
- Delete posted manual draft worksheets.
- Approve unposted draft payments.
- Update draft information.
- Write off draft payments.
- Enter draft write-off details.

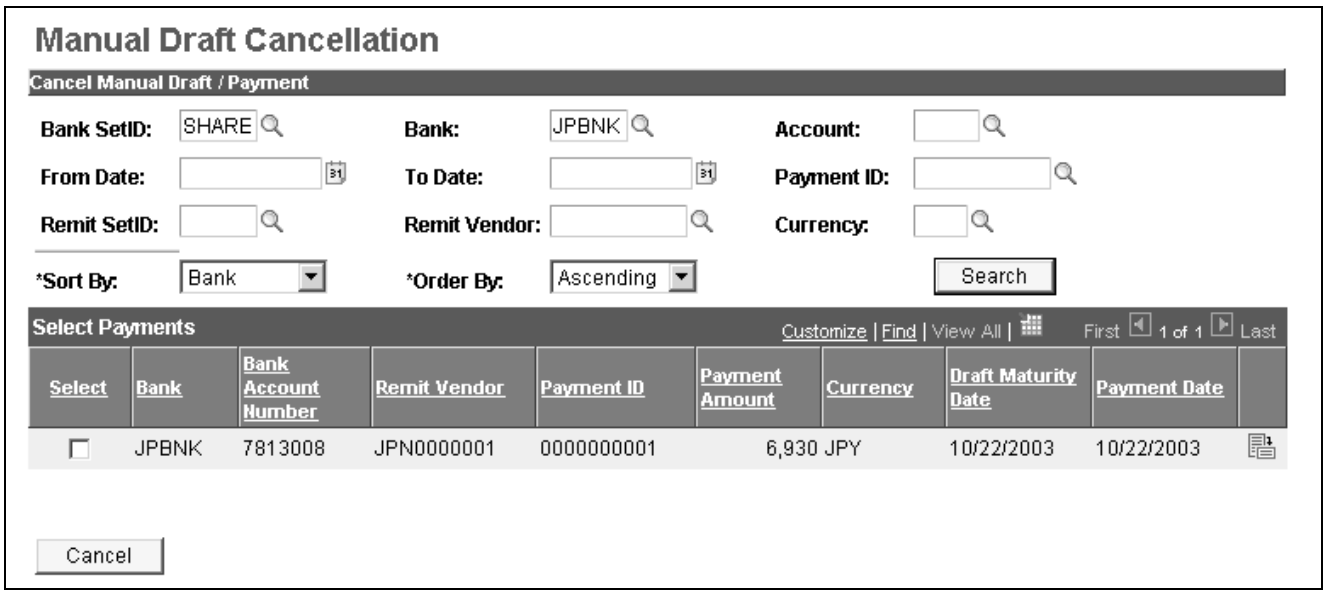
Pages Used to Manage Drafts

Page Name	Object Name	Navigation	Usage
Manual Draft Cancellation	APD_MANDFT_CANCEL	Accounts Payable, Payments, Drafts, Cancel Manual Draft, Manual Draft Cancellation	Cancel a manual draft after it has been created. A manual draft must be created and fully applied before you can access this page.
Manual Draft Cancellation Detail	APD_XREF_SEC	 Click the Detail button on the Manual Draft Cancellation page.	View a list of the vouchers that you applied to the draft payment that you want to cancel.
Delete WS (After Posting) (delete worksheet [after posting])	APD_MANDFT_DELETE	Accounts Payable, Payments, Drafts, Delete Draft Worksheet, Delete WS (After Posting)	Delete manual draft worksheets and work tables after you have posted the manual draft using the payment posting process. A manual draft must be posted by the Payment Posting process before you can access this page.

Page Name	Object Name	Navigation	Usage
Delete WS (Before Posting) (delete worksheet [before posting])	APD_DELETE_WS	Accounts Payable, Payments, Drafts, Delete Draft Worksheet, Delete WS (Before Posting)	Delete a manual draft worksheet. Manual drafts can be created with no voucher applied. Therefore, deleting the draft worksheet enables you to clear those worksheets that you do not use. For manual drafts that have vouchers applied, use manual draft cancellation.
Draft Approval	PYMNT_MAN_APPR	Accounts Payable, Payments, Drafts, Draft Approval Click the Draft Staging Approval link on the Pay Cycle Manager page	Manually approve unposted draft payments.
Draft Info Update (draft information update)	APD_DRAFT_UPD	Accounts Payable, Payments, Drafts, Draft Information Update	Update the draft reference number, the draft control number, and the payment message. You must have already have created a draft to access this page.
Draft Update	APD_DRAFT_UPD_SEC	 Click the Details button on the Draft Info Update page.	Modify the draft reference number and the draft control identification number. The draft reference and draft control numbers are system-generated, based on the last number the system used for a draft payment.
Draft Write Off	APD_DRAFT_WO	Accounts Payable, Payments, Drafts, Draft Write-Off	Write off draft payments and enter write-off information for draft payments that you have posted.
Draft Write Off Details	APD_DRAFT_WO_SEC	 Click the Details button on the Draft Write Off page.	Enter the write-off account and write-off date.

Canceling Manual Drafts

Access the Manual Draft Cancellation page.



Manual Draft Cancellation page

Cancel Manual Draft/Payment

Account Specify your bank account.

From Date and **To Date** To search by payment date, enter the first and last dates of the range in these fields.

Sort By Select the value by which you want to sort the search results. You can sort results by bank, currency, maturity date, paid amount, payment ID, settlement date, and vendor.

Order By Select whether to order the results in ascending or descending order.

Select Payments

Select Select this check box for a draft payment to mark it for cancellation.

Bank Account Number Displays the bank account that receives the payment.

Payment Date Displays the date the payment is to be paid or settled.

Click to view a list of the vouchers that are applied to the draft.

Cancel After selecting check boxes next to the draft payments, click to cancel the selected draft payments.

Deleting Posted Manual Draft Worksheets

Access the Delete WS (After Posting) page.

The search functionality of this page is similar to that of the Cancel Manual Draft page.

See Chapter 24, “Processing Drafts,” Canceling Manual Drafts, page 649.

Select Payments

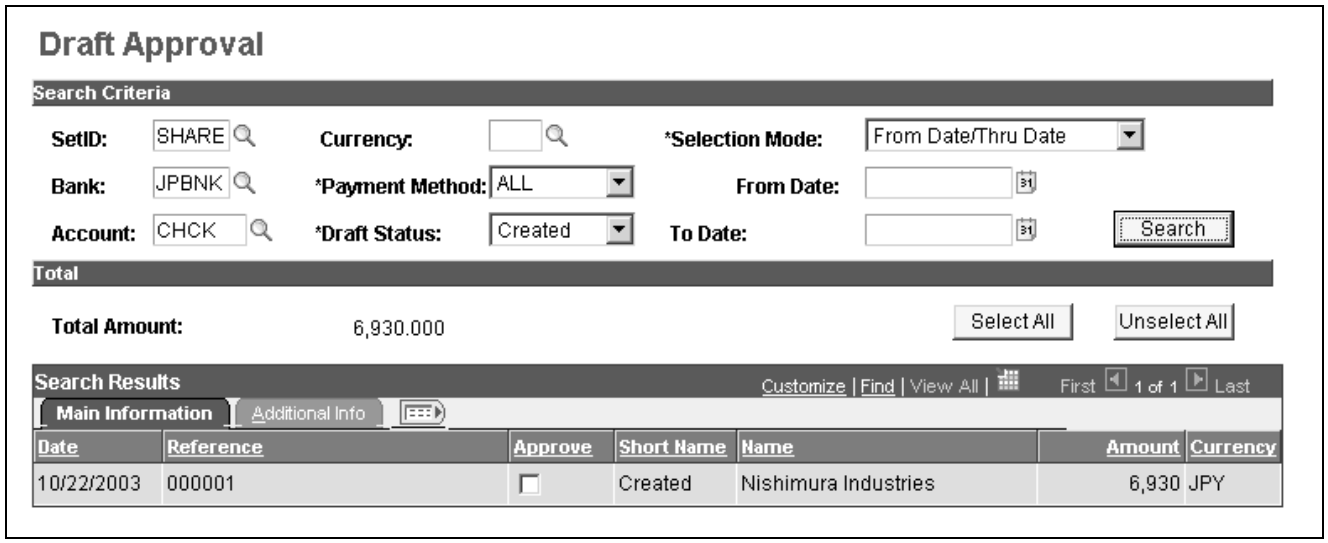
Select	Select the check box for a draft payment to mark it for deletion.
Bank Account Number	Displays your bank account that issues the payment.
Payment Date	Displays the date that the payment is scheduled to be paid or settled.
Delete	Click to remove the selected draft worksheets.

Approving Unposted Draft Payments

Access the Draft Approval page.

The draft payments must be created but not posted before you can access this page.

When the Pay Cycle process runs without the *Preapprove* option selected on the Draft Options page of the Payment Selection Criteria component, the draft payment is created with a status of *Created.* If you selected the *Preapprove* option, draft payments are created with a status of *Approved.*



Draft Approval page

SetID	Search by bank setID.
Selection Mode	Search by either: *From Date/Thru Date:* Searches by payment date range. *From Ref/To Ref* (from reference/to reference): Searches by a reference number range for drafts.
From Date/Payment Ref (from date/payment reference)	Enter the beginning date or reference number.
To Date/Payment Ref (to date/payment reference)	Enter the ending date or reference number.
Bank	Search by bank.

Payment Method Search by payment method for the voucher.

Account Search by bank account.

Draft Status Search by current draft status. Drafts with the *Approved* or *Created* draft status can be posted when the Payment Posting process runs.

Total

Total Amount The total amount for the draft payments that meet your search criteria.

Main Information

Select the Main Information tab in the Search Results scroll area.

Date Displays the draft payment date.

Reference Displays the draft reference number.

Approve Select the payment for approval. When you click the Save button, the system changes the draft payments status to *Approved.*

Amount Displays the amount and currency of the draft payment.

Additional Info

Select the Additional Info tab in the Search Results scroll area.

Pay Status Enter the payment status of the draft:

Alignment: The payment is used for alignment purposes.

Pre-Note: The data is a bank pre-note. Pre-notes are typically used when setting up electronic banking.

Overflow: The payment printed on an overflow advice.

Replaced: The payment was replaced. For example, when a check is reprinted with a new check number, the check number is given the status of *Replaced.*

Stopped: The payment was reversed. Use the Payment Cancellation page to stop a canceled payment.

Undo: The canceled payment was undone. Use the Payment Cancellation page to undo a canceled payment.

Void: The payment is void. Use the Payment Cancellation page to void a canceled payment.

Deleted: The payment was deleted.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Canceling Payments, page 449

Updating Draft Information

Access the Draft Info Update page.

Enter Selection

Enter the draft reference or the draft control ID.

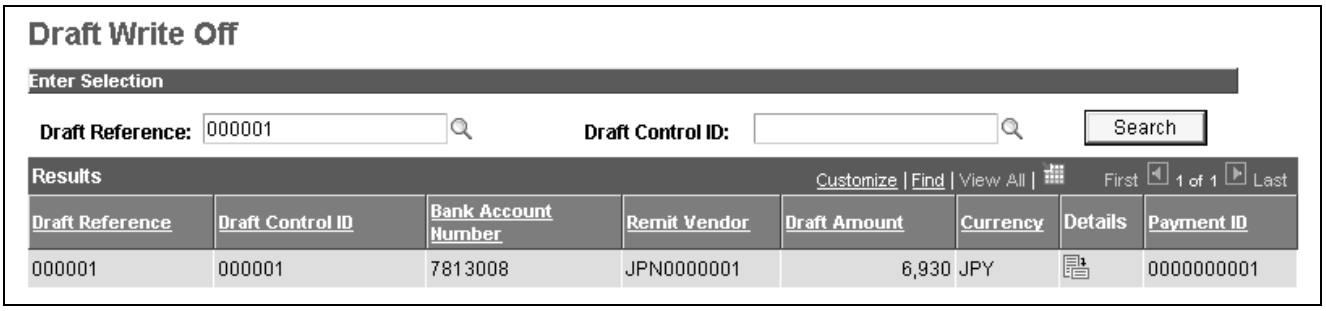
Results

Draft Amount Displays the total amount of the draft payment.

Click to update the draft reference number and the draft control identification number.

Writing Off Draft Payments

Access the Draft Write Off page.



Draft Write Off page

Prerequisites

Available drafts have a status of *Approved* or *Posted,* but they have not yet reached the maturity date.

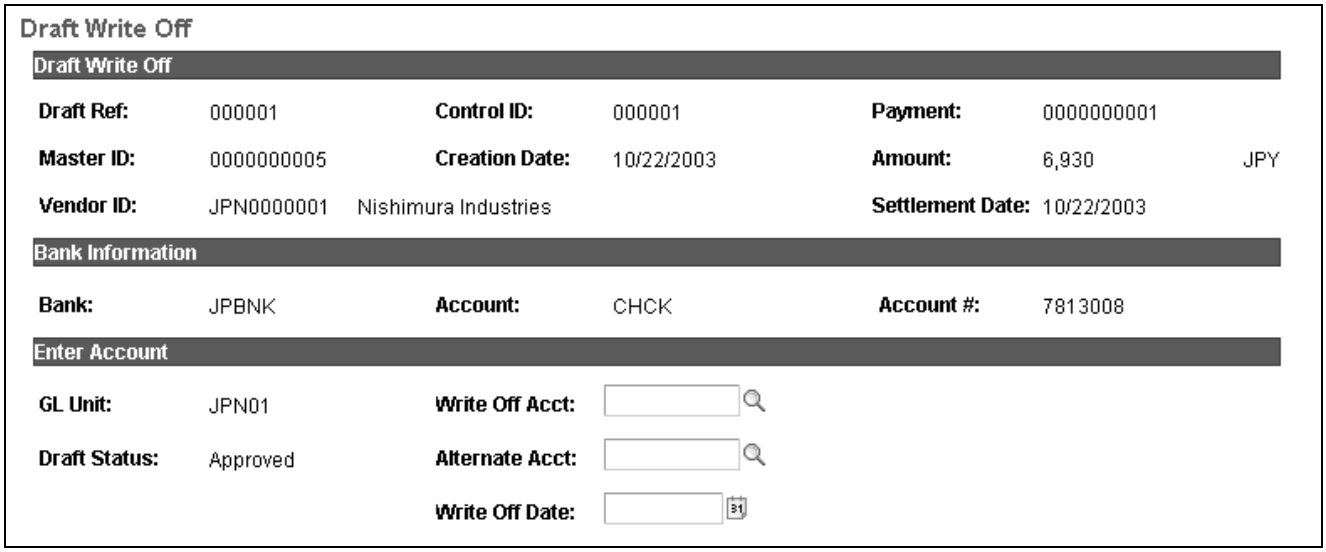
Results

Draft Amount Displays the total amount of the draft payment.

Click to enter the write-off account and write-off date.

Entering Draft Write-Off Details

Access the Draft Write Off Details page.



Draft Write Off Details page

Master ID Displays the draft master identification number.

Creation Date Displays the payment creation date.

Amount Displays the amount and currency of the draft payment.

Account Displays your bank account.

Account # (account number) Displays your bank account number.

GL Unit (general ledger unit) Displays the PeopleSoft General Ledger business unit for the draft payment.

Write Off Acct Select the account from which the draft payment is written off.

Alternate Acct (alternate account) (Optional) Enter a statutory account.

Write Off Date Specify the effective date for the draft payment write-off.

Reconciling and Approving Drafts

During bank reconciliation, reconcile the payment information with the actual bank remittance using the Draft Recon and Approval page. Before you can reconcile and approve drafts, you must have created draft payments in the Manual Draft Creation component (APD_MANDFT_SEL) or by running the Pay Cycle process. To import the bank file, select PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Inbound EC Agent.

After reconciling your draft payments, you may want to submit a bank answer file to your bank regarding the draft payments.

Note. If you haven't prearranged with your bank to receive a bank information file, you do not need to run the Draft Reconciliation and Approval process; however, you do need to run the Draft Reconciliation and Approval process to promote the draft status from *C* (created) to *A* (approved).

This section discusses how to:

- Reconcile drafts.
- Approve drafts during bank reconciliation.
- Review payment and bank details.
- Review draft payment exceptions.
- Review draft payment totals.
- Prepare bank answer files.
- Delete imported bank data.

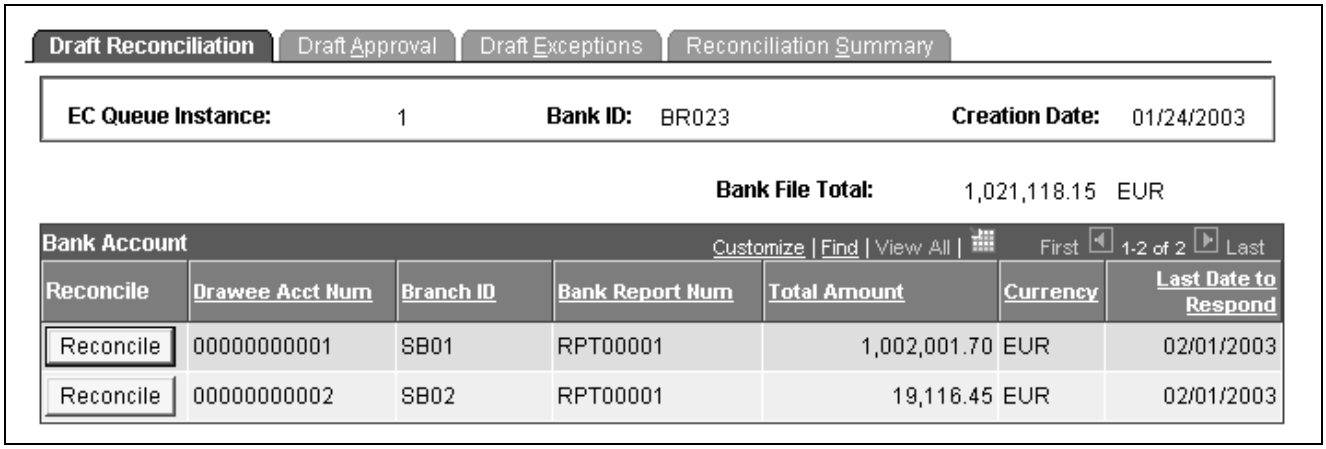
Pages Used to Reconcile and Approve Drafts

Page Name	Object Name	Navigation	Usage
Draft Reconciliation	PYMNT_AUTO_REC	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Reconciliation	Perform automatic draft reconciliation and approval when your bank transmits an electronic bank file to you that contains the draft detail. The Draft Reconciliation and Approval process does matching against the bank file by marking each draft payment as approved.
Draft Approval	PYMNT_AUTO_APPR	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Approval	Review draft payments that the automatic reconciliation process matches. You can accept, reject, or partially pay payments. The approval process updates the status for all accepted drafts with the status *Approved* so that the Payment Posting process can generate accounting entries.
Payment/Bank Details	PYMNT_APPR_DTL	Click the Display Detail button on the Draft Approval page in the Draft Recon and Approval component. This button is available only if you select the Details check box.	Review draft payment information from the imported bank file.

Page Name	Object Name	Navigation	Usage
Draft Exceptions	PYMNT_AUTO_EX	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Draft Exceptions	Review automatic bank reconciliation draft payment exceptions and the reason codes that indicate why payments are marked as not payable.
Reconciliation Summary	PYMNT_AUTO_SUMM	Accounts Payable, Payments, Drafts, Draft Recon and Approval, Reconciliation Summary	View a summary of the draft payment totals after reviewing the automatic draft payment reconciliation and approval results.
Prepare Bank Answer File	PYMNT_AUTO_OUTP	Accounts Payable, Payments, Drafts, Prepare Bank Answer File	Prepare a bank answer file before sending the file by selecting PeopleTools, EDI Manager, Monitor EDI Processing, Schedule Outbound EC Agent. You must complete draft reconciliation and approval before you can access this page.
Delete Imported Bank Data	PYMNT_AUTO_DEL	Accounts Payable, Payments, Drafts, Prepare Bank Answer File, Delete Imported Bank Data	Delete bank file data that you imported into PeopleSoft Payables. At least one bank file must be imported into the system before you can access this page.

Reconciling Drafts

Access the Draft Reconciliation page.



Draft Reconciliation page

Creation Date Displays the draft payment creation date.

Bank File Total Displays the total amount of all payments listed in the transmitted bank file.

Reconcile Click to match the bank file by selecting each draft payment and updating the status for all accepted drafts. The system displays the Draft Reconciliation and Approval - Draft Approval page, where you can review the matched draft payments.

Drawee Acct Num (drawee account number) Displays the vendor's bank account number.

Total Amount Displays the total amount of the payment for the row.

Approving Drafts During Bank Reconciliation

Access the Draft Approval page.



Draft Approval page

Creation Date Displays the draft payment creation date from the bank file.

Drawee Account Number Displays your bank account number.

Pay Total Displays the matched payment total amount.

Approve All Click to approve all of the draft payments you select.

Unapprove All Click to reverse the approval of selected payments that you previously approved.

Display Detail Click to view the Payment/Bank Details page. This button is available only if you select the Detail check box.

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab in the Draft Payment scroll area.

Detail Select to activate the Draft Payment Details button. Click the Display Detail button to view draft payment information from the imported bank file.

Approve Selects the payment for approval. When you click the Save button, the system changes the draft status from *Created* to *Approved*.

Name Displays the vendor's name.

Draft Amount Displays the draft amount and currency of the draft payment.

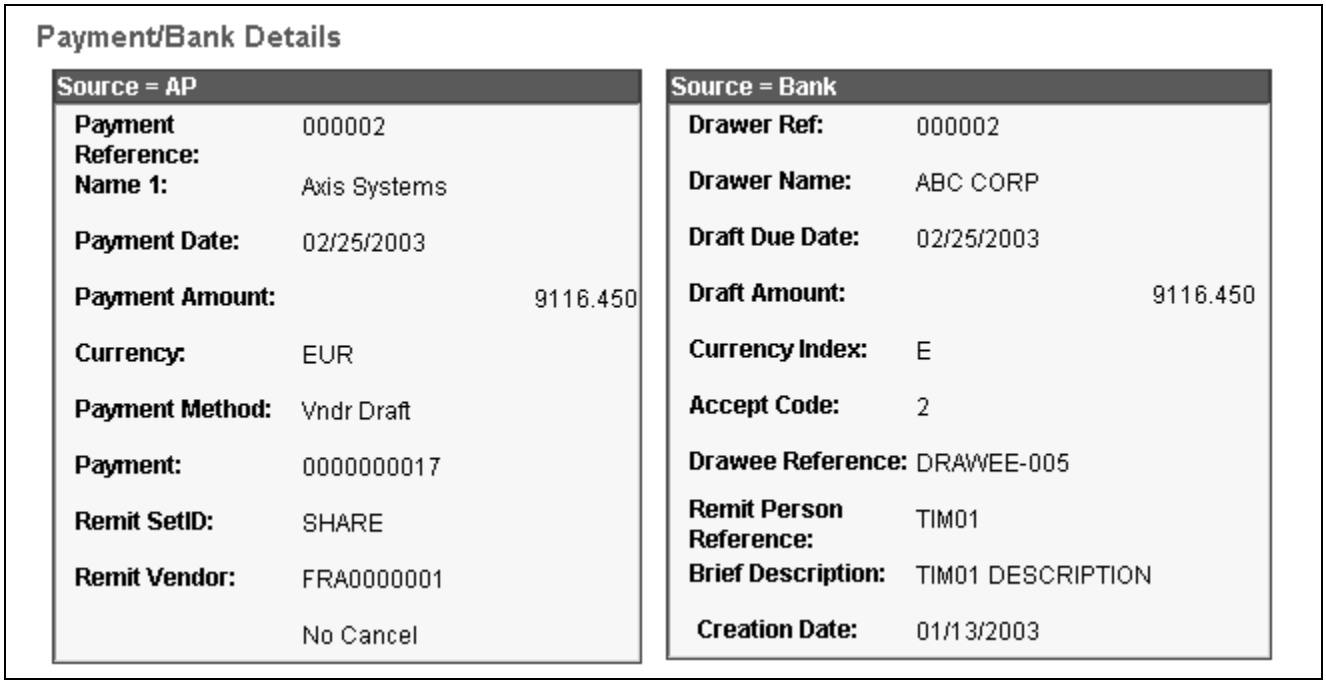
Additional Info

Select the Additional Info tab in the Draft Payment scroll area.

The scroll area displays payment method and cancellation information.

Review Payment and Bank Details

Access the Payment/Bank Details page.



Payment/Bank Details page

Source = AP

Payment Reference Displays the draft reference number.

Name 1 Displays the vendor's name.

Payment Date Displays the payment due date.

Payment Displays the draft payment ID.

Remit Vendor Displays the name of the remit vendor, the cancellation status, and the effective date.

Source = Bank

Drawer Ref (drawer reference) Displays the reference ID that a drawer uses to identify the draft.

Currency Index Displays the currency index listed in the bank file.

Accept Code Displays the accept code from the bank file.

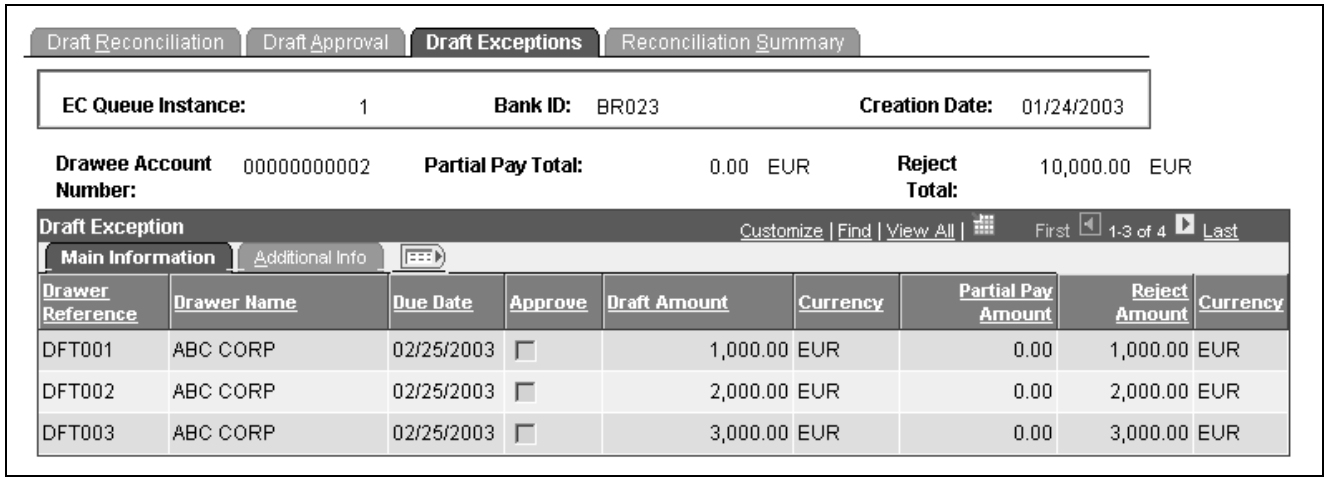
Drawee Reference Displays your payment number.

Remit Person Reference Displays the reference number for the remit person listed in the bank file.

Creation Date Displays the draft creation date.

Reviewing Draft Payment Exceptions

Access the Draft Exceptions page.



Draft Exceptions page

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab in the Draft Exceptions scroll area.

Drawer Reference Displays the vendor's draft payment reference number.

Drawer Name Displays the entity to whom the draft payment is made out.

Due Date Displays the draft due date, or maturity date.

Note. The draft due date is usually the same as the maturity date. However, if the maturity date falls on a holiday day, or nonbusiness day, the due date is different from the maturity date. For example, if the maturity date falls on a Saturday, the due date might be set to the following Monday, depending on the holiday rules.

Approve Select for partial payment and to reject the balance. This option is available only if the bank file payment amount is greater than the payment amount in the PeopleSoft Payables system.

Additional Info

Select the Additional Info tab in the Draft Exceptions scroll area.

The scroll area displays the reject code, a description, and comments.

Reviewing Draft Payment Totals

Access the Reconciliation Summary page.



Reconciliation Summary page

Pay Total Displays the matched payment total.

Partial Pay Total Displays the partial payment total.

Reject Total Displays the rejected payment total.

Total Amount Displays the total payment amount.

Preparing Bank Answer Files

Access the Prepare Bank Answer File page.

Creation Date Displays the draft payment creation date from the bank file.

Process Click to begin preparing the data for the bank answer file for the output instances you selected.

Note. Multiple views of this page are available by clicking the tabs in the scroll area.

Main Information

Select the Main Information tab in the Bank Account scroll area.

Select Click to select the output instance that you want to process.

Output Inst (output instance) Displays the output instance that appears after you run the EDI Manager Outbound EC Agent process.

Output File Status Displays the status of the output file:

E: An error has occurred during the process.

L: The output file was loaded.

P: The output file was processed.

Filename Displays the file name that the EDI Manager Outbound EC Agent process created.

SIREN Number Displays the SIREN number.

Additional Info

Select the Additional Info tab in the Bank Account scroll area.

Drawee Account Number Displays the vendor's bank account number.

Total Amount Displays the total amount to be paid into the vendor's bank account.

Deleting Imported Bank Data

Access the Delete Imported Bank Data page.

Delete this Queue Instance Select this check box to mark this queue instance for deletion.

Process Click to delete all bank file data associated with the selected queue instance.

Reviewing Drafts

PeopleSoft Payables includes several inquiry pages and reports that enable you to view and manage draft payments. You can define draft payment selection criteria that enable you to run inquiries on draft payments at various stages of the draft life cycle. By specifying a payment date range, you can also view draft payments details (by vendor or bank account) over a period of time.

The Draft Payment Inquiry component (PYMNT_DFT_INQ) shows the aggregate amount listed by sibling system draft identification number. This inquiry also shows a draft's voucher payment schedule. You can view details by vendor, draft maturity date, payment amount, bank, draft master identification number, and subtotal by date.

This section lists common elements and discusses how to:

- Search for draft payments.
- View detail information for draft payments.
- View details for canceled or deleted draft payments.

• View a summary of the draft payments.

Note. Draft payments must have been created or have a status of approved, due, or reconciled before you can use the pages in the Draft Payment Inquiry component.

Common Elements Used in This Section



Click to access the Payment Inquiry page, where you can view the voucher.

Reference Displays the draft payment bank account reference number.

Remit Vendor Displays the vendor ID of the remit vendor.

Name Displays the name of the remit vendor.

Currency Displays the draft payment currency.

Amount Displays the amount of the draft payment.

Method Displays the draft payment method. The methods are customer-initiated, EFT draft, and vendor-initiated.

Bank Account # (bank account number) Displays the remit vendor's bank account number.

Master ID Use this field if you specify draft optimization on the Payment Selection Criteria - Draft Options page.

Control ID Displays the control ID, which is assigned by the Pay Cycle process to group a list of scheduled payments.

Draft Status Displays the draft status.

Pages Used to Review Draft Payment Information

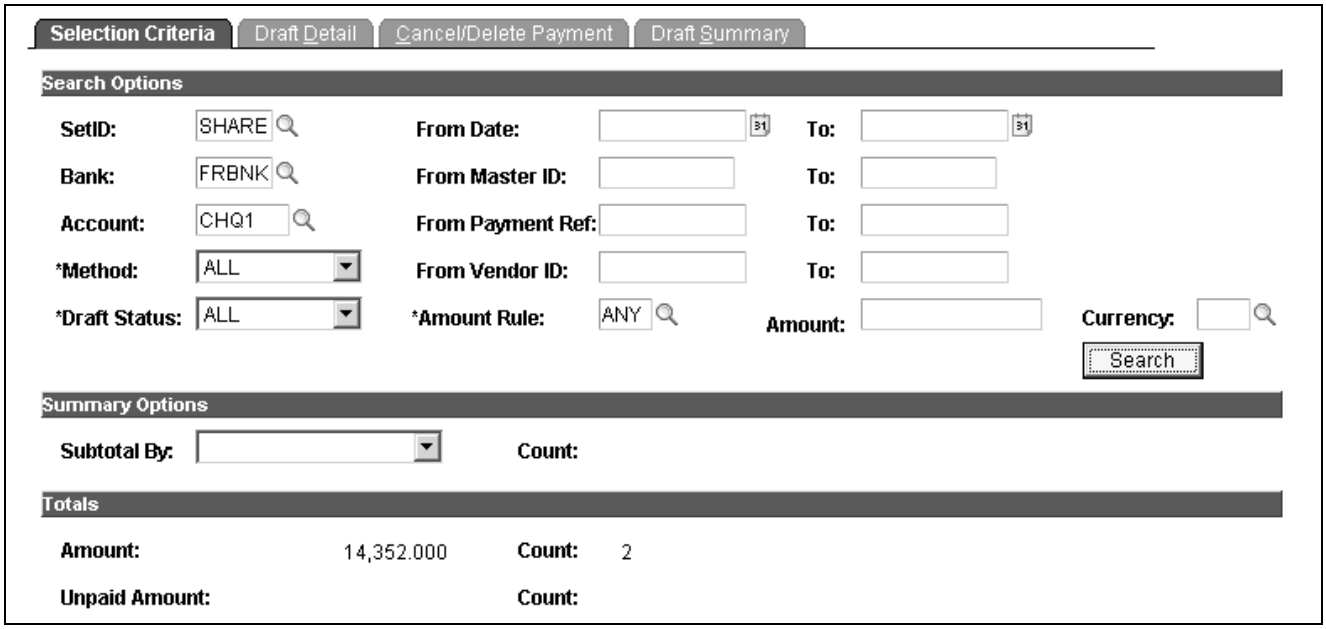
Page Name	Object Name	Navigation	Usage
Drafts - Selection Criteria	PYMNT_DFT_INQ1	Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Selection Criteria	Create a draft payment inquiry. Enter the parameters for your inquiry on the Selection Criteria page and search for draft payments that match the specifications. You can view details relating to the draft payment on the other pages of the component.
Drafts - Draft Detail	PYMNT_DFT_INQ2	Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Draft Detail	View detail information for draft payments, based on the specified criteria on the Selection Criteria page.

Page Name	Object Name	Navigation	Usage
Drafts - Cancel/Delete Payment	PYMNT_DFT_INQ3	Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Cancel/Delete Payment	View details about any canceled or deleted draft payments.
Drafts - Draft Summary	PYMNT_DFT_INQ4	Accounts Payable, Review Accounts Payable Info, Payments, Drafts, Draft Summary	View a summary of the draft payments in the search results.
Payment Hist by Pymnt Method (payment history by payment method)	RUN_APY2050	Accounts Payable, Reports, Payments, Payment History by Pay Method, Payment Hist by Pymnt Method	Define run parameters for the Payment History by Payment report (APY2050). Use this report to review a list of drafts issued but remaining unpaid by the due date.
Payment Aging by Bank	RUN_APY2051	Accounts Payable, Reports, Payments, Payment Aging by Bank	Define run parameters for the Payment Aging by Bank report (APY2051). Use this report to review a summary aging of drafts still payable analyzed by bank account and sorted by date. The report details are: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month.
Payment Aging by Vendor	RUN_APY2052	Accounts Payable, Reports, Vendor, Payment Aging by Vendor	Define run parameters for the Payment Aging by Vendor report (APY2052). This report provides a summary aging of drafts still payable to each vendor by the period range you specify. The report details are: • Balance as of the end of the previous month. • Aggregate amount that increased in the current month. • Aggregate amount that decreased in the current month.

Page Name	Object Name	Navigation	Usage
Draft Create Detail	RUN_APY2053	Accounts Payable, Reports, Payments, Drafts Create Detail	Define run parameters for the AP Draft Create Detail report (APY2053). Use this report to review detail for draft payments based on the issue date or the due date.
Draft Create Summary	RUN_APY2056	Accounts Payable, Reports, Payments, Drafts Create Summary	Define run parameters for the Drafts Create Summary report (APY2056). Use this report to review a summary by bank for draft payments.
Draft Stamp Tax Summary	RUN_APY2054	Accounts Payable, Reports, Payments, Drafts Stamp Tax Summary	Define run parameters for the Draft Stamp Tax Summary Report (APY2054). Use this report to review a summary of the draft stamp tax associated with draft payments.

Searching for Draft Payments

Access the Drafts - Selection Criteria page.



Drafts - Selection Criteria page

SetID Specify the bank setID.

From Date Specify the first day if an inquiry covers a range of dates.

To Specify the last day if an inquiry covers a range of dates.

Bank Specify the bank.

From Master ID Specify the first draft master ID if an inquiry covers a range of draft master IDs. In the To field, specify the last draft master ID number.

Account Specify the bank account under the specified setID that you want to include in the inquiry.

From Payment Ref (from payment reference) Specify the first payment reference number if an inquiry covers a range of payment reference numbers. In the To field, specify the last payment reference number.

Method Specify the draft payment method that you want to include in the inquiry. Options are:

All: Includes all draft payment methods in the inquiry, based on the specified selection criteria.

Cust Draft (customer draft): Includes all customer-initiated draft payments, based on the specified selection criteria.

EFT Draft (electronic file transfer draft): Includes all EFT customer-initiated draft payments, based on the specified selection criteria.

Vndr Draft (vendor draft): Includes all vendor-initiated drafts, based on the specified selection criteria.

From Vendor ID Enter a vendor ID to specify a specific vendor to include in the inquiry.

Your inquiry can include draft payments for a range of draft vendors. Specify the first vendor that the inquiry range should include. In the To field, specify the last vendor.

Draft Status Specify the draft payment statuses to include in the inquiry. Options are:

All: Includes all draft payments, regardless of their status, as long as they meet the selection criteria.

Approved: Includes only those draft payments with a status of *Approved* that meet the selection criteria.

Created: Includes only those draft payments with a status of *Created* that meet the selection criteria.

Due: Includes only those draft payments with a status of *Due* that meet the selection criteria.

Reconciled: Includes only those draft payments with a status of *Reconciled* that meet the selection criteria.

Amount Rule Enter an amount and specify the amount rule for the draft payments included in the inquiry. Options are:

Any: Includes draft payments that meet the selection criteria in any amount.

Less than: Includes draft payments less than the specified amount that meet the selection criteria.

Less than or equal to: Includes draft payments less than or equal to the specified amount that meet the selection criteria.

Equal to: Includes draft payments equal to the specified amount that meets the selection criteria.

Greater than: Includes draft payments greater than the specified amount that meet the selection criteria.

Greater than or equal to: Includes draft payments greater than or equal to the specified amount that meet the selection criteria.

Summary Options

Subtotal By Select to determine how the system sorts the results of the inquiry. Options are *Bank Account Number, Due Date,* and *Remit Vendor.*

Count Displays the number of draft payments included in the payment subtotal.

Totals

Amount Displays the total amount of the draft payment.

Count Displays the number of drafts included in the payment total.

Unpaid Amount Displays any payment amount that is not included in the draft payment.

Viewing Detail Information for Draft Payments

Access the Drafts - Draft Detail page.

Amount Displays the total amount of the draft payment.

Count Displays the number of drafts included in the payment total.

Main Information

Select the Main Information tab.

Payment Date Displays the draft issue date.

Additional Info

Select the Additional Info tab.

Stamp Tax Displays the amount of stamp tax, if applicable. Stamp tax is applicable if you use stamp tax minimization.

See Also

Chapter 24, “Processing Drafts,” Setting Up Draft Processing, page 638

Viewing Details for Canceled or Deleted Drafts Payments

Access the Drafts - Cancel/Delete Payment page.

Unpaid Displays the total amount of the unpaid draft payments.

Count Displays the number of unpaid drafts that are not included in the payment total.

Main Information

Select the Main Information tab.

Payment Date Displays the date that the unpaid amount is due.

Additional Info

Select the Additional Info tab.

Date Cancelled Indicates the date the unpaid amount was canceled.

Viewing a Summary of Draft Payments

Access the Drafts - Draft Summary page.

Payment Date Displays the draft due or settlement date.

Count Displays the number of drafts included in the payment total.

CHAPTER 25

Sending Information to PeopleSoft Asset Management

This chapter provides an overview of the asset-loading process and discusses how to:

- Create asset-applicable vouchers.
- Send voucher information to PeopleSoft Asset Management.

Understanding the Asset-Loading Process

PeopleSoft Payables can be integrated with PeopleSoft Asset Management and PeopleSoft Purchasing. The interface between the applications eliminates the need for dual maintenance of receipts and vouchers and their corresponding asset data, and it provides the following benefits:

- PeopleSoft Payables and PeopleSoft Purchasing send all asset additions, adjustments, and retirements to PeopleSoft Asset Management.
- PeopleSoft Asset Management receives information from both systems in a consistent manner.
- PeopleSoft Purchasing can simultaneously send receipts to PeopleSoft Asset Management as either capitalized or noncapitalized assets.

  If noncapitalized assets are created in PeopleSoft Purchasing, these assets can be capitalized when the voucher information comes from Payables.

Another advantage of this interface is flexibility. You can:

- Establish the point in the purchase process when you send information to Asset Management.

  You can share data when the merchandise is received, or you can communicate the data at the time of payment.
- Unitize or consolidate assets from subsystems.

  You can unitize one load line into many, or you can consolidate many load lines into one in the Interface Asset Information component in PeopleSoft Asset Management.

PeopleSoft Payables and PeopleSoft Purchasing pass asset acquisition information to PeopleSoft Asset Management, including processing changes to assets if receivers or vouchers are modified or if subsequent receivers or vouchers are added for existing assets.

For example, PeopleSoft Payables creates new voucher accounting lines when a voucher for an asset is posted or unposted and subsequently distributes the accounting information to PeopleSoft Asset Management. Posting the voucher creates voucher accounting lines, and unposting the voucher creates reversal entries. The Payables to Assets Interface Application Engine process (INTFAPAM) distributes the information to Asset Management from Payables through the Load Assets Request page.

New accounting entries are also made during payment posting for discounts that are earned or lost. If the original accounting entries were asset-applicable, then the new entries are distributed to PeopleSoft Asset Management as well.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, "Integrating with Other Products"

Eligibility Criteria for Distribution to PeopleSoft Asset Management

Vouchers must meet the following conditions before you can send voucher information to PeopleSoft Asset Management:

- Vouchers must have at least one asset applicable distribution line to be selected for processing by the Payables to Assets Interface process.

  The asset-applicable voucher distribution lines and any discounts earned or lost for those vouchers are sent to Asset Management.

- If matching is required for a voucher, it must have a match status of *Matched* or *Overridden* before it can be selected for processing by the Payables to Assets Interface process.

  The associated receiver (if applicable) must also have fully matched status.

- All vouchers must be posted in PeopleSoft Payables before running the Payables to Assets Interface process.

  This is because the information distributed to Asset Management is obtained from the voucher accounting entries.

- Voucher accounting lines are flagged for distribution to PeopleSoft Asset Management whenever an asset-applicable voucher is posted and whenever one is reposted after being unposted:

  1. If a voucher has previously been distributed to Asset Management and it is then unposted, the unposting process creates reversal entries for the voucher accounting lines. The voucher accounting lines are sent to Asset Management with the interface type *RET* (retirement).
  2. If a voucher is posted and subsequently unposted without being distributed to Asset Management, the unposting process still creates reversal entries for the voucher accounting lines. However, no asset is created because the two transactions cancel each other out. The voucher is not distributed to Asset Management until it has been reposted.

- Voucher accounting lines are flagged for distribution to the PeopleSoft Asset Management system when discounts are earned or lost, when there are late charges, or when vouchers are closed.

Warning! If the profile ID, PeopleSoft Asset Management business unit, or ChartFields are changed after a voucher has already been distributed to Asset Management, the system does not automatically handle the asset transfer. You must make this change manually in the Asset Management system.

Interface Types

This table describes the interface types for which PeopleSoft Payables sends voucher accounting entries to Asset Management:

Interface Type	Criteria	Description
RET	AM_DISTRIB_STATUS = ’M’	Retirement. This interface type occurs when a voucher is unposted.
CLS	AM_DISTRIB_STATUS = ’N’ and CLOSE_STATUS = ’C’	Closed. This interface type occurs when a voucher is posted that is marked for closure.
ADJ	AM_DISTRIB_STATUS = ’N’ and CLOSE_STATUS <> ’C’ and DST_ACCT_TYPE IN (’DSE’, ’DSL’, ’DSEM’, ’DSLM’, ’LAT’)	Discount Lost/Earned. This interface type occurs when a voucher is posted with a discount earned or lost or with late charges.

Discounts Earned or Lost

PeopleSoft Payables sends information about discounts earned or lost to PeopleSoft Asset Management so that Asset Management can add or subtract the amount from the asset cost. The following examples illustrate this process.

In these scenarios, assume the following facts:

- The voucher gross amount is 2000.00 USD.
- The potential discount (if paid within discount period) is 2 percent.
- The possible discount earned or lost (or not taken) is 40.00 USD.

You run the Payables to Assets Interface process to send information to Asset Management after voucher posting and again after payment posting. The following information is sent to record.INTFC_PRE_AM after each of these posting processes.

Note. These entries are generated during each posting process and do not depend on whether the voucher is paid before or after voucher posting.

Example of Accounting at Net

This example shows accounting at net:

- Discount available at voucher posting.

  DSCNT_AMT holds the discount available at voucher posting:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	1960.00	2000.00	40.00

- Discount taken at payment posting.

  If the voucher is paid within the discount period or manually taken after the discount period, the discount is taken, but the Payables to Assets Interface process does not process this voucher because the system accounts at net and the discount is already accounted for. There is no entry for record.INTFC_PRE_AM

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	N/A	N/A	N/A

- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process sends a cost of 40.00 USD to PeopleSoft Asset Management to adjust for the discount lost:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	40.00	2000.00	0.00

Example of Accounting at Gross

This example shows accounting at gross:

- Discount available at voucher posting.

  The DSCNT_AMT is 0:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	2000.00	2000.00	0.00

- Discount taken at payment posting.

  If the voucher is paid within the discount period or manually taken after the discount period, the discount is taken and the Payables to Assets Interface process sends a cost of -40.00 USD to PeopleSoft Asset Management to adjust for the discount taken:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
ADJ	-40.00	2000.00	0.00

- Discount lost at payment posting.

  If the voucher is either not paid within the discount period, or if the discount is not taken, the Payables to Assets Interface process does not need to process the discount for the voucher. There is no entry for record.INTFC_PRE_AM:

INTFC_TYPE	COST	MERCHANDISE_AMT	DSCNT_AMT
Null - No Entry	N/A	N/A	N/A

Note. The system does not track rebates lost or taken, and these are not sent to PeopleSoft Asset Management.

Technical Details of the Payables to Assets Interface Process

The Payables to Assets Interface process selects all voucher accounting lines with these values:

Field	Description	Value	Definition
VCHR_ACCTG_ LINE.ASSET_FLG	Asset.	*Y*	Yes. **Note.** The value must be *Y* for each accounting entry to be distributed to PeopleSoft Asset Management.
VCHR_ACCTG_ LINE.AM_DISTRIB_ STATUS	Asset Management distribution status.	*N* or *M*	*N* (not yet distributed to asset management): The Voucher Posting process creates voucher accounting lines with this status, which indicates that the accounting lines have been posted. *M* (modified): The Voucher Unposting process creates reversal entries with this status, which indicates that the accounting lines have been unposted.
VCHR_ACCTG_LINE. POST_STATUS_AP	Account Payable Posting Status	*P*	Posted.
VCHR_ACCTG_ LINE.PRIMARY_ LEDGER	Primary ledger.	*Y*	Yes. **Note.** The value must be *Y* for each accounting entry to be distributed to PeopleSoft Asset Management.

Note. For vouchers with receiving required, only vouchers with fully matched receivers are sent to PeopleSoft Asset Management.

The Payables to Assets Interface process copies the following information from the voucher distribution level in PeopleSoft Payables to the Pre-interface table (INTFC_PRE_AM) in PeopleSoft Asset Management:

Description	Field Name
Transaction date.	VOUCHER.INVOICE_DT
Accounting date.	VCHR_ACCTG_LINE.ACCOUNTING_DT
Purchase order (PO) keys, if the voucher is a PO voucher:	
• PO business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_PO
• PO ID.	VCHR_ACCTG_LINE.PO_ID
• PO line number.	VCHR_ACCTG_LINE.LINE_NBR
• PO schedule number.	VCHR_ACCTG_LINE.SCHED_NBR
• PO distribution line number.	VCHR_ACCTG_LINE.PO_DIST_LINE_NUM
Receiver keys:	
• Receiver business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_RECV
• Receiver ID.	VCHR_ACCTG_LINE.RECEIVER_ID
• Receiver line number.	VCHR_ACCTG_LINE.RECV_LN_NBR
• Receiver ship sequence number.	VCHR_ACCTG_LINE.RECV_SHIP_SEQ_NBR
• Receiver distribution line number.	VCHR_ACCTG_LINE.RECV_DIST_LINE_NUM
PeopleSoft Payables business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT
Voucher ID.	VCHR_ACCTG_LINE.VOUCHER_ID
Voucher line number.	VCHR_ACCTG_LINE.VOUCHER_LINE_NUM
Voucher distribution line number.	VCHR_ACCTG_LINE.DISTRIB_LINE_NUM

Description	Field Name
PeopleSoft Asset Management business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_AM
Asset ID.	VCHR_ACCTG_LINE.ASSET_ID
Profile ID.	VCHR_ACCTG_LINE.PROFILE_ID
Cost type.	VCHR_ACCTG_LINE.COST_TYPE
ChartFields. **Note.** ChartFields include OPERATING_UNIT, DEPTID, PRODUCT, PROJECT_ID, FUND_CODE, CLASS_FLD, PROGRAM_CD, BUDGET_REF, AFFILIATE, AFFILIATE_INTRA1, AFFILIATE_INTRA2, CHARTFIELD1, CHARTFIELD2, CHARTFIELD3.	VCHR_ACCTG_LINE.“ChartField” **Note.** Because ChartFields are configurable, they are mapped to their respective ChartField name. For example, department ID is mapped to VCHR_ACCTG_LINE.DEPTID.
Description.	VCHR_ACCTG_LINE.DESCR
Vendor ID.	VOUCHER.VENDOR_ID
Voucher quantity.	VCHR_ACCTG_LINE.QTY_VCHR
Cost in PeopleSoft General Ledger business unit’s base currency.	MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE. If VOUCHER.VAT_NRCVR_PRO_FLG = ’N’, then MONETARY_AMOUNT + FREIGHT_AMT_NP_BSE + MISC_AMT_NP_BSE + SALETX_AMT_NP_BSE + USETAX_AMT_NP_BSE + DSCNT_AMT_BSE + (A.VAT_INV_AMT_BSE + A.VAT_NONINV_AMT_BSE - A.VAT_RCVRY_AMT_BSE - A.VAT_REBATE_AMT_BSE). Note that all fields are from VCHR_ACCTG_LINE. **Note.** Monetary amount is calculated as follows: Merchandise Amount + Sales Tax (if prorating sales tax) + Use Tax (if prorating use tax) + Freight (if prorating freight) + Miscellaneous Charges + Nonrecoverable Prorated VAT - Discount (if accounting at net).

Description	Field Name
Transaction cost in transaction currency.	FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALETX_AMT_NP + USETAX_AMT_NP + DSCNT_AMT. If VOUCHER.VAT_NRCVR_PRO_FLG = 'N' then TXN_COST = FOREIGN_AMOUNT + FREIGHT_AMT_NP + MISC_AMT_NP + SALETX_AMT_NP + USETAX_AMT_NP + DSCNT_AMT + (VAT_INV_AMT + VAT_NONINV_AMT - VAT_RCVRY_AMT - VAT_REBATE_AMT). Note that all fields are from VCHR_ACCTG_LINE.
Sales tax amount in PeopleSoft General Ledger business unit's base currency.	SALETX_AMT_BSE + SALETX_AMT_NP_BSE
Sales tax code.	VOUCHER.SALETX_CD
Use tax amount in General Ledger business unit's base currency.	USETAX_AMT_BSE + USETAX_AMT_NP_BSE
Use tax code.	VOUCHER.USETAX_CD
Freight amount in General Ledger business unit's base currency.	FREIGHT_AMT_BSE + FREIGHT_AMT_NP_BSE **Note.** If VOUCHER.FRGHT_PRORATE_FLG is 'N', FREIGHT_AMT_NP_BSE is not 0 while FREIGHT_AMT_BSE is 0.
Discount amount.	VCHR_ACCTG_LINE.DSCNT_AMT
Invoice ID.	VOUCHER.INVOICE_ID
PeopleSoft General Ledger business unit's base currency code.	VCHR_ACCTG_LINE.CURRENCY_CD
Transaction currency code.	VCHR_ACCTG_LINE.FOREIGN_CURRENCY
PeopleSoft Project Costing business unit.	VCHR_ACCTG_LINE.BUSINESS_UNIT_PC
Activity ID.	VCHR_ACCTG_LINE.ACTIVITY_ID
Analysis type.	VCHR_ACCTG_LINE.ANALYSIS_TYPE
Resource type.	VCHR_ACCTG_LINE.RESOURCE_TYPE

Description	Field Name
Resource category.	VCHR_ACCTG_LINE.RESOURCE_CATEGORY
Resource subcategory.	VCHR_ACCTG_LINE.RESOURCE_SUB_CAT
Merchandise amount.	VCHR_ACCTG_LINE.MERCH_AMT_VSE
VAT invoice amount.	VCHR_ACCTG_LINE.VAT_INV_AMT_BSE
VAT recovery amount.	VCHR_ACCTG_LINE.VAT_RCVRY_AMT_BSE
VAT nonrecoverable amount.	VAT_INV_AMT_BSE + VAT_NONINV_ AMT_BSE -.VAT_RCVRY_AMT_BSE - VAT_REBATE_AMT_BSE. Note that all fields are from VCHR_ACCTG_LINE.

Note. After the system copies the voucher information to the Pre-interface table, the Payables to Assets Interface process sets the AM_DISTRIB_STATUS field on the voucher accounting line for all the selected vouchers to *D* (distributed).

Once the voucher has been preloaded into the Pre-interface table using the Payables to Assets Interface process, you can view the information on the Load Preview - Pre-AM - Pre-AM 1 page.

Next, you complete the asset-loading process by running the Payables/Purchasing Interface Application Engine process (AMPS1000), which automatically calls the Transaction Loader Application Engine process (AMIF1000). The Payables/Purchasing Interface process creates interface IDs. The Transaction Loader process uses the interface IDs and creates an acquisition row for each asset. After you run the two processes, you can view the asset cost on the Asset Cost Adjust/Transfer page.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, "Integrating with Other Products"

PeopleSoft Asset Management 8.8 PeopleBook, "Adjusting and Transferring Assets"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining User Preferences," Defining Cross-Application User Preferences

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 179

Creating Asset-Applicable Vouchers

You create asset-applicable vouchers on the Invoice Information page. If the voucher is created by copying from a purchase order or receipt, the asset information is also copied. If asset information was not entered on the purchase order or receipt, then it must be entered manually during voucher creation. Regardless of how you create the voucher, you must access the Assets tab to make the voucher asset-applicable.

You can also create asset-applicable vouchers by entering data on the Quick Invoice page.

Note. When a voucher is created by copying from another voucher or template voucher, the asset information is also copied from the source voucher.

Note. The Assets tab is not enabled for journal vouchers. This is because journal vouchers do not retrieve distribution line information for the related voucher (which includes asset information). Without distribution line information, the asset information cannot be included on this page.

This section discusses how to:

- Use the Assets tab to create asset-applicable vouchers.
- Copy asset-applicable vouchers from purchase orders and receivers.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Creating Vouchers Online, page 179

Chapter 12, "Entering and Updating Quick Invoices," page 279

Pages Used to Create Asset-Applicable Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter asset information on an invoice and create asset-applicable vouchers.
Quick Invoice	VCHR_HEADER_QV	Accounts Payable, Vouchers, Add/Update, Quick Invoice Entry, Quick Invoice Select the Assets tab for the distribution line.	Enter asset information on a quick invoice and create asset-applicable vouchers.

Using the Assets Tab to Create Asset-Applicable Vouchers

Access the Assets tab on the Distribution Lines grid on the Invoice Information page or the Quick Invoice page. Some of the fields described below are available only on the Invoice Information page.

Use One Asset ID Select to assign a single asset ID to multiple distribution lines. This field does not appear for quick invoices.

Quantity Enter a quantity on the ChartFields tab and on the parent voucher line for each asset-applicable distribution line. The total of all quantities on the distribution lines must equal the quantity entered on the parent voucher line.

Asset Select to make the distribution line asset applicable. This field does not appear for quick invoices.

Business Unit Enter the PeopleSoft Asset Management business unit to which the asset is distributed. This field is required.

Profile ID Enter the profile ID category to which the asset is assigned. This field is required.

Asset ID Enter either an asset ID or leave the value as *NEXT* so that the system generates the asset ID after you send the asset information to PeopleSoft Asset Management. The default field value is *NEXT.*

If you enter an existing asset ID, the costs for the subsequent voucher are added to the asset ID entered on the page.

Sequence Number Enter a sequence number to indicate an asset grouping of voucher distribution lines, if you have accepted the default asset ID value of *NEXT*. Leave this field blank if you entered a known asset ID. If the asset ID is *NEXT* and the Sequence Number field is blank, the system generates a unique number. This field does not appear for quick invoices.

Cost Type Enter the cost type for the asset. Options are:

A: Allowance for ADV Depr (advanced depreciation).

C: Cost type.

G: Grant reimbursements.

M: Margin.

P: Scrap on asset.

R: Revaluation.

S: Sale of assets.

V: Reserve for ADV Depr (advanced depreciation).

Note. If you copy the voucher information from the purchase order or receiver, these fields may be populated with information from the purchase order or receiver line.

Copying Asset-Applicable Vouchers from Purchase Orders and Receivers

If the voucher data you send to PeopleSoft Asset Management relates to previous assets that are created in PeopleSoft Purchasing, the voucher *must* be matched to the purchase order and receiver. When you create vouchers for asset-related items, copy the voucher information from the receiver. The Payables to Assets Interface process will only send receiver information to PeopleSoft Asset Management if the receiver information exists on the voucher.

Note. The Receiver Interface Push Application Engine process (PO_RECVPUSH) must be run to send receiver information related to a purchase order to PeopleSoft Asset Management. Both the Receiver Interface Push process and the Payables to Assets Interface process must be run when the voucher is created from a PO.

If asset information has been specified on a purchase order or receiver, you can:

- Copy purchase order and receiver information to the voucher using the worksheet copy option on the Invoice Information page or the Quick Invoice page.
- Copy the entire purchase order or receiver, or use the PO Lookup Criteria page or the Receiver Lookup Criteria page to select specific information to copy onto the voucher.
- Process the data through the Voucher Build Application Engine process (AP_VCHRBLD) and the Matching Application Engine process (AP_MATCHING).

The Matching process attempts to find receiver information for a voucher that contains only purchase order information. However, it can only do so if there is a one-to-one relationship between the purchase order and the receiver. Multiple receipts that sum to the voucher total can be associated by the Matching process. Partial receipts must be associated manually. If there are multiple receivers for the purchase order, the Payables to Assets Interface process obtains the receiver information from the PO_LINE_MATCHED table, which is populated by the Matching process.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, "Integrating with Other Products," Processing PeopleSoft Purchasing and Payables Transactions with Asset Management

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Using the Receiver Interface Push Application Engine Process

Sending Voucher Information to PeopleSoft Asset Management

This section discusses how to run the Payables to Assets Interface process.

Pages Used to Send Voucher Information to PeopleSoft Asset Management

Page Name	Object Name	Navigation	Usage
Load Assets Request	INTFC_APAM_RQST	Accounts Payables, Batch Processes, Extracts and Loads, Load Assets Request	Request a run of the Payables to Assets Interface process, which copies the voucher information from the selected vouchers, populates the Pre-interface table in PeopleSoft Asset Management, and updates the Asset Management distribution status on the distribution lines for the selected vouchers to be distributed.

Running the Payables to Assets Interface Process

Access the Load Assets Request page.

Interface Asset Information Select to preview the data on the Pre-Interface Table (Pre-AM01) page.

Process Option Select the process option. Options are:

Process All Business Units

Process Business Unit

Process Control Group

Process Origin

Process Vendor

Process Voucher

Depending on the process option that you select, different fields in the group box become available for entry. If you select the process option *Process All Business Units*, no additional information is required. However, each of the other options requires additional parameters such as a business unit, voucher ID, group, vendor ID, origin, or buying agreement ID.

If you specify a vendor ID or origin, you also need to enter the associated setID.

See Also

PeopleSoft Asset Management 8.8 PeopleBook, "Integrating with Other Products," Previewing Data in the Loader Tables

CHAPTER 26

Processing Self-Billed Invoices

This chapter provides an overview of self-billed invoices (SBIs), and discusses how to:

- Perform SBI processing.
- Review SBIs.

Understanding SBI Processing

PeopleSoft Payables supports SBIs. SBIs are invoices created from Evaluated Receipt Settlement (ERS) data that are sent to the supplier (vendor) to provide tax details. Self-billed invoices contain all of the information that the vendor would have provided on an actual invoice. In business environments that use ERS and value-added tax (VAT), for example, there is typically a requirement to provide an invoice containing all the VAT details that can be returned to the vendor. Customers can send the vendor an SBI with all of the VAT details.

You can also combine data from multiple vouchers on one invoice to meet the requirements of businesses that process large volumes of receipts using ERS.

To create SBIs:

1. Create a receiver on the Receiving page.
2. Run the Voucher Build Application Engine process (AP_VCHRBLD) with the *Evaluated Receipts (ERS)* option selected as the voucher build interface on the Voucher Build page.
3. Review the voucher on the Voucher Summary page.
4. (Optional) Change SBI options on the Voucher Attributes page.
5. Run the Matching Application Engine process (AP_MATCHING) from the Match Request page.
6. Run the Voucher Posting Application Engine process (AP_PSTVCHR) from the Voucher Posting Request page. (The voucher must be posted before running the SBI Application Engine process (APSBIPRC)).
7. Run the SBI process in selection mode.
8. Review the SBI vouchers.
9. Run the SBI process in either commit mode or rollback mode.
10. Print the SBIs.

Note. When you build the ERS voucher using the Voucher Build process, the system populates the invoice number field with the packing slip number from the receiver.

This section discusses:

- SBI numbering options.
- ERS vouchers for SBI vendors.
- SBI voucher status summary.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 222

Chapter 11, "Processing Batch Vouchers," Running the Voucher Build Process and Reviewing Messages, page 271

Chapter 14, "Running the Matching Process," Initiating the Matching Process, page 366

Chapter 17, "Running Voucher and Payment Posting," Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 490

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Entering Receipts

SBI Numbering Options

At each of the levels in the control hierarchy there are four numbering options for SBIs. Two options for individual vouchers meet European requirements. The difference between these options is the method used to generate the SBI number. In Europe, customers must generate unique SBI numbers that differ from the invoice numbers. In the U.S., some customers use the invoice number as the SBI number. This tables lists the formulas used to create these options:

Value	Description	Definition	Numbering Formula
D	Default	Changes automatically to the value that you selected at the next highest level in the control hierarchy. This option is not available at the PeopleSoft General Ledger business unit level, because it is the highest level in the control hierarchy.	N/A
G	Group Vouchers (Auto-Num)	Enables you to group vouchers that satisfy a set of criteria onto a single SBI. This is particularly useful for customers who process large volumes of receipts using ERS.	GL business unit + vendor ID + vendor location + ERS sequence number

Value	Description	Definition	Numbering Formula
I	Individual Voucher (Auto-Num)	Allows only one voucher for each SBI. If the SBI numbering option is *I*, the system assigns the next available SBI number to the invoice based on the invoicing location.	GL business unit + vendor ID + vendor location + ERS sequence number
P	Individual Voucher - Invoice Number	Allows only one voucher for each SBI. If the SBI numbering option is set to *P*, the system generates the SBI number by combining the invoice number with the ERS sequence number.	Invoice number + ERS sequence number

Group Vouchers

If the SBI numbering option is set to *G* (group), the system uses the following criteria to group vouchers:

Field	Record Field
Vendor	VOUCHER.VENDOR_SETID, VOUCHER.VENDOR_ID
Vendor Location	VOUCHER.VNDR_LOC
Transaction Currency	VOUCHER.TXN_CURRENCY_CD
GL Business Unit	VOUCHER.BUSINESS_UNIT_GL
Payment Due Date	VOUCHER.DUE_DATE
VAT Registration Number	VOUCHER.VAT_RGSTRN_SELLER

The system assigns the next available SBI number for the vendor location to vouchers that are grouped using the above criteria. The SBI numbers are unique and sequential.

ERS Vouchers for SBI Vendors

When PeopleSoft Payables generates ERS vouchers for SBI vendors using the Voucher Build process, the following actions occur:

1. The SBI flag on the appropriate voucher records is set to *Y.*

   The SBI process processes all posted and matched vouchers identified as SBI.

2. The SBI number is set to zero or blank.

3. The system determines the SBI numbering option based on the PeopleSoft Payables hierarchy.

   First, the system takes the option defined for the invoicing vendor using the location on the voucher. If the vendor is set to *Default From Higher Level,* the system gets the option from the PeopleSoft Payables business unit on the voucher. If the PeopleSoft Payables business unit is set to *Default From Higher Level,* it then gets the setting from the General Ledger business unit.

4. The SBI in process flag is set to *N* and the SBI process ID is set to zero.

SBI Voucher Status Summary

Use the Voucher Summary page to review a voucher's SBI status before and after you run vouchers through the SBI process. Before processing the voucher through SBI, use the Voucher Attributes page to override the SBI Num Option (SBI number option) field at the voucher level. After running the SBI process, use this page to review the SBI numbers for your vouchers. The SBI number is populated and appears only after the SBI process is complete.

If the voucher does not qualify for SBI, then the SBI Num Option and SBI Number fields are unavailable for entry.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 222

Prerequisites

Before you can process SBIs, you must:

- Enable ERS.

  Before setting up SBI processing for a business unit, you must enable ERS for that business unit. You can enable ERS at the PeopleSoft General Ledger business unit, PeopleSoft Payables business unit, and vendor location levels.

  Note. You can use ERS with nonpurchase order receipts; however, you must price the receipts first or the Voucher Build process fails them.

- Define SBI vendors.

  Before you can process an SBI invoice for a vendor, you must also define that vendor as an SBI vendor on the Payables Options page in the Self-Billed Invoice Options group box.

- Specify SBI options.

You can specify the SBI processing options at various levels in the default hierarchy. You can set them at the PeopleSoft General Ledger business unit, the PeopleSoft Payables business unit, vendor location, and voucher levels.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting ERS Options, page 43

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Voucher Build Options, page 55

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 222

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Self-Billed Invoice Options

Performing SBI Processing

This section discusses how to:

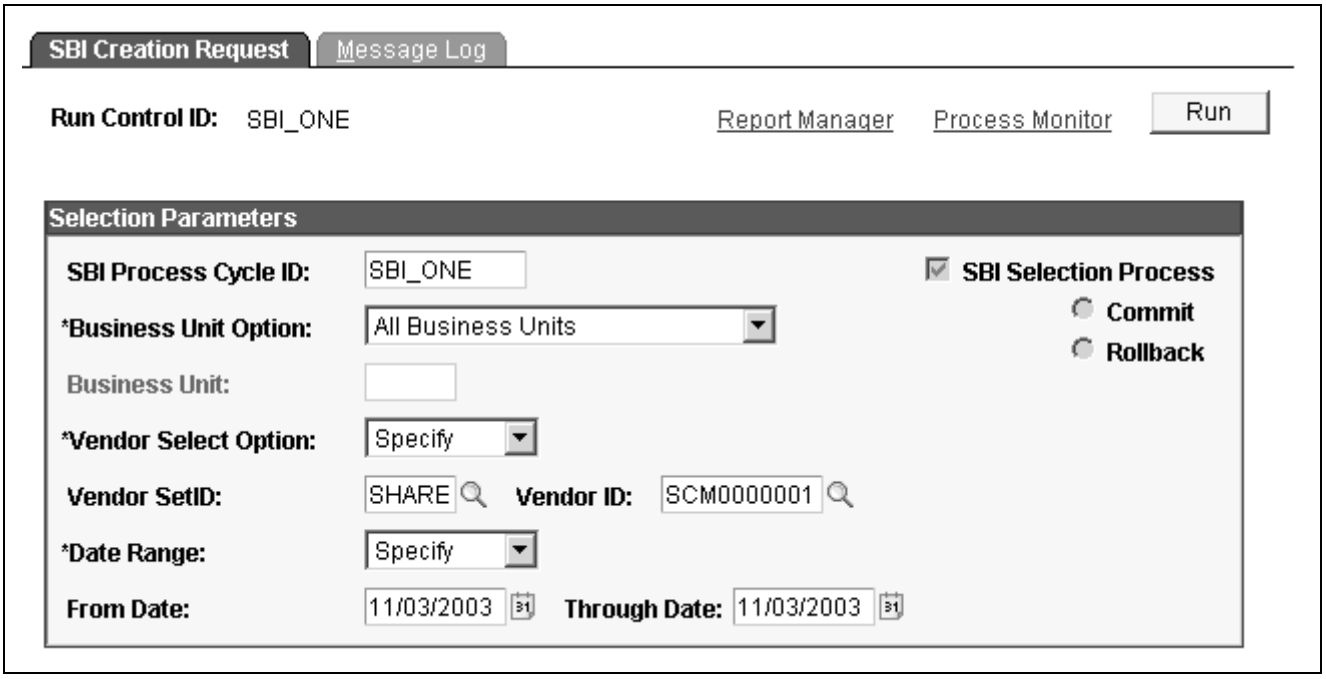
- Run SBI process in Selection mode.
- Review selected SBI data.
- Roll back SBI data.
- Run SBI process in Commit mode.
- Print self-billed invoices.

Pages Used to Perform SBI Processing

Page Name	Object Name	Navigation	Usage
SBI Creation Request	SBI_CREATE_REQUEST	Accounts Payable, Batch Processes, Vouchers, Self-Billed Invoices, SBI Creation Request	Specify the SBI selection parameters.
SBI Creation Request - Message Log	AP_MESSAGE_LOG	Click on the Message Log tab from the SBI Creation Request page.	Review the process message log for information on the records that were selected or rejected. This page lists the messages for the process that you just finished running.
SBI Voucher Review	VCHR_SBI_REVIEW	Accounts Payable, Review Accounts Payable Info, Vouchers, Self-Billed Invoice Creation, SBI Voucher Review	Review the SBIs selected by the SBI process. You can also use this page to put SBI vouchers on hold, to look up purchase order or receipt information, and to search for SBIs by vendor or vendor location.
SBI Review Request	RUN_APY1065	Accounts Payable, Reports, Vouchers, Self-Billed Invoices, SBI Review Request	Define run parameters for the Self-Billed Invoices Review report (APY1065). Use the report to review selected SBI data.
SBI Print	VCHR_SBI_PRINT	Accounts Payable, Reports, Vouchers, Print Self-Billed Invoices, SBI Print	Define run parameters for SBI Print report (APY1060). View all SBI process cycles which have SBIs pending print, and print the SBIs. The SBI Print report lists all of the documents that comprise an SBI.

Running SBI Process in Selection Mode

Access the SBI Creation Request page.



SBI Creation Request page

Note. The ERS vouchers must be posted and matched before you can run the SBI process.

Run Control ID When you add a new run control ID, the SBI process is set to run in Selection mode and all run mode-related fields are unavailable for entry. The SBI Selection Process check box is selected, but both this check box, and the Commit and Rollback check boxes are unavailable for entry until you have run the SBI process in Selection mode.

The mode in which the PeopleSoft Application Engine process runs is always controlled through PeopleCode.

SBI Selection Process Select to run the SBI process in Selection mode rather than Commit or Rollback mode. When you enter a new run control ID, the system automatically selects the Selection process for you, and you cannot change the field.

Commit Select to run the SBI process in Commit mode rather than Selection or Rollback mode. You can only select this option after you have run the SBI process in Selection mode.

After you run the SBI process in Selection mode, the system automatically changes to the Commit mode for you.

Rollback Select to run the SBI process in Rollback mode rather than Selection or Commit mode. You can only select this option after you have run the SBI process in Selection mode.

Date Range Enter to restrict the vouchers selected for the SBI process using the invoice date. Values are:

Select All: Selects all the vouchers regardless of date range.

Specify: Enter a date range in the From Date and Through Date fields.

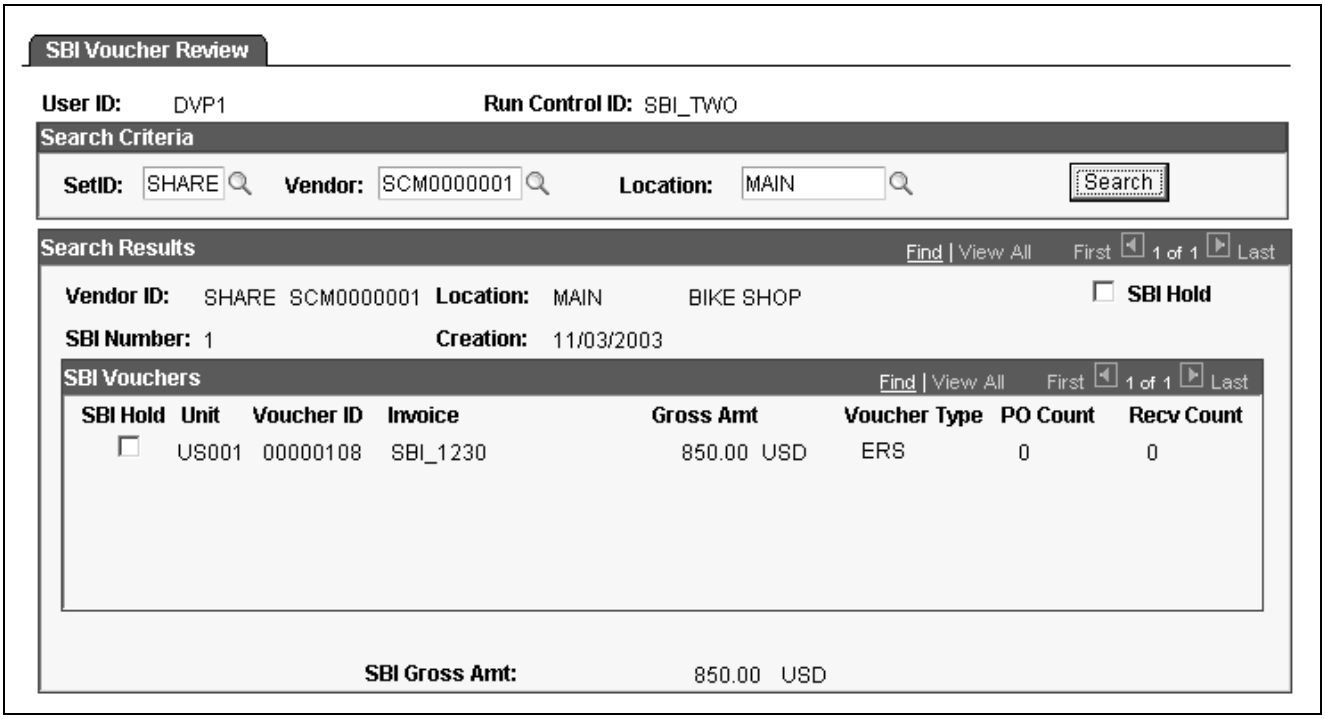
During the SBI Selection process, the system:

1. Identifies candidate vouchers.
   - SBI_Flag = *Y*
   - SBI_In_Process_Flag = *N*
   - Voucher_Type = *E*
   - Post_Status_AP = *P*
   - SBI_Num = *0* or *blank*
   - SBI_Doc_Opt = *G/I/P*
   - Invoice_Date between From_Date and Through_Date from request page and also satisfying business unit and vendor selection options.
   - MATCH_STATUS_VCHR = *M*
2. Updates vouchers as SBI is in process.
3. Processes vouchers with SBI_Doc_Opt as *I* or *P.*
4. Processes vouchers with SBI_Doc_Opt = *G*.

   Group them using criteria mentioned in Voucher Creation/Process section.
5. Assigns sequentially generated dummy SBI numbers starting with 1 for SBIs under each vendor or location regardless of SBI_Doc_Opt.
6. Creates data in VCHR_SBI_P and VCHR_SBI_DATA_P.
7. Sets the initial approval status for these SBIs based on vendor or location approval status.
8. Marks SBI_CREATE_RQST to indicate selection process is complete.

Reviewing Selected SBI Data

Access the SBI Voucher Review page.



SBI Voucher Review page

After the SBI process completes its run in Selection mode, SBI data are created in VCHR_SBI_P and VCHR_SBI_DATA_P with dummy SBI numbers. The dummy SBI numbers are sequentially generated (starting from 1) under each vendor location.

Search Criteria

SetID and **Vendor** — Search for a vendor by entering a vendor setID and vendor ID and then clicking the Search button.

Location — Search for a vendor by entering a vendor and location and then clicking the Search button. You must enter a value for the Vendor ID field, or you cannot select a location value.

Search Results

SBI Hold — Select this check box to hold the entire SBI.

You can also hold individual vouchers by selecting the SBI Hold check box in the SBI Vouchers group box.

If you put SBI vouchers on hold, the system skips them during the Commit process and picks them up during the next run of the SBI Selection process.

SBI Vouchers

SBI Hold — Select this check box to hold any of the individual vouchers that comprise the SBI.

Invoice — Displays invoice numbers of the SBI vouchers that your search produced.



Click PO List Push to view the details for the purchase orders associated with the voucher. Review purchase order information before you make a final decision to hold, commit, or roll back these SBI vouchers.



Click Receipt List to view the details for the receipts associated with the voucher. Review receipt information before you make a final decision to hold, commit, or roll back these SBI vouchers.

See Also

Chapter 14, “Running the Matching Process,” Managing Matches and Match Exceptions, page 368

Rolling Back SBI Data

After you review the SBI vouchers and determine that you need to rerun the SBI process, access the SBI Creation Request page and select the Rollback mode.

Once the SBI Selection process is complete, all of the fields on the SBI Creation Request page are unavailable except for Commit and Rollback. Once you roll back the selection, you can modify run parameters for the process cycle for the next run or define a new process cycle.

During the SBI Rollback process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
2. Updates vouchers so that they can be processed in the next run.
3. Marks SBI_CREATE_RQST to indicate the that Rollback process is complete.

See Also

Chapter 26, “Processing Self-Billed Invoices ,” Running SBI Process in Selection Mode, page 688

Running SBI Process in Commit Mode

After you review the SBI vouchers and determine them to be accurate, return to the SBI Creation Request page to run the SBI process again in Commit mode.

Once the SBI Selection process is complete, all the fields on the SBI Creation Request page are unavailable except the Commit and Rollback options. Once you commit the selection, you can modify run parameters for the process cycle for the next run or to define a new process cycle.

If you run the SBI Process in Commit mode, the data is moved from VCHR_SBI_P and VCHR_SBI_DATA_P to VCHR_SBI and VCHR_SBI_DATA with real SBI numbers. Also, a copy of the data is inserted in VCHR_SBI_R and VCHR_SBI_DATA_R for reporting purposes to speed up the SBI print process.

During the SBI Commit process, the system:

1. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P that are in hold status and updates their status in VOUCHER records so that they can be processed in subsequent runs.
2. Assigns real SBI numbers.

   Gets a count of SBIs (SBI_Doc_Opt = *G/I*) under each vendor and location and gets the next block of numbers needed from VENDOR_LOC. The SBI numbers are of the form “GL business unit”-“vendor ID”-“vendor location”-“sequential number” (for example, M04A-0000000046-1-56).

3. Assigns real SBI numbers to SBIs whose SBI_Doc_Opt = *P.*

   These SBI numbers are generated by concatenating Invoice_Number and ERS_INV_SEQ.

4. Inserts data into VCHR_SBI and VCHR_SBI_DATA.
5. Inserts data into VCHR_SBI_R and VCHR_SBI_DATA_R with cycle ID as one of the keys. (This enables you to print SBIs generated for a particular process cycle).
6. Updates voucher tables with the real SBI numbers and marks SBI processing as completed.
7. Deletes data from VCHR_SBI_P and VCHR_SBI_DATA_P.
8. Marks SBI_CREATE_RQST to indicate that the Commit process is complete.

See Also

Chapter 26, “Processing Self-Billed Invoices ,” Running SBI Process in Selection Mode, page 688

Printing Self-Billed Invoices

Access the SBI Print page.

SBI Process Cycle ID	Lists all process cycles with SBIs pending print.
SBI Print	Select the SBI Print check box next to the SBI Process Cycle ID that you want to print.
Process Reissue	Select to process the reissued SBIs.

The SBI Print report is a printed version of the SBI Print process (APY1060.SQR). The SBI Print process has two types of output: report only or report and files. You define the output at the vendor-location level on the Payables Options page in the Self-Billed Invoice Options section.

When you run the SBI Print process, the system:

1. Removes any data from VCHR_SBIRPT_TBL for the run control from previous run.
2. Loops through and loads fresh data into VCHR_SBIRPT_TBL for all process cycles that need to be printed and creates another record for reissue if reprints have been requested.
3. Refreshes the page.
4. Starts up the SQR report to print SBIs.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Defining Self-Billed Invoice Options

Reviewing SBIs

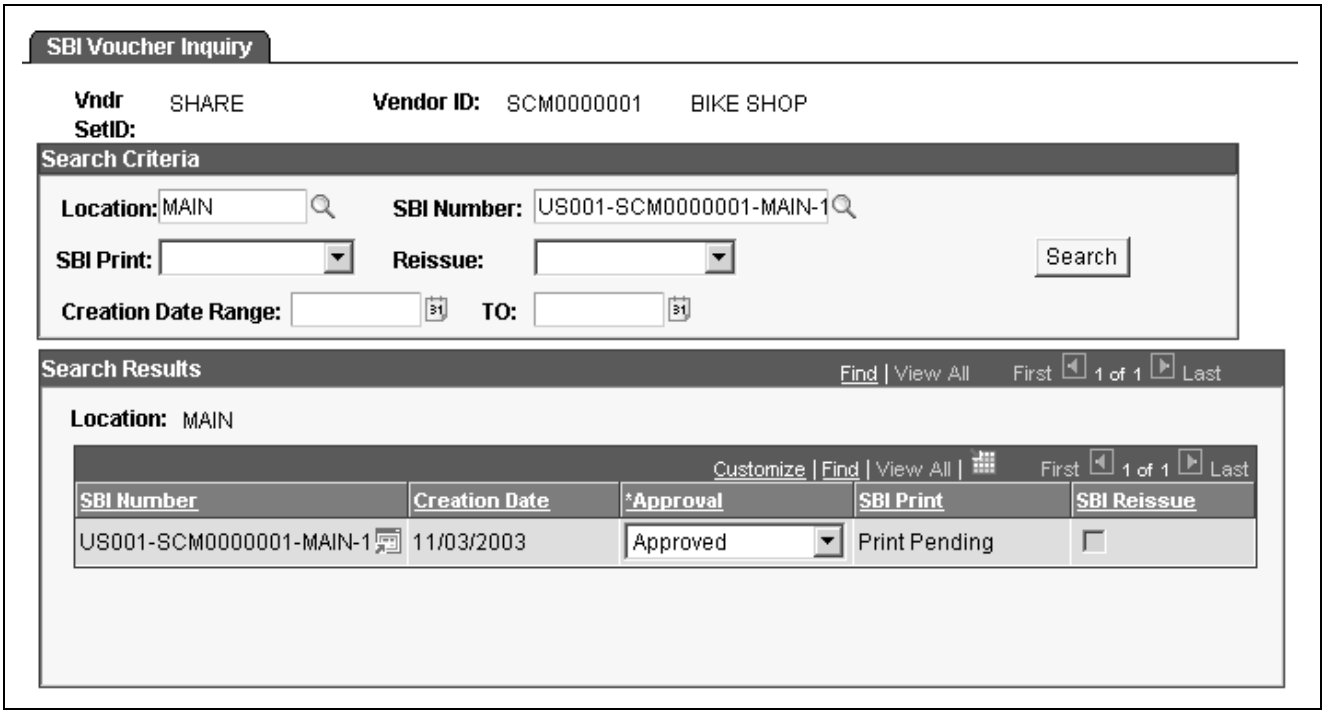
This section discusses how to review SBIs.

Pages Used to Review SBIs

Page Name	Object Name	Navigation	Usage
SBI Voucher Inquiry	VCHR_SBI_INQUIRE	Accounts Payable, Review Accounts Payable Info, Vouchers, Self-Billed Invoice, SBI Voucher Inquiry	Search for SBIs by vendor location, SBI number, SBI creation date, SBI print status and reissue status for the selected vendor. Approve unapproved SBIs and generate reissue requests on certain SBIs. Drill down to view SBI details.
Self-Billed Invoice	VCHR_SBI_DATA_SEC	Click the  icon located on the Self-Billed Invoice Inquiry page.	View all of the vouchers that make up an SBI by their business unit ID and voucher ID.
SBI Vendor Listing	RUN_APY1070	Accounts Payable, Reports, Vendor, SBI Vendor, SBI Vendor Listing	Define run parameters for the SBI Vendor Listing report (APY1070). Use the report to review details of selected SBI vendors.
Unapproved SBI by Vendor	RUN_APY1080	Accounts Payable, Reports, Vouchers, Unapproved SBIs by Vendor	Define run parameters for the unapproved SBIs by Vendor report (APY1080). Use the report to review unapproved SBIs by vendor.

Reviewing SBIs

Access the SBI Voucher Inquiry page.



SBI Voucher Inquiry page

Note. This page shows committed SBI data, so it should be used only after you have run the SBI process in Commit mode.

Search Criteria

SBI Print Search for SBIs by print status. Values are *Print Pending* or *Print Completed.*

Reissue Search for SBIs by reissue status. Values are *No* or *Yes.*

Search Results

Click to view all the vouchers that make up an SBI.

Approval Change the status of an SBI from *Approved* to *Unapproved* while the SBI print status is pending, but you cannot change the status after the print process has completed.

SBI Print Displays the print status of the SBIs that your search produced. The SBI print status is always updated by the system.

SBI Reissue Select this check box to reissue printed SBIs. You can only change the SBI Reissue check box for SBIs that have a print status of completed. When the SBI Reissue check box is selected, data is created in VCHR_SBI_R and VCHR_SBI_DATA_R with process cycle as *REISSUE* and system maintained as *Y.*

CHAPTER 27

Processing Landed Cost Transactions

This chapter provides an overview of the Landed Cost Extraction Application Engine process (LC_EXTRACT) and discusses how to:

- Enter landed cost transactions online.
- Run the Landed Cost extraction process.
- Review landed cost exceptions.

Note. To run the Landed Cost Extraction process, you must have PeopleSoft Payables, PeopleSoft Purchasing, PeopleSoft Inventory, and PeopleSoft Cost Management installed on the same database.

Understanding the Landed Cost Extraction Process

Landed cost includes all charges associated with getting an inventory item into your warehouse and available for use or sale. These charges may include material, freight, insurance, duty, and handling. PeopleSoft Payables features a landed cost extraction module that extracts landed cost data from vouchers, purchase orders, and receivers and pass the data to PeopleSoft Cost Management.

Note. In PeopleSoft Payables, landed cost charges can be attached to vouchers as nonmerchandise charges. Nonmerchandise charges include freight, sales and use tax, value-added tax (VAT), and miscellaneous charges.

Nonmerchandise charges entered on the voucher or copied from a receiver are associated with landed cost codes. Landed cost codes define whether a particular landed cost is to be prorated to the voucher distribution lines or charged to separate expense accounts. If the nonmerchandise charges have a landed cost component, you must prorate the cost. The landed cost code is also associated with an inventory item and indicates whether the charge is to be accrued to an inventory account or expensed at invoice. If the nonmerchandise charges have a landed cost component and are typically charges by the merchandise vendor versus a third-party vendor, you must accrue the cost.

Nonmerchandise charges may be entered on the purchase order. Charges entered on the purchase order are copied onto receivers associated with that purchase order. During voucher entry, nonmerchandise charges can be entered on vouchers received from the merchandise vendor or from third-party vendors. Material charges are matched to the purchase order and receipt using the PeopleSoft Payables and Purchasing matching process. Nonmerchandise charges, whether vouchered from merchandise vendors or from third-parties, are matched to the receivers by the Landed Cost Extraction process. The Landed Cost Extraction process calculates Purchase Price Variance and Invoice Price Variance for matched material and nonmerchandise charges. The variance is passed to costing where it is associated to the appropriate inventory transactions.

Note. Nonmerchandise charges that exist on purchase orders but not vouchers are picked up by the Landed Cost Extraction process after the nonmerchandise charges are manually closed.

The Landed Cost Extraction process is a way to pass all receipt-matched information and matched miscellaneous charges to PeopleSoft Inventory.

The Landed Cost Extraction process processes inventory items in these ways:

- Flags eligible vouchers (matched, posted and not landed cost extracted).
- Finds the corresponding receivers (putaway into PeopleSoft Inventory, fully matched and not extracted).

Note. The Landed Cost Extraction process looks at the receipt line instead of the header to extract landed cost data from vouchers. Receipt lines are not processed through landed cost until they are fully matched. The system processes fully matched receiver lines regardless of the match status on the receiver header.

- Converts the voucher quantities (RECV_VCHR_MTCH) into the PeopleSoft Inventory business unit's standard unit of measure.

  This is significant, because the Matching Application Engine process (AP_MATCHING) converts voucher quantities to the purchase order unit of measure; this unit of measure might differ from the PeopleSoft Inventory business unit's standard unit of measure.

- Sums the vouchers with the same receiver line information (BUSINESS_UNIT, RECEIVER_ID, RECV_LN_NBR, RECV_SHP_SEQ_NBR).
- Calculates the average unit price using the quantity accepted on the receiver converted to the standard unit of measure (QTY_SH_ACCPT_SUOM).

  The system calculates the average unit price using the gross amount of all of the matched vouchers and the quantity from the receiver to account for any quantity variance between the vouchers and the receiver.

- Converts the calculated unit price into the PeopleSoft Inventory business unit base currency.

  Again, this calculation only takes place once the receiver is fully matched. As each voucher in another currency is matched to the receiver, the exchange rate may vary. Landed cost waits until the receiver is fully matched and then converts the gross amount of all of the matched vouchers into the PeopleSoft Inventory business unit's base currency.

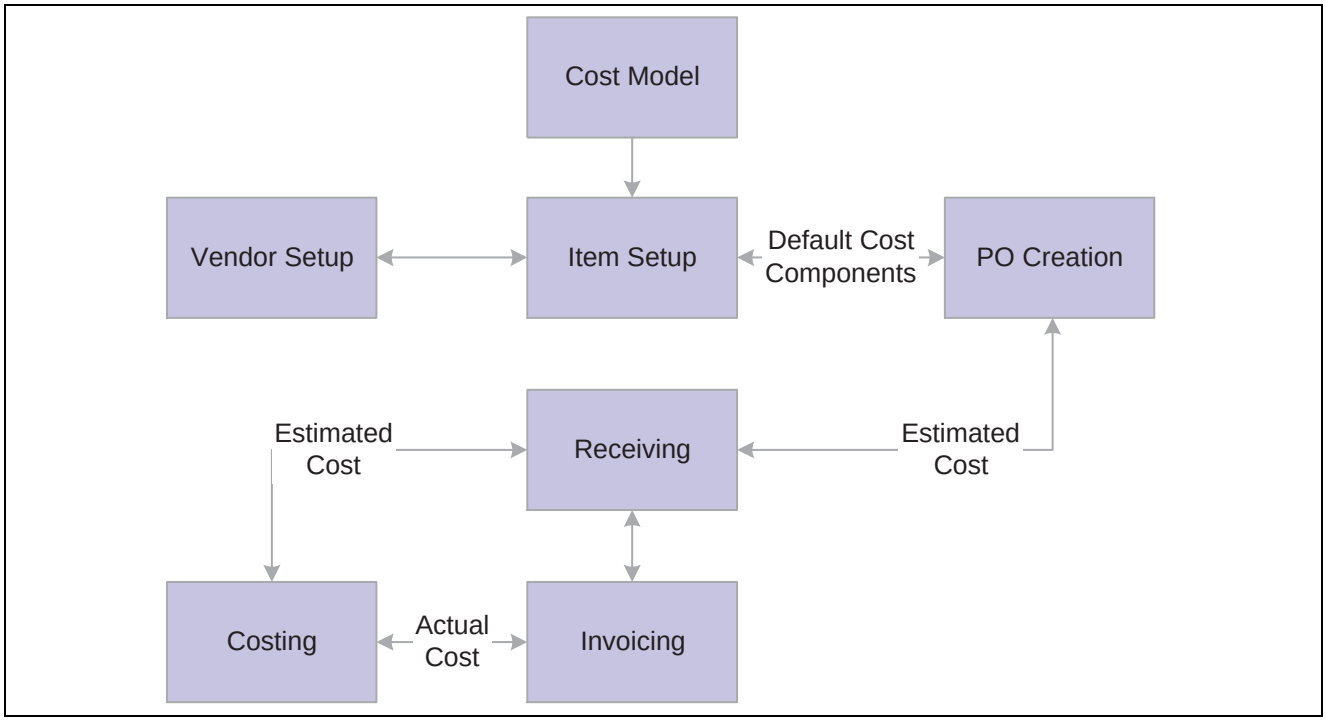
- Calculates the different landed cost values, such as the unit price on the purchase order (CM_UNIT_COST_PO) and the unit price on the voucher (CM_UNIT_COST_VO and CM_UNIT_COST_POVO).
- Populates receiving shipment and distribution tables with the actual vouchered miscellaneous charges.
- Adds a line to the receiving tables with a zero amount if a charge is vouchered which was not on the purchase order to alert analysts of a discrepancy between the expected and vouchered miscellaneous charges.

Note. This step is important, because if voucher charges are not on the purchase order, the miscellaneous charge codes could be different. For example, suppose that the purchase order indicated that there would be a UPS charge for delivering material. This information would be entered into the RECV_LN_SHP_LC and RECV_LN_DISTRB_LC tables as miscellaneous charges for the purchase order. If the vendor uses UPS and the voucher reflects this, the RECV_LN_SHIP_VC and RECV_LN_DISTRB_VC are populated with the same information, and the _VC tables match the _LC tables. Analysts would have nothing to worry about. If, however, the vendor uses Fed Ex instead of UPS, the _VC tables are out of sync with the _LC tables (they would have different miscellaneous charge codes for the delivery charges associated with this material), and the analyst should be made aware of this discrepancy. The Landed Cost process populates the _VC tables with actual amounts from the voucher and then populates the _LC tables with zero amount rows for any charges it finds in the _VC tables that do not exist in the _LC tables. (In the example above, it populates the _LC tables with a row for the FedEx charge with a zero amount).

- Populates CM_MATCHED_COST record for material amount and miscellaneous charges.
- Populates CM_RMATCH_COST record for return to vendor (RTV) items.
- Writes one row to CM_MATCHED_COST for each receiver distribution line.
- Creates variance cost transactions by PeopleSoft Cost Management using the CM_ MATCHED_COST and CM_RMATCH_COST records.
- Creates one row for each cost element for each receiver distribution line
- Updates the voucher and receiver tables by flagging the processed vouchers and receivers with the landed cost extracted flag.

Note. Landed cost supports multicurrency, sales tax, and nonrecoverable VAT. You can also have multiple vouchers for each receiver line.

This diagram illustrates how the Landed Cost Extraction process works:



Landed Cost Extraction process

See Also

PeopleSoft Managing Costs 8.8 PeopleBook, "Structuring Landed Costs," Running the Landed Cost Extract Process

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Non-Merchandise Charge Details, page 196

Prerequisites

The Landed Cost Extraction process is not set up in PeopleSoft Payables. You set the parameters in PeopleSoft Purchasing and Cost Management.

Define the landed cost component parameters on the Misc Charge/Landed Cost Defn (miscellaneous charge/landed cost definition) page. These include:

- Cost elements (types of costs such as freight or handling).
- Extended amount tolerances.
- Quantity received tolerances.
- Landed cost groups.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charges and Landed Costs

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Miscellaneous Charge and Landed Cost Templates

Entering Landed Cost Transactions Online

Unlike other processes in PeopleSoft Payables, landed cost transactions are not actually entered on a particular page in the application. Instead, you define certain miscellaneous charge codes as having a landed cost element by selecting the Landed Cost Component check box on the Misc Charge/Landed Cost Defn page.

Each time that you use these miscellaneous charge codes on a regular voucher or a third party voucher and then run the Landed Cost Extraction process, the system recognizes these charges as landed cost. It extracts them and sends them to Cost Management where users can analyze and report on them.

Note. All nonmerchandise charges, such as freight, sales and use tax, VAT, and miscellaneous charges, are set up on the Misc Charge/Landed Cost Defn page.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 249

Running the Landed Cost Extraction Process

This section discusses how to run the landed cost extraction process.

The Landed Cost Extraction process extracts landed cost data from matched and posted regular and third-party vouchers and writes data to the Cost Management CM_MATCHED_COST table for further processing. You run this process from the Landed Cost Extract page.

Pages Used to Run the Landed Cost Extraction Process

Page Name	Object Name	Navigation	Usage
Landed Cost Extract	LC_RUN_CNTRL	Accounts Payable, Batch Processes, Extracts and Loads, Extract Landed Cost, Landed Cost Extract	Runs the Landed Cost Extraction Application Engine process (LC_EXTRACT), which can be run for all business units, specific business units, or specific vouchers.
Landed Cost Extract - Messages	AP_MESSAGE_LOG	Accounts Payable, Batch Processes, Extracts and Loads, Extract Landed Cost, Landed Cost Extract, Messages	View error messages associated with previous landed cost extraction requests.

Running the Landed Cost Extract Process

Access the Landed Cost Extract page.

Options Select the hierarchy level for which you want to run the Landed Cost Extraction process: *All business units, Specific business units,* or *Specific vouchers.*

Reviewing Landed Cost Exceptions

This section discusses how to review landed cost extract exceptions.

Page Used to Review Landed Cost Exceptions

Page Name	Object Name	Navigation	Usage
Landed Cost Extract Exceptions	VCHR_LC_LOG	Accounts Payable, Review Accounts Payable Info, Interfaces, Landed Cost Extract Exceptions	Use to view exceptions generated during the Landed Cost Extraction Application Engine process (LC_EXTRACT).

Reviewing Landed Cost Extract Exceptions

Access the Landed Cost Extract Exceptions page.

The system generates exceptions if the tolerances established on the Misc Charge/Landed Cost Defn page are exceeded. For example, if the extended price for order items differs from your purchase order extended price by more than your percentage tolerance, or if the number of items you receive differs from your purchase order quantity by more than your percentage tolerance, exceptions are generated.

CHAPTER 28

Processing Multiple Currencies in PeopleSoft Payables

This chapter provides an overview of how to use multiple currencies in PeopleSoft Payables and discusses how to:

- Set up multicurrency tables.
- Set up multiple currencies in the PeopleSoft Payables control tables.
- Perform the PS/AP Revaluation process.

Understanding Multiple Currencies in PeopleSoft Payables

PeopleSoft offers a uniquely flexible structure that enables you to manage financial information in multiple currencies. You can use a *ChartField* to designate different currency codes within a ledger, or as required, you can store each currency in a different *ledger.*

PeopleSoft also provides specific input, processing, and reporting features that satisfy the most demanding requirements of multinational financial management. It supports the European Common Currency (Euro), as well as currency conversions, remeasurement, revaluation, and translation. It also provides a complete audit trail of all multicurrency processing.

This section discusses:

- Multicurrency terminology in PeopleSoft Payables.
- Voucher processing in a multicurrency environment.
- Payment processing in a multicurrency environment.
- PeopleSoft Payables Revaluation processing.
- Multibook in PeopleSoft Payables.

Multicurrency Terminology in PeopleSoft Payables

Below are some key terms and concepts that you encounter when you use PeopleSoft Financials multicurrency applications. We've made an effort to use these terms consistently to coincide with generally accepted accounting terms and Financial Accounting Standards Board (FASB) rules.

Types of Currency

Currency refers to the denomination of a monetary transaction. PeopleSoft applications use a currency code to identify and track individual currencies. Though the system does not require it, we suggest that you use the International Standards Organization (ISO) currency codes supplied with the application. You may use an unlimited number of currencies in PeopleSoft applications.

Base Currency

The base currency is the primary currency used for a business unit, and is sometimes referred to as the unit's *book* currency. A business unit can have one and only one base currency. This is generally the local currency for the organization; however, accounting rules or other circumstances might dictate otherwise.

In PeopleSoft Payables, you assign a base currency to each business unit on the General Ledger Definition - Definition page. PeopleSoft Payables business units use the base currency of their associated general ledger business units. Once established, the base currency of a general ledger business unit cannot be changed.

Transaction and Payment Currency

Any currency with which a business unit interacts, other than its base currency, is a foreign currency. PeopleSoft Payables refers to a foreign currency as a *transaction currency* when describing the currency of the invoice, and as a *payment currency* when describing the currency in which payments are made.

The system stores all distribution accounting data in three currencies: the base currency of the general ledger business unit on the distribution line, the PeopleSoft Payables business unit base currency, and the transaction currency.

Currency Calculations

The system performs several calculations when it works with multicurrency transactions.

Conversion

Conversion is the exchange of one currency for another. In PeopleSoft Payables, this refers to expressing the value of foreign currency transactions in terms of the base currency. Conversion occurs in many places in your PeopleSoft Payables system.

When receiving vouchers from a vendor, you can enter a transaction amount in a foreign currency. The system uses an exchange rate to convert the transaction amount to the PeopleSoft Payables business unit base currency and the general ledger business unit base currency.

When you create payments in one currency for vouchers in a different currency, the system performs currency conversion as necessary to enable payment creation. It uses either the currency rate type, or override to convert the payment currency into the voucher's base currency, and the bank's general ledger base currency. During the revaluation of your current payables balance, the process revalues unpaid vouchers, based on business unit's base currency.

Exchange Rate

An exchange rate is the value of one currency expressed in terms of another. Actual exchange rates vary based on the currency rate type that you use. There are several recognized currency rate types, including spot (immediate),

current, negotiated (discount and premium forward rates), average, and historical rates. The system supports any number of exchange rates.

Unrealized Gains and Losses An unrealized gain or loss represents the difference between the amount that you would pay in your base currency if your outstanding foreign currency accounts liability balance were paid now and the amount that you would have paid if payment was made when the items were created. If the exchange rate is more favorable now than when items were created, you have an unrealized gain. If the exchange rate is less favorable now, you have an unrealized loss.

Realized Gains and Losses Realized gains or losses represent the actual increase or decrease, due to exchange rate fluctuations, or rate type changes in the amount of money paid in the base currency. The system determines realized gain or loss only at payment time.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Defining Your Operational Structure," Defining PeopleSoft General Ledger Business Units

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Processing Multiple Currencies"

Voucher Processing in a Multicurrency Environment

Multicurrency affects voucher processing at all levels: entering and validating vouchers, scheduling payments, using control groups, and posting vouchers.

Entering Multicurrency Vouchers

Each voucher has a transaction currency denomination. The currency code for the transaction appears by default through the PeopleSoft Payables control hierarchy (business unit, voucher origin, control group, and vendor). If required, you can change the currency and rate type on the voucher. You can change the currency code for the voucher on the Voucher - Invoice Information page or on the Voucher - Attributes page, and you can change the rate type for the voucher on the Voucher - Attributes page.

For each voucher, the system converts the transaction currency to the voucher base currency using the exchange rate and exchange rate type. By specifying the exchange rate source, you can enter a specific exchange rate or have the system determine the exchange rate from the exchange rate tables. If you select *User* as the source, enter the exchange rate yourself. If you select *Tables* as the source, the system uses the invoice date of the voucher and the exchange rate tables to determine the exchange rate to use.

The transaction currency code applies to all amounts entered onto the voucher. At save time, the system performs a conversion to the base currency defined for the business unit and to the PeopleSoft General Ledger base currency for the distribution line on interunit accounts.

Transaction balancing occurs on both the transaction and the base amounts. During voucher save, base amount rounding differences are added to the largest expense accounting lines for each voucher line.

Scheduling Payments for Multicurrency Vouchers

Payment scheduling creates scheduled payment records for each voucher. Each scheduled payment has a gross payment amount and a discount payment amount. The scheduled payment amounts are converted based upon the currency exchange rate of the voucher transaction currency. You can override the currency rate or rate type on the Holiday/Currency Options page selected from the Voucher - Payments page. When you enter a specific rate, the rate is used to convert the currency between the voucher transaction currency and the payment currency. When you override the rate type, the new rate type is used to convert from the transaction currency to the payment currency and from the payment currency to the bank's base currency and the voucher's base currency.

Note. If you use a rate type on the payment that is different from the rate type on the voucher, realized gain and loss may occur.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Completing Voucher Attributes, page 222

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Scheduling and Creating Voucher Payments, page 210

Payment Processing in a Multicurrency Environment

Multicurrency also affects payment processing at many levels.

Payment Selection

From a multicurrency perspective, PeopleSoft Payables determines the amount of a given currency required to pay a scheduled payment. The payment currency does not have to be the same as the voucher transaction currency. In fact, the payment currency can be in any currency that you have set up for the bank. You can either accept the default or select another valid currency code.

Payment Creation

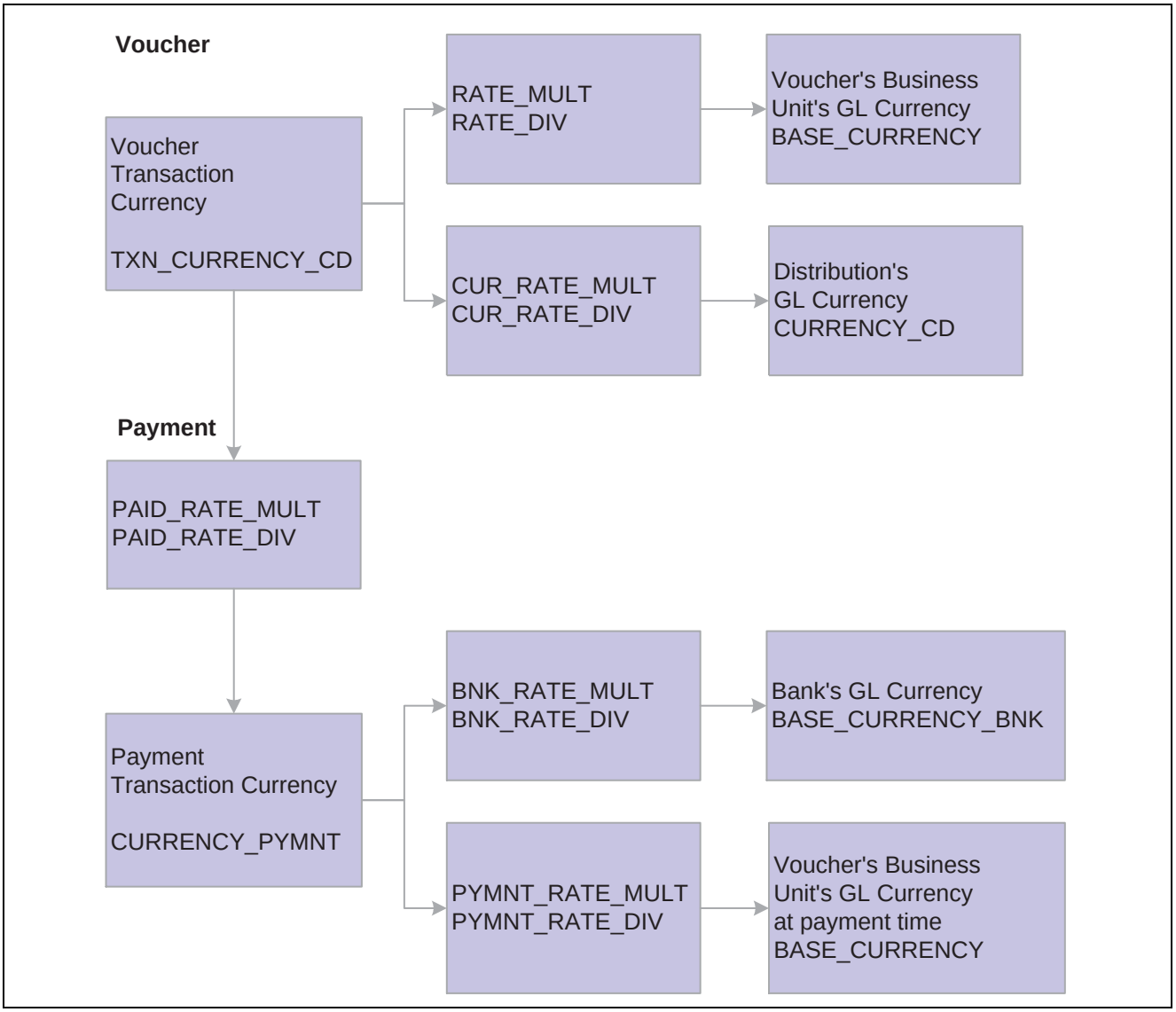
During payment creation, the system converts the voucher transaction currency to the payment transaction currency for the payment. It converts the payment transaction currency to the voucher base currency and the bank base general ledger currency for posting. The amounts form the basis of realized gain and loss accounting entries created in payment posting.

PeopleSoft Payables supports checks, ACH, direct debits, wire transfers, electronic funds transfers, drafts, GIRO, letters of credit, and bank transfers. The Pay Cycle Application Engine process (AP_APY2015) consists of payment selection and payment creation. Output processes print checks and create files.

The payment creation program populates the payment amount and bank base amount of the payment. The payment table also holds the corresponding currency codes and rates. The check print program accesses the currency code table to access symbols and descriptive information to print on the check and remittance advice.

The Trial Payment Register, the Payment Register, and the Payment Forecast reports all reflect multicurrency payments.

Note. During payment creation, the system calculates the payment transaction currency from the voucher *transaction* currency.

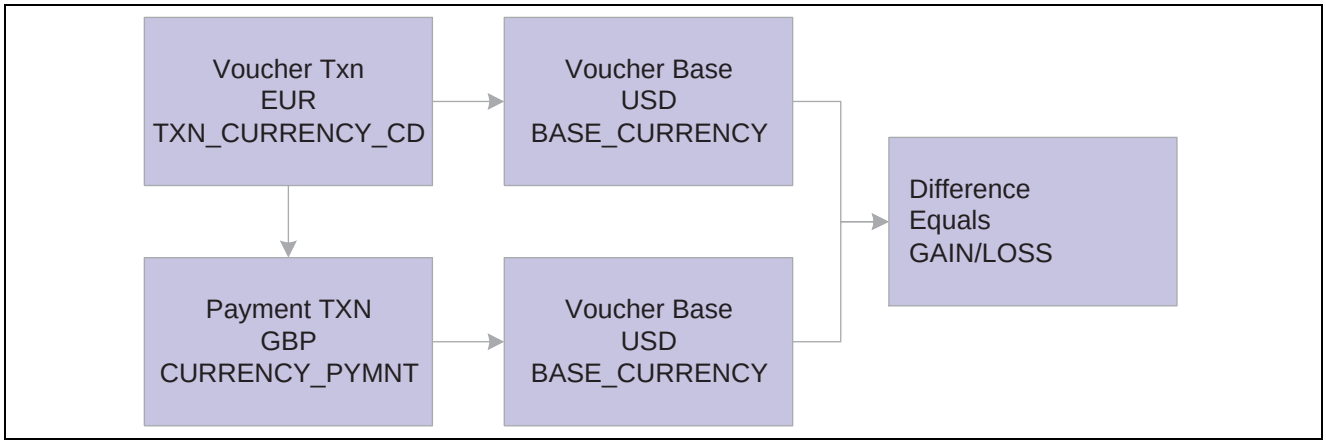


Reviewing Currency Conversion

Note. If the voucher transaction currency and the payment transaction currency are not equal, you should not use the General Ledger Balance By All Currencies function.

Payment Posting

The Payment Posting Application Engine process (AP_PSTPYMNT) creates accounting entries that relieve liabilities and record payments, as well as discounts taken or lost, VAT, withholding and realized gains and losses. The Payment Posting process also creates accounting entries resulting from canceled payments (void and stop checks). The system calculates the exchange rate gain or loss by subtracting the BASE_CURRENCY at payment time from the BASE_CURRENCY at voucher entry time. However, if the voucher's transaction currency is different from the payment's transaction currency, the gain or loss is an overall gain or loss (refer to following graphic).



Reviewing Exchange Rate Gain or Loss

If a situation arises where the voucher is in currency A, the payment is in currency B, and the voucher's base is in currency C, you have a potential realized gain or loss. In this situation, the payment accounting entry foreign currency is the currency of the payment.

When rounding errors occur during the generation of accounting entries, the amounts are posted to the rounding suspense account. Rounding suspense account entries can be reclassified in PeopleSoft General Ledger for any ledgers.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Defining Holiday Processing and Currency Options, page 219

Chapter 15, "Processing Pay Cycles," Running and Managing Pay Cycles, page 393

PeopleSoft Payables Revaluation Processing

Revaluation adjusts the domestic currency value of asset and liability account balances that are maintained in foreign currencies. It is necessary to reflect the actual value of these assets and liabilities in the *domestic* currency, because the exchange rates fluctuate between the domestic currency and the foreign currencies. Revaluation is generally performed at the end of each accounting period and results in a domestic currency adjustment to the account being revalued, with an offsetting entry being made to the revaluation gain or loss accounts. In PeopleSoft Payables, the PS/AP Revaluation Application Engine process (AP_REVALUE) determines the revaluation adjustment required for the balance sheet account and creates a journal entry for this adjustment and its offsetting gain or loss amounts.

You might need to revalue your open payables for financial reporting purposes. PeopleSoft Payables enables you to create summarized revaluation accounting entries and input these entries into the Journal Generator. You can run the revaluation for one or many PeopleSoft Payables business units.

You revalue transactions as follows:

1. Run the PS/AP Revaluation process.

   The PS/AP Revaluation process creates the unrealized gains and loss entries for selected PeopleSoft Payables business units for a given period. The PS/AP Revaluation process inspects the transaction tables and applies a specified exchange rate to each unpaid, scheduled payment which has a voucher transaction currency that is not in the business unit's base currency. It then applies the exchange rate to create a revaluation base amount, which it uses to create a revaluation accounting line.

2. Run the Journal Generator Application Engine process (FS_JGEN).

   The Journal Generator process creates journals from the revaluation accounting lines. Make sure that you have set up an accounting definition to relate the revaluation accounting lines to journal lines. You also need a journal generator template specifying the creation of a reversing journal for revaluation.

If you run revaluation in PeopleSoft Payables, rather than in PeopleSoft General Ledger, the process happens at a specified level of detail. This provides more flexible results if your exchange rates are volatile. If you do run the process in PeopleSoft Payables for the accounts that you use here, you do not want to run the PeopleSoft General Ledger revaluation against the same account balances in PeopleSoft General Ledger, because you would be double counting.

Note. Vouchers must be posted before you can run revaluation.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Linking PeopleSoft Payables Business Units with General Ledger Business Units, page 48

Chapter 28, "Processing Multiple Currencies in PeopleSoft Payables," Performing the PS/AP Revaluation Process, page 715

Multibook in PeopleSoft Payables

The Multibook feature supports multiple base currencies, each in the form of a ledger, defined for a business unit. Optionally, you can post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (individual ledgers).

With the Multibook feature, several ledgers are grouped together within a ledger group. Ledgers within the group share the same physical structure, but each ledger can have its own base currency. The ledger group controls how transactions post to all ledgers within the group or to an individual ledger. The system automatically converts transactions to the applicable base currency and then posts to the corresponding ledger. This gives you full, drill-down support and cross-currency comparisons at both the summary and transaction levels.

Enable the Multibook feature on the Installation Options - Overall page, by selecting the Create Multibook Accounting Entries in Subsystems check box. If this check box is selected, and if your ledger group is set up for secondary ledgers, the PeopleSoft Payables posting programs and revaluation program create the accounting entries for those ledgers.

Set up ledger groups on the Ledger Groups - Definition page.

The calculations for secondary ledgers are dependent upon whether you are using *Translation* or *Non-Translation* ledgers:

Non-Translation ledgers	The system creates accounting entries by converting from the transaction currency to the base currency.
Translation ledgers	The system creates accounting entries by converting from the primary ledger base currency to the translate ledger base currency.

Use the Multibook feature to maintain the real-time balance of certain accounts in the ledger. You can track gain and loss for secondary ledgers more accurately (when they are non-translation ledgers).

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Defining Options for Installed PeopleSoft Applications

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Setting Up and Using Multibook Ledgers

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up Ledgers," Defining a Ledger Group

Setting Up Multicurrency Tables

The pages that define the currency codes, rate types, and exchange rates used for currency conversion are common to all PeopleSoft financial, manufacturing, and distribution applications. Set up the currency tables once for use by all applications.

To set up your multicurrency tables, use the following components:

- Currency Code (CURRENCY_CD_TABLE).
- Accounting Entry Template (ACCOUNTINGENTRY).
- Accounting Entry Definition (JRNLGEN_DEFN).

This section discusses how to:

- Define currency codes.
- Assign gain or loss ChartFields.
- Specify a journal template.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Processing Multiple Currencies"

Pages Used to Set Up Multicurrency Tables

Page Name	Object Name	Navigation	Usage
Currency Code	CURRENCY_CD_TABLE	Set Up Financials/Supply Chain, Common Definitions, Currency, Currency Code	Add or update a currency code.
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates, Accounting Entry Template	Define or modify an accounting entry template.
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition	Identify the system source that distributes data to your general ledger and the record and field names for the Accounting Entry table.

Defining Currency Codes

Access the Currency Code page.

Confirm that the currencies that you use in your business are already defined.

PeopleSoft Payables uses currency codes in reporting and displays them on pages throughout the system to identify the currency of vouchers, payment, and base currency amounts. PeopleSoft delivers this table populated with many of the common currencies in use, using the ISO code as the identifier. The currency codes are also used to determine precision for rounding.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Processing Multiple Currencies," Maintaining Currency Tables

Assigning Gain or Loss ChartFields

Access the Accounting Entry Template page.

Assign ChartFields for realized gain, realized loss, unrealized gain, and unrealized loss to each PeopleSoft Payables business unit.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

Specifying a Journal Template

Access the Accounting Entry Definition page.

Specify the journal template to use when transferring revaluation information to general ledger for each PeopleSoft Payables business unit.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator," Defining Accounting Entries

Setting Up Multiple Currencies in PeopleSoft Payables Control Tables

Set up your PeopleSoft Payables control tables before you can process vouchers and payments in multiple currencies. Among other things, the control tables that you establish in PeopleSoft Payables define currency codes, rate types, and exchange rates for multicurrency processing.

To set up your multiple currencies in PeopleSoft Payables control tables, use the following components:

- General Ledger Definition (BUS_UNIT_TBL_GL).
- Payables Options (BU_CTLB).
- Voucher Origin (ORIGIN1).
- External Accounts (BANK_EXTERNAL).

This section discusses how to:

- Define currency options for PeopleSoft General Ledger business units.
- Define currency options for PeopleSoft Payables business units.
- Define currency options for voucher origins.
- Define currency options for control groups.
- Define currency options for vendors.
- Define currency options for banks.

Pages Used to Set Up Multiple Currencies in PeopleSoft Payables Control Tables

Page Name	Object Name	Navigation	Usage
General Ledger Definition - Definition	BUS_UNIT_TBL_GL1	Set Up Financials/Supply Chain, Business Unit Related, General Ledger, General Ledger Definition, Definition	Define currency options for the PeopleSoft General Ledger business unit.
Payables Options - Vouchering Options 1	BU_AP_OPT_VCHR1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options, Vouchering Options 1	Define currency options for the PeopleSoft Payables business unit.
Voucher Origin - Vouchering Options 1	ORIGIN_VCHR2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin, Vouchering Options 1	Define currency options for the voucher origin.
Group Information - Vouchering Options	GRP_AP_VCHR_OPT1	Accounts Payable, Control Groups, Group Information, Vouchering Options	Define currency options for the control group.
Vendor Information - Procurement Options	VNDR_PROC_OPT_SEC	Vendors, Vendor Information, Add/Update, Vendor, Vendor Information, Location Click the Procurement link on the Vendor Information - Location page. Expand the Additional Procurement Options group box.	Define currency options for the vendor. Override the voucher transaction currency and rate type in the control hierarchy that is applied during voucher entry.
External Accounts	BANK_PNL2	Banking, Bank Accounts, External Accounts	Define currency options for the bank.

Defining Currency Options for PeopleSoft General Ledger Business Units

Access the General Ledger Definition - Definition page.

Assign a base currency to the PeopleSoft General Ledger business units with which your PeopleSoft Payables business units is associated. The base currency for a PeopleSoft Payables business unit is defined by the PeopleSoft General Ledger business unit with which it is associated and cannot be changed.

PeopleSoft Payables processing supports interunit accounting, which enables you to track accounting transactions among PeopleSoft General Ledger business units with different base currencies. You can separate distribution and payment interunit entries.

See Also

Chapter 17, “Running Voucher and Payment Posting,” Interunit Accounting Setup in PeopleSoft Payables, page 472

PeopleSoft General Ledger 8.8 PeopleBook, “Defining Your Operational Structure,” Defining PeopleSoft General Ledger Business Units

Defining Currency Options for PeopleSoft Payables Business Units

Access the Payables Options - Vouchering Options 1 page.

Designate a default transaction currency and rate type for vouchers. The currency that you select here can be different from the PeopleSoft General Ledger business unit base currency, if necessary.

Note. Currency option rules follow the PeopleSoft Payables control hierarchy. Default values that you enter at the business unit level automatically change to the transaction level, unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or vendor.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Defining the Voucher Approval Rules, Default Currency, and Single Payment Master Vendor, page 64

Defining Currency Options for Voucher Origins

Access the Voucher Origin - Vouchering Options 1 page.

Override the business unit default currency and rate type. The control hierarchy is applied during voucher entry. Using this capability, you can define an origin, such as a user in a foreign subsidiary, to enter vouchers in a currency different from the business unit’s normal default transaction currency.

You can enter a rate type directly when specifying a voucher currency that is different from the control hierarchy default.

See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” Specifying Voucher Approval and Currency Settings, page 80

Defining Currency Options for the Control Groups

Access the Group Information - Vouchering Options page.

Override the default voucher entry transaction currency code for a group of vouchers. You can use control groups to group together vouchers of like currencies to ensure that the user applies the proper currency code.

You can also use control groups to create groups of vouchers for data entry purposes. The key control elements on the record are the control amount and the control totals. Control amount totals are not sensitive to the transaction currency; you can enter vouchers of different currencies in the same control group. The system tallies the transaction amounts of all vouchers in the control group to determine whether the group is in balance.

Note. The control group total adds amounts only and does not convert currencies.

The Control Group Register report displays currency information for individual vouchers in the control group.

See Also

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Establishing Vouchering Options, page 88

Defining Currency Options for the Vendors

Access the Procurement Options page.

Expand the Additional Procurement Options group box to override the default currency and rate type.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Specifying High-Level Procurement Processing Options

Defining Currency Options at the Bank

Access the External Accounts page.

Each bank code can cover multiple bank accounts, and each bank account can have multiple currencies. All payments from a specific bank account must be made in one of the valid currencies set up for that bank account. During payment selection, the system alerts you if you've scheduled payments on a bank account in a currency other than the valid bank account currencies. You'll also receive an error message when you save a voucher online.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Performing the PS/AP Revaluation Process

The PS/AP Revaluation process finds all unpaid, posted vouchers for the specified business units as of the specified date whose transaction currency is not the same as the base currency of the general ledger business unit. For each unpaid voucher, it uses the specified exchange rate and calculates a revaluation amount. The accounting entry consists of an unrealized gain or loss entry with a matching offset on the payables account.

To set up your PS/AP Revaluation process, use the following components:

- Accounting Entry Template (ACCOUNTINGENTRY).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- Payables Definition (BUS_UNIT_TBL_AP).

This section discusses how to:

- Specify unrealized gain and loss account numbers.
- Select a reversal code.
- Specify PeopleSoft Payables journal templates.
- Select a revaluation posting option.
- Mark vouchers for revaluation.
- Run the Revaluation process.
- Review the revaluation process.

Pages Used to Perform the PS/AP Revaluation Process

Page Name	Object Name	Navigation	Usage
Accounting Entry Template	ACCTG_TEMPLATE_AP	Set Up Financials/Supply Chain, Common Definitions, Accounting Entry Templates, Templates, Accounting Entry Template	Define unrealized gain and loss account numbers.
Journal Generator Template - Defaults	JRNL_GEN_DEFAULTS	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults	Select a reversal code.
Procurement Control - GL Templates	BUS_UNIT_INTFC6	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, GL Templates	Attach Payables journal generator templates to General Ledger business units.
Payables Definition - Definition	BUS_UNIT_TBL_AP1	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition, Definition	Select a revaluation posting option.
Voucher - Voucher Attributes	VCHR_STATUS_IA	Accounts Payable, Vouchers, Add/Update, Regular Entry, Voucher Attributes	Mark vouchers for revaluation.
Revalue Payables	RVL_RUN_CNTL_AP	Accounts Payable, Batch Processes, Vouchers, Payables Revaluation, Revalue Payables	Run the PS/AP Revaluation Application Engine process (AP_REVALUE).
Review Payables Revaluation	RVL_AP_ACCTG_ENTS	Account Payable, Review Accounts Payable Info, Vouchers, Review Payables Revaluation	Review the results of the PS/AP Revaluation process.

Specifying Unrealized Gain and Loss Account Numbers

Access the Accounting Entry Template page.

Specify account numbers for unrealized gain and loss.

Unique account numbers enable the PS/AP Revaluation process to post gains and losses to separate accounts.

Note. Because each vendor can be associated with a different accounting template, each vendor can have a different set of accounts for posting gains and losses.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

Selecting a Reversal Code

Access the Journal Generator Template - Defaults page.

Select a reversal code.

PeopleSoft General Ledger uses the Journal Generator template to handle reversals. The PeopleSoft Payables revaluation routing does not reverse entries because of document sequencing. Therefore, you must select one of these PeopleSoft General Ledger reversal codes: *Beginning of Next Period, End of Next Period,* or *Next Day.*

You should not select *Do Not Generate Reversal,* or your revaluation will be overstated.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator," Defining Journal Generator Template Defaults

Specify PeopleSoft Payables Journal Templates

Access the Procurement Control - GL Templates page.

Specify the PeopleSoft Payables journal generator templates for the General Ledger business units. Journal generator templates include accruals, payments, cancels, closes, revaluations, and cash clearings.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining General Ledger Templates, page 42

Selecting a Revaluation Posting Option

Access the Payables Definition - Definition page.

Select a revaluation posting option to determine how the transactions that you are revaluing are grouped.

Unit (business unit) — The PS/AP Revaluation process creates one accounting entry for each business unit/transaction currency combination.

Vendor — The PS/AP Revaluation process creates one accounting entry for each vendor/business unit/transaction currency combination. Grouping does not cross business units. For a vendor that has both gains and

losses, only the net gain or loss is posted to PeopleSoft Payables and then to PeopleSoft General Ledger.

Voucher The PS/AP Revaluation process creates one accounting entry for each voucher.

Example: Defining Revaluation Posting Options

This table lists sample data for our example:

Business Unit	Vendor	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1	VCHR1	100	GBP
GBR01	VND2	VCHR2	(50)	GBP
GBR01	VND2	VCHR3	25	GBP

Depending on the revaluation option that you select, the system generates the following entries:

1. For the business unit.

   There is one balanced entry per business transaction currency combination. In our example, both vendors have the same currency so there is only one entry. If they had different currencies there would have been two entries.

Business Unit	Vendor	Voucher	Loss/Gain	Transaction Currency
GBR01			75	GBP

2. For the vendor.

   There is one balanced entry per vendor, business unit, currency combination. The summation does not cross business units.

Business Unit	Vendor	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1		100	GBP
GBR01	VND2		(25)	GBP

3. For the voucher.

   Each voucher creates a set of accounting entries; there is no summation.

Business Unit	Vendor	Voucher	Loss/Gain	Transaction Currency
GBR01	VND1	VCHR1	100	GBP
GBR01	VND2	VCHR2	(50)	GBP
GBR01	VND2	VCHR3	25	GBP

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Linking PeopleSoft Payables Business Units with General Ledger Business Units, page 48

Marking Vouchers for Revaluation

Access the Voucher Attributes page.

Select the Revalue Voucher check box to mark vouchers for revaluation.

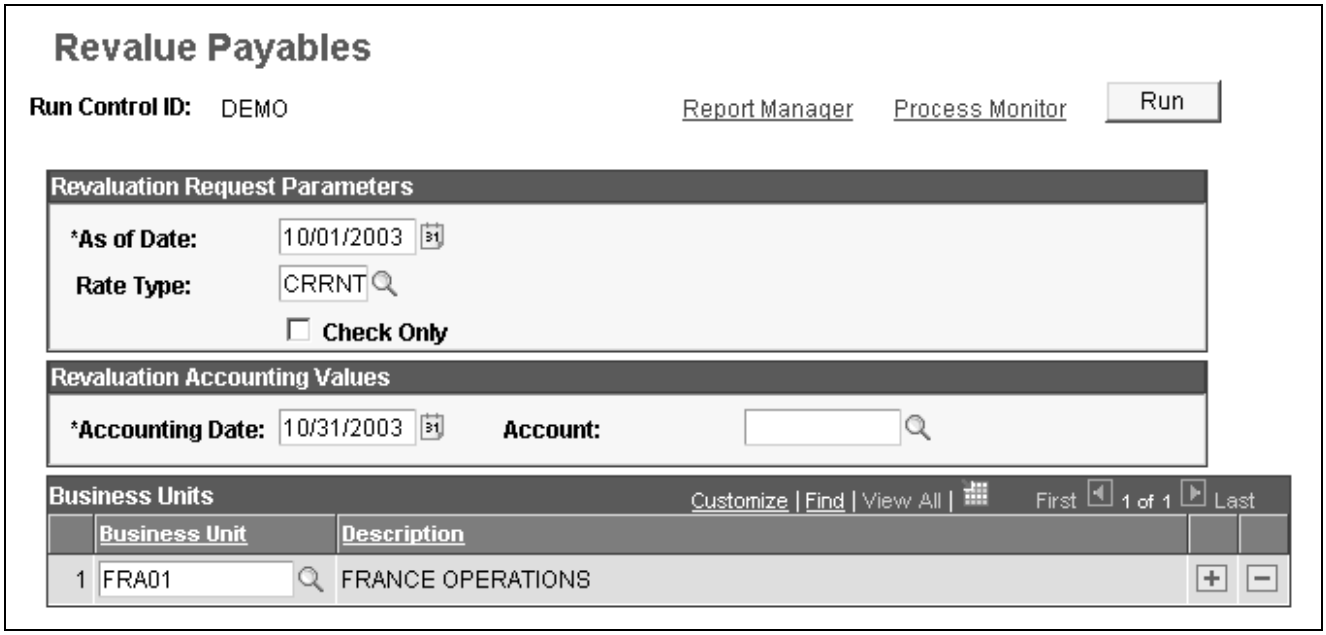
The system automatically selects all vouchers for revaluation, but you can select transactions of your choice for revaluation at the voucher level. The PS/AP Revaluation process recognizes transactions that are identified for revaluation and ignores the transactions that have not been identified.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Completing Voucher Attributes, page 222

Running the Revaluation Process

Access the Revalue Payables page.



Revalue Payables page

Prerequisites

Vouchers must be posted before you can run revaluation, and they must be marked for revaluation to be selected by the PS/AP Revaluation process.

Revaluation Request Parameters

As of Date Enter the as of date. Generally this date is the same as your period start date.

Rate Type Enter a currency rate type to determine the exchange rate to be used in revaluation. The value you enter here overrides the rate type from the original voucher. If you leave this field blank, the revaluation process uses the voucher's rate type to calculate the revalued base currency and the accounting lines.

Check Only Select to run the PS/AP Revaluation process without distributing the accounting entries to the PeopleSoft General Ledger.

When the Check Onlycheck box is selected, accounting entries are created, but are marked *Ignore;* therefore, they are not available for distribution to PeopleSoft General Ledger. As long as this check box is selected, you can run this process as many times as needed to evaluate results using various rate types. Each time that you run the process, it deletes any entries identified with the value *Ignore* (from the previous run) and creates new entries.

Note. The system does not generate document sequencing when running revaluation in check only mode.

Revaluation Accounting Values

Accounting Date Enter the accounting date that is used as the date for each generated revaluation entry. The system stores the accounting date with the revalued amount of each item.

Account Use to override the default accounts payable account for the revaluation adjustment. The accounts payable account is defined on the Accounting Entry template. The unrealized gain and loss accounts defined on the Accounting Entry template are used to offset this adjustment.

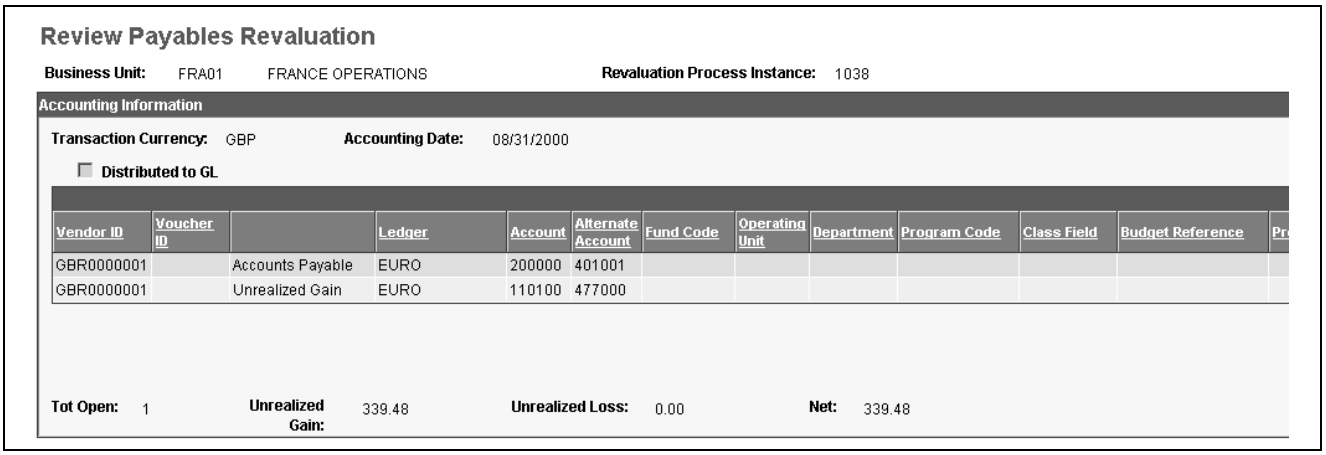
Note. Only the account is overridden; all other ChartFields remain. If you are using alternate accounting, the alternate account is blank.

Business Units

Business Unit Select the business units that you want to process for this revaluation period.

Reviewing the Revaluation Process

Access the Review Payables Revaluation page.



Review Payables Revaluation page

Accounting Information

Transaction Currency Displays the transaction currency of the vouchers. Transaction currencies are not combined.

Accounting Date Displays the accounting date for the PS/AP Revaluation process.

Distributed to GL Displays as checked if the revaluation accounting entries were distributed to PeopleSoft General Ledger.

Vendor ID Displays the vendor ID for the accounting entry.

The PS/AP Revaluation process groups the business unit by vendor ID.

Voucher ID The voucher ID for the accounting entry.

Ledger Displays the PeopleSoft General Ledger business unit ledger to which this accounting entry has been charged.

Account Displays the account and other ChartFields to which this accounting entry has been charged.

Affiliate	Displays the affiliate account to which this accounting entry has been charged. Create an affiliate account by overriding the default PeopleSoft General Ledger business unit for the PeopleSoft Payables business unit in the GL Unit (general ledger) field on the Invoice Information page.
Monetary Amount DR (monetary amount debit)	If you select Display Debit/Credit Amounts in Subsystems on the User Preferences - Overall Preferences page, this field displays the monetary amount DR associated with the GL unit of the accounting entry.
Monetary Amount CR (monetary amount credit)	If you select Display Debit/Credit Amounts in Subsystems on the User Preferences - Overall Preferences page, this field displays the monetary amount credit associated with the GL unit of the accounting entry.
Monetary Amount (monetary amount debits and credits)	If you do not select Display Debit/Credit Amounts in Subsystems on the User Preferences - Overall Preferences page, this field displays the monetary amount (debits as positive numbers and credits as negative numbers) associated with the GL unit of the accounting entry.
Currency Code	The currency code associated with the GL unit of the accounting entry.
Tot Open (total open)	Displays the total number of open entries for the page.
Unrealized Gain	Displays the unrealized gain for the accounting entry.
Unrealized Loss	Displays the unrealized loss for the accounting entry.
Net	Displays the net gain or loss (unrealized gain plus unrealized loss) for the page.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining User Preferences,” Defining Overall User Preferences

CHAPTER 29

Processing Document Sequencing in PeopleSoft Payables

This chapter provides an overview of document sequencing in PeopleSoft Payables and discusses how to:

- Define and assign document types.
- Use document sequencing with various transactions.

Understanding Document Sequencing

Statutory requirements in some countries require that all financial transactions (*documents*) be classified into different transaction types, and that within each transaction type, all documents entered be numbered sequentially. The Document Sequencing feature helps you maintain established business practices by meeting both of these requirements.

Document sequencing is available for documents that you create either online or through background (batch) processing. When you activate the Document Sequencing feature, the PeopleSoft system automatically assigns a sequence number to each document (invoice, voucher, journal, and so on) that you create. You can also enter sequence numbers manually. When you delete, change, or unpost a document, the system may generate additional document sequence numbers, as appropriate.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Defining Document Sequencing"

Document Sequence Header Table (VCHR_DOCSEQ_HDR)

PeopleSoft Payables uses a Document Sequence Header table, VCHR_DOCSEQ_HDR, to store document sequence numbers for each new set of accounting entries. This table is a child of the voucher table. Where possible, the data for VCHR_DOCSEQ_HDR is populated online. For example, when a voucher is closed, the voucher close document sequence number is generated or validated when you save the page. The Voucher Posting Application Engine process (AP_PSTVCHR) then copies the document sequencing information to the closure accounting lines.

In other cases, however, document sequence numbers have to be generated in a batch process. In these instances, the necessary information is bulk-inserted into VCHR_DOCSEQ_HDR. The document sequencing routine is invoked to create a new document sequence number for each row in VCHR_DOCSEQ_HDR. PeopleSoft Payables processes (payment posting, revaluation, and cash clearing) call a routine (FTDOCAE) that copies the document sequence information from VCHR_DOCSEQ_HDR to the accounting entry table. For example, when a payment is canceled, and the associated vouchers are closed, a closure document sequence number is generated for each voucher that is associated with the payment.

This table lists the various events in PeopleSoft Payables that generate document sequence numbers, and it details whether document sequencing occurs online or as a batch process, as well as which pages and processes are involved.

Event	Type of Processing	Pages / Processes
New voucher	Online Batch	Voucher component Voucher Build (AP_VCHRBLD)
Voucher closure	Online Batch	Close Voucher component Voucher Posting (AP_PSTVCHR)
Voucher unpost	Online	Unpost Voucher component
Voucher delete	Online	Delete Voucher component
New payment	Online or Batch	Express Payment page Voucher component (Payments page) Manual Pay component Pay Cycle (AP_APY2015)
Pay cycle reset	Online	Pay Cycle Manager page
Cancel payment	Online	Cancel Payment page
Cancel payment voucher close	Batch	Payment Posting (AP_PSTPYMNT)
Manual draft	Online	Manual Draft Creation page
Draft write-off	Online	Draft Write Off page

Event	Type of Processing	Pages / Processes
Cash clearing	Batch	Cash Clearing (AP_APCSHCLR)
Payables revaluation	Batch	PS/AP Revaluation (AP_REVALUE)

Prerequisites

Before you can begin using the Document Sequencing feature in PeopleSoft Payables, you must:

- Enable document sequencing at the system level.
- Enable document sequencing at the PeopleSoft General Ledger business unit level.
- Specify a document sequence range.
- Define the journal types and journal codes.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Defining Document Sequencing," Setting Up Your System for Document Sequencing

Defining and Assigning Document Types

To set up your document types and assigning document types, use the following components:

- Document Type (DOC_TYPE).
- Journal Generator Template (JRNLGEN_APPL_ID).
- Procurement Control (BUS_UNIT_INTFC2).
- External Accounts (BANK_EXTERNAL).

This section discusses how to:

- Define PeopleSoft Payables document sequencing.
- Assign document types to journals.
- Assign document types to accounting entry types.
- Assign default document types for payment methods.

Pages Used to Assign Document Types

Page Name	Object Name	Navigation	Usage
Document Type	DOC_TYPE	Set Up Financials/Supply Chain, Common Definitions, Document Sequencing, Document Type	Define your payables document types using this page.
Journal Generator Template - Defaults	JRNL_GEN_DEFAULTS	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Defaults	Assign a document type to the accounting entries that PeopleSoft Payables generates. The Journal Generator Application Engine process (FS_JGEN) uses this information to assign a document sequence number when you create journals through the Journal Generator process.
Journal Generator Template - Summarization	JRNL_GEN_SUM	General Ledger, Journals, Subsystem Journals, Journal Generator Template, Summarization	Select *Retain Detail* in the How Specified Option group box to retain and pass the document sequence numbers to PeopleSoft General Ledger.
Procurement Control - Document Types	BUS_UNIT_INTFC4	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Document Types	Assign document types to each accounting entry type in PeopleSoft Payables. The Document Types page only appears if you have document sequencing enabled at the installation level.
External Accounts - Document Sequence	PYMNT_BANK_DOC_SEC	Banking, Bank Accounts, External Accounts, Payment Methods Click the Document Sequencing link on the External Accounts - Payment Methods page. This link appears only if the bank belongs to a General Ledger business unit that is set up for document sequencing.	Assign default document types for payment methods.

Defining PeopleSoft Payables Document Sequencing

Access the Document Type page.

Once you set up your system for document sequencing, you can define your payables document types using the Document Type page.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Defining Document Sequencing," Defining Document Types

Assigning Document Types to Journals

Access the Journal Generator Template - Defaults page and the Summarization page.

Use the Journal Generator Template - Defaults page to assign a document type to the accounting entries. Use the Journal Generator Template - Summarization page to select *Retain Detail* to retain and pass the document sequence number to PeopleSoft General Ledger.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Defining Document Sequencing," Defining Sequencing Options for Accounting Entries

Assigning Document Types to Accounting Entry Types

Access the Document Types page.

You assign document types for each accounting entry type in PeopleSoft Payables at the PeopleSoft General Ledger business unit level.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Procurement Controls for General Ledger Business Units, page 30

Assigning Default Document Types for Payment Methods

Access the Document Sequence page.

Set up the default document type setup for the various payment methods on the Payment Methods page in the External Accounts component. From this page, you can access a Document Sequence page for assigning the default document type for that payment method, if the bank account is tied to a PeopleSoft General Ledger business unit for which the Document Sequencing feature has been enabled.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Using Document Sequencing with Various Transactions

This section describes how document sequencing affects various transactions and activities in PeopleSoft Payables processing.

Here's how you create accounting transactions and document sequencing:

- Enter vouchers with document sequencing.
- Close vouchers with document sequencing.
- Unpost and repost vouchers with document sequencing.
- Delete vouchers with document sequencing.
- Create payments with document sequencing.
- Create manual payments with document sequencing.
- Cancel payments with document sequencing.
- Create manual drafts with document sequencing.
- Write off drafts with document sequencing.
- Use document sequencing with interunit transactions.
- Process cash clearing entries with document sequencing.
- Use document sequencing with revaluation entries.

Pages Used to Create Document Sequencing with Various Transactions

Page Name	Object Name	Navigation	Usage
Invoice Information - Document Sequence	DOC_SEQ_AP_SEC	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information Click the Document Sequencing link on the Invoice Information page.	Override the default document type and enter a document sequence number, if applicable.
Close Voucher - Document Sequence	DOC_SEQ_CLOSE_SEC	Accounts Payable, Vouchers, Maintain, Close Voucher Click the Document Sequencing link on the Close Voucher page.	Override the default document type and enter a document sequence number, if applicable.
UnPost Voucher - Document Sequence	DOC_SEQ_UNPST_SEC	Accounts Payable, Vouchers, Maintain, UnPost Voucher Click the Unpost Document Sequencing link on the UnPost Voucher page.	Override the default document type and enter a document sequence number, if applicable.
UnPost Voucher - Document Sequence	DOC_SEQ_REPST_SEC	Accounts Payable, Vouchers, Maintain, UnPost Voucher Click the Repost Document Sequencing link on the Voucher UnPost page.	Override the default document type and enter a document sequence number, if applicable.

Page Name	Object Name	Navigation	Usage
Delete Voucher - Delete Document	SEQ_NBR_DEL_TBL	Accounts Payable, Vouchers, Maintain, Delete Voucher A prompt appears when you click the Delete button in the Delete Voucher component.	After you click the Delete button, enter a deletion reason. The deletion reason is required if you are using the Document Sequencing feature.
Pay Cycle Manager	PYCYCL_MGR	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	Run and manage the Pay Cycle process, from payment selection through output processing (printing checks and advices, producing electronic file transfer (EFT) files, and so forth). Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View the status and results of the Pay Cycle process.
Express Payment	PYMNT_EXPRESS	Accounts Payable, Payments, Express Payments, Create Express Payment Click the Express Payment link on the Voucher - Payments page.	Create a payment for one or multiple vouchers for one specific vendor.
Voucher - Payments	VCHR_PAYMENT_PNL	Accounts Payable, Vouchers, Add/Update, Regular Entry, Payments	Record a manually issued payment by changing the Action field value to *Record.* Click the Doc Seq (document sequence) link to override the default document type and enter a document sequence number, if applicable.
Manual Pay Selection	AP_MAN_SEL	Accounts Payable, Payments, Manual Payment and Prepayment, Create Manual Payment, Manual Pay Selection	Enter criteria to build the manual payment worksheet. On the Man Pay Worksheet (manual payment worksheet) page, enter the manual payment information. On the Apply Voucher page, apply scheduled vouchers to the manual payment.

Page Name	Object Name	Navigation	Usage
Cancel Payment - Document Sequence	DOC_SEQ_CANCEL_SEC	Accounts Payable, Payments, Cancel/Void Payments, Payment Cancellation, Cancel Payment Click the Document Sequencing link on the Cancel Payment page.	Override the default document type and enter a document sequence number, if applicable.
Manual Draft Entry - Document Sequence	DOC_SEQ_PY_REC_SEC	Accounts Payable, Payments, Drafts, Create Manual Draft, Manual Draft Entry Click the Document Sequencing link on the Manual Draft Entry page.	Override the default document type and enter a document sequence number, if applicable.
Draft Write Off - Document Sequence	DOC_SEQ_PY_REC_SEC	Accounts Payable, Payments, Drafts, Draft Write-Off Click the Document Sequencing link on the Draft Write Off page.	Override the default document type and enter a document sequence number, if applicable.

Entering Vouchers with Document Sequencing

Access the Invoice Information - Document Sequence page.

When you enter a voucher online that is associated with a business unit setup for document sequencing, a document sequencing link appears on the Invoice Information page, enabling you to access the Document Sequence page. On that page, you can override the default document type and enter a document sequence number, if applicable.

Document Type The system automatically assigns the default document type for each transaction based on your setup. You can override this setting by selecting a new value from the available types.

Journal Code This display-only field displays the associated journal code for the selected document type.

Document Sequence Number If you have opted to use automatic numbering, this field is display only, and *NEXT* appears in this field until you save the transaction. When you save the transaction, the system assigns the next available sequence number. If you have not opted to use automatic numbering, use this field to enter the document sequence number.

Document Sequence Date When you save the transaction, the system automatically records the current date in the Document Sequence Date field.

Note. The Voucher Build Application Engine process (AP_VCHRBLD) assigns the document type, document sequence number, and document sequence date as part of its process.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 175

Closing Vouchers with Document Sequencing

Access the Close Voucher - Document Sequence page.

Voucher closure creates a new document sequence number and document sequence date for the closure accounting entries that are created by the Voucher Posting Application Engine process (AP_PSTVCHR). If you are using the online Close Voucher component, you can access a document sequence page, where you can override the default document type and enter a manual document sequence number.

When you save the Close Voucher component, the online document sequencing routines are invoked. If the edit is successful, a row is inserted into the VCHR_DOC_SEQ_HDR table for the closure event. This row contains the document type, document sequence number and the document sequence date for the closure event. When the Voucher Posting process processes the closed voucher, it copies this new document sequence information to the closure accounting entries.

Note. The Close Voucher page is used to mark the voucher for closure. The voucher is closed when you run the Voucher Posting process.

Note. If you are using document sequencing and have saved the voucher on the Close Voucher page with the Close check box selected, you cannot access the voucher again to reopen it.

See Also

Chapter 13, “Managing Vouchers,” Closing Vouchers, page 312

Unposting and Reposting Vouchers with Document Sequencing

Access the Unpost Voucher - Document Sequence page.

When you unpost a voucher, the Voucher Posting process:

- Creates reversal accounting entries for any vouchers with document sequence numbers, regardless of whether the vouchers have been distributed to PeopleSoft General Ledger.
- Creates a new document sequence number and document sequence date for the reversing accounting entries that it generates.
- Creates a new accrual document sequence number for the unposted voucher.

  If the unposted voucher is reposted, the Voucher Posting process creates new accounting entries with the new accrual document sequence number and date, based on the setup specified on the Procurement Control - Document Types page.

In the UnPost Voucher component, you can access two document sequence pages for processing document sequencing as part of unpost and repost.

Unpost Document Sequencing	Click this link to override the default document type and number for unposting. When you click the Unpost button on the UnPost

	Voucher page and click OK, reversing accounting entries with a new document sequence number will be created.
Repost Document Sequencing	Click this link to override the default document type and number for reposting. When you run the Voucher Posting process to repost this voucher, new accounting entries with a new document sequence number will be created.

See Also

Chapter 13, “Managing Vouchers,” Unposting Vouchers, page 310

Deleting Vouchers with Document Sequencing

Access the Delete Voucher - Delete Document page.

Enter a document delete reason in the Long Description field. This page appears and a document delete reason is required when document sequencing is enabled for the PeopleSoft General Ledger business unit.

See Also

Chapter 13, “Managing Vouchers,” Deleting Vouchers, page 313

Creating Payments with Document Sequencing

You can create payments in a batch process or online.

For batch processing, access the Pay Cycle Manager page to run the Payment Creation process to create payments. This process generates document sequence numbers for these payments. The Payment Posting Application Engine process (AP_PSTPYMNT) then copies the document sequence numbers generated during the Payment Creation process to the payment accounting entries.

For on-line payment processing, you can record a manual payment in voucher component, create a manual payment or access the Express Payment page to create a payment for one or multiple vouchers for one specific vendor. These online processes create payments and generate document sequence numbers. The Payment Posting process then copies the document sequence numbers generated during on-line payment processing to the payment accounting entries.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Chapter 16, “Using Additional Payment Processing Options,” Using Express Payments, page 433

Creating Manual Payments with Document Sequencing

You can create manual payments using on-line voucher entry or through the Manual Payment feature.

Record a manual payment in the online voucher entry component by selecting *Record* as the payment action on the Payments page. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process.

Use the Manual Payment Creation feature to create manual payments. You create a payment, but you apply it to existing vouchers rather than creating a voucher specifically for the payment. Payment posting, reissuing, closing, and voiding work the same as they do for payments created with the Pay Cycle process. However, for payments canceled with the option to close the liability, the Payment Posting process will generate new document sequence numbers instead of copying them from another table.

See Also

Chapter 16, "Using Additional Payment Processing Options," Recording Manual Payments, page 439

Chapter 16, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process, page 441

Canceling Payments with Document Sequencing

Access the Payment Cancellation - Document Sequence page.

You can override the document type for the cancellation accounting entries and enter a document sequence number, if applicable.

Payment cancellation creates a new document sequence number and date for the cancellation accounting entries that are created by the Payment Posting process. Payment posting also generates new closure document sequence numbers for all the vouchers that are associated with the canceled payment with the option to close the liability.

If you choose to undo a payment cancellation for a payment with a document sequence number by selecting Undo Cancel on the Payment Cancellation page, the following warning message appears: Undo Cancel requires deletion of document sequence number Proceed? (7015,209) Undo Cancel requires deletion of document sequence number. Proceed?

If you click OK, the Delete Document - Document Deletion Reason dialog box appears.

Note. This is possible only if you have not run the Payment Posting process on the payment.

See Also

Chapter 16, "Using Additional Payment Processing Options," Canceling Payments, page 449

Creating Manual Drafts with Document Sequencing

Access the Manual Draft Entry - Document Sequence page.

You can override the document type for the draft accounting entries and enter a document sequence number, if applicable.

When you create manual drafts for a bank that is tied to a PeopleSoft General Ledger business unit enabled for document sequencing, the system assigns the draft that you create a document sequence type, document sequence number, and date.

See Also

Chapter 24, "Processing Drafts," Creating Drafts Manually, page 641

Writing Off Drafts with Document Sequencing

Access the Draft Write Off - Document Sequence page

The Document Sequence page that you access from the Draft Write Off page is the same as the Document Sequence page that you access from the Manual Draft Worksheet component.

You can override the document type for the draft write off accounting entries and enter a document sequence number, if applicable.

When you are writing off drafts for a bank that is tied to a PeopleSoft General Ledger business unit enabled for document sequencing, the system assigns the draft that you are writing off a document sequence type, document sequence number, and date.

See Also

Chapter 24, “Processing Drafts,” Managing Drafts, page 648

Using Document Sequencing with Interunit Transactions

This section discusses how to:

- Process cash-clearing entries with document sequencing.
- Using document sequencing with revaluation entries.

Interunit Vouchers

There are cases when the charged-to distribution (PeopleSoft General Ledger) business unit for a voucher is different from the PeopleSoft General Ledger business unit related to the vouchering (PeopleSoft Payables) business unit. The accounting entries created for this type of voucher by the Voucher Posting process go to more than one PeopleSoft General Ledger business unit. This type of transaction is called an *interunit voucher.* Because document sequencing is based on the General Ledger business unit, there are some additional complexities for document sequencing.

If the voucher’s PeopleSoft Payables business unit is related to a PeopleSoft General Ledger business unit enabled for document sequencing, the Voucher Posting process assigns the voucher accounting entries for that PeopleSoft General Ledger business unit, the document sequence type, and number.

The Voucher Posting process sequences the interunit accounting entries for any applicable PeopleSoft General Ledger business units separately. The Voucher Posting process takes the document type from the default accrual interunit document type specified on the Procurement Control - Document Types page for those PeopleSoft General Ledger business units.

Note. This document type must be set to autonumbering, because the interunit accounting entries are created during the Voucher Posting process without any user interaction.

Interunit Payments

Interunit payments occur when a payment is created for a bank that is tied to a different General Ledger business unit than the associated voucher’s PeopleSoft Payables business unit.

When the Payment Posting process creates accounting entries for an interunit payment, it:

- Assigns to the accounting entries, which go to the PeopleSoft General Ledger business unit of the payment's bank, the document sequence type, and number generated at the time the payment was created.
- Sequences the other accounting entries to the PeopleSoft General Ledger business unit tied to the associated voucher's PeopleSoft Payables business unit separately, taking the default payment interunit document type specified on the Procurement Control - Document Types page.

Note. This document type must be set for autonumbering, because the interunit accounting entries are created during the Payment Posting process without any user interaction.

Processing Cash Clearing Entries with Document Sequencing

For accounting entries created by cash clearing, the Cash Clearing Application Engine process (AP_CSHCLR) creates a new document sequence number and updates the cash clearing accounting entries with the new document sequence data. The cash clearing document type appears by default from the setup specified on the Procurement Control - Document Types page.

See Also

Chapter 17, "Running Voucher and Payment Posting," Running the Cash Clearing Application Engine Process (AP_APCSHCLR), page 493

Using Document Sequencing with Revaluation Entries

For accounting entries that are created by revaluation, the PS/AP Revaluation Application Engine process (AP_REVALUE) creates a new document sequence number for the revaluation accounting entries on the revaluation accounting line (RVL_ACCTG_LN_AP). The revaluation document type appears by default from the setup specified on the Procurement Control - Document Types page.

Note. If you run revaluation in PeopleSoft Payables, rather than in PeopleSoft General Ledger, the process happens at a specified level of detail. If you do run the process in PeopleSoft Payables for the accounts that you use here, you do not want to run the PeopleSoft General Ledger revaluation against the same account balances in PeopleSoft General Ledger, because you would be double counting.

See Also

Chapter 28, "Processing Multiple Currencies in PeopleSoft Payables," Performing the PS/AP Revaluation Process, page 715

CHAPTER 30

(USF) Setting Up and Processing Payables for U.S. Federal Agencies

This chapter provides an overview of federal payment schedule setup and processing and discusses how to:

- Set up EFT and ACH file layouts for federal payments.
- Set up federal agencies as vendors.
- Define federal spending regions.
- Define Agency Location Codes.
- Define Regional Financial Centers.
- Specify restrictions for federal payment schedules.
- Apply prompt payment protocols.
- Enforce valid reimbursable periods for project-related vouchers.
- Certify federal payment schedules.
- Create Electronic Certification System (ECS) bulk payment summary certification files.
- Cancel federal payment schedules.
- Inquire and report on federal payment schedules.
- Process outbound Intra-governmental Payment and Collection System (IPAC) transactions.
- Process inbound IPAC transactions.
- Handle advances for federal agencies.

Understanding Federal Payment Schedule Processing

This section discusses:

- Overview of federal payment schedule processing.
- Federal payment schedule setup.
- Federal payment schedule processing.
- Other options for federal payment schedule processing

Overview of Federal Payment Schedule Processing

U.S. federal agencies use payment schedules (also called Treasury schedules) to group vouchers in batches that the system pays all at once. You establish rules to make those batches of payments on time, based on invoice, receipt of goods and services, and acceptance dates.

Payment scheduling by due date helps U.S. federal agencies fulfill their Prompt Payment Act obligation to bundle payments with shared characteristics when sending them for processing by the Department of the Treasury.

In PeopleSoft Payables, the Pay Cycle Application Engine process (AP_APY2105) selects payments during a pay cycle run and assigns them to the appropriate payment schedule. The Pay Cycle process then produces a transaction file of the payment schedule for you to deliver to the Department of the Treasury. A voucher is known as a *warehoused payment* until it is selected for a schedule, generated as a transaction file, and transmitted to a Treasury Disbursing Office (TDO).

The Pay Cycle process groups payments for submission to the TDO when they share the following characteristics:

Field	Description
Agency Location Code (ALC)	A numeric symbol used to identify accounting reports and documents prepared by or for agency accounting stations and disbursing offices (e.g., eight-digit agency location station code, four-digit checking account symbol, and three-digit Treasury office number).
Payment schedule type	Indicates whether payments cover transportation expenses or other expenses.
Payment method	The physical means of payment, such as a check or electronic funds transfer (EFT).
Treasury Account Symbol	A 14-byte alphanumeric field representing the fund the payment is drawn from. You set this up as a ChartField attribute of a Fund Code.

You can also set up payment schedule processing so that it generates a new schedule after the current schedule reaches a defined number of payments and appropriations. You perform this setup for each payment method and EFT layout combination used for payment schedules, using the Payment Schedule Restrictions page.

Federal Payment Schedule Setup

To set your system up to process federal payment schedules:

1. Enable Federal Payments on the Installation Options - Payables page.

   You must select the Enable Federal Payments option and enter payment schedule ID ranges for each of three types of payment schedules: *Transportation, Manual,* and *Other.*

You can also select Enable Date Calc Basis (enable date calculation basis) option to enable the enforcement of federal prompt pay protocols.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options.

2. Specify default payment schedule types for each SetID on the Payables Options - Payment Options page.

   Select manual, transport, or other payments. You can override these settings at the voucher origin, vendor location, or voucher.

   See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Payment Options, page 68.

3. Specify the federal payment indicator (employee, non-employee, or both) for each federal EFT and ACH layout on the EFT File Layouts and ACH File Layout pages.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Setting Up Federal EFT and ACH Layouts, page 742.

4. Define Agency Location Codes (ALCs) for TDOs and federal agencies with whom you share IPAC transactions.

   You define ALCs on the Agency Location Code page.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Defining Agency Location Codes, page 743.

5. Define vendors.

   Specify the vendor EFT options on the Vendor Information - Payables Options page.

   Specify vendor Treasury options for ECS check output and ECS Same Day Payment file generation.

   Assign ALCs to federal vendors with whom you share IPAC transactions.

   See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Entering EFT Options.

   See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies.

6. Define federal spending region codes.

   You define federal spending region codes on the Spending Region Install Option page, the appropriate ChartField Value page, and the Spending Region Definition page.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Defining Federal Spending Regions, page 744.

7. On the Regional Finance Centers page, define your Regional Finance Centers.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Define Regional Financial Codes, page 746.

8. On the Bank Information page, assign each Agency Location Code to a bank.

   See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up Banks and Counterparties," Defining Bank Information.

9. On the External Accounts page, specify Regional Finance Centers, by bank account.

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information.

10. On the External Accounts - Payment Methods page, specify the payment methods for federal payment generation, by bank account, and select the Payment Schedule option.

    See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods.

11. On the Payment Schedule Restrictions page, restrict the number of payments and appropriations per schedule for each payment method and EFT layout combination that uses payment schedules.

    See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Specifying Restrictions for Federal Payment Schedules, page 747.

12. Specify the Treasury Account Symbol (TAS) ChartField attribute and assign TAS values to Fund ChartField values.

    To assign TAS values to Fund ChartField values:

    a. On the Payables Definition − Numbering page, specify the Treasury account symbol attribute for the business unit.

       For example, you could set up the business unit US001 with*TSYMBOL* as the fund attribute for TAS's.

    b. On the ChartField Attribute page, attach the Treasury Symbol Attribute to the Fund Code ChartField.

       To continue the example, you would enter *TSYMBOL* as the attribute associated with the Fund Code ChartField.

    c. On the ChartField Attribute Values page (which you access when you define ChartField values), assign specific TAS's to specific Fund Code ChartField values.

       For example, you can link a particular fund, like 0100DA - Fiscal Year 2001 Single Year, to the appropriate TAS value 06010100 which represents the fund.

       Now, when payments are processed for business unit US001 and fund 0100DA, the system uses the proper TAS 06010100 when processing the payment.

    See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Defining and Using Account Types and Attributes.

13. Specify an Approval option of *Certifier* on the Payment Selection Criteria – Preferences page for the pay cycles you use for federal payment schedules, and designate a certifier.

    (Optional) Enable workflow for payment schedule certification on the Payment Selection Criteria – Preferences page for the pay cycles you use for federal payment schedules. This enables PeopleSoft Workflow to update the worklist of the user who is defined as the certifier for the pay cycle, notifying the certifier that a federal payment schedule is ready for certification.

    See Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153.

Federal Payment Schedule Processing

To process federal payment schedules:

1. Enter payment schedule vouchers just as you would any other voucher, using either the Voucher component, the Quick Invoice Entry component, or a source that is processed through the Voucher Build Application Engine process (AP_VCHRBLD).
2. Run the Voucher Posting Application Engine process (AP_PSTVCHR) and any other processes that are part of your vouchering business practice, such as budget-checking and matching.
3. Run the Pay Cycle process to generate payment schedules.

   The Pay Cycle process:

   - Selects vouchers that meet the criteria for federal payment schedules and groups them by schedule, creating new schedules according to the schedule restriction criteria you specified on the Payment Schedule Restriction page.
   - Updates the payment schedule ID in the Schedule ID field on the Voucher - Payments page.
   - Kicks off workflow to notify certifiers of payment schedules needing certification (optional).
   - Creates a file for transmission to the U.S. Treasury for disbursement.
4. Certify the payment schedule.

   This step occurs during Pay Cycle processing, after payment selection and before payment creation.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Certifying Federal Payment Schedules, page 753.
5. Run the Payment Posting Application Engine process (AP_PSTPYMNT) process.
6. (Optional) Review the payment schedule, using the Payment Inquiry page.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Inquiring and Reporting on Federal Payment Schedules, page 760.
7. Transmit the payment schedule file to the Department of Treasury.
8. For bulk payment schedule files (Type B SF1166 forms) only: after sending the bulk payment schedule file to the Department of Treasury and receiving summary certification data back from them, enter the summary certification data into the PeopleSoft database and generate an SF1166 Summary Certification file for uploading to the ECS sytem for certification.

   Use the ECS Summary and ECS Summary Totals page.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Creating Electronic Certification System (ECS) Bulk Payment Summary Certification Files, page 756.
9. After receiving notice that the payment schedule has been disbursed, reconcile the payment schedule using the Schedule Reconciliation page.

   See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Reconciling Statements," Managing Federal Schedule ID Reconciliations.
10. Run the Cash Clearing Application Engine process (AP_APCSHCLR).

See Also

Chapter 15, "Processing Pay Cycles," page 385

Chapter 17, "Running Voucher and Payment Posting," page 469

Other Options for Federal Payment Schedule Processing

There are many federal features in PeopleSoft Payables beyond those listed in the set-up and processing steps discussed in this overview section. The following are covered in this chapter:

- Enforcing prompt payment protocols.
- Enforcing valid reimbursable periods.
- Processing IPAC transactions.
- Handling pay advances for federal agencies.

Setting Up Federal EFT and ACH Layouts

PeopleSoft provides a number of EFT and ACH layouts for transmitting U.S. federal payments:

Format	Layout Name
CTX (Corporate Trade Exchange) flat file payment order	CTX
CTX ASC X12 820 payment order	CTX820FED
ECS vendor check payment	ECSCHK
ECS vendor ACH payment (CCD+)	ECSVNDR
ECS travel ACH payment (PPD+)	ECSTRVL
ECS same day payment request (SDPR)	ECSSDPR
Bulk vendor check payment	SF1166SCHK
Bulk vendor ACH payment (CCD+)	SF1166VNDR
Bulk travel ACH payment (PPD+)	SF1166TRVL
IPAC (Intra-Governmental Payment and Collections)	IPAC

When you set up each format on the EFT File Layouts and ACH File Layout pages, you can indicate if the payment format applies to employee payments, non-employee payments, or both. This allows an edit upon saving a voucher that enforces the following U.S. federal rules:

- Employee ACH payments are generated as PPD or PPD+ payments only.

- Non-employee ACH payments are generated as CCD, CCD+, or CTX payments only.

Note. It is up to you to select whether a payment format applies to employee payments, non-employee payments, or both, but you should select these values based on the requirements laid out by the U.S. Department of Treasury, which, as of 2003, are those listed above.

PeopleSoft Payables also enforces that all EFT/ACH payments contain a bank ID, bank routing number (DFI ID), and bank account number.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Files for Electronic File Transfers"

Defining Agency Location Codes

To set up agency location codes, use the Agency Location component (AGENCY_LOC_CD).

If you represent a U.S. federal agency, you probably pay your vendors through a Treasury Disbursing Office (TDO). You identify your Treasury Disbursing Offices with Agency Location Codes (ALC). Define an eight-digit ALC for each TDO you set up and assign it to the TDO on the Bank Information page. If you represent a U.S. federal agency that does not disburse through a TDO, you can set up ALCs that bypass the voucher save edit that enforces 8-digit ALCs.

If you represent a U.S. federal agency that uses the Intra-governmental Payment and Collection System, or IPAC, then you must also define an ALC for each of the vendors you pay through IPAC.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties," Defining Bank Information

Pages Used to Set Up Agency Location Codes

Page Name	Object Name	Navigation	Usage
Agency Location Code	AGENCY_LOC_CD	Set Up Financials/Supply Chain, Common Definitions, Agency Location Codes, Agency Location	Create agency location codes for federal payment schedules.

Defining Agency Location Codes

Access the Agency Location Code page.

Non-Treasury Disbursed ALC Select if this ALC does not disburse payments through a U.S. Federal Treasury Disbursing Office. This allows the vouchers paid from this ALC to bypass the edit for an 8-digit numeric ALC, which means that you can enter an ALC of 1 to 8 alphanumeric values.

Setting Up Vendors for Federal Payables Processing

When you, as a U.S. federal agency, set up vendors for payment processing, you may want to specify the default payment schedule type and date basis calculation type for the vendor, along with the standard vendor set-up. You can also set up these options at other levels in the Payables control hierarchy: business unit, origin, and control group.

For vendors, you enter this information on the Federal page in the Vendor Information component, which is available only when you have Enable Federal Payments selected on the Installation Options - Payables page.

When you set up other U.S. federal agencies as vendors, you may also identify the vendors as federal agencies and enter the vendor's Agency Location Code (ALC) and trading partner code. The ALC is required if the vendor is used for inbound or outbound IPAC processing. You enter this information on the Vendor Information - Federal page, as well.

Specific federal payment processes may require particular vendor set-up. See the sections of this book that discuss those processes.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering EFT Options

Defining Federal Spending Regions

To define federal spending regions, use the following components:

- Spending Region Installation (SPNDNG_REG_INST)
- ChartField Values (FS_CF_VALUE_HOME)
- Spending Region Definition (SPNDNG_REG_DFN)

This section provides an overview of federal spending regions and discusses how to:

- Specify the federal spending region ChartField and processing options.
- Associate spending region codes with states.

Understanding Spending Region Codes

U.S. federal agencies are required to include federal spending region codes in payables and purchasing transactions. To that end, PeopleSoft provides the ability to designate an otherwise unused ChartField as the spending region ChartField and to specify how you want the system to enforce the use of spending region values.

To set up spending region codes:

1. On the Spending Region Install Option page, assign a ChartField to be the spending region ChartField and specify your processing options (*No Edit, Required, Optional,* and *Prohibited).*

This data is effective-dated.

2. On the ChartField definition page for the ChartField you selected as your spending region ChartField, define your spending region codes.

   For example, if you selected Program Code as the spending region ChartField, you use the Program Code page in the Define Values component to define your spending region codes.

   See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Entering and Maintaining ChartField Values.

3. On the Spending Region Definition page, link your spending region codes to the appropriate state. You can link multiple spending regions codes to a state, and link the same spending region code to multiple states.

Pages Used to Define Federal Spending Regions

Page Name	Object Name	Navigation	Usage
Spending Region Install Option	SPNDNG_REG_INST	Set Up Financials/Supply Chain, Product Related, Procurement, Federal Spending Region, Spending Region Install Option	Specify the ChartField to be used for spending region codes and select processing options.
Spending Region Definition	SPNDNG_REG_DFN	Set Up Financials/Supply Chain, Product Related, Procurement, Federal Spending Region, Spending Region Definition	Link spending region codes to the appropriate state. You set up one spending region definition (with one or many spending region codes) for each state. You must enter the country and state codes to access the page.

Specifying the Federal Spending Region Chartfield and Processing Options

Access the Spending Region Install Option page.

Spending Region ChartField Enter the ChartField that will store your spending region codes. This should be a ChartField that is not used for other types of values.

Purchasing/Accts. Payable Edit Select the option to use for validating spending regions on purchase orders and vouchers:

- *No Edit:* the system does not edit for the correct spending region ChartField value on purchase orders or vouchers.
- *Required:* the system performs an edit requiring that you enter a spending region ChartField value on the distribution lines and that this value matches a spending region defined for the state indicated on the address for the vendor location. If the spending region ChartField value is not one of those defined for the state and setID, then you can save the voucher but the system displays an error message and the voucher is placed in *Recycle* status until you correct it.

- *Optional:* the system edits for the correct spending region ChartField value (as with the *Required* option) only if you enter one.
- *Prohibited:* the system validates that there no spending region ChartField value is entered on the document. If a value is present, then you can save the document but the system displays an error message and the document is placed on hold until you correct it.

Associating Spending Region Codes with States

Access the Spending Region Definition page.

Enter a setID and spending region ChartField value for each spending region code you want to associated with the state. You can link multiple spending regions codes to a state, and link the same spending region code to multiple states.

Note that each spending region ChartField value row is keyed by setID. Therefore, if your vendor-to-ChartField relationships involve multiple setIDs, you should add a row for each setID and spending region code combination. For example, let's say you are setting up a spending region definition for the state of Alaska, and you have one spending region code—6—for the state. If the vendors in setID US001 share access to one set of ChartField values and the vendors in setID US002 share access to another set of ChartField values, then you should enter two rows:

1. Set ID US001; spending region code *6*.
2. Set ID US002; spending region code *6*.

Define Regional Financial Codes

You define regional financial codes to produce federal ECS summary data files. First you create a regional financial code, then specify it on the External Accounts page. Next, on the ECS Summary Total (electronic certification system summary total) page, you specify the code before generating the summary data file to send to the Department of Treasury.

To set up regional financial codes, use the Regional Financial Code component (RFC_CODE).

This section discusses how to define regional financial codes.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Creating Electronic Certification System (ECS) Bulk Payment Summary Certification Files, page 756

Page Used to Define Regional Financial Codes

Page Name	Object Name	Navigation	Usage
Regional Financial Code	RFC_CODE_TBL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Management, Regional Financial Code	Define regional finance codes.

Defining Regional Financial Codes

Access the Regional Financial Code page.

Specify the Regional Financial Center code and Name.

Specifying Restrictions for Federal Payment Schedules

If you use federal payment schedules you must define the maximum number of payments and maximum number of appropriations you want included on each payment schedule. When the maximum number of payments or appropriations is reached, the system assigns the remaining payments in a pay cycle to a new Treasury schedule ID.

To set up federal payment schedule restrictions, use the Payment Schedule component (SCHD_PYMNT_MTHD).

This section discusses how to set up these restrictions.

Pages Used to Specify Federal Payment Schedule Restrictions

Page Name	Object Name	Navigation	Usage
Payment Schedule Restrictions	SCHD_PYMNT_MTHD	Set Up Financials/Supply Chain, Product Related, Procurement Options, Payments, Federal Payment Schedule, Payment Schedule Restrictions	Apply restrictions to the number of payments and appropriations per federal payment schedule for each payment method and EFT layout combination that will use federal payment schedules. **Note.** In add mode, if you enter an EFT or ACH payment method, you must also enter an EFT layout code. You are not required to enter an EFT layout code if you enter a non-EFT payment method.

Specifying Federal Payment Schedule Restrictions

Access the Payment Schedule Restrictions page.

Apply Restriction	Check to restrict the number of payments and appropriations per payment schedule.
Payments Per Schedule	Enter the maximum number of payments you want included on each payment schedule. PeopleSoft Payables refers to this setting during the Pay Cycle selection process as it creates schedules. Once the number of payments reaches the number you set, the system generates a new schedule ID.
Appropriations per Schedule	Enter the maximum number of appropriations the system may generate on a payment schedule.

Applying Prompt Payment Protocols

This section provides an overview of prompt payment protocols in PeopleSoft Payables, and shows how to:

- Set up prompt payment due date calculation.
- Apply prompt payment calculation rules for vouchers.
- Set up and calculate late interest charges.

Understanding Prompt Payment Protocols

If you are using federal payment schedules, you have two options to help you meet Prompt Payment Act obligations:

- Prompt pay due date calculation, also known as Date Calculation Basis.
- Late interest charge calculation.

Prompt Payment Due Date Calculation

Prompt payment due date calculation helps you determine the best dates to pay your vouchers. The system weighs early payment discounts against interest you could earn by leaving your money in the bank until the due date. If you represent a U.S. federal agency, payment scheduling by prompt due date helps you fulfill your Prompt Payment Act obligation to pay bills promptly and at the time of greatest savings.

When you elect to apply prompt payment due date calculation, you can establish rules for determining a voucher's federal payment basis date based on the invoice date, goods receipt date, services receipt date, and acceptance date. You specify these rules for a voucher on the Date Calculation page (an auxiliary page accessed from the Invoice Information page). The system uses these rules to derive the basis date, and in turn uses the basis date, payment terms, and holiday processing options to determine the payment due date.

You can view the discounts taken and discounts lost for scheduled voucher payments that were subject to prompt payment date calculation on the Prompt Payment Inquiry page and on the Prompt Pay Report (APS2001).

Late Interest Charge Calculation

PeopleSoft Payables can also automatically calculate interest charges for late payments to vendors. Payables follows Prompt Payment Act protocols:

- Late interest is assessed on a payment made after the voucher due date.

- Late interest is calculated using the U.S. Treasury interest rate for the period.
- Late interest is not assessed on a payment to a government entity or employee.
- Late interest under USD 1.00 is not paid.

You maintain the U.S. Treasury interest rate on the Late Interest Charges page. This page is effective-dated so that you can enter a new interest rate whenever the rate changes. As delivered, the system follows current Treasury guidelines:

- Payments made 1 to 30 days late are subject to simple interest late charges.
- Payments made 31 to 360 days late are subject to compound interest.
- Payments outstanding for more than one year will be subject to the maximum of 360 days calculated interest.

The Pay Cycle process calculates late interest based on the Late Charge Code for vouchers subject to late interest charges that have passed payment due date. The Pay Cycle process also determines whether the calculated interest falls within the threshold for payment. The system tracks interest that is below the minimum interest threshold amount, but does not pay it. The Pay Cycle process generates interest lines using either the original distribution or a specified set of distributions depending on the setup.

You can view the late interest charges applied to scheduled voucher payments on the Prompt Payment Inquiry page

You can also calculate late interest for individual vouchers using various potential payment dates in the Late Interest Analysis section of the Voucher Inquiry page.

See Also

Chapter 15, “Processing Pay Cycles,” Understanding Discount Evaluation, page 405

Pages Used to Apply Prompt Payment Protocols

Page Name	Object Name	Navigation	Usage
Date Calculation	VCHR_DT_CALC_SBP	Click the Basis Date Calculation link on the Invoice Information page.	(USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.
Prompt Payment Inquiry	AP_PRMPT_PYMNT_INQ	Accounts Payable, Review Accounts Payable Info, Payments, Prompt Payments	View discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation.

Setting Up Prompt Payment Due Date Calculation

To set up prompt payment due date calculation:

1. Access the Installation Options - Payables page and select Enable Date Calc Basis and Evaluate Discount Rate.
2. (Optional) To specify date calculation basis defaults for a vendor, access the Vendor Information - Federal page and enter your defaults in the Date Calculation Basis group box.
3. (Optional) To specify date calculation basis defaults for a setID, access the Payables Options - Payment Options page and enter your defaults in the Date Calculation Basis group box.
4. (Optional) To specify date calculation basis defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Basis Date group box.

The date calculation basis rules you set up at these levels in the hierarchy default through the hierarchy to the voucher, where you can override them on the Date Calculation page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," (USF) Entering Vendor Information for U.S. Federal Agencies

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Payment Options, page 68

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Specifying Accounting and Payment Options, page 78

Applying Prompt Payment Calculation Rules for Vouchers

Access the Date Calculation page.

To apply prompt payment calculation rules for a voucher:

1. Accept or override the default date calculation basis.

   This value determines the date calculation rules that apply to a transaction under the U.S. Prompt Pay Act. Select one of the following:

   - *(none)*
   - *Agricultural Commodities*
   - *Dairy*
   - *Meat*
   - *Poultry*
   - *Prompt Pay Basis 7 days*
   - *Prompt Pay Basis 14 days*

2. Enter the dates that the system will use to calculate the payment basis date.

   You can enter an invoice date, goods receipt date, services receipt date, and acceptance date. The system uses these dates to calculate the federal payment basis date, depending on the date calculation basis.

3. Click Calculate to populate the Fed Pymnt Basis Date (federal payment basis date), which the system uses as the basis date for calculating the payment due date for the scheduled payment (based on the payment terms) .

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Enforcing Valid Reimbursable Periods for Project-Related Vouchers, page 752

Setting Up and Calculating Late Interest Charges

To set up late interest charge calculation:

1. Access the Installation Options - Payables page and select Enable Late Charge.
2. Access the Accounting Entry Template page and enter default ChartField values for late interest charges.
3. Access the Late Interest Charges page to define interest rates.
4. (Optional) Access the Late Chrg Chartfield Override page to override the ChartFields that the late charge accounting entries will be generated against.

   If you don't override the late charge ChartFields, the accounting entries will be generated based on the late charge ChartFields defined on the Accounting Entry Template and inheritance. If you do override it, ChartFields will be determined by override as well. For example, if your budget has expired, you could override the late charge ChartFields and replace them with those for an active budget.
5. Access the Payment Reason Codes page to define reason codes for late payments.
6. Access the Procurement Control - General Controls page to specify your Late Payment Allocation Policy.
7. To specify late charge defaults for a vendor, access the Vendor Information - Payables Options page and enter your defaults in the Late Charges group box.
8. To specify late charge defaults for a business unit, access the Payables Definition - Payments page and enter your defaults in the Late Interest Charges group box.
9. To specify late charge defaults for a voucher origin, access the Voucher Origin - Accounting and Pay Options page and enter your defaults in the Late Charges group box.
10. To specify late charge information for a voucher, access the Late Charge Information page from the Voucher - Payments page in the Voucher component and enter your late charge specifications.

To calculate late charge interest charges for a voucher that has been set up for late charge interest calculation:

- Run the Pay Cycle process; the late charge will automatically be added to the payment according to your setup.

  Note. Late charges are calculated on the voucher gross amount (in the invoice currency) and, once calculated, converted from the invoice currency to the payment currency, if necessary.

- Use the Voucher Inquiry page to calculate potential late fees.

  Enter the Payment Date on which you anticipate making your payments, click the Calculate button, and the system displays late interest details for all vouchers that would be overdue if you paid them at that time.

To view discounts taken, discounts lost, and late charges on scheduled payments, use the Prompt Payment Inquiry page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Creating Accounting Entry Templates

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Defining Procurement Options," Defining Late Interest Charges

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Specifying Additional Payables Options

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting General Controls, page 35

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Defining Payment Options, page 58

Chapter 5, "Organizing Vouchers with Origins and Control Groups," Specifying Accounting and Payment Options, page 78

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Overriding Late Charge Information, page 220

Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Voucher Details, page 541

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Inquiring and Reporting on Federal Payment Schedules, page 760

Enforcing Valid Reimbursable Periods for Project-Related Vouchers

This section describes how to enforce valid reimbursable periods for federal project-related vouchers.

Note. You must select the Enable Date Calc Basis option on the Installation Options - Payables page to access this functionality.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Applying Prompt Payment Protocols, page 748

Page Used to Enforce Valid Reimbursable Periods for Project-Related Vouchers

Page Name	Object Name	Navigation	Usage
Date Calculation	VCHR_DT_CALC_SBP	Click the Basis Date Calculation link on the Invoice Information page.	(USF) Define the date calculation basis for U.S. federal prompt payment due date requirements and enable enforcement of valid reimbursable periods for project-related vouchers.

Enforcing Valid Reimbursable Periods

Access the Date Calculation page.

Project Service Dates Select Edit Project Services Dates to enforce valid reimbursable periods for a project-related voucher (a voucher that includes Project as a ChartField in its distribution lines). Enter the valid reimbursable period in the Performance Start Date and Performance End Date fields. If this date range falls outside of the range of the project start and end dates for any voucher distribution line, the voucher fails and generates an error message.

Certifying Federal Payment Schedules

This section provides an overview of federal payment schedule certification and discusses how to certify federal payment schedules.

Understanding Federal Payment Schedule Certification

The U.S. federal government requires some agencies to certify payment schedules, attaching the name of the individual who certifies a payment schedule (thereby authorizing payment) to that document. Payment schedule certification takes place after payment selection in the Pay Cycle process and can only be executed by a designated certifier. The certifier has the ability to include or exclude vouchers from the pay cycle and then approve the overall run of payments. Once the pay cycle is certified, the payment creation section of the Pay Cycle process proceeds and creates the certified payment schedules. The certifier's name is permanently attached to each payment schedule, along with the date of certification.

Note. You must designate a payment schedule certifier for the pay cycle on the Pay Cycle Selection - Preferences page. You can also optionally choose to have workflow notify the certifier by worklist that payment schedules are ready for certification.

Note. The certifier cannot certify payments for vouchers that he or she created. Therefore the Pay Cycle process will not select vouchers created by the certifier. These vouchers must be processed in another pay cycle with a different certifier.

See Also

Appendix A, "Delivered Workflows for PeopleSoft Payables," page 999

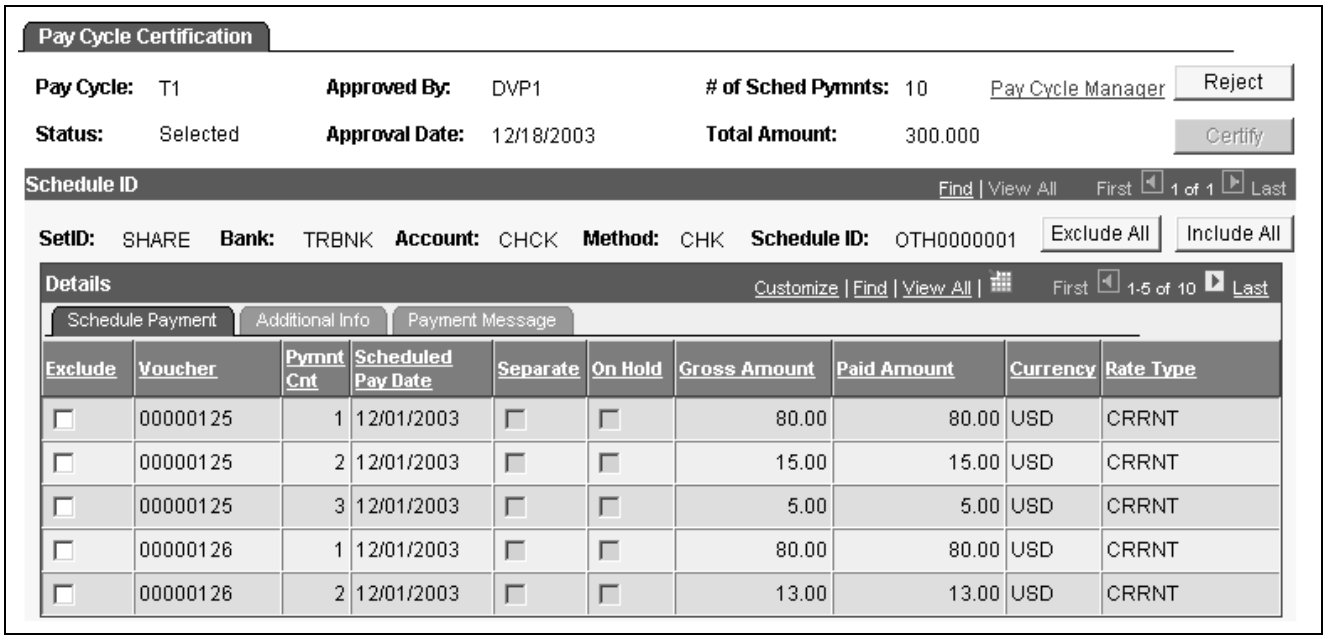
Chapter 8, "Establishing Pay Cycles," Setting Pay Cycle Preferences, page 153

Page Used to Certify Federal Payment Schedules

Page Name	Object Name	Navigation	Usage
Pay Cycle Certification	GFAP_CERT_PYCYCL	• Accounts Payable, Payments, Pay Cycle Approvals, Certification • Click the Payment Certification link on the Pay Cycle Manager page. • Click on the appropriate link on the Worklist page, if you have enabled workflow for payment certification and you are the certifier.	Determine which vouchers are included in a payment schedule and certify the schedule.

Certifying Payment Schedules

Access the Pay Cycle Certification page.



Exclude	Voucher	Pymnt Cnt	Scheduled Pay Date	Separate	On Hold	Gross Amount	Paid Amount	Currency	Rate Type
☐	00000125	1	12/01/2003	☐	☐	80.00	80.00	USD	CRRNT
☐	00000125	2	12/01/2003	☐	☐	15.00	15.00	USD	CRRNT
☐	00000125	3	12/01/2003	☐	☐	5.00	5.00	USD	CRRNT
☐	00000126	1	12/01/2003	☐	☐	80.00	80.00	USD	CRRNT
☐	00000126	2	12/01/2003	☐	☐	13.00	13.00	USD	CRRNT

Pay Cycle Certification page

Note. Multiple views of this page are available by clicking the tabs in the scroll area. We document fields that are common to all views first.

Common Page Information

of Sched Pymnts The number of scheduled payments currently grouped in this payment schedule.

Pay Cycle Manager Click to return to the Pay Cycle Manager page.

Reject Click to reject all payment schedules in the pay cycle. When payment schedules are rejected and saved, the pay cycle cannot continue to process them. However, you can reset the pay cycle. If you reject and then reset the pay cycle, it is just like resetting a pay cycle.

Status Status of the pay cycle: *Certifying, Rejected,* or *Selected.*

Total Amount Total amount of the pay cycle.

Certify Click to certify all of the payment schedules in the pay cycle. You can continue with Payment Creation after schedule payment is certified.

Schedule ID The schedule ID is composed of a three-character indicator of the schedule type—transportation (TRN), manual (MAN), and other (OTH)—followed by the numeric schedule range that is set up in Installation Options - Payables page

Method Indicates the payment method.

Exclude All Click to exclude all listed vouchers in a payment schedule.

Include All Click to include all listed vouchers in a payment schedule.

Schedule Payment Tab

Exclude You can exclude individual vouchers in the payment schedule from processing by selecting the Exclude check box on that voucher's line; the system removes selected scheduled payments from the current pay cycle so that these schedule payments can be selected in the next pay cycle.

Voucher The voucher ID number for the scheduled payment.

Pymnt Cnt Sequence number of the scheduled payment. The system generates this number when you add a new scheduled payment on a voucher.

Scheduled Pay Date The scheduled due date of the scheduled payment.

Separate Indicates the option you selected in the Separate Payment field on the Payments page in the Voucher component.

If you selected this check box this payment is not grouped with other payments for the remit to vendor.

On Hold Indicates the option you selected in the Hold Payment field on the Payments page in the Voucher component.

If you selected this check box for the payment, the system stores the scheduled payment but does not pay it.

Gross Amount The payment amount for the scheduled payment if you do not take a discount.

Paid Amount The actual payment amount and Currency and Rate Type of the scheduled payment; this can be either the gross or discount amount.

Additional Info Tab

Vendor The name of the vendor that is associated with this payment.

Remit Vndr The vendor ID that is associated with this payment.

Advice Date The invoice date for this scheduled payment.

Invoice The invoice number for the scheduled payment.

Handling Indicates the option you selected in the Handling field on the Payments page in the Voucher component.

Reason The reason code explaining why the payment is on hold.

Payment Message Tab

Payment Message Displays any message you entered on the Payment Message page in the Voucher component.

Creating Electronic Certification System (ECS) Bulk Payment Summary Certification Files

This section provides an overview of ECS summary file creation and discusses how to enter ECS summary information for ECS summary file creation.

Understanding ECS Summary File Creation

If you send SF1166 bulk payment schedule data (Type B SF1166 format) through ECS, you must enter ECS summary data into the PeopleSoft database after you receive that data from the Department of Treasury. You then use that data to generate an SF1166 Summary Certification file to upload to ECS and certify the payment schedules. The bulk payment formats for which this summary certification file is required are defined in the PeopleSoft system as the following EFT file layouts:

- SF1166SCHK
- SF1166VNDR
- SF1166TRVL

Note. You do not need to submit an SF1166 Summary Certification file for payments made with the PeopleSoft EFT file layouts ECSCHK, ECSVNDR, or ECSTRVL. These file layouts include both payment data and certification data.

The process for submitting bulk ECS payment schedule files and SF1166 Summary Certification files is as follows:

1. Submit the bulk ECS payment to the Department of Treasury via magnetic tape or file transfer.
2. The Department of Treasury loads the payment data into their system and provides summary data back to a certifying officer at your agency.
3. Your certifying officer enters this summary data into the PeopleSoft system using the ECS Summary page.
4. Run the APS8003 SQR process to generate the SF1166 Summary Certification file from the data you entered, using the ECS Summary Totals page.
5. Your certifying officer uploads the SF1166 Summary Certification file to the ECS system to certify the payment schedules.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Setting Up Federal EFT and ACH Layouts, page 742

Pages Used to Create ECS Summary Files

Page Name	Object Name	Navigation	Usage
ECS Summary	GFAP_ECS_SUMMARY	Accounts Payable, Payments, Pay Cycle Processing, ECS Summary Data	Enter payment information for the summary file.
ECS Summary Totals	GFAP_RUN_ECS	Accounts Payable, Payments, Pay Cycle Processing, Generate ECS Summary File	Generate the file that is uploaded to the ECS system.

Entering ECS Summary Information

Access the ECS Summary page.

After you receive data from the Department of Treasury, use the ECS Summary page to enter the payment information that you will use to create the SF1166 Summary Certification file for each payment schedule. This information includes:

Schedule ID Select a schedule ID. You can use the Payment Inquiry page to determine Schedule IDs.

Summary Payment Type 1: Select a payment type from the following options:

- *B = Benefit*
- *C = Claim Files*
- *D = Daily Benefits*
- *I = IDRS Daily*
- *G = Bonds*
- *M = Miscellaneous*
- *P = Pre-Authorized Debit*

- *S = Salary*
- *T = Travel*
- *V = Vendor*
- *X = Tax Refunds*

Summary Payment Type 2: Select a payment type from the following options:

- *C = Check*
- *E = EFT*
- *M = Mixed Check/ACH*
- *F = FEDLINE/FEDWIRE*

Regional Financial Center Enter the Regional Financial Center code for the payment schedule.

MAC for Payment Type ECS calculates and validates a cryptographic Message Authentication Code (MAC) for each payment schedule. This code is provided by the Treasury.

Payment Date The requested payment date.

Tape Reel Numbers Enter the Reel Numbers provided by the Treasury.

EDI Comments Enter any summary remarks.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Understanding Federal Payment Schedule Processing, page 737

Canceling Federal Payment Schedules

This section provides an overview of federal payment schedule cancellation and discusses how to cancel federal payment schedules.

Understanding Payment Schedule Cancellation

Payment schedule cancellation functions much as regular payment cancellation—except that you can cancel even those payment schedules that have been reconciled.

Note. If the payment schedule to be cancelled has been reconciled, the Payment Posting process reverses the payment accounting entries but not the cash clearing entries.

Note. You can also cancel a specific payment within a payment schedule using the Payment Cancellation page without cancelling or altering the payment schedule.

See Also

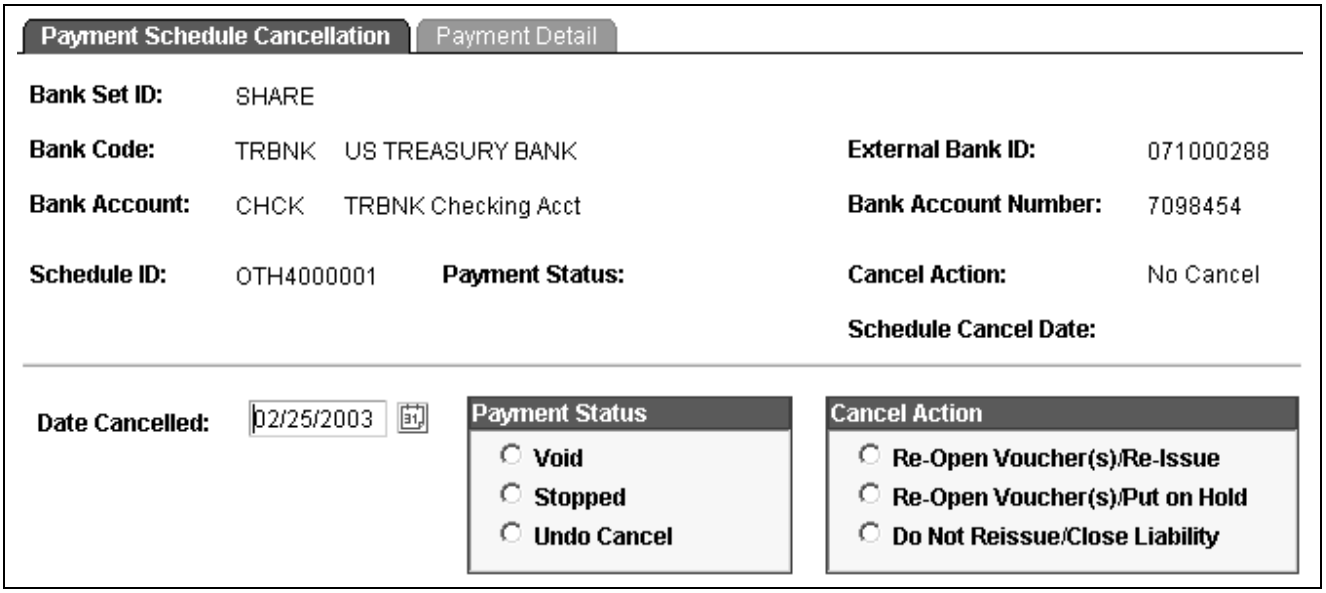
Chapter 16, "Using Additional Payment Processing Options," Canceling Payments, page 449

Pages Used to Cancel Federal Payment Schedules

Page Name	Object Name	Navigation	Usage
Payment Schedule Cancellation	GFPYM_SCH_CANC	Accounts Payable, Payments, Cancel/Void Payments, Payment Schedule Cancellation, Payment Schedule Cancellation	Cancel federal payment schedules.
Payment Schedule Cancellation - Payment Detail	GFPYM_SCH_CANC_DTL	Accounts Payable, Payments, Cancel/Void Payments, Payment Schedule Cancellation, Payment Detail	View payment details for a cancelled payment schedule.

Canceling Payment Schedules

Access the Payment Schedule Cancellation page.



Payment Schedule Cancellation page

Cancel Action The most recent cancellation action. See the description of the Cancel Action group box below for possible values.

Schedule Cancel Date The date the schedule was cancelled. This appears only after a cancellation action has been entered and saved on this page.

Date Cancelled Specify the date you want to cancel the payment.

Payment Status

Void Select to cancel a payment schedule for payments that you have not sent out. The system automatically reconciles a voided payment.

Stop Select to cancel a payment schedule for payments that you have sent out and are asking the bank to stop payment on.

Undo Cancel You can undo any cancellation until you post the canceled payment.

Important! You cannot undo a cancellation after running Payment Posting on the cancelled payment.

Cancel Action

Re-Open Voucher(s)/Re-Issue Enables you to reselect the payment schedule and reissue it the next time that you execute a pay cycle, assuming that the vouchers meet the selection criteria for that pay cycle.

Re-Open Voucher(s)/Put on Hold Enables you to re-open the payment schedule but places the reopened payment schedule on hold for your review. You typically select this option if you need to perform additional investigation or revise voucher information before proceeding with payment. The Pay Cycle process doesn't select the scheduled payments until the hold is removed on the Payments page of the Voucher component.

Do not reissue/Close Liability Use this option to cancel the payment schedule and close any liabilities associated with it. The amount of the liability to close is calculated as the amount of unpaid liability remaining. The system takes into account whether the business unit is accounting at gross or net. The Payment Posting process marks the voucher for closure, and the amount of the outstanding liability is reversed the next time the Voucher Posting process runs.

Important! Use the Do not reissue/Close Liability option only if you do not intend to reissue the voucher.

Document Sequencing Click to access the Document Sequence page, where you can change the payment Document Type.

Note. If you choose to reopen vouchers and reissue, remember that you must run the Payment Posting process to record the reversal before those vouchers are available for a new payment selection. You can undo your cancel, as long as the canceled payment schedule is not posted.

Inquiring and Reporting on Federal Payment Schedules

This section provides an overview of federal payment schedule inquiries and reports, and discusses how to:

- Inquire on federal payment schedules.
- Inquire on federal payment schedule processing and transmittal data.

Understanding Federal Payment Schedule Inquiries and Reports

PeopleSoft Payables provides the ability to search for payments by payment schedule ID on the Payment Inquiry page and also provides:

- The Federal Payment Schedule Inquiry page for viewing payment schedule processing and transmittal data, such as the date transmitted to the Treasury Department, disbursement date, and cancellation date and status
- The Prompt Payment inquiry page for viewing discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation.
- The Federal Payment Schedule Report (APY9024), listing payment schedules paid as of a specific date.
- The Schedule and Appropriation Symbol report (APC8053), listing voucher distribution lines by payment schedule and treasury account symbol.

See Also

Appendix C, "PeopleSoft Payables Reports," page 1003

Pages Used to Inquire on Federal Payment Schedules

Page Name	Object Name	Navigation	Usage
Payment Inquiry	PYMNT_INQ_SRCH	Accounts Payable, Review Accounts Payable Info, Payments, Payment, Payment Inquiry	Search on payments using specific search criteria to view detailed payment information or to display a chart of payments by date.
Federal Payment Schedule Inquiry	PYMNT_SCHED_INQ	Accounts Payable, Review Accounts Payable Info, Payments, Payment, Federal Payment Schedule	Search for federal payment schedules using various search criteria and view processing and transmittal details for federal payment schedules, including bank information, pay cycle information, sent date, payment date, and disbursement dates.
Prompt Payment Inquiry	AP_PRMPT_PYMNT_INQ	Accounts Payable, Review Accounts Payable Info, Payments, Prompt Payments	View discounts taken, discounts lost, and late interest charges for scheduled payments subject to U.S. federal prompt payment date calculation or late interest charge calculation.

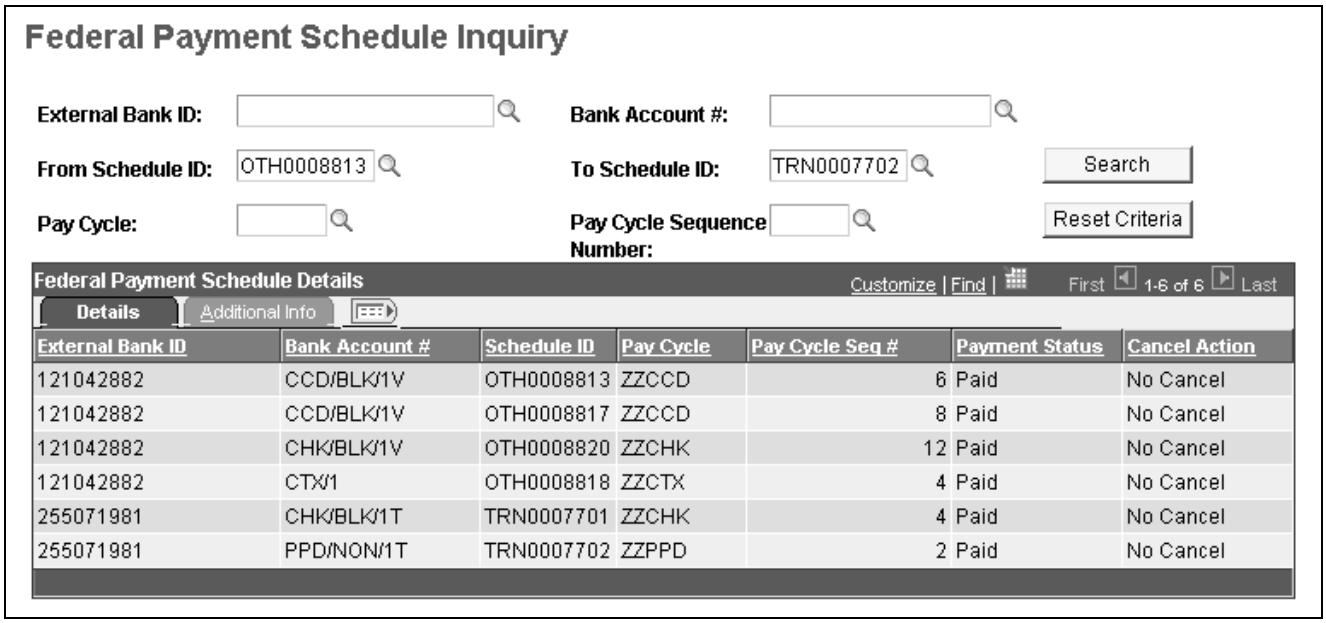
Inquiring on Federal Payment Schedules

Access the Payment Inquiry page and search by Schedule ID.

See Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Payment Information, page 548.

Inquiring on Federal Payment Schedule Processing and Transmittal Data

Access the Federal Payment Schedule Inquiry page.



Federal Payment Schedule Inquiry page

Enter the search criteria in the header. You must enter at least a Schedule ID or an External Bank ID. Click Search to display details for each payment that meets the criteria in the Federal Payment Schedule Details grid.

Details Tab

Payment Status Values include *Void, Stop,* and *Undo Cancel.*

Cancel Action Most recent cancellation action. Values include:

- *Re-Open Voucher(s)/Re-Issue*
- *Re-Open Voucher(s)/Put on Hold*
- *Do not reissue/Close Liability*
- *No cancel*

> **Note.** If you have used the Cancel Payment page to cancel a payment within a payment schedule, the cancellation action will not be reflected on this inquiry page. The Cancel Action field only applies to the cancellation status of payment schedules.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Canceling Payment Schedules, page 759.

Additional Info Tab

Sent Date The date the payment schedule flat file was transmitted to the Treasury Disbursement Office. This field is updated when you perform the Schedule Reconciliation process.

Payment Date The date the payment schedule was paid in the Pay Cycle process.

Date Cancelled The date the payment schedule was cancelled. This field is updated when you cancel a payment using the Payment Schedule Cancellation page.

Disbursed Date The date the Treasury Disbursement Office issued the payment. This field is updated when you perform the Schedule Reconciliation process.

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Reconciling Statements," Managing Federal Schedule ID Reconciliations.

Processing Outbound Intra-Governmental Payment and Collection System (IPAC) Transactions in PeopleSoft Payables

This section provides an overview of outbound IPAC processing and setup in PeopleSoft Payables, lists prerequisites, and shows how to:

1. Create a voucher for an IPAC payment.
2. Enter outbound IPAC information for a voucher.
3. Run the Pay Cycle process for outbound IPAC payments.
4. Perform schedule reconciliation for IPAC payments.
5. Cancel IPAC Payments.
6. (Optional) Create zero-dollar, information-only IPAC transactions.
7. Inquire on IPAC payments.

Understanding Outbound IPAC Processing in PeopleSoft Payables

The Intra-governmental Payment and Collection System, or IPAC, is an inter-agency funds transfer mechanism for U.S. federal agencies. There are four types of IPAC transactions: payment, collection, adjustment, and zero-dollar. PeopleSoft Payables supports IPAC payments and zero dollar (supporting-information only) transactions. PeopleSoft Receivables supports collection transactions, adjustments, and zero-dollar transactions.

Payables enables users both to create IPAC transactions for uploading to the IPAC system ("outbound" IPAC transactions) and to receive information about payments initiated by other agencies through the IPAC system for entry into Payables ("inbound" IPAC transactions).

For “outbound” IPAC processing, Payables provides an IPAC EFT file layout, which can be used for both payments and zero-dollar transactions. Users enter vouchers for these IPAC transactions just as they would for any payment, but enter additional IPAC-related information on the IPAC Information page in the Voucher component. Vouchers must be copied from purchase orders.

The Pay Cycle process processes IPAC vouchers like any other voucher, with the EFT File Creation step (FIN2025.sqr) creating the payment flat files that you transmit to the federal IPAC system.

Note. If an IPAC voucher enters the system through the Voucher Build process, you must then create the IPAC data within the IPAC information page. If you do not create IPAC data before running the Pay Cycle process, the payment will be rejected If the Pay Cycle process has rejected the voucher, you can enter the required information on the IPAC Information page and resubmit the pay cycle.

See Also

Chapter 15, “Processing Pay Cycles,” page 385

Chapter 11, “Processing Batch Vouchers,” page 253

Prerequisites for Outbound IPAC Processing

To set your system up for outbound IPAC processing, perform the following steps:

1. Enable Federal Payments on the Installation Options - Payables page.
2. View the IPAC EFT file layout on the EFT File Layouts page.

   IPAC is a delivered file layout. You may want to indicate that the payment format applies to both employee payments and non-employee payments, although the system performs no edits for employee versus non-employee payments for the *IPAC* file layout.
3. Enter the Agency Location Code for the Treasury Disbursement Office and for the agencies that receive your IPAC payments on the Bank Information page.
4. Enter the Sender Disbursement Office (DO) symbol for the disbursing bank account on the External Accounts page.
5. Specify the payment method as EFT and the EFT layout as IPAC on the Payment Methods page for the disbursing bank account.
6. Specify Treasury Symbol Attribute and assign treasury symbols to Fund ChartField values on the Payables Definition - Numbering page and the Chartfield Attribute Values page.
7. Set up the payment-receiving agency as a vendor, using the Vendor Information component.

   Enter vendor information specific to federal agencies on the Federal page. The vendor ALC is required. All other federal-specific vendor detail is recommended.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Federal Payment Schedule Setup, page 738

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications," Setting Up PeopleSoft Payables Installation Options

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Setting Up Federal EFT and ACH Layouts, page 742

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Defining Agency Location Codes, page 743

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up Banks and Counterparties," Defining Bank Information

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining Payment Methods

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Numbering, page 60

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining and Using ChartFields," Defining and Using Account Types and Attributes

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

Pages Used to Process Outbound IPAC Transactions

Page Name	Object Name	Navigation	Usage
IPAC	AP_IPAC_SEC	Click the IPAC link on the Voucher - Payments page. The IPAC link is activated only after you save a voucher with a payment method of EFT and file layout of IPAC.	Enter information required for outbound IPAC processing for a voucher.
IPAC Description	IPAC_DESCR_SEC	Click the Description link on the IPAC page.	Enter a free-form description of the IPAC transaction.
IPAC Miscellaneous Description	IPAC_MISC_SEC	Click the Misc Info link on the IPAC page.	Enter free-form text related to the IPAC transaction.
Pay Cycle Manager	PYCYCL_MGR	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager	Run and manage the Pay Cycle process, from Payment Selection through output processing. Transfer to pay cycle exceptions pages and pay cycle detail and summary data pages, where you can handle exceptions and hold, exempt, or separate payments. View Pay Cycle processing status and results.
Schedule Reconcilation	BNK_RCN_MAN_TRE	Banking, Reconcile Statements, Schedule ID Reconciliation	Reconcile federal payment schedules.
Scheduled Payment Inquiry	AP_SCHD_PYMNT_INQ	Click the Scheduled Payments button for the voucher on the Voucher Inquiry page.	View scheduled IPAC payments.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Creating an Outbound IPAC Voucher

To create an IPAC voucher:

1. Access the Voucher - Invoice Information page, selecting *Regular Voucher* on the Add page.

   Note. IPAC vouchers must have a voucher style of *Regular.*

2. Copy a purchase order.

   Note. IPAC vouchers must be preceded by a purchase order.

3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.

   Enter a payment Method of *EFT* and a Bank Account for which the EFT layout is IPAC.

   Note. Multiple payment schedules are not allowed for IPAC vouchers.

   Distribution method must be *Quantity.*

   Payment terms with discount or rebate are not allowed for IPAC vouchers.

   You cannot include non-merchandise charges on IPAC vouchers.

   ---

4. Save the voucher.

   Since the EFT file layout for the bank account on the voucher has a file layout of IPAC, you will receive a message prompting you to click the IPAC link on the Voucher - Payments page. The IPAC link is activated only after you save the voucher.

5. Click the IPAC link on the Voucher - Payments page to access the IPAC page.

6. On the IPAC page, click the Create button to populate the required fields in the IPAC Details scroll area.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Entering Outbound IPAC Information, page 767.

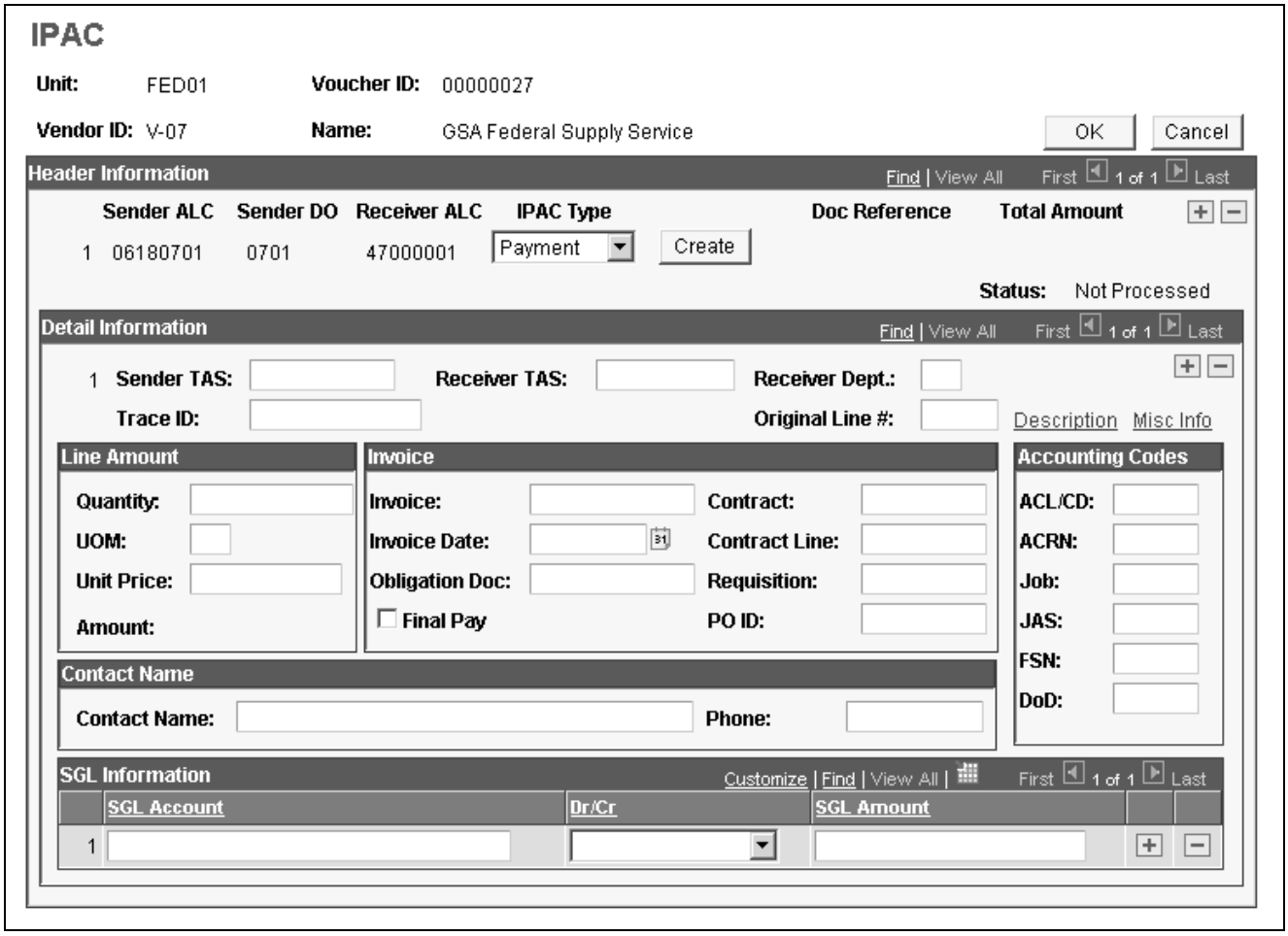
7. Enter data in the fields not populated when you clicked the Create button. These are not required by PeopleSoft Payables, but may be required by your organization.

8. Click OK to save the voucher.

Note. Any changes to the invoice ID, invoice date, or gross amount on the voucher after save require you to update the same data on the IPAC page.

Entering Outbound IPAC Information

Access the IPAC page.



IPAC page

When you enter the page, most of the Header Information fields are populated. To populate the IPAC Details fields, click the Create button, which populates the required IPAC Details fields with data from the voucher. All other fields, including those in the IPAC SGL scroll area, are optional and entered by the user.

Click the OK button to save the voucher.

Header Information

None of the fields in the IPAC Header Information scroll area are editable after you click the Create button.

Sender ALC (Sender Agency Location Code)

Your ALC defaults from the bank information entered on the voucher. You assign ALCs to banks on the Bank Information page.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Defining Agency Location Codes, page 743.

Sender DO (Sender Disbursement Office)

Your sender disbursement office code defaults from the disbursing bank account entered on the voucher. You assign sender DO codes to bank acounts on the External Accounts page.

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information.

Receiver ALC The receiver's (vendor's) ALC defaults from the vendor. You assign the ALC to the vendor on the Vendor Information - Federal page .

IPAC Type Select from:

- *Payment* for original IPAC payments.
- *Zero-dollar* for zero-dollar, information-only IPAC transactions. This value is available only if the original IPAC payment to which it refers has a status of *Processed*, which is to say that the payment has been processed by the Pay Cycle process and the Outbound IPAC file has been sent to the IPAC system.

  See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Creating Zero-dollar IPAC Transactions, page 771.

Doc Reference Updated when you perform schedule reconciliation. This is the value you receive from GOALS-RFCAL and enter as the payment confirmation number on the Schedule Reconciliation page.

Status Indicates the status of the IPAC voucher:

- *Processed:* IPAC vouchers have gone through the Payment Selection part of the Pay Cycle process and cannot be modified.
- *Not Processed:* IPAC vouchers have not gone through the Payment Selection part of the Pay Cycle process and can be modified.

Detail Information

Each row in the Detail Information scroll area displays one invoice line–distribution line combination. Most of the Detail Information fields required for IPAC payment are populated when you click the Create button in the IPAC Header Information scroll area. With the exception of Final Pay, the rest are optional. Fields required for zero-dollar transactions are noted below.

Sender TAS (Sender Treasury Account Symbol) Represents the fund and appropriation from which the payment is drawn. You associate Treasury Account Symbols with fund codes on the ChartField Attribute page and the ChartField Attribute Values page. Required for original payment.

Receiver TAS (Receiver Treasury Account Symbol) Represents the fund and appropriation that receives the payment.

Receiver Dept. Two-digit code assigned by the U.S. Department of Treasury to the agency receiving the transaction. Required for original payment.

Trace ID This value auto-populates as the business unit code followed by the voucher ID. This enables back-end systems to match transactions.

Cross Reference Document For zero-dollar transactions, this displays the document reference number of the original IPAC payment.

Original Line # For zero-dollar and adjustment transactions only: displays the original line number of the original invoice line being adjusted.

Description	Click to access the IPAC Description page, where you can enter a free-form description of the IPAC transaction.
Misc Info	Click to access the IPAC Miscellaneous Description page, where you can enter related a free-form text.
Obligation Doc	Purchase order identifier. The default is the same as the value that appears in the PO ID field.
Final Pay	Select to indicate that payment is final. Clear to indicate that it is partial. Required for original payment.
Contract and **Contract Line**	The contract ID and contract line item number are copied from the voucher, if present.
Requisition	Enter the ID of the request for goods or services. This is not copied from the voucher.
ACL/CD (Accounting Classification Code), **ACRN** (Account Classification Reference Number), **Job** (Job Order Number), and **JAS**	Enter these identification codes. The JAS code consists of a combination of Job Order Number, Accounting Classification Reference Number, and Site ID.
FSN (Fiscal Station Number)	Enter the eight-digit number identifying the subdivision of the sender ALC.
DoD	Enter the DoD Activity Address Code.
Contact Name and **Phone**	Enter the name and phone number of a contact person at your agency.

SGL Information

(Optional) Enter Standard General Ledger information. Bear the following in mind:

- If you enter data in any SGL Information field, you must enter data in all of the fields.
- SGL amounts must balance with the IPAC line amount. Also, you must have offsetting debit and credit entries.

Running the Pay Cycle Process for Outbound IPAC Payments

Access the Pay Cycle Manager page and process the appropriate pay cycle.

The following processing is specific to outbound IPAC payments:

- The Pay Cycle process marks all included IPAC vouchers as *Processed* on the IPAC page.
- The Pay Cycle process will reject and create an error for any vouchers whose payment method is EFT and EFT layout is IPAC and for which no data is entered on the IPAC page.

  View pay cycle errors on the Pay Cycle Error page. The Pay Cycle process will not process the payment until you enter the proper IPAC data.
- The Pay Cycle process processes zero-dollar IPAC transactions (for non-monetary adjustments to original IPAC payment transactions).

  It will not, however, support zero-dollar transactions of any other kind.

See Also

Chapter 15, “Processing Pay Cycles,” page 385

Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” Creating Zero-dollar IPAC Transactions, page 771

Performing Schedule Reconciliation for IPAC Payments

See *PeopleSoft Banks Setup and Processing 8.8 PeopleBook*, “Reconciling Statements,” Managing Federal Schedule ID Reconciliations.

Canceling IPAC Payments

Since IPAC payments are made by the Department of Treasury’s IPAC system once they receive the EFT file created by the Pay Cycle process, you should not cancel IPAC payments that have been processed by the Pay Cycle process. If you try to cancel an IPAC payment on the Payment Schedule Cancellation page, you will receive a warning message.

See Also

Chapter 30, “(USF) Setting Up and Processing Payables for U.S. Federal Agencies,” Canceling Payment Schedules, page 759

Creating Zero-dollar IPAC Transactions

Zero-dollar IPAC transactions are information-only adjustments to IPAC vouchers that have already been paid. You cannot change any monetary amounts. You can create zero-dollar transactions only after the original IPAC payment has been processed by the Pay Cycle process.

When you enter a zero-dollar IPAC transaction on the IPAC page, a payment record with an amount of 0.00 USD is automatically entered on the Voucher - Payments page. The due date and other payment values are automatically populated. When you run the Pay Cycle process for a zero-dollar IPAC transaction, the Pay Cycle process treats the payment as a zero-dollar payment and creates the IPAC flat file for the payment. Zero-dollar IPAC transactions are always flagged as separate payments.

You can create unlimited numbers of zero-dollar IPAC transactions associated with an IPAC voucher that has been paid, but you must enter them serially, when the previous one has been fully processed by the Pay Cycle process.

To create a zero-dollar IPAC transaction:

1. Access the Voucher component for the IPAC voucher you want to adjust.
2. On the Voucher - Payments page, click the IPAC link to access the IPAC page.
3. Add a new IPAC header row in the Header Information scroll area and select an IPAC Type of *Zero-dollar.*
4. Click the Create button.
5. Update the IPAC information.

   You can modify any fields but the header and amount fields.
6. Click OK to save the voucher and make the zero-dollar transaction available to the PayCycle process for processing.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Entering Outbound IPAC Information, page 767

Inquiring on IPAC Transactions

To view IPAC payments:

1. Access the Scheduled Payment Inquiry page.
2. Select IPAC Payment in the Search Criteria and click the Search button to view IPAC payments.

See Also

Chapter 20, "Reviewing Voucher, Payment, and Vendor Information," Reviewing Scheduled Payment Information, page 545

Processing Inbound IPAC Transactions

This section provides an overview of inbound IPAC processing and setup in PeopleSoft Payables and discusses how to:

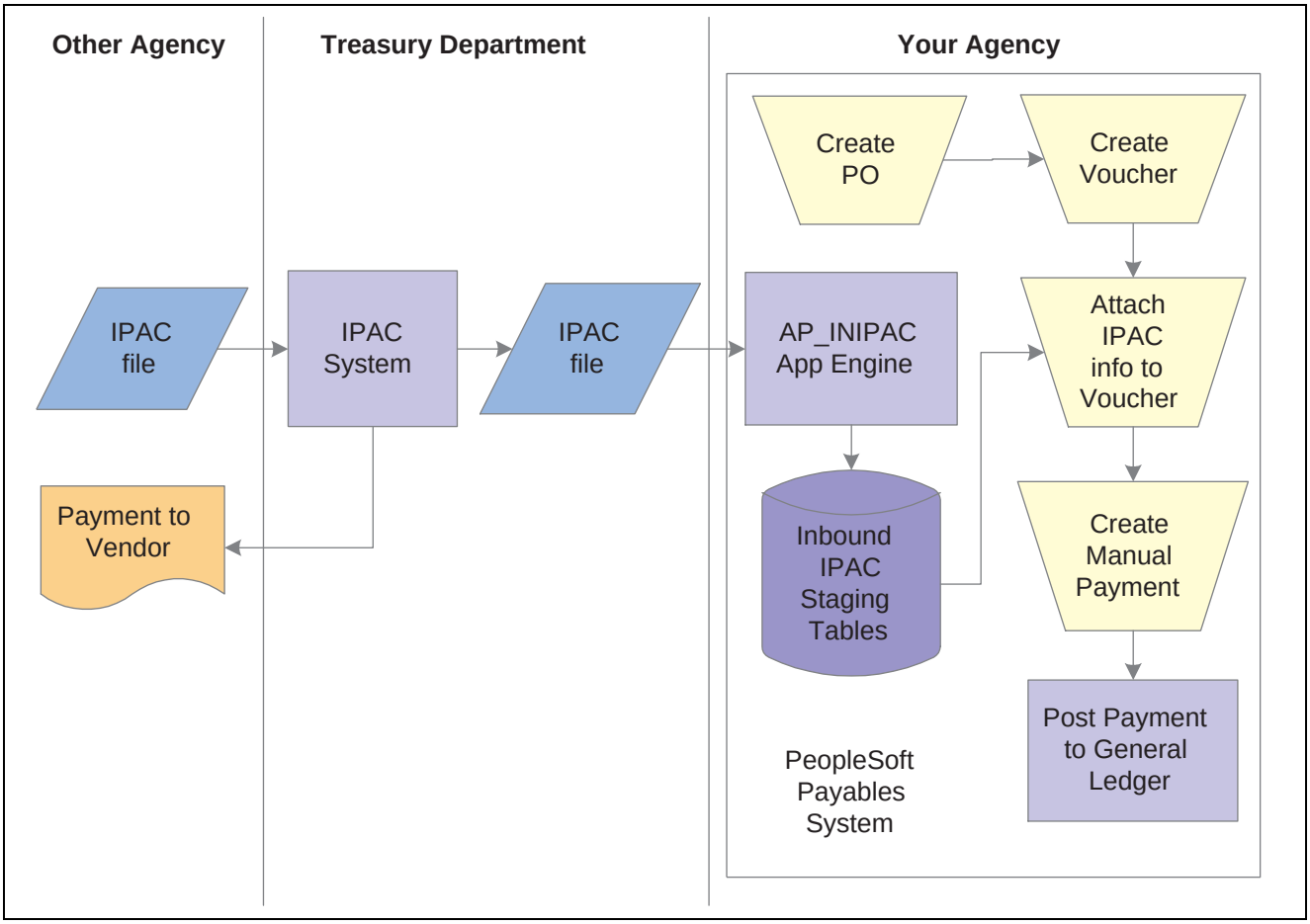
1. Load inbound IPAC files to PeopleSoft Payables staging tables.
2. Review staged inbound IPAC files.
3. Create vouchers and record payments for inbound IPAC transactions.
4. Inquire on inbound IPAC payments.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System (IPAC) Transactions in PeopleSoft Payables, page 763

Understanding Inbound IPAC Processing

PeopleSoft Payables can receive and load information from the IPAC system that other agencies have sent to the IPAC system for payment processing. Payables uses this information to create manual payment records for those payments. This is known as inbound IPAC processing.



Inbound IPAC processing in PeopleSoft Payables

To process inbound IPAC files in PeopleSoft Purchasing and Payables:

1. Create a purchase order and a voucher for the payment, selecting the Inbound IPAC option on the Voucher - Payments page to indicate that the voucher should be placed on hold until staged IPAC data is associated with the voucher.
2. Receive the inbound IPAC flat file from the IPAC system. The flat file contains the IPAC information for the payment.
3. Load the IPAC flat file into the IPAC staging tables, using the Load Inbound IPAC Application Engine process (AP_INIPAC).
4. (Optional) View the information loaded from the flat file into the IPAC staging tables, using the Inbound IPAC Data page.
5. Update the voucher with the staged IPAC information:
    a. Open the voucher in the Voucher component and click the Select IPAC link on the Voucher - Payments page to access the Inbound IPAC Stage Selection page.
    b. Select the staged inbound IPAC data that goes with the voucher.

       The system performs edits to ensure that the sender ALC in the staged data matches the vendor ALC on the voucher, the receiving ALC (customer ALC) matches the ALC you have set up for your bank, the IPAC header amount equals the voucher gross amount, and the PO ID in the staged data matches the PO ID on the voucher.

c. Click OK.

The staged IPAC data you selected is copied to the Payables IPAC records, and you are returned to the Voucher - Payments page.

6. Manually record the payment on the Voucher - Payments page by selecting a payment action of *Record* and entering a payment reference number.

   The payment is a manual one because the IPAC system has already made the actual funds transfer.

7. Post the payment.

Prerequisites for Inbound IPAC Processing

To set your system up for inbound IPAC processing, perform the same setup that you do for outbound IPAC processing, except that you do not need to be concerned with the IPAC EFT layout or with assigning it to bank accounts.

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Prerequisites for Outbound IPAC Processing, page 764.

Pages Used to Process Inbound IPAC Transactions

Page Name	Object Name	Navigation	Usage
Load Inbound IPAC	INTFC_IPAC_RQST	Accounts Payable, Batch Processes, Interfaces, Load Inbound IPAC, Load Inbound IPAC	Request a run of the Load inbound IPAC File into the inbound IPAC staging tables for processing in PeopleSoft Payables.
Inbound IPAC Data	AP_IPAC_INBND_INQ	Accounts Payable, Review Accounts Payable Data, Interfaces, Inbound IPAC, Inbound IPAC Data	View inbound IPAC data from files that have been loaded to the inbound IPAC staging tables.
Inbound IPAC Stage Selection	AP_IPAC_INBND_SRCH	Click the Select IPAC link on the Voucher - Payments page.	Search for staged inbound IPAC transactions and associate them with a regular voucher.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

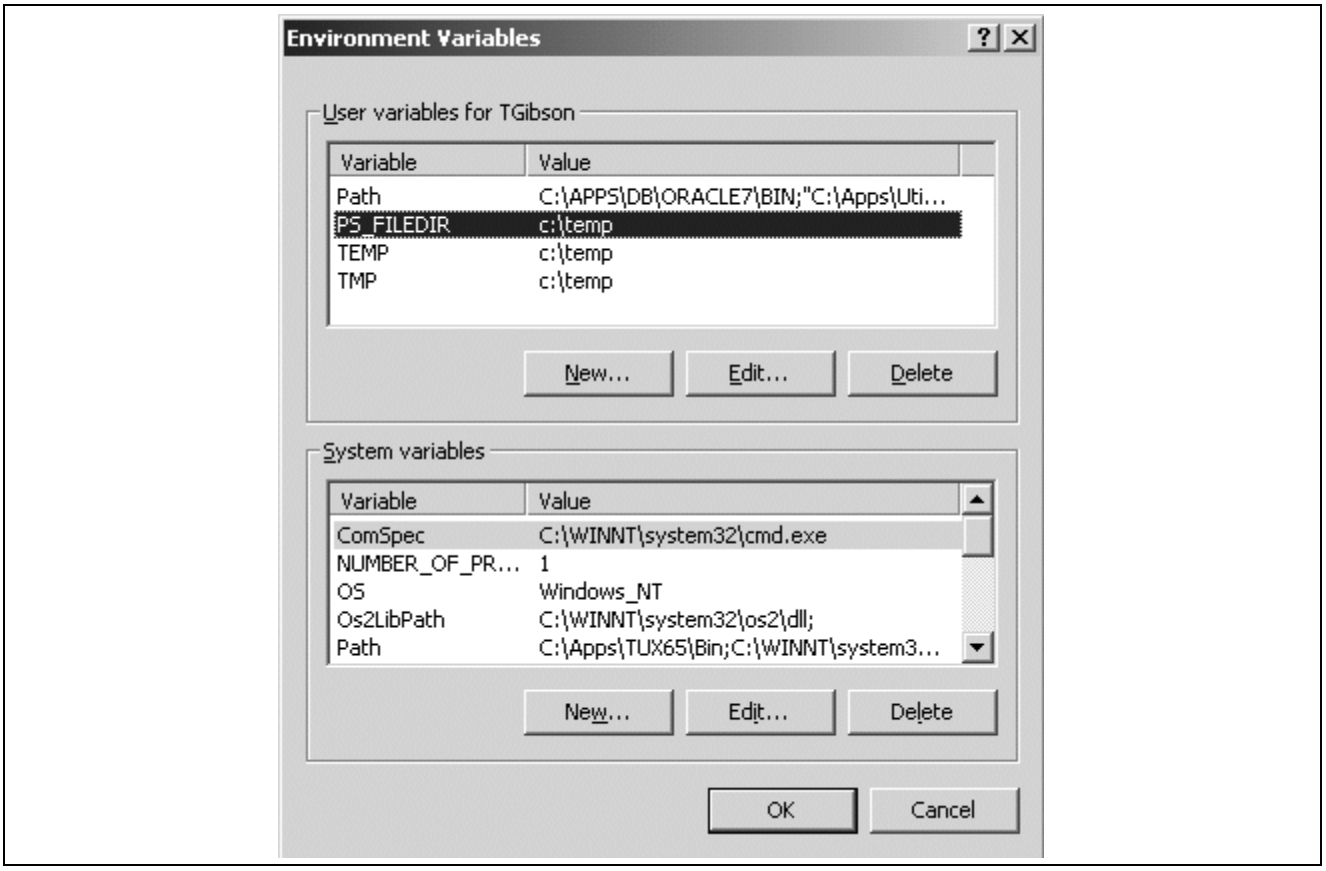
Loading Inbound IPAC Files

Before you load inbound IPAC files you must configure your workstation:

1. On your workstation, go to Windows Start, Settings, System, Advanced, and click the Environment Variables button to access the Environment Variables dialog box.
2. In the Environment Variables dialog box, enter a new user variable of *PS_FILEDIR* with a value of *c:\temp.*

   Although the value is *c:\temp,* the flat file does not need to be located in the c:\temp file.

3. Click OK.



Configuring your workstation for loading inbound IPAC flat files to PeopleSoft Payables

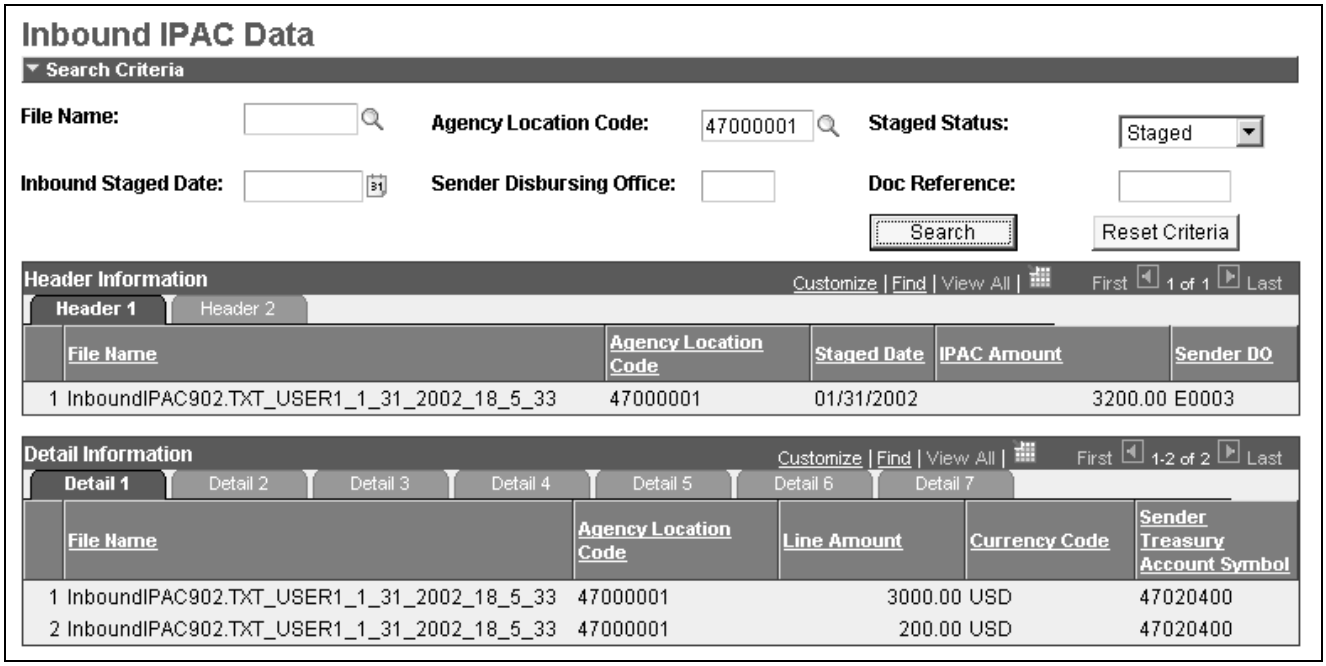
To load an inbound IPAC flat file:

1. Access the Load Inbound IPAC page.
2. Enter the path and filename of the IPAC file for loading.

   Use the buttons to browse for files, delete files, and view them.
3. Save the page.

Reviewing Staged Inbound IPAC Files

Access the Inbound IPAC Data page.



Inbound IPAC Data page

Note. On this page, the *sending agency* is the vendor's agency, which is receiving the payment, and the *receiving agency* is the customer's agency—that is, your agency—which is making the payment.

Search Criteria

File Name — Displays the concatenation of the file name + User ID of user who loaded the file + date/time the file was loaded.

Agency Location Code — The Agency Location Code of the sending agency, which is the agency receiving the payment.

Inbound Staged Date — The date the inbound IPAC file was loaded into the inbound IPAC staging tables using the Load Inbound IPAC process.

Staged Status — Select from:

- *Error*
- *Selected*
- *Staged*

Doc Reference (document reference) — Enter the payment confirmation number.

Header Information

Agency Location Code — Displays the sender's ALC.

IPAC Amount — Displays the total amount for the IPAC payment.

Sender DO (Sender Disbursement Office) Displays the sender's disbursement office code.

Tran Set ID (Transaction set identifier) Displays the transaction set ID. PeopleSoft Payables only processes inbound IPAC transactions whose transaction set ID is *810,* collection.

Customer ALC Displays your ALC.

Detail Information

Each row in the Detail Information grid represents one voucher line-distribution line combination.

Agency Location Code Displays the sender's ALC.

Line Amount The amount for the voucher line–distribution line combination.

Sender Treasury Account Symbol Represents the fund and appropriation to which the payment was made.

Contact Name Displays a sender contact name.

IPAC Accounting Classification Displays the accounting classification code that identifies a project. It was supplied by you, the customer, to the vendor when the goods or services were originally requested. This is identical to the ACL/CD field on the IPAC page.

Receiver Department Displays the two-digit code assigned by the Department of Treasury to the agency receiving the transaction (that is, for inbound IPAC, your agency).

Description Displays a description of the invoice line item.

Cross Reference Document For zero-dollar transactions, this displays the document reference number of the original IPAC payment.

Obligation Document Number Displays the PO ID.

IPAC Pay Flag Indicates whether a payment is *F,* final or *P,* partial.

IPAC Purchase Order Displays the PO ID.

IPAC Quantity Displays the item quantity.

Receiver Treasury Account Symb (receiver treasury account symbol) Represents the fund and appropriation upon which the payment is drawn.

Creating the Inbound IPAC Voucher and Recording the Payment

To create a voucher for an inbound payment:

1. Access the Invoice Information page in the Voucher component, selecting *Regular Voucher* on the Add page.

   Note. IPAC vouchers must have a voucher style of *Regular.*

2. Copy a purchase order.

Note. IPAC vouchers must be preceded by a purchase order.

3. Complete the voucher by entering all required fields on the Invoice Information, Payments, and Voucher Attributes pages.
4. On the Payments page, select the Inbound IPAC option.

   This places the voucher payment on hold with a Hold Reason of *IPC*, IPAC hold, until the inbound IPAC data has been staged and is ready for you to associate with the voucher.

   If the inbound IPAC data has already been staged, click the Select IPAC link and proceed to step 8.
5. Save the voucher.

   Run your normal approval processing for the voucher—budget checking, document tolerance checking, matching, voucher approval—and post the voucher.
6. Load the inbound IPAC file to the staging tables using the Load Inbound IPAC page and (optionally) confirm that the IPAC data has been staged on the Inbound IPAC Data Inquiry page.
7. Access the voucher using the Voucher component and click the Select IPAC link on the Voucher - Payments page to access the Inbound IPAC Stage Selection page.
8. On the Inbound IPAC Stage Selection page, enter your Inbound Lookup Criteria to search for the staged IPAC transaction you want to associate with the voucher, and click Search.

   The Agency Location Code in the Inbound Lookup Criteria group box is the sender's ALC.

   The Inbound IPAC Stage Selection page is identical to the outbound IPAC page, with the exception of the Inbound Lookup Criteria group box and the Select, File Name, and Staged Date fields in the Header Information scroll area. Note also that, on the Inbound IPAC Stage Selection page, the meaning of receiver and sender are the reverse of their meaning on the outbound IPAC page. In other words, on the Inbound IPAC Stage Selection page, the receiver is the paying agency (your agency) and the sender the agency that was paid.

   See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Entering Outbound IPAC Information, page 767.
9. Scroll through the search results in the Header Information scroll area and select the transaction you want to associate with the voucher.

   You cannot save the voucher if:

   - The voucher gross amount does not equal the staged IPAC transaction's total amount.
   - The ALC for the vendor on the voucher does not equal the Sender ALC on the staged transaction.
   - The ALC for the voucher's bank does not equal the Receiver ALC on the staged transaction.
10. Click Copy to Voucher to copy the staged IPAC transaction data to the voucher and the AP IPAC tables.
11. Click the Back to Invoice link and access the Voucher - Payments page
12. On the Voucher - Payments page, select a payment Action of *Record* and enter a payment Reference number.
13. Save the voucher.

    When you save:

    - The system deletes the staged IPAC data that you selected from the inbound IPAC staging tables.

- Payments are marked as reconciled.
- The IPAC hyperlink becomes available. You can click on it to view all IPAC data associated with the voucher on the IPAC page.

14. Run the Payment Posting process and the Cash Clearing process to update accounting lines and cash balances.

See Also

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Processing Outbound Intra-Governmental Payment and Collection System (IPAC) Transactions in PeopleSoft Payables, page 763

Chapter 16, "Using Additional Payment Processing Options," Using the Manual Payment Creation Process, page 441

Chapter 17, "Running Voucher and Payment Posting," page 469

Inquiring on Inbound IPAC Payments

See Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," Inquiring on IPAC Transactions, page 772.

Handling Advances for Federal Agencies

PeopleSoft Payables uses prepayment functionality to handle payment advances to employees. U.S. federal agencies have one specific advance handling requirement which is not otherwise required for prepayments, which is that advances must be tied to existing purchase orders. To that end, when Enable Federal Payments is selected on the Installation Options - Payables page, the Advance Payment Option group box appears on the Invoice Information page for the prepayment voucher style. When you select Use Advance Payment in that group box, the system verifies that there is a purchase order associated with the prepayment.

To pay and record expenses against an advance:

1. Create a purchase order for the advance.
2. Create a prepayment voucher.
    a. Enter a voucher style of *Prepaid Voucher* on the add/search page when accessing the Voucher component.
    b. Select the Use Advance Payment option on the Invoice Information page, and enter the associated purchase order.
    c. Complete the voucher.

    See Chapter 23, "Processing Prepayments," Entering Prepaid Vouchers Online, page 606.
3. Pay the voucher, either through the Pay Cycle process or manually.
4. Record expenses against the advance by creating a regular voucher in the Voucher component and applying it to the prepayment.

    See Chapter 23, "Processing Prepayments," Applying Final Invoices and Prepayments, page 611.

a. If the expense is more than the advance, the Voucher Posting process automatically schedules a payment for the difference.

   For example, if the advance is for 1000 USD and you enter an expense voucher against the advance for 1300 USD, the Voucher Posting process schedules a payment of 300 USD to the employee.

b. If the expense is less than the advance, then enter two distribution lines on the expense voucher, one for the expense, the other a credit to cash.

   For example, if the advance is for 1000 USD and the expense voucher is for 800 USD, enter an expense distribution of 800 USD and a credit to cash distribution of 200 USD.

   Enter and collect the receivable using your receivables processes.

See Also

Chapter 23, “Processing Prepayments,” page 591

CHAPTER 31

Using Entry Events in PeopleSoft Payables

This chapter provides an overview of entry events in PeopleSoft Payables and discusses how to generate accounts payable entry events.

Understanding Entry Events in PeopleSoft Payables

Entry events are the short-hand codes used to post pro-forma accounting entries to the general ledger with minimal input from the end user. These codes are used across all modules for all documents and derive their accounting entries from a central table.

Entry event codes enable PeopleSoft applications to create standard accounting entries automatically based on accounting lines generated by document posting routines. Users assign an entry event code to a transaction distribution line when they create a document. The FS_EVENTGEN Application Engine process—also called the Entry Event Generator—generates additional standard accounting entries based on the entry event code that users entered.

After enabling entry events, users may assign entry event codes to distribution lines for accounts payable transactions. Entry event processes and entry event process steps are predefined and delivered with the system. You define appropriate entry events to specify the debits and credits necessary for each business scenario.

You can run the FS_EVENTGEN process in conjunction with the Voucher Posting Application Engine process (AP_PSTVCHR), the Payment Posting Application Engine process (AP_PSTPYMNT), and the Cash Clearing Application Engine process (AP_APCSHCLR) by selecting the Initiate Entry Event Generator check box on the run control pages for these processes. You can also use the Voucher Entry Event request page, the Payment Entry Event request page, and the Cash Clearing Entry Event request page to run the Entry Event Generator process separately.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Entry Events"

Upward and Downward Adjustment Entry Event Entries for Payables Transactions Subject to Commitment Control

PeopleSoft Payables uses entry events to generate separate budgetary debit and credit entries for upward and downward adjustments to purchase orders and vouchers that are processed after funding has expired.

Note. To generate upward and downward adjustment entries for vouchers that have been posted and then finalized or partialized, you must run the FS_EVENTGEN process separately from the Voucher Posting process—that is, you must run it from the Voucher Entry Event request page.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Entry Events," Entry Event Codes for Upward and Downward Adjustments.

Generating Accounts Payable Entry Events

This section discusses how to:

- Generate voucher entry events.
- Generate payment entry events.
- Generate cash clearing entry events.

Pages Used to Generate Accounts Payable Entry Events

Page Name	Object Name	Navigation	Usage
Voucher Entry Event , Payment Entry Event , Cash Clearing Entry Event	PST_EE_RUN_REQUEST	• Accounts Payable, Batch Processes, Vouchers, Voucher Entry Event • Accounts Payable, Batch Processes, Payment, Payment Entry Event • Accounts Payable, Batch Processes, Payment, Cash Clearing Entry Event	Request a run of the FS_EVENTGEN process to generate entry event accounting entries for vouchers, payments, and cash clearing, respectively.
Voucher Posting Request	PST_VCHR_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Posting	Request a run of the Voucher Posting process (AP_PSTVCHR). You can generate entry events by selecting the Initiate Entry Event Generator option.
Payment Posting Request	PST_PYMNT_RQST	Accounts Payable, Batch Processes, Payment, Payment Posting	Request a run of the Payment Posting process. You can generate entry events by selecting the Initiate Entry Event Generator option.
Cash Clearing Request	CASH_CLRG_REQUEST	Accounts Payable, Batch Processes, Payment, Cash Clearing	Request a run of the Cash Clearing process. You can generate entry events by selecting the Initiate Entry Event Generator option.

Generating Voucher Entry Events

Access the Voucher Entry Event page.

Entry Event Process Select *Voucher Accrual* to process voucher entries.

Process Option Select one of the following:

All Units: process all voucher entries for all business units.

Document: process the voucher entries for a specific voucher. The Business Unit and Document fields in the Selection Criteria group box becomes available for entry.

Unit: process the vouchers in a specific business unit. The Business Unit field in the Selection Criteria group box becomes available for entry.

Selection Criteria

The fields available in this group box depend on the process option you select.

Business Unit Enter a business unit whose vouchers you want to generate entry events for. This field is available if you selected a process option of *Unit* or *Document.*

Document Enter a voucher ID for a voucher you want to generate entry events for. This field is available if you selected a process option of *Document.* You must also enter a business unit.

Generating Payment Entry Events

Access the Payment Entry Event page.

Entry Event Process Select *Payments* to process payment entries.

Process Option Select one of the following:

- *All Banks:* process all entries for all banks.
- *Bank Account:* process entries for one bank account. The bank account fields in the Selection Criteria group box become available for entry.
- *Payment:* process entries for a particular payment. The bank account fields and the Payment Reference field in the Selection Criteria group box become available for entry.

Selection Criteria

The fields available in this group box depend upon the process option you select.

SetID, Bank Code, and **Bank Account** Enter a bank SetID, bank code, and bank account. These fields are available if you selected a process option of *Bank Account* or *Payment.*

Payment Reference Enter a payment reference (such as a check number). This field is available if you selected a process option of *Payment.*You must also enter the bank account fields.

Generating Cash Clearing Entry Events

Access the Cash Clearing Entry Event page.

Entry Event Process Select *Cash Clearing* to process cash clearing entries.

Process Option Select *All Reconciled Payments* to process all reconciled payments.

There are no selection criteria available for generating cash clearing entry events.

Drilling Down to Entry Event Journal Lines

This section discusses how to drill down to entry event journal lines for PeopleSoft Payables transactions.

Pages Used to Drill Down to Entry Event Journal Lines

Page Name	Object Name	Navigation	Usage
Journal Drill Down	EE_VCH_DRILL	Accounts Payable, Review Accounts Payable Info, Vouchers, EE Journal Entry Drill Down	View journal lines for Payables entry events.

Drilling Down to Entry Event Journal Lines

This section provides an overview of how to drill down to source transactions for payables entry event journals and discusses how to link drilldown pages with accounting entry definitions:

Understanding How to Drill Down from Journal Lines

You can view source transactions for PeopleSoft Payables accounting entries from journal lines in PeopleSoft General Ledger for both standard and entry event journals. You search for journals in the Journal Inquiry component (JOURNAL_INQUIRY) and drill down to source transactions for individual journal lines. The page that you access is based upon the selections that you made on the Accounting Entry Definition page.

You can also review source transactions for entry event journals directly from the menu in PeopleSoft Payables.

Before you can view source transactions for a journal entry in PeopleSoft General Ledger, you must specify the exact type of information that you want to drill down to from the Journal Inquiry component. To do so, you link a drilldown page with each accounting entry definition for which you generate journals.

See Also

Chapter 17, “Running Voucher and Payment Posting,” Reviewing Journal Detail for a General Ledger Journal, page 499

PeopleSoft General Ledger 8.8 PeopleBook, “Reviewing Financial Information,” Viewing Journal Information

Pages Used to Review Payables Accounting Entries from PeopleSoft General Ledger

Page Name	Object Name	Navigation	Usage
Accounting Entry Definition	JRNL_GEN_ACCTG_DEF	General Ledger, Journals, Subsystem Journals, Accounting Entry Definition	Identify the drilldown pages for each accounting entry definition that the Journal Generator process (FS_JGEN) uses to general journal for PeopleSoft Payables.
Journal Inquiry Criteria	INQ_JRNL_CRITERIA	General Ledger, Review Financial Information, Journals, Journal Inquiry Criteria	Enter search criteria to retrieve a list of journals.
Journal Inquiry Details	INQ_JRNL_HDR_DTL	Click a journal ID on the Journal Inquiry Criteria page.	View journal lines for a journal and drill down to the source transactions in PeopleSoft Payables.
Journal Drill Down	EE_VCH_DRILL	Accounts Payable, Review Accounts Payable Info, Vouchers, EE Journal Entry Drill Down	Review the accounting entries for payables items for entry event journals.

Linking the Payables Entry Event Drilldown Page with Accounting Entry Definitions

To link the Payables entry even Journal Drill Down page with the accounting entry definition:

1. Access the Accounting Entry Definition page.
2. Select *EGAPDEFN* as the accounting definition name.
3. In the Page Name field, select *EE_VCH_DRILL* for the payables entry event Journal Drill Down page.
4. Select the Cross-Product Drill Down check box.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator," Defining Accounting Entries

CHAPTER 32

Archiving Transactions in PeopleSoft Payables

In this chapter, we provide an overview of archiving and discuss how to:

- Archive payments to history tables.
- Remove payment archives to flat files.
- Archive vouchers to history tables.
- Remove voucher archives to flat files.
- Archive vendors to history tables.
- Remove vendor archives to flat files.
- Restore archived data.
- Review archived vendor data.

Understanding Archiving

In PeopleSoft Payables, you can archive payments, vouchers, and vendors to remove them from the production transaction tables, yet keep them online in history tables where they are available for queries and reporting. Removing them from your production tables helps maintain speedy daily processing activities, while still retaining online access to information.

In addition, you can copy data from the history tables that you no longer need for online reporting to flat files and delete them from the online system. Archived reports provide the necessary tracking information for your regulatory agencies, and the data stays available if you need to reload it for an audit.

To archive data in PeopleSoft Payables, you'll complete the same procedures for payments, vouchers, and vendors. Payments that are cleared, or canceled must be archived to history tables and deleted from the transaction tables before you can begin to archive the related vouchers. Likewise, before you can archive vendors, completely processed vouchers or closed vouchers must be archived to history tables and deleted from the transaction tables.

When you archive, you first move transactions out of the main online tables into online history tables where you can still query them for information about the transactions. Later, when you no longer need to reference those transactions, you can move them to flat files and delete them completely from the online system.

Note. We recommend that you use unique run control IDs for each archive process. That is, have separate run control IDs for payment archive, payment history, payment history export, voucher archive, voucher history, voucher history export, vendor archive, vendor history, and vendor history export.

When you archive your transactions, you'll need to enter an archive ID. Archive IDs provide a method of identifying a group of transactions during the archiving process. The combination of archive ID and archive date that you specify during archive selection is then used as the key when you run the selection report, rollback, and deletion processes. Similarly, the archive ID and archive date used for history selection are then used to track the history report, file creation, rollback, and deletion processes. The archive ID need not be predefined for use in archive and history selection. However, when you perform the subsequent archive and history processes, you need to use the archive ID and archive date specified during selection.

The following procedures provide an overview of the archiving procedure in Payables.

Archive transactions as follows:

1. Run the payment, voucher, or vendor archive selection process.

   In the Payment Archive Request component (PYMNT_ARCH_RQST), the Voucher Archive Request component (VCHR_ARCH_RQST), or the Vendor Archive Request component (VNDR_ARCH_RQST), you'll run a selection that picks payments, vouchers, or vendors that are eligible for archiving and copies them to history tables. To select vouchers for archiving, all payments for the vouchers must be archived beforehand. Likewise, all vouchers for a vendor must be archived before you can archive that vendor.

   You'll use an archive ID, the archive date, and the applicable archive processing parameters.

2. Run the payment, voucher, or vendor archive selection report.

   This report lists all the selected data, so you can verify that you're archiving the correct transactions. You'll probably want to run this report every time you run a payment, voucher, or vendor archive request.

3. Run the payment, voucher, or vendor archive rollback process.

   If the report reveals that you have selected the wrong set of data, you can run a rollback process. This clears the records, enabling you to rerun the archive selection process with different parameters.

4. Run the payment, voucher, or vendor archive delete process.

   This removes the records from the transaction tables.

Archive history as follows:

1. Run the payment, voucher, or vendor history selection process.

   Based on the date parameters you enter, this process flags transactions in the history table for reporting, moving to flat files, and subsequently deleting.

2. Run the payment, voucher, or vendor history selection report.

   Use this report to verify that all the payments, vouchers, or vendors selected in the history tables are indeed the ones you want to archive to a flat file. The report also provides you with all the details you may need for regulatory audits.

3. Run the payment, voucher, or vendor history rollback process.

   If the report reveals that you have selected the wrong set of data in the history tables, the rollback clears the records from history tables so that you can rerun the History Selection process again with different parameters.

4. Run the payment, voucher, or vendor history file creation process.

   The system takes data selected for history archiving and writes it to a flat file.

5. Run the payment, voucher, or vendor history delete process.

This deletes data from the history tables once it has been successfully archived to flat files.

Archiving Example

To help you to understand the multifaceted archiving process, let's step through an example of archiving a set of payments and related vouchers.

The following example is based upon these assumptions:

- Vouchers and payments are dated in January 2003.
- Archiving is performed in April 2003.
- Payments are cleared or canceled in January 2003.
- Cash Clearing is selected on the External Account component (BANK_EXTERNAL).
- Recon Method (reconciliation method) is *None* on the External Account component.
- Do Not Reissue/Close Liability is selected on the Payment Cancellation component (PYMNT_CANCEL).

Note. Payments are archived if they meet criteria set up on the External Account component. If Cash Clearing is selected then the payment must be cash cleared by the archive selection date. If Cash Clearing is not selected then the cash cleared date for the payment will be ignored and not factored in to archiving. Similarly, if the Recon Method is *Automatic*, *Manual* or *Semi Man* (semi manual) then the payment will have to be reconciled. If the Recon Method is *None* then the reconciliation flag on the payment will be ignored.

Certain transactions are excluded from the cash clearing and reconciliation rules. Canceled payments with Do Not Reissue/Close Liability selected on the Payment Cancellation component (PYMNT_CANCEL) are archived if the cancellation date is prior or equal to the archive selection date. Escheated payments, overflow payments, or replaced payments are archived if the payment date is prior or equal to the archive selection date.

Voucher ID	Invoice Date	Clear/Cancel Date
1000	January 15, 2003	January 30, 2003
1001	January 15, 2003	February 27, 2003
1002	January 15, 2003	March 30, 2003

For the first archive selection from the transaction tables, you might select all payments and vouchers that meet archive qualifications—cleared, or canceled as of January 31, 2003. The archive process examines the payment and voucher tables and selects voucher 1000 as a voucher that has been cleared, or canceled by January 31, 2003.

The Payment Archival Application Engine process (AP_PYMTARCH) selects and copies the payment information into the payment history tables. All payments for the specified bank and bank account with a payment clear, or cancel date equal or prior to the archive as of date are selected for archiving.

1. You can run the Payment Archive report (APY6000) to view the results of the selections. You can also run the appropriate selection rollback if the results are not what you expected.

2. After transactions are copied to history tables, run the delete process to remove transactions from the payment tables. This step enables you to run the voucher archive selection.
3. The Voucher Archival Application Engine process (AP_VCHRARCH) selects the voucher information to copy from the transaction tables to the history tables.
4. You can run the Voucher Archive report (APY6001) to view the results of the selections. You can also run the selection rollback if the results are not what you expected.
5. Voucher archive delete removes the voucher information from the transaction tables.

Later in the year, you run the same selection processes but with an as of date equal to February 28, 2003. Repeating the voucher archive steps, the system selects voucher 1001 from the transaction table and moves it to the history table. The Voucher Archive report again shows you the results of the selection process.

Still later in the year, you again run the selection process using the as of date equal to March 31, 2003. The Voucher Archive reports once again show you which transactions were selected in the process—in this case, the last voucher with an invoice date of January 15, 2003 has finally been cleared and archived as a payment, so the voucher can be archived as well.

When all available payment and voucher transactions are selected and archived to history tables and they are no longer needed for reporting in the online system, you complete the process by performing archive history to files.

See Also

PeopleSoft Banks Setup and Processing 8.8 PeopleBook, "Setting Up External, Internal, and Netting Accounts," Defining External Account Information

Archive Tables

This section lists the payment, voucher, and vendor tables that are archived and the corresponding history table names.

PAYMENT ARCHIVE (3 tables):

	FROM	TO
1.	PAYMENT_TBL	PYMNT_TBL_HST
2.	PAYMENT_RCN_TBL	PYMNT_RCN_HST
3.	PYMNT_ADVICE	PYMNT_ADV_HST

VOUCHER ARCHIVE (22 tables):

	FROM	TO
1.	VOUCHER	VCHR_HST
2.	VOUCHER_LINE	VCHR_LN_HST

	FROM	TO
3.	DISTRIB_LINE	VCHR_DSTLN_HST
4.	VCHR_DOCSEQ_HDR	VCHR_DOCSEQ_HST
5.	VCHR_ACCTG_LINE	VCHR_ACCTLN_HST
6.	PYMNT_VCHR_XREF	PYMNT_VCHR_HST
7.	VCHR_FRGH_CHRG	VCHR_FRGCHG_HST
8.	PYMNT_VCHR_WTHD	PYMNT_VCHWH_HST
9.	VCHR_MISC_CHRG	VCHR_MISC_HST
10.	VCHR_SALETX_CHG	VCHR_SALETX_HST
11.	VCHR_USETAX_CHG	VCHR_USETAX_HST
12.	VCHRLN_MISC_CHG	VCHRLN_MISC_HST
13.	VCHR_LINE_WTHD	VCHRLN_WTHD_HST
14.	DISTRIB_LINE_NP	DIST_LN_NP_HST
15.	BCH_XREF_EXT	BCH_XREF_HST
16.	VCHR_LINE_TXGEO	VCHRLNTXGEO_HST
17.	VCHR_LN_EXS_DTL	VCHLN_XSDTL_HST
18.	VCHR_LN_TX_DTL	VCHLN_TXDTL_HST
19.	VCHR_VNDR_INFO	VCHR_VNDR_HST
20.	VCHR_VNDR_BANK	VCHR_VNDR_BHST

	FROM	TO
21.	VCHR_VNDR_IBANK	VCHR_VNDR_IBHST
22.	VOUCHER_HIPAA	VCHR_HIPAA_HST

VENDOR ARCHIVE (27 tables):

	FROM	TO
1.	VENDOR	VNDR_HST
2.	VNDR_ADDR_SCROL	VND_ADR_SCR_HST
3.	VENDOR_ADDR	VNDR_ADDR_HST
4.	VENDOR_ADDR_PHN	VND_ADR_PHN_HST
5.	VNDR_CNTCT_SCR	VND_CTC_SCR_HST
6.	VENDOR_CNTCT	VNDR_CNTCT_HST
7.	VNDR_CNTCT_PHN	VND_CTC_PHN_HST
8.	VNDR_LOC_SCROL	VND_LOC_SCR_HST
9.	VENDOR_LOC	VNDR_LOC_HST
10.	VENDOR_TYPE	VNDR_TYPE_HST
11.	VNDR_BANK_ACCT	VND_BNK_ACC_HST
12.	VNDR_LOC_ID_NBR	VND_LOC_ID_HST
13.	VNDR_URL	VNDR_URL_HST
14.	VENDOR_PAY	VNDR_PAY_HST
15.	VNDR_IND_CLASS	VND_IND_CLS_HST

	FROM	TO
16.	VNDR_IBANK_ACCT	VND_IBNKACC_HST
17.	VNDR_RTV_FEE	VND_RTV_FEE_HST
18.	VENDOR_ID_NBRS	VND_ID_NBR_HST
19.	VENDOR_INVOICE	VNDR_INV_HST
20.	VNDR_VAT_RGSTRN	VND_VAT_RGS_HST
21.	VENDOR_WTHD	VND_WHD_DTL_HST
22.	VENDOR_WTHD_JUR	VND_WHD_JUR_HST
23.	VENDOR_CONVER	VNDR_CONVER_HST
24.	VNDR_HDR_IND_CL	VNDR_IND_CL_HST
25.	VNDR_GOV_SRC	VND_GOV_SRC_HST
26.	VNDR_GOV_CERT	VND_GOV_CER_HST
27.	VNDR_RPT_ELEM	VND_RPT_ELM_HST

Record ID Assignments for Payments, Vouchers, and Vendors

When you export payment, voucher, or vendor data from history tables to files, the system assigns record IDs to help you identify them. Following the list of payment record IDs is an example of how the process works for payments. The same pattern holds true for exporting vouchers and vendors.

Payment Record IDs:

Record ID	History Table
00	PYMNT_TBL_HST
01	PYMNT_ADV_HST
02	PYMNT_RCN_HST

For example, there are two payments to export (payments A and B) from a history table to a file. The system writes all the data for payment A (from PYMNT_TBL_HST, PYMNT_ADV_HST, and PYMNT_RCN_HST) to the file first before any of the data for payment B is processed.

So in the file, you will see the following Record IDs:

- 00
- 01
- 02
- 00
- 01
- 02

The first 00, 01, 02 are for payment A, the second 00, 01, 02 are for payment B, and so on.

Voucher Record IDs:

Record ID	History Table
0000	VCHR_HST
0100	VCHR_LN_HST
0200	VCHR_ACCTLN_HST
0300	VCHR_FRGCHG_HST
0400	VCHR_MISC_HST
0500	VCHR_SALETX_HST
0600	VCHR_USETAX_HST
0700	VCHR_DOCSEQ_HST
0110	VCHR_DSTLN_HST
0120	PYMNT_VCHR_HST
0130	PYMNT_VCHWH_HST
0140	VCHRLN_MISC_HST

Record ID	History Table
0150	VCHRLN_WTHD_HST
0111	DIST_LN_NP_HST
0160	BCH_XREF_HST
0195	VCHRLNTXGEO_HST
0170	VCHLN_XSDTL_HST
0180	VCHLN_TXDTL_HST
0800	VCHR_VNDR_HST
0900	VCHR_VNDR_BHST
0190	VCHR_VNDR_IBHST
0910	VCHR_HIPAA_HST

Vendor Record IDs:

Record ID	History Table
001	VNDR_HST
101	VND_ID_NBR_HST
102	VND_GOV_SRC_HST
103	VNDR_INV_HST
104	VNDR_IND_CL_HST
105	VND_VAT_RGS_HST
106	VNDR_CONVER_HST

Record ID	History Table
107	VND_ADR_SCR_HST
108	VND_LOC_SCR_HST
109	VND_CTC_SCR_HST
201	VND_GOV_CER_HST
202	VNDR_ADDR_HST
203	VNDR_LOC_HST
204	VNDR_CNTCT_HST
301	VND_ADR_PHN_HST
302	VNDR_PAY_HST
303	VND_BNK_ACC_HST
304	VND_LOC_ID_HST
305	VND_IND_CLS_HST
306	VND_RTV_FEE_HST
307	VNDR_TYPE_HST
308	VND_WHD_DTL_HST
309	VNDR_URL_HST
310	VND_CTC_PHN_HST
401	VND_IBNKACC_HST

Record ID	History Table
402	VND_WHD_JUR_HST
010	VND_RPT_ELM_HST

Common Elements Used in This Chapter

File Path Type

Select from the following values:

Absolute: Whatever path you specify is used verbatim. Specify a drive letter as well as the complete path. Do not use any wildcards when you specify a path.

Relative: The file name will be appended to the TEMP or PS_SERVDIR variable (depending on where your process executes). Make sure not to include a drive letter when you use a *Relative* path.

When you run the process on the server, make sure that the directory is valid and that the proper permissions are set.

Open Mode

Select from the following values:

Append: Opens the file for writing, starting at the end. Any existing content is retained.

New: Opens the file for writing only if it doesn't already exist.

Overwrite: Opens the file for writing.

Warning! When you specify Overwrite mode, any existing content in the file is discarded.

Status

Displays the current processing status of a particular history archive group. It lets you know what has already been processed and what remains to be processed so that you can decide whether the history records can now be deleted from the tables.

These statuses include:

Not Processed: The history archive group is *new* and ready for processing; that is, it has not already been written to a flat file.

Export Complete: The history records represented by the item have already been successfully written to a flat file. Processed items can be requested again for flat file processing; there is no limit to the number of times they can be exported.

Error: The system encountered an error while attempting to write the records to a flat file.

Archiving Payments to History Tables

This section discusses how to:

- Select and copy payments to archive
- Run a payment archive selection report.
- Request a payment archive rollback.
- Request a payment archive deletion.

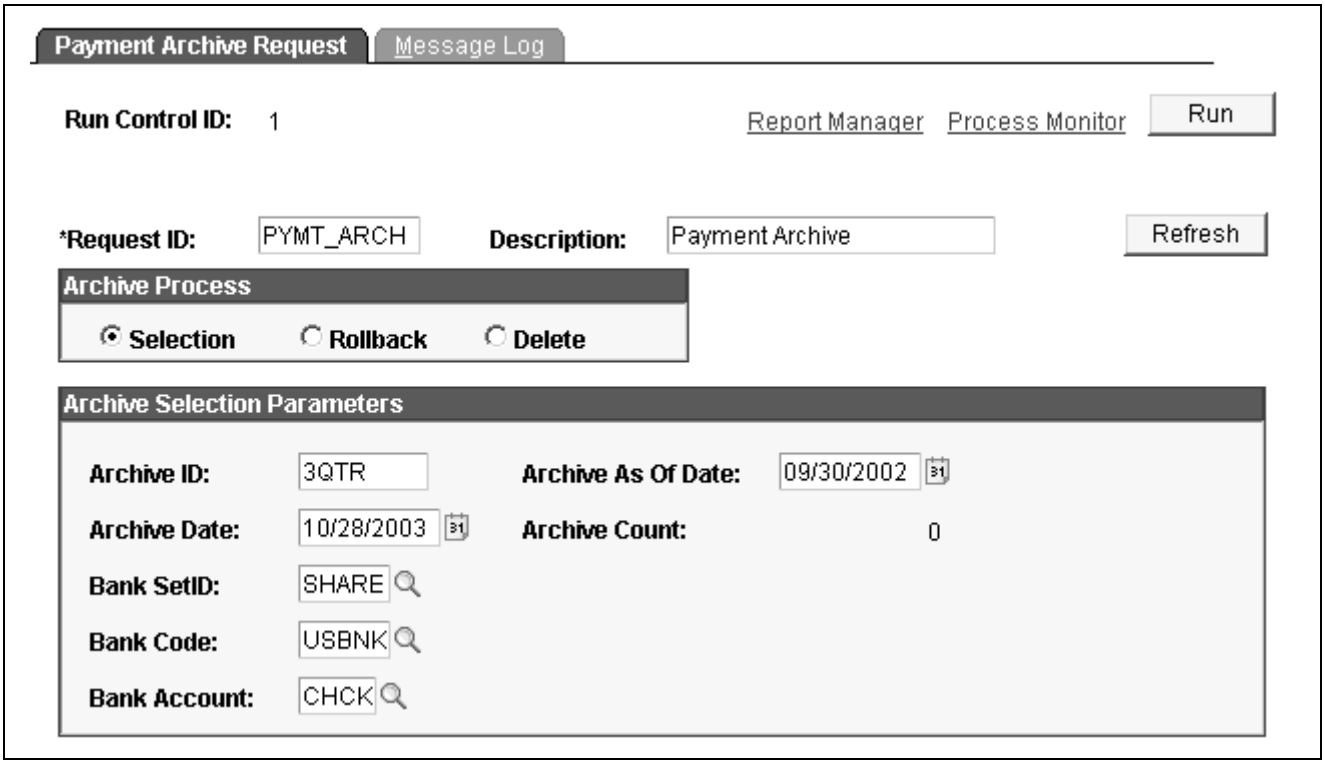
Before you can archive vouchers and vendors, you must archive payments that have been cleared (if applicable), or canceled.

Pages Used to Archive Payments

Page Name	Object Name	Navigation	Usage
Payment Archive Request	PYMNT_ARCH_RQST	Accounts Payable, Archiving, Payments, Request Archive, Payment Archive Request	Select and copy payments from the online tables to the history tables using the c
Payment Archive Selection	PYMNT_ARCH_REPT	Accounts Payable, Archiving, Payments, Select Archive, Payment Archive Selection	Define run parameters for the Payment Archive Selection report (APY6000). Use the report to check that the correct payments have been selected for archiving. (Do this after you run the Payment Archive Selection, but before you actually archive the payments).

Selecting and Copying Payments to Archive

Access the Payment Archive Request page.



Payment Archive Request page

Archive Process

Selection Verify that the Selection radio button is selected to begin the process.

Rollback Select to rollback payment archive selections if the system selects the wrong data.

Delete Select to delete the payment information from the online tables once it is in the history tables.

Archive Selection Parameters

Archive ID Enter an Archive ID that you want associated with this archive process.

Archive As of Date Enter an Archive As Of Date. Payments cleared or cancelled prior to this date will be archived.

Archive Date Enter an archive date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

Archive Count Displays the number of payments selected once you've run the selection process.

Bank SetID Select the Bank SetID of the payments you wish to archive.

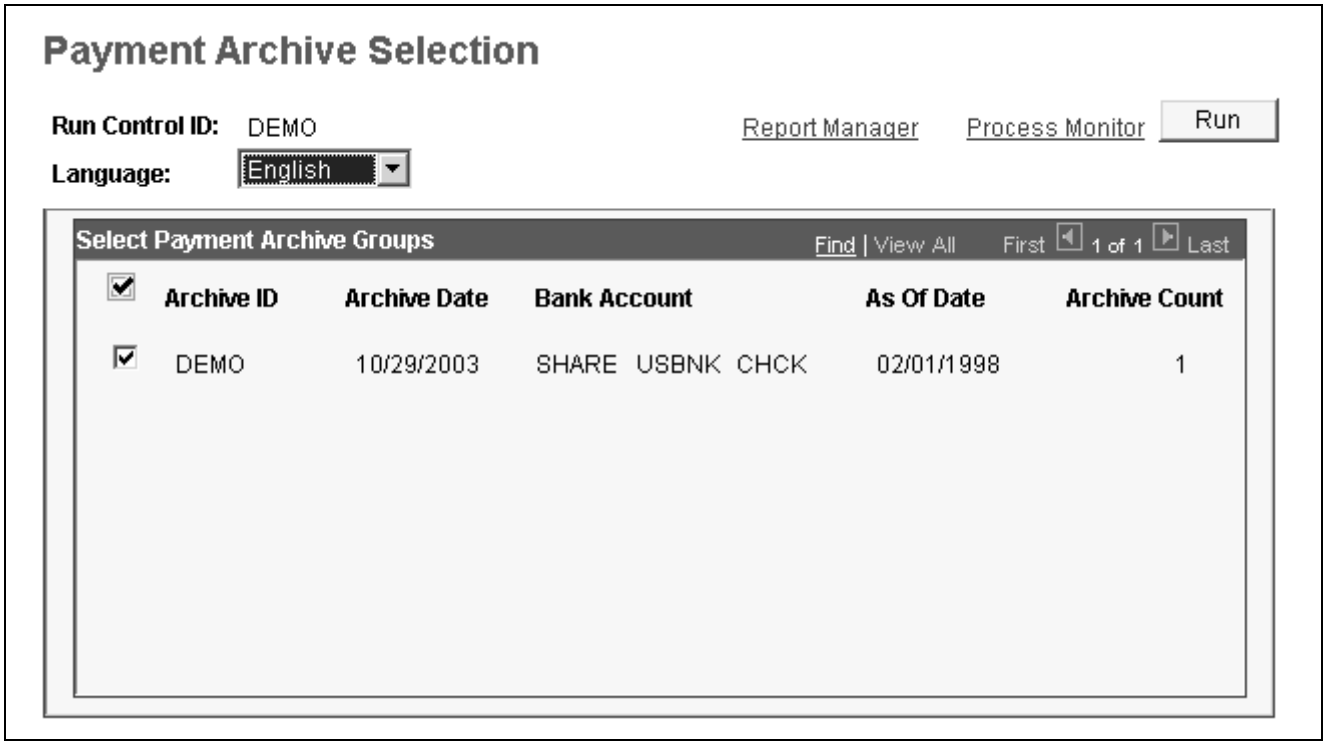
Bank Code Select the Bank Code of the payments you wish to archive.

Bank Account Select the Bank Account of the payments you wish to archive.

Once the process has run, click the Refresh button on the Payment Archive Request page. The page changes to display the number of payments selected in the Archive Count field, and a link to the Payment Archive Selection page.

Running a Payment Archive Selection Report

Access the Payment Archive Selection page.



Payment Archive Selection page

Language Select the language in which you wish the report to print from the drop-down list box.

Select Payment Archive Groups

Select the check box for the Archive ID on which you want to run the report.

Archive ID Displays the archive ID for the payment selection processes that have been run but not completed.

Archive Date Displays the archive date for the payment selection processes that have been run but not completed.

Bank Account Displays the bank account for the payment selection processes that have been run but not completed.

As Of Date Displays the as of date for the payment selection processes that have been run but not completed.

Archive Count Displays the archive count for the payment selection processes that have been run but not completed.

Requesting a Payment Archive Rollback

Access the Payment Archive Request page.

If the Payment Archive Selection report indicates that the payments selected are inappropriate or incomplete, you can rollback the selection process before deleting transactions. Rollback cancels the current selections and enables you to reselect payments for archiving.

To rollback a payment archive request:

1. Open the Payment Archive Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the archive ID you want to rollback.
4. Click the Refresh button on the Payment Archive Request page to verify the processing results.

Archive Disposition Parameters

Archive ID Displays the archive ID for the payment selection processes that have been run but not completed.

Archive Date Displays the archive date for the payment selection processes that have been run but not completed.

Bank Account Displays the bank account for the payment selection processes that have been run but not completed.

Archive As Of Date Displays the as of date for the payment selection processes that have been run but not completed.

Archive Count Displays the archive count for the payment selection processes that have been run but not completed.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting and Copying Payments to Archive, page 798

Requesting a Payment Archive Deletion

After you review the reports and you know the selected payments are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected payments are appropriate for archival.

To run the deletion process:

1. Access the Payment Archive Request page.
2. Enter a request ID and a description.
3. Select the Delete option and select the check box for the archive ID you want to delete.
4. Run the deletion process.

   This moves the payment data from the payment tables to the payment history tables.

5. Once the process runs, click the Refresh button on the Payment Archive Request page to verify the processing results.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting and Copying Payments to Archive, page 798

Removing Payment Archives to Flat Files

This section discusses how to:

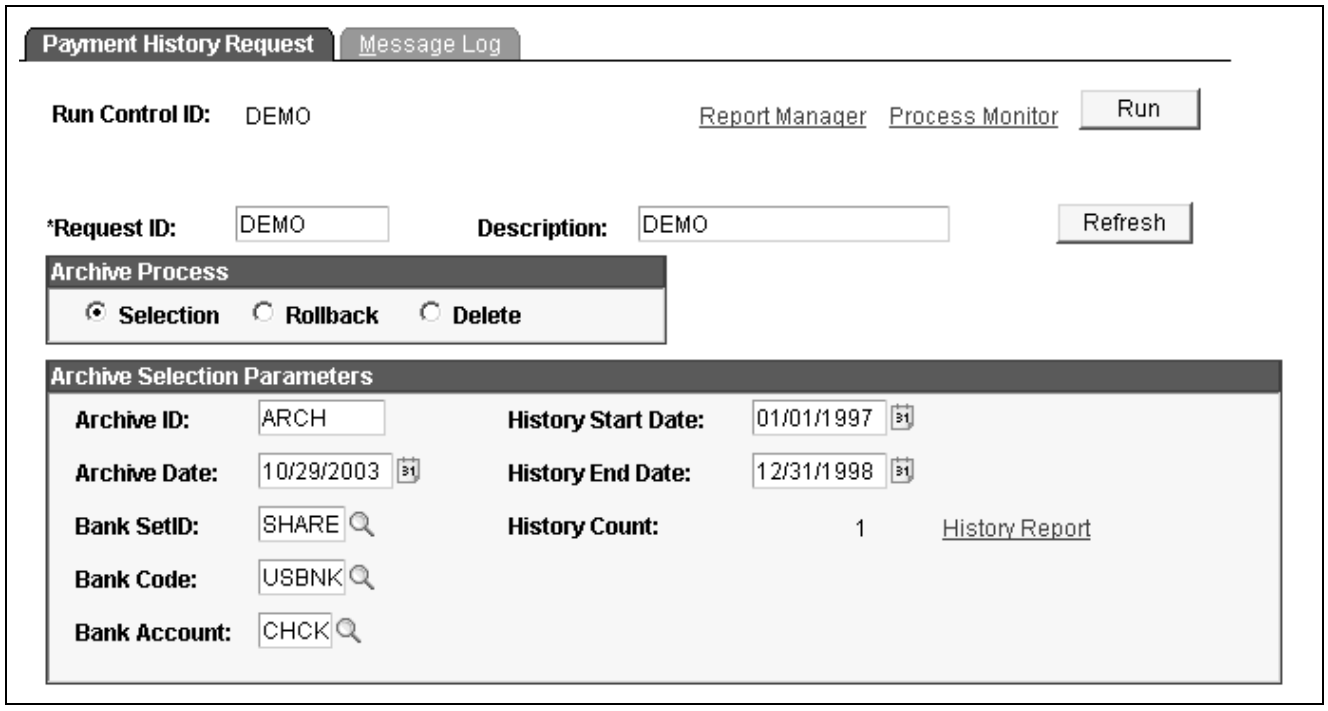
- Select a set of payments from the history tables.
- Run a payment history selection report.
- Request a payment history rollback.
- Write payment history archives to a file.
- Request a payment history deletion.

Pages Used to Remove Payment Archives to Flat Files

Page Name	Object Name	Navigation	Usage
Payment History Request	PYMNT_HST_RQST	Accounts Payable, Archiving, Payments, Request History, Payment History Request	Select a set of payments from the history tables for reporting, copying to flat files, and subsequently deleting from the system using the PS/AP Payment History Application Engine process (AP_PYMTHIST).
Payment History Selection	PYMNT_HST_REPT	Accounts Payable, Archiving, Payments, Select History, Payment History Selection	Define run parameters for the Payment History Selection report (APY6010). Use the report to check that the correct payments have been selected for archiving to a flat file. The Payment History Selection report lists all payment selected for archiving to flat file and provides details for regulatory audits.
Payment History Export	PYMNT_HST_EXPT	Accounts Payable, Archiving, Payments, Export History, Payment History Export	Move payment history transactions to the flat files using the PS/AP Payment History Export Application Engine process (PYMTHSTFLEXP) .

Selecting a Set of Payments From the History Tables

Access the Payment History Request page.



Payment History Request page

Archive Process

Selection Verify that the Selection radio button is selected to begin the process.

Rollback Select to rollback payment selections from the history tables if the system selects the wrong data.

Delete Select to delete the payment information from the history tables once you have created the flat file.

Archive Selection Parameters

Archive ID Enter an Archive ID that you want associated with this archive process.

History Start Date Enter the start date if you want to archive payment transactions from the history tables that were paid within a certain date range.

Archive Date Enter an archive date that indicates the date on which you want to archive. This date will help you keep track of when you actually ran the archive process.

History End Date Enter the end date if you want to archive payment transactions from the history tables that were paid within a certain date range.

Archive Count Displays the number of payments selected once you've run the selection process.

Bank SetID Select the bank setID of the payments you wish to archive from the history tables.

Bank Code Select the bank code of the payments you wish to archive from the history tables.

Bank Account Select the bank account of the payments you wish to archive from the history tables.

Running a Payment History Selection Report

Access the Payment History Selection page.

The Payment History Selection page is similar to the Payment Archive Selection page.

Select the archive ID on which you want to run the Payment History Selection report. The Payment History Selection report lists all payment selected for archiving to flat file and provides details for regulatory audits.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Running a Payment Archive Selection Report, page 800

Requesting a Payment History Rollback

Access the Payment History Request page.

If the Payment History Selection report indicates that the payments selected are inappropriate or incomplete, you can rollback the selection process before deleting transactions. Rollback cancels the current selections and enables you to reselect payments.

To rollback a payment history request:

1. Open the Payment History Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the archive ID you want to rollback.
4. Click the Refresh button on the Payment History Request page to verify the processing results.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting a Set of Payments From the History Tables, page 803

Writing Payment History Archives to a File

Access the Payment History Export page.



Payment History Export page

After you run a Payment History Selection process and the Payment History Selection report confirms that the data you selected in the history tables is correct, you can download your data to a flat file.

File Name Enter the name of the file to which you want to write these payment history transactions.

Select Select to choose one or more of the rows from the list of available payment history archive groups. Each selection identifies a group of history records that were created from the Payment History Request.

Requesting a Payment History Deletion

Access the Payment History Request page.

Run the deletion process only after you confirm that the selected payments are appropriate and the selected payment data is successfully exported to a file.

To run the deletion process:

1. Access the Payment History Request page.
2. Select the Delete option in the Archive Process group box.
3. Select the check box for the archive ID you want to delete.
4. Run the delete process.

   Doing so deletes the archived payment transactions physically from the history tables.
5. After the process runs, click the Refresh button on the Payment History Request page to verify the processing results.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting a Set of Payments From the History Tables, page 803

Archiving Vouchers to History Tables

This section discusses how to:

- Select and copy vouchers to archive.
- Run a voucher archive selection report.
- Request a voucher archive rollback.
- Request a voucher archive deletion.

Before you can archive vouchers, you must archive the payments for those vouchers.

Pages Used to Archive Vouchers

Page Name	Object Name	Navigation	Usage
Voucher Archive Request	VCHR_ARCH_RQST	Accounts Payable, Archiving, Vouchers, Request Archive, Voucher Archive Request	Select and copy vouchers from the online tables to the history tables using the PS/AP Voucher Archival Application Engine process (AP_VCHRARCH).
Voucher Archive Selection	VCHR_ARCH_REPT	Accounts Payable, Archiving, Vouchers, Select Archive, Voucher Archive Selection	Define run parameters for the Voucher Archive Selection report (APY6001). Use the report to check that the correct vouchers have been selected for archiving.

Selecting and Copying Vouchers to Archive

Access the Voucher Archive Request page.

This page is similar to the Payment Archive Request page.

Archive Selection Parameters

Business Unit Select the Business Unit whose vouchers you want to archive.

Once the process has run, click the Refresh button on the Voucher Archive Request page. The page changes to display the number of vouchers selected in the Archive Count field, and a link to the Voucher Archive Selection page.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting and Copying Payments to Archive, page 798

Running a Voucher Archive Selection Report

Access the Voucher Archive Selection page.

This page is similar to the Payment Archive Selection page.

Select Voucher Archive Groups

Select the archive ID on which you want to run the report.

Business Unit The Business Unit for the voucher selection processes that have been run but not completed.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Running a Payment Archive Selection Report, page 800

Requesting a Voucher Archive Rollback

Access the Voucher Archive Request page.

If the Voucher Archive Selection report indicates that the vouchers selected are inappropriate or incomplete, you can rollback the selection process before you delete transactions. Rollback cancels the current selections and enables you to reselect vouchers for archiving.

To rollback a voucher archive request:

1. Open the Voucher Archive Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the check box for the archive ID you want to rollback.
4. Click the Refresh button on the Voucher Archive Request page to verify the processing results.

Archive Disposition Parameters

Business Unit The Business Unit for the voucher selection processes that have been run but not completed.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting and Copying Vouchers to Archive, page 806

Requesting a Voucher Archive Deletion

After you review the reports and you know the selected vouchers are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected vouchers are appropriate for archival.

To run the deletion process:

1. Access the Voucher Archive Request page.
2. Enter a request ID and a description.
3. Select the Delete option in the Archive Process group box, and select the archive ID you want to delete.

4. Run the delete process.

   This moves the voucher data from the voucher tables to the voucher history tables.

5. Once the process runs, click the Refresh button on the Voucher Archive Request page to verify the processing results.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting and Copying Vouchers to Archive, page 806

Removing Voucher Archives to Flat Files

This section discusses how to:

- Select a set of vouchers from the history tables.
- Run the voucher history report.
- Request a voucher history rollback.
- Write voucher history archives to a file.
- Request a voucher history deletion.

Pages Used to Remove Voucher Archives to Flat Files

Page Name	Object Name	Navigation	Usage
Voucher History Request	VCHR_HST_RQST	Accounts Payable, Archiving, Vouchers, Request History, Voucher History Request	Select a set of vouchers from the history tables for reporting, copying to flat files, and subsequent deletion from the system using the PS/AP Voucher History Application Engine process (AP_VCHRHIST).
Voucher History Selection	VCHR_HST_REPT	Accounts Payable, Archiving, Vouchers, Select History, Voucher History Selection	Define run parameters for the Voucher History Selection - Voucher Distribution report (APY6011), Voucher History Selection - Voucher Payments report (APY6012), or the Voucher History Selection - Voucher Accounting Entries report (APY6013). Use these reports to check that the correct vouchers have been selected for archiving to a flat file
Voucher History Export	VCHR_HST_EXPT	Accounts Payable, Archiving, Vouchers, Export History, Voucher History Export	Move voucher history transactions to flat files using the PS/AP Voucher History Export Application Engine process (VCHRHSTFLEXP).

Selecting a Set of Vouchers from the History Tables

Access the Voucher History Request page.

This page is similar to the Payment History Request page.

Enter a Request ID and a Description.

Archive Selection Parameters

Business Unit Select the Business Unit for which you want to run the voucher history selection process.

Once the process has run, click the Refresh button on the Voucher History Request page. The page changes to display the number of vouchers selected in the Archive Count field, and a link to the history selection report page.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting a Set of Payments From the History Tables, page 803

Running the Voucher History Selection Report

Access the Voucher History Selection page.

This page is similar to the Payment History Selection page.

Select Voucher History Groups

Select the check box for the archive ID on which you want to run the report.

Business Unit The Business Unit for the voucher history selection processes that have been run but not completed.

The Voucher History Selection report lists all vouchers selected for archiving to a flat file and retrieves information from PS_VCHR_HST, PS_VCHR_LN_HST and PS_VCHR_DSTLN_HST.

When you run the Voucher History Selection report, the system gives you a choice of three reports to run: APY6011, APY6012, and APY6013.

- APY6011 reports voucher header and voucher line distribution information for each archived voucher; it retrieves information from the VCH_HST, VCHR_LN_HST, and VCHR_DSTLN_HST tables.
- APY6012 reports voucher payment information for each archived voucher; it retrieves information from VCHR_HST and PYMNT_VCHR_HST.
- APY6013 reports voucher accounting entry information for each archived voucher; it retrieves information from VCHR_HST and VCHR_ACCTLN_HST.

Ultimately, you need to run all three of these reports in order to retrieve all the voucher information. Select one of the reports and click OK.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Running a Payment History Selection Report, page 804

Requesting a Voucher History Rollback

Access the Voucher History Request page.

If the Voucher History Selection reports indicate that the vouchers selected are inappropriate or incomplete, you can rollback the selection process before you delete vouchers from the history tables. Rollback cancels the current selections and enables you to reselect vouchers.

To run the rollback process:

1. Access the Voucher History Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the check box for the archive ID you want to rollback.
4. Run the rollback process.
5. After the process runs, click the Refresh button on the Voucher History Request page to verify the processing results.

Archive Disposition Parameters

Business Unit The Business Unit for the voucher history selection processes that have been run but not completed.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting a Set of Vouchers from the History Tables, page 809

Writing Voucher History Archives to a File

Access the Voucher History Export page.

This page is similar to the Payment History Export page.

After you run a voucher history selection process, and the Voucher History Selection reports confirm that the data you selected in the history tables is correct, you can download your data to a flat file.

File Information

Business Unit The Business Unit for the voucher history selection processes that have been run but not completed.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Writing Payment History Archives to a File, page 804

Requesting a Voucher History Deletion

Access the Voucher History Request page.

Run the deletion process only after you confirm that you have selected the appropriate vouchers from history tables and the selected data has been successfully exported to a file.

To run the deletion process:

1. Access the Voucher History Request page.
2. Select the Delete option in the Archive Process group box.
3. Select the archive ID you want to delete.
4. Run the delete process.

   Doing so deletes the archived voucher transactions physically from the history tables.
5. After the process runs, click the Refresh button on the Voucher History Request page to verify the processing results.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting a Set of Vouchers from the History Tables, page 809

Archiving Vendors to History Tables

This section discusses how to:

- Select and copy vendors to archive.
- Select additional vendor criteria.
- Run a vendor archive selection report.
- Request a vendor archive rollback.
- Request a vendor archive deletion.

Before you can archive a vendor, you must first archive the payments and then the related vouchers for that vendor.

Pages Used to Archive Vendors

Page Name	Object Name	Navigation	Usage
Vendor Archive Request	VNDR_ARCH_RQST	Accounts Payable, Archiving, Vendors, Request Archive, Vendor Archive Request	Select and copy vendors from the online tables to the history tables using the PS/AP Vendor Archival Application Engine process (AP_VNDRARCH).
Optional Criteria - Vendor Selection	VND_ARC_OPT_PNL	Click the  button on the Vendor Archive Request page.	Select additional criteria for selecting vendors and to process subsets of your vendor population. If you do not specify specific values for the optional criteria, the system will process all values.
Vendor Archive Selection	VNDR_ARCH_REPT	Accounts Payable, Archiving, Vendors, Select Archive, Vendor Archive Selection	Define run parameters for the Vendor Archive Selection report (APY6002). Use this report to check that the correct vendors have been selected for archiving.

Selecting and Copying Vendors to Archive

Access the Vendor Archive Request page.

This page is similar to the Payment Archive Request page.

Archive Selection Parameters

Optional Criteria Select the checkbox and click the Use Optional Criteria button to transfer to the Optional Criteria - Vendor Selection page.

Vendor SetID Select a vendor setID for the vendors you wish to archive.

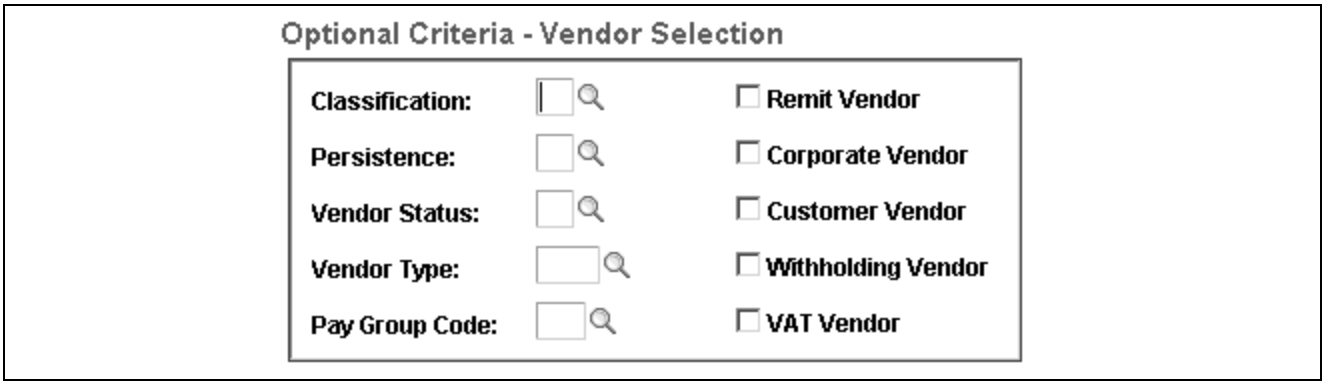
Once the process has run, click the Refresh button on the Vendor Archive Request page. The page changes to display the number of vendors selected in the Archive Count field, and a link to the archive selection report page.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting and Copying Payments to Archive, page 798

Selecting Additional Vendor Criteria

Access the Optional Criteria - Vendor Selection page.



Optional Criteria - Vendor Selection page

Classification Select to archive employees or HRMS payees, or suppliers.

Persistence Select to archive permanent or regular vendors.

Vendor Status Select only vendors with a status of approved, unapproved, or to archive.

Vendor Type Select vendors based on the vendor type.

Pay Group Code Select vendors belonging to a particular pay group.

Remit Vendor Select this check box if you only want to archive remit vendors.

Corporate Vendor Select this check box if you only want to archive corporate vendors.

Customer Vendor Select this check box if you only want to archive customer vendors.

Withholding Vendor Select this check box to only archive withholding vendors.

VAT Vendor Select this check box to only archive vendors subject to VAT.

When you have selected the optional criteria, click OK to return to the Vendor Archive Request page.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

Running a Vendor Archive Selection Report

Access the Vendor Archive Selection page.

This page is similar to the Payment Archive Selection page.

Select Vendor Archive Groups

Select the check box for the archive ID on which you want to run the report.

Vendor SetID Displays the vendor setID for the vendor selection processes that have been run but not completed.

Optional Criteria Displays the optional criteria used to create the vendor selection processes that have been run but not completed.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Running a Payment Archive Selection Report, page 800

Requesting a Vendor Archive Rollback

Access the Vendor Archive Request page.

If the Vendor Archive Selection report indicates that the vendors selected are inappropriate or incomplete, you can rollback the selection process before you delete transactions. Rollback cancels the current selections and enables you to reselect vendors.

To rollback a vendor archive request:

1. Open the Vendor Archive Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the archive ID you want to rollback.
4. Click the Refresh button on the Vendor Archive Request page to verify the processing results.

Archive Disposition Parameters

Vendor SetID Displays the vendor setID for the vendor selection processes that have been run but not completed.

Optional Criteria Displays the optional criteria for the vendor selection processes that have been run but not completed.

Once the process has run, click the Refresh button on the Vendor Archive Request page to verify the processing results.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting and Copying Vendors to Archive, page 812

Requesting a Vendor Archive Deletion

After you review the reports and you know the selected vendors are correct, run the deletion process to physically produce the archive.

Run the deletion process only after you confirm that the selected vendors are appropriate for archival.

To run the deletion process:

1. Access the Vendor Archive Request page.
2. Enter a request ID and a description.
3. Select the Delete option in the Archive Process group box, and select the check box for the archive ID you want to delete.
4. Run the delete process.

   This moves the vendor data from the vendor tables to the vendor history tables.
5. Once the process runs, click the Refresh button on the Vendor Archive Request page to verify the processing results.

See Also

Chapter 32, "Archiving Transactions in PeopleSoft Payables," Selecting and Copying Vendors to Archive, page 812

Removing Vendor Archives to Flat Files

This section discusses how to:

- Select a set of vendors from the history tables.
- Select additional vendor criteria.
- Run a vendor history selection reports.
- Request a vendor history rollback.
- Write vendor history archives to a file.
- Request a vendor history deletion.

Pages Used to Remove Vendor Archives to Flat Files

Page Name	Object Name	Navigation	Usage
Vendor History Request	VNDR_HST_RQST	Accounts Payable, Archiving, Vendors, Request History, Vendor History Request	Select a set of vendors from the history tables for reporting, copying to flat files, and subsequent deletion from the system using the PS/AP Vendor History Application Engine process (AP_VNDRHIST).
Optional Criteria − Vendor Selection	VND_HST_OPT_PNL	Click the  button on the Vendor History Request page.	To select additional criteria for selecting vendors and to process subsets of your vendor population.
Vendor History Selection	VNDR_HST_REPT	Accounts Payable, Archiving, Vendors, Select History, Vendor History Selection	Define run parameters for the Vendor History Selection report (APY6021). Use this report to check that the correct vendors have been selected for archiving to a flat file.
Vendor History Export	VNDR_HST_EXPT	Accounts Payable, Archiving, Vendors, Export History, Vendor History Export	Move vendors from the history tables to a flat file using the PS/AP Vendor History Export Application Engine process (VNDRHSTFLEXP) .

Selecting a Set of Vendors from the History Tables

Access the Vendor History Request page.

This page is similar to the Payment History Request page.

Archive Selection Parameters

Vendor SetID Select a vendor setID for the vendors you wish to archive from the history tables.

Optional Criteria Select the checkbox and click the Use Optional Criteria button to transfer to the Optional Criteria - Vendor Selection page.

Once the process has run, click the Refresh button on the Vendor History Request page. The page changes to display the number of vendors selected in the Archive Count field, and a link to the history selection report page.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting a Set of Payments From the History Tables, page 803

Selecting Additional Vendor Criteria

Selecting additional vendor history criteria is similar to selecting additional vendor criteria.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting Additional Vendor Criteria, page 813

Running a Vendor History Selection Report

Access the Vendor History Selection page.

This page is similar to the Payment History Selection page.

Select Vendor History Groups

Select the check box for the archive ID on which you want to run the report.

Vendor SetID Displays the vendor setID for the vendor history selection processes that have been run but not completed.

Optional Criteria Displays the optional criteria for the vendor history selection processes that have been run but not completed.

The Vendor History Selection report lists all vendors selected for archiving to a flat file.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Running a Payment History Selection Report, page 804

Requesting a Vendor History Rollback

Access the Vendor History Request page.

If the Vendor Archive Selection report indicates that the vendors selected are inappropriate or incomplete, you can rollback the selection process before you delete transactions. Rollback cancels the current selections and enables you to reselect vendors.

To run the rollback process:

1. Access the Vendor History Request page.
2. Select the Rollback option in the Archive Process group box.
3. Select the check box for the archive ID you want to rollback.
4. Run the rollback process.
5. After the process runs, click the Refresh button on the Vendor History Request page to verify the processing results.

Archive Disposition Parameters

Vendor SetID The vendor setID for the vendor history selection processes that have been run but not completed.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting a Set of Vendors from the History Tables, page 816

Writing Vendor History Archives to a File

Access the Vendor History Export page.

This page is similar to the Payment History Export page.

After you run a vendor history selection process, and the Vendor History Selection reports confirm that the data you selected in the history tables is correct, you can download your data to a flat file.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Writing Payment History Archives to a File, page 804

Requesting a Vendor History Deletion

Access the Vendor History Request page.

Run the deletion process only after you confirm that you have selected the appropriate vendors from history tables and the selected data has been successfully exported to a file.

To run the deletion process:

1. Access the Vendor History Request page.
2. Select the Delete option in the Archive Process group box.
3. Select the check box for the archive ID you want to delete.
4. Run the delete process.

   Doing so deletes the archived vendor transactions physically from the history tables.
5. After the process runs, click the Refresh button on the Vendor History Request page to verify the processing results.

See Also

Chapter 32, “Archiving Transactions in PeopleSoft Payables,” Selecting a Set of Vendors from the History Tables, page 816

Restoring Archived Data

This section discusses how to restore archived data to the history tables.

Page Used to Restore Archived Data

Page Name	Object Name	Navigation	Usage
History File Import	VNDR_HST_IMP	Accounts Payables, Archiving, Vendors, Import File, History File Import	Restore data to the history tables from the file using the PS/AP Vendor History Import Application Engine process (VNDRHSTFLIMP).

Restoring Archived Data to the History Tables

Access the History File Import page.

Note. The history import process is a generic one that can be used to import payment, voucher and vendor data into their respective history tables even though the process is located under archiving vendors.

File Information

File Name Enter the name of the file to which you want to restore the data.

File Source Select the type of data you want to import. Your options are: *Payment, Voucher,* and *Vendor.*

Reviewing Archived Vendor Data

This section discusses how to view archived vendor data.

See Also

Appendix C, “PeopleSoft Payables Reports,” page 1003

Page Used to Review and Report on Archived Vendor Data

Page Name	Object Name	Navigation	Usage
Archived Vendor Data	VNDR_HST_SRCH	Accounts Payable, Review Accounts Payable Info, Vendor, Archived Vendor, Archived Vendor Data	View archived vendor data, including user IDs and dates of vendor entry, last modification, and archiving.

Viewing Archived Vendor Data

Access the Archived Vendor Data page.

Created by and **Created Datetime** Displays the user ID of the user who first entered the vendor into the system, along with the date and time when the vendor was first entered.

Entered by and **Last Modified Date**	Displays the user ID of the user who most recently modified the vendor, along with the date and time of the most recent modification.
Archived by and **Archived Date**	Displays the user ID of the user who archived the vendor, along with the date and time that the vendor was archived.
Last Activity Date	Displays the last activity date of the vendor being archived.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information"

PART 4

Taxes and Withholding

Chapter 33
Setting Up Sales and Use Tax Transactions in PeopleSoft Payables

Chapter 34
Processing Value Added Tax (VAT) in PeopleSoft Payables

Chapter 35
Processing Withholding in PeopleSoft Payables

Chapter 36
Resolving Complex Withholding Scenarios

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(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in PeopleSoft Payables

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(IND) Setting Up and Processing Tax Deducted at Source for India

CHAPTER 33

Setting Up Sales and Use Tax Transactions in PeopleSoft Payables

This chapter discusses how to:

- Set up sales and use tax for PeopleSoft only.
- Set up sales and use tax with Taxware and Vertex.
- Review and modify voucher line tax information with Taxware and Vertex.

Setting up Sales and Use Tax for PeopleSoft Only

To set up your PeopleSoft only sales and use tax, use the following components:

- Tax Authorities (TAX_AUTHORITY)
- Tax Codes (TAX_CODE)
- Ultimate Use Codes (SUT_USE_CD)
- Ship To Locations (SHIP_TO_CODES)
- Payables Definition (BUS_UNIT_TBL_AP)
- Payables Options (BU_CTLB)
- Voucher Origin (ORIGIN1)
- Control Group (GRP_AP_CTL)
- Vendor Information (VNDR_ID)

This section discusses:

- PeopleSoft only sales and use tax setup.
- PeopleSoft only sales and use tax processing.

PeopleSoft-Only Sales and Use Tax Setup

In PeopleSoft Payables, sales and use tax data elements are defaulted from the control tables to minimize repetitive data entry. After the setup, you only enter exceptions to the default rules that you have defined. Sales and use tax default rules follow the PeopleSoft Payables control hierarchy. Default values entered at the business unit level default to the transaction level, unless you override the defaults with values stored at an intermediate level, such as voucher origin, control group, or vendor. Sales and use tax defaults and calculations depend on how you set up the following data elements in the table below:

Task	PeopleSoft Page	Comments	Hierarchy Level
1. Define tax authority codes.	Tax Authorities page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining PeopleSoft Sales and Use Tax Authorities and Codes.	
2. Define sales and use tax codes.	Tax Codes page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining PeopleSoft Sales and Use Tax Authorities and Codes.	
3. Define Ultimate Use codes (optional).	Ultimate Use Codes page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes.	

Task	PeopleSoft Page	Comments	Hierarchy Level
4. Define sales and use tax defaults for ship to locations.	Ship To Locations page Click the Sales/Use Tax link to access the Sales and Use Tax Defaults page.	See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions.	
5. Define sales and use tax options for the business unit.	Payables Definition - Tax Options page	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Establishing Tax Options, page 51.	Business unit
6. Specify sales tax tolerances for the business unit.	Payables Options - Tax Options page	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Tax Options, page 73.	Business unit
7. Specify sales and use tax parameters for voucher origins.	Voucher Origin − Tax Options page	See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 81.	Voucher origin
8. Specify sales and use tax parameters for control groups.	Group Information − Tax Options page	See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 90.	Control group

Task	PeopleSoft Page	Comments	Hierarchy Level
9. Define sales and use tax defaults for vendors.	Vendor Information - Location page Click the Procurement link to define Ordering and Ship From location addresses. Click the Sales/Use Tax link to define sales and use tax options.	See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Defining Sales and Use Tax Options.	Vendor
10. Specify sales and use tax options for vouchers.	Invoice Information page Click the Sales/Use Tax link to access the Invoice Line Tax Information page.	See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175.	Voucher

PeopleSoft-Only Sales and Use Tax Processing

Tax applicability and tax codes are derived by ship to location, item, ultimate use code, and vendor. The value of the Tax Destination field is used to look up default values. The default values for tax applicability and tax codes are defined with ship to locations on the Ship To Locations page.

Default Logic for Tax Applicability and Codes

This is the logic that the system uses to default tax applicability and tax codes onto the voucher line. You can override them at any time and the system calculates them based on your new choices rather than the original defaults.

This defaulting logic is the only mechanism for defaulting tax applicability and tax codes.

When the system finds a match, it uses the matching row and exits the routine. If no match is found, the routine continues to the next step.

Condition	Logic
If voucher line has an item, ultimate use code, and category:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.
If voucher line has an item and ultimate use code:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.
If voucher line has a category and ultimate use code:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.

Condition	Logic
If voucher line has an item and category:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on the vendor only.
If voucher line has an item:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.
If voucher line has a category:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.
If voucher line has an ultimate use code:	1. Looks for match in default table with the vendor ID and vendor location on the voucher header. 2. Looks for match on vendor only.
Action:	1. Match on vendor ID and vendor location on voucher header. 2. Match on vendor ID on voucher header.
If voucher line has an item, ultimate use code, and category:	Looks for match in default table with no vendor and vendor location.
If voucher line has an item and ultimate use code:	Looks for match in default table with no vendor and vendor location.
If voucher line has a category and ultimate use code:	Looks for match in default table with no vendor and vendor location.
If voucher line has an item and category:	Looks for match in default table with no vendor and vendor location.
If voucher line has an item:	Looks for match in default table with no vendor and vendor location.
If voucher line has a category:	Looks for match in default table with no vendor and vendor location.
If voucher line has an ultimate use code:	Looks for match in default table with no vendor and vendor location.
Action:	1. Match on all default rules for the ship to location. 2. Set voucher line to exempt if no default row found.

Sales and Use Tax Calculations

The system calculates sales and use tax by applying the tax rate for the tax code on each voucher line against the taxable basis amount. After the system calculates all of the voucher lines, it compares the calculated sales tax amount against the amount of sales tax input on the Voucher Invoice Information page. When there is a difference between calculated sales tax and input sales tax, the system prorates the sales tax amount entered on the voucher across voucher lines that are sales tax applicable.

When the calculated sales tax amount is zero, the system prorates sales tax entered on the voucher by the percentage of each voucher line's basis amount, divided by the total sales tax basis amount of all voucher lines that have been designated as sales tax applicable. If a sales tax amount is calculated using the applicable tax rate, the sales tax input on the voucher is prorated by the percentage of the calculated sales tax for that line, divided by the total calculated sales tax amount for the voucher.

The system accrues the difference between calculated sales tax and the entered sales tax amount as use tax if the Sales and Use Tax Edit Message field on the Payables Definition - Tax Options page is set to *Warning* and the sales tax tolerance levels are exceeded. The system processes accrued use tax entries the same as calculated use tax charges. No amount is accrued if the sales tax tolerance levels are not exceeded.

Calculation Examples

The following examples are based upon certain information.

Tax codes and rates:

Tax Code	Tax Rate
Sales1	2%
Sales2	4%
Sales3	6%
Sales4	8%
Use1	1%

Ship to A:

Appl	Sales Tax Code	Use Tax Code	Ultimate Use Code	Category	Item	Vendor	Location
Taxable	Sales1	Use1					
Direct Pay	Sales2	Sales2	MFG				
Exempt			RSCH		ItemA		
Taxable	Sales3	Sales3				VendorA	Main
Exempt			RSL				
Taxable	Sales4	Sales4			ItemA	VendorA	Main

Ship to B:

Appl	Sales Tax Code	Use Tax Code	Ultimate Use Code	Category	Item	Vendor	Location
Exonerated							

Example 1

This example is based upon the following assumptions:

- Accrue difference is not applicable.
- Tolerance checking is not performed.

Vchr ID	Total	Ent Tax	Vendor	Loc	Ship To	Item	Use Code	Tax Code	Calc Sales Tax	Calc Use Tax
A	1000	10	VendorB	Main	A			Sales1	20.00	0.00
B	1000		VendorB	Main	A		MFG	Sales2	0.00	40.00*
C	1000		VendorB		A	ItemA	RSCH		0.00	0.00
D	1000	10	VendorA	Main	A			Sales3	60.00	0.00
E	1000		VendorB		A		RSL		0.00	0.00
F	1000	10	VendorA		A	ItemA		Sales4	80.00	0.00
G	1000		VendorB		B				0.00	0.00**

*The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

**The exoneration certificate is copied onto the voucher. No tax is calculated.

Example 2

This example is based upon the following assumptions:

- Accrue difference is selected.
- Tolerance checking is not performed or set to warning.

  If tolerance checking is not performed, the system accrues use tax charges whenever the sales tax calculated on the voucher is greater than the sales tax amount input by the user. If tolerance checking is set to warning and the sales tax tolerance levels are exceeded, the system accrues the difference as use tax charges.

Vchr ID	Total	Ent Tax	Vendor	Loc	Ship To	Item	Use Code	Tax Code	Calc Sales Tax	Calc Use Tax
A	1000	10	VendorB	Main	A			Sales1	20.00	10.00
B	1000		VendorB	Main	A		MFG	Sales2	0.00	40.00*
C	1000		VendorB		A	ItemA	RSCH		0.00	0.00
D	1000	10	VendorA	Main	A			Sales3	60.00	50.00
E	1000		VendorB		A		RSL		0.00	0.00
F	1000	10	VendorA		A	ItemA		Sales4	80.00	70.00
G	1000		VendorB		B				0.00	0.00**

*The direct pay certificate is copied onto the voucher. The sales tax rate is used and the use tax is calculated.

**The exoneration certificate is copied onto the voucher. No tax is calculated.

Note. You must accept the calculated tax amount if tolerance checking is set to error.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Establishing Tax Options, page 51

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting Tax Options, page 73

Setting Up Sales and Use Tax With Taxware and Vertex

To setup your sales and use tax with Taxware and Vertex, use the following components:

- Installation Options (INSTALLATION)
- Tax Provider Installation (TAX_PROV_INFO)
- Location (LOCATION_TBL)
- Ultimate Use Codes (SUT_USE_CD)
- Ship To Locations (SHIP_TO_CODES)
- Payables Definition (BUS_UNIT_TBL_AP)
- Payables Options (BU_CTLB)
- Voucher Origin (ORIGIN1)
- Control Group (GRP_AP_CTL)
- Vendor Information (VNDR_ID)

This section discusses Taxware and Vertex sales and use tax setup.

Taxware and Vertex Sales and Use Tax Setup

Taxware and Vertex are third-party applications that calculate sales and use tax with procurement data from PeopleSoft. PeopleSoft Payables integration makes it possible for these applications to utilize the same hierarchical default structure that is applied to PeopleSoft processing. To successfully implement a third-party application with the Payables system, you must complete setup tasks in addition to the setup tasks for PeopleSoft only sales and use tax processing. These tasks are also in addition to installing Taxware or Vertex.

Task	PeopleSoft Page	Comments	Hierarchy Level
1. Enable Taxware or Vertex for your PeopleSoft system.	Installation Options - Overall page Tax Provider Installation page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Setting Overall Installation Options. See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Tax Provider Installation Options.	

Task	PeopleSoft Page	Comments	Hierarchy Level
2. Assign geocodes to location codes.	Location Definition page Click the Lookup link to select a geocode on the Tax GeoCode Selection page.	You must select a geocode for each location definition. Geocodes are only required for locations that will interface with Taxware and Vertex. See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations.	
3. Define Ultimate Use codes (optional).	Ultimate Use Codes page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Defining Ultimate Use Codes.	
4. Define sales and use tax defaults for ship to locations.	Ship To Locations page Click the Sales/Use Tax link to access the Sales and Use Tax Defaults page. Calculation parameters are only applicable to Taxware and Vertex.	See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Defining Procurement Options," Specifying Ship To Location Sales and Use Tax Defaults and Exceptions.	

Task	PeopleSoft Page	Comments	Hierarchy Level
5. Define Taxware and Vertex options for the business unit.	Payables Definition - Tax Options page Select the Tax Vendor option to display additional fields for specifying Taxware or Vertex defaults.	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Establishing Tax Options, page 51.	Business unit
6. Specify sales tax tolerances for the business unit.	Payables Options - Tax Options page	See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Tax Options, page 73.	Business unit
7. Specify sales and use tax parameters for voucher origins.	Voucher Origin − Tax Options page	See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 81.	Voucher origin
8. Specify sales and use tax parameters for control groups.	Group Information − Tax Options page	See Chapter 5, "Organizing Vouchers with Origins and Control Groups," Setting Tax Options, page 90.	Control group
9. Define sales and use tax defaults for vendors.	Vendor Information - Address page Click the Lookup link to select a geocode on the Tax GeoCode Selection page. Geocodes are only required for addresses that will interface with Taxware and Vertex. Vendor Information - Location page Click the Procurement link to define Ordering and Ship From location addresses. Click the Sales/Use Tax link to define sales and use tax options.	See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Defining Sales and Use Tax Options.	Vendor

Task	PeopleSoft Page	Comments	Hierarchy Level
10. Specify sales and use tax parameters for a voucher line.	Invoice Information page Click the Sales/Use Tax link to access the Invoice Line Tax Information page. Additional fields appear depending on if you have installed and enabled Taxware or Vertex. GeoCodes and Addresses page Click the Override Tax Location link on the Invoice Line Tax Information page. Fields vary depending on if you use Taxware or Vertex.	See Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175.	Voucher
11. Run the GeoCode Update Application Engine process (PO_UPDGEO) to populate the geocodes for locations and addresses.	Geo Code Update page	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Updating GeoCodes for Locations and Addresses.	

Reviewing and Modifying Voucher Line Tax Information with Taxware and Vertex

This section discusses how to:

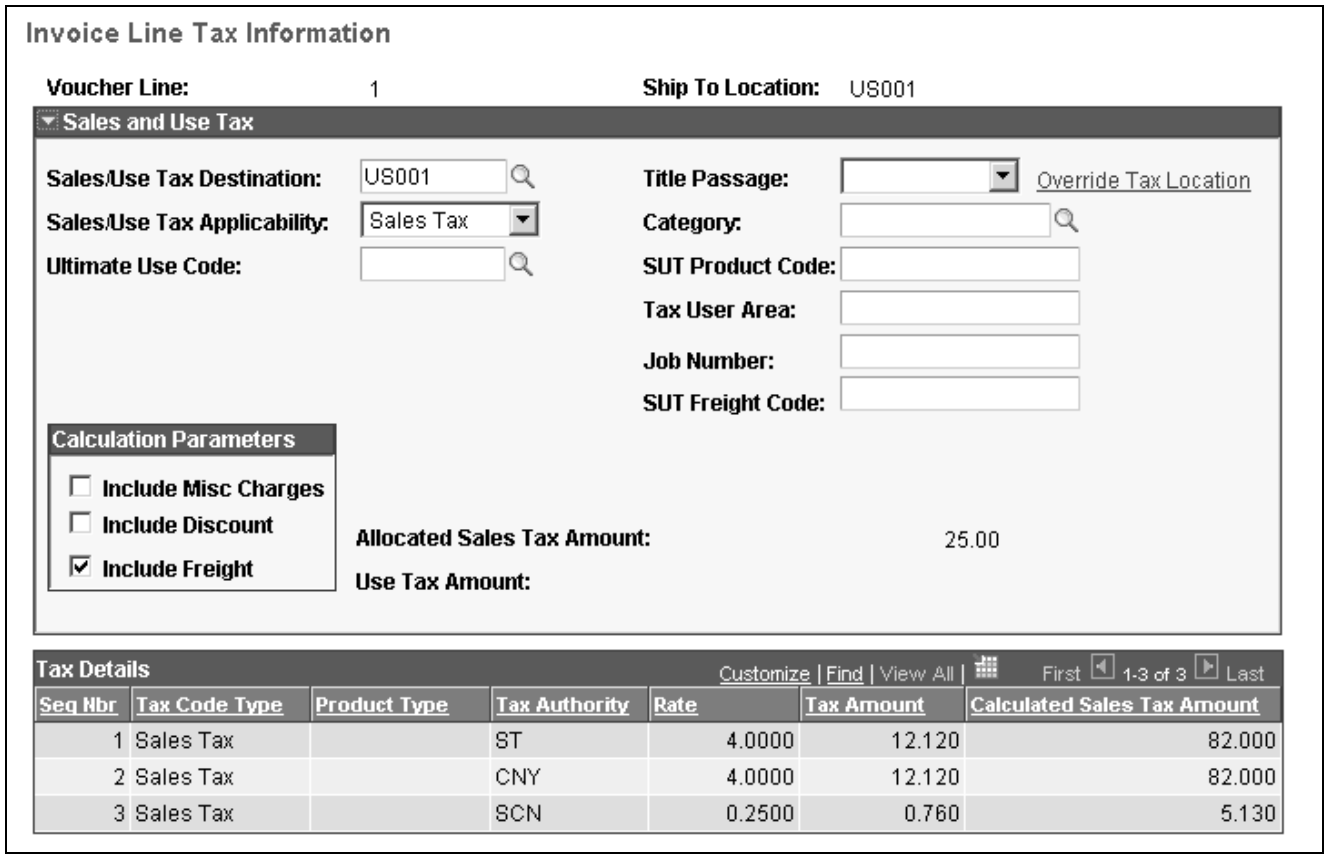
- Review and modify voucher line tax information.
- Override a tax location on the voucher.

Pages Used to Review and Modify Voucher Line Tax Information with Taxware and Vertex

Page Name	Object Name	Navigation	Usage
Invoice Line Tax Information	VCHR_LINE_TAX	Click the Sales/Use Tax link in the Invoice Lines group box on the Invoice Information page.	Review and, if applicable, override tax settings for the voucher line.
GeoCodes and Addresses	VCHR_LINE_TXGEO	Click the Override Tax Location link on the Invoice Line Tax Information page	Define a new tax location for vouchers. Taxware or Vertex users only.

Reviewing and Modifying Voucher Line Tax Information

Access the Invoice Line Tax Information page.



Invoice Line Tax Information page

The fields on this page display values that are passed to the voucher line through the Payables default hierarchy. If the voucher was created by copying a purchase order, purchase order values override the Payables default hierarchy, so the voucher inherits sales and use tax data from the purchase order. However, the third-party tax application provides the tax rates used in the calculation. When you create a new voucher, all of the fields on this page can be overridden for the voucher line.

Note. Only fields specific to Taxware and Vertex are discussed in this section. Other voucher fields are discussed in detail in "Entering and Processing Vouchers Online: General Voucher Entry Information."

Fields Appearing For Third-Party Tax Applications Only

Additional fields appear on this page depending on if you have installed and enabled a third-party tax application, like Taxware or Vertex.

Sales and Use Tax

Title Passage Select *Buyer Dest* (destination), *Consignee,* or *Sell Origin* (seller origin). These applications use this information to apply the appropriate tax calculation algorithms.

Category Select a category that applies to the voucher line. This field is defaulted from the purchase order.

SUT Product Code, Tax User Area, Job Number, and **SUT Freight Code** These fields are information-only and appear on the third-party tax application register. If the voucher is created by copying a purchase order, these fields can display information that is copied from the purchase order.

Override Tax Location Click to access the GeoCodes and Addresses page, where you can define a new Taxware or Vertex tax location.

If a one-time address is entered in Purchasing that address is copied here. You can enter an address for any one or all four addresses needed to determine the applicable tax; Point of Order, Point of Order Origin (Taxware only), Ship To, and Ship From addresses.

Tax Details

These are display-only fields. After you return to the Invoice Information page and save the voucher, access the Voucher Line Tax Information page again. These fields will now display the amounts that are due to each tax agency for the voucher line.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Invoice Information for Online Vouchers, page 175

Overriding a Tax Location on the Voucher

Access the GeoCodes and Addresses page.

This page is used only by Taxware or Vertex, and the fields vary depending on which application you selected on the Installation Options - Overall page.

Location Type For Taxware, the options are *Order Acpt* (order accepted), *POO* (point of order origin), *Ship From,* or *Ship To.*

For Vertex, the options are *Order Acpt* (order accepted), *Ship From,* or *Ship To.*

The *Ship From* geocode defaults from the vendor. The *Order Acpt* and the *POO* default from *Ship From*, unless a one-time address specifically for order accept or point of order origin has been entered on the PO or the voucher.

GeoCode This value is used third-part tax applications to link a location to their tax calculation algorithms. If no geocode has been selected, this field displays a Lookup link. Clicking the geocode value or Lookup link accesses the Tax GeoCode Selection page, where you select a geocode value for the location.

CHAPTER 34

Processing Value Added Tax (VAT) in PeopleSoft Payables

This chapter provides an overview of processing value added tax (VAT) in PeopleSoft Payables and discusses how to:

- Understand accounts payable VAT calculations and accounting entries.
- Set up the VAT environment.
- Set up the Payables VAT default hierarchy.
- Enter online vouchers with VAT.
- Enter third-party, VAT-only vouchers.
- Enter vouchers with VAT and sales tax.
- Enter vouchers with VAT and withholding.

Understanding VAT Processing in PeopleSoft Payables

PeopleSoft Payables enables you to record and report VAT information associated with vouchers. Before you can do this, you must set up your VAT environment and enable your business units for VAT.

The system calculates VAT based on the information you enter during setup (for example, VAT codes which determine the VAT rates that the system uses).

The system loads the VAT information on all your Payables transactions and documents into the VAT transaction table and then into the VAT reporting tables, which you can use to create VAT returns and other VAT reports.

You set up VAT for PeopleSoft Payables and any other of your PeopleSoft applications that process VAT transactions using the VAT and Intrastat components and pages. VAT setup and the associated system pages are described in detail in the *PeopleSoft Global Options and Reports 8.8 PeopleBook.*

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Understanding Accounts Payable VAT Calculations and Accounting Entries

This section discusses:

- VAT calculations in Payables.
- VAT accounting entries in Payables.

VAT Calculations in Payables

This section discusses VAT calculations in Payables.

Exclusive VAT Calculation for Vouchers

In the case of exclusive VAT vouchers, when you save the voucher, a VAT confirmation process takes place. The system calculates the VAT amount for each line based on entered VAT values and stores that amount on the distribution line. The system compares the calculated amount to the amount of VAT that you entered on the voucher header. If there is a discrepancy, the system compares the amount of difference against the VAT tolerance rules, as defined in your PeopleSoft Payables control hierarchy. If the difference is within tolerance, the voucher is accepted and the difference is allocated to the distribution line with the highest VAT basis amount upon running the Voucher Posting process. If the difference is out of tolerance, and you have set up VAT tolerance checking to issue a warning, the system alerts you with a warning message to check for input errors (you also have the option of having the system issue an error or not check for tolerances at all.) The system stores the calculated VAT amount on the voucher header, but the payment is always based on the VAT amount shown on the vendor's invoice.

Inclusive VAT Calculation for Vouchers

Another common processing scenario generally occurs with low monetary value invoices. In this case, known as VAT inclusive, the amount of VAT is not explicitly detailed on the voucher, but is included in the merchandise amount for each voucher line. The system calculates the amount of VAT for the voucher and stores the amount for reporting purposes. The system calculates the VAT at the line level and stores the sum of all VAT amounts, on all lines, on the voucher header.

Vouchers with a VAT Exemption

When your organization is VAT exempt, the VAT Exception Type is *Exoneration.* In this case, the transactions are treated as taxable at a zero-rate. This means that the transaction line would have a taxable type VAT Applicability *(X)* and a VAT code with a zero rate should be specified on the line. There is nothing that prevents you from entering a VAT amount on the header in this case—even if all of the lines are zero-rated. However, the VAT tolerance check occurs (unless you have opted not to use it), since the calculated VAT amount would be zero.

When the good or service is VAT exempt, the voucher line is flagged with a VAT Applicability of *Exempt*, and there is no VAT code on the line. In this case, you are not allowed to enter a VAT amount on the header if all lines are flagged as exempt. However, it is possible for a voucher to contain a mixture of taxable and exempt lines, in which case you can enter a VAT amount on the header.

Another type of VAT exemption occurs when you have been granted a temporary suspension from paying VAT. In this case the transaction line has a taxable-type VAT Applicability *(S)*, and a VAT code with a zero-rate should be specified on the line.

Finally, when a transaction line is outside the scope of VAT, VAT calculation simply ignores the transaction (except in some exceptional circumstances). Like exempt goods or services, these lines have a VAT Applicability of *O*, no VAT Code on the line, and you are would be unable to enter a VAT amount on the header if all lines are thus flagged.

Postponed or Self-Assessed VAT

In some cases, you are required to record both input and output VAT on a voucher. In this case, VAT is due on your purchase but has not been charged by the vendor. Instead of including the VAT in your payment to the vendor, you pay it to your country's VAT authorities. Examples of this include EC acquisitions, reverse charge transactions in Europe and self-assessed GST in Canada. This may also be referred to as *postponed VAT* or *self-imposed VAT.* When VAT is self-assessed, the Record Output VAT flag is set to *Y.* If all of the voucher lines are self-assessed, then you enter no VAT amount; the system calculates the VAT amount for each line and stores the total on the voucher header.

If you have both self-assessed and non self-assessed voucher lines, any VAT amount entered on the voucher header applies only to the non self-assessed lines.

VAT Accounting Entries

VAT accounting entries are created by voucher posting and payment posting, when applicable, for each combination of general ledger business unit, VAT code, and VAT transaction type that exists in the voucher distribution. Several factors affect how VAT can be accounted for, as follows:

- If you are recording input VAT only, where VAT is included on the invoice and the VAT amount is payable to the vendor, the VAT amount is included in the accounts payable entry during voucher posting.
- If you are recording both input and output VAT, where VAT is not included on the invoice and you may be liable for VAT, but it is not payable to the vendor, the system creates a separate VAT liability entry during voucher posting.
- The VAT declaration point determines the date on which VAT is recognized. If VAT is declared at time of payment, intermediate VAT accounting entries are created by voucher posting. Payment posting reverses the intermediate entries and creates the VAT accounting entries against the final VAT accounts. If VAT is declarable at invoice or delivery time, the VAT accounting entries for the final VAT accounts are created by voucher posting; no intermediate accounts are used.
- If VAT is initially calculated at gross and then recalculated at the time of payment, and a cash discount is being taken, adjusting VAT accounting entries are created by payment posting to reduce the amount of VAT that is recorded, based on the amount of the discount.
- Voucher posting and payment posting create separate entries for recoverable VAT and non-recoverable VAT. If you are prorating non-recoverable VAT, the non-recoverable VAT is applied to the expense accounts specified for each VAT-applicable line. If you are not prorating non-recoverable VAT, the non-recoverable VAT is applied to the non-recoverable VAT account specified for each VAT code and VAT transaction type. If the Allocate Non-Recoverable option is selected on the transaction, then the system looks to the ChartField inheritance options for each ChartField to determine whether the value is inherited from the associated expense distribution line, from the defaults defined for

the business unit, or from the VAT accounting template. If the Allocate Non-Recoverable option is cleared, then the rest of the ChartFields default from the VAT accounting template.

- VAT can be recorded in the general ledger using the general ledger business unit associated with the accounts payable business unit on the voucher header or the general ledger business unit on the voucher distribution line, depending on the VAT interunit settings.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Setting Up the VAT Environment

To set up a VAT environment for PeopleSoft Payables, you need to access pages in the Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat menu. These pages, the VAT components, and VAT setup are described in detail in the *PeopleSoft Global Options and Reports 8.8 PeopleBook.* It is essential that you read the information in this PeopleBook prior to setting up your VAT environment.

As part of your setup you:

1. Define VAT transaction types.

   VAT transaction types classify each transaction for use in VAT reporting and accounting.

2. Set up VAT authorities, tax codes, and accounting information.

   You create one VAT authority for each different VAT rate that you require, then associate one or more of these VAT authorities with a VAT code. The VAT rate associated with the VAT code is the total of the rates specified on all the associated VAT authorities. For each VAT code you define, you must specify VAT accounting information for each of the VAT account types.

3. Define VAT countries.

   You complete definitions for the countries in which you or your trading partners are located and which are subject to VAT.

4. Set up VAT entities.

   VAT entities are the level within your organization at which the VAT return is filed. To enable VAT in a Payables business unit, you must map it to a general ledger business unit that is included in a VAT entity. You can associate one or more PeopleSoft general ledger business units with a VAT Entity.

   Because the VAT entity is the *reporting* entity, the VAT Entity component also enables you to set parameters that are related to filing the VAT return.

5. Define VAT use types and apportionment, as applicable.

   The VAT use type identifies the end use of a given purchase by defining how much of a given activity or use is taxable, and how much of that activity is exempt, based on the tax status of the goods or services ultimately produced from those procured. In general, you will specify the use type for each transaction line, thereby indicating how the purchased good or service on that line will be used.

If you are required to track your recoverable VAT at a detailed level, you will use VAT apportionment. VAT apportionment is based on the idea that the usage of a given good or service can be determined based on the ChartFields to which the purchase or expense is charged. In other words, usage can be determined based on which department or project might be using the purchased item.

6. Establish VAT defaults.

   Most of the defaults that you encounter again and again in the PeopleSoft Payables control hierarchy are established on either the VAT entity or the VAT country level. (You can override most of these defaults at the lower levels in the hierarchy.) You define many of your VAT defaults using a common component for establishing VAT defaulting for all installed applications that process VAT transactions. This enables the tax expert in your organization to see and access all VAT default setup from a shared menu. In addition, this same default setup can be accessed from the various application pages that support the PeopleSoft Payables VAT default hierarchy.

   If you need to establish default values for the additional VAT treatment determinants specific for services, you can do this using the Services VAT Treatment Drivers Setup component. Like the VAT Defaults setup component, this component can be accessed from the shared menu or the applicable application pages.

Each piece of the setup builds on the next, so it is important to complete the setup in the recommended order.

VAT Entity Settings and Defaults

You establish the following information at the VAT entity level:

- VAT entity registration information for each country in which the organization is registered.
- The General Ledger business units that are associated with the VAT Entity.
- VAT address information.
- VAT and Intrastat reporting details.
- VAT exception details
- VAT declaration points for goods and services.
- VAT rounding rule.
- VAT calculation policy (at gross or net).
- Include freight charges (yes or no).
- Include miscellaneous charges (yes or no).
- Calculate VAT on advance payments (yes or no).
- Recalculate at payment (yes or no).
- Record VAT amounts in reporting currency (yes or no).
- VAT transaction type defaults.

VAT Country Defaults

You establish the following defaults at the VAT country level:

- VAT suspension (whether or not suspension applies).
- Track VAT by state regional level within a country.
- VAT Return ID type.

- Whether only input VAT or both input and output VAT should be recorded on imported goods.
- Whether services provided to a foreign buyer should be treated as domestic or as a deemed export.
- Whether defaults are defined by country and state, by country alone, or with a blank country and state.
- VAT setID.
- VAT applicability.
- VAT rounding rules.
- VAT code (VAT tax rate) defaults.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Defining VAT Countries

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Setting Up VAT Entities

Setting Up the Payables VAT Default Hierarchy

This section provides an overview of the Payables VAT default hierarchy and discusses how to:

- Set up Payables VAT options for general ledger business units.
- Set up VAT options for Payables business units.
- Set up VAT options for voucher origins and control groups.
- Set up VAT options for vendors.

Understanding the Payables VAT Default Hierarchy

After you set up your VAT environment, you set up VAT defaults and options throughout the PeopleSoft Payables control hierarchy to determine how to process Payables VAT transactions. At the top of the control hierarchy are the VAT entity and VAT country. From here you default the processing options according to the following hierarchy.

- General Ledger business unit.
- Payables business unit.
- Voucher origin.
- Control group.
- Vendor.
- Vendor location.
- Inventory item ID.
- Voucher.
- Voucher line.

At each of these levels, you may be required to specify values for certain VAT options and you will also have access, by hyperlink, to the VAT Defaults and Services VAT Treatment Setup pages, to specify values for both required and optional VAT defaults for that level. Note that the fields available on the VAT Defaults and Services VAT Treatment Setup pages vary by which level in the hierarchy you access them from; these pages are documented in full in the *PeopleSoft 8.8 Global Options and Reports PeopleBook*.

The following tables lists the pages on which you establish VAT options and from which you access the VAT Defaults Setup and Services VAT Treatment Drivers Setup components.

Payables Hierarchy	VAT Options Pages or Defaults Links
General Ledger business unit	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control - Non-Merch Charges
Payables business unit	Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Options - Tax Options Set Up Financials/Supply Chain, Business Unit Related, Payables, Payables Definition - Tax Options
Voucher origin	Set Up Financials/Supply Chain, Product Related, Procurement Options, Vouchers, Voucher Origin - Tax Options
Control group	Accounts Payable, Control Groups, Group Information – Tax Options
Vendors and Vendor Locations	Vendors, Vendor Information, Add/Update, Vendor, Vendor Information – Identifying Information Vendors, Vendor Information, Add/Update, Vendor, Vendor Information – Identifying Information, VAT Registration Details Vendors, Vendor Information, Add/Update, Vendor, Vendor Information – Location
Inventory Item	
Vouchers and Voucher Lines	Accounts Payable, Vouchers, Add/Update, Voucher – Invoice Information, VAT Header Accounts Payable, Vouchers, Add/Update, Voucher – Invoice Information, VAT Summary Accounts Payable, Vouchers, Add/Update, Voucher – Invoice Information, Voucher Line VAT Information Accounts Payable, Vouchers, Add/Update, Voucher – Invoice Information, Voucher Distribution Line VAT Information

Note. Vouchers created through the Voucher Build process apply the VAT defaults populated by the Payables control hierarchy, unless VAT information is specified on the staged source transaction. For quick invoices, you can specify VAT apportionment control on the delivered Quick Invoice complete worksheet page.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

Chapter 11, "Processing Batch Vouchers," page 253

Chapter 12, "Entering and Updating Quick Invoices," page 279

Setting Up Payables VAT Options for General Ledger Business Units

On the Procurement Control - Non Merch Charges page, you establish the non-recoverable VAT prorate policy by General Ledger business unit. The prorate policy that you establish here defaults to all PeopleSoft Payables business units that are mapped to this general ledger business unit.

See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Setting Up Nonmerchandise Charges, page 38.

Setting Up VAT Options for Payables Business Units

You set up VAT options for Payables business units by setID on the Payables Options – Tax Options page and by business unit on the Payables Definition - Tax Options page. You also use the VAT Defaults and Services VAT Treatment Setup components, either by accessing them from the Payables Options – Tax Options page and Payables Definition - Tax Options page or by accessing them directly from the menu, selecting the AP Options and AP Business Unit drivers.

VAT Options for Payables Business Units by SetID

On the Payables Options - Tax Options page, you establish the following defaults for all Payables business units that share the setID:

- Physical nature (whether the default is for goods or services).
- Where services performed (the country in which services purchased by the business unit are most often performed).

By using the VAT Defaults hyperlink from the Payables Options - Tax Options page, you access the VAT Defaults page, where you can set many of the PeopleSoft Payables VAT defaults for the business units shared by the setID.

Several of these defaults can be overridden at the voucher origin level, control group level, vendor level, and the voucher itself. Defaults are defined by VAT reporting country and defaulting state. These defaults include:

- VAT applicability.
- VAT declaration point
- Goods declaration point.
- Services declaration point.
- VAT use type.
- VAT tolerance currency, rate, amount, percentage.
- VAT calculation type.
- VAT transaction type defaults.

- VAT code defaults.

Other options can only be overridden at certain points in the control hierarchy:

- The VAT tolerance check indicator parameters can be overridden at the voucher origin level, control group level, and vendor level, but not on the voucher itself.
- The allow override recovery/rebate parameters cannot be overridden at any lower level in the hierarchy.

Note. These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Options driver.

By using the VAT Service Treatment Setup hyperlink from the Payables Options - Tax Options page, you access the Service VAT Treatment Drivers Setup page, where you can set the following PeopleSoft Payables VAT defaults for the business units shared by the setID:

- VAT service type (freight or other).
- VAT place of supply driver.

Services VAT defaults are defined by the seller's location country and state.

Note. These settings can also be set by accessing the VAT Service Treatment Setup component directly and selecting the AP Options driver.

See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Tax Options, page 73.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults.

VAT Options for Payables Business Units

On the Payables Definition - Tax Options page, you complete the Payables business unit VAT definition by selecting the type of VAT edit message that is to appear when the tolerances set on the Payables Options - Tax Options page are exceeded.

Use the VAT Default hyperlink on this page to access the VAT Defaults page, where you can determine the VAT apportionment control, as applicable.

Note. These settings can also be set by accessing the VAT Defaults component directly and selecting the AP Business Unit driver.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Establishing Tax Options, page 51

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

Setting Up VAT Options for Voucher Origins and Control Groups

You can override VAT defaults at the voucher origin and control group levels of the Payables control hierarchy.

VAT Options for Voucher Origins

If you are using voucher origins, you can use the default values established in the control hierarchy, or you can override the defaults by specifying a value. On the Voucher Origin - Tax Options page, you can specify:

- Physical nature.
- Where service performed.

Use the VAT Default hyperlink and the VAT Service Treatment Setup hyperlink on this page to access the VAT Defaults page and the Service VAT Treatment Defaults Setup page, where you can override many other VAT defaults.

Note. These settings can also be set by accessing the VAT Defaults and Service VAT Treatment Drivers Setup components directly and selecting the Voucher Origin driver.

VAT Options for Control Groups

If you are using control groups, you can use the default values established in the control hierarchy, or you can override the defaults by specifying a value. On the Group Information - Tax Options page, you can specify:

- Physical nature.
- Where service performed.

Use the VAT Default hyperlink and the VAT Service Treatment Setup hyperlink on this page to access the VAT Defaults page and the Service VAT Treatment Defaults Setup page, where you can override many other VAT defaults.

Note. These settings can also be set by accessing the VAT Defaults and Service VAT Treatment Drivers Setup components directly and selecting the Voucher Control Group driver.

See Also

Chapter 5, “Organizing Vouchers with Origins and Control Groups,” page 75

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Establishing VAT Defaults

Setting Up VAT Options for Vendors

You can set up VAT options at the vendor and vendor location levels of the Payables control hierarchy. Most of these options can in turn be overridden on the voucher.

VAT Options for Vendors

Access the Vendor Information - Identifying Information page to specify whether a vendor is subject to VAT and to record VAT registration information for vendors that are subject to VAT. Specify a country and, if applicable, a VAT Registration ID (optional).

Use the VAT Default hyperlink on this page to access the VAT Defaults page, where you can specify or override:

- VAT applicability.
- VAT goods declaration point.

- VAT services declaration point.
- VAT calculation type and rounding rule.
- VAT use type.
- VAT tolerance checking parameters.
- VAT code defaults.
- VAT transaction type defaults.

For services VAT treatment, use the VAT Service Treatment Setup hyperlink to access the Service VAT Treatment Drivers Setup page, where you can override:

- VAT service type (freight or other).
- VAT place of supply driver.

Defaults are defined by VAT reporting country and defaulting state.

Note. These settings can also be set by accessing the VAT Defaults and Service VAT Treatment Defaults Setup components directly and selecting the Vendor driver.

VAT Options for Vendor Locations

On the Vendor Information - Location page, you can elect to use the default values established in the control hierarchy, or you can override the defaults by specifying a value. These include:

- Physical nature (goods or services).
- Services where performed.
- Whether or not to use VAT suspension.

Use the VAT Default and VAT Service Treatment Setup hyperlinks to access the VAT Defaults and Service VAT Treatment Defaults Setup pages, where you can specify or override the same defaults as you can for a vendor.

Note. These settings can also be set by accessing the VAT Defaults and Service VAT Treatment Defaults Setup components directly and selecting the Vendor Location driver.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Vendor Locations

Entering Online Vouchers With VAT

VAT information for vouchers defaults through the Payables control hierarchy. When you enter VAT-applicable vouchers online, you can review and override VAT defaults at the voucher header, voucher line, and voucher distribution line levels. You may specify that VAT defaults on lower levels be reset based on any overrides made at the higher levels. You can also enter a VAT amount for the voucher header and review VAT calculations before you save the voucher.

This section discusses how to:

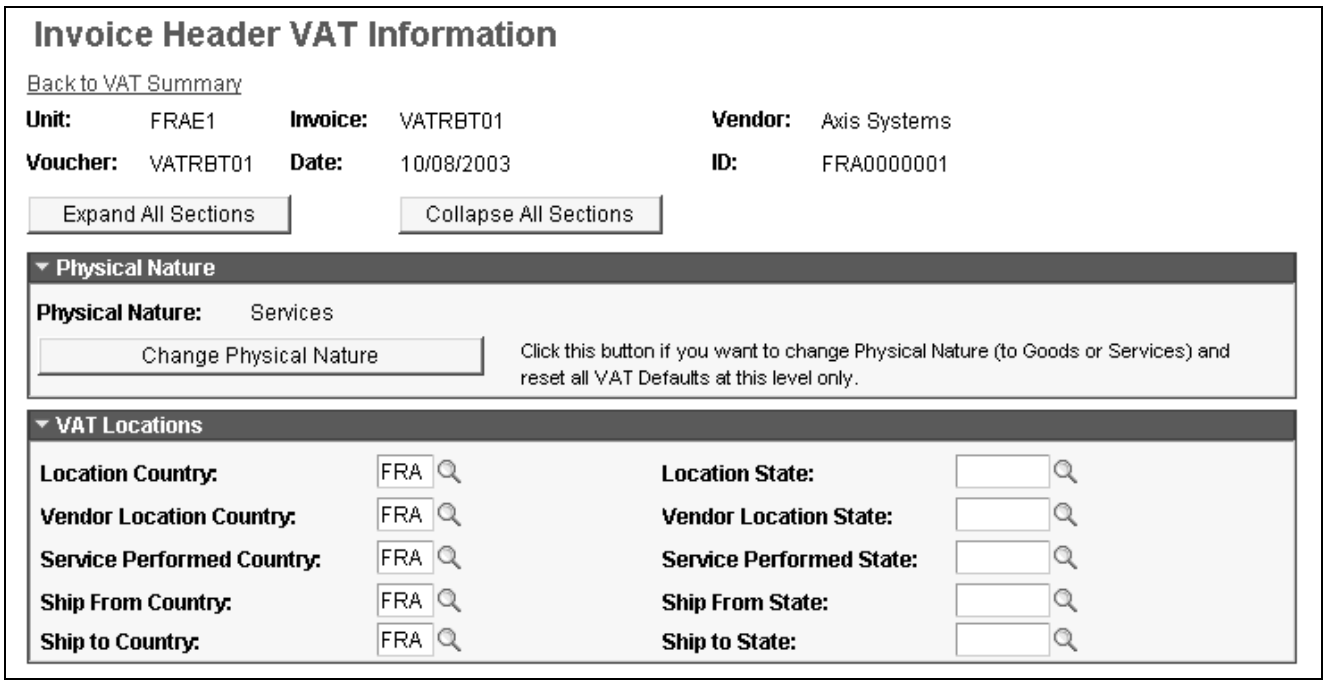
- Review and override voucher header VAT defaults.
- Review and override voucher line VAT defaults.
- Review and override voucher distribution line VAT defaults.
- Review VAT summary information for a voucher.
- Enter vouchers with VAT and sales tax.
- Enter vouchers with VAT and withholding.

Pages Used to Review and Override VAT Defaults for a Voucher

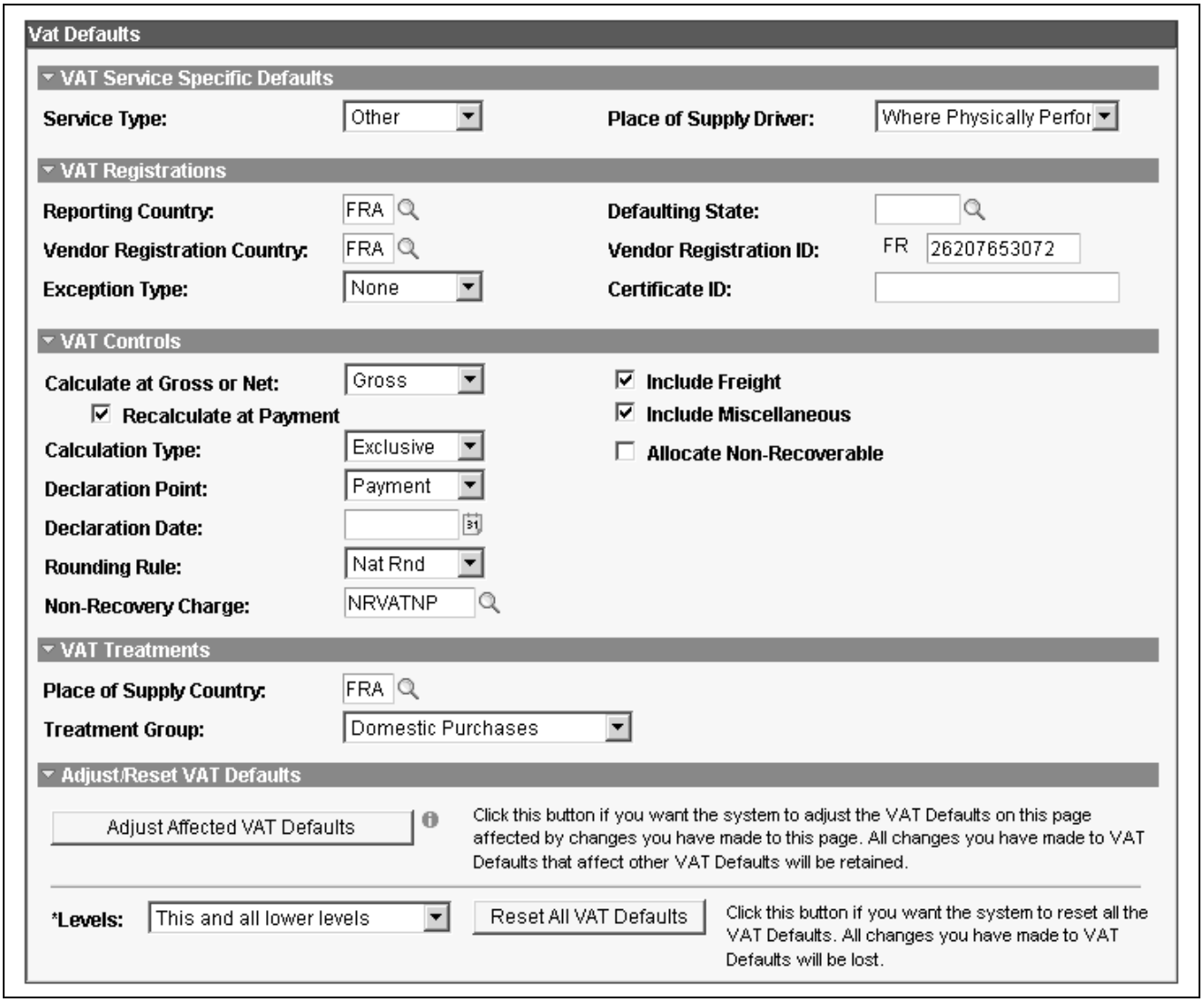
Page Name	Object Name	Navigation	Usage
Invoice Header VAT Information	VCHR_VAT_HD_EXP	Click the Transfer to VAT Header icon on the Invoice Information page header.	Review and, if applicable, override the voucher's VAT settings.
Invoice Line VAT Information	VCHR_LINE_VAT_SEC1	Click the VAT link in the Invoice Lines scroll area on the Invoice Information page. This link appears as the VAT/Intrastat link for adjustment voucher lines.	Review, and if applicable, override VAT defaults for the voucher line. Enter Intrastat information for Intrastat-applicable vouchers.
Voucher Distribution Line VAT Information	DISTRIB_LN_VAT_SEC	Click the VAT link on the VAT tab in the Distribution Lines scroll area on the Invoice Information page.	Review, and if applicable, override VAT defaults for the distribution line.
Invoice VAT Summary Information	VCHR_VAT_SM_EXP	Click the VAT Summary link on the Invoice Information page.	Review the VAT amounts summarized by VAT rate. This page provides a preliminary view of the VAT calculations based on the parameters that have defaulted (or been manually updated), as well as the amounts entered. You can also link from this page to the VAT header, line, and distribution line defaults pages.
Voucher VAT Details	VCHR_VAT_INFO	Accounts Payable, Review Accounts Payables Info, Vouchers, VAT Details, Voucher VAT Details	Search for vouchers and view VAT details for a voucher, including all calculated and entered VAT amounts, VAT code, transaction type, and use type.

Reviewing and Overriding Voucher Header VAT Defaults

Access the Invoice Header VAT Information page.



Invoice Header VAT Information page (1 of 2)



Invoice Header VAT Information page (2 of 2)

Note. Because complex algorithms are used to obtain the VAT voucher header defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override the VAT reporting country, all other VAT default fields that appear lower down on the page will have to be changed to the default values defined for the new VAT reporting country. You should therefore work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region each time you change a value. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

Back to Invoice Click to return to the Invoice Information page.

Vendor and **ID** Short name and ID of the vendor.

Physical Nature

Physical Nature Indicates whether an object is a good or a service. For many countries there is a requirement to report the sale and/or purchase of goods

separately from services. The default comes from the vendor or Payables business unit, depending on the transaction.

Change Physical Nature Click to override the default physical nature for this invoice. The system resets all of the VAT defaulting for this level only.

VAT Locations

Location Country For services only, the Payables business unit country.

Location State For services only, the Payables business unit state.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

Vendor Location Country For services only, the vendor location country.

Vendor Location State For services only, the vendor location state.

Service Performed Country Depending on the services performed flag setting in the VAT defaulting hierarchy (for example at the vendor or business unit level), the system sets the value for this field as follows:

- If it is the ship from location, it sets it to the vendor location country.
- If it is the ship to location, it sets it to the Payables business unit country.
- If it is the buyer's location, it sets it to the Payables business unit country.
- If it is the supplier's location, it sets it to the vendor location country.

Service Performed State Depending on the services performed flag setting in the VAT defaulting hierarchy (for example the vendor or business unit level), the system sets the value for this field as follows:

- If it is the ship from location, it sets it to the vendor location state.
- If it is the ship to location, it sets it to the Payables business unit state.
- If it is the buyer's location, it sets it to the Payables business unit state.
- If it is the supplier's location, it sets it to the vendor location state.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

Ship From Country Shows the country from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Ship From State Shows the state from which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

Ship To Country Shows the country to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

Note. This value must be identical to the country of the Ship To ID on the voucher line.

Ship To State Shows the state to which the good or service is shipped. In the case of transactions involving goods or freight service transactions, this is used to determine the VAT treatment.

This field is applicable only in a VAT environment that tracks the tax by regional subunit of a country, such as a province or state.

VAT Service Specific Defaults

Service Type If the transaction is for a service, displays the VAT service type of *Freight* or *Other.* The value in this field determines whether or not the special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.

Place of Supply Driver If the transaction is for a service, displays the usual place of supply (i.e. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries, Supplier's Countries,* or *Where Physically Performed.* The value comes from the VAT default hierarchy.

VAT Registrations

Reporting Country Shows the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.

Defaulting State If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.

Vendor Registration Country and **Vendor Registration ID** Registration country and ID of the vendor taken from the vendor information.

Exception Type Where applicable, exception granted for the VAT entity. Options are: *None, Exonerated* or *Suspended.* This value is obtained from the VAT entity registration for the VAT reporting country.

Certificate ID If applicable, displays the ID of the VAT exception certificate that may have been issued to the VAT entity.

VAT Controls

Calculate at Gross or Net Shows how VAT is calculated. Options are:

Gross: The system calculates VAT before it applies any early payment discounts.

Net: The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages.

The default value comes from the VAT entity driver.

Recalculate at Payment If you are calculating VAT at gross, selection of this check box enables the recalculation of VAT at payment time to allow for any early payment discounts. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This value is set on the VAT entity driver and defaults through the VAT hierarchy (for example Payables business unit options, vendor, and vendor location.)

Calculation Type Indicates the type of VAT calculation. Options are:

Exclusive: The VAT amount is stated separately from the merchandise amount on the invoice, and is added to the total merchandise amount to obtain the voucher gross amount. The total VAT amount is entered on the voucher header.

Inclusive: The VAT is included in the merchandise amount specified for each line and is not stated separately. No separate VAT amount is entered on the voucher header.

This value is set on the AP Options driver and defaults through the VAT hierarchy (voucher origin, control group, vendor, and vendor location.)

Declaration Point For a good or a service, shows when you want VAT transaction information to be recognized for reporting purposes. Options are:

Invoice: VAT is recognized at time of invoice.

Payment: VAT is recognized at time of payment.

Delivery: VAT is recognized on delivery.

This value is set on the VAT entity registration driver and defaults through the VAT hierarchy (Payables business unit options, voucher origin, control group, vendor, and vendor location.)

Declaration Date Shows the date on which the VAT is recognized. It defaults from the invoice date when the Declaration Point is Invoice or from the shipment date, receipt date, or invoice date, in that order, when the Declaration Point is Delivery. You may override this date when VAT is declared at invoice or delivery.

VAT Rounding Rule Shows the VAT rounding rule. The value comes from the VAT country driver and defaults through the VAT hierarchy. Options are:

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 down to 157.46.

Round Down: Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.

Round Up: Rounds up and limits rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would be rounded down to 157.46.

VAT Non-Recovery Charge Shows the charge code for the non-recoverable VAT. The values default from the Procurement Control - Non-Merch Charges page.

Calc on Advance Payments (calculate on advance payments) For vouchers where the voucher style is set to *Prepaid Voucher,* shows the current setting for calculating VAT on advance payments. The value comes from the VAT entity registration driver.

If selected, the system will calculate VAT on the prepaid voucher.

In the VAT Defaults table, for the VAT Entity registration driver, you can select whether to record VAT on an advance payment based on your declaration point, for example at invoice, delivery, or payment.

VAT will always be calculated on advance payments where the declaration point is payment.

Include Freight If selected, the system includes any freight amounts in the VAT basis by calculating VAT on the merchandise amount plus any freight amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

Include Miscellaneous If selected, the system includes any miscellaneous charge amounts in the VAT basis by calculating VAT on the merchandise amount plus any miscellaneous charge amount. This option is only available for exclusive VAT calculation. The value comes from the VAT entity registration driver.

In Reporting Currency Select to enter the VAT amount in the VAT reporting currency. You enter the VAT amount by clicking the Enter Reporting Amounts link to open the VAT Reporting Currency Amounts page, where you can enter the total VAT amount and the total VAT applicable amount in the reporting currency, and the applicable exchange rate. The system automatically calculates the VAT based on this exchange rate on saving the page. The In Reporting Currency value comes from the VAT entity registration driver.

This option is only available if the Amounts in Reporting Currency option for the VAT entity registration driver in the VAT Defaults table is set to *Y.* Additionally, the VAT Treatment Group for the voucher must be *Domestic Purchases* and the transaction currency for the voucher must be different from the VAT reporting currency

Enter Reporting Amounts Click to open the VAT Reporting Currency Amounts page on which you can enter the total VAT applicable amount and the total VAT amount in the VAT reporting currency. The system automatically calculates the exchange rate.

Allocate Non-Recoverable VAT This check box is applicable only when non-recoverable VAT is not being prorated. When non-recoverable VAT is not being prorated, the account and alternate account for the non-recoverable VAT accounting entry will always be obtained from the VAT accounting template associated with the VAT code.

If this check box is selected, the other, non-account ChartFields will be obtained based on the ChartField inheritance options that have been defined for non-recoverable VAT. For each ChartField, these options allow you to specify whether the ChartField value is inherited from the expense distribution line, whether the value comes from the business unit defaults, or whether the value comes from the VAT accounting template.

If this check box is not selected, the other, non-account ChartFields are all obtained from the VAT accounting entry template.

The value of this check box comes from the Procurement Control component.

VAT Treatments

Place of Supply Country For services, displays the country in which the VAT is liable.

Treatment Group Displays the appropriate VAT treatment group. Options are: *Domestic Purchases, European Union Purchases, Imports, No VAT Processing,* and *Out of Scope.*

Within PeopleSoft, detail VAT treatment values on the transaction lines, which come from complex algorithms, are used for applying the precise defaults applicable to the transaction lines. Each of these detail VAT treatment values are associated with a VAT treatment group. The system tracks the VAT treatment group on the header enabling individual transaction lines to be grouped together into invoices during batch processes and to validate the detail line VAT treatment values on the transaction lines.

Adjust/Reset VAT Defaults

Any changes you make to fields on this page may affect VAT defaults on this page. For accuracy and consistency, use the following fields and buttons to adjust affected VAT defaults or to reset all VAT defaults. Adjusting or resetting VAT defaults will only affect fields within the VAT Defaults group box.

Adjust Affected VAT Defaults Click this button to have the system adjust the VAT defaults that are affected by your changes. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page. Since values that appear lower down on the page can be dependent on values that appear higher up on the page, you should work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region as needed. This avoids updating values that you have already overridden.

 Click the List of fields to be selected icon to view a list of all of the fields whose values will be adjusted if you click the Adjust Affected VAT Defaults button.

Levels Before you click the Reset All VAT Defaults button, select the levels to which you want the action to apply:

All lower levels: reset the VAT defaults for the voucher line and the voucher distribution line.

This and all lower levels: reset the defaults for the voucher header, the voucher line, and the voucher distribution line.

This level only: reset the defaults for the voucher header only.

Reset All VAT Defaults Click to reset any fields that you may have overridden on this page (including those that you changed by clicking the Adjust Affected VAT Defaults button) back to the original defaults before you save the page. Depending on your selection in the Level field, the VAT default values will be reset for the voucher header, the voucher line, the distribution line, or all three.

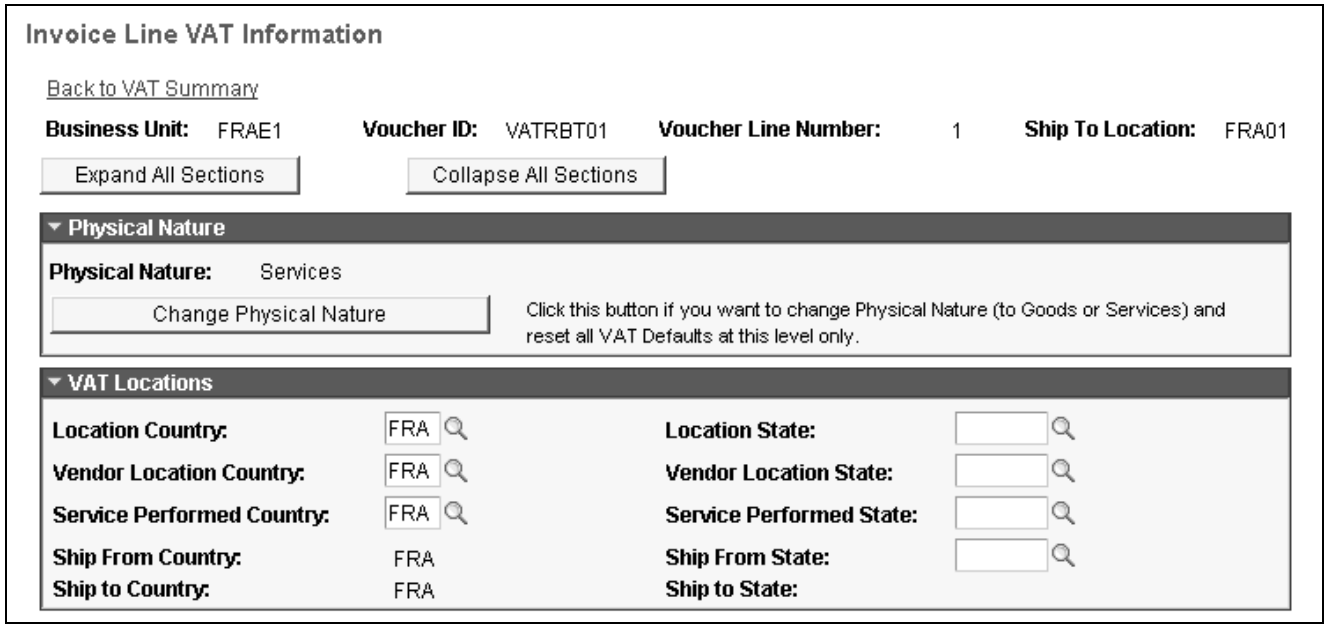
Note. Reset completely redetermines the VAT defaults. If you have changed a VAT driver field, resetting VAT defaults does not necessarily return the original default values. Rather, it resets all of the default values based on the new driver value.

See Also

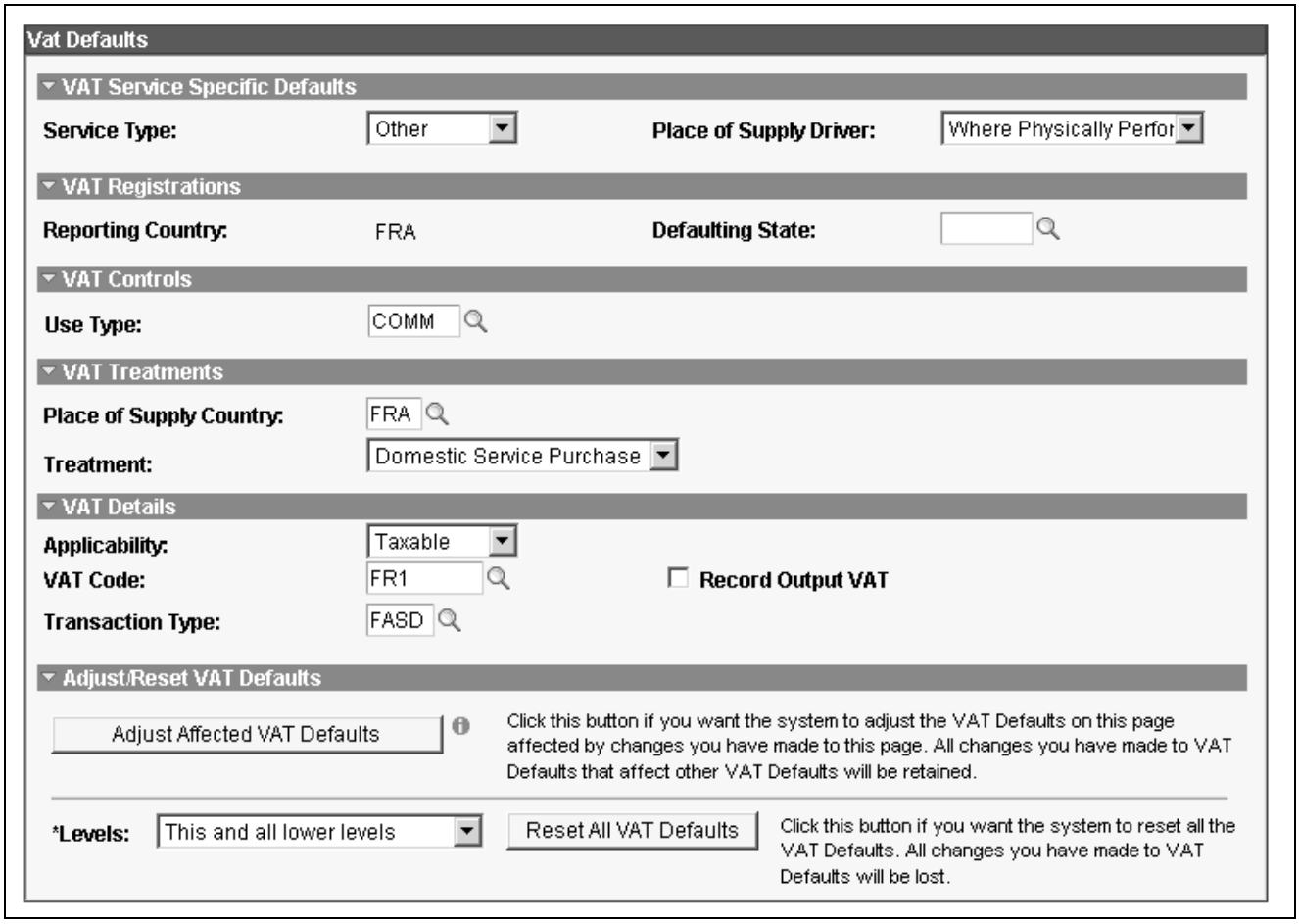
PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

Reviewing and Overriding Voucher Line VAT Defaults

Access the Invoice Line VAT Information page.



Invoice Line VAT Information page (1 of 2)



Invoice Line VAT Information page (2 of 2)

Note. Because complex algorithms are used to obtain the VAT defaults, avoid overriding these values whenever possible. If you do change any values on this page, be aware that values that appear lower down on the page can be dependent on values that appear higher up on the page. For example, if you override VAT applicability, the VAT code and transaction type will also have to be changed. You should therefore work from top to bottom and click the Adjust Affected VAT Defaults button in the Adjust/Reset VAT Defaults collapsible region as needed. This automatically updates any dependent values that appear on the page, and avoids updating values that you have already overridden.

Go To Invoice Line Click to return to the invoice line.

Physical Nature

The fields displayed are the same as those described for the Invoice Header VAT Information page.

VAT Locations

The fields displayed are the same as those described for the Invoice Header VAT Information page.

VAT Service Specific Defaults

Service Type If the transaction is for a service, displays the VAT service type of *Freight* or *Other.* The value in this field determines whether or not the

special rules for freight transport within the European Union apply. The value comes from the VAT default hierarchy.

Place of Supply Driver If the transaction is for a service, displays the usual place of supply (i.e. the place where VAT is usually liable) for the service. This value is used to help determine the place of supply country and the VAT treatment. Options are: *Buyer's Countries*, *Supplier's Countries*, or *Where Physically Performed.* The value comes from the VAT default hierarchy.

VAT Registrations

Many of these fields are the same as those described for the Invoice Header VAT Information page. Others include:

Reporting Country Shows the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.

Defaulting State If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country for which an associated value is retrieved from the VAT defaults table.

VAT Controls

Use Type Determines the split between recoverable (taxable) and nonrecoverable (nontaxable) VAT.

For the Canadian public sector, the use type also determines the rebate of the nonrecoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT default hierarchy—specifically, Payables Options, voucher origin, control group, vendor location, and item.

VAT Treatments

Place of Supply Country For services, displays the country in which the VAT is liable. The value comes from complex algorithms.

Treatment The value comes from complex algorithms. Select the appropriate VAT treatment, but only if the algorithms did not return the correct value. Options are:

Domestic Goods Purchases: This refers to the purchase of goods where the supplier and customer are located in the same country.

Domestic Services Purchases: This refers to the purchase of services where the supplier and customer are located in the same country.

EU Goods Purchase: This refers to goods purchased within the European Union (EU).

EU Service Purchase: This refers to services purchased within the European Union (EU).

No VAT Processing: No VAT is processed for this voucher line.

Outside of Scope: This is outside the scope of VAT.

Self-Assess Goods Import: This refers to imported goods for which the customer is self-assessing the VAT. The vendor is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority.

Self-Assess Service Import: This refers to imported services for which the customer is self-assessing the VAT. The vendor is not registered to collect VAT but the customer is liable to pay VAT to the VAT authority.

Zero-rated Goods Import: This refers to imported goods subject to zero-rate VAT.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines.

VAT Details

Applicability Shows the VAT status. Options are: *Taxable, Exempt* (not subject to VAT), and *Outside of Scope of VAT.* The value comes from an algorithm that uses the VAT Applicable default, the treatment, and the exception type.

VAT Code Shows the VAT code that defines the rate at which VAT is calculated for this line. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable VAT Code default from the VAT default hierarchy.

Transaction Type Shows the code that categorizes and classifies this transaction for VAT reporting and accounting. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable Transaction Type from the VAT default hierarchy.

Record Output Selection of this check box enables entry of vouchers where VAT is not included on the invoice but is payable to your VAT authority rather than the vendor. In this case, you will be accounting for both input and output VAT for the purchase. This will be the case for an Intra-EU Acquisition or when you must account for output VAT on a service supplied by a foreign supplier. This is also referred to as self-assessing for VAT. The value comes from an algorithm that uses the treatment and applicability to retrieve the applicable value from the PeopleSoft delivered VAT system setup data.

Adjust/Reset VAT Defaults

The fields displayed are the same as those described for the Invoice Header VAT Information page. If you select a Level value of *This and all lower levels,* the reset action will apply to the voucher line and the voucher distribution line. If you select a Level value of *All lower levels,* the reset action will apply only to the voucher distribution line.

Intrastat

This group box appears only for adjustment vouchers in a VAT environment. You use this information to record financial adjustments to transactions involving the movement of goods within the European Union.

Nature of Transaction 1 and **Nature of Transaction 2** — Enter the Nature of Transaction 1 and Nature of Transaction 2 codes applicable to the financial adjustment.

Fiscal Regime — For countries that require Fiscal Regime on the Intrastat return, enter the Fiscal Regime applicable to the financial adjustment

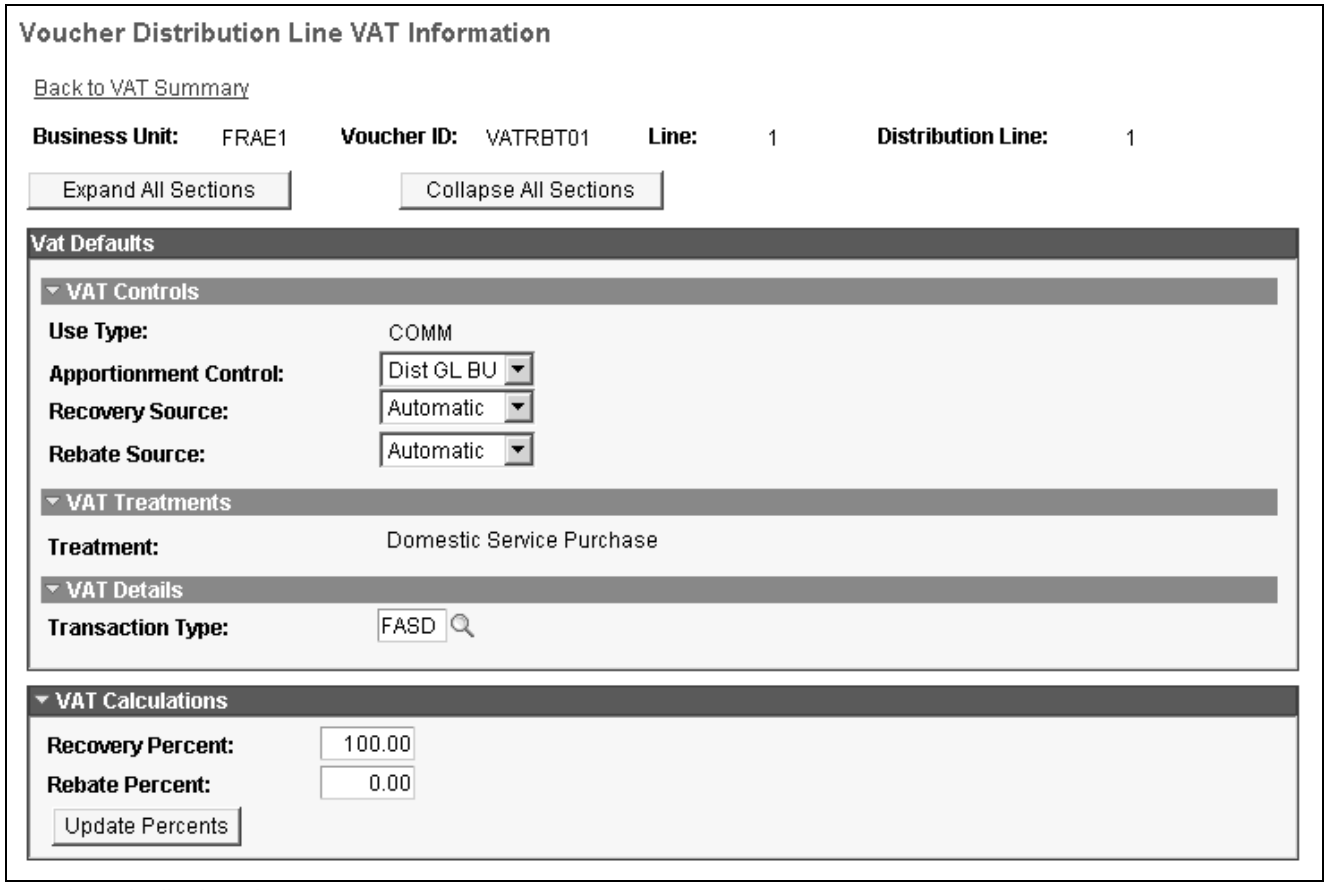
See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Setting Up and Running Intrastat Reports"

Reviewing and Overriding Voucher Distribution Line VAT Defaults

Access the Voucher Distribution Line VAT Information page.



Voucher Distribution Line VAT Information page

Use Type — Determines the split between recoverable (taxable) and nonrecoverable (nontaxable) VAT.

For the Canadian public sector, the use type also determines the rebate of the nonrecoverable VAT. VAT rebates are calculated based on statutory rebate rates that are established for each Public Service Body.

The value comes from the VAT default hierarchy — specifically, Payables Options, voucher origin, control group, vendor location, and item.

Apportionment Control The default value comes from the Payables Business Unit driver. Select the option to be used when searching for VAT apportionment information:

Dist GL BU (Distribution GL Business Unit): If you select this value, the system uses the general ledger business unit on the distribution line to search for the taxable and exempt percentages.

Txn BU (Transaction Business Unit): If you select this value, the system uses the Payables business unit for the voucher to search for the taxable and exempt percentages

Txn GL BU (Transaction GL Business Unit): If you select this value, the system uses the general ledger business unit to which the Payables business unit is mapped to search for the taxable and exempt percentages.

Recovery Source Select one of the following values:

Automatic: The system determines which percentages to use based on the VAT use type on the voucher line. Use the Update Percents button to calculate the VAT recovery percent.

Manual: Select if you want to override the percentage that defaults from the VAT use type. You can enter the percentage of VAT entered that is recoverable.

For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line.

The availability of this field is dependent on the Allow Override Recovery/Rebate option specified on the AP Options VAT driver in the VAT Defaults table.

(CAN) Rebate Source Select one of the following values:

Automatic: The system determines which percentages to use based on the VAT use type that has an associated Public Service Body code. Use the Update Percents button to calculate the VAT rebate percent.

Manual: Select if you want to override the percentage that defaults from the VAT use type. When you do, you can enter the percentage that is used to calculate the rebate.

For both options, the system-calculated percentage is based on the VAT use type and VAT apportionment for the ChartFields on the distribution line.

The availability of this field is dependent on the Allow Override Recovery/Rebate option specified on the AP Options VAT driver in the VAT Defaults table.

Treatment Displays the VAT treatment. This defaults from the invoice line.

Transaction Type Categorizes VAT amounts by business transaction types (for example, a domestic purchase, an import from another VAT country, or a purchase for resale). These codes are required for reporting purposes and default onto the distribution line through the VAT defaulting hierarchy.

Recovery Percent	If you set the recovery source to *Manual,* enter the percentage in this field.
(CAN) Rebate Percent	If you set the rebate source to *Manual,* enter the percentage in this field.
Update Percents	Click this button to retrieve the VAT recovery and rebate percentages if their corresponding sources are *Automatic.*

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Setting Up and Running Intrastat Reports"

Reviewing VAT Summary Information for a Voucher

Access the Invoice VAT Summary Information page.

Invoice VAT Summary Information

Back to Invoice

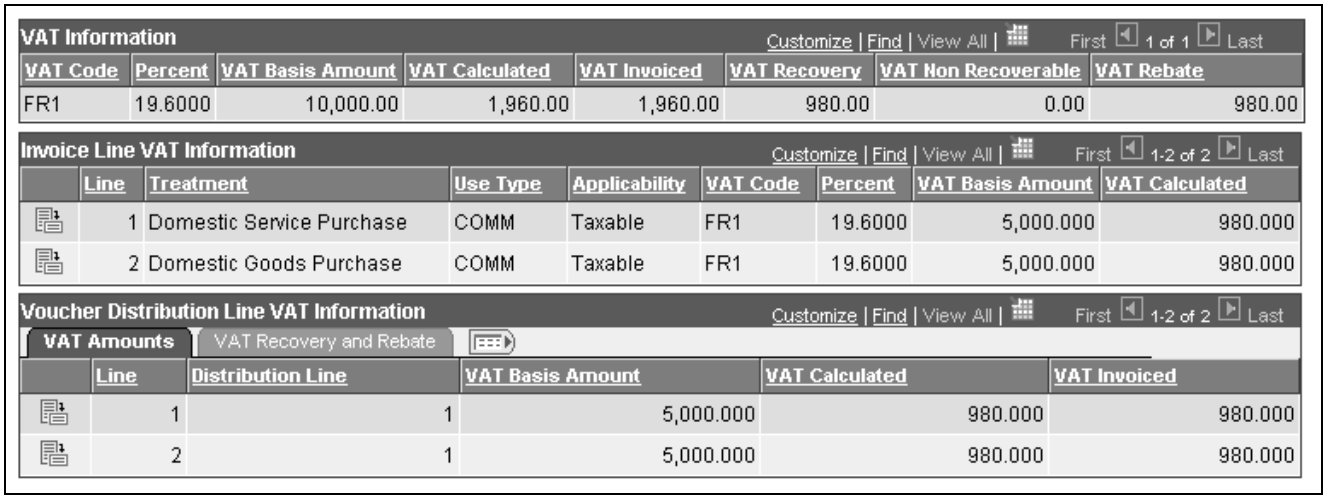
Unit: FRAE1 **Invoice:** VATRBT01 **Vendor:** Axis Systems

Voucher: VATRBT01 **Date:** 10/08/2003 **ID:** FRA0000001 Calculate VAT

Vendor ID:	FRA0000001	**Vendor Location:**	MAIN
Origin:	ONL		
Buyer's Registration Country:	FRA	**Exception Type:**	None
Seller's Registration Country:	FRA		
VAT Place of Supply Country:	FRA	**State:**	
VAT Treatment Group:	Domestic Purchases		Transfer to VAT Header

Gross Amount:	11,960.00	**VAT Basis Amount:**	10,000.00	**VAT Invoiced:**	1,960.00
Discount Amount:	0.00	**VAT Recovery:**	980.00	**VAT Not on Invoice:**	0.00
Freight Amount:	0.00	**VAT Non Recoverable:**	0.00	**VAT Entered:**	1,960.00
Misc. Amount:	0.00	**VAT Rebate Amount:**	980.00	**VAT Calculated:**	1,960.00

Invoice VAT Summary Information page (1 of 2)



VAT Information — Customize | Find | View All | First 1 of 1 Last

VAT Code	Percent	VAT Basis Amount	VAT Calculated	VAT Invoiced	VAT Recovery	VAT Non Recoverable	VAT Rebate
FR1	19.6000	10,000.00	1,960.00	1,960.00	980.00	0.00	980.00

Invoice Line VAT Information — Customize | Find | View All | First 1-2 of 2 Last

Line	Treatment	Use Type	Applicability	VAT Code	Percent	VAT Basis Amount	VAT Calculated
1	Domestic Service Purchase	COMM	Taxable	FR1	19.6000	5,000.000	980.000
2	Domestic Goods Purchase	COMM	Taxable	FR1	19.6000	5,000.000	980.000

Voucher Distribution Line VAT Information — Customize | Find | View All | First 1-2 of 2 Last

VAT Amounts | VAT Recovery and Rebate

Line	Distribution Line	VAT Basis Amount	VAT Calculated	VAT Invoiced
1	1	5,000.000	980.000	980.000
2	1	5,000.000	980.000	980.000

Invoice VAT Summary Information page (2 of 2)

The best approach for applying VAT to your vouchers is to wait until you have completed entering all other voucher information, and then either let the system apply the VAT defaults at save time or navigate to any of the VAT pages to allow the VAT defaults to be applied. However, at any point during voucher entry, you can use the VAT Summary page to review the VAT settings for the invoice. The top of the page displays the VAT header default settings and below that you can view the VAT settings by VAT code, VAT line, and VAT distribution line. You may navigate to the VAT Header, VAT Line and VAT Distribution Line pages from here as well.

Note. Many of the fields on this page are the same as those on the voucher VAT defaults pages. Only fields that do not appear on those pages or that behave in ways particular to this page are discussed here.

Calculate VAT Click to refresh calculated VAT amounts.

Transfer to VAT Header Click to open the Invoice Header VAT Information page on which you can review and, if applicable, override VAT header default values.

VAT Information

The calculated fields that appear in this grid are the subtotals for each VAT Code on the voucher.

Percent The tax percentage applied to the transaction. The VAT percent defaults from the VAT code.

VAT Basis Amount Shows the amount upon which VAT is calculated.

VAT Calculated Shows the system calculated VAT amount. The system calculates the VAT amount based on your VAT transaction amount and the VAT percentage.

VAT Invoiced Shows the amount of VAT on the invoice.

VAT Recovery Shows the amount of VAT that is recoverable.

VAT Non Recoverable Shows the amount of VAT that is non-recoverable.

(CAN) VAT Rebate Amount Shows the VAT rebate amount. This is for the Canadian public service bodies only.

Invoice Line VAT Information

This grid displays the VAT treatment, use type, applicability, code, and rate (percent), along with the VAT basis and calculated amounts for each voucher line. These fields are all defined either in the VAT Information section immediately above, or in the discussion of the Invoice Line VAT Information page.



Click the Transfer to Invoice Line VAT icon to access the Invoice Line VAT Information page, where you can review, and if applicable, override default voucher line VAT settings.

If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the invoice line defaults have been applied, a red triangle icon appears instead.

Voucher Distribution Line VAT Information

This grid displays the VAT basis, calculated and invoiced VAT amounts for each distribution line, along with the recovery percentage, recovery amount, rebate percentage, and rebate amount. These fields are all defined either in the VAT Information section, above, or in the discussion of the Invoice Distribution Line VAT Information page.

Each distribution line number functions as a link to the Invoice Distribution Line VAT Information page for the distribution line. On this page you can review, and if applicable, override default distribution line VAT settings.



Click the Transfer to Distrib Line VAT icon to access the Voucher Distribution Line VAT Information page, where you can review, and if applicable, override default voucher distribution line VAT settings.

If a driver higher up in the default hierarchy, such as Ship to ID or Item, changes after the distribution line defaults have been applied, a red triangle icon appears instead.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Setting Up and Running Intrastat Reports"

Entering Third-Party, VAT-Only Invoices

This section provides an overview of how to handle third-party, VAT-only invoices.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 249

Understanding Third-Party, VAT-Only Invoices

Generally, a third-party, VAT-only invoice is received following a purchase imported from outside your country, or if you are located within the European Union, from outside of the European Union. A VAT-only invoice (perhaps with freight and miscellaneous charges as well) arrives after the purchase, probably from a customs agent of the country that received the goods.

Therefore, when you receive a VAT-only invoice from a third party, there is usually also an invoice from the original merchandise vendor to which the third-party invoice is related. Most often that original voucher will have been recorded as in Import transaction for VAT purposes, and you enter the third-party voucher to record the customs VAT payable on that purchase. You generally record the third-party VAT-only voucher as a Domestic transaction. The result is that you have two vouchers in the system with much of the same transaction information. You must therefore take care not to report the purchase amount on the VAT return twice.

If the voucher lines are flagged as exempt, outside of scope, exonerated, or suspended, the VAT Transaction Loader selects them only from the original purchase voucher. No special handling is required for these. If you must include these voucher lines on your VAT return, create your VAT report definition so that you are selecting these transactions based on the information specified on the original purchase invoice.

However, if the voucher lines are flagged as taxable, the VAT Transaction Loader selects them from both the original purchase voucher and the third-party voucher and loads both into the VAT Transaction table. This can result in purchase amounts being reported twice. The way to handle taxable transactions for reporting purposes depends on the VAT reporting requirements in your country:

- If your country requires that you report each transaction separately, you must report the taxable purchase amount from the voucher that records the import transaction and report the customs VAT applicable to that purchase from the third-party voucher. These may or may not appear on the same VAT return.
- If your country requires that you report the taxable purchase amount from the customs invoice, rather than the original purchase invoice, you must report both the taxable purchase amount and the customs VAT amount from the third-party voucher.

In either situation, you can avoid reporting the taxable purchase amounts on these transactions twice by making the VAT transaction types for the third-party voucher lines different from the original voucher lines:

- Define a default transaction type for import purchases at a level in the payables VAT default hierarchy that is appropriate for your organization.
- Define a different default transaction type for domestic transactions that indicates customs VAT at a level in the payables VAT default hierarchy that is appropriate for your organization—usually the vendor.

Note. If you have also defined a default transaction type for domestic transactions at the item level, this value will override any value you define for the vendor. In this case, you must enter the customs VAT transaction type directly on the third-party voucher line, using the Invoice Line VAT Defaults page.

Then, when you create your VAT report definitions, indicate the transaction type that should be included on the report's line for total purchases:

- If your country requires that you report the taxable purchase amount from the original purchase invoice, specify the VAT transaction type you set up for imports.
- If your country requires that you report the taxable purchase amount from the customs invoice, specify the VAT transaction type for domestic purchases that you set up for customs VAT.

Example

Let's say an organization located in Canada purchases goods for 750 USD from the United States. The voucher for the original purchase invoice is recorded with a VAT Treatment Group of Import. The purchase amount is recorded as 990 CAD. The goods pass through Canadian customs and the customs authorities estimate that the goods are worth 1000 CAD. A customs invoice for 35.00 CAD is received and recorded as a third-party VAT-only voucher with a VAT Treatment Group of Domestic Purchase.

The original purchase voucher distribution line is:

VAT Applicability	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type	VAT Distribution Status
Taxable	495.00	495.00	0.00	IMP	Not yet
Exempt	495.00	495.00	0.00	EXMPT	Not yet

The third-party voucher distribution line is:

VAT Applicability	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type	VAT Distribution Status
VAT only	500.00	500.00	35.00	CSTMS	Not yet
Exempt	500.00	500.00	0.00	EXMPT	Ignore

In the VAT transaction table, the lines are recorded as:

VAT Document ID	VAT Transaction Amount	VAT Basis Amount	VAT Amount	VAT Transaction Type
1	495.00	495.00	0.00	IMP
1	495.00	495.00	0.00	EXMPT
2	500.00	500.00	35.00	CSTMS

To report the taxable purchase amount based on the customs invoice, define the VAT report with the following values:

VAT Report Line	VAT Transaction Types to be Included on Report Line	Amount Reported on VAT Return
Total purchases	CSTMS	500.00
Total recoverable input VAT on purchases	CSTMS	35.00

Currency Conversion for VAT-Only Third-Party Vouchers

Generally a VAT-only invoice is received following a purchase of goods from a foreign country, and this invoice is often in your local currency. Customs agencies generally use their own exchange rate to translate from a foreign currency to the local currency, therefore making it impossible for the PeopleSoft system to translate the line and distribution line amounts to the local currency accurately when copying those amounts from the original voucher to the third-party voucher. Therefore, the system does not copy an amount to the line when the source document and the third-party vendor's currency differ.

In this case, the system copies all line information, but copies the amount on both the line and the distribution line as *0.00*. The system issues a warning message indicating that 0.00 will be copied to the lines, because the currency of the source document does not equal that of the third-party vendor.

If the currency on the original voucher and the VAT invoice are different, you must manually translate the amount that is copied into the distribution from the original voucher to ensure that the VAT basis amount is correct.

Note. We recommend that you set VAT tolerance checking very high for a customs agent, and any other vendor that is typically third-party, to take into consideration the currency conversion differences between the import vendor and the customs agent

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Unlinkable VAT-Only Vouchers

If you receive a VAT-only voucher that does not provide enough information to enable you to link it to the original purchase voucher, enter the following on the third-party voucher:

Currency	Defaults in from the vendor.
Account	If you need to prorate non-recoverable VAT, miscellaneous, or freight, you must enter the appropriate expense account number. If you are not prorating, you do *not* need to changed the default account number.
Amount	To save the voucher and calculate a VAT basis amount, you must enter the distribution amount manually.

Here is what happens on the various VAT pages in the Voucher component:

- The values on the Invoice Header VAT Information page default based on the defaulting hierarchy.
- Once you have entered the freight, VAT and distribution line amounts, you can calculate the VAT on the Invoice Summary VAT Information page.
- The VAT use type on the Invoice Line VAT Information page defaults from the vendor. To ensure that accounting entries are calculated correctly, you must also enter the VAT applicability as *Taxable* on this page.

See Also

Chapter 10, "Entering and Processing Vouchers Online: Specific Voucher Styles," Entering Third-Party Vouchers, page 249

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Defining VAT Transaction Types

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)," Generating VAT Reports

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Processing Multiple Currencies"

(CAN) Entering Vouchers with VAT and Sales Tax

To accommodate a situation where you have invoices with both sales tax and VAT, you must configure the sales tax calculation parameters to include VAT when you enter your voucher. You can do this by selecting the Include VAT check box in the Calculation Parameters group box on the Tax Code page when you set up your sales tax codes. You can also select the Include VAT option for an individual voucher in the Calculation Parameters group box on the Invoice Line Tax Information page.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions," Defining Tax Codes

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," Entering Voucher Line Tax Information, page 200

Entering Vouchers With VAT and Withholding

In the European Community, it is common to have a voucher with both VAT and a portion that is withheld. The amount that is withheld is calculated at the time of payment, rather than scheduling a separate payment for the amount that is withheld. When you are configuring withholding, you can specify whether VAT should be included or excluded from the withholding calculation.

You set up the parameters for calculating withholding on the Withholding Options page (which you access through the Misc. Setup (miscellaneous setup) link from the Withholding Entities page). Select the Apply VAT check box on this page if the VAT should form part of the basis for calculation. For example, let's say that the merchandise amount is 1000.00 EUR and the VAT is 70.00 EUR. If the withholding should be on 1070.00 EUR, you should check this check box.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Options, page 888

CHAPTER 35

Processing Withholding in PeopleSoft Payables

This chapter provides an overview of the withholding process and describes how to:

- Set up your withholding environment.
- Define withholding reports.
- Review and enter withholding information for vouchers.
- Review withholding calculations.
- Create withholding accounting entries.
- Post withholding transactions.
- Run the Withholding Mismatch report.
- Adjust withholding manually.
- Process withholding updates.
- Generate withholding reports.
- Review withholding information.

See Also

Chapter 36, "Resolving Complex Withholding Scenarios," page 921

Chapter 37, "Processing Special Withholding Requirements," page 939

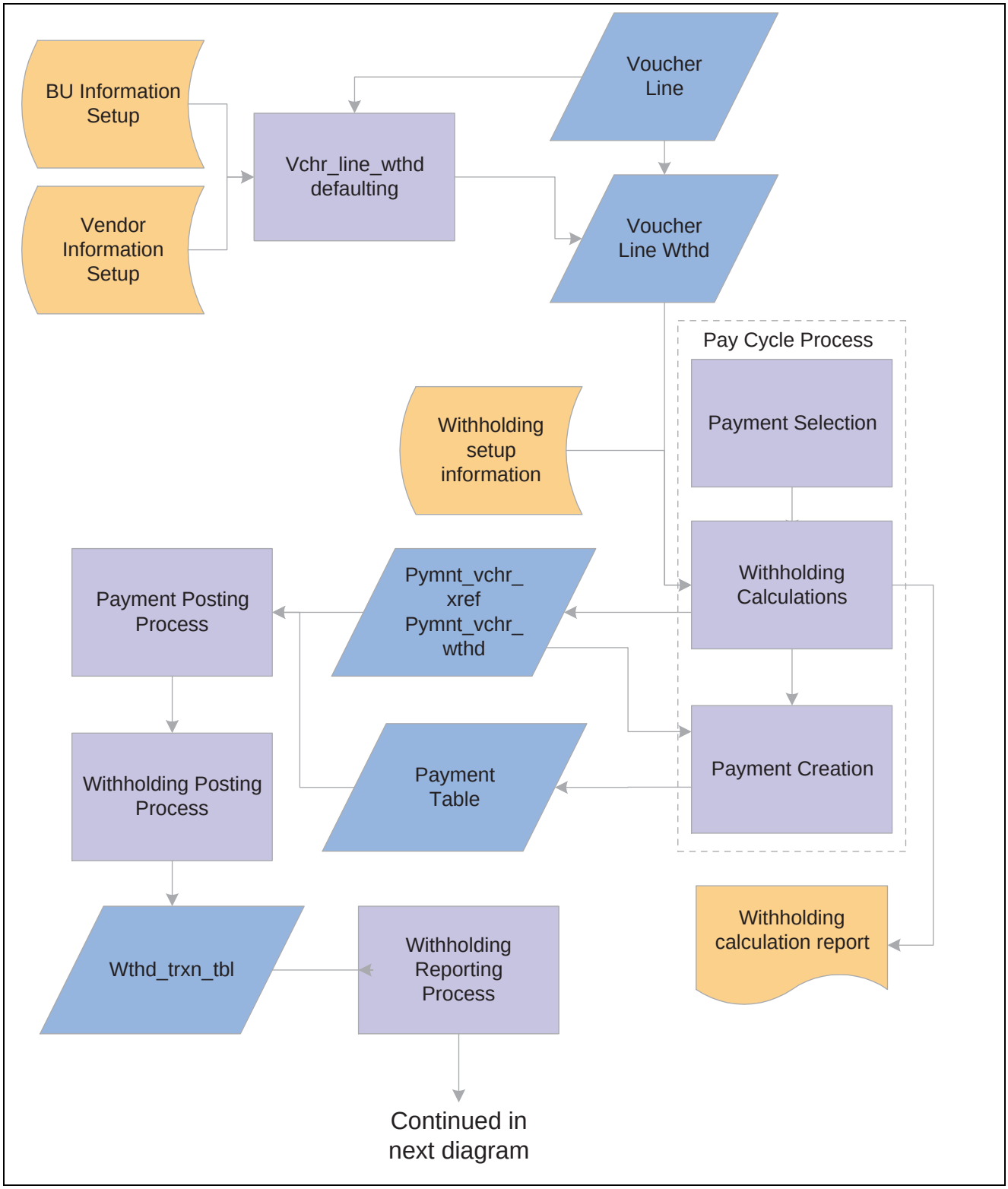
Chapter 39, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 983

Understanding the Withholding Process

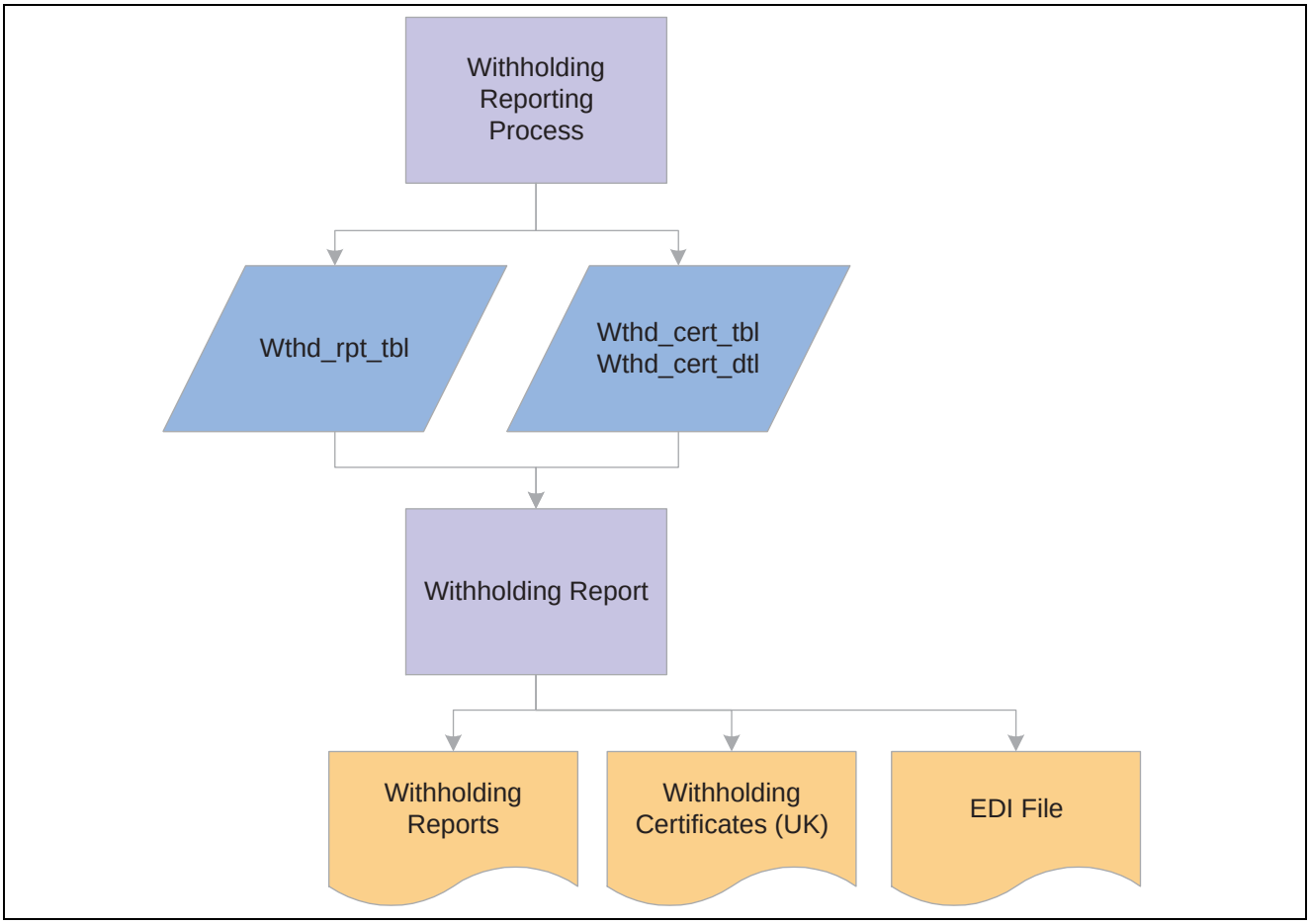
Our withholding architecture enables you to meet the varying withholding requirements of different countries. To use withholding in PeopleSoft Payables, you must set up your withholding environment, complete your business unit withholding setup, and set up your withholding vendors. The setup information you provide defaults onto the applicable voucher lines.

The system calculates the actual withholding amounts as part of payment processing or the voucher posting process (depending on your withholding entity setup or withholding override options at the voucher). To generate withholding reports, you need to post your payments (either using Voucher Posting or Payment Posting) and then post your withholding transactions. The system creates reporting information from the posted withholding transactions, enabling you to generate withholding reports, withholding certificates, and/or files as applicable.

The following diagrams illustrate the general process flow for withholding in PeopleSoft (the withholding process for your location may differ slightly):



Withholding process flow (part 1)



Withholding process flow (part 2)

You complete the withholding process as follows:

1. Set up your withholding environment.

   Set up the appropriate withholding rules, classes, types, jurisdictions, and entities. Under the withholding entity, assign the combination of withholding types, jurisdictions, classes, and rules that apply and define the type of control information required from the vendor to process the withholding. You will apply combinations of withholding entities, types, jurisdictions, classes, and rules to your withholding vendors when you define them. You can assign more than one combination to a vendor. For example, a U.S. vendor may be subject to both 1099–G and 1099–MISC withholding.

   You can also define withholding codes, which you can use to override the withholding information that defaults onto the voucher from the vendor; these, too, are combinations of withholding entities, types, jurisdictions, and classes.

   As a final step, set up the withholding reports to meet your reporting requirements.

2. Enter withholding vendors.

   Make any vendor a withholding vendor by selecting the Withholding check box on the Vendor Information − Identifying Information page, and by transferring to the Withholding Vendor Information page from the Vendor Information — Location page, on which you select the appropriate withholding entities and enter the associated withholding control information.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Defining Withholding Options.

3. Enter withholding vouchers.

   The type of withholding that you define for the vendor defaults to each voucher line. Therefore any vouchers you enter for a vendor that you have defined as a withholding vendor are subject to withholding. If the voucher is for a withholding vendor, you can click the Withholding link on the Voucher − Invoice Information page to access the Withholding Information page, where you can view the withholding for each voucher line and make the lines not withholding applicable, or make adjustments as needed.

4. Pay the vouchers.

   Depending on your withholding setup, the system may generate a separate withholding payment to the tax authority when the voucher is paid, or just calculate the withholding for reporting to the tax authority. During payment posting, a liability is created for the withholding portion. As you pay the withholding portion, the liability is reduced based on your general ledger setup.

5. Post the withholding.

   Posting combines voucher and payment information into transaction tables.

6. View withholding balances online.

7. Complete the required set up for generating your withholding reports by entering your withholding control information and running a withholding control report.

   Once you have completed these steps you can run your withholding reports based on the requirements of your tax authority.

Common Elements Used in This Chapter

Entity	Tax authority.
Type	Defines withholding at the highest level in Payables. For example, in the U.S. 1099 is a withholding type.
Jurisdiction	Jurisdictions introduce an additional level of classification between the withholding type and class.
Class	For each withholding type, you can define subdivisions or classes, such as Rent, or Royalties.
Withholding Class Combination	For the sake of brevity, we sometimes refer to the combination of withholding entity, type, jurisdiction, and class as a *withholding class combination.*

Setting Up Your Withholding Environment

To set up your withholding environment, use the following components:

- Rules (WTHD_RULE).

- Types and Classes (WTHD_TYPE).
- Jurisdictions (WTHD_JURISDICTION).
- Business Unit Categories (WTHD_BU_CAT).
- Vendor Categories (WTHD_VNDR_CAT).
- Withholding Entities (WTHD_ENTITY).
- Procurement Control (BUS_UNIT_INTFC2).
- Wthd Code (withholding code) (WTHD_CODE).

This section provides an overview of busines unit categories and vendor categories for withholding entity setup, and discusses how to:

- Define withholding rules.
- Define withholding types and classes.
- Define withholding jurisdictions.
- Define business unit categories.
- Define vendor categories.
- Define withholding entities.
- Define withholding options.
- Define vendor information for the entity.
- Define business unit information for the entity.
- Specify withholding ChartFields.
- Set up withholding at the general ledger business unit level.
- Define withholding codes.

Understanding Business Unit Categories and Vendor Categories for Witholding Entity Setup

The withholding percentage depends on the withholding entity, type, jurisdiction and class (or activity) for a given transaction. Furthermore the withholding percentage depends on the relationship that exists between you (your business unit) and your vendor. In some countries, whether or not your vendor is registered through the proper authorities may influence the withholding percentage for a given transaction. Also, the way you operate your business (from your tax authority's point of view) further influences what percentage you use for withholding purposes.

Taking Ganancias (an Argentine withholding type) as an example, there are several different possible withholding percentages that you may use for an activity, depending on the relationship you have with your vendor:

- Business unit centralized and vendor registered.
- Business unit centralized and vendor not registered.
- Business unit decentralized and vendor registered.
- Business unit decentralized and vendor not registered.

For Ganancias, those four different possibilities need to be accounted for and each may have different withholding rules associated with them.

To accommodate these possibilities, we provide two tables (WTHD_BU_CAT and WTHD_VNDR_CAT). The first one represents the possible business unit categories for withholding taxes, and the second one represents the possible vendor categories for those same withholding taxes.

For each business unit, you can define the possible categories that would yield different withholding calculation. Here are some example categories that could be set up for Ganancias:

Withholding Tax	Category
Ganancias	Centralized
Ganancias	Decentralized

For each vendor, you can define the possible categories that would yield different withholding calculations. Here are some categories that could be set up for Ganancias:

Withholding Tax	Category
Ganancias	Registered
Ganancias	Not Registered

You can define these categories at the business unit and vendor level, and can set up withholding entities with different withholding rules for each permutation of those categories.

We have created a child table to the current WTHD_ENTITY_DTL record called WTHD_CATEGORY for this purpose. Here is a depiction of this record:

Entity	Type	Jurisdiction	Class	BU Category	Vendor Category	Wthd Rule
Arg. Govt	Ganancias	Buenos Aires	Lawyer fees	Centralized	Registered	10%Rule
				Centralized	Not Registered	12%Rule
				Decentralized	Registered	5%Rule
				Decentralized	Not Registered	7%Rule

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities, page 884

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Business Unit Categories, page 883

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Vendor Categories, page 884

Pages Used to Set Up Your Withholding Environment

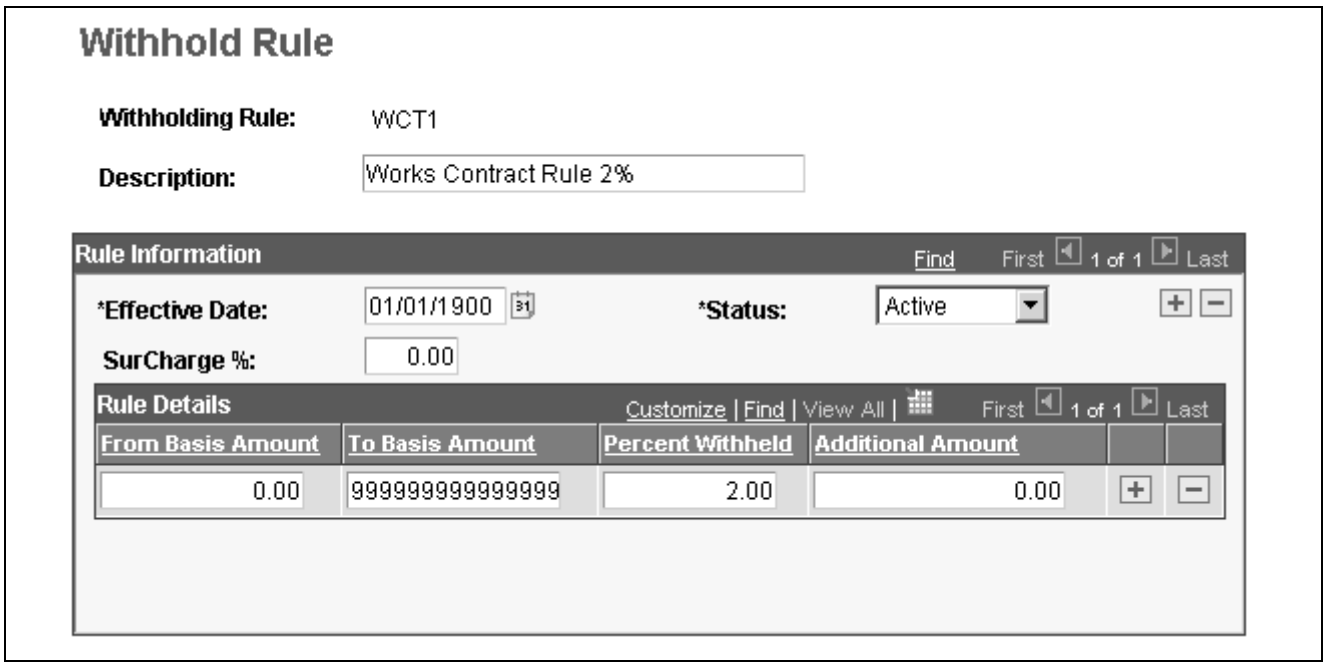
Page Name	Object Name	Navigation	Usage
Withhold Rule	WTHD_RULE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules	Establish rules that determine the actions to be taken during withholding. For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount. You can also create tiered-based withholding on this page.
Withhold Rule request	RUN_APY7010	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules Report	Define run parameters for the Withholding Rules Report (APY7010). Use this report to review withholding rules by as of date.
Withhold Type	WTHD_TYPE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types and Classes	Define withholding at the highest level. For example, in the U.S. 1099 is a withholding type. For each withholding type, you can define subdivisions or classes, such as rent or royalties.
Withhold Type request	RUN_APY7020	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types Report	Define run parameters for the Withholding Types report (APY7020). Use this report to review withholding types and classes.

Page Name	Object Name	Navigation	Usage
Withhold Jurisdiction	WTHD_JURISDICTION	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Jurisdictions	Define withholding jurisdictions for a withholding type. Jurisdictions introduce an additional level of classification between the withholding type and class. Jurisdiction also enables you to define different withholding percentages based on where the vendor is located as well as on the classification (or activity) of a given transaction.
Business Unit Categories	WTHD_BU_CAT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Business Unit Categories	Define the relationship that exists between you (your business unit) and your withholding entity. As with jurisdiction and classification, this relationship affects your withholding percentages.
Vendor Categories	WTHD_VNDR_CAT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Vendor Categories	Define the relationship that exists between the withholding entity and your vendor. As with jurisdiction and classification, this relationship affects your withholding percentages.
Withholding Entity	WTHD_ENTITY	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity	Define your withholding entities (tax authorities). Enter the vendor information for the entity, define the file layout, currency code and rate, and applicable withholding rules and types. You can also create a separate withholding payment, and tie business unit and vendor categories to the entity.
Withholding Options	WTHD_FLAGS	Click the Misc. Setup link on the Withholding Entity page.	Determine what constitutes the basis for your withholding, and specify how to apply the withholding balance.
Entity Fields - Vendor	WTHD_ENTITY_FIELDS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Vendor	Indicate which information the tax authority (entity) requires for your vendors.

Page Name	Object Name	Navigation	Usage
Entity Fields - Business Unit	BU_WTHD_ENT_FLDS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Business Unit	Indicate which information the tax authority (entity) wants to know about your business units.
ChartFields	WTHD_CF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, ChartFields	Set up accounting ChartField parameters. Specify general ledger information for each withholding class; indicate where the withholding amounts are going with respect to general ledger.
Withholding Entity request	RUN_APY7030	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Entities Report	Define run parameters for the Withholding Entity report (APY7030). Use this report to review withholding entities you have set up.
Procurement Control - Withholding	BU_WTHD_JUR	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding	Set up withholding options at the general ledger business unit level.
Withhold Code	WTHD_CODE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Codes	Create withholding codes. A withholding code represents a set of withholding entity types, jurisdictions, and classes that you want to apply to a voucher at the same time. For example, you may want to apply both a federal and local withholding. In this case, you can define a withholding code to combine the two withholding entities and use this code when you override withholding information at the voucher line level.
Withhold Code request	RUN_APY7040	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Codes Report, Withhold Code	Define run parameters for the Withholding Codes report (APY7040). Use this report to review withholding codes.

Defining Withholding Rules

Access the Withhold Rule page.



Withhold Rule page

(IND) SurCharge % Enter any surcharge percentage as applicable. Surcharges are for Indian withholding and represent a percentage of the calculated tax amount which is add to the calculated tax amount for withholding.

You can use the Rule Details group box to define the withholding percentage within specific amount ranges, enabling you to specify tiered withholding.

From Basis Amount Enter the lower amount of a range for which you want to define a percentage to be withheld.

To Basis Amount Enter the upper amount of a range for which you want to define a percentage to be withheld.

Percent Withheld Enter the percentage to be withheld for the range you defined.

Additional Amount Enter any additional amount to be added to the withholding calculation, as appropriate. This field is used for tier-based withholding.

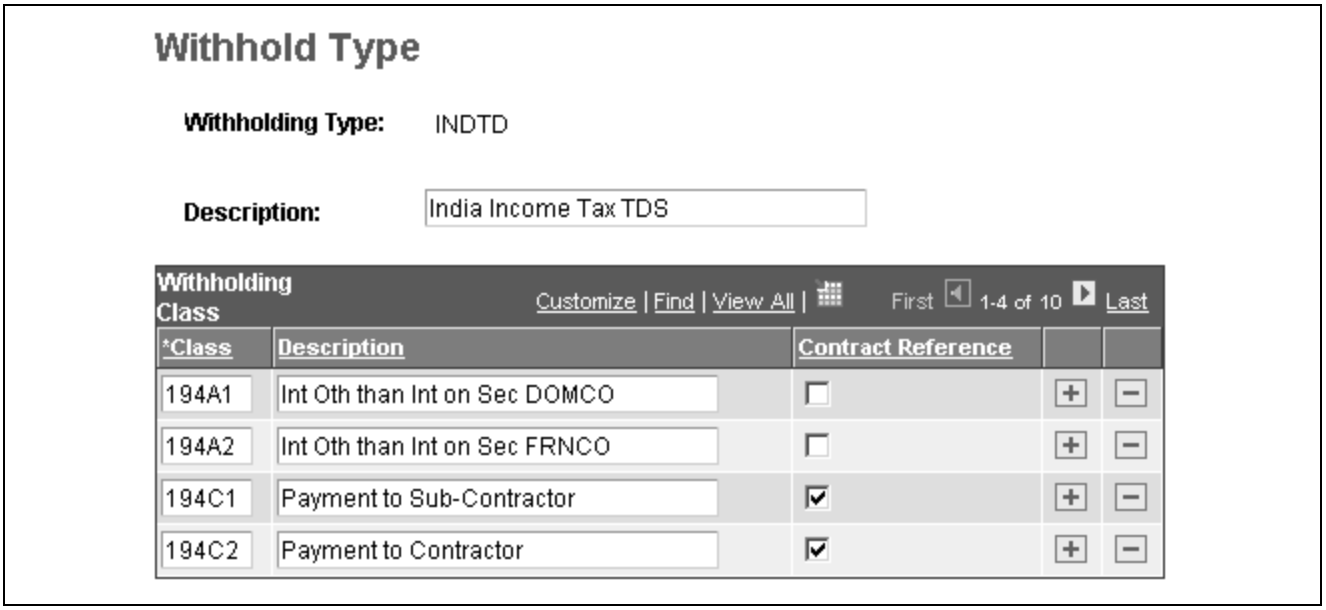
See Also

Chapter 36, “Resolving Complex Withholding Scenarios,” Using Tiered-Based Withholding, page 922

Chapter 36, “Resolving Complex Withholding Scenarios,” Using Period-Based Withholding, page 923

Defining Withholding Types and Classes

Access the Withhold Type page.



Withhold Type page

Use the Withholding Class grid to specify the withholding classes.

Class and **Description** — Specify any classes that belong to this withholding type, and enter a description for each class that you add.

(IND) Contract Reference — Select to require a contract reference when creating a voucher with this withholding class. This feature is for Indian withholding only.

See Also

Chapter 39, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 983

Defining Withholding Jurisdictions

Access the Withhold Jurisdiction page.

When you enter the page, select the withholding type for which you are defining the jurisdiction.

Withholding Jurisdiction and **Description** — Specify any withholding jurisdictions that belong to this withholding type, and enter a description for each jurisdiction that you add.

Defining Business Unit Categories

Access the Business Unit Categories page.

When you enter the page, select the withholding type for which you want to define business unit categories.

Category — Specify any category that belongs to this withholding type, and enter a description for each category you add.

Defining Vendor Categories

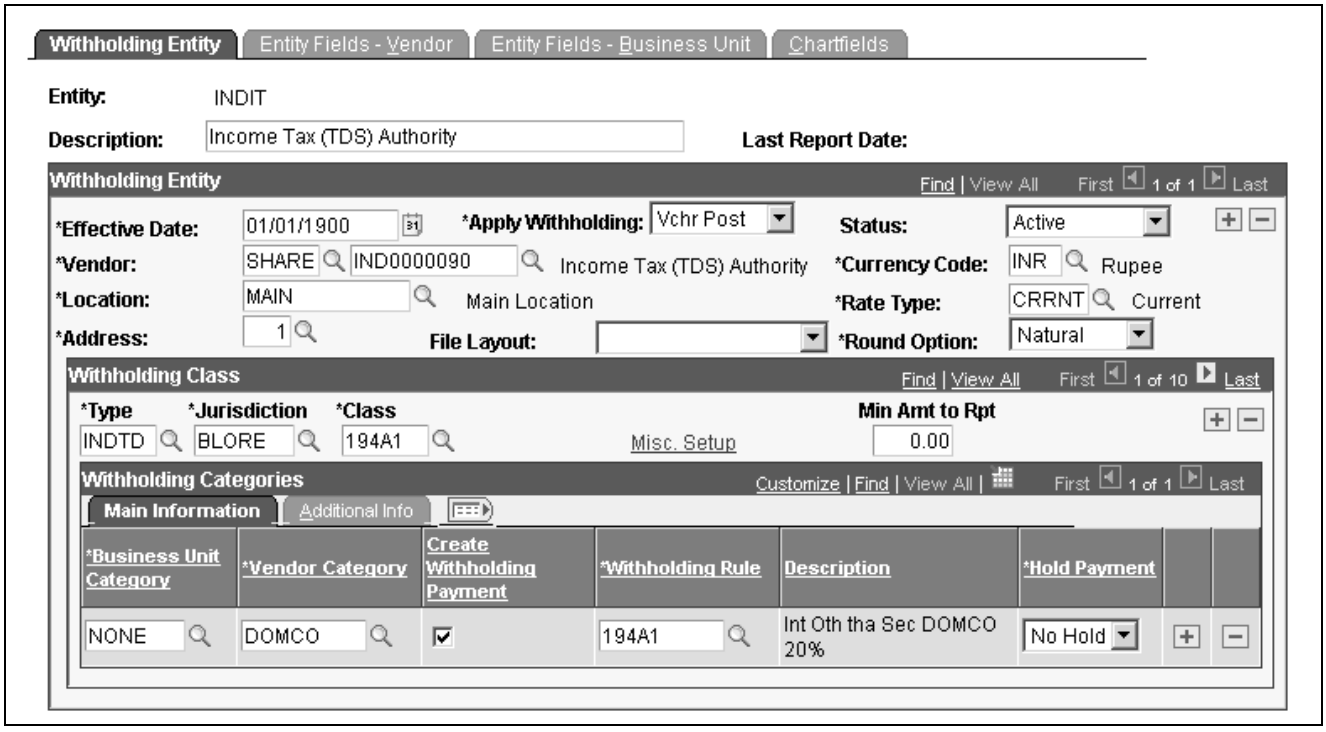
Access the Vendor Categories page.

When you enter the page, select the withholding type for which you want to define vendor categories.

Vendor Category Specify any vendor categories that belong to this withholding type, and enter a description for each vendor category that you add.

Defining Withholding Entities

Access the Withholding Entity page.



Withholding Entity page

Note. You must define the vendor information for the withholding entity in the Vendor Information component before you can complete the Withholding Entity page. Your entities are entered as vendors, just as is every other payee in your system. Set the entity up as a vendor so that you know to whom to send the withholdings.

Withholding Entity

Apply Withholding Use this field to determine whether the withholding calculation for any withholding belonging to this entity should occur at *Vchr Post* (voucher post) or at *Payment.*

If you select *Payment* as the withholding calculation setting, this setting can be overridden by users with the appropriate authority on the voucher Withholding Information page provided the voucher has not been posted and a payment has not been made.

Note. You set up the security for overriding withholding calculation using the User Preferences component.

Vendor and **Location** — Select the entity vendor's setID, vendor ID number, and vendor location.

Currency Code and **Rate Type** — Specify the reporting currency code and exchange rate type for the entity.

File Layout — Select the appropriate reporting file layout.

Round Option — Select the appropriate rounding option:

Down: Round all decimals down to the next whole number.

Natural: Round normally. If the calculated withholding amount is less than five, round down; if it is five or above, round up.

Up: Round all decimals up to the next whole number.

Withholding Class

Use this group box to specify all the possible combinations of withholding types, jurisdictions, and classes for this entity.

Note. For the sake of brevity, we sometimes refer to the combination of withholding entity, type, class, and jurisdiction as a *withholding class combination.*

Misc. Setup — Click to access the Withholding Options page, where you can select options that determine what constitutes the basis for your withholding.

Min Amt to Rpt (minimum amount to report) — Enter a minimum withheld amount above which you create reporting information for a vendor.

Withholding Categories

Use this group box to tie any business unit and vendor categories to your withholding rules. Different combinations of business unit and vendor categories may require different withholding rules.

Entities may categorize your business units differently. For example, in Argentina, one business unit may be considered *centralized* while another is considered *decentralized.* Different withholding parameters may be offered for each based on the type of business unit. Likewise, your vendors may also be categorized differently, depending on whether the vendors are *registered* or *non-registered.* Again, their withholding parameters may vary depending on the type of vendor with which you conduct transactions. The fields in the Withholding Categories group box enable you to capture all of the different possible relationships you may have with your entities and your vendors, and the resultant withholding percentages, or rules which apply when you transact with them.

See Chapter 35, "Processing Withholding in PeopleSoft Payables," Understanding Business Unit Categories and Vendor Categories for Witholding Entity Setup, page 877.

Main Information Tab

Business Unit Category — Select the business unit category for this entity, as applicable.

Vendor Category Select the vendor category for this entity, as applicable.

Create Withholding Payment Select if you want to create separate payments for the withholding.

Otherwise, withholding is not calculated, although basis amounts are reported.

Note. Creating a zero percent withholding rule accomplishes the same result.

Withholding Rule Select the withholding rule to which these categories apply.

Hold Payment Select to hold these payments. The available options are:

Hold All: Hold both the payment and the withholding amount.

Wthd Only: Hold the withholding amount only.

No Hold: Do not hold the payment or withholding amount.

You can override the option you select here at the vendor level on the Withholding Vendor Information page.

Note. If you wish to hold the vendor's payment, you can set the rule at zero percent and set the hold option to *Hold All.*

Additional Info Tab

Min Basis (minimum basis) Indicate the minimum accumulated withholding basis amount below which no back-up withholding will be processed. If the accumulated withholding basis amount during a withholding period (identified by the calendar ID you enter) is less than this amount, the system does not create back-up withholding.

Let's say, for example, that you have back-up withholding at 10% and have your minimum basis amount set at 1000 USD. The first voucher you enter is for 700 USD, so no back-up withholding is calculated. The second voucher is for 400 USD. The accumulated total is now 1100 USD, so backup withholding is now calculated at 110 (10% of the accumulated amount) for the second voucher.

Note. If you do not specify a calendar ID (or you do not use period based withholding), the current withholding basis amount is used instead of the accumulated total. For example, if the minimum basis is 1000 USD and period based withholding is not used, every voucher whose calculated withhold basis amount is less than 1000 USD will have no back-up withholding. The same rules apply to the minimum withhold amount explained below

Note. The amount you enter here is assumed to be in the currency of the entity to which you report withholding.

Min Withhold (minimum withhold) Indicate the minimum accumulated withholding amount below which no back-up withholding will be processed. If the accumulated withholding amount during a certain period is less than this amount, the system does not create back-up withholding.

Let's say, for example, that you have back-up withholding at 10% and your minimum withhold amount set at 1000 USD. The first voucher you enter is for 9000 USD and the system calculates 900 USD for the back-up withholding. 900 is less than 1000, so no back-up withholding is applied to this voucher. The second voucher you enter is for 2000 USD and the system calculates 200 USD for the back-up withholding. Now, the accumulated back-up withholding is 1100 USD (900 + 200). Therefore, back-up withholding will be applied to the second voucher at 1100.

Note. With period-based withholdings, it is possible that the back-up withholding can exceed the payment amount.

Note. The amount you enter here is assumed to be in the currency of the entity to which you report withholding.

Appl. 1st Pmnt (apply first payment)

Select if you want to apply the entire back-up withholding amount to the first payment when the payments are split up into multiple installments.

If you do not select this check box, the system treats each payment separately and splits the withholding across the payments.

Here's an example of applying the entire withholding amount to the first payment:

Withholding is at 10%. Voucher #00000120 is scheduled to be paid in two equal installments of 500.00 USD each. In this case, the payment of both installments would be as follows:

- January 2004. First payment is made to the vendor.

  Vendor payment is for 400 USD and back-up withholding is for USD 100 (10% of the whole transaction).

- January 2004. Second payment is made to the vendor.

  Vendor payment is for 500 USD and no withholdings occur.

Note. Whenever you apply this method, you run the risk that the withholding will be greater than the payment amount, in which case the system rejects the transaction by throwing an exception. You then have to increase the size of the first payment manually so that the transaction can be processed.

Note. Some tax types specify that the full amount of the withholding (for a given voucher) be paid entirely on the first installment paid to the vendor.

Calendar SetID and **Calendar ID**

If you are using period-based withholding, select the setID and ID of the calendar you want to use.

Payment Terms ID

Specify the payment terms for creating the withholding payment schedule.

(IND) Cumulative

For Indian withholding only.

See Chapter 39, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 983.

See Also

Chapter 36, "Resolving Complex Withholding Scenarios," Using Period-Based Withholding, page 923

Defining Withholding Options

Access the Withholding Options page.

Wthd Basis Amt Determination (Withholding Basis Amount Determination)

Select the appropriate amount check boxes to apply these amounts to the withholding basis amount.

Apply Net	Applies the merchandise amount to the withholding basis amount.
Apply Sales Tax	Applies the sales tax amount to the withholding basis amount.
Apply Freight	Applies the freight amount to the withholding basis amount.
Apply Misc Chg (apply miscellaneous charges)	Applies the miscellaneous charge amount to the withholding basis amount.
Apply Discount	Applies the discount amount to the withholding basis amount.

Note. Withholding is calculated as the payment occurs (or when the voucher is posted, depending on the Apply Withholding option on the Withholding Entity page) and the system calculates withholding when discounts are taken, if the Apply Discount check box is selected.

Apply VAT	Applies the VAT amount to the withholding basis amount.

Apply Withholding Balance To

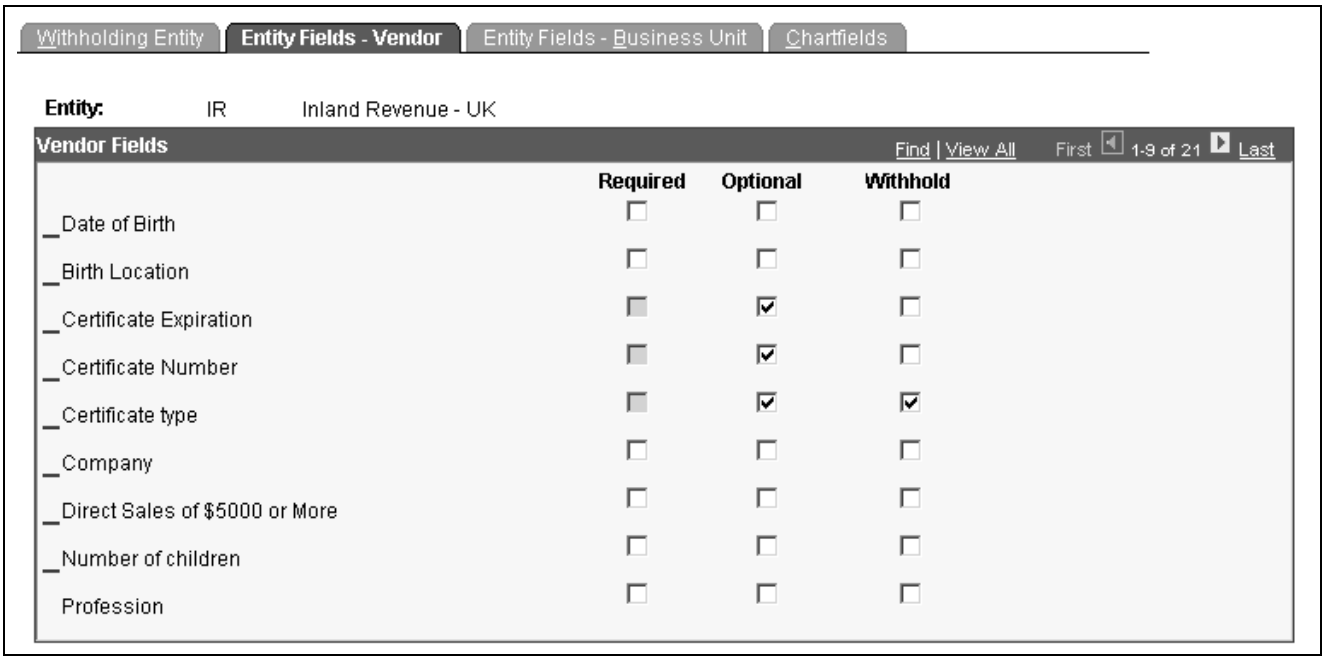
Remit to vendor or **Invoicing Vendor**	Select to determine the proper vendor during reporting and also to determine the vendor for whom you accumulate basis amounts and withholdings on period-based withholding.

Note. Some countries report withholding according to their remit-to vendors, while other countries report withholding according to the invoicing vendor. On a voucher, the withholding information is always defaulted from the invoice vendor setup; using the remit vendor options is not recommended because you will have to remember to modify the withholding information on a voucher if the remit vendor has a different withholding treatment than the invoice vendor. Also, the invoice vendor determines the withholding applicability of a voucher. This means that both vendors must be defined as withholding vendors and have the same classes set up on the Withholding Information page.

Note. Do not use the remit vendor option if you are calculating withholding at voucher posting. Using this option will create unexpected results if you try to change remit vendors on a voucher after posting.

Defining Vendor Information for the Entity

Access the Entity Fields - Vendor page.



Entity Fields - Vendor page

For each of the vendor fields listed you can select whether it is Required or Optional when users enter vendor information.

The Withhold field is delivered as a non-functional field. You may want to configure it to your particular withholding requirements.

Defining Business Unit Information for the Entity

Access the Entity Fields - Business Unit page.

There is only one field delivered on this page (for Argentine purposes), but you can add your own fields here if you find information which tax authorities in the countries you do business with may want to know about your business units. Adding new fields requires that you add the field to the BU_WTHD_FLD_SBR and BU_WTHD_JUR page as well as building the WTHD_BU_JUR table.

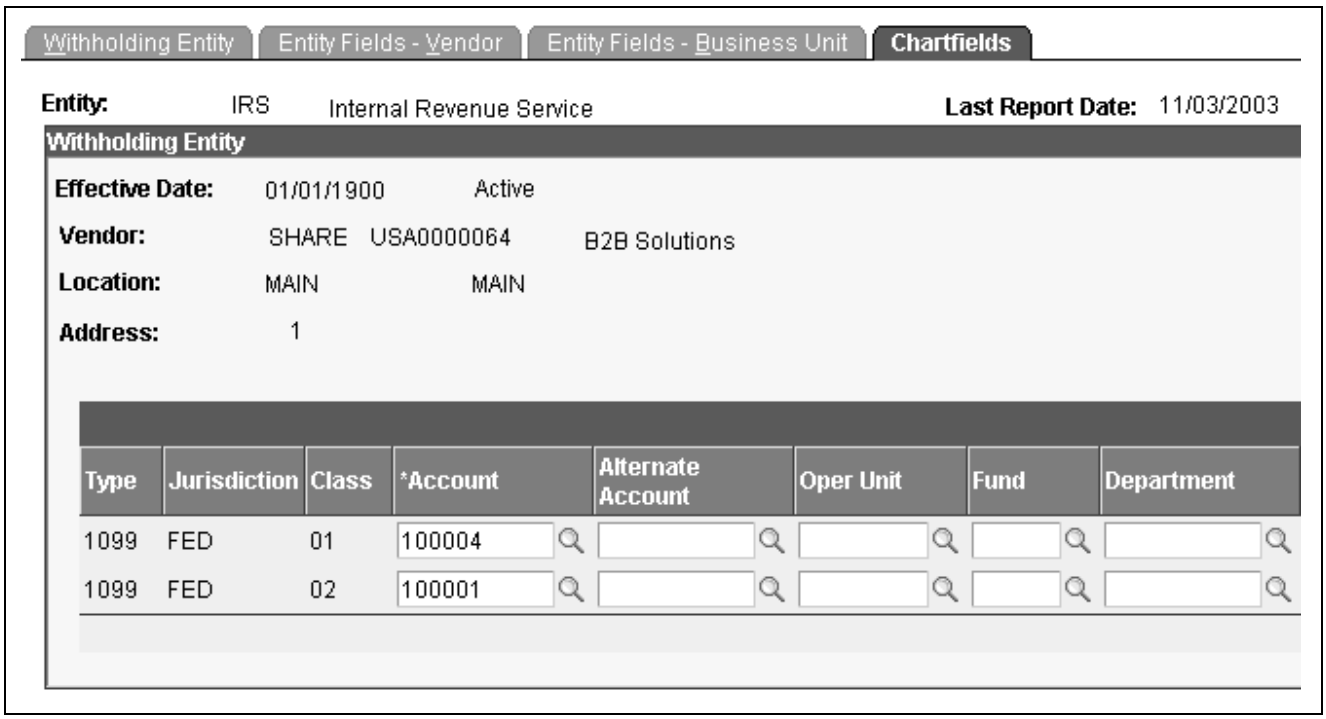
Note. This information appears on the Procurement Control − Withholding Page for the general ledger business unit.

See Also

Chapter 36, “Resolving Complex Withholding Scenarios,” Using Period-Based Withholding, page 923

Specifying Withholding ChartFields

Access the Withholding Entities - ChartFields page.



Withholding Entities - ChartFields page

For each withholding type, jurisdiction, and class, you must specify the:

Account Select the account to be used as the withholding liability account in general ledger. You can also select the ChartFields associated with the account you selected, as appropriate.

Note. The account must have the setID associated with the TableSet sharing for the setID of your entity vendor.

Setting Up Withholding at the General Ledger Business Unit Level

Access the Procurement Control - Withholding page.

Here you can define the information for the tax authorities on behalf of whom you withhold. For each combination of withholding entity, type, jurisdiction, and business unit category, you provide a tax ID number and specify whether or not you are a collecting agent for them.

When you enter a voucher in Payables, the system determines for which charges the vendor is withholdable, and also checks to see for whom (which tax authorities/entities) the general ledger business unit is a collection agent.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting Withholding Options, page 44

Defining Withholding Codes

Access the Withhold Code page.

The withholding code represents combinations of withholding entities, types, jurisdictions, and classes that you want to apply to a voucher to override the withholding information that defaults from the vendor. You can include multiple withholding class combinations.

You can select the withholding codes that you create here on the Withholding Information page for a voucher. Withholding codes are *not* used to specify withholding information for vendors.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Reviewing and Entering Withholding Information for Vouchers, page 893

Defining Withholding Reports

Withholding reporting is processed from the Withholding Report table. We deliver with the system a number of predefined reports for use with various types of withholding. You can access these reports via the Report Definition component.

Note. (USA) Do not modify delivered U.S. 1099 reports.

To set up withholding reporting, use the Report Definition component (WTHD_RPT_DFN).

This section discusses the following steps you take to define withholding reports:

- Specify withholding report selection criteria.
- Specify process type and name.

See Also

Chapter 37, "Processing Special Withholding Requirements," page 939

Chapter 39, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 983

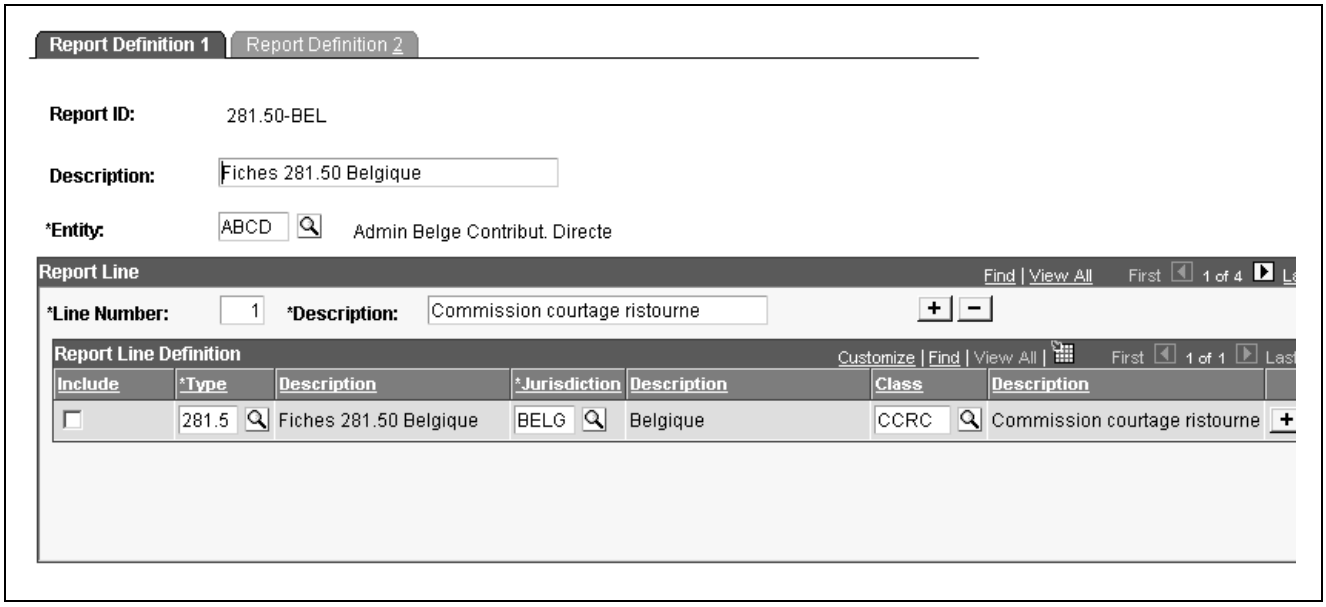
Appendix C, "PeopleSoft Payables Reports," page 1003

Pages Used to Define Withholding Reports

Page Name	Object Name	Navigation	Usage
Report Definition 1	WTHD_RPT_DFN	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Definition, Report Definition 1	Specify selection criteria for withholding reports. Define the layout of the withholding reports based on your tax authority's reporting and filing requirements.
Report Definition 2	WTHD_RPT_DFN2	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Definition, Report Definition 2	Specify the process type and name of the process you are using to populate the Withholding Report table for each withholding report you define.

Specifying Withholding Report Selection Criteria

Access the Report Definition 1 page.



Report Definition 1 page

Each report line is generally equivalent to a "box" on the withholding entity's withholding form. Enter a line for each withholding class combination you report separately on the report.

Include Select this check box at the beginning of the line for each withholding class combination you are including in the report.

Specifying Process Type and Name

Access the Report Definition 2 page.

Specify the process type and process name you are using to generate the report.

Note. (USA) For U.S. withholding, you must use the system-delivered report IDs US_REPORT, US_REPORTG, and US_REPORTI for 1099–Misc, 1099–G, and 1099–INT respectively.

Reviewing and Entering Withholding Information for Vouchers

This section provides prerequisites and explains how to view and override withholding information when you enter withholding vouchers.

Prerequisites

Before entering and processing withholding vouchers you must.

- Set up withholding entities, types, classes, jurisdictions, rules, and codes.
- Set up withholding for applicable vendors at the vendor location level.

  Any vendor entered into the system can be a withholding vendor. Flag a vendor as withholding-applicable on the Vendor Information - Identifying Information page by selecting the Withholding check box. From the Vendor Information - Location page you can transfer to the Withholding Vendor Information page, on which you select the withholding entity and enter the required control information.
- Set up withholding at the general ledger business unit (Procurement Control component).

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Setting Up Your Withholding Environment, page 876

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Identifying Information

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

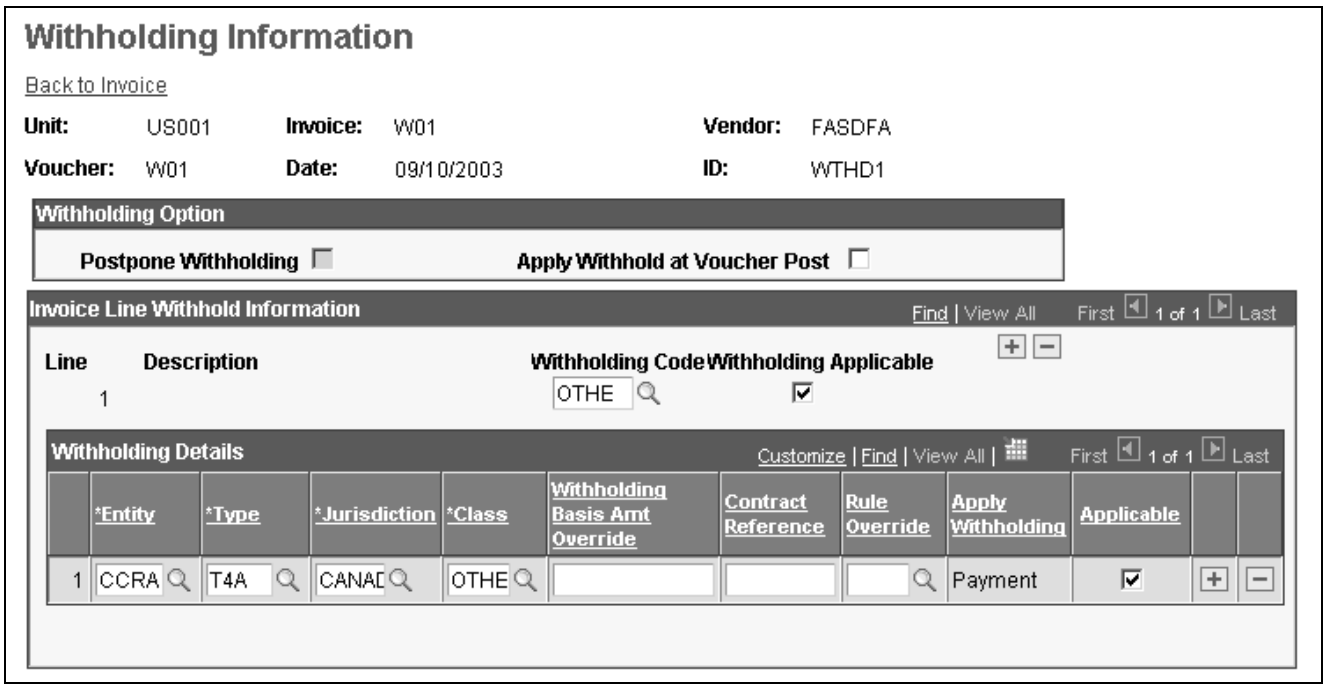
Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Withholding Options, page 44

Page Used to Review and Override Withholding on Vouchers

Page Name	Object Name	Navigation	Usage
Withholding Information	VCHR_WTHD_EXP	Click the Withholding link on the Invoice Information page for a withholding-applicable voucher. During voucher entry, PeopleSoft Payables marks any vouchers for a withholding vendor as withholding-applicable.	Review or override the withholding for individual voucher lines for a withholding-applicable voucher.

Reviewing and Overriding Withholding Information on a Voucher

Access the Withholding Information page.



Withholding Information page

Postpone Withholding Select this check box to postpone withholding for prepaid vouchers. If you select this option, withholding is *not* calculated when the prepaid voucher is paid. It is calculated when the regular voucher is created.

Apply Withholding at Voucher Post If the withholding has not yet been calculated, users with the appropriate security can select this flag to override the entity setting and have withholding for this voucher calculated at voucher posting. The Apply Withholding field in the Withholding Details grid updates to display *Vchr Post* as the withholding calculation setting.

Note. You provide users with the authority to override withhold calculation using the User Preferences component.

Line Displays the voucher line number whose withholding information you are viewing.

Withholding Code If you are using withholding codes to define a set of withholding class combinations that you want to apply at the same time, you can select a withholding code for this voucher line.

Instead of withholding codes, you can utilize the options in the grid to create the withholding class combinations you need.

Withholding Applicable Clear this check box to disable withholding for the individual voucher line.

Entity, Type, Jurisdiction and **Class** Displays the withholding entity, type, jurisdiction, and class specified for the vendor at the vendor location level. You can override the defaults by selecting new values.

Withholding Basis Amt Override (withholding basis amount override)
If you need to withhold on the basis of an amount other than the amount you established as the basis for withholding on the Withholding Options page, enter that amount here.

If you don't enter an amount here, the system accepts the defaults you established on the Withholding Options page.

Rule Override
Select a withholding rule to override the rule that defaults automatically from the withholding entity.

Note. Users typically leave this field blank.

Apply Withholding
See the definition for Apply Withholding at Voucher Post.

Applicable
Use this check box to control withholding applicability for the specific withholding class combination for a voucher line. If multiple withholding class combinations are listed you can choose to clear this check box for one or more of them so that withholding does not occur for that withholding class combination on this voucher line.

Note. For the withholding to default properly, you must set up vendor and business unit information accordingly on the Procurement Control − Withholding Page. Also, if there are no values here withholding does not occur.

Note. If you try to save a voucher with a withholding vendor that wasn't set up completely, the system issues a warning.

See Also

Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Withholding Options, page 44

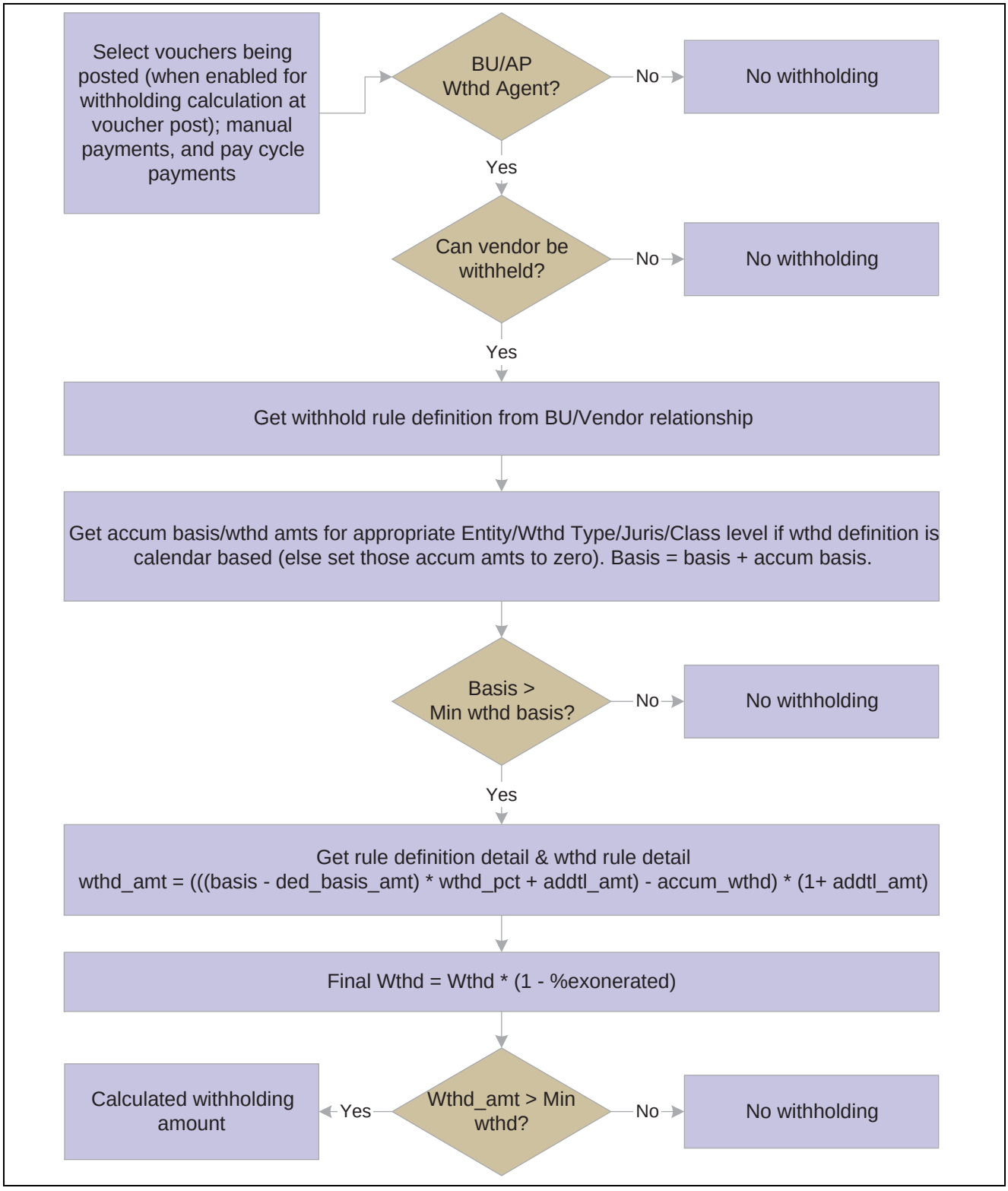
Reviewing Withholding Calculations

This section illustrates how the withholding calculation module works and discusses how to review withholding calculations made.

Understanding Withholding Calculation

The PeopleSoft Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher.

The following diagram illustrates how the calculation model works (note that calculation for India is slightly different):



Withholding calculation process flow

See Also

Chapter 39, “(IND) Setting Up and Processing Tax Deducted at Source for India,” page 983

Page Used to Review Withholding Calculations by Pay Cycle

Page Name	Object Name	Navigation	Usage
Withholding Calculation Report	RUN_APY7050	Accounts Payable, Reports, Payments, Withhold Calculation Report	Specify the pay cycle for which you want to review the withholding calculations and click run to run the Withholding Calculations Crystal report (APY7050). This report produces a listing of the calculations made during the specified pay cycle.

Creating Withholding Accounting Entries

Depending on your withholding setup, PeopleSoft Payables either generates a separate withholding payment when the voucher is paid, or tracks the withholding for reporting purposes. During payment posting or voucher posting (depending on whether you selected to have withholding calculated at voucher posting or at payment time), a liability is created for the withholding portion as the vendor portion is paid. As you pay the withholding portion, the liability is reduced based on the general ledger setup.

Withholding Calculated at Payment: Posting Example

The following example shows the accounting for a USD 100 voucher subject to 1099 withholding. The withholding portion is USD 33 and the non-withholding portion USD 67.

The following are the accounting entries created:

1. Post the voucher.

Account	Debit	Credit
Expense Account	100.00	
AP Liability		100.00

2. Pay and post the non-withholding portion.

Account	Debit	Credit
AP Liability	100.00	
Cash		67.00
Withholding Liability		33.00

3. Pay and post the withholding.

Account	Debit	Credit
Withholding Liability	33.00	
Cash		33.00

Withholding Calculated at Voucher Posting: Voucher and Payment Posting Example

The following example shows the accounting for a USD 100 voucher subject to 1099 withholding, but in this case the withholding is calculated at voucher posting. The withholding portion is USD 33 and the non-withholding portion USD 67.

The following are the accounting entries created:

1. Post the voucher.

Account	Debit	Credit
Expense Account	100.00	
AP Liability		67.00
Withholding Liability		33.00

2. Pay and post the non-withholding portion.

Account	Debit	Credit
AP Liability	67.00	
Cash		67.00

3. Pay and post the withholding.

Account	Debit	Credit
Withholding Liability	33.00	
Cash		33.00

Posting Withholding Transactions

You must post the withholding transactions using the Withholding Posting Application Engine process (AP_WTHD) before you can create withholding reports. Posting withholding combines the voucher and payment information in withholding transaction tables. The system uses these tables to generate the withholding reports.

You must post payments before running withholding posting.

This section explains how to run the withholding posting process.

Pages Used to Post Withholding Transactions

Page Name	Object Name	Navigation	Usage
Withholding Transaction Post	WTHD_TRXN_POST	Vendors, 1099/Global Withholding, Post Withholdings	Define the parameters for running the Withholding Posting Application Engine process (AP_WTHD). You can post all transactions available for withholding post through a specified date, or specify by business unit. The through date is the withholding declaration date.

Running the Withholding Mismatch Report

This section describes how to run the Withhold Mismatch Crystal report (APY9010). This report enables to you identify voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. You can update transactions using the Withholding Update process, and then rerun this report to recheck the voucher line withholding.

Note. If you manually adjust mismatches reported on this report by using the Withhold Adjustment page, the mismatches will continue to appear on this report even after you make the adjustments, although the adjusted transactions have been written to the withholding transaction table.

Page Used to Run the Withhold Mismatch Report

Page Name	Object Name	Navigation	Usage
Withhold Mismatch Request	WTHD_MISMTCH_RQST	Vendors, 1099/Global Withholding, General Reports, Wthd Voucher/Vendor Mismatch, Withhold Mismatch Request	Define run parameters for the Mismatch Crystal report (APY9010). Use the report to identify all voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. The report does not compare the withholding class combination on the vendor to the withholding class combination on the voucher lines. It only checks the withholding flag.

Entering the Withhold Mismatch Report Parameters

Access the Withhold Mismatch Request page.

Business Unit Run the report for a particular business unit by selecting the business unit for which you want to run the report.

Vendor SetID and **Vendor ID** Run the report for a particular vendor by selecting the vendor setID and vendor ID.

Start Date and **End Date** You must specify the date range for which you want to run the report.

Adjusting Withholding Manually

Once you have posted the withholding data, you may need to make adjustments to the withholding transactions. You can either run the Withholding Update Application Engine process (AP_WTHD_UPDT) to make adjustments automatically, or you can enter adjustments manually using the Withhold Adjustments page.

This section discusses how to adjust withholding manually.

See Also

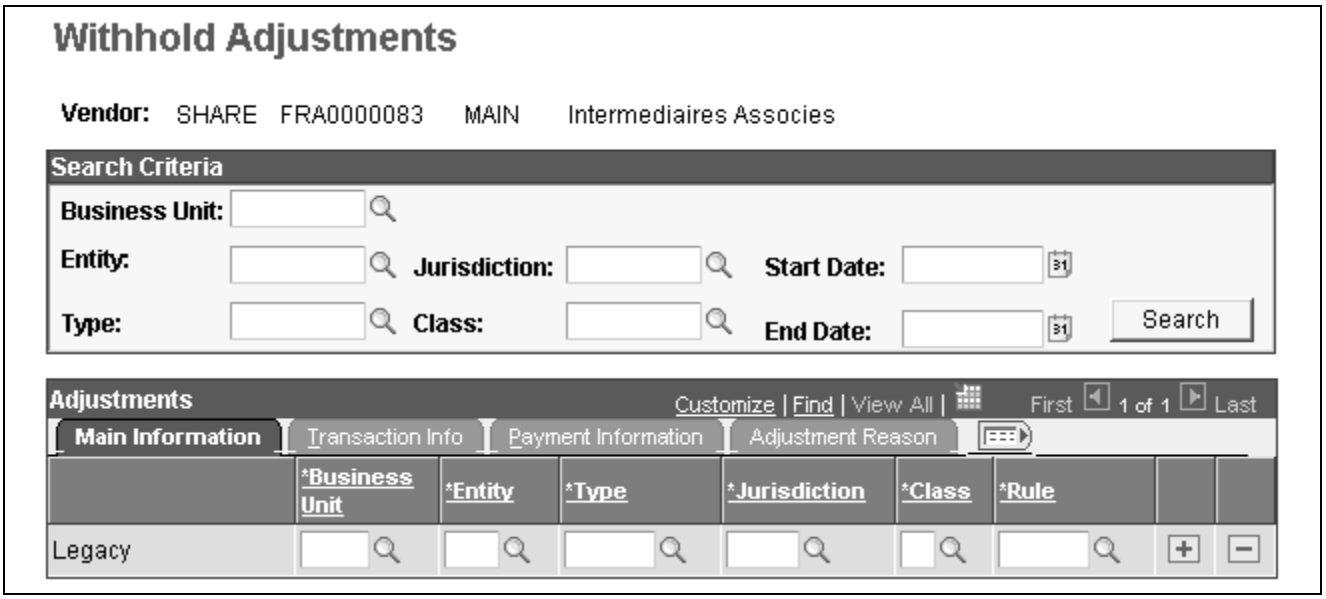
Chapter 35, “Processing Withholding in PeopleSoft Payables,” Processing Withholding Updates, page 902

Pages Used to Adjust Withholding Manually

Page Name	Object Name	Navigation	Usage
Withhold Adjustments	WTHD_ADJUSTMENT	Vendors, 1099/Global Withholding, Maintain, Adjust Withholding, Withhold Adjustments	Manually adjust posted withholding transactions by vendor or add withholding entries from a legacy or third-party system.

Manually Adjusting Posted Withholding Transactions

Access the Withhold Adjustments page.



Withhold Adjustments page

You can either modify existing posted withholding entries or add withholding entries from a legacy or third-party system.

To modify an existing withholding entry:

1. Enter your search criteria in the Search Criteria group box and click the Search button.

   The Adjustments grid displays all posted withholding transactions that meet your criteria.

2. Modify data for each withholding transaction in the Adjustments grid that requires it.

   You can also add and delete transaction rows as needed.

3. Save.

   Saving the page updates the withholding transaction table, but *does not update the underlying voucher tables.* To have the system update the underlying voucher tables, use the Withholding Update process.

To add legacy or third-party data:

1. Add a withholding transaction row in the Adjustments grid.
2. Enter the following information, at minimum: business unit, entity, type, jurisdiction, class, rule, basis amount, liability amount, paid amount, payment date, delcaration date, and adjustment reason.

3. Save.

   Each transaction row you enter is added to the withholding transaction table, and is added to or subtracted from the totals already in the withholding transaction table.

Adjustments Grid

This grid shows busines unit and withholding class combination data on the Main Information tab, withholding transaction details on the Transaction Info tab, and bank account and payment information on the Payment Information tab. The Adjustment Reason tab displays the creation date and the user ID of the user who created the transaction adjustment row, along with a field for entering adjustment reasons.

Basis Amt (basis amount) — Displays the amount on which the withholding is calculated. This is the basis amount that is reported to the withholding entity for this payment. It includes the liability amount and is typically the gross amount of the voucher.

Liability Amt (liability amount) — Displays the amount of back up withholding that is retained to remit to the withholding entity. This amount may also be remitted to the original vendor depending on your business processes.

Paid Amount — Displays the amount of the withholding liability amount has been paid to the withholding entity or original vendor. This value appears after you pay the liability to the entity or original vendor and post the payment.

An amount of 0.00 means that no withholding has been paid.

Payment Date — Displays the date on which the payment was made.

Some entities, including the IRS in the United States, require that you report withholding based on payment date. In this case the payment date needs to be in the year that you are reporting in. For example, let's say that you need to do an adjustment for a vendor for 2002 but the current year is 2003. When you add a row, the payment date defaults to today's date, which you must override wih a 2002 date.

Declaration Date — Displays the date on which the withholding is declared. Declaration date is used for withholding entities who use a date other than payment date—accounting date, for example—to report withholding transactions.

Posted Date — The payment posting date.

Adjustment Reason — Use the Adjustment Reason tab to enter an adjustment reason for the listed transaction.

Processing Withholding Updates

This section provides an overview of the Withholding Update process and discusses how to:

- Update individual voucher lines.
- Update all voucher lines for a vendor.
- Run the Withholding Update process.

Understanding the Withholding Update Process

Occasionally, you may discover that a vendor's withholding setup was incorrect during the year and that you must correct it before generating your final withholding reports. You can do this by:

- Updating individual voucher lines.

  You may find, for example, that originally a vendor was not set up for withholding, but that the vendor changed to withholding-applicable in mid-year. Perhaps you created several vouchers with the wrong withholding information and you need to update them. In a case such as this one, use the Withholding Invoice Line Update page to update the voucher lines that have the wrong withholding flag or class.

  View each voucher line for a specified vendor, business unit and payment date on the Withholding Invoice Line Update page. You can update the withhold flag or the withhold class for a single voucher line. At save, the system stores the changes in a pre-processing table until you run the Withholding Update process. During that process, the system makes the changes to the voucher lines and transaction tables.

- Updating all voucher lines for a vendor.

  You can easily update individual lines using the Withholding Invoice Line Update page, but what if you need to update all vouchers lines for a vendor? Perhaps you discover that a vendor whom you did not set up for withholding, is, in fact, withholding-applicable. In this case, update all voucher lines for the vendor using the Withholding Vendor Update page.

  Use this page only if you intend to update all voucher lines with the same withholding information. If you want to specify different withholding information for different voucher lines for one vendor location, use the Withholding Invoice Line Update page on which you can select voucher lines and update them individually.

Important! To change a vendor's voucher lines to withholdable, you must first ensure that the withholding information on the vendor is correct before running the Withholding Update process.

Special Cases and How the Withholding Update Process Handles Them

The following situations may require some manual processing in addition to or instead of using the Withholding Update process:

- The Withholding Update process does not consider the basis amount options you specify on the Withholding Options page when you set up withholding entities (that is, whether sales tax, freight, miscellaneous charges, discounts, freight, or VAT amounts are included in the withholding basis amount).

  For example, if you use the the Withholding Update process to change from witholding class 01, which includes freight and sales tax in the basis amount, to withholding class 02, which includes only freight, the Withholding Update process will not recalculate the basis amount to include only freight; the basis amount will still include freight and sales tax.

- The Withholding Update process always uses the invoicing vendor when creating new withholding transaction data, regardless of the Apply Withholding Balance To option *(Remit to vendor* or *Invoicing Vendor)* selected on the Withholding Options page.

- You cannot use the Withholding Invoice Line Update page to update partially paid vouchers. You must either make adjustments manually, using the Withhold Adjustments page, or fully pay the vouchers in question before running the Withholding Update process.

  You *can*, however, update partially paid vouchers using the Withholding Vendor Update page.

- You cannot use the Withholding Invoice Line Update page to update fully paid vouchers whose payment schedules are extended into the next tax reporting year or period. You must make adjustments in those cases manually, using the Withhold Adjustments page

  You *can* update vouchers whose payment schedules are extended into the next tax reporting year or period using the W ithholding Vendor Update page, but only if you run the same vendor update for *both the current tax reporting period and the next one.*

- Updated withholding data is for reporting purposes only and will not take into account any rule tier definition, contract reference, treshhold, cumulative flag, surcharges, or similar local withholding setup.

  Take the way the Withholding Update process handles a withholding class combination with a threshhold of 100,000 INR, for example. If all existing vouchers for a vendor total 90,000 INR, and you update the withholding for them all by running Withholding Update, the new withholding transactions will be available for reporting, but when you create new vouchers for the vendor, the withholding accumulated basis amount reverts to zero even though there are 90,000 INR worth of vouchers for this vendor.

- The Withholding Update process is designed such that withholding is reported as one "bucket" per withholding class combination.

Warning! Pay close attention to the exclusions listed above before attempting to use the Withholding Update process.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Adjusting Withholding Manually, page 900

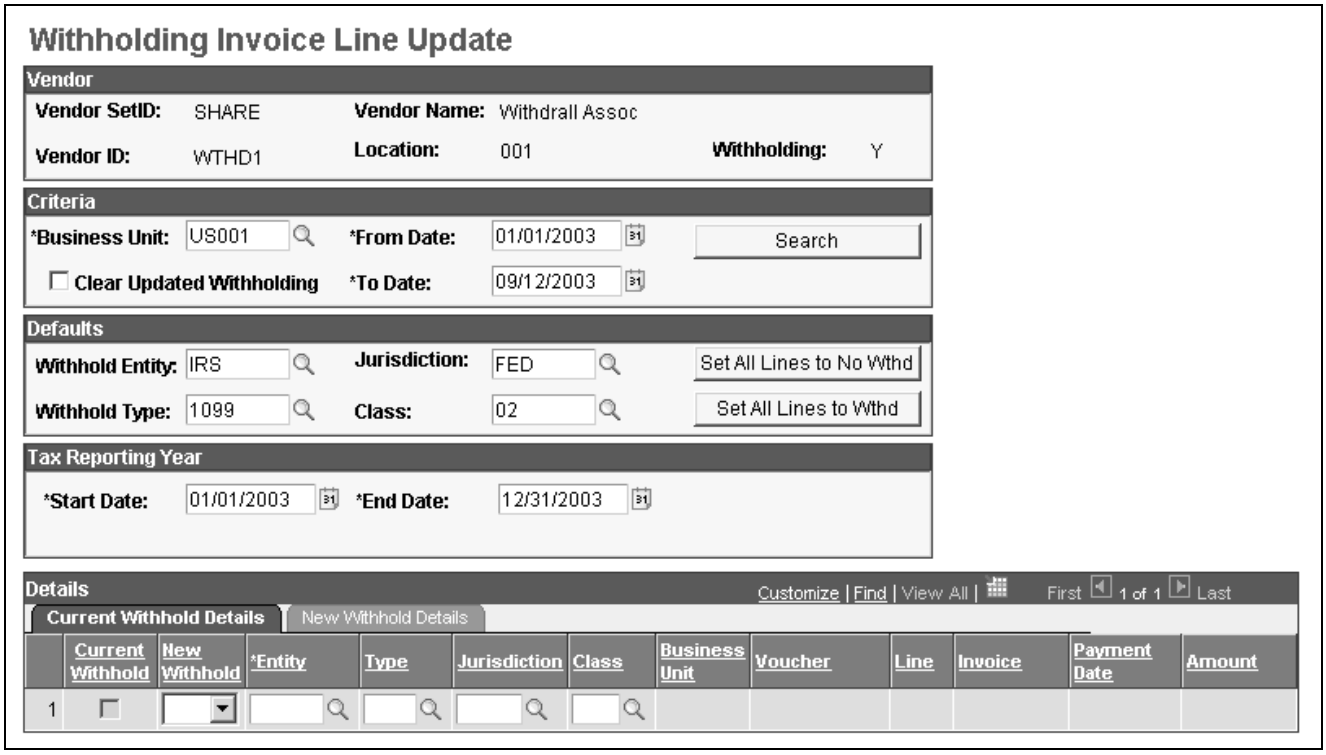
Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Options, page 888

Pages Used to Process Withholding Updates

Page Name	Object Name	Navigation	Usage
Withholding Invoice Line Update	WTHD_LINE_UPDT	Vendors, 1099/Global Withholding, Maintain, Update Vouchr Line Withholding, Withholding Invoice Line Update	Enter and store the updated voucher line withholding information which will be used to update the withholding transaction table and underlying voucher tables when you run the Withholding Update process.
Withholding Vendor Update	VNDR_UPDT	Vendors, 1099/Global Withholding, Maintain, Update Vendor Withholdings, Withholding Vendor Update	Enter and store updated withholding information for vendors. This information will be used to update the withholding transaction table and voucher tables with withholding information for all of the vendor's vouchers when you run the Withholding Update process.
Withhold Update Request	UPDT_WTHD_RQST	Vendors, 1099/Global Withholding, Maintain, Update Withholdings, Withhold Update Requst	Request a run of the Withholding Update process to update the withholding transaction table and voucher tables with the updated withholding information you've entered on the Withholding Vendor Update and Withholding Invoice Line Update pages.

Updating Individual Voucher Lines

Access the Withholding Invoice Line Update page.



Withholding Invoice Line Update page

Use the Criteria and Tax Reporting Year group boxes to enter the selection criteria for the vouchers you want to update. Click Search when you have entered all of your search criteria in these group boxes.

Use the Defaults group box to enter the withholding class combination you want to apply to your updated voucher lines.

Use the Details grid to view the voucher lines retrieved by your search and select voucher lines for updating.

Criteria

Enter a business unit and date range for the vouchers you want to update. These fields are required.

Clear Updated Withholding Select to delete all the previously updated voucher lines from the staging table upon save. This does not delete the voucher lines from the transaction table. It is for cleaning up previous update requests.

Defaults

Specify any withholding entity, type, jurisdiction, and class you want to apply to all of your updated voucher lines. You can also override these for individual lines on the Details grid after you've applied them to all of the lines.

Set All Lines to Wthd (set all lines to withhold) Click to apply the withholding combination you enter here to all of the voucher lines in the Details grid.

Set All Lines to No Wthd (set all lines to no withholding) Click to set all voucher lines in the Details grid to withholding not applicable.

Tax Reporting Year

Enter the start and end dates of the tax year for which you are reporting withholding.

Details

The Details grid lists the voucher lines returned by your search. The Current Withhold Details tab displays the original withholding information for the selected voucher lines. You can update these by entering new values on each row. If you want to update all the voucher lines to the same new withholding combination, enter the withholding combination in the Defaults group box and click the Set All Lines to Wthd button.

The New Withhold Details tab shows the updated withholding details after you have saved the page.

The following are fields that appear on the Current Withhold Details tab:

Current Withhold If selected, indicates that the voucher line is currently withholdable.

New Withhold Change the withholding on a voucher line. Select *Y* for withholding applicable or *N* for no withholding.

Payment Date Displays the voucher payment date. Vouchers must be paid before you can update voucher lines.

The following field appears on the New Withhold Details tab:

Status Displays the update status:

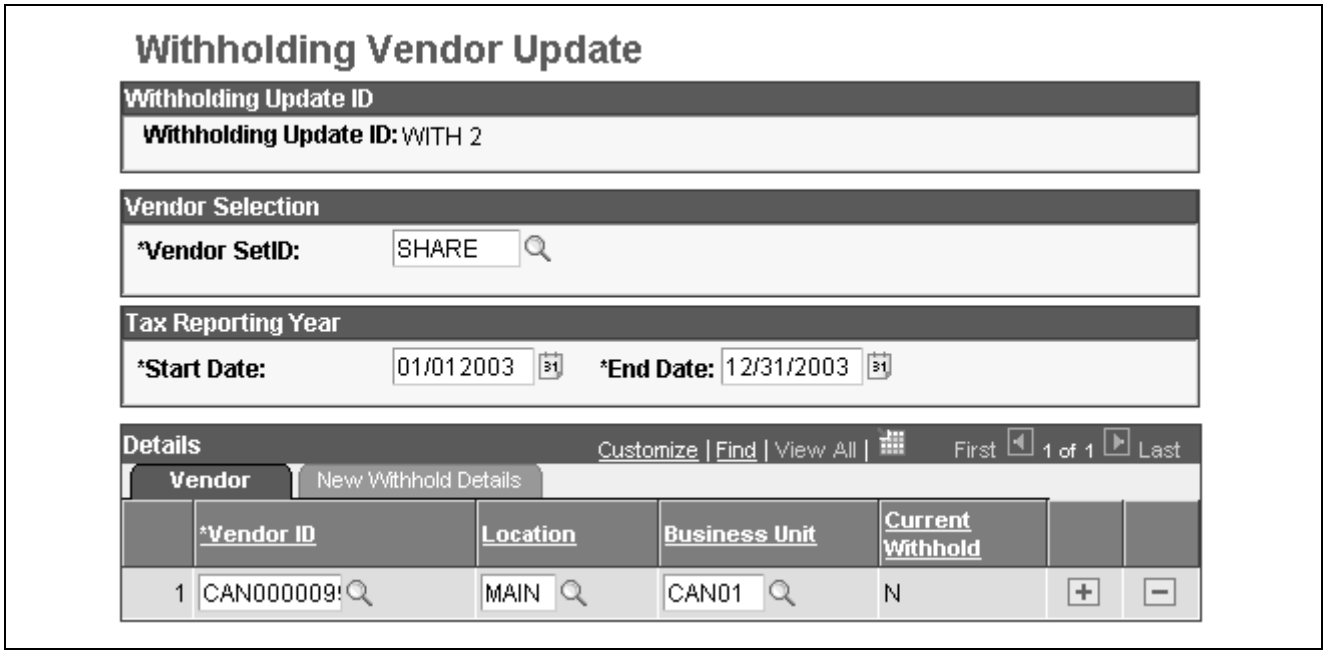
P (pending) means that an update occurs the next time you run the Withholding Update process.

U (updated) means that the Withholding Update process has run and the transaction tables are updated.

If this field is blank, the line is not selected for update.

Updating all Voucher Lines for a Vendor

Access the Withholding Vendor Update page.



Withholding Vendor Update page

Enter a vendor setID and tax reporting year before you enter information in the Details grid.

Warning! If you change the vendor setID, the system deletes all the information in the grid. This is necessary to ensure that only vendors for the specified setID exist in the grid.

Details

You must select a vendor ID, vendor location, and business unit. The following fields also appear on the Vendor tab:

Current Withhold Displays the current withholding applicability of the vendor location:

Y if the vendor location is currently withholding applicable; *N* if not withholding applicable.

The following fields appear on the New Withhold Details tab:

New Withhold (new withholding) Select the new withholding applicability status for the vendor location:

Select *Y* if the new vendor location is withholding applicable; *N* for withholding not applicable.

If you select *Y,* the withholding combination fields appear.

If the new withholding applicability is *Y,* then you must enter a withholding entity in the Entity field. Fields for new withholding type, new jurisdiction (New Jur CD), and new class also appear. Enter as needed.

Criteria Displays the update status:

P (pending) means that an update occurs the next time you run the Withholding Update process.

U means the Withholding Update process has run and the transaction tables are updated.

Running the Withholding Update Process

Access the Withhold Update Request page.

For the run control, enter the request ID and a description.

Process Option Select among *Process All Updates, Process Only Vendor Updates,* or *Process Only Voucher Lines.*

Warning! The Withholding Update process is not advised if there are multiple withholding classes per voucher line or there are multiple entity-withholding type combinations for a given voucher or for a vendor's vouchers (the latter when updating by vendor).

Note also that the Withholding Update process does not adjust entries in the WTHD_PERIOD_LOG or WTHD_CALC_RPT tables.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Understanding the Withholding Update Process , page 903

Generating Withholding Reports

To set up your withholding reports, use the following components:

- 1099 Piggyback States (WTHD_STATE_TABLE).
- Report Control Information (WTHD_CONTROL).

PeopleSoft Payables provides withholding reporting capabilities. Throughout the year, PeopleSoft Payables tracks all withholding vendor information. When it is time to send your withholding reports, PeopleSoft Payables extracts all the withholding balances from vouchers in the period, business units, and vendors you specify, and prepares a report or electronic file for transmission to the tax authority, based on your setup.

This section discusses how to:

- Enter transmitter and payor data.
- Select vendors and business units.
- (USA) Enter states for the combined federal and state filing program.
- Run the Withholding Reporting Application Engine process (AP_WTHDRPT).
- Review Withholding Reporting process results.
- Run withholding reports.

Some reports specific to particular tax authorities are discussed in the chapter, “Processing Special Withholding Requirements.”

See Also

Chapter 37, “Processing Special Withholding Requirements,” page 939

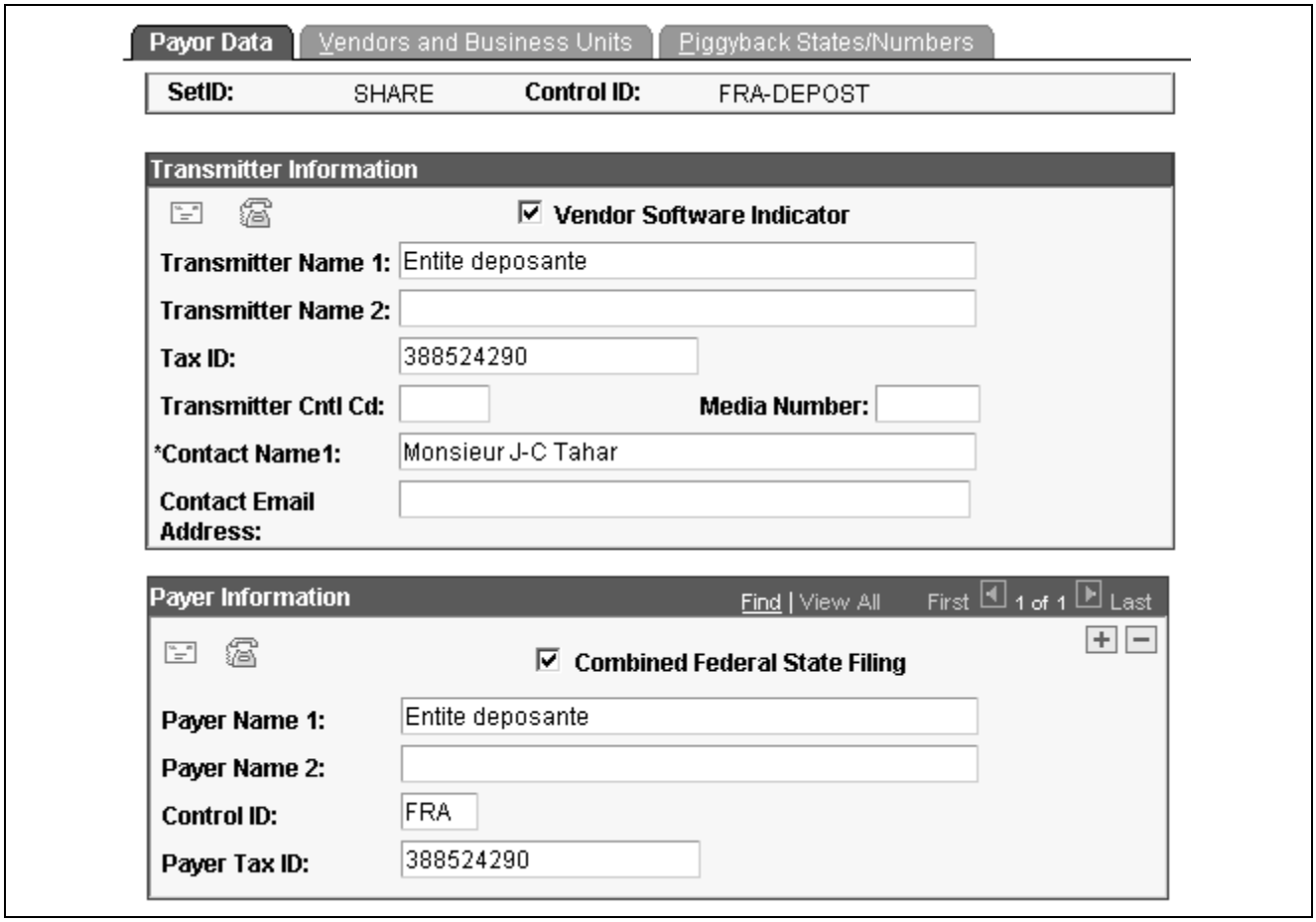
Pages Used to Generate Withholding Reports

Page Name	Object Name	Navigation	Usage
Report Control Information - Payor Data	WTHD_CONTROL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data	Identify payor information.
Transmitter Address	WTHD_CNTL_ADDR_SEC	Click the  button in the Transmitter Information group box on the Payor Data page.	Enter transmitter’s address data, formatted as required by your tax authority.
Transmitter Phone	WTHD_CNTL_PHN_SEC	Click the  button in the Transmitter Information group box on the Payor Data Page.	Enter transmitter phone information.
Payer Address	PAYER_ADDRESS_SEC	Click the  button in the Payer Information group box on the Payor Data page.	Enter the payer’s address data, formatted as required by your tax authority.
Payer Phone	PAYER_PHONE_SEC	Click the  button in the Payer Information group box on the Payor Data Page.	Enter the payer’s phone information.
Report Control Information - Vendors and Business Units	WTHD_CNTL_VNDR_BU	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Vendors and Business Units	Specify which withholding vendors you want to include as well as the Payables business units from which you want the system to select paid vouchers for each payer.
1099 Piggyback States	WTHD_STATE_TABLE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, 1099 Piggyback States, 1099 Piggyback States	(USA) Define states that participate in the U.S. Combine Federal/State Filing Program. Specify a minimum reporting amount.

Page Name	Object Name	Navigation	Usage
Report Control Information - Piggyback States/Numbers	WTHD_CNTL_STATE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Piggyback States/Numbers	(USA) Enter the information the IRS requires to have the IRS forward copies of your 1099 report tapes to the state governments (defined on the 1099 Piggyback States page) who have an interest in your vendors' 1099 earnings.
Withholding Control Report	RUN_APY3012	Vendors, 1099/Global Withholding, General Reports, Withhold Control Report	Define run parameters for the Withholding Control Report (APY3012). This report is an optional process that enables you to track withholding activity for internal audits. It is advisable to run the report on a regular basis to check the withholding summaries.
Withhold Report Post	WTHD_RPT_POST	Vendors, 1099/Global Withholding, Global Withholding Reports, Create Reporting Information	Run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup.
Withholding Report Info	WTHD_RPT_PNL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Report Information, Withholding Report Info	Review the information you generated during the Withholding Reporting Application Engine process (AP_WTHDRPT).
Withhold Report	WTHD_RPT_RUN	Vendors, Withholding, Global Withholding Reports, Withholding Report	Define run parameters to run your withholding reports.

Entering Transmitter and Payor Data

Access the Report Control Information - Payor Data page.



Report Control Information - Payor Data page

Note. Withholding control information is keyed by setID and control ID. This enables you to define several control information IDs to run different withholding reports. You may wish to run separate reports based on business units, vendors, or payors. Typically you have one control ID set up for each government reporting entity.

Transmitter Information

	Click to access the Transmitter Address page, where you can enter the transmitter's address data, formatted as required by your tax authority.
	Click to access the Transmitter Phone page, where you can enter the transmitter's telephone, fax information, and contact information.
Vendor Software Indicator	Selected by default indicating that the electronic file was generated via outside vendor software. Clear this checkbox if you have customized this process.
Transmitter Name 1 and **Transmitter Name 2**	Use to enter the transmitter's name.
Tax ID	Enter your tax ID for this transmitter.
Transmitter Cntl Code (transmitter control code)	If applicable, enter your transmitter control code.

Media Number If appplicable, enter your media number.

Contact Name 1 and **Contact Email Address** Enter the name of a contact person for this transmitter and email address, as applicable

Payer Information

 Click to access the Payer Address page on which you can enter the payer address data, formatted as required by your tax authority.

 Click to access the Payer Phone page on which you can enter the payer's telephone and fax information.

Combined Federal State Filing Participant (USA) Select this flag if the payer is participating in the Combined Federal State Filing program.

Control ID Enter a control ID. This could be a business unit.

Payer Name 1 and **Payer Name 2** Enter the payer's name.

Payer Tax ID Enter your tax ID for this payer.

Selecting Vendors and Business Units

Access the Report Control Information - Vendors and Business Units page.

All Vendors Select if you want to process all withholding vendors that are associated with the business units you specify.

If you only want to process specific withholding vendors, clear this check box. A Vendors group box displays in which you can enter the individual vendor IDs.

Note. (USA) Select this option for 1099 reporting. If you do not, your correction files will be incorrect.

Include Direct Sales Vendors Select to have the reporting process list all direct sales vendors who have no vouchers for the reporting year. Only select this for one payer, not for all. Otherwise, the system reports vendors several times.

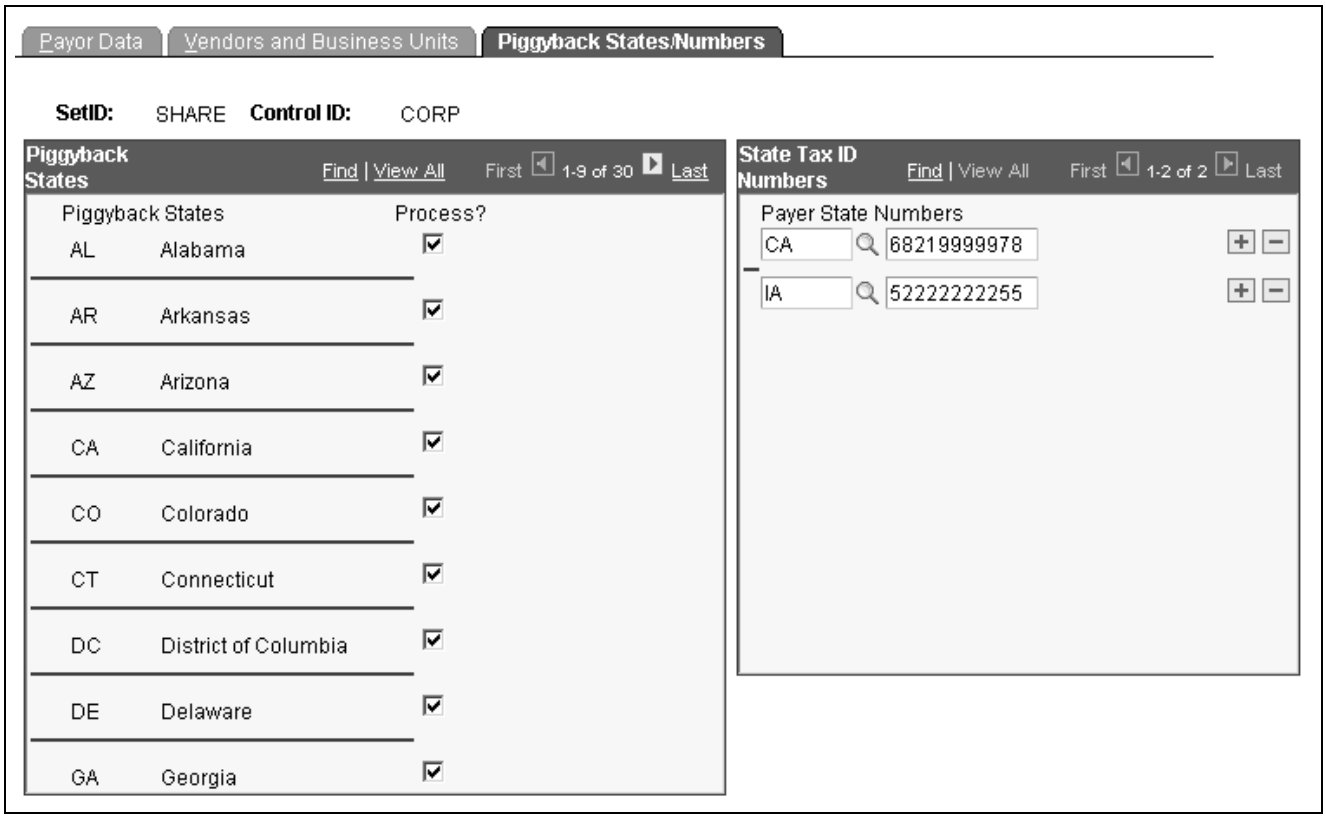
Vendors If you do not select the All Vendors option, use this group box to select the withholding vendors (that are associated with the business units you specify) on which you want to report.

Business Units You must also specify one or more business units to process. The business units must be associated with the selected setID. If you fail to specify any business units, the system will not find any withholding transactions to report.

If you specify multiple business units, the system consolidates the balances of vendors that have vouchers spread out over the selected business units.

(USA) Entering States for the Combined Federal and State Filing Program

Access the Piggyback States/Numbers page.



Piggyback States/Numbers

Note. This page applies only to 1099 reporting in the U.S.

Piggyback States Displays the states participating in the combined federal and state 1099 filing program. Only states that you have defined on the 1099 Piggyback States page appear here.

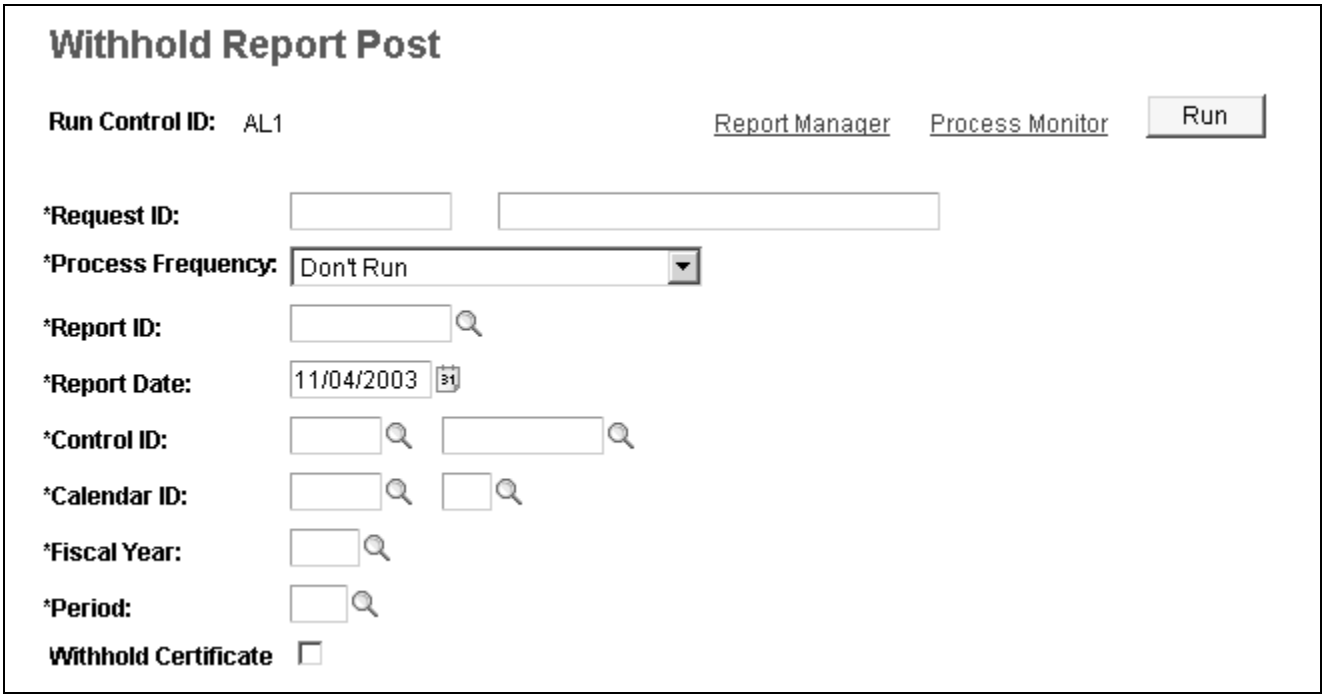
Process? Select the Process check box for each relevant state name to tell the IRS which states need copies.

Payer State Enter the standard two-character alpha state abbreviation for the payer state.

Numbers Enter the state number. This is the ID number that is assigned by individual states. This number is used on the forms (Copy B) that you send to your vendors, but is not included on the tape you send to the IRS.

Running the Withholding Reporting Application Engine Process (AP_WTHDRPT)

Access the Withhold Report Post page



Withhold Report Post page

Important! For 1099 reports, you use a separate report posting process, described in another chapter.

See Chapter 37, "Processing Special Withholding Requirements," page 939.

Report ID Select the withholding report ID for which you want to create the report information.

Report Date Select the date of the report.

Control ID Select the report control ID.

Calendar ID Select the appropriate calendar ID.

Fiscal Year Enter the fiscal year for the report.

Period Enter the period for the report.

The fiscal year and period determine the date range used to select vendor payments for withholding reporting.

Withhold Certificate Select if you require the system to create a withholding certificate.

Note. Before you can run the Withholding Reporting process, you must define the withholding control information on the pages in the Report Control Information component.

Reviewing Withholding Report Information

Access the Withholding Report Info page.

Tax ID and **Description** Tax ID of the vendor from whom the withholding in this report was withheld, and the description of the Tax ID.

Basis Amt (basis amount) Basis amount on which the withholdings were calculated.

Liability Amt (liability amount) The amount of the withholding.

Paid Amount How much of the withholding has been paid to the tax authority.

Report Date Date on which you created your reporting information.

Running Withholding Reports

Access the Withhold Report page.

Note. Do not use this page for 1099 reporting. Use the Withhold 1099 Report page instead.

You must run the Withholding Reporting process before you can generate withholding reports.

Withholding Report ID Select the ID of the withholding report you want to run. The Report Process group box displays the name of the process for this report and a description.

The following table lists some of the sample global withholding reports we provide with PeopleSoft Payables.

Report ID	Report Type	Country	Description
APY8025	Crystal	Japan	PPS Remittance Advice
APY8030	Crystal	Spain	190 IRPF sample form
APY8032	Crystal	United Kingdom	UK CIS File Creation
APY8035	Crystal	France	DAS-2 sample form
APY8045	Crystal	Australia	PPS Remittance Advice
APY8048	Crystal	Australia	PPS Annual Reconciliation Statement
APY8049	Crystal	Australia	PPS Payment Summary
APY8050	Crystal	Canada	T4A

Report ID	Report Type	Country	Description
APY8051	Crystal	Canada	Releve 2
APY8060	SQR	Spain and UK	Generates a flat file for the Spanish and UK tax authorities

See Also

Chapter 37, “Processing Special Withholding Requirements,” page 939

Appendix C, “PeopleSoft Payables Reports,” page 1003

Reviewing Withholding Information

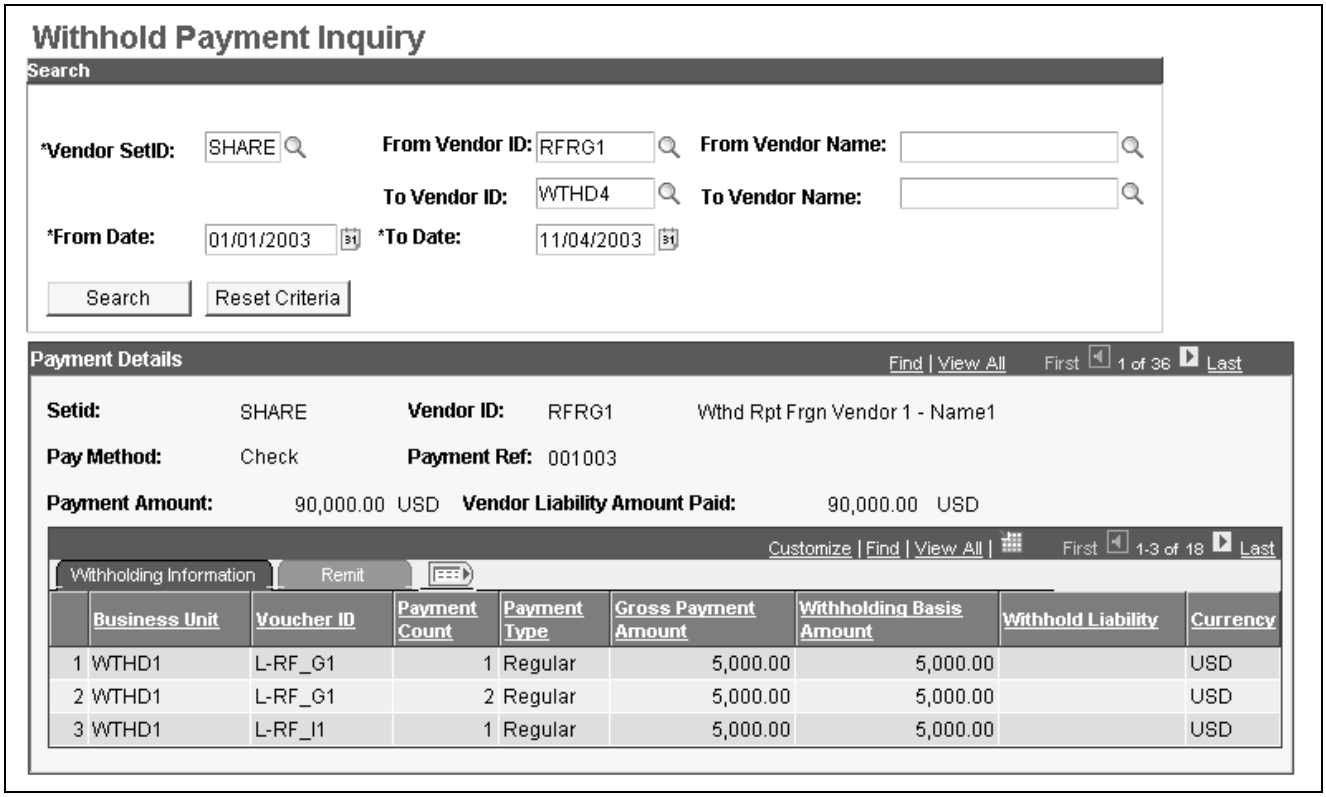
You can review withholding information using several inquiry pages.

Pages Used to Review Withholding Information

Page Name	Object Name	Navigation	Usage
Vendor Balance	WTHD_BAL_VNDR	Vendors, 1099/Global Withholding, Review, Vendor Balance by Class, Vendor Balance	View the totals for all of a vendor’s withholding transactions over a specified period of time.
Vouchers by Vendor	WTHD_VCHR_VNDR	Vendors, 1099/Global Withholding, Review, Vouchers by Vendor	View a vendor’s withholding transactions.
Withhold Payment Inquiry	WTHD_PYMNT_SRCH	Vendors, 1099/Global Withholding, Review, Withhold Payment, Withhold Payment Inquiry	Inquire on the payment amount, schedule number, and payment date for vendors subject to withholding. This page shows all withholding payments made to the withholding entities by vendor.

Reviewing Payments to Withholding Vouchers

Access the Withhold Payment Inquiry page.



Withhold Payment Inquiry page

Entering Search Criteria

Vendor SetID — Select the setID of the vendors for which you want to run the report.

Vendor ID and **To Vendor ID** — Select the vendor ID. You can also include a range of vendors using the Vendor ID and To Vendor ID fields.

From Date and **To Date** — Enter the date range you want to inquire on.

Search — Click to retrieve withholding payments based on your search criteria. The payments display in the Payment Details group box.

Reset Criteria — Click to reset the vendor ID and date range.

Viewing Payment Details

The Payment Details group box shows details on the withholding payment information for each withholding payment. If you are using the federal payment option, the payment details display by payment schedule.

Pay Method and **Payment Ref** (payment reference) — Displays the method of payment and payment reference number.

(USF) Schedule ID — Shows the payment schedule ID. This field only displays if you are a U.S. federal agency and have selected the federal payment option on the Installation options page.

Payment Amount — Displays the payment amount in the payment currency for the remit vendor.

Vendor Liability Amount Paid	Displays the portion of the payment amount that has been paid to the specified vendor in the transaction currency.

For each payment or payment schedule listed the following displays:

Business Unit and **Voucher ID**	Vouchering business unit and ID of the voucher.
Payment Count and **Payment Type**	Payment schedule number and type of payment.
Gross Payment Amount	Amount of payment paid to the remit vendor to cover the invoicing vendor's liability.
Withholding Basis Amount	Displays the basis amount of the withholding for the payment or payment schedule.
Withhold Liability	Displays the amount to be withheld and paid to the withholding entity for the payment or payment schedule.
Currency	Displays the currency of the payment.
Remit SetID and **Remit Vendor Name**	Displays the setID and name of the remit vendor for the payment or payment schedule.

CHAPTER 36

Resolving Complex Withholding Scenarios

This chapter describes how to:

- Exonerate vendors from withholding.
- Use tiered-based withholding.
- Use period-based withholding.
- Manage period-based withholding.
- Calculate withholding on prepayments.
- Apply withholding to the first payment only.
- Create accounting entries for withholding.
- Calculate withholding on payment cancellations.
- Group withholding accounting entries for payment posting.

Note. This chapter covers complex or unusual withholding scenarios. The main discussion of withholding setup and processing in PeopleSoft Payables can be found in the other withholding chapters in this PeopleBook.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," page 873

Chapter 37, "Processing Special Withholding Requirements," page 939

Chapter 39, "(IND) Setting Up and Processing Tax Deducted at Source for India," page 983

Exonerating Vendors

PeopleSoft Payables enables you to exonerate a vendor from withholding on a percentage basis. Some vendors enjoy special privileges when it comes to withholding. This privilege is termed exoneration and enables this vendor to be withheld less than other vendors. For instance, a vendor may have a condition that stipulates that it be withheld half of the regular amount during the first six months of the year. To support this feature, we have provided a way of specifying an exoneration percentage and an expiration date for this exoneration at the vendor level. This information needs to be tracked at the jurisdiction level as well, and it is stored in the VENDOR_WTHD_JUR table.

Example: Vendor Exoneration

Let's assume that you paid 55,000 EUR from an exonerated vendor. Let's also assume that the withholding amount calculated prior to any exoneration is 3600 EUR (see the example below in Using Tiered-Based Withholding). If this vendor had an effective exoneration of 25%, you would withhold 2700 EUR instead of 3600 EUR.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

Using Tiered-Based Withholding

To support tiered-based withholding, you set up your withholding rule such that the withholding percentage depends on the basis amount. Just as in a bracketed income tax system, the bigger the amount, the higher the withholding percentage becomes. Here is an example:

From Amount (EUR)	To Amount (EUR)	Percentage	Additional Amount (EUR)
0	9,999	5%	0
10,000	19,999	6%	500
20,000	49,999	7%	1100
50,000	99,999	8%	3200
100,000	100,000+	9%	7200

If, for example, your transaction amount were 55,000 EUR you would calculate your withholding in the following manner. Since 55,000 EUR falls into the 50,000-99,999 bracket, you would subtract the amount from the From Amount of that bracket, multiply this by the corresponding percentage, and add the Additional Amount. Here is how it would look:

1. 55,000 EUR - 50,000 EUR (from amount of bracket) = 5000 EUR
2. 5000 EUR × 8% = 400 EUR
3. 400 EUR + 3200 EUR = 3600 EUR

In this case, the withholding on this 55,000 EUR transaction would be 3600 EUR.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Rules, page 881

Using Period-Based Withholding

This section explains how to:

- Set up period-based withholding.
- Calculate period-based withholding.
- Compare credit notes for period-based and voucher withholding.

Setting Up Period-Based Withholding

To set up period-based withholding calculations, you set up a calendar that determines a period for your withholding rule, using the Calendar Builder page. You join that calendar to the withholding rule (which you set up using the Withhold Rule page) using the Withholding Entity page.

For example, let's say you withhold at 10% if the total accumulated monthly basis amount is less than 10,000 EUR, and you withhold at 12% if the total monthly basis amount is equal to or over 10,000 EUR:

1. Set up a withholding rule with a line for each percentage withholding and basis amount range:

From Basis Amount	To Basis Amount	Percent Withheld	Additional Amount
0	9,999.99	10%	0
10,000	99999999999.99	12%	1000

2. Define a calendar with monthly periods.
3. Define withholding categories on the Withholding Entity page that join the withholding rule with the monthly calendar.

Now when you pay less than 10,000 EUR in a month to a vendor, you withhold at 10% and when you pay more, you withhold at 12%.

Note. You can also set up your withholding categories on the Withholding Entity page to set a minimum basis or withholding amount below which no withholding occurs; if the withholding category is associated with a calendar, this minimum amount will be applied by calendar period (that is, by month for a monthly calendar).

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Rules, page 881

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Entities, page 884

Calculating Period-Based Withholding

As with tiered withholding, these calculations are not based on one transaction but rather on all transactions that have occurred during a certain period of time (a month, a week, a year, and so on). However, these calculations occur at payment time and must be calculated for each individual transaction.

Example: Calculating Period-Based Withholding

Let's continue with the example from the section, Using Tiered-Based Withholding. You've paid a 55,000 EUR to a vendor this month and withheld 3,600 EUR. Now you receive a second transaction in the amount of 50,000 EUR. Here is how the withholding on the second payment would be calculated:

1. 50,000 EUR + 55,000 EUR (balance from first transaction) = 105,000 EUR
2. 105,000 EUR - 100,000 EUR (from basis amount) = 5000 EUR
3. 5000 EUR × 9% = 450 EUR
4. 450 EUR + 7200 (additional amount at the 9% bracket) = 7,650 EUR
5. 7650 EUR - 3,600 EUR (amount already withheld) = 4,050 EUR

In this case, the withholding on the second transaction of 50,000 EUR would amount to 4,050 EUR. The same methodology would then apply to all subsequent payments to this vendor.

Comparing Credit Notes for Period-Based and Voucher Withholding

Credit notes for period based withholding are accounted for during withholding and payment calculations and therefore reduce the amount of the withholding for a given payment. Here are some incremental examples (assuming a 10% withholding):

Payment #1:

Period balance for basis amount: 300.

Period balance for withholding amount: 30.

Voucher #	Applicable?	Basis Amount	Withholding
00000100	Y	250.00	25
00000101	Y	-50.00	-5

Result: Payment is for 200.00 EUR to the vendor and the withholding is 20.00 EUR.

Payment #2:

Period balance for basis amount: 500.

Period balance for withholding amount: 50.

Voucher #	Applicable?	Basis Amount	Withholding
00000102	Y	100.00	10

Result: Payment is for 90.00 EUR to the vendor and the withholding is 10.00 EUR.

Payment #3:

Period balance for basis amount: 600.

Period balance for withholding amount: 60.

Voucher #	Applicable?	Basis Amount	Withholding
00000103	Y	250.00	25
00000104	N	-50.00	0

Result: Payment is for 175.00 EUR to the vendor and the withholding is 25.00 EUR.

Managing Period-Based Withholding

Since your withholdings can be period-based, Payables enables you to update the current withholding totals for period-based withholding using the Withholding Period Adjustment page. This feature handles the possibility that you may issue a manual check and need to take this manual transaction into account for withholding calculations of subsequent transactions for the same period. Corrections to period-based withholding amounts update the table the system uses to accumulate period totals, called WTHD_PERIOD_LOG.

This section explains how to:

- Update period-based withholding.
- Review period-based withholding.

See Also

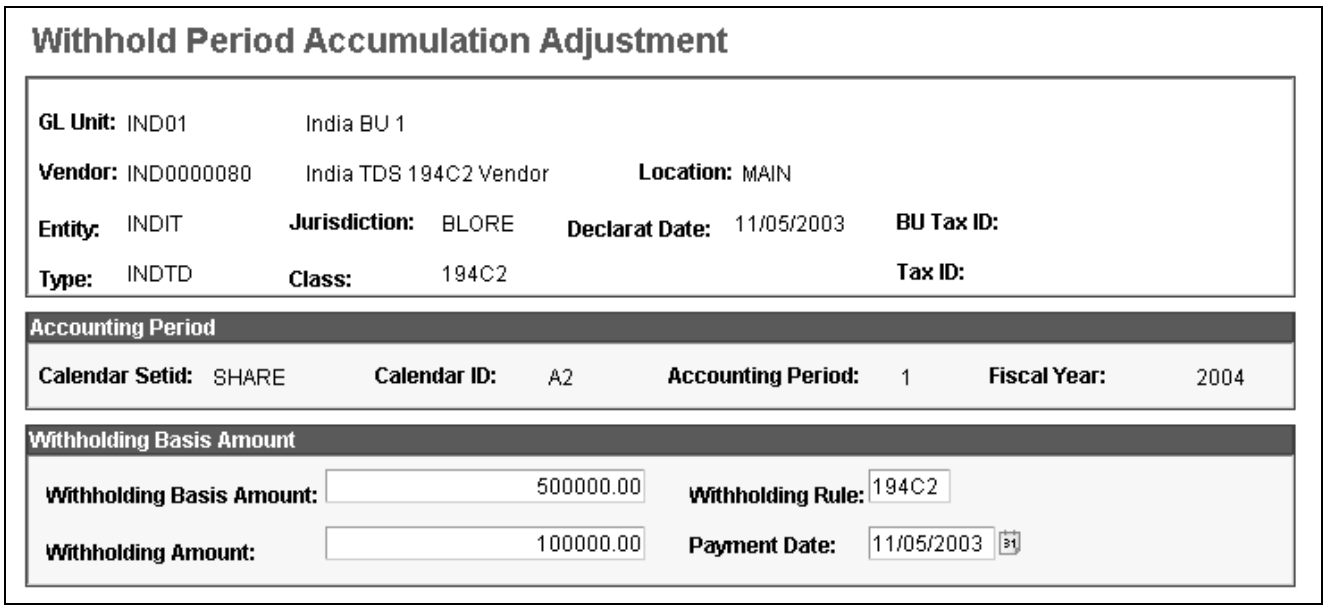
Chapter 36, “Resolving Complex Withholding Scenarios,” Using Period-Based Withholding, page 923

Pages Used to Manage Period-Based Withholding

Page Name	Object Name	Navigation	Usage
Withhold Period Accumulation Adjustment	WTHD_PERIOD_PNL	Vendors, 1099/Global Withholding, Maintain, Adjust Period Accumulation, Withhold Period Accumulation Adjustment	Update the current withholding totals when you issue a manual check while using period-based withholding.
Withhold Period Accumulation Log	WTHD_PER_TOT_INQ	Vendors, Review, Period Accumulation Log, Withhold Period Accumulation Log	Review transaction logs used in period-based withholding.

Updating Period-Based Withholding

Access the Withhold Period Accumulation Adjustment page.



Withhold Period Accumulation Adjustment page

Tax ID Displays the vendor's tax ID.

Declarat. Date (declaration date) This is the date on which your withholdings are going to be declared for reporting purposes.

Accounting Period

Calendar SetID SetID and ID of the calendar you are using to calculate period-based withholding for this withholding setup.

Accounting Period Accounting period and fiscal year you are using to calculate period-based withholding.

Withholding Basis Amount

Withholding Basis Amount Enter the withholding basis amount for the manual payment or other transaction.

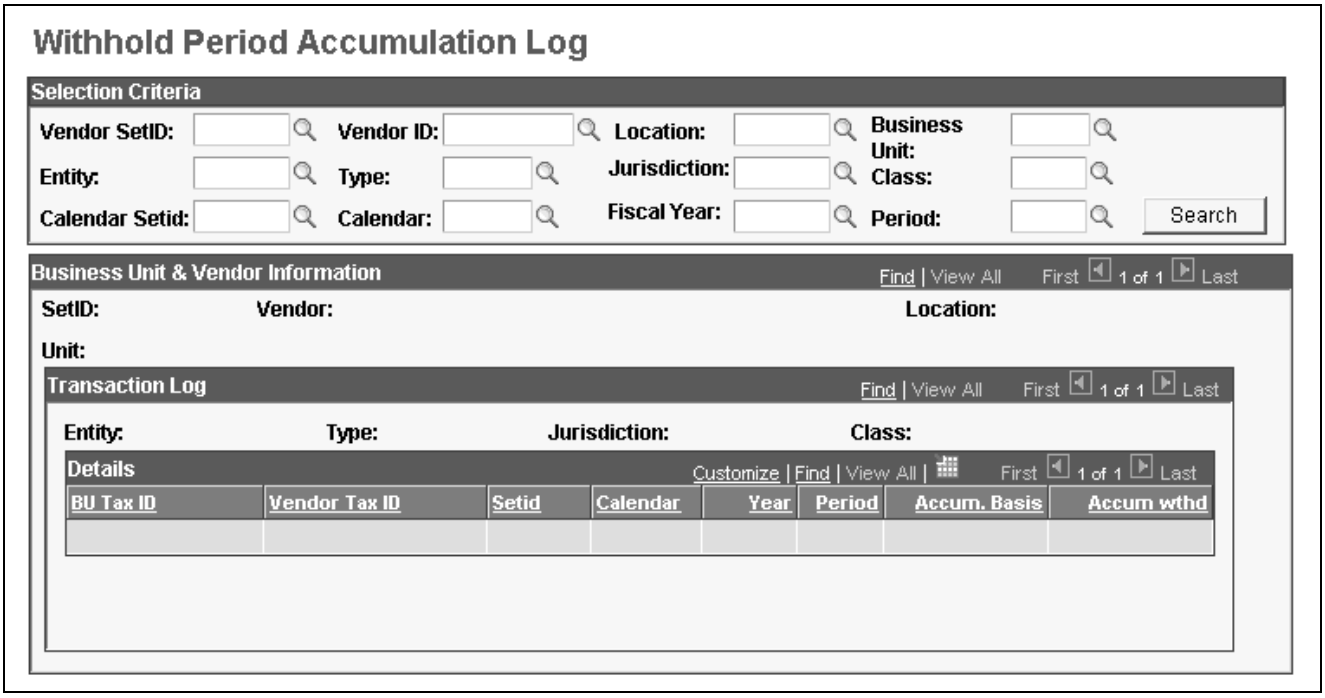
Withholding Rule If necessary, correct the withholding rule.

Withholding Amount Enter the withholding amount from the manual payment or other transaction.

Payment Date If necessary, correct the payment date.

Reviewing Period-Based Withholding

Access the Withhold Period Accumulation Log page.



Withhold Period Accumulation Log page

Selection Criteria

Enter search criteria for the withholding period transactions and click theSearch button.

Business Unit and Vendor Information

View the results of your search in the Business Unit & Vendor Information scroll area. This scroll area shows your results by business unit and vendor; within a business unit and vendor, you can view transactions by entity, type, jurisdiction, and class combination in the Transaction Log scroll area. Within each withholding class combination, you can view accumulated total basis amount and withholding amount by period in the Details grid.

Accum. Basis (accumulated basis) Displays the accumulated basis amount by business unit, vendor, withholding class combination, and period.

Accum wthd (accumulated withholding) Displays the accumulated withholding amount by business unit, vendor, withholding class combination, and period.

Calculating Withholding on Prepayments

Prepayments enable you to pay for goods or services before an invoice is received. You can choose to withhold on the prepaid voucher, or postpone withholding until you process the final invoice. If you postpone withholding, the withholding is *not* calculated when the Prepaid voucher is paid. It is calculated when the regular voucher is created.

You can postpone withholding for prepayments by selecting the Postpone Withholding check box on either the Withholding Information page or on the Voucher − Voucher Attributes page.

Here are some examples of withholding on prepayments. If your supplier asked you for a pre-payment of EUR 1000.00 on merchandise worth EUR 10,000.00 you would have the following two options given a 5% withholding:

Note. In all of these examples, the prepaid voucher is voucher ID 00000001 and the applied regular voucher is voucher ID 00000002.

Example 1: Apply Withholding on the Prepayment (Withholding is Not Postponed)

This option would mean that withholding would occur on the prepayment and the following PYMNT_VCHR_XREF rows would have been generated—assuming backup withholding—after this pre-payment is paid:

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	EUR 950.00	P			0	
00000001	Withholding	EUR 50.00	P			0	

When the prepayment is applied to the regular voucher, the following rows get written to the PYMNT_VCHR_XREF table.

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	EUR 950.00	P			0	Nothing changes
00000001	Withholding	EUR 50.00	P			0	Nothing changes
00000002	Regular	EUR 9000.00	U			0	Adjusted original entry after prepaid applied.
00000002	Regular	EUR 1000.00	A	US001	00000001	1	New entry after prepaid applied.

After the regular voucher is paid, the entries look as follows (the withholding calculations are performed during pay cycle):

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	EUR 950.00	P			0	Nothing changes from original entries.
00000001	Withholding	EUR 50.00	P			0	Nothing changes from original entries.
00000002	Regular	EUR 8550.00	U			0	Modified row from withholding calculations.
00000002	Withholding	EUR 450.00					Newly created row from withholding calculations 5% of EUR 9,000.00
00000002	Regular	EUR 1000.00	A	US001	00000001	1	

Example 2: Postpone Withholding on a Prepayment

This option means that withholding is not calculated for a prepayment and that, instead, withholdings are calculated on the full EUR 10,000 when the regular voucher is paid. When the prepayment is paid, the PYMNT_VCHR_XREF entries for the prepayment would look like this (no withholding at this point):

This is what PYMNT_VCHR_XREF looks like after the prepayment is paid:

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Voucher	Prepaid Applied Payment	Reason
00000001	Regular	EUR 1000.00	P				

This is what PYMNT_VCHR_XREF looks like after the prepayment has been applied:

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	EUR 1000.00	P			0	This does not change.
00000002	Regular	EUR 9000.00	U			0	Original from voucher save re-adjusted by prepayment application.
00000002	Regular	EUR 1000.00	A	US001	00000001	1	Prepaid adjustment.

This is what PYMNT_VCHR_XREF looks like after the regular voucher has been paid:

Voucher ID	Payment Type	Payment Gross Amt	Prepaid Status	Prepaid Applied BU	Prepaid Applied Vchr	Prepaid Applied Pymnt	Reason
00000001	Regular	EUR 1000.00	P			0	This does not change.
00000002	Withholding	EUR 500.00	U			0	Newly create row from withholding calculations 5% of EUR 10,000.00.
00000002	Regular	EUR 1000.00	A	US001	00000001	1	Does not change from above.
00000002	Regular	EUR 8500.00	U			0	Adjusted regular payment − withholding (withholding actually generates this row not prepayment)

See Also

Chapter 23, “Processing Prepayments,” Specifying VAT and Withholding on Prepayments, page 609

Applying Withholding to First Payment Only

In cases where you have scheduled multiple payments for a voucher for a withholding vendor, you have the option to apply the entire withholding amount to the first payment. To do this the system checks the total basis amount for the voucher when the first payment is being issued. It then checks that the first installment amount is greater than the total withholding amount for the voucher. If the first installment amount is greater, the system withholds the total withholding; if it is not, the system creates an exception and rejects the transaction. Make a correction at the voucher level and reschedule at a later time.

You can specify this option on the Withholding Entity page by selecting the Appl. 1st Pmnt option. This information is stored on the WTHD_CATEGORY table.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities, page 884

Calculating Withholding on Payment Cancellations

PeopleSoft Payables handles reversals for withholdings on payment cancellations. Withholding calculations occur at payment time, so the system needs to know not to calculate withholdings again. After canceling, run payment and withhold posting. The system creates a new entry in the PYMNT_VCHR_XREF table for the regular amount (gross amount - withholding = regular amount) and a reversal entry on the WTHD_TRXN_TBL so you will not report withholding twice.

Here is an example of how it works.

Payment Cancellation Example

Some of the associated withholdings are not in Not Selected status (one is in Paid status).

Note. There are two withholding classes associated with the voucher in this example.

After Payment and Withholding Posting:

PYMNT_VCHR_XREF (after payment and withholding calculations):

Payment Count	Payment Type	Payment Gross Amt	Payment Select Status	Payment ID	Original Payment Count	Withhold Payment Count	Withhold Post Status
1	R	900.00	P	150	0	0	P
2	W	75.00	P	151	1	1	P
3	W	25.00	N		1	2	U

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Amt
1	1	IRS	1099	FED	01	75.00
1	2	IRS	1099	FED	02	25.00

WTHD_TRXN_TBL:

Payment ID	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Basis Amt	Withhold Liability Amt	Paid Amt
150	IRS	1099	FED	01	1000.00	75.00	0.00
150	IRS	1099	FED	02	1000.00	25.00	0.00
151	IRS	1099	FED	01	0.00	0.00	75.00

After Payment Cancellation, Payment Posting, and Wthd Posting

PYMNT_VCHR_XREF:

Payment Count	Payment Type	Payment Gross Amt	Payment Select Status	Payment ID	Original Payment Count	Withhold Payment Count	Withhold Post Status
1	R	900.00	X	150	0	0	X
2	W	75.00	P	151	4	1	P
3	W	25.00	N		4	2	U
4	R	900.00	N		0	0	U

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Amt
1	1	IRS	1099	FED	01	75.00
1	2	IRS	1099	FED	02	25.00
4	1	IRS	1099	FED	01	75.00
4	2	IRS	1099	FED	02	25.00

WTHD_TRXN_TBL:

Payment ID	Withhold Entity	Withhold Type	Withhold Juris Code	Withhold Class	Withhold Basis Amt	Withhold Liability Amt	Paid Amt
150	IRS	1099	FED	01	1000.00	75.00	0.00
150	IRS	1099	FED	02	1000.00	25.00	0.00
151	IRS	1099	FED	01	0.00	0.00	75.00
150	IRS	1099	FED	01	-1000.00	-75.00	0.00
150	IRS	1099	FED	02	-1000.00	-25.00	0.00

Further Considerations When Canceling Payments with Withholding

Consider the following when canceling payments with withholding.

Canceling Withholding Schedules

If withholding has been paid and the withholding payment needs to be canceled as well, you must cancel this separately. It will not be canceled just because the regular payment is canceled. Alternatively, you may use the Withholding Adjustment page to adjust withholding.

Canceling a Payment, Changing Withholding Details, and Reissuing the Payment

If you cancel a payment and want to change the withholding details for the voucher and reissue the payment with withholding recalculated, you must do the following:

1. Cancel the payment.
2. Delete the withholding schedule on the voucher.
3. Add the withholding schedule amount back to the regular payment schedule—that is, consolidate the withholding schedule with the regular payment schedule.
4. Change the withholding details.
5. Save the voucher.
6. Run the Pay Cycle process on the voucher or make a manual payment to reissue the payment with withholding recalculated.

Note that you:

- Cannot delete or update a withholding schedule on a voucher if there is a related payment schedule that has been paid or if the withholding has been posted.
- Cannot delete or update a regular payment schedule if there is a related withholding schedule or if withholding has been posted.
- Must cancel the related payment before you can delete withholding schedules.

See Also

Chapter 16, “Using Additional Payment Processing Options,” Canceling Payments, page 449

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Scheduling and Creating Voucher Payments, page 210

Grouping Withholding for Payment Posting

In PeopleSoft Payables, accounting entries are written for withholding during voucher posting (if withholding at voucher posting option is selected) and payment posting, and withholding entries are grouped by: WTHD_ENTITY, WTHD_TYPE, WTHD_JUR_CD, WTHD_CLASS, and WTHD_RULE.

The linking of a withholding PYMNT_VCHR_XREF (PYMNT_TYPE = W) to its PYMNT_VCHR_WTHD entries is 1 to 1 and is linked as follows for backup withholding:

PYMNT_VCHR_XREF.BUSINESS_UNIT	=	PYMNT_VCHR_WTHD.BUSINESS_UNIT
PYMNT_VCHR_XREF.VOUCHER_ID	=	PYMNT_VCHR_WTHD.VOUCHER_ID
PYMNT_VCHR_XREF.ORIG_PYMNT_CNT	=	PYMNT_VCHR_WTHD.PYMNT_CNT
PYMNT_VCHR_XREF.WTHD_PYMNT_CNT	=	PYMNT_VCHR_WTHD.WTHD_PYMNT_CNT

Example #1: Two-Line Voucher with Single Payment

Total 1000: Line 1: 500 Line 2: 500.

Line 1 withholding 31%

Line 2 withholding 20%

PYMNT_VCHR_XREF:

Payment Count	Paid Type	Payment Gross Amt	Original Payment Count	Withhold Payment Count
1	R	745.00	0	0
2	W	155.00	1	1
3	W	100.00	1	2

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Entity	Type	Juris	Class	Rule	Withhold Basis Amt	Withhold Amt
1	1	CA	1099	North	04	RULE4	500.00	155.00
1	2	IRS	1099	South	02	RULE2	500.00	100.00

VCHR_ACCTG_LINE (assuming summary control posting method):

Posting Process	Payment Count	Type	Account	Foreign Amt
PYMN	1	APA	200000	1000.00 (dr)
PYMN	1	CAS	100001	745.00 (cr)
PYMN	1	WTH	100011	155.00 (cr)
PYMN	1	WTH	100012	100.00 (cr)

Example #2: Two-Line Voucher with Split Payments

Total 1000: Line 1: 700 Line 2: 300. Payment split 600/400.

PYMNT_VCHR_XREF:

Payment Count	Paid Type	Payment Gross Amt	Original Payment Count	Withhold Payment Count
1	R	433.80	0	0
2	R	289.20	0	0
3	W	130.20	1	1
4	W	36.00	1	2
5	W	86.80	2	1
6	W	24.00	2	2

PYMNT_VCHR_WTHD:

Payment Count	Withhold Payment Count	Entity	Type	Juris	Class	Rule	Withhold Basis Amt	Withhold Amt
1	1	CA	1099	NORTH	04	RULE4	420.00	130.20
1	2	IRS	1099	SOUTH	02	RULE2	180.00	36.00

Payment Count	Withhold Payment Count	Entity	Type	Juris	Class	Rule	Withhold Basis Amt	Withhold Amt
2	1	CA	1099	NORTH	04	RULE4	280.00	86.80
2	2	IRS	1099	SOUTH	02	RULE2	120.00	20.00

VCHR_ACCTG_LINE (assuming summary control posting method):

Posting Process	Payment Count	Type	Account	Foreign Amt
PYMN	1	APA	200000	600.00 (dr)
PYMN	1	CAS	100001	433.88 (cr)
WTHA	1	WTH	100011	130.20 (cr)
WTHA	1	WTH	100012	36.00 (cr)
PYMN	2	APA	200000	400.00 (dr)
PYMN	2	CAS	100001	289.20 (cr)
WTHA	2	WTH	100011	86.80 (cr)
WTHA	2	WTH	100012	24.00 (cr)

CHAPTER 37

Processing Special Withholding Requirements

This chapter provides a list of common elements and discusses how to:

- Process United States withholding.
- Process United Kingdom withholding.
- Process Japanese withholding.
- Process Australian Taxation Office (ATO) withholding.

Common Elements Used in This Chapter

Entity	Tax authority.
Type	Defines withholding at the highest level in Payables. For example, in the U.S. 1099 is a withholding type.
Jurisdiction	Jurisdictions introduce an additional level of classification between the withholding type and class.
Class	For each withholding type, you can define subdivisions or classes, such as Rent, or Royalties.
Withholding Class Combination	For the sake of brevity, we sometimes refer to the combination of withholding entity, type, jurisdiction, and class as a *withholding class combination.*

Processing United States Withholding

This section provides an overview of the 1099 withholding process, lists prerequisites, common elements, and discusses how to:

- Set up 1099-specific withholding options.
- Run the 1099 Report Post process.
- Generate 1099 reports.
- Run the Withholding To Send Detail report.
- Generate the 1099 Copy B.

- Run the Withholding Sent File process.
- Process correction files.
- Process replacement files.
- Review payments to withholding vouchers.

Understanding 1099 Withholding

In the United States, accounts payable departments create 1099 forms and electronic files each calendar year to report various tax liabilities for vendors. 1099 income encompasses multiple categories, although the primary category for PeopleSoft Payables is likely to be non-employee compensation.

PeopleSoft enables you to provide the IRS with withholding information based on the transactions that occurred during the reporting year.

Note. Refer to IRS Publication 1220 as the definitive resource for 1099 rules and regulations.

This section discusses:

- Supported 1099 reports.
- Adjustment process.
- 1099 reporting process flow.
- Filing requirements.
- Taxpayer Identification Number (TIN).

Supported 1099 Reports

PeopleSoft Payables supports the following 1099 reports:

- 1099–MISC
- 1099– I (interest income)
- 1099–G (government payments)

Adjustment Process

You can make adjustments to your withholding using the:

- Withholding Adjustments page.
- Withholding Update process.

See Chapter 35, “Processing Withholding in PeopleSoft Payables,” Adjusting Withholding Manually, page 900.

See Chapter 35, “Processing Withholding in PeopleSoft Payables,” Processing Withholding Updates, page 902.

1099 Reporting Process Flow

For efficient withholding processing, run payment and withholding posting throughout the year.

To create your 1099 files for the Internal Revenue Service and Copy B reports for your vendors:

1. (Optional) Run 1099 Withholding Voucher/Vendor Mismatch report.

This report shows all mismatched voucher lines for the selected vendor location.

2. (Optional) Manually update incorrect withholding on the voucher lines using the Withholding Update process described in the chapter "Processing Withholding in PeopleSoft Payables."
3. (Optional) Rerun the Withholding Voucher/Vendor Mismatch report.
4. (Optional) Run the Duplicate Vendor report and make adjustments, if necessary, to combine withholding totals for vendors with duplicate Taxpayer Identification Numbers (TINs).
5. Run Withhold 1099 Report Post to populate the withholding 1099 table.
6. Run Withholding 1099 report.
7. Generate a Withholding to Send Detail report.

   This report is a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). It is a replica of the file you are sending to the IRS.
8. Print 1099 Copy B.
9. Run the Withholding Sent File process once you have sent your file to the IRS.

   This process records all of the data you sent to the IRS.

See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information," Reporting on Duplicate Vendors.

Filing Requirements

Since IRS filing requirements are subject to change, please refer to IRS publication 1220 for the current requirements.

The IRS enables you to file using magnetic or electronic media. PeopleSoft Payables automatically formats the files according to the latest IRS requirements.

In certain cases, the IRS acts as a forwarding agent for states that participate in the Combined Federal/State Filing Program. Consult current IRS publications for information.

The IRS enables you to send a test file before you send your regular file. Test files should contain a sample of each record you are required to file. You can create test files using PeopleSoft Payables.

Taxpayer Identification Number (TIN)

Every vendor in the United States must have a Taxpayer Identification Number (TIN). For individuals, this is their Social Security Number (SSN). For businesses, this is a Federal EIN. For sole proprietorships and partnerships, you have a choice between the person's SSN or the Federal EIN.

Prerequisites

Before you begin, you must:

- Define a withholding calendar and the withholding controls.
- Complete all withholding setup, including the applicable 1099 piggyback states.
- Set up withholding vendors.
- Enter, post, and pay vouchers; run the Payment Posting Application Engine process (AP_PSTPYMNT) and the Withholding Posting Application Engine process (AP_WTHD).

- (Optional) Run the Vendor/Voucher Mismatch report and update withholding manually using the Withhold Adjustments page or via the Withhold Update pages and process.
- (Optional) Run the Duplicate Vendors report to review any TINs, names, addresses, and so forth, that are shared with more than one vendor for a specified entity over a specified period.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," page 873

Chapter 15, "Processing Pay Cycles," page 385

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Reporting on Duplicate Vendors

Common Elements Used in this Section

Vendor ID — Enter to specify a particular vendor.

Start Date and **End Date** — Limit a search to information between the start and end date.

Control SetID and **Control ID** — Generate a different IRS file with each control ID. You must enter a setID before you select the control ID.

Report ID — Defaults as *US_REPORT.*

Pages Used to Meet United States 1099 Reporting Requirements

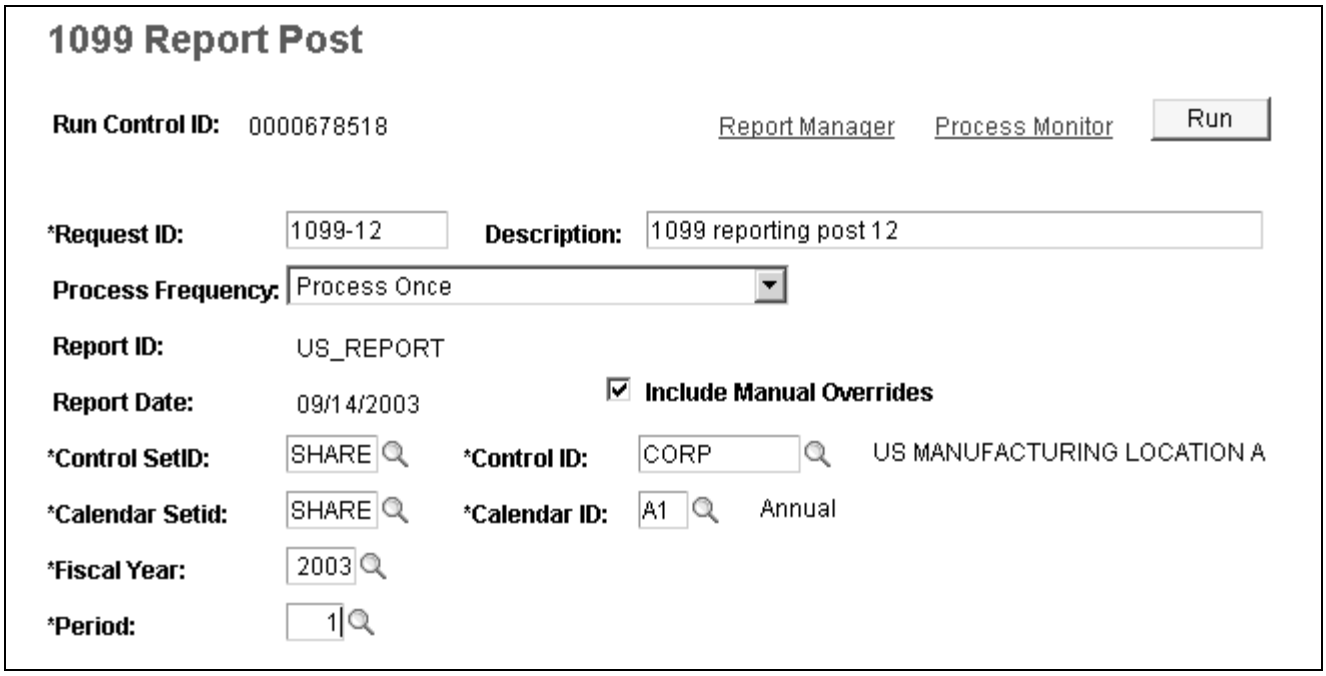
Page Name	Object Name	Navigation	Usage
1099 Report Post	1099_RPT_POST	Vendors, 1099/Global Withholding, 1099 Reports, Withhold 1099 Report Post, 1099 Report Post	Request a run of the 1099_RPT_PST Application Engine process to populate the withholding 1099 table by extracting data from the withhold transaction table and inserting it into the withholding 1099 table. Later, the system uses that data to create a file for the IRS and forms for your vendors, and to process corrections.

Page Name	Object Name	Navigation	Usage
Withhold 1099 Report	WTHD_1099_RUN	Vendors, 1099/Global Withholding, 1099 Reports, Withhold 1099 Report	Request a run of the Withhold 1099 Report Application Engine process (AP_APY1099) to create a flat file for the IRS and 1099 forms for your vendors. The Withholding Report process compares information in the withholding transaction tables to the information that you have already sent to the IRS and populates a third table with the information that needs to be sent to the IRS for the current year. This enables you to process corrections and replacements in addition to original submissions.
1099 to Send Report	TO_SEND_RPT	Vendors, 1099/Global Withholding, 1099 Reports, 1099 to Send Detail, 1099 to Send Report	Define run parameters for the To Send report (APY8056). Use the report to review a summary of the data stored in the withholding detail table (WTHD_TO_SND_DTL). The report lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. You must complete the 1099 reporting process—with the exception of sending the file—for the report to accurately summarize your data.
Run 1099 CopyB Report	RUN_1099_COPYB_RPT	Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report	Request a process to print 1099 Copy B for sending to vendors. You can select to run the AP_COPYB_RPT Application Engine process followed by the appropriate 1099 Crystal reports (APY1099–, APY1099G, APY1099I) as separate jobs. Or you can select the APCOPYB PeopleSoft job, which runs the Application Engine and then the 1099 Crystal reports in the correct order

Page Name	Object Name	Navigation	Usage
Withhold Sent	WTHD_SENT	Vendors, 1099/Global Withholding, 1099 Reports, Withholding Sent File, Withhold Sent	Request a run of the Withholding Sent File Application Engine process (WTHD_SENT). This process finalizes the 1099 reporting and file creation process. It records all the data in the file you have sent. Do not run this process until you send your file to the IRS. You can only run it once for each time you run the withholding report. The system uses this information when creating correction or replacement files.

Running the 1099 Report Post Process

Access the 1099 Report Post page.



1099 Report Post page

Report Date Defaults to today's date.

Include Manual Overrides Select to include manually adjusted or updated withholding transactions. This is usually selected for 1099 reporting.

Calendar SetID and **Calendar ID** Select the calendar you want to use. You must create an annual calendar with one period for the entire year to use for 1099 reporting.

Fiscal Year and **Period** Enter the fiscal year and period for the calendar you have specified. The system uses this information to determine which transactions to include in

the posting. It selects all transactions with a payment date in the specified period. For 1099 reporting, the period is defined as a calendar year.

Note. The payor data for the specified control ID you enter on the Payor Data page must match the information the IRS has on file. In particular, the tax ID, TCC and name data should be the same, since the 1099 reporting process pulls the header information for the IRS file from this page. Also, you must enter a valid state.

When you run the 1099 report post, the system extracts the withholding transaction data and populates the Withholding 1099 Report table.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Entering Transmitter and Payor Data, page 911

Generating 1099 Reports

Access the Withhold 1099 Report page.

Type of File/Return Select:

O for original and correction, that is, you have not yet sent a file to the IRS or you are sending a correction file after sending an incorrect one.

R for replacement, that is, the IRS requests a replacement file.

T for test, that is, you are sending a test file.

Replacement Character If you need to send a replacement file, the IRS first sends you a replacement character to include in the file. Enter the character in this field.

When you run the withholding report process, the process creates the file for the IRS and stores it in the directory specified on the Process Scheduler. You can send the file to the IRS using the new FIRE (Filing Information Returns Electronically) system. The file is named irstax.001.

The process automatically produces an electronic file and moves data to a reporting table to produce Copy B reports.

Note. The Withhold 1099 Report page is for US reporting. The Withholding Reports page is for global reporting. The person who controls security for your PeopleSoft pages defines security for these pages so that your users can access whichever reports are applicable for your company.

See Also

Chapter 37, "Processing Special Withholding Requirements," Generating the 1099 Copy B, page 946

Running the 1099 To Send Report

Access the 1099 to Send Report page.

Note. This report will be blank if you do not run the Withholding Report process first. Also, be aware that the balances on this report may not balance against the information provided in the Withhold Control report (APY3012), since the Withhold Control report includes vendors that have been updated from withholding applicable to non-withholding applicable.

Fiscal Year Enter the applicable fiscal year.

Generating the 1099 Copy B

Access the Run 1099 CopyB Report page.

Withholding Report ID Defaults to *US_REPORT.*

Withhold Type Select the type of 1099 report you want to generate from the following:

All for all supported 1099 reports.

1099G for 1099–G (government payments) report.

1099I for 1099–I (interest income) report.

1099M for 1099–MISC report.

SetID Enter the setID for the vendors you want to run the report on.

Vendor Select Select from the following options:

Select All: The report will run for all vendors in the setID.

Specify: You can specify the vendors to include in the Vendor ID grid at the bottom of the page.

Sort Option You can sort the report by *Name, TIN*, or *Vendor ID*.

You can select to run the AP_COPYB_RPT Application Engine process followed by the appropriate 1099 Crystal reports (for the 1099_MISC Copy B, 1099–INT Copy B, or 1099–G Copy B) separately. Or you can select the APCOPYB PeopleSoft job, which runs the Application Engine together with the 1099 Crystal reports in the correct order

Running the Withholding Sent File Process

Access the Withhold Sent page.

Note. You do not need to run this process if you are sending a test file to the IRS. The test file is a viable IRS file, but the information generated for the test does not need to be stored in the online system.

Processing Correction Files

If you determine that you reported incorrect data for a vendor or a group of vendors, you need to create a correction file. To correct the transaction data within the Payables system, do one of the following:

- Adjust the individual voucher lines for the vendor using the Withholding Voucher Line Update page and running the Withhold Update process.

- Enter an adjustment on the Withholding Adjustments page.
- Enter a new voucher.

To complete the correction process:

1. Run Withhold 1099 Report Post.
2. Generate the 1099 report.

   This will show only corrections.
3. Generate the 1099 Copy Bs.
4. Run the 1099 To Send report.
5. Run the Withholding Sent File process.

Processing Replacement Files

Once you send your file to the IRS and run the Withholding Sent File process, you are finished with the 1099 reporting process unless the IRS rejects your file because of formatting errors. In that case, the IRS may tell you what is invalid in your file either through contact information you provide or on their Internet page where your file is stored. Make the necessary changes and resubmit your file.

To do this, access the Withhold 1099 Report page, select *R* (replacement) in the Type of Return/File field, and enter the replacement character provided to you by the IRS in the Replacement Character field.

Run the report. The system generates a new replacement file that you can send to the IRS. You must run the Withhold Sent File process after creating the replacement file.

Note. You can create a replacement file only if one and only one original file has been sent to the IRS.

Processing United Kingdom Withholding

To set up United Kingdom withholding, use the Withholding Codes component (WTHD_CODE).

This section provides an overview of the United Kingdom Construction Industry scheme and discusses how to:

- Set up withholding entities.
- Define CIS withholding requirements for the entity.
- Define entities as collection agents.
- Define withholding codes.
- Set up withholding rules.
- Set up withholding vendors.
- Define reporting information.
- Enter alternate payment names for CIS vendors.
- Set up contractor details.
- Set up tax calendars.
- Generate reports.

• Generate payments to the Inland Revenue.

Understanding the United Kingdom Construction Industry Scheme

This section describes how to implement Construction Industry Scheme (CIS) using the Global Withholding features in PeopleSoft Payables.

In the United Kingdom (UK), payments to suppliers for construction operations fall within the scope of the Construction Industry Scheme (CIS). This scheme states that suppliers (referred to in the scheme as subcontractors) who operate in the construction industry can be paid only if they are holders of either a Registration Card or a Subcontractors Tax Certificate. Registration Card holders have amounts deducted from their payments for labor on account of their tax and National Insurance Contribution (NIC) liability. Certificate holders can be paid gross, but details of all the payments must be retained for reporting to the Inland Revenue.

Note. Detailed Inland Revenue specifications are available at the following Web address: http://www.inlandrevenue.gov.uk.

CIS Sample Data

The withholding setup for the UK is delivered with the sample data shown in the following table:

Type	Value
Withhold Entity	*IR*
Withholding Rule	*GBR01*
Withholding Rule	*GBR02*
Withholding Rule	*GBR03*
Withholding Type	*CIS*
Withholding Class	*CIS4*
Withholding Class	*CIS4M*
Withholding Class	*CIS5*
Withholding Class	*CIS6*
Withholding Jurisdiction	*UKWTA*
Withholding Code	*CIS4*

Type	Value
Withholding Code	*CIS4M*
Withholding Code	*CIS5*
Withholding Code	*CIS6*

Note. Jurisdiction is not needed for CIS processing, but it is a required object in the data structure. We have delivered a dummy jurisdiction of UKWTA with the sample data.

Subcontractor Tax Certificates

There are two types of subcontractor certificates. These are issued only to qualifying businesses that satisfy the stringent qualifying criteria that are laid down by the Inland Revenue. The certificates are as follows:

CIS6 - Subcontractors Tax Certificate This certificate is issued to individuals, partners, directors, or company secretaries of qualifying businesses or organizations.

CIS5 - Construction Tax Certificate This certificate is issued to larger companies that can present an adequate business case for the Inland Revenue not to issue a CIS6 Certificate. This has recently been extended to partners who are issued the certificate along with a CIS5(P) certificate.

Both certificate types permit payments to be made in gross (that is, with no deductions for tax and NIC). However, CIS operates differently for each type of certificate. CIS6 subcontractors generate their own paperwork with respect to payments received, whereas CIS5 subcontractors receive paperwork from the contractor. In other words, PeopleSoft Payables generates monthly returns for CIS5 subcontractors and annual returns for CIS5 and CIS6 subcontractors. No monthly system processing is required for CIS6 subcontractors. However, a query that reports the payments that are made to CIS6 subcontractors is provided, to enable you to keep track of the CIS24 vouchers that are sent in by the subcontractor. The query is called APY8032_CIS6_PAYMENTS. You can send the output from the query to a spreadsheet, where the corresponding CIS24 voucher numbers can be recorded.

In PeopleSoft Payables, the distinction between the certificate types is handled by the withholding code. You can still identify the differences on the vendor's withholding attributes (on the Withholding Reporting Information page), but these are not used to determine the processing that is required. Therefore, we recommend that certificate holders use the following delivered sample withholding codes (or their equivalents) when setting up the Withholding Codes page.

Registration Cards

Registration cards, of which there are two types, are issued to those that do not qualify for a subcontractor tax certificate. For holders of these cards, a deduction must be made on payments at the prevailing rate that is specified by the government. The two types of registration cards are as follows:

CIS4(P) - Permanent Card This bears the National Insurance number of the card holder. It has no expiration date.

CIS4(T) - Temporary Card This does not bear the National Insurance number and has an expiration date.

In PeopleSoft Payables, no distinction is made between the two types of registration cards. This is because withholding is triggered by the withholding code and its associated rule, not by attributes that are assigned to the vendor. We recommend that registration card holders use the delivered sample withholding codes (or their equivalents).

Small Payments

Subject to approval by your local tax office, you may be able to make payments in gross (that is, with no deductions) to CIS4 registration card holders on small contracts that are less than GBP 1000.00 (excluding the cost of materials). This scheme applies only to local managers of decentralized premises who make small one-off payments.

If you are granted approval, then you can set up the suppliers to whom this ruling applies as normal vendors. You do this by clearing the Withholding check box on the Identifying Information page.

Expired Card Holders

Temporary Registration Cards (CIS4T) and Subcontractor Tax Certificates (CIS5 and CIS6) have an *Expires End* date. When this date is reached, no further payments should be made until a new card or certificate is produced. To prevent payments from being made to these vendors, you can create an effective-dated vendor location record with an effective date that is equal to the first day following the *Expires End* date. On this record, you set the Hold Payment option to *Hold All.* When the supplier shows a new card with a new *Expires End* date, you set the Hold Payment option back to *No Hold.* You must also clear the Hold option on the voucher.

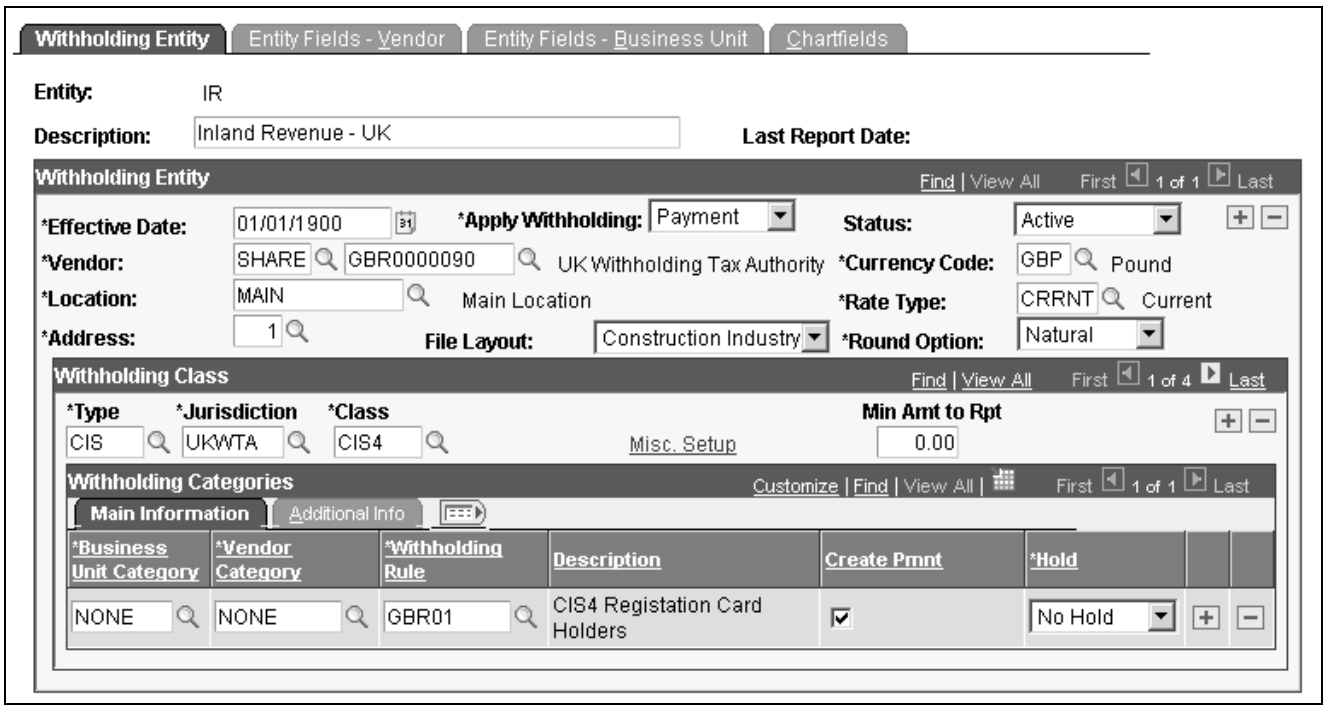
Pages Used to Meet United Kingdom Withholding Requirements

Page Name	Object Name	Navigation	Usage
Withholding Entity	WTHD_ENTITY	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Withholding Entity	Define your withholding entities (tax authorities).
Entity Fields - Vendor	WTHD_ENTITY_FIELDS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities, Entity Fields - Vendor	Indicate which information the tax authority (entity) requires for your vendors.
Procurement Control - Withholding	BU_WTHD_JUR	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding	Specify General Ledger business unit withholding setup.
Withholding Codes	WTHD_CODE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Codes, Withhold Code	Define withholding codes.

Page Name	Object Name	Navigation	Usage
Withhold Rule	WTHD_RULE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules, Withhold Rule	Establish rules that determine the actions to be taken during withholding.
Withholding Vendor Information	VNDR_GBL_OPT_SEC	Click the Global/1099 Withholding link on the Vendor Location page.	Define withholding control information and reporting information for the vendor location.
Vendor Information - Address	VNDR_ADDRESS	Vendors, Vendor Information, Add/Update, Vendor, Address.	Enter an alternate name to be used on withholding transactions.
Report Control Information - Payor Data	WTHD_CONTROL	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data	Enter payor data as defined by your tax authorities.
Calendar Builder	CALENDAR_BUILDER	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Calendar Builder	Create and maintain tax calendars.
Withhold Report Post	WTHD_RPT_POST	Vendors, Withholdings, Create Reporting Information, Withhold Report Post	Define parameters for running the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the withholding report table with data from the withholding transaction table based on your report setup.

Setting Up Withholding Entities for CIS

Access the Withholding Entity page.



Setting up the withholding entity for withholding class CIS4 on the Withholding Entity page (WTHD_ENTITY)

The system creates scheduled payments for amounts that are deducted from payments to registration card holders. These payments must be made to the Inland Revenue within 14 days after the end of the tax month. You must create a vendor that represents the Accounts Office of the Inland Revenue to which these deducted amounts can be remitted. To ensure that scheduled payments are made to the Inland Revenue vendor, you enter the vendor details on the Withholding Entity page.

To ensure that deductions from payments made to Registration Card holders are kept as a separate payment that can be made at the end of the month to the Inland Revenue, select the Create Pmnt (create payment) check box for the CIS4 withholding class. Then, in the Round Option field, select *Natural* as the rounding option. (You must not leave this field blank). Set the Hold field to *Wthd Only* (withhold only) or *No Hold*.

See Also

Chapter 37, "Processing Special Withholding Requirements," Generating Payments to Inland Revenue, page 958

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Vendor Information for the Entity, page 889

Defining CIS Withholding Requirements for the Entity

Access the Entity Fields - Vendor page.

Mark the Certificate Number, Certificate Expiration, Certificate Type, and Taxpayer Identification Number fields as optional.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Vendor Information for the Entity, page 889

Defining Business Units as Collection Agents for CIS

Access the Procurement Control - Withholding page.

To ensure that the vendor withholding defaults are passed to the voucher, select the Collection Agent Flag option for the withholding entities that apply to your business unit.

See Also

Chapter 4, “Setting Up PeopleSoft Payables Business Units,” Selecting Withholding Options, page 44

Defining Withholding Codes for CIS

Access the Withholding Codes page.

There are several different classes you can use for CIS withholding:

CIS5	Use on all voucher lines (both goods and labor) for subcontractors that hold the CIS5 Certificate.
CIS6	Use on all voucher lines for subcontractors that hold the CIS6 Certificate.
CIS4	Identifies labor items on the voucher and is subject to a deduction when the payment is created.
CIS4M	Identifies non-labor items (such as goods and materials) on the voucher. These items are not subject to a deduction at payment but must still be identified for inclusion on the monthly and annual reports that are submitted to the Inland Revenue.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Codes, page 890

Setting Up Withholding Rules for CIS

Access the Withholding Rule page.

There are several different rules you can use for CIS withholding:

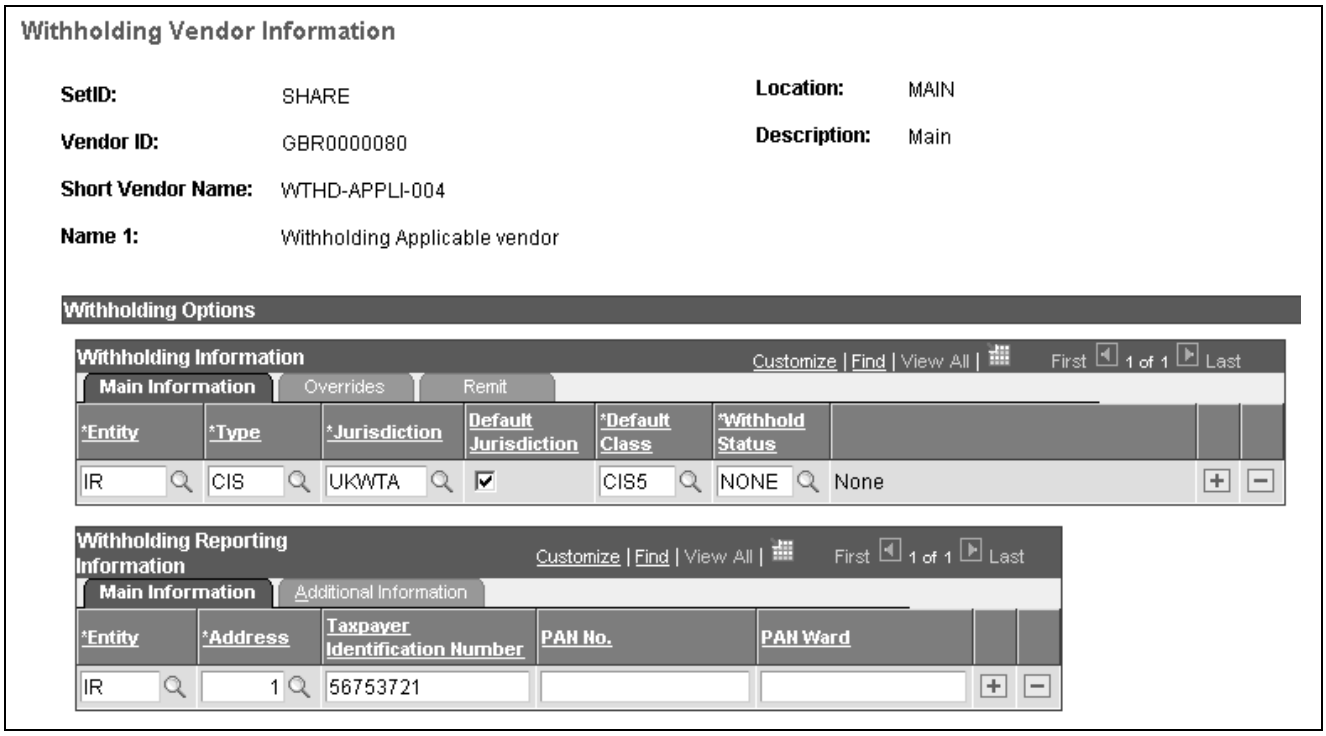
GBR01	Associated with withholding code CIS4.
GBR02	Associated with both CIS5 and CIS 6. It withholds 0 percent and ensures that payments are paid gross.
GBR03	Associated with withholding code CIS4M. Similar to GBR02, it withholds 0 percent and ensures that payments are paid gross.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Rules, page 881

Setting Up Withholding Vendors for CIS

Access the Withholding Vendor Information page.



Setting up certificate withholding on the Withholding Vendor Information page

Withholding Information

The following fields in this grid have specific requirements for certificate withholding:

Default Jurisdiction Select to ensure that the withholding defaults are copied to the invoice.

Default Class Select from the following options:

CIS5: Enter certificate information for a vendor using certificate type CIS5.

CIS6: Enter certificate information for a vendor using certificate type CIS6.

CIS4: Enter registration card information for a vendor using certificate type CIS4.

Withhold Select when setting up certificate information or registration card information for the vendor.

Entering Subcontractor Tax Certificate Details in the Withholding Reporting Information Grid

Set the Certificate type to *5* or *6* to identify CIS5 or CIS6 Certificate holders, respectively, so that you can do your own custom reporting with respect to the different types of subcontractors. This information is printed on some of the standard PeopleSoft reports (for example, the Withholding Control report) and is used as a parameter in the APY8032_CIS6_PAYMENTS query.

You must enter the certificate number in the Certificate Number field for monthly and annual reporting purposes. You should also enter the *Expires End* date in the Certificate Expiration field and the *NI Number* in the Taxpayer Identification Number field.

Entering Subcontractor Registration Card Details in the Withholding Reporting Information Grid

Set the Certificate type to *4* to identify registration card holders (that have a withholding class of CIS4) so that you can do your own custom reporting with respect to the different types of subcontractors. This information is also printed on some of the standard PeopleSoft reports (such as the Withholding Control report).

For monthly and annual reporting purposes, you must enter the registration card number in the Certificate Number field. If the subcontractor holds a permanent registration card, then also enter the subcontractor's National Insurance Number in the Taxpayer Identification Number field. For temporary card holders, leave the Taxpayer Identification Number field blank and enter the *Expires End* date in the Certificate Expiration field.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

Entering Address Information for CIS Vendors

Access the Vendor Information - Address page.

Make sure that you include the county. The program that extracts withholding data requires that the county field to be filled in.

The Withholding Alternate name is the name that appears on the withholding document.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Entering Vendor Addresses

Setting Up Contractor Details for CIS

Access the Report Control Information - Payor Data page.

Before you generate the monthly and annual returns, you must enter your own company's tax information (contractor details) on the Payor Data page.

Payer Name 1 and Payer Name 2 are optional fields, but they are used on the EDI file that is submitted to the Inland Revenue. Ideally, you should enter at least Payer Name 1. You should enter your Contractor tax reference in the Tax ID field. If you are using EDI to submit your returns, enter the EDI ID that is issued to you by the Inland Revenue in the Transmitter Cntl Cd field.

It is also important that you enter your business address on the address page. Access this page by clicking the Envelope button.

Note. You must also make sure that you have listed the applicable business units and vendors (or chose the All Vendors option) on the Report Control Information - Vendors and Business Units.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Entering Transmitter and Payor Data, page 911

Setting Up Tax Calendars for CIS

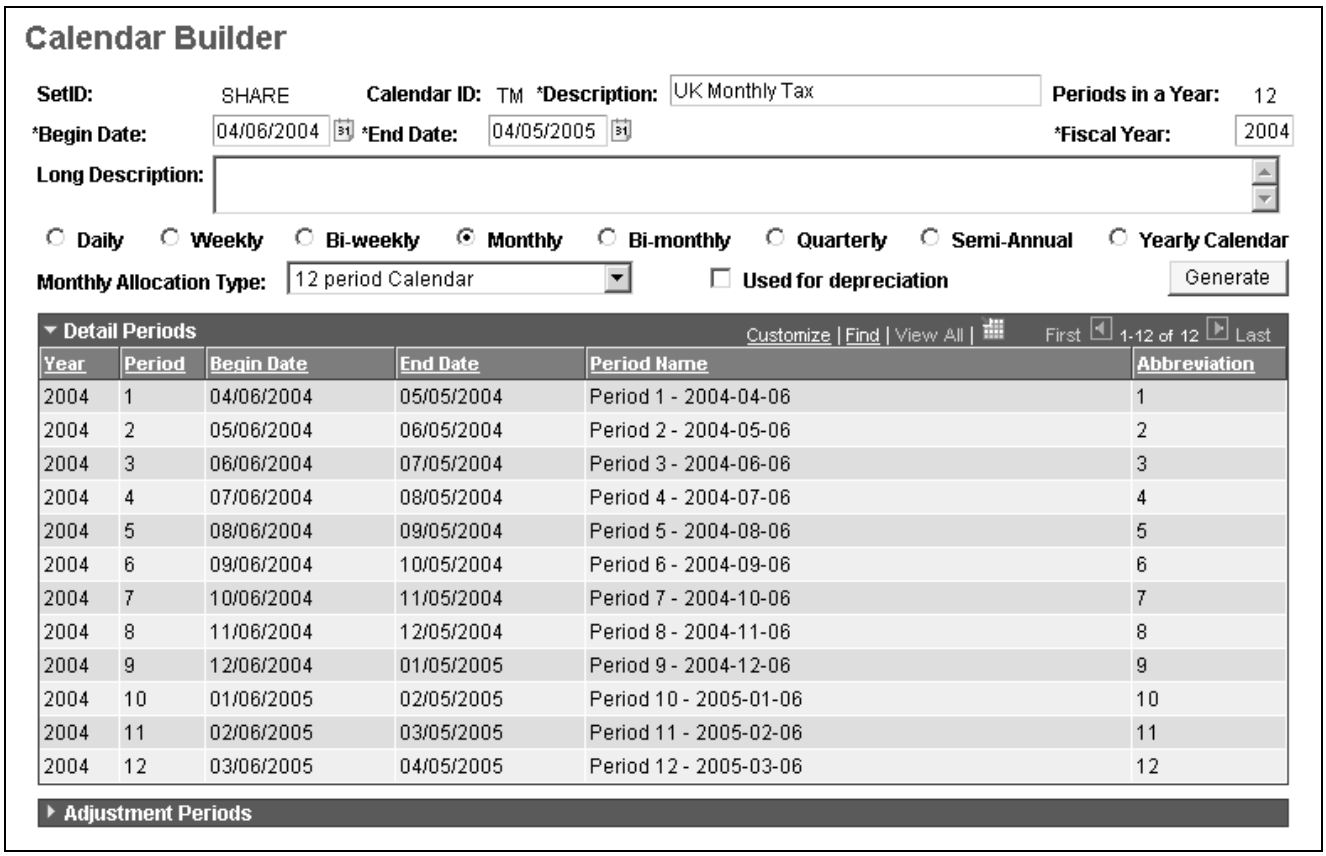
UK reporting consists of monthly and annual returns. You are obliged to report all payments that are made to CIS4 and CIS5 subcontractors within 14 days of the end of the tax month.

In the UK, the tax year runs from April 6 to April 5 of the following year. Each tax month starts on the sixth day of the month. To ensure that payments that are subject to withholding processing are reported in the correct tax month, create a monthly calendar for the UK tax year.

To produce the annual return, create an annual calendar.

Monthly Calendar

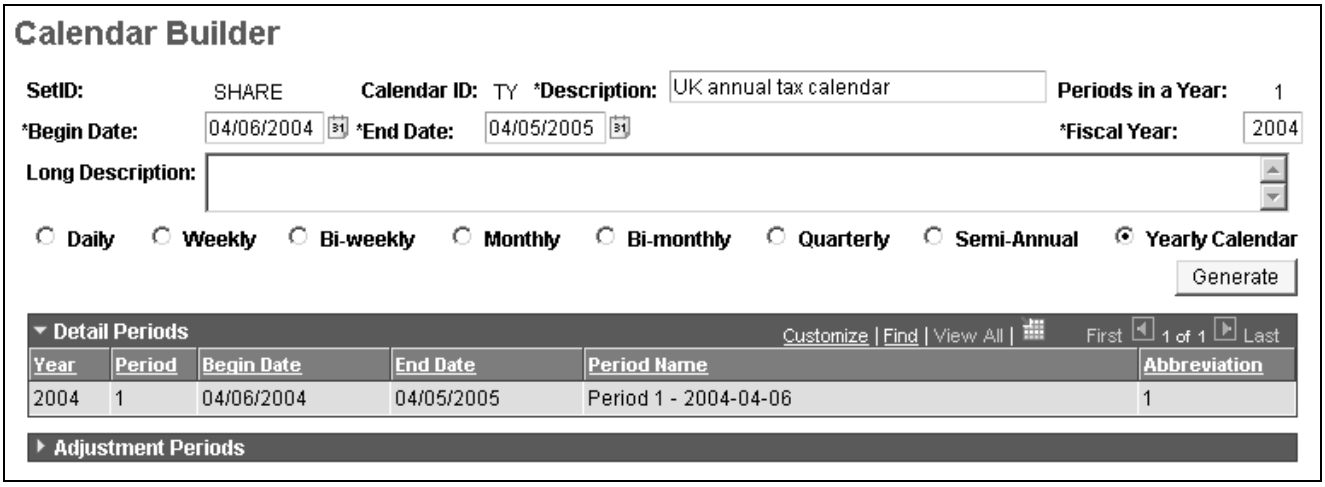
This is the monthly calendar:



Setting up the monthly calendar for CIS reporting on the Calendar Builder page

Annual Calendar

This is the annual calendar.



Setting up the annual calendar for CIS reporting on the Calendar Builder page

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Setting Up Calendar Builder

Generating Reports for CIS

You generate two kinds of reports for CIS: monthly and annual.

Generating Monthly Reports

You are obliged to report all payments that are made to CIS4 and CIS5 subcontractors during the tax month. This can be done using preprinted, multi-part stationery or through EDI. PeopleSoft provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. The UK CIS File Creation SQR report (APY8032), which you run from the Withhold Report request page, produces both the flat file and the report output. We produce two files, as follows:

Construction Gross Payment Vouchers This file contains details of payments that are made to CIS5 certificate holders. The file that is produced is called APY8032.23E (or APCIS23E.DAT on IBM OS390 servers).

Tax Payment Vouchers This file contains details of payments that are made to CIS4 registration card holders. The file produced is called APY8032.25E (or APCIS25E.DAT on IBM OS390 servers).

In addition to producing the flat file, you must also print a copy of the Tax Payment Voucher (form CIS25E). This single-part document is sent to the subcontractor to provide a record of the amounts that have been deducted from the subcontractor's payments during the tax month.

To create the files, you must first post the withholding details into the transaction table using the Withholding Posting Application Engine process (AP_WTHD), from the Withholding Transaction Post page. You then need to extract the data from the transaction table into the reporting tables, using the Withhold Report Post page to run the Withholding Reporting Application Engine process (AP_WTHDRPT). On the Withhold Post page, you enter your report ID and control ID for CIS reports (the delivered Report ID for monthly reports is *CIS,* UK Construction Industry Scheme; the delivered Control ID is *GBR-REPORT,* UK Withholding Report). For the monthly returns, you must select the UK monthly tax calendar.

After you extract the data to the report files, you create the output files and the CIS25E report by running the withholding reports using the Withhold Report request page.

You must send the files that are produced into the EDI translation software of your choice. This software converts the flat file into EDI messages. A list of third-party EDI translation and submission software providers is available from the Inland Revenue.

There are no monthly reporting requirements for CIS6 certificate holders. However, you are obliged to ensure that subcontractors of this type send you a CIS24 voucher either for each payment or for all payments made during the tax month. You can use query APY8032_CIS6_PAYMENTS to assist in this process.

Generating Annual Reports

All payments that are made to CIS4, CIS5, and CIS6 subcontractors during the tax year must be reported to the Inland Revenue. This can be done using preprinted, multi-part stationery or through EDI. PeopleSoft provides for the EDI solution. The system generates a flat file that conforms to the file that is specified in the Inland Revenue Message Implementation Guide. We produce a single file:

End of Year Payments. The file that is produced is called APY8032.36E (or APCIS36E.DAT on IBM OS390 servers).

To create the files, all the withholding details for the year must have been posted to the transaction table using the Withholding Post page.

Then, extract the data from the transaction table into the reporting tables using the Withhold Report Post page. For the annual returns, select the UK annual tax calendar.

After you extract the data to the report table, you create the output file by running the Withholding Reports.

You must send the files that are produced to the EDI translation software of your choice. This software converts the flat file to EDI messages. A list of third-party EDI translation and submission software providers is available from the Inland Revenue.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Posting Withholding Transactions, page 899

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Generating Withholding Reports, page 909

Generating Payments to Inland Revenue

There are several ways in which you can set up the system to generate the payment to the Inland Revenue. The method you select depends on the volume of CIS transactions and the way in which you run your pay cycle.

Method 1 - Placing Inland Revenue Payments on Hold

With this method, you set up the system to place the Inland Revenue scheduled payments on hold automatically. Then within 14 days after the end of the tax month, you take the scheduled payments off hold. Set up a pay cycle that includes scheduled payment dates within the tax period range (for example, from the sixth of the previous month to the fifth of the current month). Then a single payment to the Inland Revenue can be generated for all withheld amounts.

To place the withheld scheduled payments on hold:

1. Set the Hold option to *Wthd Only* (withhold only) on the Withholding Entity page for withholding Class CIS4.
2. Set the Withholding Date option to *Payment* on the Pay Cycle Selection - Dates page. This sets the scheduled due date on the payment so that it is equal to the payment date, making it easier to select only the withheld payments that were made during the tax month.

A variation of this method is to place the Inland Revenue vendor on hold. With this approach, you leave the vendor on hold until just prior to running a pay cycle that selects Inland Revenue scheduled payments. You take the vendor off hold before running the pay cycle and place the vendor back on hold immediately after the completion of the pay cycle. To do this, you select the Hold Payments check box on the Vendor Payment Options page.

Method 2 - Using Pay Groups

If the volume of withheld payment is too great to permit resetting the Hold option manually, then you can use Pay Groups. You define one set of pay groups for your regular payments and another pay group that is used exclusively for payments that are made to the Inland Revenue. Then you assign the Inland Revenue pay group to your Inland Revenue vendor. When scheduled payments are created for the withheld amount, the system assigns the Inland Revenue pay group to it. When payment to the Inland Revenue is due, you either temporarily include the Inland Revenue pay group in your Payment Selection Criteria or create a new pay cycle ID. To prevent the Inland Revenue payments from being selected during the tax month, use different pay groups for all of your other voucher payments.

Method 3- Using Withholding Class Payment Terms

When defining your Withholding Entities, you can indicate for every combination of Withholding Class and Withholding Categories the payment terms you want to apply to your withheld payment. For example, knowing that you need to pay within 14 days after the end of the tax month which ends on the 5th of the calendar month, you would create a payment term (Single Payment) that contains two split terms. The first term would say that for any payment falling between the 1st and the 5th of the calendar month, the payment ID would be *Same month, on the 15th.* The second term would indicate that between the 6th and the end of the calendar month, the scheduled date should be *Next month, on the 15th.* That way all withheld amounts that need to be paid to the Inland Revenue will be scheduled to be paid on the 15th, allowing you to run your pay cycle prior to the due date of the 19th of the calendar month.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Entities, page 884

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Vendor Information for the Entity, page 889

Chapter 8, “Establishing Pay Cycles,” Defining Pay Cycle Date Criteria, page 150

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Maintaining Vendor Information,” Specifying Additional Payables Options

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, “Defining Procurement Options,” Defining Payment Terms

Processing Japanese Withholding

This section provides an overview of Japanese withholding, lists prerequisites, and discusses how to generate the Withholding Summary Sheet:

Understanding Japanese Withholding Processing

To meet one of the Japanese income tax reporting requirements, PeopleSoft Payables provides a supporting summary sheet report (WTP2_001) corresponding to the year-end withholding report (APY8025), which is printed per vendor. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the Payables module.

Information includes payment and withholding amount summarized by:

- Set of withholding classes defined for each reporting line
- Vendor category
- Vendor

Each of these summaries has a subtotal line indicating the number of payments made, total payment amount, and total withholding amount. The lines for categories, defined classes, and report totals also display the number of payees.

Prerequisites

Because this report is a summary sheet attached to the Withholding report, every step that must be completed for the Withholding report also becomes a prerequisite for this summary sheet. All transaction information used in the summary sheet is based on the detailed information used for the Withholding report. You can select a portion of the report’s information and then output a partial summary sheet, but you cannot include any additional transactions that are not in the report.

To produce the Withholding report and its summary sheet:

1. Set up your withholding environment.

   Note that the withholding report definitions you make on the Report Definition 1 page are a direct prerequisite for generating the Withholding Summary Sheet.

2. Register withholding (create voucher).
3. Create Payments.
4. Post Payments.
5. Post Withholdings.
6. Run the Withholding Reporting process.
7. Produce the Withholding report (not required).
8. Create the summary sheet.

You must run the Withholding Reporting process before you can produce the Withholding report. Because the summary sheet is calculated based on the information shown on the Withholding report, the Withholding Reporting process is also required to create the summary sheet. The summary sheet consequently cannot include any transaction that is not processed for the withholding report, but it is possible to produce the report for a subset of this information.

Important! When there are more than two lines in one voucher and withholding tax is applied to both lines using the *gross amount* (that is, when the Withholding Basis Amt Override field is blank), the summary sheet double-counts the gross amount in the Payment Amount field. If you want to automatically calculate withholding tax based on the line amount, make sure you have the correct amount in the Withholding Basis Amt Override field on the voucher.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Running the Withholding Reporting Application Engine Process (AP_WTHDRPT), page 914

Page Used to Generate the Withholding Summary Sheet

Page Name	Object Name	Navigation	Usage
Withholding Report by Class	WTP2_RUN_WTP2_001	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report by Class, Withholding Report by Class	Generate the summary sheet for the withholding report by class.

Generating the Withholding Summary Sheet

Access the Withholding Report by Class page.

Withholding Report ID Select the Withholding Report ID created in the Report Definition component.

Withholding Entity Select the entity whose transactions are included in the report output.

From Payment Date Select the date for which the report should begin the output of data.

Note. This is the date a payment was made to a vendor for whom an amount was withheld, not the date a payment was made to the withholding entity.

To Payment Date Select the date for which the report should end the output of data.

Note. If you are generating this summary sheet with the withholding report (per vendor), the date range must be from the first day of the accounting period you specified on the Withholding Report page to the last day of the same accounting period.

All payment and withholding amounts are converted into the currency defined in the withholding entity, using the exchange rate type defined during the Withholding Posting process.

Important! The currency used in this report is that of the currently effective, single currency code defined for the withholding entity. If there were more than two currencies used to post withholding transactions for the same withholding entity during the selected period of the report, amounts of all transactions that were posted in a currency different from the currently effective currency of the withholding entity do not appear on this report.

Processing Australian Taxation Office (ATO) Withholding

This section provides an overview of ATO withholding and discusses how to:

- Post withholding data to the withholding report table.
- Run the PAYG Voluntary Agreement, Labour Hire, and No ABN Quoted reports.
- Run the PAYG Payment Summary Statement and No ABN Quoted Summary Statement reports.
- Adjust or enter payment summary data manually.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Appendix C, “PeopleSoft Payables Reports,” page 1003

Understanding ATO Withholding

This section discusses:

- PAYG overview.
- ATO withholding setup.
- How information is displayed on ATO forms.
- Posting withholding report data.
- Running the PAYG Vendor reports.
- Printing the reports.
- Printing the PAYG payment summary reports.
- Adjusting or entering payment summary data manually.

PAYG Overview

To meet PAYG (Pay As You Go) legislative requirements for Australia withholding, PeopleSoft provides several withholding report formats and the functionality to handle PAYG withholding as defined by the Australian Tax Office (ATO).

Specifically, PeopleSoft supports the following reports using impact printers:

- Payment Summary - Voluntary Agreement
- Payment Summary - Labour Hire and Other Specified Payments
- Payment Summary - Withholding where ABN not Quoted
- PAYG Payment Summary Statement
- PAYG Withholding where ABN not quoted - Annual Report

ATO Withholding Setup

The following table provides the steps you should follow to set up ATO withholding:

Step	Purpose	Navigation
PeopleSoft recommends that you set up the following withholding rules: • VOLAG Voluntary Agreement • LABHR Labor Hire and Other Specified Payments • NOABN Withholding where ABN not Quoted.	Tells the system what rules to use and what actions to take during withholding. **Note.** You can only set up withholding percentages on the Withholding Rule page.	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Rules, Withholding Rule See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Rules, page 881.
Use the Withholding Type page to specify the classes that belong to the PAYG withholding type.	Defines withholding at the highest level in Payables. For each withholding type, you can define classes, such as Voluntary Agreement, Labor, and No ABN (Australian Business Number).	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Types and Classes, Withholding Type See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Types and Classes, page 882.

Step	Purpose	Navigation
Set up the ATO as a vendor.	Tells the system to whom to send the withholdings. **Note.** You must define the vendor information for the withholding entity before you can complete the Withholding Entity page. Entities are treated the same as vendors, just like every other payee in your system. If you pay the ATO vendor via EFT, provide your EFT code in the Payment Instruction Ref field in the EFT Options section on the Payables Options page.	Vendors, Vendor Information, Add/Update, Vendor See *PeopleSoft Setting Up Procurement Options 8.8 PeopleBook*, "Maintaining Vendor Information".
Define the ATO withholding entity (tax authority).	Tells the system which withholding type/class combinations are associated with the withholding rule.	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Entities, Withholding Entity See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Entities, page 884.
On the Entity Fields - Vendor page, select the Optional check box for the Tax District Reference field.	Provides the delivered SQRs with the setup it needs for the Tax District Reference field and the ATO withholding entity. **Note.** Due to the way the Taxpayer Identification Number field is used , you should always leave it blank in the vendor withholding data. All other fields should have all of their check boxes cleared.	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Entities, Entity Fields - Vendor See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Vendor Information for the Entity, page 889.
Associate the following withholding codes with the PAYG withholding code: • VOLAG • LABHR • NOABN	Tells the system which withholding codes you want it to process at the same time.	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding Codes, Withhold, Code See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Codes, page 890.

Step	Purpose	Navigation
On the Report Definition 1 page, do the following: • Create a Report Line row for each class you defined under the PAYG withholding type. • Select the type/jurisdiction/class combination in the Report Line Definition group box.	Tells the system the selection criteria for withholding reports. Also tells the system the layout of the withholding reports based on the tax authority's reporting and filing requirements. **Note.** Due to the need for additional parameters, the PAYG reports do not use the usual mechanism to launch withholding reports. As such there is no need to set up report associations on the Report Definition 2 page	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Report Definition, Report Definition 1 See Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Reports, page 891.
Set up the ATO withholding entity on the Withholding page in the Procurement Control component.	Tells the system what withholding entities and types are associated with the business unit.	Set Up Financials/Supply Chain, Business Unit Related, Procurement, Procurement Control, Withholding See Chapter 4, "Setting Up PeopleSoft Payables Business Units," Selecting Withholding Options, page 44.

How Information is Displayed on ATO Forms

The table below shows how information entered in PeopleSoft Financials is displayed on all three ATO forms:

Labels on ATO Form	Fields on PeopleSoft Pages	Page and Navigation
Your ABN	Tax ID	Payor Data page Select Set Up Financials Supply Chain, Product Related, Procurement Options, Withholding, Report Control Information, Payor Data
Branch Number	Transmitter Cntl Cd	Payor Data page
Payer's Name (line 1 and line 2)	Transmitter Name 1 and Transmitter Name 2	Payor Data page
Payee's Address (line 1 and line 2) Suburb/Town, Country, State, Postcode	Address 1 and 2, City, Country, State, Postal	Address page Select Vendors, Vendor Setup/Maintenance, Vendor Information, Address

The table below shows how information entered in PeopleSoft Financials is displayed for Voluntary Agreement vendors:

Label on ATO Form	Field on PeopleSoft Page	Page and Navigation
Payee ABN	VAT Registration ID	VAT Registration Details Select Vendors, Vendor Setup/Maintenance, Vendor Information, Identifying Information, Registration, VAT Registration Details

The table below shows how information entered in PeopleSoft Financials is displayed for Labor Hire vendors:

Label on ATO Form	Field on PeopleSoft Page	Page and Navigation
Payee Tax File Number	Tax District Reference **Note.** Make sure you leave the Taxpayer Identification Number blank.	Withholding Vendor Information Select Vendors, Vendor Setup/Maintenance, Vendor Information, Location, Global/1099 Withholding, Withholding Vendor Information, Additional Information Tab

The table below shows how information entered in PeopleSoft Financials is displayed for No ABN vendors:

Labels on ATO Form	Fields on PeopleSoft Page	Page and Navigation
Payee Trading Name (line 1 and 2)	Name 1 and Name 2	Address Select Vendors, Vendor Setup /Maintenance, Vendor Information, Address, Payment/Withholding Alt Names
Payee Phone Contact	Prefix and Telephone	Address Select Vendors, Vendor Setup/Maintenance, Vendor Information, Address, Phone Information

Posting Withholding Report Data

The reports require aggregated data to be present in the Withholding Report Table. Data is aggregated into the Withholding Report Table through the Withholding Report Post process, which you can run from the Withhold Report Post page or from the Create PAYG Report Information page.

Whether you launch the Withholding Report Post process from the Withhold Report Post page or from the Create PAYG Report Information page depends on what dates you need to use to summarize withholding.

If your dates fall on the start and end of a period in a calendar, which would be the case when aggregating for year-end reporting, use the Withhold Report Post page. The from and through dates, which are hidden, are based on the start and end dates of the specified calendar period.

If you need to aggregate payments between arbitrary dates, which can be the case if you get a request for a payment summary from one of your vendors during the fiscal year, then you can use the Create PAYG Report Information to specify arbitrary from and through dates.

Remember that the ATO wants summary reports to exclude payments that have already been reported on previous summaries; therefore, you have to enter appropriate dates. Except for the handling of from and through dates, both methods give the same results as they pass the same parameters to the same process.

Running the PAYG Vendor Reports

PAYG reports for all three classes of PAYG vendors are run by selecting Vendor, Withholdings, PAYG Withholding by Vendor.

At the minimum you need to specify the Report ID, the Vendor SetID and the Vendor ID on this page.

If the information you have provided uniquely identifies the data you want processed in the Withholding Report Table, the system defaults the rest of the fields automatically. This would typically happen with vendors for whom you have only set up one location and which you are only paying from one business unit.

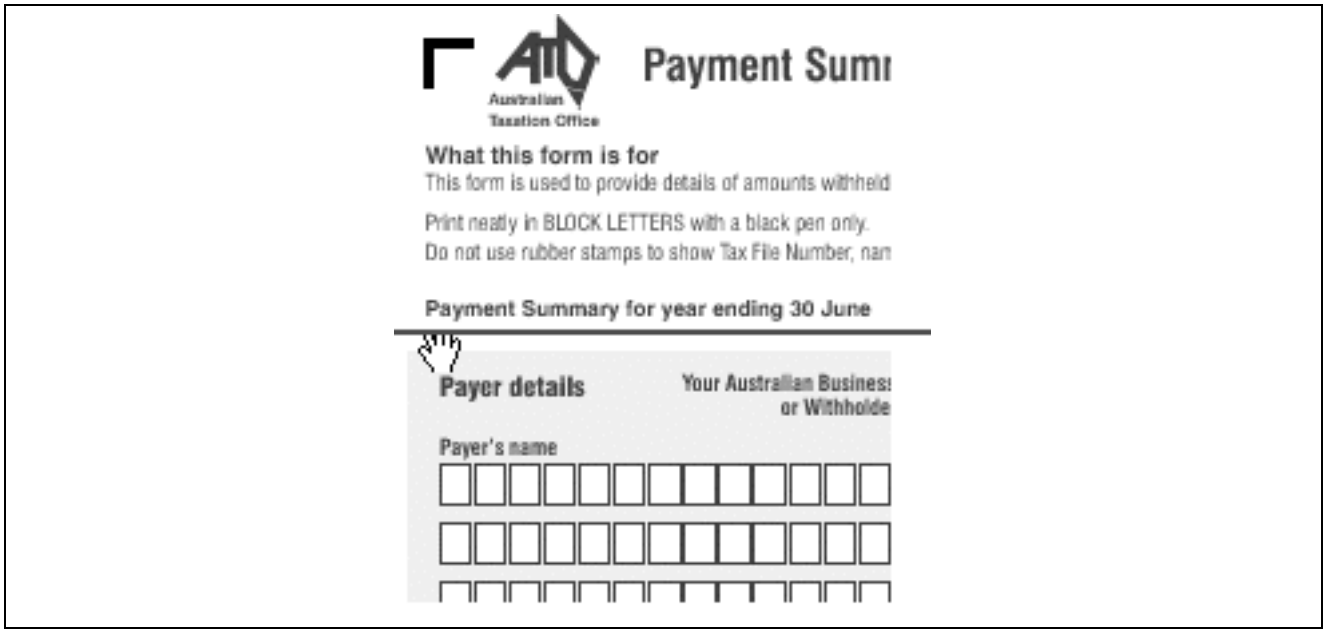
In this case, it saves you from having to enter the Vendor Location, Business Unit and Location.

If the Draft Flag check box is cleared , the report is set to print directly into the boxes on the standard ATO form. If you select the Draft Flag, the report prints explanatory labels above each field, so that you can read the results more easily on plain paper. The system displays the from and through dates to remind you what dates the payments have been summarized on.

Note. The No ABN summary report, APY8043.SQR, actually prints one page per payment, rather than one report that sums up the amounts paid during the specified time frame. That means that you may print several pages/forms from APY8043.SQR if you have made several payments to the specified vendor during that time frame.

Printing the Reports

Direct printing on ATO forms requires an impact printer as the forms use carbon copies. There are no feeding sprockets to guide the paper, so you will need to position the paper precisely, which depends on your printer model. On our test printers, we lined up the printer 1/8 inch above the yellow shaded boxes and right below the Payment Summary for year ending 30 June (see the red line in the illustration below).



ATO Payment Summary Form

To minimize compatibility issues with older printers, the reports print a pure ASCII file, rather than the usual PCL commands found in our regular SQRs. Some of our test printers had problems printing the report date because it was so close to the end of the forms that the printer thought that it was out of paper.

To avoid requesting a page feed when printing on an ATO form, we have added a hardcoded switch in APY804.SQC to allow you to skip printing of the report date.

Set this variable to *0* if you have problems with printing the report date. In this case, you will have to fill in the report date by hand.

Let #print_report_date = 0

Let #print_report_date = 1

This switch has no effect when in Draft mode because printing starts at the top of the page.

Printing the PAYG Payment Summary Reports

Under the PAYG Withholding System, payers are required to submit the PAYG Payment Summary Statement form by August 14 to the ATO each year together with the ATO originals of all payment summaries listed on the form. The PAYG Withholding where ABN not Quoted – Annual Report is submitted separately from this form as per the ATO guidelines.

The PAYG Payment Summary Statement form is a reconciliation report. It comprises the total number of payment summaries issued during the financial year, which must equate to the total amount of gross and tax withheld reported on the form.

After generating all Payment Summaries for Voluntary Agreement and Labor Hire through the APY8041 and APY8042 processes respectively, the system writes the payment information required for the Payment Summary Statement to the Withholding Report Log. This is irrespective of whether the Issued check box on the Withholding by Vendor page is selected or cleared. Selecting the Issued check box flags the payment to be included in the Payment Summary Statement process. Clearing the Issued check box represents a duplicate print to be excluded from the above process.

The Withholding Report Log page displays the relevant information for each of the respective types of payment summaries issued during the financial year. Payments summaries which you have issued to your Payees, and which should be included in the Payment Summary Statement, must have the Issued check box selected. For all payment summary printouts that are duplicated, clear the Issued check box to exclude them from the Payment Summary Statement.

After you choose all the withholding report history on the Withholding Report Log page by selecting or clearing the Issued check boxes, you can execute the PAYG Payment Summary Statement (APY8044) process from the Withholding Summary page. For form printing using impact printers, clear the Draft Flag check box. For draft print mode, select the Draft Flag check box. To freeze the fiscal year so that no one can modify the data once you have reported it to the ATO, select the Close Fiscal Year check box.

Adjusting or Entering Payment Summary Data Manually

If you issued Payment Summaries by filling in the Voluntary Agreement/Labour Hire forms manually, you can enter that information directly in the Withholding Report Log page. This allows you to meet your reporting requirements for the PAYG Payment Summary Statement.

To add a vendor or payee, click the Add a new row button. Enter the information for the vendor in the Vendor Information group box. You can also enter any required Payment Summary data manually in the Withholding Information group box.

If you enter data manually, do the following:

- Make sure that the Issued check box and amounts agree with the Payment Summaries you have issued to your vendors.
- Make sure the withholding type is correct for the vendor type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all vendors to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.
- The entry in the Fiscal Year field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your Payment Summaries. The system does not validate according to the Australian fiscal year calendar.

Alternatively, instead of filling in this page manually, you could run the APY8041, APY8042 or APY8043 (for No ABN Payment Summaries) reports for the same vendors and reporting periods as you had previously filled in manually on the forms.

The system allows manual adjustments where necessary, as mentioned in the above paragraphs. The Payment Summary reporting processes would then update the historical data automatically and you could update the page as required.

PAYG Payment Summary Statement Form:

The horizontal alignment recommended for impact printers is 2 $^{1/16}$ inches from the top of the form. As a result, it will print the fiscal year at the top of the boxes. The data should fit into their respective boxes. Initially, you may need to make several adjustments prior to getting all the data to print in the correct boxes.

When you finalize your payment reports for the financial year and ensure that all payment summaries have been reconciled to the payment statement, it is recommended that you close the financial year by selecting the Close Fiscal Year check box and then running the APY8044 process. This process locks the data for that fiscal year and prevents payment transactions from being reported for the fiscal year for which you have already provided summary reports to the ATO.

Furthermore, the payment information for closed periods will not be available on the Withholding Report Log page. You can view all historical payments against closed fiscal years through the Vendor/Withholdings/Inquire Withholding Report; however, you cannot make further modifications to historical data.

Common Elements Used in This Section

Business Unit Select the business unit for which you want the reports to be created

Draft Flag Select this check box to print onto a sheet of regular A4 paper. In this case the report also prints labels for the data. Clear this check box if you want the reports to print directly into the boxes of the ATO forms. Direct printing on ATO forms requires an impact printer as the forms use carbon copies.

Location Select the location of the withholding entity for which you want the reports to be created.

Report Date Select the date on which you created your reporting information

Report ID Select the Report ID of the report for which you want to generate data.

Request ID Specify a request ID and a description. The system uses these IDs to track each posting request; however, the Request ID can be used over and over again. The Process Scheduler Request ID is the unique number.

Vendor SetID Select a vendor setID for the vendors for which you want to run the reports.

Vendor Location Select the vendor location for which you want the reports to be created.

Vendor ID Select the ID of the vendor for which you want the reports to be created.

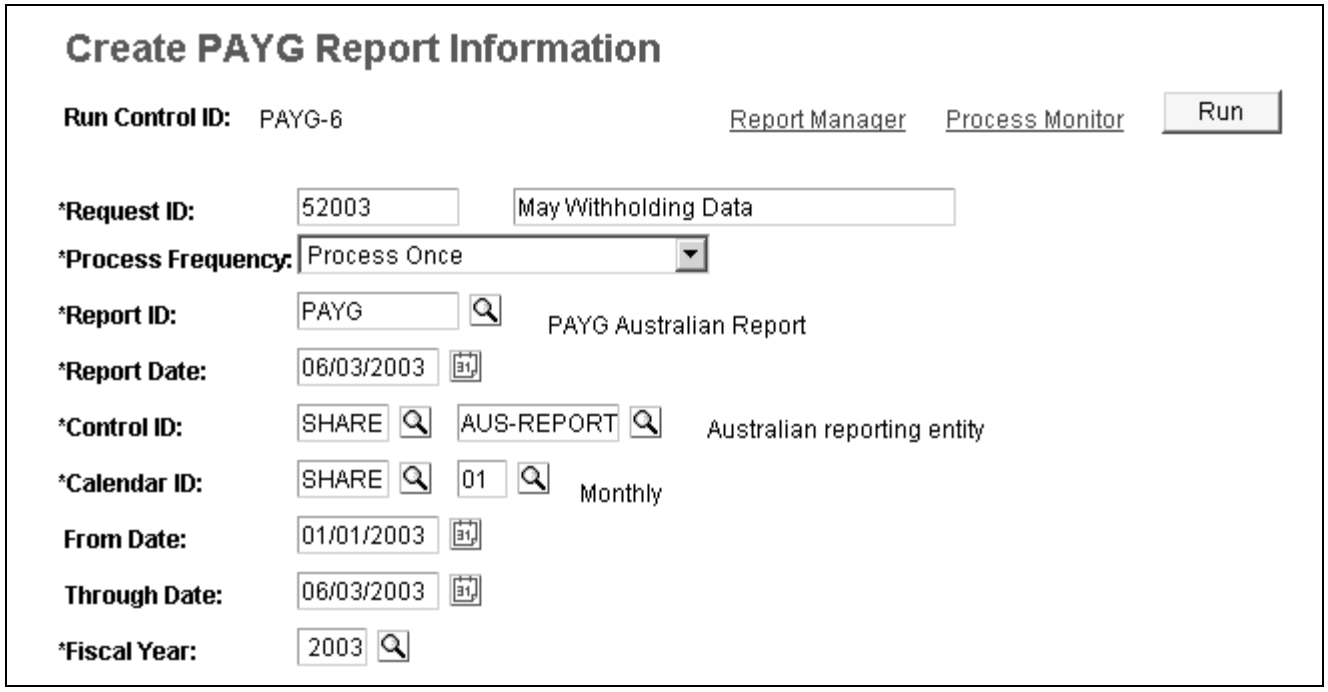
Withholding Entity Select the withholding entity or taxing authority for which you want the reports to be created.

Pages Used to Process ATO Withholding

Page Name	Object Name	Navigation	Usage
Create PAYG Report Information	WTHD_POST_BY_DATE	Vendors, 1099/Global Withholding, Global Withholding Reports, Create PAYG Report Information	Post withholding data to the Withholding Report table.
Withholding by Vendor	WTHD_RPT_RUN2	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor	Run the PAYG Voluntary Agreement, PAYG Labour Hire, and PAYG No ABN Quoted reports.
Withholding Summary	WTHD_RPT_RUN3	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary	Run the PAYG Payment Summary Statement and PAYG No ABN Quoted Summary Statement reports.
Withholding Report Log	WTHD_RPT_LOG_LC	Vendors, 1099/Global Withholding, Global Withholding Reports, Update PAYG Withholding Report	Adjust or enter payment summary data manually.

Posting Withholding Data to the Withholding Report Table

Access the Create PAYG Report Information page.



Create PAYG Report Information page

Control ID Select a business unit in the first field then select the control ID. These fields determine which business units and vendors to include.

Calendar ID In the first field select the setID of the calendar you want to use. In the second field select the ID of the calendar you want to use.

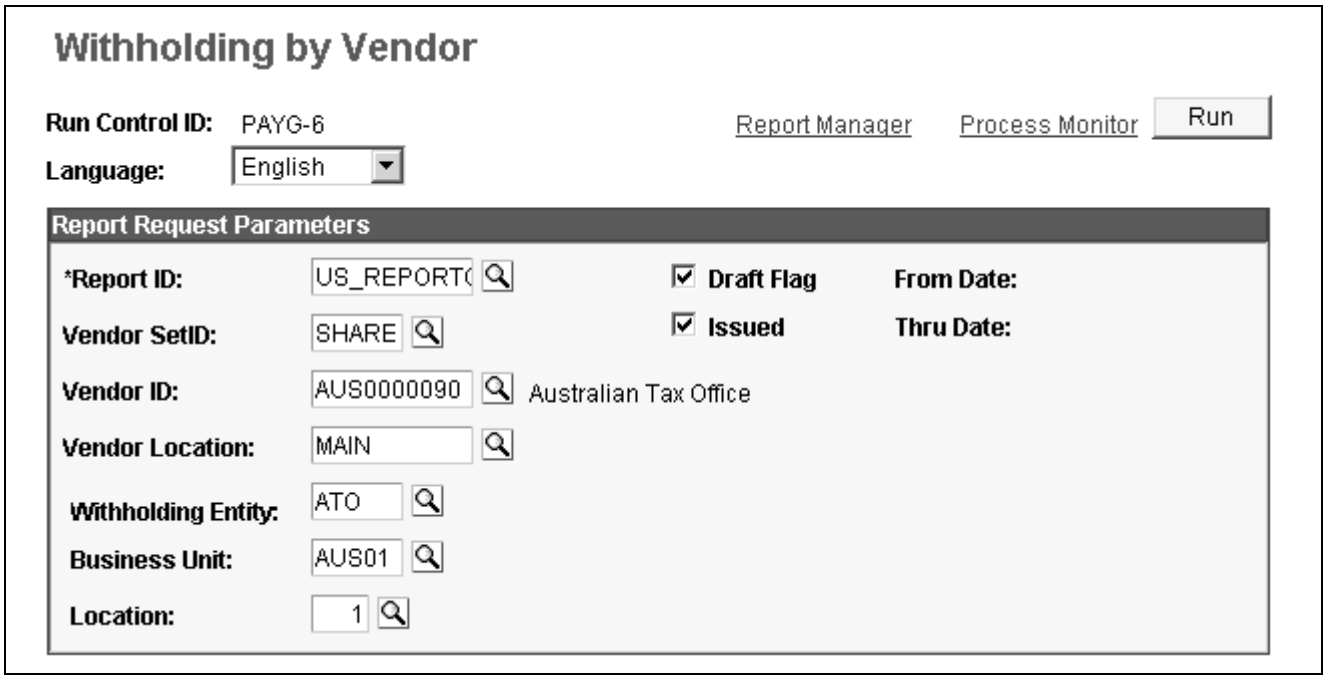
From Date Select the first date from which you want to generate data.

Through Date Select the last date from which you want to generate data.

Fiscal Year Select the fiscal year for which you want to generate data.

Running the PAYG Voluntary Agreement, Labour Hire, and No ABN Quoted reports

Access the Withholding by Vendor page.

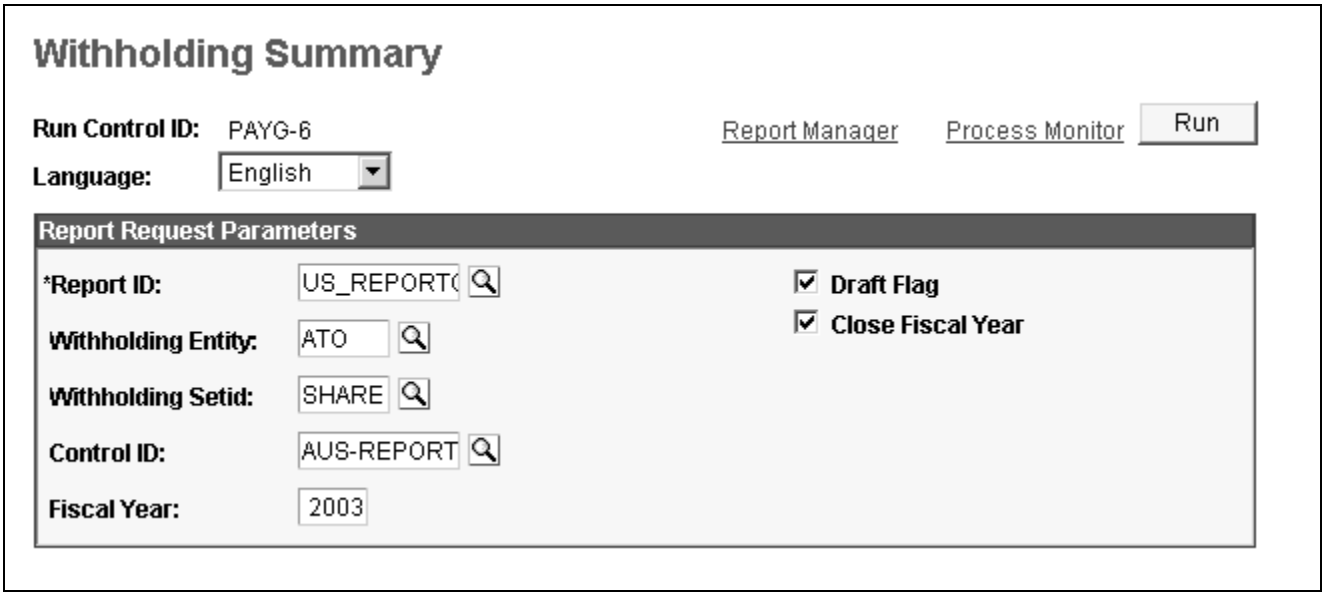


Withholding by Vendor page

Issued Selecting this check box flags the payment to be included in the Payment Summary Statement process. Clearing the Issued check box represents a duplicate print to be excluded from the process.

Running the PAYG Payment Summary Statement and No ABN Quoted Summary Statement Reports

Access the Withholding Summary page.



Withholding Summary page

Withholding SetID Select the setID associated with the withholding entity for which you want to run the summary reports

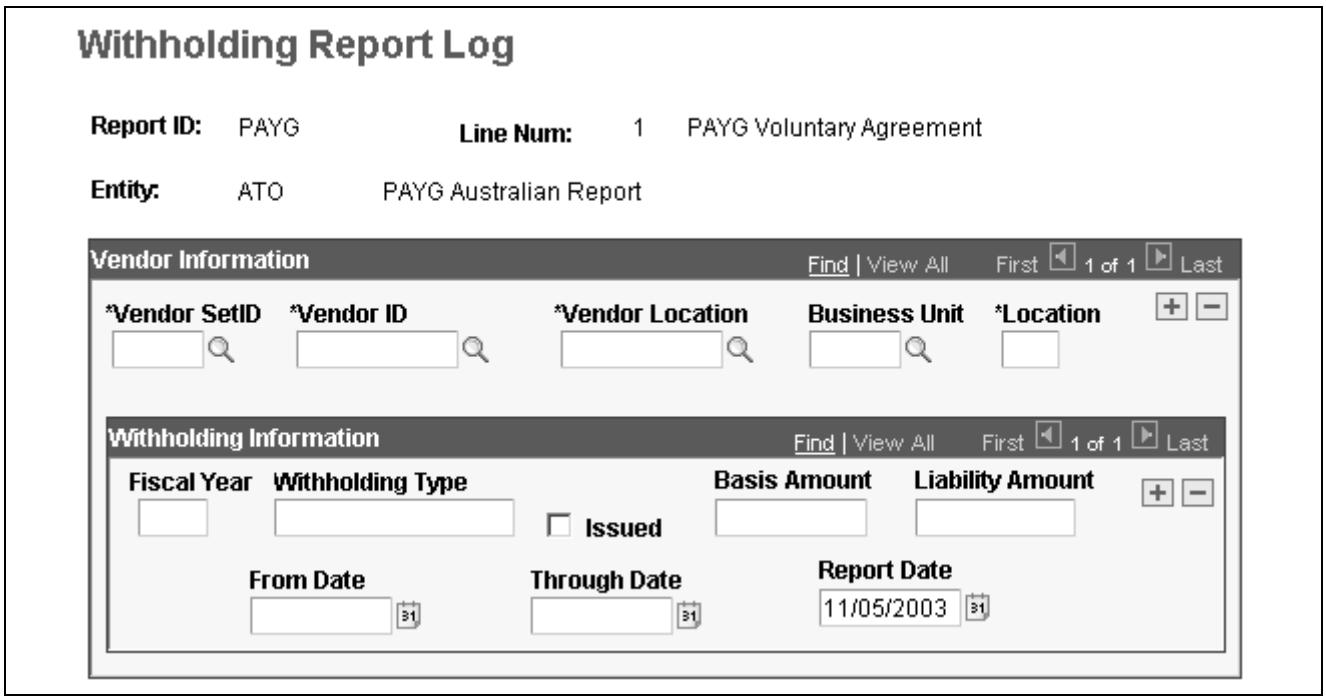
Control ID Select a the control ID. This field determines which business units and vendors to include.

Fiscal Year Enter the fiscal year that you want to display on the report.

Close Fiscal Year Select this check box to freeze the fiscal year so that no one can modify the data once you have reported it to the ATO.

Adjusting or Entering Payment Summary Data Manually

Access the Withholding Report Log page.



Withholding Report Log page

Fiscal Year Enter the fiscal year for which you are making entries or adjustments. The entry in this field determines whether it appears on the PAYG Payment Summary Statement for a given year. It is your responsibility to ensure that the fiscal year matches the from and through dates that you indicate and also the contents of your Payment Summaries. The system does not validate according to the Australian fiscal year calendar.

Withholding Type Enter the type of withholding for which you are making an entry or an adjustment. Make sure the withholding type is correct for the vendor type. It should be either VOLAG, LABHR, or NOABN in capital letters. The system expects all vendors to be of the same withholding type. The APY8044 process only selects the VOLAG and LABHR withholding types.

Issued Select this check box to indicate that you have issued a payment summaries to the vendor.

Basis Amount Enter the amount upon which the withholding was calculated. Make sure the amounts you enter on this page agree with the payment summaries you issued.

Liability Amount Enter the amount of the withholding liability.

CHAPTER 38

(IND) Processing Excise Duty, Sales Tax, and Customs Duty for India in PeopleSoft Payables

This chapter discusses how to:

- Create third-party vouchers with customs duty.
- Process PeopleSoft Payables vouchers with excise duties and sales tax.

Creating Third-Party Vouchers with Customs Duty

This section provides an overview of customs duty processing for India and third-party vouchers and discusses how to:

- Create the voucher.
- Copy from a purchase order.
- Add or modify the customs duty amount.
- View recoverable and nonrecoverable amounts.

Understanding Customs Duty Processing for India

Basic customs duty is calculated based on the assessable value of the item. Because the assessable value plus the calculated duty equal the base amount, the duty along with additional and special duty must be calculated in a specific order. The customs duty is calculated in the following order:

1. The customs authority holds and assesses the goods being imported.

   The duty payable must be paid to the customs authority before the goods are released.
2. The customs authority issues a bill of entry (BOE) assessing the duty payable.
3. Send the BOE to PeopleSoft Purchasing for processing.
4. Pass the BOE to accounts payable where the third-party voucher is used to enter and pay the customs authority.
5. Copy the purchase order (PO) into the third-party voucher to ensure that the items or distribution are reflected on the third-party voucher.
6. Override the amounts copied into the third-party voucher from the PO and enter new custom duty codes (the amounts as shown on the PO are generally different from what is actually payable to customs authorities) using the Invoice Line Custom Duty Tax Detail page.

When a new customs duty is added to the voucher line, the amount should roll up to the header. Also, at the time of creation of third-party voucher for payment to custom authorities, receiving is not complete; therefore, the third-party voucher cannot be created on the basis of receipts.

7. Pay the customs authority.
8. After the payment is made, the goods are released and a receiver is entered.

   Associate the receiver to the third-party voucher.
9. Run the Landed Cost Extraction process.

   The Landed Cost Extraction process captures any variances between the PO calculated amount and the amount entered on the third-party voucher and correctly cost the inventory.

Note. The customs duty assessable value should not be confused with the excise assessable value defined on the Item Tax Applicability page.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India".

Understanding Third-Party Vouchers

You must create vouchers for customs duty by copying from the PO. This ensures that the percentage of recoverable and nonrecoverable custom duty populates to VCHR_LN_EXS_DTL. If the actual amounts differ from those on the BOE, override them on the voucher. After you send payment to the government and create the receiver, reopen the voucher and associate the receiver. Otherwise, the Landed Cost process does not allocate the customs duty.

Note. Customs Duty charges are nonprorated.

To create third-party vouchers for customs duty:

1. Create a third-party voucher by selecting *Third Party Voucher* in the Voucher Style field in the Voucher component (VCHR_EXPRESS).
2. Click the Copy PO button link in the Copy from a Source Document group box on the Invoice Information page to copy from the PO to create the third-party voucher.

   This copies the customs duty charges from the PO. The duty amounts appear by default on the Invoice Line Custom Duty Detail page. If you change amounts in the Tax Amount field and tab out, the system recalculates the amounts in the custom duty Recovery Amount and custom duty Non-Recovery Amount fields.

   Note. Amount fields are not populated from the PO if the transaction currency of the PO is different than the third-party voucher currency.

   For example, if the PO transaction currency is USD (for import purchase orders vendor is normally outside of India) and the third-party voucher transaction currency is INR (for the Indian customs authority), the PO copy function will not populate required fields. In order to copy required fields from the PO, change the transaction currency of the third-party voucher to be in sync with the transaction currency of the PO (USD). After changing the transaction currency on the voucher header, copy from the PO to create the third-party voucher. Specify the correct payment currency at the time of payment (INR).

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3. Issue the payment and send it along with the BOE to the appropriate government agency.
4. When the government receives your payment and releases your goods, create the receiver and manually associate the receiver to the third-party voucher.

   Manually associating the receiver enables the Landed Cost process to properly allocate the nonmerchandise costs.

Note. The Associate Receiver(s) link on the third-party voucher is only available to custom duty vouchers. This link is not available until the PO copy function is performed. You can then associate receivers to the third-party voucher. The Associate Receiver(s) link is available if the third-party voucher is not posted or posted.

See Also

Chapter 9, "Entering and Processing Vouchers Online: General Voucher Entry Information," page 167

Pages Used to Create Third-Party Vouchers

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
Invoice Line Custom Duty Tax Detail	VCHR_LINE_CSD	Click the Custom Duty link in the Invoice Lines group box on the Invoice Information page. This link appears if customs duty applicability is defined in the setup hierarchy.	Review and modify the customs duty charges for the voucher at a more detailed level.
Voucher Custom Duty Summary	VCHR_CSD_SEC	Click the Custom Duty Summary  icon on the Invoice Information page This link appears if customs duty applicability is defined in the setup hierarchy.	Displays the custom duty amounts.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Tax Calculation Code Default Hierarchy

Creating the Voucher

Access the Invoice Information page.

Custom Duty Displays the custom duty amount for the voucher.

Copy from a Source Document

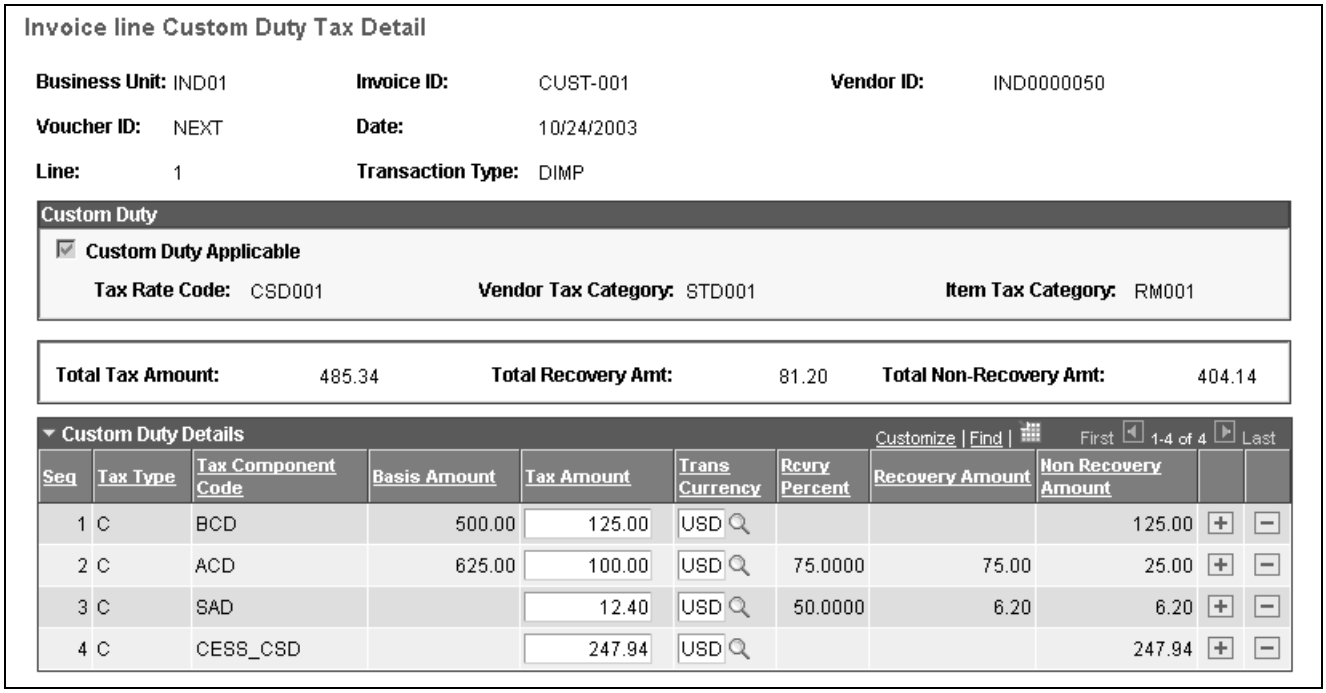
PO Unit Select the PO business unit.

Purchase Order Select the appropriate PO.

Copy PO Click this button to copy the document to voucher and transfer back to the Invoice Information page.

Adding or Modifying the Customs Duty Amount

Access the Invoice Line Custom Duty Tax Detail page.



Invoice line Custom Duty Tax Detail

Business Unit: IND01 Invoice ID: CUST-001 Vendor ID: IND0000050

Voucher ID: NEXT Date: 10/24/2003

Line: 1 Transaction Type: DIMP

Custom Duty

Custom Duty Applicable

Tax Rate Code: CSD001 Vendor Tax Category: STD001 Item Tax Category: RM001

Total Tax Amount: 485.34 Total Recovery Amt: 81.20 Total Non-Recovery Amt: 404.14

Custom Duty Details — Customize | Find | First 1-4 of 4 Last

Seq	Tax Type	Tax Component Code	Basis Amount	Tax Amount	Trans Currency	Rcvry Percent	Recovery Amount	Non Recovery Amount
1	C	BCD	500.00	125.00	USD			125.00
2	C	ACD	625.00	100.00	USD	75.0000	75.00	25.00
3	C	SAD		12.40	USD	50.0000	6.20	6.20
4	C	CESS_CSD		247.94	USD			247.94

Invoice Line Custom Duty Tax Detail page

Custom Duty Applicable This is selected if the vendor is defined as custom duty applicable in the Vendor Location Tax Applicability page.

Custom Duty Details

Tax Type Displays *C* for customs duty tax type.

Tax Component Code Displays the customs duty tax elements. The total of these elements would be the amount remitted to the customs authorities. Values are:

BCD (basic customs duty)

ACD (additional customs duty)

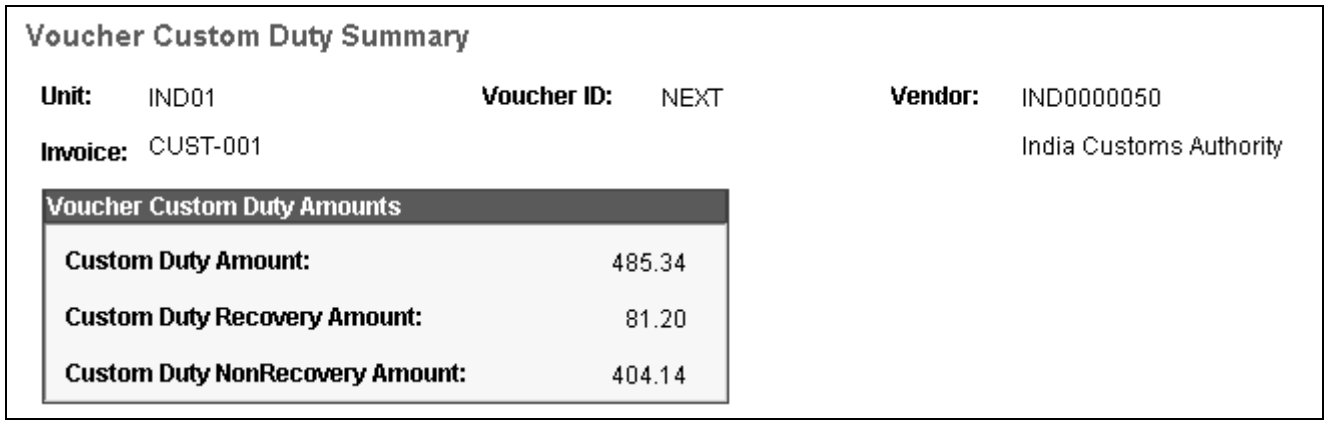
SAD (special customs duty)

Note. Additional customs duty tax elements include ADD (anti dumping duty), SGD (safeguard duty), and CVD (countervailing duty).

Basis Amount	Enter the assessed value of the item if different from what was copied from the PO. The BCD is calculated based on the assessed value of the item. The other elements are compounded, meaning that the assessed value plus the duty amount calculation form the basis for the other amounts. Because assessed value plus the calculated duty are the basis amount, ACD and SAD must be calculated in that order, respectively.
Tax Amount	Basis amount multiplied by the tax rate percentage.
Rcvry Percent (recovery percent)	Displays the recoverable tax percentage defined on the Tax Calculation Code page.
Recovery Amount	Displays the amount which can be reclaimed. Tax amount multiplied by the recovery percentage.
Non Recovery Amount	Displays the amount which cannot be reclaimed and is generally included in the total cost of the item. The difference between the tax amount and the recovery amount.

Viewing Recoverable and Nonrecoverable Amounts

Access the Voucher Custom Duty Summary page.



Voucher Custom Duty Summary page

You can view the customs duty recovery and nonrecovery amounts at the voucher level.

Processing PeopleSoft Payables with Excise Duties and Sales Tax

This section discusses the PeopleSoft Payables functionality specific to India excise duty and sales tax processing, which includes minor changes to data entry and to processing. The following sections describe voucher processing with excise duties and sales taxes and discuss how to:

- Create vouchers with excise duty and sales tax.
- Enter voucher excise duty and sales tax details.
- Copy PO and receiver information into vouchers.

• Post vouchers.

Pages Used to Process PeopleSoft Payables with Excise Duties and Sales Tax

Page Name	Object Name	Navigation	Usage
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry, Invoice Information	Enter or view invoice information, including invoice header information, nonmerchandise charges, excise duties and sales tax, and voucher line and distribution information. Run the Copy PO process by clicking the Copy PO button.
Invoice Line Excise Duty/Sales Tax Detail	VCHR_LINE_EXS	Click the Excise/Sales Tax link on the Invoice Information page. This link appears if sales tax and excise duty applicability is defined in the setup hierarchy.	Enter or override sales tax information.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Tax Calculation Code Default Hierarchy

Creating Vouchers with Excise Duty and Sales Tax

Access the Invoice Information page.

You can create vouchers with excise duty and sales tax by using the following voucher styles: regular voucher, reversal voucher, register voucher, or adjustments . When you create vouchers, either online using the Voucher component or in batch using the Voucher Build process, do not enter the gross amount in the header. Rather, enter only the individual voucher line information. At save time, the system calculates excise and sales taxes and the gross amount.

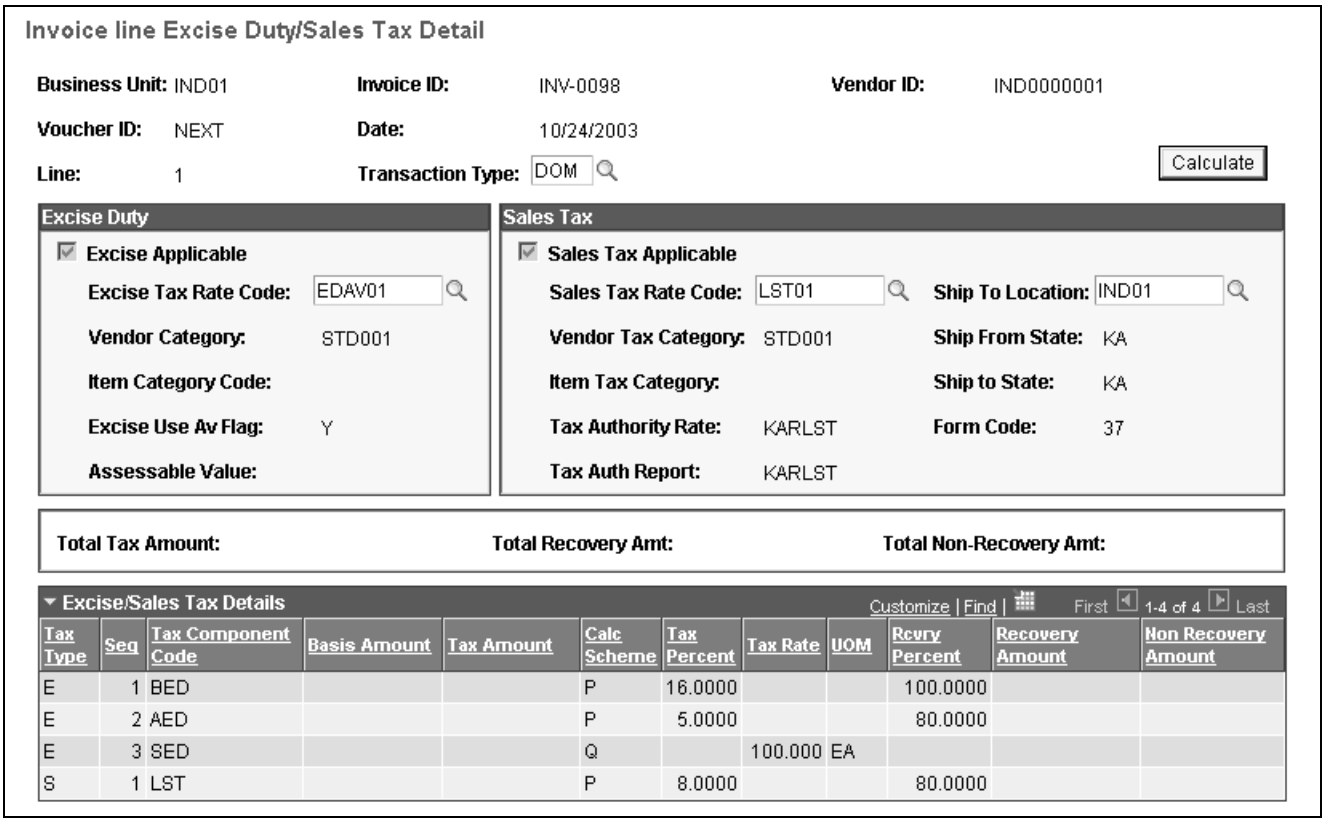
Note. When you create vouchers online using the Voucher component the system generates an error message if it calculates a gross amount value that is different from the one that you have entered manually. Change the gross amount to the system-calculated value or modify the tax parameters.

When you create vouchers using the Voucher Build process the system will overwrite the header gross amount entered by the user with the amount calculated by the AP India Tax Calculation Application Engine process (APVEDTPREX).

Excise/Use Tax Click this link to access the Voucher Line Excise Duty/Sales Tax Detail page. This link appears when you create an excise or sales tax applicable voucher.

Entering Voucher Excise and Sales Tax Details

Access the Invoice Line Excise Duty/Sales Tax Detail page.



Invoice Line Excise Duty/Sales Tax Detail page

You can enter or override sales tax information for the following fields:

- Transaction Type
- Excise Tax Rate Code
- Sales Tax Rate Code
- Ship To Location

Click Calculate to recalculate and display new tax amounts.

Excise and sales tax calculations are performed by the global common routine that is called during voucher online creation and the Voucher Build process. The excise and sales tax calculations are based on the defaults defined if no changes are made to this page.

Copying PO/Receiver Information into Vouchers

You can copy PO or receiver information in two ways. You can copy:

- An entire PO or receiver.
- Individual lines from one or more POs or receivers from the worksheet.

Because tax rate structures are subject to change, PeopleSoft Payables copies only static information such as tax transaction type and tax category. The Tax Determination process determines the tax rate and codes at the time of voucher save. To determine and calculate tax, PeopleSoft Payables copies:

- Tax transaction type.
- Item tax category for excise duty and sales tax.
- Vendor tax category for excise duty and sales tax.

Note. Detail tax codes from EXS_PO_SHIP_TAX are not copied from PeopleSoft Purchasing. They are determined in PeopleSoft Payables.

See Also

Chapter 11, “Processing Batch Vouchers,” Quick Invoices, page 259

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” page 167

Posting Vouchers

Sometimes, you can recover a portion of sales tax. At voucher post, the system creates accounting entries to track and accrue sales tax, both recoverable and nonrecoverable, and excise tax.

This table lists the accounting entries that the system creates during voucher posting for sales tax and excise tax:

Distributed Account Type	Account	Other ChartFields	Debit	Credit
APA	APLIAB			134.00
DST	EXPENSE	CF10	110.00	
CNCA	CENVAT1	CF1	15.00	
STSO	SETOFF1	CF1	5.00	
STSO	SETOFF2	CF2	4.00	

This table lists the accounting entries that the system creates during voucher posting for customs duty tax:

Distributed Account Type	Account	Other ChartFields	Debit	Credit
APA	APLIAB			3287.13
DST	EXPENSE	CF10	418.71	
CNCI	CUSTOM	CF1	2868.42	

CHAPTER 39

(IND) Setting Up and Processing Tax Deducted at Source for India

This chapter provides an overview for setting up and processing tax deducted at source (TDS) transactions, and discusses how to:

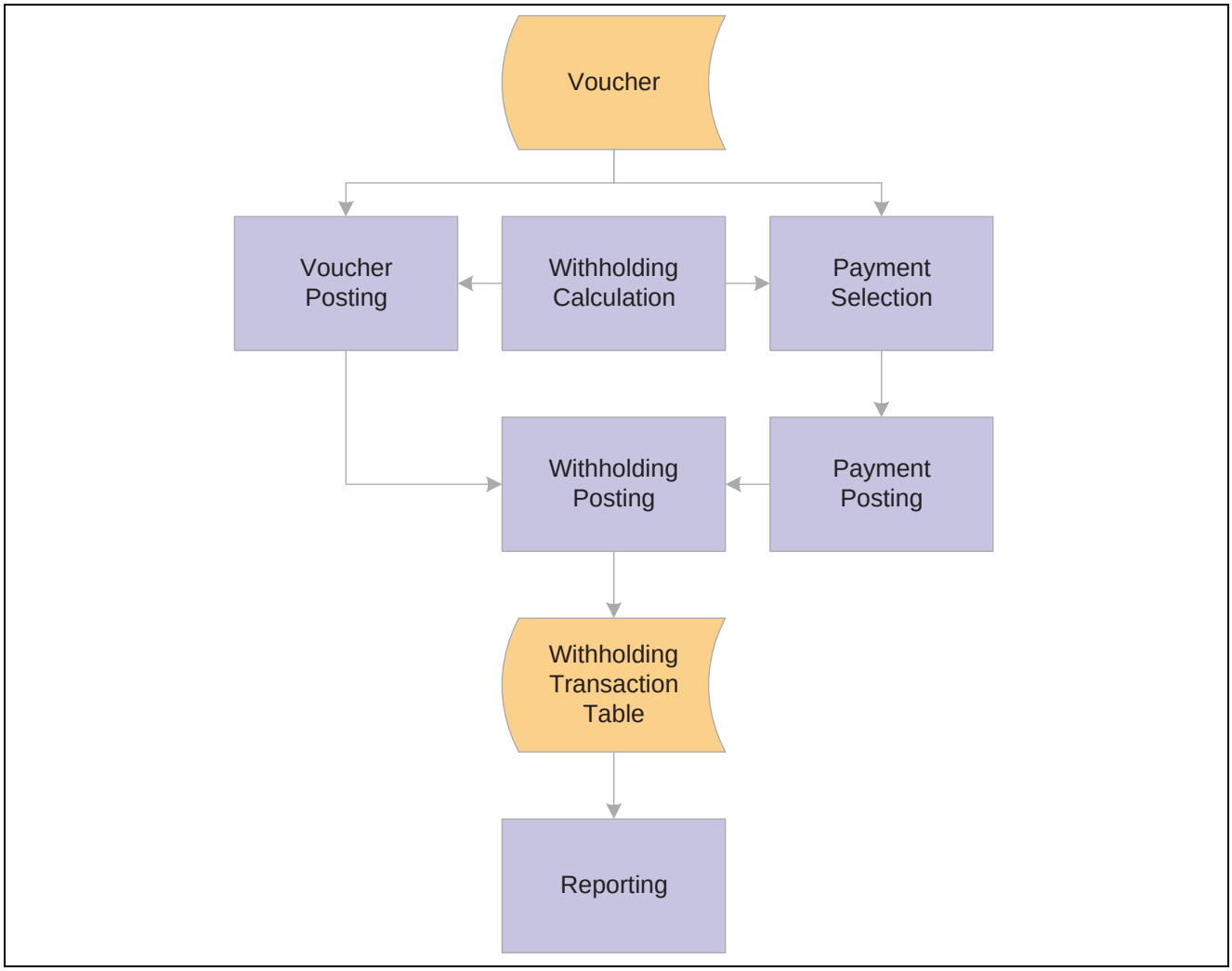
- Set up TDS organizational details.
- Set up TDS processing.
- Process TDS transactions.
- Report TDS transactions.

Understanding Tax Deducted at Source

TDS is a form of withholding with complex rules and regulations. Different rules apply to different types of payments. TDS requires that you calculate withholding when you book the liability (meaning, when you post the voucher) or when you make the payment, whichever is earlier. Some types of withholding are calculated only after you reach or exceed a set minimum basis amount. When the minimum basis amount is exceeded, the system calculates withholding for prior amounts and future transactions. TDS also has a surcharge in addition to the calculated withholding.

PeopleSoft Payables provides a withholding architecture that enables you to meet the withholding requirements for India. You can easily calculate surcharge and tax amounts and report accurate TDS information when required. PeopleSoft Payables has modified several pages to enable TDS processing.

This diagram illustrates the process flow of TDS in PeopleSoft Payables:



TDS process flow

Note. The voucher must be paid and the payment posted prior to the withholding posting.

Setting Up TDS Organizational Details

To set up your TDS organizational details, use the following components:

- Organization Details (ORG_RGSTN_DTL).
- Tax Location (ORG_TAX_LOC).
- Certificate Numbering (WTHD_CRTFICATE_NUM).

This section discusses how to:

- Define income tax registration details.
- Define tax location details.
- Set up automatic TDS certificate numbering.

Note. Setting up TDS organizational details is similar to setting up your organizational structure for excise duty, sales tax, and customs duty for India.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India"

Pages Used to Set Up TDS Organizational Details

Page Name	Object Name	Navigation	Usage
Organization Details	ORG_RGSTN_DTL	Set Up Financials/Supply Chain, Common Definitions, Excise and Sales Tax IND, Organization Details	Specify a permanent account number (PAN), PAN ward, and PAN circle for TDS processing.
Tax Location - Tax Location Definition	ORG_TAX_LOC	Set Up Financials/Supply Chain, Common Definitions, Excise and Sales Tax IND, Tax Location, Tax Location Definition	Specify a TAN number, TAN ward, and TAN circle for TDS processing.
Certificate Numbering	WTHD_CRTFICATE_NUM	Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificate Numbering	Define the certificate numbering for each PeopleSoft Payables business unit and withholding entity.

Defining Income Tax Registration Details

Access the Organization Details page.

PAN Number (permanent account number) — Enter the number assigned by the income tax authority to identify your organization's tax returns. This number must be a 20–digit alphanumeric value.

PAN Ward and **PAN Circle** — Enter the location of the income tax offices to which your organization submits its taxes. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Defining Organization Details

Defining Tax Location Details

Access the Tax Location - Tax Location Definition page.

TAN Number — Enter the code assigned to you by the tax authorities that represents the location of the income tax office where your taxes are paid

TAN-Ward and **TAN-Circle** Enter the ward and circle associated with your TAN. Tax authorities assign these values. Wards and circles can change at the discretion of the income tax authority.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, "(IND) Setting Up Excise Duty, Sales Tax, and Customs Duty for India," Defining Tax Locations

Setting Up Automatic TDS Certificate Numbering

Access the Certificate Numbering page.

Pre Fix 1 Specify, for example, a company name or a PeopleSoft Payables business unit short name.

Pre Fix 2 Specify, for example, the financial year.

Start From Number Specify a number from which the system begins assigning a ten-digit serial number for each PeopleSoft Payables business unit.

Note. Statutory returns must be filed separately for each TAN number.

Setting Up TDS Processing

To set up your TDS processing, use the following components:

- Withhold Rule (WTHD_RULE).
- Withhold Type (WTHD_TYPE).
- Withhold Jurisdiction (WTHD_JURISDICTION).
- Vendor Categories (WTHD_VNDR_CAT).
- Withholding Entity (WTHD_ENTITY).

This section discusses how to:

- Define TDS surcharges.
- Define types and classes.
- Define jurisdiction.
- Define vendor categories.
- Define TDS withholding entities.
- Define PAN and ward numbers.
- Define PAN and ward numbers for vendors.

Note. Setting up TDS processing is similar to setting up your global withholding environment.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

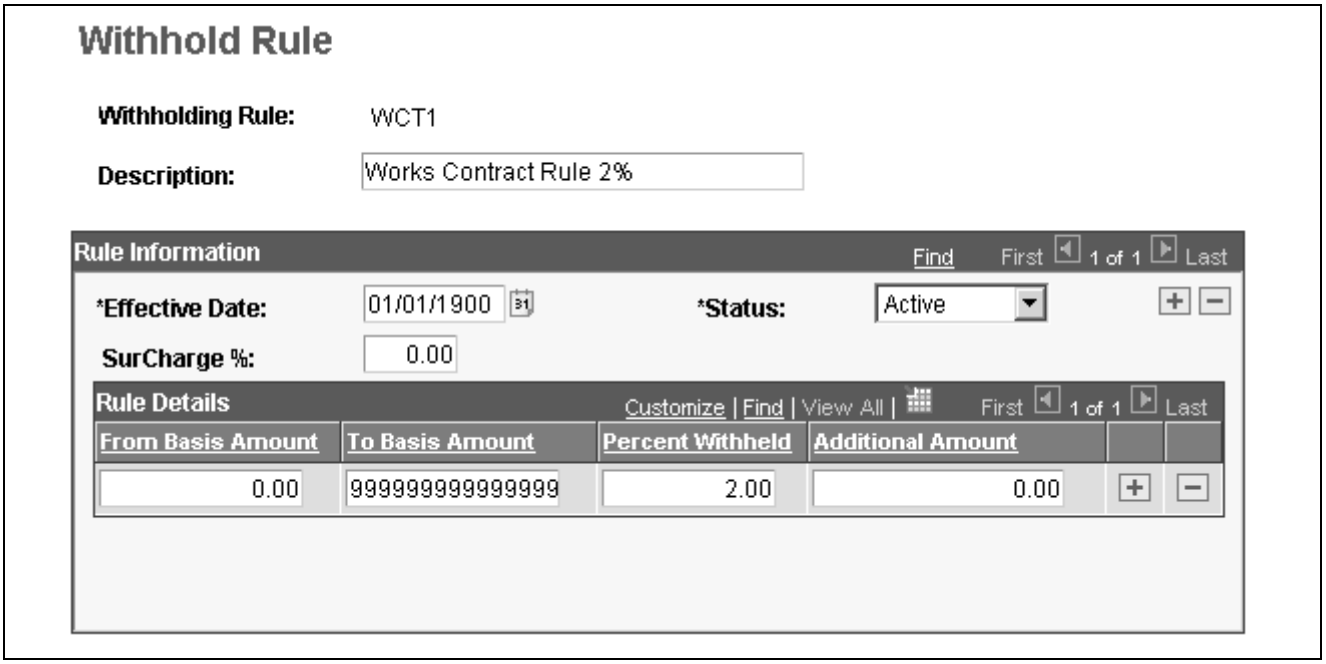
Pages Used to Set Up TDS Processing

Page Name	Object Name	Navigation	Usage
Withhold Rule	WTHD_RULE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules, Withhold Rule	Establish the rules that determine the actions to be taken during withholding. For example, you can create rules to define the amount of withholding and to determine different percentages based on the size of the transaction amount.
Withhold Type	WTHD_TYPE	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types and Classes, Withhold Type	Specify a class and description for various withholding types. Select Contract Reference if the withhold class requires a contract reference on the voucher.
Withhold Jurisdiction	WTHD_JURISDICTION	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Jurisdictions, Withhold Jurisdiction	Define withholding jurisdictions for the withholding type.
Vendor Categories	WTHD_VNDR_CAT	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Vendor Categories	Define the relationship that exists between the withholding entity and your vendor. As jurisdiction and classification do, this relationship affects your withholding percentages.
Withholding Entity	WTHD_ENTITY	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities	Define your withholding entities (tax authorities). The withholding entity component ties the withholding information together.
Withholding Entity - Entity Fields -Vendor	WTHD_ENTITY_FIELDS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities - Entity Fields-Vendor	Indicate which information the tax authority (entity) needs for your vendors.

Page Name	Object Name	Navigation	Usage
Withholding Entity - Entity Fields - Business Unit	BU_WTHD_ENT_FLDS	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities - Entity Fields-Business Unit	Indicate which information the tax authority (entity) needs for your business unit.
Withholding Entity - Chartfields	WTHD_ CF	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Withholding Entities - Chartfields	Define the accounting entries to record the TDS amounts.
Vendor Information - Location	VNDR_LOC	Vendors, Vendor Information, Add/Update, Vendor, Location	Enter one or more locations for the vendor. Vendor location is a default set of rules, or attributes, which define how you conduct business with a particular vendor.
Withholding Vendor Information	VNDR_GBL_OPT_SEC	Click the Global Withholding link on the Vendor Information - Location page.	Define withholding information and reporting information for the vendor location.
Invoice Information	VCHR_EXPRESS1	Accounts Payable, Vouchers, Add/Update, Regular Entry	Enter or view invoice information, including invoice header information, nonmerchandise charges, and voucher line and distribution information.
Withholding Information	VCHR_WTHD_EXP	Click the Withholding link on the Invoice Information page.	Override the withholding for the individual voucher lines, and specify a contract reference number if applicable.

Defining TDS Surcharges

Access the Withhold Rule page.



Withhold Rule page

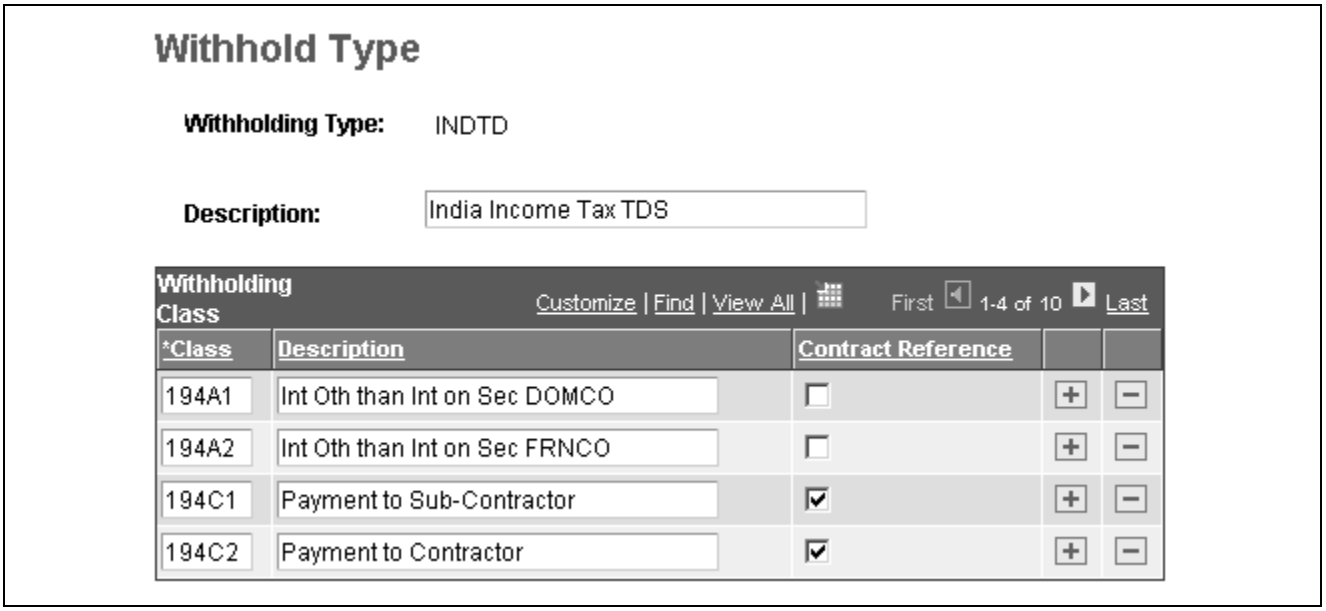
SurCharge % (surcharge percent) Enter a surcharge that is to be calculated on top of the tax amount, if required.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” Defining Withholding Rules, page 881

Defining Types and Classes

Access the Withhold Type page.



Withhold Type page

Contract Reference Select whether the withhold class requires a contract reference on the voucher.

Note. The Contract Reference field is mandatory on the Voucher Withholding Information page, if you select Contract Reference.

Defining Jurisdiction

Access the Withhold Jurisdiction page.

Jurisdictions introduce an additional level of classification between the withholding type and withholding class. Jurisdiction also enables you to define different withholding percentages based on where the vendor is located, as well as on the classification (or activity) of a given transaction.

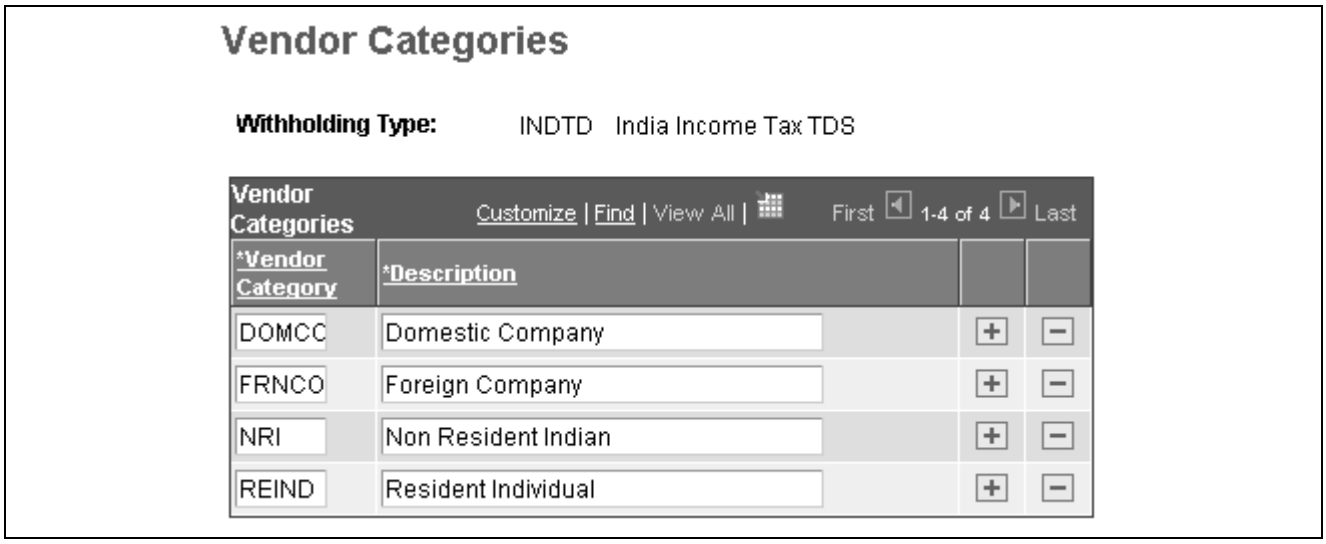
Withholding Jurisdiction Specify any jurisdictions that belong to this withholding type.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Jurisdictions, page 883

Defining Vendor Categories

Access the Vendor Categories page.



Vendor Categories page

Vendor Category Enter any category that belongs to this withholding type.

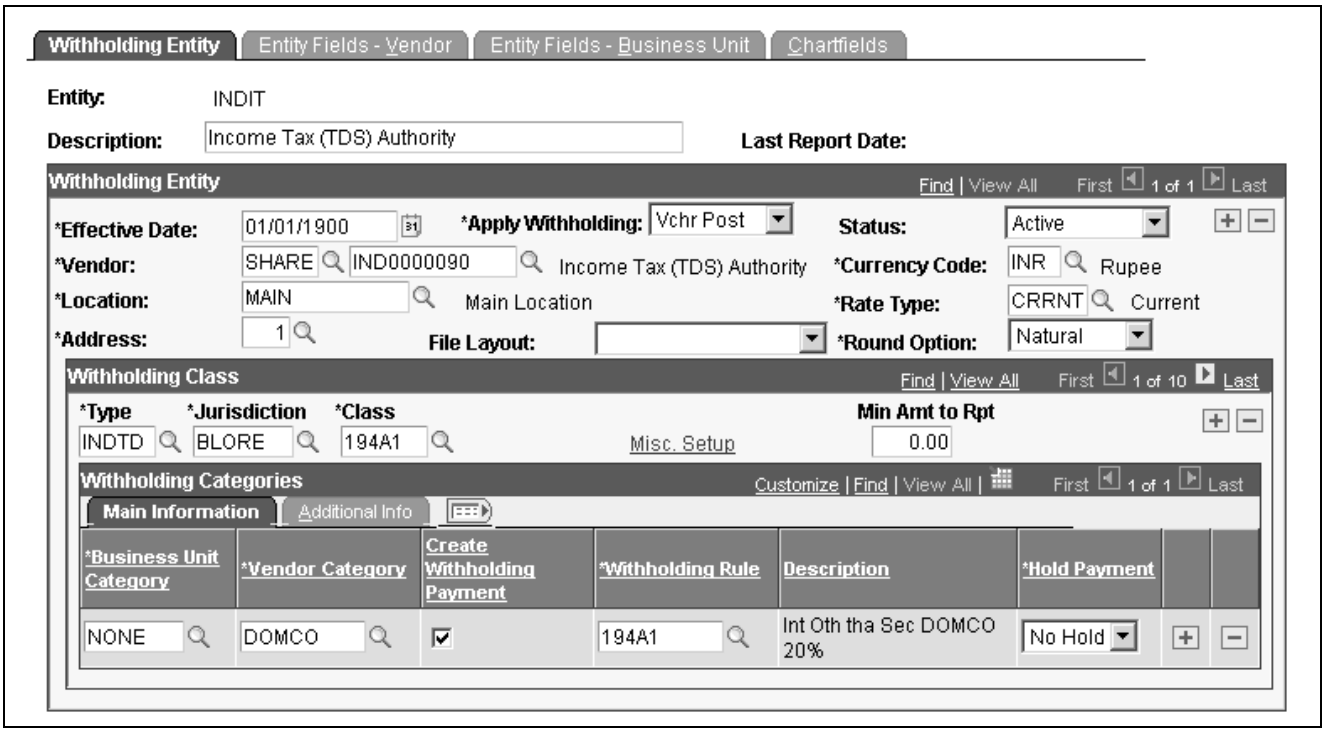
See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Vendor Categories, page 884

Defining TDS Withholding Entities

Access the Withholding Entity page.

Define the withholding entity on three pages. Enter the vendor information for the entity, define the file layout, currency code and rate, and applicable withholding rules and types. You can also use the Withholding Entities page to determine whether to create a separate withholding payment, to set up accounting ChartField parameters and basis for withholding, as well as to tie business unit and vendor categories.



Withholding Entity page

Withholding Entity

Apply Withholding Select either *Payment* or *Vchr Post* (voucher post) to determine when withholding occurs. The default value is *Payment.*

Main Information Tab

Select the Main Information tab.

Create Withholding Payment Select if you want to create separate payments for the withholding.

Otherwise, withholding is not calculated, although basis amounts are reported.

Note. Creating a zero percent withholding rule accomplishes the same result.

Withholding Rule Select the withholding rule to which these categories apply.

Hold Payment Select to hold these payments. The available options are:

Hold All: Hold both the payment and the withholding amount.

Wthd Only: Hold the withholding amount only.

No Hold: Do not hold the payment or withholding amount.

You can override the option you select here at the vendor level on the Withholding Vendor Information page.

Note. If you wish to hold the vendor's payment, you can set the rule at zero percent and set the hold option to *Hold All.*

Additional Information Tab

Select the Additional Information tab.

Min Basis (minimum basis) and **Min Withhold** (minimum withhold)

These fields are not used for TDS processing. Leave these fields blank.

Note. The actual threshold amount is checked against the withholding rule.

Payment Terms ID

Enter a term to indicate when the withholding portion of the voucher will be paid to the withholding entity.

Cumulative

Select to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specified on the withholding rules. Once it reaches that amount, the system calculates withholding on previous vouchers and on future vouchers as they are entered.

Note. When the cumulative flag is not selected, the system calculates withholding on vouchers once the threshold limit is crossed but does not include previous vouchers.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Withholding Entities, page 884

Defining the PAN and Ward Numbers

Access the Withholding Entity - Entity Fields - Vendor page.

The Income Tax Department provides the permanent account number, which identifies you to the Income Tax Office.

PAN No. (permanent account number) and **PAN Ward**

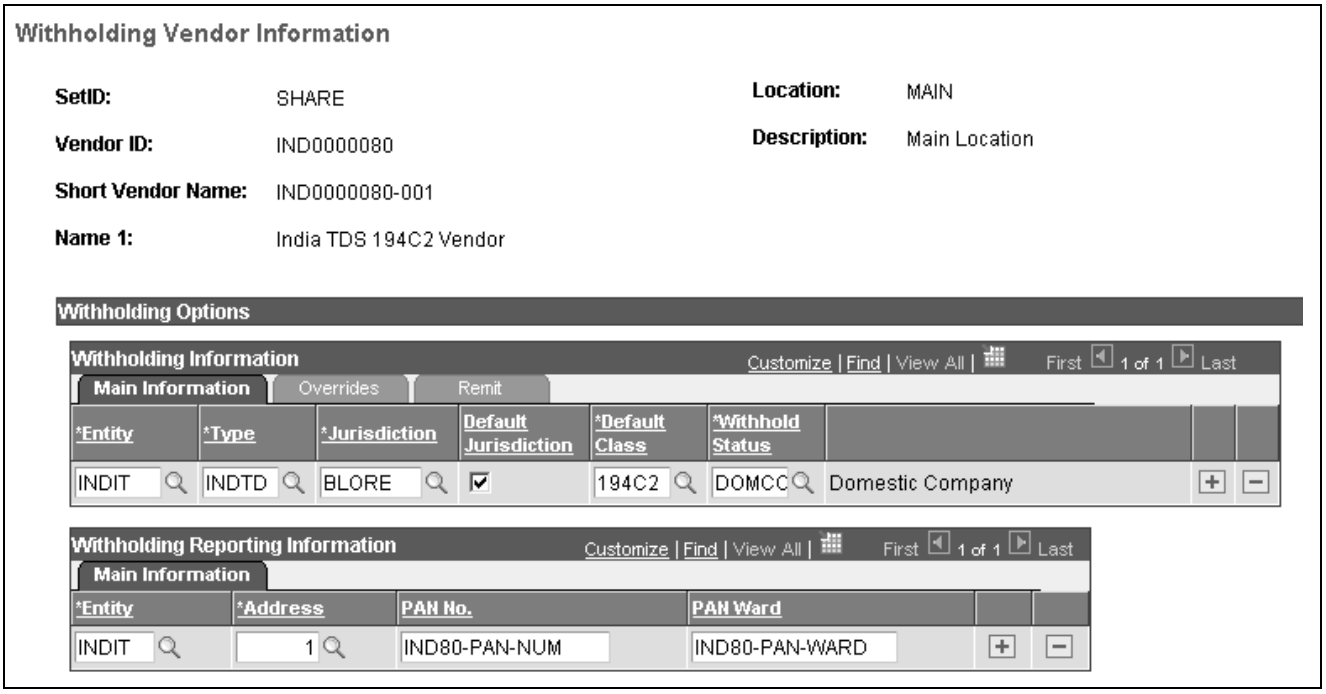
Select Required to make it mandatory that users enter the permanent account number and the permanent account number ward when they enter withholding information and to make the fields available on the Withholding Vendor Information page.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Defining Vendor Information for the Entity, page 889

Defining the PAN and Ward Numbers for Vendors

Access the Withholding Vendor Information page.



Withholding Vendor Information page

Note. Column order for grids may vary by implementation. All columns may not be visible.

PAN No. Enter a permanent account number for this vendor.

PAN Ward Enter a permanent account number ward.

See Also

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Maintaining Vendor Information," Defining Withholding Options

Processing TDS Transactions

This section discusses how to:

- Review and enter withholding information for vouchers.
- Post vouchers.
- Process payments.
- Post payments.
- Calculate withholding.

Note. Processing TDS transactions is similar to processing withholding transactions. We've documented the additional steps required for TDS processing in this section.

See Also

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Pages Used to Process TDS Transactions

Page Name	Object Name	Navigation	Usage
Withholding Information	VCHR_WTHD_EXP	Click the Withholding link on the Invoice Information page.	Override the withholding for the individual voucher lines, and specify a contract reference number, if applicable.
Voucher Posting Request	PST_VCHR_RQST	Accounts Payable, Batch Processes, Vouchers, Voucher Posting, Voucher Posting Request	Initiate voucher posting (AP_PSTVCHR).

Reviewing and Entering Withholding Information for Vouchers

Access the Withholding Information page.

Specify a contract reference number, if applicable. Override withholding information for the individual voucher lines.

Note. The functionality for regular and prepaid vouchers for TDS processing is similar to processing general withholding transactions. While applying the prepayment against a voucher, the computation of TDS is the difference between the voucher TDS amount less the prepayment TDS amount.

During final voucher processing, PeopleSoft Payables verifies that both the type of payment (type and class) under the voucher and prepayment are the same.

See Also

Chapter 9, “Entering and Processing Vouchers Online: General Voucher Entry Information,” Entering Invoice Information for Online Vouchers, page 175

Chapter 35, “Processing Withholding in PeopleSoft Payables,” page 873

Posting Vouchers

Access the Voucher Posting Request page.

The Voucher Posting Application Engine process (AP_PSTVCHR) performs the withholding calculations. The Voucher Posting process calls the Withhold Calculation Application Engine process (AP_WTHDCALC) to determine whether withholding vouchers exist.

Note. After you pay a voucher, you cannot unpost it.

See Also

Chapter 17, “Running Voucher and Payment Posting,” Running the Voucher Posting Application Engine Process (AP_PSTVCHR), page 490

Processing Payments

Payment processing for TDS involves the following modifications:

Payment Selection and Creation

You must first post vouchers so withholding can be calculated; otherwise, the system excludes them from the pay cycle.

Withholding Calculation

A surcharge field computes the surcharge based on the tax amount calculated based on the withholding rule that you defined during TDS setup.

See Also

Chapter 15, “Processing Pay Cycles,” Running and Managing Pay Cycles, page 393

Posting Payments

Accounting Entries are created during payment posting.

Vendor Payment

This table lists the accounting entries that are to be created for a vendor payment:

Account	Debit	Credit
AP Liability	8980	
Bank		8980

TDS Payment

This table lists the accounting entries that are to be created for a TDS payment:

Account	Debit	Credit
Withholding Liability	1020	
Bank		1020

See Also

Chapter 17, “Running Voucher and Payment Posting,” Running the Payment Posting Application Engine Process (AP_PSTPYMNT) , page 492

Calculating Withholding

The Withhold Calculation process monitors the withholding basis amount. Select the Cumulative option on the Withholding Entity page to indicate that the system should monitor voucher totals until it reaches the threshold amount that you specify.

Cumulative Option Selected

When a vendor's vouchers sum exceeds the threshold amount for a contract or for a period, the system calculates withholding for that vendor based on the total accumulated amount including the vouchers entered previously. After that vendor reaches the threshold amount, the system calculates withholding on every subsequent voucher based on the gross payment amount or transaction amount.

For example, the threshold amount is 10,000 INR for a given withholding rule and the cumulative checkbox is selected. You create 3 vouchers: V1 for 8000 INR, V2 for 7000 INR, and V3 for 5000 INR for withholding period 1. When V1 is voucher posted, no withholding will be calculated since the voucher total amount has not reached the threshold of 10,000 INR for period 1. When V2 is posted, the withholding will be calculated based on 15,000 (8000 INR from V1 + 7000 INR from V2) since the voucher total has exceeded the threshold. When V3 is posted, the withholding will be calculated for the voucher amount (5000 INR).

Cumulative Option Not Selected

However, if you do not select the Cumulative option, the system bases the withholding calculation on the withholding basis amount and the period withholding tier rule defined in the system.

Scheduled Pay Date

The system determines the scheduled pay date based on the accounting date if withholding is called at the time of voucher posting . The system stores withholding basis and withholding amounts to monitor the total amounts.

Note. The PeopleSoft Payables calculation module calculates withholdings at voucher posting or at payment processing, depending on the withholding calculation setting on the withholding entity and the voucher. Calculation for TDS transactions are performed at voucher posting. For those withholding transactions calculated at payment posting, the system determines the scheduled pay date based on the payment date.

See Also

Chapter 35, "Processing Withholding in PeopleSoft Payables," Reviewing Withholding Calculations, page 895

Reporting TDS Transactions

This section lists the pages used to report on TDS transactions.

Pages Used to Report TDS Transactions

Page Name	Object Name	Navigation	Usage
Withhold Report Post	WTHD_RPT_POST	Vendors, 1099/Global Withholding , Global Withholding Reports, Create Reporting Information, Withhold Report Post	Run the Withholding Reporting Application Engine process (AP_WTHDRPT) to populate the Withholding Report table with data from the Withholding Transaction table based on your report setup. Select the Withhold Certificate check box to generate the necessary information for TDS certificates
TDS Reports	RUN_APY8070	Vendors, 1099/Global Withholding , Global Withholding Reports, TDS Reports	The TDS Register (APY8070) contains information that is similar to the TDS Challan information report (APY8085). Generate the TDS Challan information report every month when you pay the government TDS for that month. **Note.** Run the Withhold Report Post process prior to running the TDS Register.
TDS Certificates	RUN_APY8080	Vendors, 1099/Global Withholding , Global Withholding Reports, TDS Certificates	The TDS Certificate (APY8080) is issued by the payer for deduction of tax. The Work Contract Certificate (APY8090) is issued by the payer for works contract.

See Also

Appendix C, “PeopleSoft Payables Reports,” page 1003

APPENDIX A

Delivered Workflows for PeopleSoft Payables

This appendix discusses delivered workflows for PeopleSoft Payables.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

PeopleTools PeopleBook: Using PeopleSoft Applications

Chapter 13, "Managing Vouchers," Voucher Approval , page 301

Chapter 14, "Running the Matching Process," Understanding the Matching Application Engine Process (AP_MATCHING), page 349

Chapter 30, "(USF) Setting Up and Processing Payables for U.S. Federal Agencies," page 737

Delivered Workflows for PeopleSoft Payables

This section discusses PeopleSoft Payables workflows. The workflows are listed alphabetically by workflow name.

Approve Vouchers

This section discusses the Approve Vouchers workflow.

Description

Event Description	A voucher is created that requires approval.
Action Description	The system places a link to the Voucher Approval page on the workflow user's worklist.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	Payment Approval Rule Set 1
Business Process	PROCESS_VOUCHERS
Activity	APPROVE_VOUCHERS
Role	If using the delivered Payment Approval Rule Set 1, the roles are ANALYST, SUPERVISOR, and MANAGER

Matching Exceptions

This section discusses the Matching Exceptions workflow.

Description

Event Description	A voucher that does not pass the Matching process is flagged as an exception.
Action Description	The system places a link to the Matching Workflow page on the workflow user's worklist.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	None
Business Process	MATCHING_ERRORS
Activity	ANALYZE MATCHING ERRORS
Role	None

(USF) Pay Cycle Certification

This section discusses the Pay Cycle Certification workflow.

Description

Event Description	A pay cycle is processed for federal payments that requires a certification approval. Pay Cycle Certification workflow is available if a certifier has been entered and the pay cycle has been setup to be certified.
Action Description	The system places a link to the Paycycle Certification page on the certifier's worklist.
Notification Method	Worklist

Workflow Objects

Approval Rule Set	None
Business Process	Ent AP Process Pay Cycles
Activity	PAYCYCLE_CERTIFICATION
Role	None

APPENDIX B

Configuring Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Payables:

- Voucher Build (AP_VCHRBLD)
- Matching (AP_MATCHING)
- Pay Cycle (AP_APY2015)
- Voucher Posting (AP_PSTVCHR)
- Payment Posting (AP_PSTPYMNT)
- Document Tolerance (FS_DOC_TOL)
- Payables to Assets Interface (INTFAPAM)

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger PeopleBook* discusses how to do this in detail.

See Also

PeopleTools PeopleBook: PeopleSoft Application Engine

PeopleSoft General Ledger 8.8 PeopleBook, "Optimizing General Ledger Performance"

APPENDIX C

PeopleSoft Payables Reports

This appendix lists, and provides general information about, all the reports provided with PeopleSoft Payables.

Note. For samples of these reports, see the Portable Document Format (PDF) files that are published on CD-ROM with your documentation.

See Also

PeopleSoft PeopleTools PeopleBook: Process Scheduler

PeopleSoft Setting Up Procurement Options 8.8 PeopleBook, "Appendix A: PeopleSoft Procurement Reports"

PeopleSoft Payables Reports: A to Z

This table provides general information about delivered Payables reports, sorted alphanumerically by report ID.

Report ID and Report Name	Description	Navigation	Run Control Page
APC8053 Payables Report by Schedule and Appropriation Symbol	(USF) Lists voucher distribution lines by federal schedule and appropriation symbol. Because each distribution line of a voucher references a different appropriation symbol, the detailed level of this report shows individual voucher distribution lines. (Crystal Report)	Accounts Payable, Reports, Payments, Schedule and Approp Symbol, Payments Report by Schedule and Appropriation Symbol	RUN_APC8053
APS2001 Prompt Pay Report	(USF) Summarizes how efficiently a government agency made vendor payments for a year. (SQR Report)	Accounts Payable, Reports, Payments, Prompt Pay, Prompt Payment Inquiry	RUN_APS2001
APS8001 Federal Voucher Activity	(USF) Lists voucher activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code. (Crystal Report)	Accounts Payable, Reports, Vouchers, Voucher Activity, Voucher Activity Report	RUN_APS8001

Report ID and Report Name	Description	Navigation	Run Control Page
APS8002 Federal Disbursement Activity	(USF) Lists disbursement activity by business unit, fund, department, program, class, account, budget period, project/grant, remaining amount, due date, and agency location code. (Crystal Report)	Accounts Payable, Reports, Payments, Disbursement, Payment Disbursement Report	RUN_APS8002
APS8003 ECS Summary Interface File	(USF) Provides summary ECS data for uploading to the U.S. Department of Treasury's ECS system for certification. (SQR)	Accounts Payable, Payments, Pay Cycle Processing, Generate ECS Summary File, ECS Summary Totals	GFAP_RUN_ECS
APY0000 List of Voucher Origins	Lists the voucher origin options by SetID. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Reports, Voucher Origins, Voucher Origins	RUN_APY0000
APY0010 Business Unit List	Lists all the Payables business units and their operating parameters. (Crystal Report)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Payables Units, Business Unit	RUN_APY0010
APY0011 Business Unit Options	Lists the Payables business unit options by SetID. (Crystal Report)	Set Up Financials/Supply Chain, Business Unit Related, Reports, Payables Options, Business Unit Options	RUN_APY0011
APY1010 Voucher Register	Lists vouchers by business unit, date entered, and Voucher ID. (Crystal Report)	Accounts Payable, Reports, Vouchers, Voucher Register, Voucher Register	RUN_APY1010
APY1011 Control Group Register	Lists vouchers entered into Payables by business unit, control group ID, date entered, and voucher ID. For each Business Unit and Control Group ID combination, the report lists all the vouchers that meet these criteria by their Date Entered. For each Voucher, the report lists Voucher Header Information, Voucher Line Information, and Distribution Line Information. (Crystal Report)	Accounts Payable, Reports, Vouchers, Control Group Register, Control Group Register	RUN_APY1011

Report ID and Report Name	Description	Navigation	Run Control Page
APY1020 Posted Voucher Listing	Lists all posted vouchers for a given business unit and date range. For each Voucher ID, the report lists Document Type, Document Date, Document Sequence, Ledger, Accounting Date, Application Journal, Dist Type, Vchr Line, Dist Line, GL Unit, Account, Dept, Product, Project, Debit Amount, Credit Amount, Currency Code, and Unpost Seq#. (Crystal Report)	Accounts Payable, Reports, Vouchers, Posted Voucher, Posted Voucher Listing	RUN_APY1020
APY1060 Self Billed Invoice	Lists all of the Documents that comprise an SBI. For each Document, the report lists Item, Quantity, UOM, Price, Amount, Tax Amount, Tax%, VAT Amount, VAT%, and Total. (SQR Report)	Accounts Payable, Reports, Vouchers, Print Self-Billed Invoices, SBI Print	VCHR_SBI_PRINT
APY1065 Self-Billed Invoices Review	Lists SBI data that has been selected by the SBI process. For each Dummy SBI Number, the report lists SBI Hold, Unit, Voucher, Invoice, Invoice Date, Item, Quantity, Merchandise Amount, VAT Amount, Tax Amount, and Total Amount. (Crystal Report)	Accounts Payable, Reports, Vouchers, Self-Billed Invoices, Self-Billed Invoices Review	RUN_APY1065
APY1070 AP SBI Vendors	Lists the available SBI vendors you selected on the SBI Vendor Listing page. For each Vendor ID, the report lists Vendor Name, Remit, Corporate, AR Customer Number, Entered By, Location, SBI Option, SBI Approval, and Last SBI Number. (Crystal Report)	Accounts Payable, Reports, Vendor, SBI Vendor, SBI Vendor Listing	RUN_APY1070
APY1080 Unapproved SBIs by Vendor	Lists unapproved SBIs by vendor. For each SBI Number, the report lists Creation Date, Business Unit, and Voucher ID. (Crystal Report)	Accounts Payable, Reports, Vouchers, Unapproved SBIs by Vendor, Unapproved SBI by Vendor	RUN_APY1080

Report ID and Report Name	Description	Navigation	Run Control Page
APY1090 Match Exception Report	Lists the match exceptions with voucher data, purchase order data, receiver data, and match error information. For each Buyer Name, the report lists Voucher Data (Unit, Voucher, Line Vchr Qty, Vchr Price, Vchr Amt); Purchase Order Data (Unit, PO ID, Line, Sched, PO Qty, PO Price, PO Amt); Receiver Data (Unit, Recv ID, Line, Seq); and Match Error information (Match Control ID, Match Rule). (Crystal Report)	Accounts Payable, Reports, Vouchers, Match Exceptions, Match Exceptions	RUN_APY1090
APY1099 1099-MISC Copy B	(USA) IRS Form 1099-MISC for your vendors. (Crystal Report)	Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report	RUN_1O99_COPYB_RPT
APY1099G 1099-G Copy B	(USA) IRS Form 1099-G for your vendors. (Crystal Report)	Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report	RUN_1O99_COPYB_RPT
APY1099I 1099-INT Copy B	(USA) IRS Form 1099-INT for your vendors. (Crystal Report)	Vendors, 1099/Global Withholding, 1099 Reports, Print 1099 Copy B, Run 1099 CopyB Report	RUN_1O99_COPYB_RPT
APY1400 Summary AP/GL Open Liability Account Reconciliation Report	Compares the AP Open Liability balance to the GL Open Liability balance. (Crystal Report)	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation	RUN_APY1405
APY1405 Detail AP/GL Open Liability Account Reconciliation Report	Shows all accounting activity for accounts payable transactions for each voucher. Use the detail report to validate the AP Open Liability balance to the General Ledger. (Crystal Report) See APY1400.	Accounts Payable, Reports, Voucher Reconciliation, Open Liability Reconciliation, Payables Open Liability Reconciliation	RUN_APY1405
APY1406 Payables Open Liability Report	Lists all open liabilities by business unit. (Crystal Report)	Accounts Payable, Reports, Voucher Reconciliation, Payables Open Liability, Payables Open Liability	RUN_APY1406
APY1408 Vendor Liability Aging Report	Lists vendors that have a past due balance, grouped by the aging cycle bucket. (Crystal Report)	Accounts Payable, Reports, Voucher Reconciliation, Vendor Liability Aging, Vendor Liability Aging	RUN_APY1408

Report ID and Report Name	Description	Navigation	Run Control Page
APY1410 AP/GL Journal Reconciliation Report	Lists totals by journal line and journal ID. (Crystal Report).	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Journal Recon Request, AP/GL Journal Reconciliation	APGL_RECN_REQ1
APY1420 AP/GL Account Reconciliation Report	Lists account totals by Journal ID and Account. (Crystal Report).	Accounts Payable, Reports, Voucher Reconciliation, AP/GL Account Recon Request, AP/GL Account Reconciliation	APGL_RECN_REQ2
APY2000 Detailed (Summary) Payment History by Vendor	Provides a register of payments for a vendor. Using the Print Options radio buttons on the Payment History by Vendor page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment History by Vendor, Payment History by Vendor	RUN_APY2000
APY2001 Detailed (Summary) Check Register	Provides a register of payments by Pay Cycle, run date, and payment method. Using the Print Options radio buttons on the Payment Register by Payment page, you can generate either a Detail, or a Summary version of this report. (Crystal Report) The title is based on the payment method. For example, Detailed Check Register, Detailed EFT Register, etc.	Accounts Payable, Reports, Payments, Payment History by Payment, Payment History by Payment	RUN_APY2001
APY2004 Detail (Summary) Payment History by Bank	Provides a register of the payments for a bank. Using the Detail/Sum field on the Pymnt Control Rpt page, you can generate either a Detail, or a Summary version of this report. (Crystal Report)	Accounts Payable, Reports, Payments, Payment History by Bank, Payment History by Bank	RUN_APY2004
APY2021 Check Overflow Payment Advice	Produced only from the Pay Cycle Manager, generates the overflow payment advice for payment forms Check1, Check2, Check3, and LC1. You do not access a report page to generate this or other payment advices. (Crystal Check)	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager, Pay Cycle Manager	N/A

Report ID and Report Name	Description	Navigation	Run Control Page
APY2027 EFT/Giro/Wire Advice	Produced only from the Pay Cycle Manager, creates checks, letters of credit, and payment advice when you run the pay cycle. (Crystal Check) **Note.** If you install the bank transfer charge option, fields for information related to bank transfer charges are added to this report. (USF) If you have federal payments enabled on the Installation Options - Payables page, the purchase order ID and contract ID are included in the report, if these elements exist on the voucher.	Accounts Payable, Payments, Pay Cycle Processing, Pay Cycle Manager, Pay Cycle Manager	N/A
APY2030 AP Trial Payment Register	Provides a printable summary of payments by bank account, after payment selection and creation, but before you print checks or create EFT or ACH files. (Crystal Report)	Accounts Payable, Reports, Payments, Trial Register, Register	RUN_APY2030
APY2031 SF1166 Schedule Register	(USF) Provides a listing of all vouchers that were paid by a schedule ID. (Crystal Report)	Accounts Payable, Reports, Payments, Schedule Register, Register	RUN_APY2031
APY2040 Payment Forecast	List of your payment forecasts. (Crystal Report)	Accounts Payable, Reports, Forecast, Forecast Report Request, Forecast Report Request	PYFRCST_RQST
APY2050 Payment History by Payment Method - Detail or Summary	Provides a history of payments by payment method. (Crystal Report)	Accounts Payable, Reports, Payments, Payment History by Pay Method, Payment Hist by Pymnt Method	RUN_APY2050
APY2051 Payment Aging Summary (Detail) Report by Bank	Provides a listing of payments aging by bank. (Crystal Report)	Accounts Payable, Reports, Payments, Payment Aging by Bank, Payment Aging by Bank	RUN_APY2051
APY2052 Payment Aging Summary (Detail) Report by Vendor	Provides a report listing payments aging by vendor. (Crystal Report)	Accounts Payable, Reports, Vendor, Payment Aging by Vendor, Payment Aging by Vendor	RUN_APY2052
APY2053 Drafts Create Detail List	Provides a detailed report for created draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Drafts Create Detail, Draft Create Detail	RUN_APY2053

Report ID and Report Name	Description	Navigation	Run Control Page
APY2054 Drafts Create Detail - Stamp Tax Summary	Provides a summary of the draft stamp tax associated with draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Drafts Stamp Tax Summary, Draft Stamp Tax Summary	RUN_APY2054
APY2056 Drafts Create Summary	Provides a summary report for created draft payments. (Crystal Report)	Accounts Payable, Reports, Payments, Drafts Create Summary, Draft Create Summary	RUN_APY2056
APY2060 Agency Location Codes	(USF) Lists the ALC's defined in the Agency Location Code setup table for federal customers. (Crystal Report)	Accounts Payable, Reports, Payments, Agency Location Code, Agency Location Code	RUN_APY2060
APY2100 Open Prepayments	Lists unapplied prepaid vouchers. (Crystal Report)	Accounts Payable, Reports, Prepayments, Open Prepayments, Open Prepayments Report	RUN_APY2100
APY2101 Prepayment Settlements	Lists regular voucher payment schedules that have been fully applied. (Crystal Report)	Accounts Payable, Reports, Prepayments, Prepayment Settlements, Prepayment Settlements Report	RUN_APY2101
APY3012 Vendor Withholding Balances Control Report	Lists withholding activity for internal audits. We recommend that you run the report on a regular basis to check the withholding summaries. (Crystal Report)	Vendors, 1099/Global Withholding, General Reports, Withhold Control Report, Withholding Control Report	RUN_APY3012
APY3020 Outstanding Balance by Vendor	Lists the gross amount of all the outstanding vouchers for the specified vendor. (Crystal Report)	Accounts Payable, Reports, Vendor, Vendor Balance, Outstanding Balance by Vendor	RUN_APY3020
APY3215 Duplicate Vendors	Shows potential duplicate vendors. These vendors may share duplicate TINs, withholding names, withholding addresses, vendor names, vendor short names, or vendor addresses, depending on your search criteria. (Crystal Report)	Vendors, Vendor Information, Maintain, Duplicate Vendor Report, Duplicate Vendor Request	DUP_RPT_POST

Report ID and Report Name	Description	Navigation	Run Control Page
APY6000 Payment Archive Selection	Shows payment transactions selected for archiving by Payment ID, Payment ID Reference, Name, Payment Amount, Payment Date, Clear Date, Reconcile Different Amount, Business Unit, Invoice ID, Paid Amount, and Paid Amount Discount, so you can check that the correct payments have been selected. (Crystal Report)	Accounts Payable, Archiving, Payments, Select Archive, Payment Archive Selection	PYMNT_ARCH_REPT
APY6001 Voucher Archive Selection	Lists vouchers selected for archiving by Voucher ID, Vendor ID, Invoice ID, Invoice Date, Gross Amount, Merchandise Amount, Currency Code, Payment ID, Paid Amount, and Paid Amount Discount, so you can check that the correct vouchers have been selected for archiving. (Crystal Report)	Accounts Payable, Archiving, Vouchers, Select Archive, Voucher Archive Selection	VCHR_ARCH_REPT
APY6002 Vendor Archive Selection	Lists vendors selected for archiving by Vendor ID, Short Name, Name, Vndr Status, Vndr Class, Vndr Persist, Remit Vndr, Corp Vndr, Cust ID, Wthd Sw, VAT Sw, and Lst Activ Dt, so you can check that the correct vendors have been selected. (Crystal Report)	Accounts Payable, Archiving, Vendors, Select Archive, Vendor Archive Selection	VNDR_ARCH_REPT
APY6010 Payment History Archive Selection	Lists all payments selected for archiving so you can check that the correct payments have been selected for the flat file. Provides details for regulatory audits. (Crystal Report)	Accounts Payable, Archiving, Payments, Select History, Payment History Selection	PYMNT_HST_REPT
APY6011 Voucher History Archive Selection − Voucher Distribution Report	Lists all payments selected for archiving so you can check that the correct vouchers have been selected for the flat file. For each Voucher ID, the report lists all voucher detail information. (Crystal Report)	Accounts Payable, Archiving, Vouchers, Select History, Voucher History Selection	VCHR_HST_REPT

Report ID and Report Name	Description	Navigation	Run Control Page
APY6012 Voucher History Archive Selection − Voucher Payments Report	Lists all payments selected for archiving so you can check that the correct vouchers have been selected for the flat file. For each Voucher ID, the report lists all voucher payment history detail information. (Crystal Report)	Accounts Payable, Archiving, Vouchers, Select History, Voucher History Selection	VCHR_HST_REPT
APY6013 Voucher History Archive Selection − Voucher Accounting Entries	Lists all vouchers selected for archiving so that you can check that the correct vouchers have been selected for the flat file. For each Voucher ID, the report lists all voucher accounting distribution information. (Crystal Report)	Accounts Payable, Archiving, Vouchers, Select History, Voucher History Selection	VCHR_HST_REPT
APY6021 Vendor History Archive Selection	Lists all vendors selected for archiving to a flat file so you can check that the correct vendors have been selected for archiving to a flat file. For each Vendor ID, the report lists all vendor detail information. (Crystal Report)	Accounts Payable, Archiving, Vendors, Select History, Vendor History Selection	VNDR_HST_REPT
APY7010 Withholding Rules	Shows the information entered on the withholding rule page. For each As of Date, the report lists Withholding Rule, VAT, Freight, Sales/Use Tax, Discount, Payment, Hold, Percent, and Minimum Amount. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Rules Report, Withhold Rule	RUN_APY7010
APY7020 Withholding Types	Shows the information from the Withholding Type page. For each Withholding Type, the report lists Class and Description. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Types Report, Withhold Type	RUN_APY7020
APY7030 Withholding Entities	Shows the information from the Entity page. For each entity, the report lists vendor SetID, vendor ID, location, currency, rate type, last report date, file layout, type, jurisdiction, class, rule, business unit, account, department, product, and project ID. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Entities Report, Withhold Entity	RUN_APY7030

Report ID and Report Name	Description	Navigation	Run Control Page
APY7040 Withholding Codes	Shows information entered on the Withholding Code page. For each code, the report lists entity, type, jurisdiction, and class. (Crystal Report)	Set Up Financials/Supply Chain, Product Related, Procurement Options, Withholding, Codes Report, Withhold Code	RUN_APY7040
APY7050 Withholding Calculations Verification Report	Shows calculations made during the pay cycle that pertain to withholding. For each voucher ID, the report lists detail withholding calculation information, including withholding entity, withholding type, and withholding rules that applied to the voucher. (Crystal Report)	Accounts Payable, Reports, Payments, Withhold Calculation, Withholding Calculation Report	RUN_APY7050
APY8025 Japan Withholding Report	(JPN) Provides details of amounts withheld from payments for goods and services. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *WTH* as the Withholding Report ID.	WTHD_RPT_RUN
APY8030 Spain IRPF Model 190	(ESP) Provides details of amounts withheld from payments for goods and services. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *IRPF* as the Withholding Report ID.	WTHD_RPT_RUN
APY8031 Spain IRPF Model 190 File	(ESP) Provides a file of detailed amounts withheld from payments for goods and services. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *IRPF_FILE* as the Withholding Report ID.	WTHD_RPT_RUN
APY8032 CIS (construction industry scheme) File	(UK) Provides a file of detailed amounts withheld from payments for goods and services. (SQR).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *CIS* as the Withholding Report ID.	WTHD_RPT_RUN

Report ID and Report Name	Description	Navigation	Run Control Page
APY8035 DAS-2 'Declaration d'honoraires'/Fees return	(FRA) Provides details of payments subject to DAS2. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *DAS2* as the Withholding Report ID.	WTHD_RPT_RUN
APY8041 PAYG Voluntary Agreement	(AUS) Provides a payment summary for vendors working under voluntary agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor	WTHD_RPT_RUN2
APY8042 PAYG Labour Hire	(AUS) Provides a payment summary for vendors working under labour hire agreements that enable businesses to withhold amounts from their payments and send them to the ATO (SQR Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor	WTHD_RPT_RUN2
APY8043 PAYG No ABN Quoted	(AUS) Provides a payment summary for vendors with no Australian Business Number (ABN) (SQR Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding by Vendor, Withholding by Vendor	WTHD_RPT_RUN2
APY8044 PAYG Payment Summary Statement	(AUS) Provides details of amounts withheld from payments for goods and services to vendors having an Australian Business Number (ABN) (SQR Report). **Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year.	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary, Withholding Summary	WTHD_RPT_RUN3

Report ID and Report Name	Description	Navigation	Run Control Page
APY8045 PAYG No ABN Quoted Summary Statement	(AUS) Provides details of amounts withheld from payments for goods and services where a vendor (payee) has not quoted an Australian Business Number (ABN) (SQR Report). **Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year.	Vendors, 1099/Global Withholding, Global Withholding Reports, PAYG Withholding Summary, Withholding Summary	WTHD_RPT_RUN3
APY8045 PPS Remittance Advice to ATO	(AUS) Provides details of amounts withheld from payments for goods and services. (Crystal Report). **Note.** You must select the Issued option on the Withholding by Vendor page to retrieve the proper data for this report, since it provides information about the payments issued to payees during the fiscal year.	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *PPS1* as the Withholding Report ID.	WTHD_RPT_RUN
APY8048 PPS Annual Reconciliation Statement to ATO	(AUS) Provides details of amounts withheld from payments for goods and services. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *PPS2* as the Withholding Report ID.	WTHD_RPT_RUN
APY8049 PPS Payment Summary to ATO	(AUS) Provides summary information of amounts withheld from payments for goods and services, by Tax Rate. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *PPS3* as the Withholding Report ID.	WTHD_RPT_RUN
APY8050 T4A - Statement of Pension, Retirement, Annuity, and other Income	(CAN) Produces tax form T4A that reports pension, retirement, annuity, and other income, including the amount of tax withheld. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *T4A* as the Withholding Report ID.	WTHD_RPT_RUN

Report ID and Report Name	Description	Navigation	Run Control Page
APY8055 Withholding Report 770	(ITA) Provides details of amounts withheld from payments for goods and services. (Crystal Report).	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report, Withhold Report Select *IT770* as the Withholding Report ID.	WTHD_RPT_RUN
APY8056 1099 Withholding to Send Detail Report	Lists all the information created by the 1099 reporting process and is a replica of the data in the file you are sending to the IRS. (Crystal Report)	Vendors, 1099/Global Withholding, 1099 Reports, 1099 to Send Detail, 1099 to Send Report	TO_SEND_RPT
APY8070 TDS Register	(IND) Contains detailed information for each withholding class and vendor on TDS applicable vouchers and related payments issued to the withholding entity. It also includes total amounts of applicable invoice on which tax has not been deducted . (SQR Report)	Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Reports, TDS Reports	RUN_APY8070
APY8080 TDS Certificate	(IND) Certificate issued by the payer to the payee for proof of deduction of income tax. (Crystal Report)	Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificates, TDS Certificates	RUN_APY8080
APY8085 TDS Challan Information	(IND) Report generated every month, when the payment of tax deduction for that month is paid to the government to provide information for the TDS Challan. (Crystal Report)	Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Reports, TDS Reports	RUN_APY8070
APY8090 Work Cont. Certificate	(IND) Certificate issued by the payer to the payee for proof of deduction of tax on Work Contract. (Crystal Report)	Vendors, 1099/Global Withholding, Global Withholding Reports, TDS Certificates, TDS Certificates	RUN_APY8080
APY9010 Withholding Mismatch Report	Identifies all voucher lines on which the withholding applicable flag does not match the withholding flag on the vendor. The report does not compare the withholding code on the vendor to the withholding code on the voucher lines. It only checks the withholding flag. (Crystal Report)	Vendors, 1099/Global Withholding, General Reports, Wthd Voucher/Vendor Mismatch, Withhold Mismatch Request	WTHD_MISMTCH

Report ID and Report Name	Description	Navigation	Run Control Page
APY9024 Federal Schedule Report	(USF) Lists federal payment schedules paid as of a specific date. (Crystal Report)	Accounts Payable, Reports, Payments, Federal Schedule, Federal Schedule Report	RUN_APY9024
APYVR_LC Registered Voucher Listing	Lists all registered vouchers that have not been completed. For each vendor, the report lists voucher, invoice, accounting date, VAT amount, gross amount, and voucher status. (Crystal Report)	Accounts Payable, Reports, Vouchers, Registered Voucher, Registered Voucher Listing	RUN_APYVR_LC
BCH1000 EFT Bank Transfer Charge Detail	Provides a list of all EFT payments processed in a specified period of time shown with bank charge information. This report supports GENX only. (Crystal Report)	Accounts Payable, Reports, Payments, Bank TRF Charge Detail, Process Bank Charges	BCH_RUN_1000
FIN2025 EFT File Cover Sheet	Provides cover sheet for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT File Cover Sheet, EFT File Cover Sheet	RUN_FIN2025
FIN2026 DTAUS Cover Sheet	(GER) Provides cover sheet for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT File Cover Sheet, EFT File Cover Sheet	RUN_FIN2025
FIN2027 EFT Bank Advice Letter	Provides advice for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter, EFT Remittance Advice Letter	RUN_FIN2027
FIN2028 EFT Remittance Advice Letter	Provides advice for your EFT payments. (Crystal Report)	Accounts Payable, Reports, Payments, EFT Remittance Advice Letter, EFT Remittance Advice Letter	RUN_FIN2027
WTP2_001 Withholding Record	Corresponds to the year-end Withholding report (APY8025), which is printed per vendor. The summary sheet has both detailed and summarized information for the applicable withholding transactions that are processed (paid) in the Payables module. (Crystal Report)	Vendors, 1099/Global Withholding, Global Withholding Reports, Withholding Report by Class, Withholding Report by Class	WTP2_RUN_WTP2_001

Glossary of PeopleSoft Terms

absence entitlement This element defines 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 This element defines the conditions that must be met before a payee is entitled to take paid time off.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date 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.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. 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 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 pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

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.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

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 control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate 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 period 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.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores 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	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination 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.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*
clone	In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. 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 that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

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 row A cost transaction and amount for a set of ChartFields.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method

In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type

In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

directory information tree

In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

document sequencing

A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree

A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table

A table in 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.

effective date

A method of dating information in PeopleSoft applications. 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. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger

Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set

In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event

In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization

In PeopleSoft General Ledger, a business 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.

event

A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process

In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, 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.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
generic process type	In PeopleSoft 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 and SQR report.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is 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 (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from 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 PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
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.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

portal registry In PeopleSoft applications, 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.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

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 You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these 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.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax 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 tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for *record output value-added tax flag*. See *record input VAT flag*.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In 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.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	Describes how people fit into PeopleSoft 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.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
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 a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

session In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

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.

SpeedChart A user-defined shorthand key that designates 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.

staging A method of consolidating selected partner offerings with the offerings from the enterprise's other partners.

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 In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create 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 ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase 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 time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. 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.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

TimeSpan A relative period, 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.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
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.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
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.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft 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.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* 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. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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PeopleSoft®

PeopleSoft Asset Management 8.8 PeopleBook

December 2003

PeopleSoft Asset Management 8.8 PeopleBook
SKU FSCM88AMP-B 1203
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About These PeopleBooks

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- PeopleSoft application prerequisites.
- PeopleSoft application fundamentals.
- Related documentation.
- Typographical elements and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document 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 either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line. Elements that are common to all PeopleSoft applications are defined in this preface.

PeopleSoft Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use PeopleSoft applications.

See *Using PeopleSoft Applications.*

You might also want to 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.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your PeopleSoft applications most effectively.

PeopleSoft Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft database. However, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Each PeopleSoft product line has its own version of this documentation.

The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft applications across a product line. Whether you are implementing a single application, some combination of applications within the product line, or the entire product line, you should be familiar with the contents of this central PeopleBook. It is the starting point for fundamentals, such as setting up control tables and administering security.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
- Order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection web site. Through the Documentation section of PeopleSoft 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 that is delivered on your PeopleBooks CD-ROM.

Important! Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Ordering Printed Documentation

You can order printed, bound volumes of the complete PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM. PeopleSoft makes 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 these methods:

- Web
- Telephone
- Email

Web

From the Documentation section of the PeopleSoft Customer Connection web site, access the PeopleSoft Press web site under the Ordering PeopleBooks topic. The PeopleSoft Press web site is a joint venture between PeopleSoft and Consolidated Publications Incorporated (CPI), the book print vendor. Use a credit card, money order, cashier's check, or purchase order to place your order.

Telephone

Contact CPI at 800 888 3559.

Email

Send email to CPI at psoftpress@cc.larwood.com.

See Also

PeopleSoft Customer Connection web site, http://www.peoplesoft.com/corp/en/login.asp

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.

Typographical Conventions

The following table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, method names, language constructs, and PeopleCode reserved words that must be included literally in the function call.
Italics	Indicates field values, emphasis, and PeopleSoft or other book-length publication titles. In PeopleCode syntax, italic items are placeholders for arguments that your program must supply. We also use italics when we refer to words as words or letters as letters, as in the following: Enter the number 0, not the letter *O*.
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.
`Monospace font`	Indicates a PeopleCode program or other code example.
" " (quotation marks)	Indicate chapter titles in cross-references and words that are used differently from their intended meanings.

Typographical Convention or Visual Cue	Description
. . . (ellipses)	Indicate that the preceding item or series can be repeated any number of times in PeopleCode syntax.
{ } (curly braces)	Indicate a choice between two options in PeopleCode syntax. Options are separated by a pipe (|).
[ ] (square brackets)	Indicate optional items in PeopleCode syntax.
& (ampersand)	When placed before a parameter in PeopleCode syntax, an ampersand indicates that the parameter is an already instantiated object. Ampersands also precede all PeopleCode variables.
(ISO)	Information that applies to a specific country, to the U.S. federal government, or to the education and government market, is preceded by a three-letter code in parentheses. The code for the U.S. federal government is USF; the code for education and government is E&G, and the country codes from the International Standards Organization are used for specific countries. Here is an example: (GER) If you're administering German employees, German law requires you to indicate special nationality and citizenship information for German workers using nationality codes established by the German DEUEV Directive.
Cross-references	PeopleBooks provide cross-references either below the heading "See Also" or on a separate line preceded by the word *See*. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

PeopleBooks contain the following visual cues.

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note. Example of a note.

A note that is preceded by *Important!* is crucial and includes information that concerns what you must do for the system to function properly.

Important! Example of an important note.

Warnings

Warnings indicate crucial configuration considerations. Pay close attention to warning messages.

Warning! Example of a warning.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager PeopleSoft, Inc. 4460 Hacienda Drive Pleasanton, CA 94588

Or send email comments to doc@peoplesoft.com.

While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

Common Elements in These PeopleBooks

As of Date	The last date for which a report or process includes data.
Business Unit	An ID 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	Enter up to 30 characters of text.
Effective Date	The date on which a table row becomes effective; the date that an action begins. For example, 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.
Once, Always, and **Don't Run**	Select Once to run the request the next time the batch process runs. After the batch process runs, the process frequency is automatically set to Don't Run. Select Always to run the request every time the batch process runs. Select Don't Run to ignore the request when the batch process runs.
Report Manager	Click to access 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	Click to access the Process List page, where you can view the status of submitted process requests.
Run	Click to access the Process Scheduler request page, where you can specify the location where a process or job runs and the process output format.
Request ID	An ID that represents a set of selection criteria for a report or process.
User ID	An ID that represents the person who generates a transaction.
SetID	An ID that represents a set of control table information, or TableSets. TableSets enable you to share control table information and processing options among business units. The goal is to minimize redundant data and system maintenance tasks. When you assign a setID to a record group in a business unit, you indicate that all of the tables in the record group are shared between that business unit and any other business unit that also assigns that setID to that record group. For example, you can define a group of common job codes that are shared between several business units. Each business unit that shares the job codes is assigned the same setID for that record group.
Short Description	Enter up to 15 characters of text.

See Also

Using PeopleSoft Applications

PeopleSoft Process Scheduler

PeopleSoft Asset Management Preface

This preface discusses:

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

Note. 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.

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*

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 the guidelines for designing pages in the *PeopleTools PeopleBook: PeopleSoft Application Designer.*

Common Elements Used in 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.
Languageor **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: *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 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.

CHAPTER 1

Getting Started With PeopleSoft Asset Management

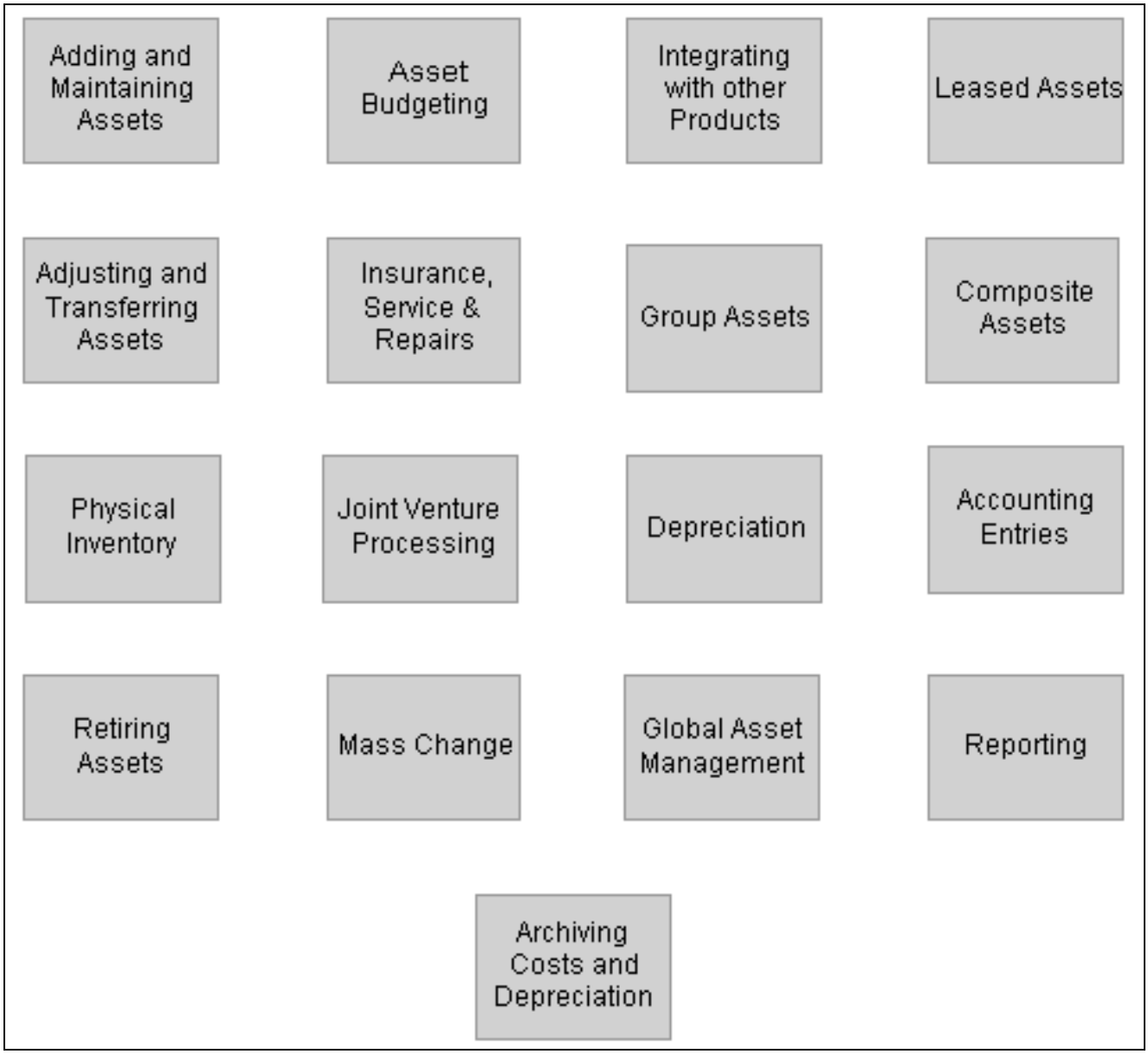
This chapter provides an overview of PeopleSoft Asset Management and discusses:

- PeopleSoft Asset Management business processes.
- PeopleSoft Asset Management integrations.
- PeopleSoft Asset Management implementation.

PeopleSoft Asset Management Business Processes

The following graphic lists the PeopleSoft Asset Management business processes:

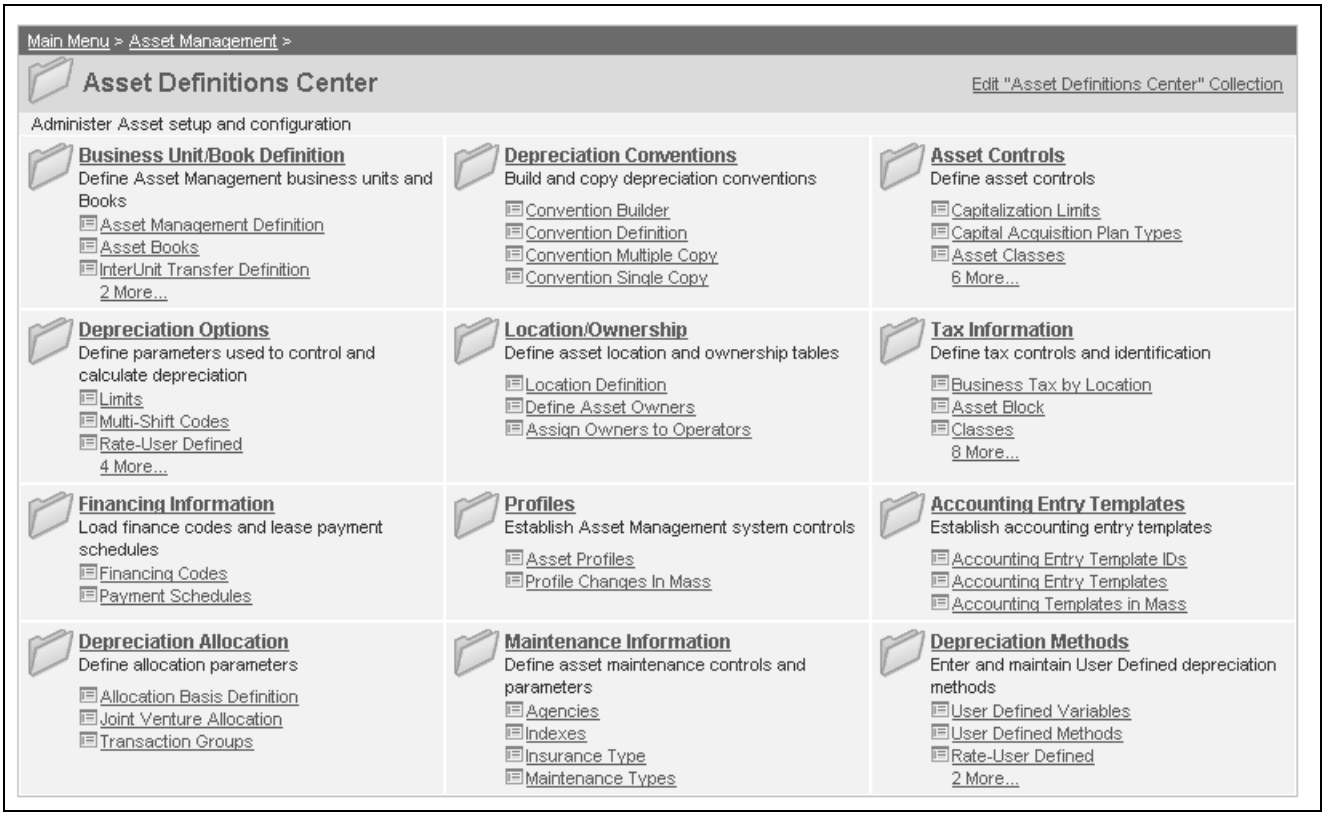
We cover these business processes in the business process chapters in this PeopleBook.



PeopleSoft Asset Management Business Processes

Asset Definitions Center Page

To make navigation to the various implementation pages in PeopleSoft Asset Management easier, PeopleSoft developed the Asset Definitions Center Page.



Asset Definitions Center page

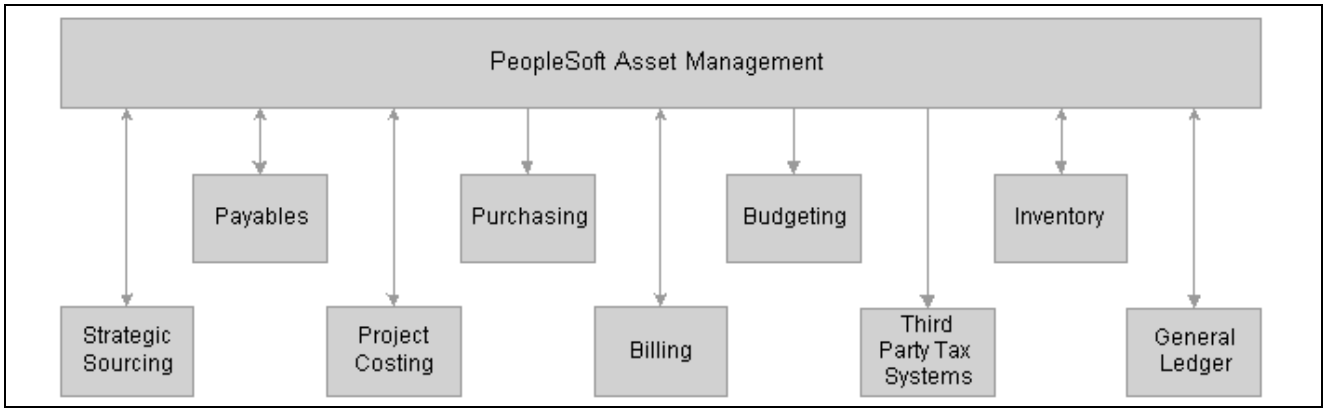
The Asset Definitions Center page provides an alternate method for navigating to the pages used for setting up the system. Access to the pages in PeopleSoft Asset Management and the other PeopleSoft applications is also available through the standard menu structure.

The pages included in both menu structures behave identically. The Asset Definitions Center page, however, groups links to the pages by business process and provides access to secondary pages from the main links.

Note. The icons and features that display on your Asset Definitions Center page may vary based on user security access and roles.

PeopleSoft Asset Management Integration Touchpoints

PeopleSoft Asset Management integrates with the following PeopleSoft applications:



PeopleSoft Asset Management integration flow with other PeopleSoft applications

PeopleSoft Asset Management integrates with the following PeopleSoft applications:

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

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

Implementing PeopleSoft Asset Management

PeopleSoft Setup Manager enables you to review a list of setup tasks for your organization for the products that you are implementing. The setup tasks include the components that you must set up, listed in the order in which you must enter data into the component tables, and links to the corresponding PeopleBook documentation.

PeopleSoft Financials also provides component interfaces to help you load data from your existing system into PeopleSoft tables. Use the Excel to Component Interface utility with the component interfaces to populate the tables.

Component	Component Interface	Reference
Agencies (AGENCY_DEFN)		See See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Define AM Allocation Basis (ALLOC_BASIS_GRP)		See Chapter 19, "Allocating Depreciation Expenses," Setting Up the Depreciation Allocation Business Process, page 340.
Asset Indexes (AM_INDEX_TBL)		See Chapter 4, "Establishing Asset Processing," Defining Indexes, page 77.

Component	Component Interface	Reference
AM Location Definition (AM_LOCATION)		See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Setting Up Locations.
Asset Owners (AM_OWNER_ COMP)		See Chapter 4, "Establishing Asset Processing," Defining Asset Owners, page 103.
Asset Owner Operators (AM_OWNER_OPR_COMP)		See Chapter 4, "Establishing Asset Processing," Defining Asset Owner Users, page 105.
Accounting Entry Template IDs (AMAE_TMPL_ID_PNL		See Chapter 4, "Establishing Asset Processing," Setting Up Accounting Entry IDs and Templates , page 63.
Asset Class (ASSET_CLASS)	ASSET_CLASS_CI	See Chapter 4, "Establishing Asset Processing," Defining Asset Classes, page 68.
Asset Hazardous Code (ASSET_FSC_DFN)	ASSET_FSC_DEFN_CI	See Chapter 4, "Establishing Asset Processing," Setting Up Hazardous-Material Codes, page 54.
Bus Tax Rate for Asset/Location (ASSET_LOC_RATE)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Asset Thresholds (ASSET_ THRESHOLDS)		See Chapter 4, "Establishing Asset Processing," (AUS) Defining VAT Thresholds, page 84.
Define Asset Management Books (BOOK_DEFN1)		See Chapter 4, "Establishing Asset Processing," (Required) Defining Asset Books, page 68.
BU Aggregate R&D Expenditure (BU_AGG_RD)		See Chapter 3, "Establishing Asset Management Business Units," page 23.
Asset Management Business Unit (BU_DEFN)		See Chapter 3, "Establishing Asset Management Business Units," page 23.
Capital Acquisition Plan Type (CAP_TYPE)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.

Component	Component Interface	Reference
Asset Category (CATEGORY_DEFN)	CATEGORY_DEFN_CI	See Chapter 4, "Establishing Asset Processing," (Required) Defining Asset Categories , page 73.
Depr Convention Builder (CONV_BLDR_PNLG)		See Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49.
Copy All Depr Conventions (CONV_COPY_ALL_COMP)		See Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49.
Copy Depreciation Conventions (CONV_COPY_PNLG)		See Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49.
Cost Types (COST_TYPE_DEFN)		See Chapter 4, "Establishing Asset Processing," Setting Up Cost Types, page 74.
Capitalization Limits Codes (DEPR_CAP_LIMIT)		See Chapter 4, "Establishing Asset Processing," Setting Up Capitalization Limits , page 73.
Depreciation Conventions (DEPR_CONVENTION)		See Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49.
Depreciation Limits (DEPR_LIMIT_ DEFN)		See Chapter 4, "Establishing Asset Processing," Defining Depreciation Limits, page 54.
Depreciation Schedules (DEPR_SCHEDULE_DEFN)	DEPR_SCHEDULE_DEFN_CI	See Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Schedules, page 52.
Depreciation Terms Definition (DEPR_TERMS_DEFN)	DEPR_TERMS_DEFN_CI	See Chapter 4, "Establishing Asset Processing," Defining Depreciation Terms , page 53.
Accounting Entry Templates (DIST_TEMPLATE_DEFN)		See Chapter 4, "Establishing Asset Processing," Setting Up Accounting Entry IDs and Templates , page 63.
FERC Code Definition (FERC_CD_DEFN)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Financing Codes (FINANCE_CD)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.

Component	Component Interface	Reference
Insurance Types (INSURANCE_ TYPE)		See Chapter 11, "Tracking Insurance, Repairs and Service," Setting Up Asset Insurance Information, page 252.
Inter Unit Transfer Definition (IU_TRF_DEFN_TBL)	IU_TRF_DEFN_TBL_CI	See Chapter 4, "Establishing Asset Processing," Setting Up Interunit Transfer Definitions , page 77.
Joint Venture BU Allocations (JV_BUS_ALLOC)		See Chapter 4, "Establishing Asset Processing," Defining Joint Venture Allocations, page 80.
Define Maintenance Types (MAINT_TYPE_DEFN)		See Chapter 4, "Establishing Asset Processing," Defining Maintenance Types, page 81.
Multi-Shift Definition (MULTI_SHIFT_DEFN)		See Chapter 4, "Establishing Asset Processing," (DEU) Setting Up Multishift Codes, page 74.
Owner Information (OWNER_INFO_ DEFN)		See Chapter 4, "Establishing Asset Processing," Defining Asset Owners, page 103.
Physical Inventory Scheduling (PI_SCHEDULE)		See Chapter 14, "Performing Physical Inventory," Setting Up a Physical Inventory, page 285.
Physical Inventory Sys Setup (PI_SYSTEM_SETUP)		See Chapter 14, "Performing Physical Inventory," Setting Up a Physical Inventory, page 285.
Define Asset Profiles (PROFILE)	PROFILE_CI	See Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87.
Lease Schedule (PYMNT_SCHED_ TBL)		See Chapter 9, "Working With Leased Assets," Defining Lease Payment Schedules, page 207.
Qualified Investments (QIV)		See Chapter 4, "Establishing Asset Processing," Defining Qualified Investments , page 54.
Residual Rate Information (RESIDUAL_RATE_TBL)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Return Information (RETURN_ INFO_DEFN)		See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," Processing Local Tax Reports, page 480.

Component	Component Interface	Reference
Define Report Drilldown (RPT_DRILL_FLD_G)		See Chapter 23, "Using PeopleSoft Asset Management Reporting Options," Establishing Drilldown Field Groups, page 430.
Book Class Security (SEC_ BUBOOK_CLS)		See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Securing Your System".
Book Operator Security (SEC_BUBOOK_OPR)		See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Securing Your System".
Asset Tax Classes (TAX_CLASS_ DEFN)		See Chapter 4, "Establishing Asset Processing," (CAN) (IND) (USF) Defining and Maintaining Tax Classes , page 54.
Tax Credit Status (TAX_CR_ STATUS)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Tax Credits (TAX_CREDITS)		See Chapter 4, "Establishing Asset Processing," Defining Tax Credits, page 56.
Retirement Basis Reduction (TRAN_EXCLUDE_TBL)		See Chapter 4, "Establishing Asset Processing," Setting Up Retirement Basis Reduction Codes , page 82.
Transaction Groups (TRANS_PNL_ GRP)		See Chapter 4, "Establishing Asset Processing," Pages Used to Define Core Asset Tables, page 59.
Define Transaction Codes (TRANSACTION_CODE)		See Chapter 4, "Establishing Asset Processing," Setting Up Transaction Codes, page 85.
User Defined Depreciation Rate (UD_DEPR_RATE)	UD_DEPR_RATE_CI	See Chapter 17, "Using User Defined Depreciation," page 325.
User Defined Methods (UD_METHOD)		See Chapter 17, "Using User Defined Depreciation," Creating a User-Defined Depreciation Method, page 329.

Component	Component Interface	Reference
User Defined Methods - Copy (UD_METHOD_COPY)		See Chapter 17, "Using User Defined Depreciation," Copying a User-Defined Depreciation Method , page 333.
User Defined Variables (UD_VARIABLE_DEFN)		See Chapter 17, "Using User Defined Depreciation," Creating or Selecting Variables, page 326.
Define Units of Production (UOP_DEFN)		See Chapter 4, "Establishing Asset Processing," Setting Up Units of Production Definitions , page 86.
Account (GL_ACCOUNT)	ACCOUNT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Account Values.
Alternate Account (ALTACCT)	ALTACCT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Alternate Account".
Operating Unit (OPERATING_UNIT)	OPER_UNIT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Operating Unit Values.
Department (DEPARTMENT)	DEPT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Department Values.
Project ID (PROJECT)	PROJECT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Project Values.

Component	Component Interface	Reference
Product (PRODUCT)	PRODUCT_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Product Values.
Fund Code (FUND_DEFINITION)	FUND_CF	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Fund Code Values.
Chartfield 1 (CHARTFIELD1)	CHARTFIELD1	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 2 (CHARTFIELD2)	CHARTFIELD2	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
Chartfield 3 (CHARTFIELD3)	CHARTFIELD3	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields," Adding Values for Expansion ChartFields 1, 2, and 3.
InterUnit Template (IU_INTER_ TMPLT)	IU_INTER_TMPLT	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Interunit Templates.

Component	Component Interface	Reference
IntraUnit Template (IU_INTRA_TMPLT)	IU_INTRA_TMPLT	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Defining Intraunit Templates.
InterUnit Pair Maintenance (IU_INTER_PR_BASIC)	IU_INTER_PR_BASIC	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Using Interunit and Intraunit Accounting and ChartField Inheritance," Using Mass Maintenance for Interunit Pairs.
Market Rates (RT_RATE_PNL)		See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies," Establishing Market Rates.
Market Rate Definition (MARKET_RATE_DEF)		See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies," Defining Market Rates.
Currency Quotation Method (CURR_QUOTE_PNL)		See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies," Defining Currency Quotations.
Ledgers for a Unit (BUSINESS_UNIT_LED)	EM_BUS_UNIT_LED	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Up Ledgers," Defining Ledgers for a Business Unit.
Value Added Tax Code (TAX_CODE_VAT)	TAX_CODE_VAT	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Codes Using the Value Added Tax Code Page.
VAT Accounts by Business Unit (TAX_BU_CODE_VAT)	TAX_BU_CODE_VAT	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Accounts by General Ledger Business Unit (Optional).

Component	Component Interface	Reference
VAT Entity (VAT_ENTITY_ID)	VAT_ENTITY_ID	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Setting Up VAT Entities.
Vat Defaults CI Component (VAT_DEF_CI)	VAT_DEF_CI	See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults.
Customer Group Table (CUST_GROUP_TBL)		See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Maintaining Additional Customer Information," Establishing Customer Group Tables.
Contact Info (CONTACT_INFO)		See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Maintaining Contacts," Setting Up Contacts.
General Information (CUSTOMER_GENERAL)		See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Maintaining General Customer Information," Adding General Customer Information.
User Preferences (OPR_DEFAULT)	OPR_DEFAULT_FIN	See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining User Preferences," Defining Cross-Application User Preferences.

Other Sources of Information

In the implementation planning phase, take advantage of all PeopleSoft sources of information, including the installation guides, data models, business process maps, and troubleshooting guidelines. A complete list of these resources is in the preface of the *PeopleSoft Application Fundamentals for Financials Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, with information on where to find the most up-to-date version of each.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "PeopleSoft Application Fundamentals PeopleBook Preface"

Chapter 2, "Navigating in PeopleSoft Asset Management," page 15

Chapter 3, "Establishing Asset Management Business Units," page 23

Chapter 4, "Establishing Asset Processing," page 45

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook

PeopleSoft Global Options and Reports 8.8 PeopleBook

PeopleSoft Setup Manager for Financials, Enterprise Service Automation, and Supply Chain Management 8.8 PeopleBook

PeopleTools PeopleBook: PeopleSoft Component Interfaces

CHAPTER 2

Navigating in PeopleSoft Asset Management

This chapter discusses how to navigate in PeopleSoft Asset Management.

Navigating in PeopleSoft Asset Management

PeopleSoft Asset Management provides custom navigation center pages that contain groupings of folders that support a specific business process, task, or user role.

Note. In addition to the PeopleSoft Asset Management custom navigation center pages, PeopleSoft provides menu navigation, standard navigation pages, and PeopleSoft Navigator.

See Also

Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft Asset Management

This table lists the custom navigation Asset Definitions Center pages that are used to navigate implementation tasks in PeopleSoft Asset Management.

Page Name	Navigation	Usage
Asset Definitions Center	Main Menu, Asset Definitions Center	Access primary Asset Definitions Center menu options and activities.
Business Unit/Book Definition	Click Business Unit/Book Definition on the Asset Definitions Center page.	Access the Business Unit/Book Definition folder that contains options to define business units and books, InterUnit processing, reporting drilldown fields and report suffix.
Asset Management Definition	Click Asset Management Definition on the Asset Definitions Center page.	Access the Asset Management Definition component, AM Business Unit Definition page to define business units.
Asset Books	Click Asset Books on the Asset Definitions Center page.	Access the Business Unit/Book Definition page of the Asset Management Definition component to define business units and books.

Page Name	Navigation	Usage
InterUnit Definition	Click InterUnit Definition on the Asset Definitions Center page.	Access the InterUnit Transfer Definition page to define InterUnit processing.
Reporting Drilldown Fields	Click Reporting Drilldown Fields.	Access the Reporting Drilldown Fields page to define reporting drilldown fields.
Report Suffix	Click Report Suffix.	Access Report Suffix Definition page to define report suffix.
Depreciation Conventions	Click Depreciation Conventions on the Asset Definitions Center page.	Access the Depreciation Conventions folder to build and copy depreciation conventions.
Convention Builder	Click Convention Builder on the Asset Definitions Center page.	Access the Convention Builder page to define parameters for depreciation conventions based on monthly accounting calendars.
Convention Definition	Click Convention Definition on the Asset Definitions Center page.	Access the Convention Definition page to define attributes for depreciation conventions and enter all the dates associated with it.
Convention Multiple Copy	Click Convention Multiple Copy on the Asset Definitions Center page.	Access the Convention Multiple Copy page to copy all conventions associated with a setID or calendar to another setID or calendar.
Convention Single Copy	Click Convention Single Copy on the Asset Definitions Center page.	Access the Convention Single copy page to copy one convention from a setID or calendar to another setID or calendar.
Asset Controls	Click Asset Controls on the Asset Definitions Center page.	Access the Depreciation Conventions folder to build and copy depreciation conventions. Access the Asset Controls folder to establish limitations and special characteristics for certain assets.
Capitalization Limits	Click Capitalization Limits on the Asset Definitions Center page.	Access the Capitalization Limits page to set up capitalization limit codes by country as necessary.
Capitalization Acquisition Plan Types	Click Capitalization Acquisition Plan Types on the Asset Definitions Center page.	Access the Capitalization Acquisition Plan Types page to set up C.A.P. types.
Asset Classes	Click Asset Classes on the Asset Definitions Center page.	Access the Asset Class page define asset classes, which organize assets for reporting purposes.

Page Name	Navigation	Usage
Categories	Click Categories on the Asset Definitions Center page.	Access the Categories page to establish asset categories, which classify assets by type for accounting entry purposes.
Cost Types	Click Cost Types on the Asset Definitions Center page.	Access the Cost Types page to define cost types.
FERC Codes	Click FERC Codes on the Asset Definitions Center page.	Access the FERC Codes page to define FERC codes.
Hazardous Codes	Click Hazardous Codes on the Asset Definitions Center page.	Access the Hazardous Materials page to define hazardous-asset codes.
Retirement Basis Reduction	Click Retirement Basis Reduction on the Asset Definitions Center page.	Access the Retirement Basis Code page to set up retirement basis reduction codes.
Transaction Codes	Click Transaction Codes on the Asset Definitions Center page.	Access the Transaction Codes page to review or modify the transaction codes.
Depreciation Options	Click Depreciation Options on the Asset Definitions Center page.	Access the Depreciation Options folder to control and calculate depreciation.
Limits	Click Limits on the Asset Definitions Center page.	Access the Depreciation Limits page to specify the maximum amount of depreciation that you can expense on your assets for each year of life.
Multi-Shift Codes	Click Multi-Shift Codes on the Asset Definitions Center page.	Access the Multi-Shift Codes page to enter rates by which depreciation should be increased based on the number of production shifts an asset is used.
User Defined Rate	Click User Defined Rate on the Asset Definitions Center page.	Access the Rate-User Defined page to establish rates by useful life.
Units of Production	Click Units of Production on the Asset Definitions Center page.	Access the Units of Production page to set up units of production depreciation method definitions.
Terms Definition	Click Terms Definitions on the Asset Definitions Center page.	Access the Depreciation Terms Definition page to enter terms to 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 are used to alter depreciation calculations so that they comply with specific country requirements.

Page Name	Navigation	Usage
Period Allocation	Click Period Allocation on the Asset Definitions Center page.	Access the Period Allocation page to create depreciation expense allocation tables.
Location/Ownership	Click Location/Ownership on the Asset Definitions Center page.	Access the Location/Ownership folder to define asset location and ownership tables.
Location Definition	Click Location Definition on the Asset Definitions Center page.	Access the Location Definition page to define locations.
Define Asset Owners	Click Define Asset Owners on the Asset Definitions Center page.	Access the Owner Definition page to define role-based asset owners and assign assets to the owner.
Assign Owners to Operators	Click Assign Owners to Operators on the Asset Definitions Center page.	Access the Asset Owner User page to assign operators to owners.
Tax Information	Click Tax Information on the Asset Definitions Center page.	Access the Tax Information folder to define tax controls and identification.
Business Tax by Location	Click Business Tax by Location on the Asset Definitions Center page.	Access the Business Tax by Location page to enter and store tax rates by location.
Asset Block	Click Asset Block on the Asset Definitions Center page.	Access the Asset Block page to define assets blocks. This is equivalent to the *tax block* for India.
Classes	Click Classes on the Asset Definitions Center page.	Access the Tax Class page to set up or review tax classes.
Thresholds-VAT	Click Thresholds-VAT on the Asset Definitions Center page.	Access the Thresholds-VAT page to define and store thresholds for a number of adjustment periods.
Credits	Click Credits on the Asset Definitions Center page.	Access the Credits page to set up tax credit tables or modify existing tables.
Credit Status	Click Credit Status on the Asset Definitions Center page.	Access the Credit Status page to set status for tax credits by country.
Owner Information Definition	Click Owner Information Definition on the Asset Definitions Center page.	Access the Owner Information Definition page to set up owner information for taxation.
Qualified Investments	Click Qualified Investments on the Asset Definitions Center page.	Access the Qualified Investment Codes page to add or modify qualified investment codes.
Tax-Entity Definition	Click Tax-Entity Definition on the Asset Definitions Center page.	Access the Tax Entity Definition page to define the tax reporting entity.

Page Name	Navigation	Usage
Financing Information	Click Financing Information on the Asset Definitions Center page.	Access the Financing Information folder to load finance codes and lease payment schedules.
Financing Codes	Click Financing Codes on the Asset Definitions Center page.	Access the Financing Codes page to define financing codes to help you analyze your debit and credit relationships for capital-intensive and government projects.
Payment Schedules	Click Payment Schedules on the Asset Definitions Center page.	Access the Payment Schedule page to add or modify lease payment schedules.
Profiles	Click Profiles on the Asset Definitions Center page.	Access the Profiles folder to establish Asset Management system controls.
Asset Profiles	Click Asset Profiles on the Asset Definitions Center page.	Access the Profile page to define Asset Profiles.
Profile Changes in Mass	Click Profile Changes in Mass on the Asset Definitions Center page.	Access the Profile Changes in Mass to copy an asset profile from one set ID to another, or to update a profile by changing some of its attributes.
Accounting Entry Templates	Click Accounting Entry Templates on the Asset Definitions Center page.	Access the Accounting Entry Templates folder to define the Accounting Entry Templates.
Accounting Entry Template IDs	Click Accounting Entry Template IDs on the Asset Definitions Center page.	Access the Accounting Entry Template ID page to create a template ID with options for depreciation features and distribution methods.
Accounting Entry Template Definition	Click Accounting Entry Template Definition on the Asset Definitions Center page.	Access the Accounting Entry Template Definition page to add or modify accounting entry templates.
Accounting Templates in Mass	Click Accounting Templates in Mass on the Asset Definitions Center page.	Access the Accounting Templates in Mass page to create one or multiple accounting entry templates for journal templates, cost types, trans codes, and retirement disposal codes in a single process.
Depreciation Allocation	Click Depreciation Allocation on the Asset Definitions Center page.	Access the Depreciation Allocation folder to define allocation parameters.
Allocation Basis Definition	Click Allocation Basis Definition on the Asset Definitions Center page.	Access the Allocation Basis Definition page to define the allocation basis.

Page Name	Navigation	Usage
Joint Venture Allocation	Click Joint Venture Allocation on the Asset Definitions Center page.	Access the Joint Venture Allocation page to define the percentage of asset ownership allocated to each joint venture participant.
Transaction Groups	Click Transaction Groups on the Asset Definitions Center page.	Access the Transaction Groups page to set up transaction groups for purposes of allocating depreciation.
Maintenance Information	Click Maintenance Information on the Asset Definitions Center page.	Access the Maintenance Information folder to define asset maintenance controls and parameters.
Agencies	Click Agencies on the Asset Definitions Center page.	Create agency codes. Keep track of an asset's registration and licenses by using the information set up in Agency tables.
Indexes	Click Indexes on the Asset Definitions Center page.	Access the Indexes page to set up an index, and subindex.
Insurance Type	Click Insurance Type on the Asset Definitions Center page.	Access the Insurance Type page to enter different types of insurance, such as liability for automobiles or property.
Maintenance Types	Click Maintenance Types on the Asset Definitions Center page.	Access the Maintenance Types page to define asset maintenance controls and parameters.
Depreciation Methods	Click Depreciation Methods on the Asset Definitions Center page.	Access the Depreciation Methods folder to enter and maintain User Defined depreciation methods.
User Defined Variables	Click User Defined Variables on the Asset Definitions Center page.	Access the User Defined Variables page to define depreciation variables.
User Defined Methods	Click User Defined Methods on the Asset Definitions Center page.	Access the User Defined Methods page to define user-defined depreciation methods.
Rate-User Defined	Click Rate-User Defined on the Asset Definitions Center page.	Access the Rate-User Defined page to define depreciation rates.
User Defined Methods-Copy	Click User Defined Methods-Copy on the Asset Definitions Center page.	Access the User Defined Methods-Copy page to copy user defined depreciation methods.
Generate User Defined Methods	Click Generate User Defined Methods on the Asset Definitions Center page.	Access the Generate User Defined Methods to create a user defined depreciation method.

See Also

Chapter 1, “Getting Started With PeopleSoft Asset Management,” page 1

Chapter 3, “Establishing Asset Management Business Units,” page 23

Chapter 4, “Establishing Asset Processing,” page 45

CHAPTER 3

Establishing Asset Management Business Units

This chapter provides an overview of and discusses how to create asset management business units.

Understanding Asset Management Business Units

You determine how to define business units in PeopleSoft Asset Management to best facilitate asset management processing within your organization. You can set up an asset management business unit for each legal entity in your organization. You may have asset management activities processed by a central asset management department which will interface with and manage assets for each business unit. Alternatively, you could set up one business unit for each plant or branch office of your company, enabling these entities to manage their own assets independently while sending journals to the same general ledger business unit. Establish your business units in the manner that best suits your organizational, structural, or reporting needs.

TableSet Sharing and PeopleSoft Trees

PeopleSoft trees are setID-driven. For PeopleSoft 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 does not equal the business unit, you cannot access your assets from the correct PeopleSoft Asset Management tree.

Note. Each time you create a business unit, whether you copy the TableSet sharing from another business unit or create a generic TableSet sharing setup, the system will automatically establish the setID for record group FS_08 to equal the business unit that you are creating. You should not change this definition.

See *PeopleTools PeopleBooks: PeopleSoft Application Designer,"Planning Records, Control Tables, and TableSets"*.

See *PeopleTools PeopleBooks: PeopleSoft Tree Manager,"Sharing Trees Across SetIDs"*

Understanding the PeopleSoft Asset Management Business Unit Options

Some business processes in PeopleSoft Asset Management are based upon your business unit definitions. These processes may require that you define defaults or other options for transactions that are processed at the business unit level. These options include:

- Asset Management processing options.

  Besides asset management processing defaults, you should consider your requirements for value-added tax (VAT) processing, processing group assets and ChartField summarization, depreciation period end and closing processes, and asset book and accounting entry defaults.

- PeopleSoft Payables interface processing options.

Select voucher close transaction types.

- PeopleSoft Billing interface options.

  Designate the Defaulting Business Unit to run the Billing interface and define values for PeopleSoft Billing business units, bill types, bill sources, and bill by identifiers.

- (JPN) PeopleSoft Asset Management numerical rounding options.

  Define rounding type for depreciation amounts.

If you are using PeopleSoft General Ledger, you must also define at least one general ledger business unit to which you will generate journal entries from the asset management business unit. If PeopleSoft General Ledger is already implemented, this step may have already been performed.

Creating Asset Management Business Units

After you determine how many business units you use and how to organize them, you must define them for PeopleSoft Asset Management. Asset management business units and associated process defaults and options are defined on a set of three business unit definition pages:

1. Business Unit Definition page.
2. Business Unit/Book Definition page.
3. Interface Options page.

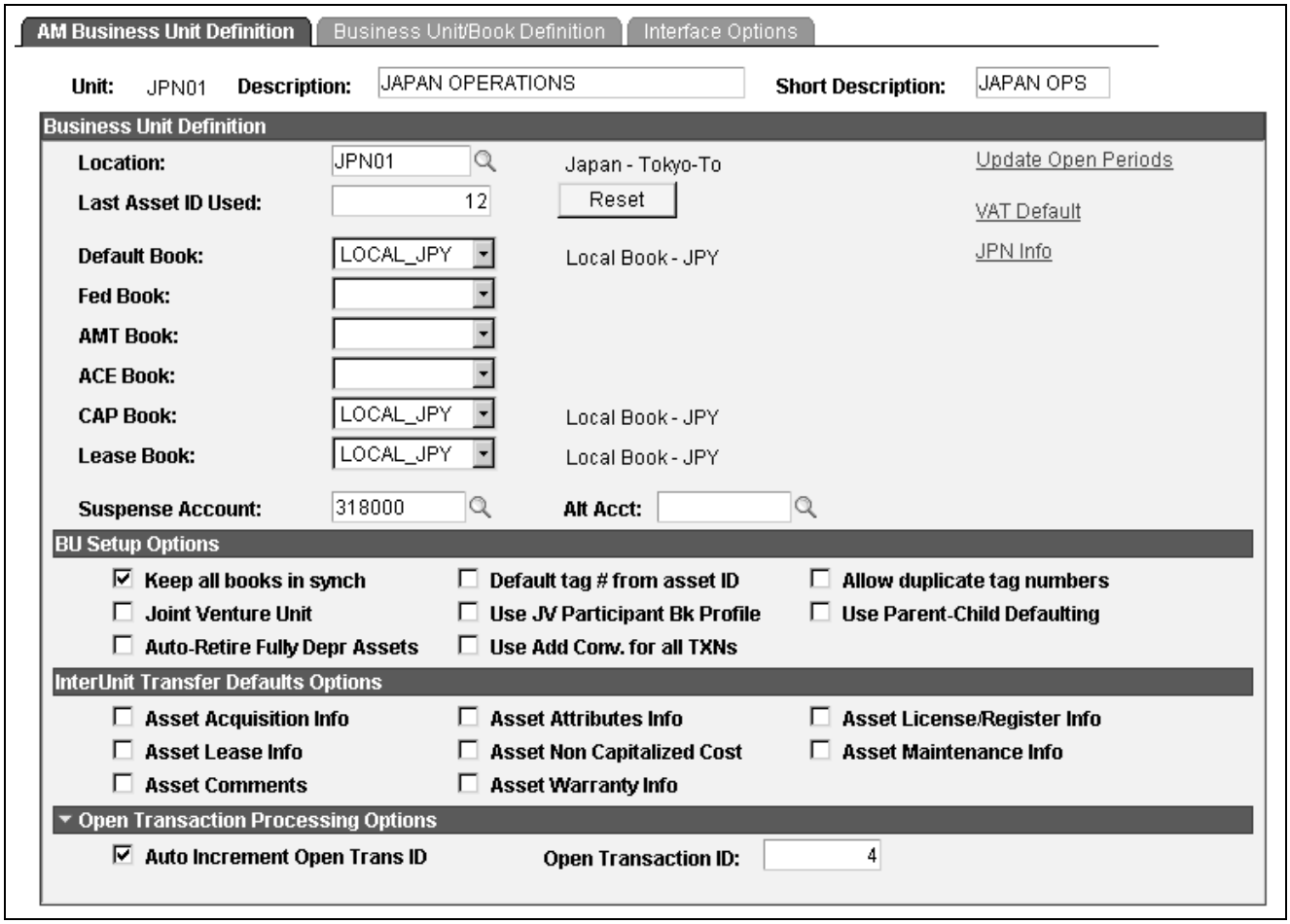
Pages Used to Create Asset Management Business Units

Page Name	Object Name	Navigation	Usage
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 Defaults Setup	VAT_DEFAULTS_DTL	Click VAT Default on the AM Business Unit Definition page.	Specify VAT Defaults Setup.
Business Unit Info for Japan	BUS_UNIT_JPN_SEC	Set Up Financials/Supply Chain Management, Business Unit Related, Assets, Asset Management Definition, Business Unit/Book Definition, JPN Info	Define Japanese business unit default information.
VAT Defaults Copy	VAT_DFLT_SRCH_COPY	Click Copy Defaults From on the VAT Defaults Setup page.	Copy VAT default specifications from another key combination for the same VAT driver.

Page Name	Object Name	Navigation	Usage
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	Define required books, book options, and accounting entry options for each book that the business unit will use. **Note.** You must first complete the AM Business Unit Definition page and define your asset books on the Asset Book page.
BU Book ChartFields Summarize	BU_BOOK_GRP_SUM	Select the Group Asset Processing check box on the Business Unit/Book Definition page.	(Optional) Select the ChartFields that will be used for group member asset summarization.
Round Options	ROUND_OPTIONS_SEC	Click Round Type on the Business Unit/Book Definition page.	(JPN) Select options for rounding depreciation amounts for the book.
Depreciation Close List	MR_AM_DEPR_CLOS	Click Depreciation Close List on the Business Unit/Book Definition page.	Review the years and periods for which depreciation has been closed.
Interface Options	BUS_UNIT_INTFC_OPT	Set Up Financials/Supply Chain, BusinessUnit Related, Assets, Asset Management Definition, Interface Options tab	Establish default options when integrating with PeopleSoft Payables: Select one of three voucher close transaction types when vouchers are processed that contain a fixed asset. Establish process integration with PeopleSoft Billing: Select default PeopleSoft Billing business unit, and define values for bill type, bill source, and bill by identifier.

Creating Asset Management Business Units

Access the AM Business Unit Definition page.



AM Business Unit Definition page

PeopleSoft Asset Management automatically numbers assets incrementally, starting from zero by default. To increment automatically from some other starting point, enter your starting point into the Last Asset ID Used field and select the Reset button. If there are no assets for this business unit, this will reset the last asset ID to zero.

You can override most business unit defaults at a lower level when you enter asset information. PeopleSoft Asset Management is delivered with a series of standard definition tables. Examine these tables to determine if the business unit that you're setting up can share the same financial structure. If so, you can minimize the need to set up additional tables.

Note. When you create a business unit, PeopleSoft Asset Management automatically defines TableSet defaulting for the business unit so that it copies the TableSet that you entered on this page. You can verify TableSet sharing by using the PeopleTools Utilities TableSet Control Group pages.

See *PeopleTools PeopleBooks: PeopleSoft Application Designer,"Planning Records, Control Tables, and TableSets", Sharing Tables*

Unit, Description,Short Description Enter descriptive information to uniquely identify the business unit during set up. These fields are already populated when you select an existing business unit for update.

Business Unit Definition

Define book to be used as the default book for general ledger entries for the business unit and all secondary books, including Corporate and Tax books (both state and federal).

Location Select a Location for this business unit. Locations available are defined on the location page table.

Last Asset ID Used The last asset ID used displays here or the value is zero by default. The *Next*value displays on the Asset Basic Add or Express Add pages when you use automatic numbering of asset ID. When the record is saved, the assigned asset ID displays and the value is incremented on this page.

Default Book Specifies the book that is used by default when you enter assets. (This book is required for subsequent processing.)

Note. PeopleSoft strongly recommends making the primary book in the ledger group in General Ledger the same as the default book in Asset Management in order to maximize synchronicity of transactions.

Fed Book Calculates the Federal Tax.

AMT Book Calculates the Alternate Minimum Tax.

ACE Book Calculates the Adjusted Current Earnings.

C.A.P. Book Specifies the book used for capital acquisition planning (CAP).

Lease Book Specifies the book where Leased Assets are primarily recorded.

Suspense Account,Alt Acct If you have any transaction in a foreign currency within this business unit and wish to enable the feature to translate currencies, enter the translate account and alternate account here. If you do not have transactions outside of your local currency, you do not need to define these values.

See *PeopleSoft General Ledger 8.8 PeopleBook*, "Defining Your Operational Structure," Defining Journal Processing Options for a Business Unit.

BU Set Up Options

Keep all books in synch Check this option to keep all adjustments synchronized. Clearing this option enables you to create adjusting entries to affect particular books while excluding others.

Warning! If you use this method to make adjusting entries, you must recheck the option before starting normal asset processing. Clearing or checking this option does not enable retroactive adjustments. The function is applied from the point selected going forward until and unless you change it again.

Default tag# from asset ID Check this option to use the same number for the tag as the assigned Asset ID.

Allow duplicate tag numbers Check this option when you are processing physical inventory. This enables you to take physical inventory and process assets that may have the same tag number.

Joint Venture Unit Select if this is a joint venture business unit.

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

Use JV Participant Bk Profile (use joint venture participant book profile) Joint venture participant business units are governed by the book for the *participant*level business unit or by the book for the overall joint venture business unit. Select this option for participant level. You can use this feature to maintain joint venture participant business units with separate profiles that enable different depreciation methods, conventions, calculation types, and so on, as required.

Use Parent-Child Defaulting Enables 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), select this box. For more responsive performance of Express Add, Basic Add, and Transaction Loader processes, clear this box. General Parent-Child asset processing is still enabled.

Auto-Retire Fully Depr Assets (automatically retire fully depreciated assets) Enables automatic retirement of fully depreciated assets for this business unit. You must also enable the option at the book level.

Use ADD Conv for all TXNs With this option, you can inherit the same convention used when you added an asset for any new transaction.

InterUnit Transfer Defaults Options

Select the default asset information to be shared between the business units when you make interunit transfers. The information is derived from the Asset Information component.

Asset Acquisition Info Check to include information derived from the Asset Acquisition Detail (ASSET_ACQ_DETAIL) page and links (ASSET_ACQ_DET_AP, ASSET_ACQ_DET_VAT).

Asset Attributes Info Check to include information derived from the Asset Location/Comments/Attributes (ASSET_IMAGE) page.

Asset License/Register Info Check to include information derived from the Asset Custodian/License/Manufacturer page (ASSET_CUSTODIAN) and links (ASSET_LIC_ADDR_SEC).

Asset Lease Info Check to include information derived from the Leased Assets component pages (ASSET_LEASE_01, ASSET_LEASE_02, ASSSET_LEASE_05, ASSSET_LEASE_03).

Asset Non-Capitalized Cost Check to include information derived from the Asset Acquisition Detail (ASSET_ACQ_DETAIL) page and links (ASSET_ACQ_DET_AP, ASSET_ACQ_DET_VAT).

Asset Maintenance Info Check to include information derived from the Track Service and Repairs component pages (ASSET_MAINT_01, ASSET_MAINT_01_S).

Asset Comments Check to include information derived from the Asset Location/Comments/Attributes (ASSET_IMAGE) page.

Asset Warranty Info Check to include information derived from the Asset Custodian/License/Manufacturer page (ASSET_CUSTODIAN) and links (ASSET_LIC_ADDR_SEC).

Open Transaction Processing Options

Open transactions are asset events such as depreciation and accounting entries that require processing. 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.

Auto Increment Open Trans ID If you want to process a large number of transactions as a group, you should suspend the Auto Increment Open Trans ID option. For example, you enter 300 new computers into PeopleSoft Asset Management, and rather than process depreciation and distribution in 300 separate requests, you want to process all in a single request. To do so, establish an Open Trans ID that identifies a single processing request for all 300 computers that you entered. In this case, you should clear the Auto Increment Open Trans ID option.

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

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Defining Your Operational Structure"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Financials and Supply Chain Management Common Definitions"

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Installation Options for PeopleSoft Applications"

Chapter 4, "Establishing Asset Processing," page 45

Chapter 20, "Creating Accounting Entries," page 345

Defining Open Periods

The Update Open Periods page enables you to define which periods are open (periods in which transactions can be posted) for Asset Management. These can be defined in relation to but not strictly governed by the corresponding open period in PeopleSoft General Ledger (GL).

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars," Defining and Updating Open Periods

Defining VAT Defaults

Use the VAT Default page to specify VAT processing options. For countries that use Value Added Taxes (VAT), PeopleSoft Asset Management stores default information at the business unit, customer, customer location and asset class levels to calculate VAT on asset retirements. VAT Transaction Types and VAT Codes are set up in Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax. You can select values for these and other control fields on this page.

VAT defaults are controlled by VAT drivers at various levels of the hierarchy and the VAT defaults themselves are stored in a common set of defaulting tables. Depending on the driver, certain fields are available for setting and, lower in the hierarchy, overriding. There are two main components that control the VAT defaulting. The VAT Defaults Setup component and the Services VAT Treatment Setup component. PeopleSoft Asset Management only handles goods for VAT setup. You can access these components from the common VAT menu (Set Up Financials/Supply Chain, Common Definition, VAT and Intrastat, Value Added Tax) or from the applicable application pages. If you access these components from the VAT menu, the driver you select determines the fields that display. If you access either of these components from the application pages, the component you are accessing from determines the fields displayed. The VAT Defaults Setup and Services VAT Treatment Drivers Setup components and functionality are described in depth in the common VAT chapter in the Global Reports PeopleBook

The values selected here become the default values for the business unit and can be overridden in the Asset Retirements component. If you leave these fields blank, you must enter this information in the Asset Retirements component each time VAT applies to the transaction.

Understanding VAT Drivers, VAT Driver Keys, and the Defaulting Hierarchy for VAT Defaults

The following table lists the Asset Management-related VAT drivers and associated VAT driver keys in VAT default hierarchy sequence from most specific to least specific for the VAT Defaults component. The table also indicates which drivers control defaults for the Services VAT Treatment.

VAT Driver	VAT Driver Keys	Country	State	Applicable to Regular VAT Defaults	Applicable to Services VAT Treatment Defaults
ASSET_CLASS_TBL Asset Class	Asset SetID Asset Class	Optional	Optional	Yes	No
CUST_ADDR_SEQ Customer Location	Customer SetID Customer ID Address Sequence Number	Optional	Optional	Yes	Yes
CUSTOMER Customer	Customer SetID Customer ID	Optional	Optional	Yes	Yes
BUS_UNIT_TBL_AM AM Business Unit	Business Unit	Optional	Optional	Yes	No
VAT Entity Registration	VAT Entity Country	Not applicable	Optional	Yes	No
VAT Country	Country	Not applicable	Optional	Yes	No

Establishing the VAT Environment

For your system to track and process VAT, you must first set up basic information by defining VAT transaction types, VAT codes and their associated VAT accounting templates, VAT countries, VAT entities, and VAT defaulting. Each piece builds upon the next so, for your basic setup, it's important to implement each piece in the following order:

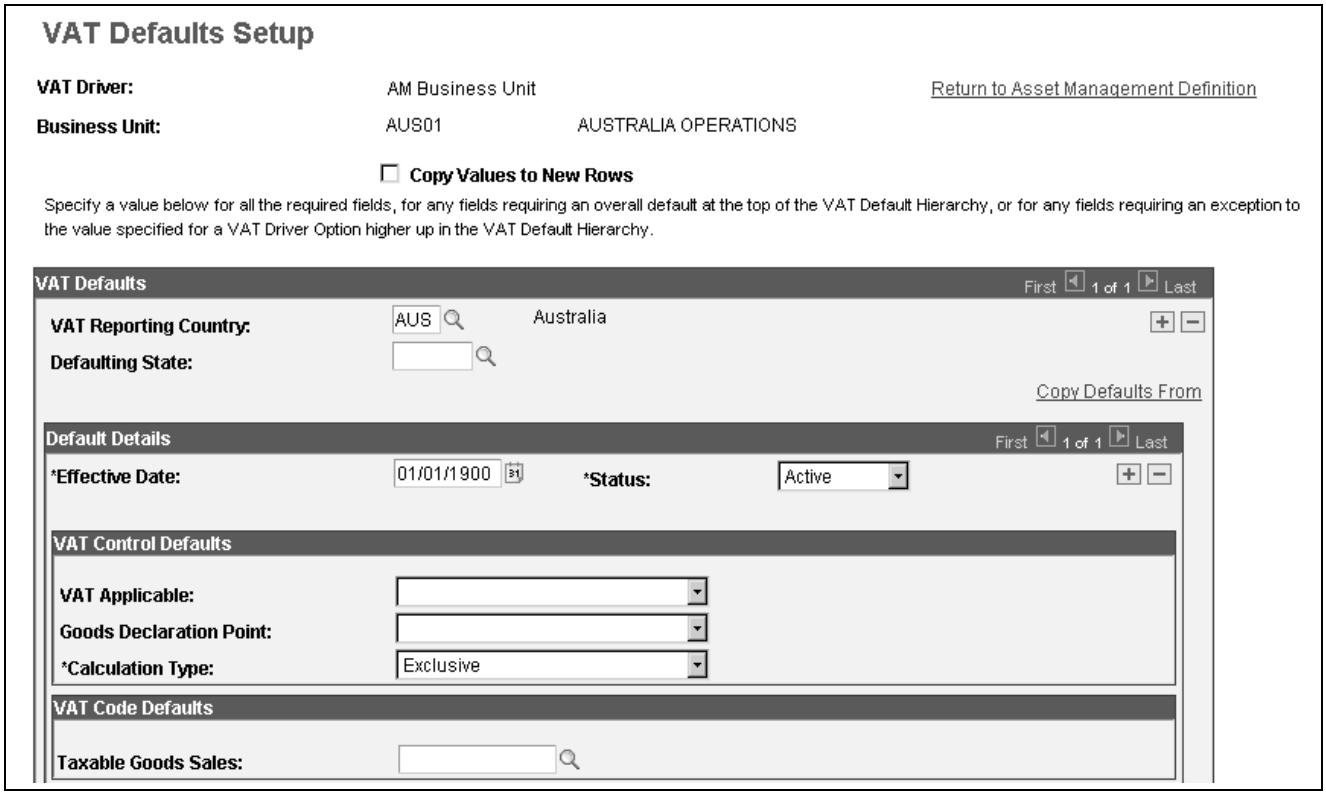
1. VAT transaction types.
2. VAT rates, VAT codes, and VAT accounting information.
3. VAT countries .
4. VAT entities.
5. VAT defaults.

In addition to the information you must set up, PeopleSoft delivers multiple account types for your VAT accounting and reporting with every application. You cannot add your own.

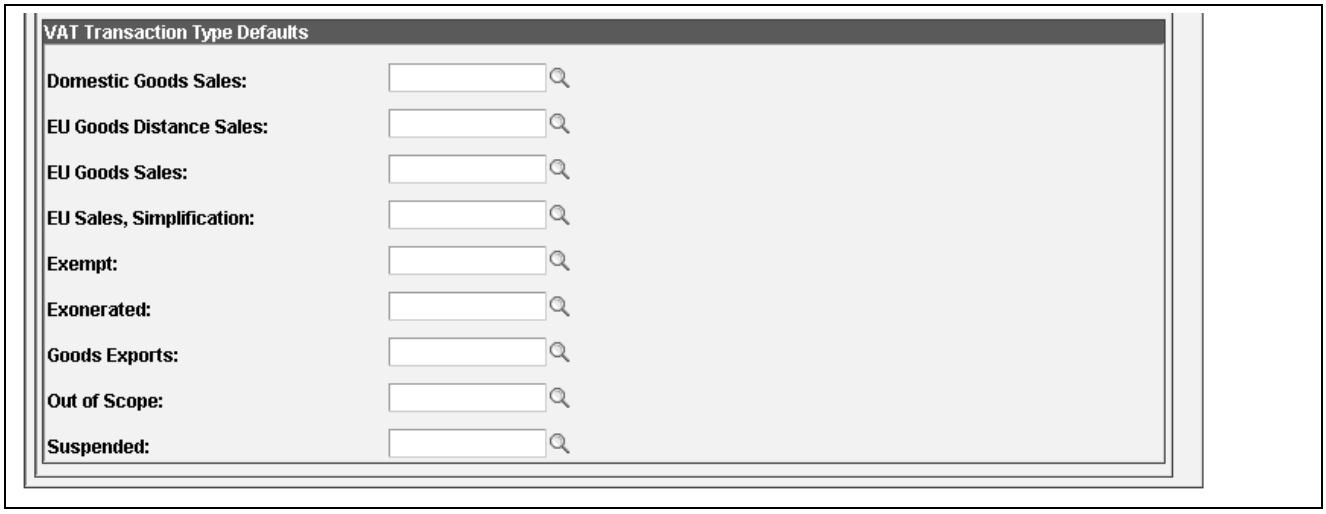
See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".

Setting Up and Maintaining VAT Defaults

Access the VAT Defaults Setup page, specifying the VAT driver and any VAT driver keys as applicable. You can insert rows for any or all of the VAT driver keys as well as the VAT country or state. You can also delete any existing rows.



VAT Defaults Setup page (1 of 2)



VAT Defaults Setup page (2 of 2)

Copy Values to New Rows If you are inserting a row for a VAT driver key, select this check box to copy all the VAT defaults from the previous row to the new row. Otherwise, all VAT default fields for the new row will be blank.

VAT Defaults

VAT Reporting Country Select the VAT reporting country or countries for which you are defining VAT defaults. For service VAT treatment defaults, defaults are obtained for the supplier's location country. Asset Management *does not* use VAT for services, only goods.

Defaulting State As applicable, enter the state for which you want to define defaulting values. (Optional depending on VAT Country)

Copying VAT Defaults

Access the VAT Defaults Copy page by selecting the link Copy Defaults From.

Copy From Search Criteria Enter the criteria on which you want to search. When copying defaults for the Asset Management business unit driver, you can search by business unit, VAT reporting country, and defaulting state.

Search Select to retrieve the results based on the criteria entered. The results display in the Copy From Results group box.

Copy From Results In the Copy From Results group box, select the link for any of the results returned to view the details of the VAT setup from which to copy on the Copy VAT Defaults Setup page. Once you have viewed the details, you can select Copy to copy the VAT setup. The system returns you to the VAT Defaults Setup page with the copied fields.

Or you can select the appropriate radio button for any of the results returned and select Copy to copy from the selected row. The system returns you to the VAT Defaults Setup page with the copied fields.

Default Details

Enter the effective date and status.

The remaining fields on the page vary based on the combination of VAT driver and VAT driver keys. Depending on the combination of PeopleSoft products you are implementing and the VAT transactions conducted between your local country and other countries, you may require some variation in set up. The PeopleSoft Global Reporting PeopleBook documents these variations in working with VAT in greater detail.

You may define the following defaults for the Asset Management business unit:

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults.

VAT Control Defaults

VAT Applicable Select the appropriate VAT status.

Values are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

Goods Declaration Point Select when you want VAT transaction information for goods to be recognized for reporting purposes.

Invoice: VAT is recognized at time of invoice.

Payment: VAT is recognized at time of payment.

Delivery: VAT is recognized at time of delivery.

Calculation Type Select the type of calculation you want the system to use.

Exclusive: VAT is calculated on top of the entered transaction amount, since it excludes any VAT.

Inclusive: VAT is calculated from within the entered transaction amount, since it already includes the VAT.

VAT Code Defaults

You use VAT codes to specify the rate at which VAT is calculated.

The VAT rate is frequently the key to reporting VAT because VAT amounts must often be reported separately by VAT rate on a VAT return. Therefore, the VAT code is part of the reporting definition.

Taxable Goods Sales Select the VAT code to be used for taxable sales within this VAT reporting country

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Setting Up VAT Authorities and Tax Codes.

VAT Transaction Type Defaults

You use VAT transaction types to classify and categorize transactions at a more detailed level for both VAT reporting and accounting. These are specified for each transaction line when you enter a transaction.

You define the VAT transaction types you need for your VAT setup. PeopleSoft also delivers a set of VAT transaction types with your system as sample data.

Domestic Goods Sales Sale of goods within the same country.

EU Goods Distance Sales Sale of goods between European Union (EU) countries in which the supplier is registered in an EU country and the purchaser is not registered in an EU country. The VAT rate charged is the rate applicable in the supplier's country.

EU Goods Sales Sale of goods within the European Union.

EU Sales, Simplification This treatment is used for the transaction between an intermediary and the purchaser in cases when there is a sale of goods between European Union countries involving three parties: the purchaser, an intermediary (bill-from) supplier, and the actual goods supplier. Each party is located in a different EU country and registered in his own country, and not in either of the other

two countries. The only difference between this VAT treatment and that applied to normal EU sales is that the supplier is required to print a different message on the invoice referencing the statute that applies to triangulation, rather than the one that references the statute for normal EU sales.

Exempt Not subject to VAT.

Exonerated Subject to exoneration from VAT.

Goods Exports Export sales of goods.

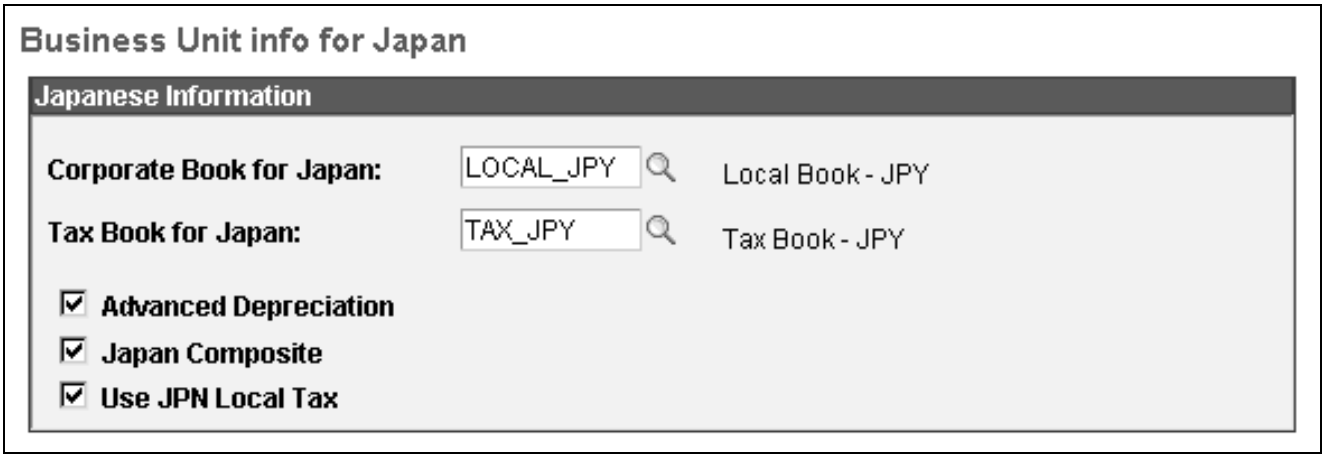
Out of Scope Outside of the scope of VAT.

Suspended Subject to suspension of VAT.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Transaction Types.

Defining Business Unit Information for Japan

Access the Business Unit Info for Japan page from the AM Business Unit Definition component, JPN Info link.



Business Unit Info for Japan page

Corporate Book for Japan Select the corporate book for Japan.

Tax Book for Japan Select the tax book for Japan.

Advanced Depreciation Select if advanced depreciation is used.

Japan Composite Select if composite assets are used.

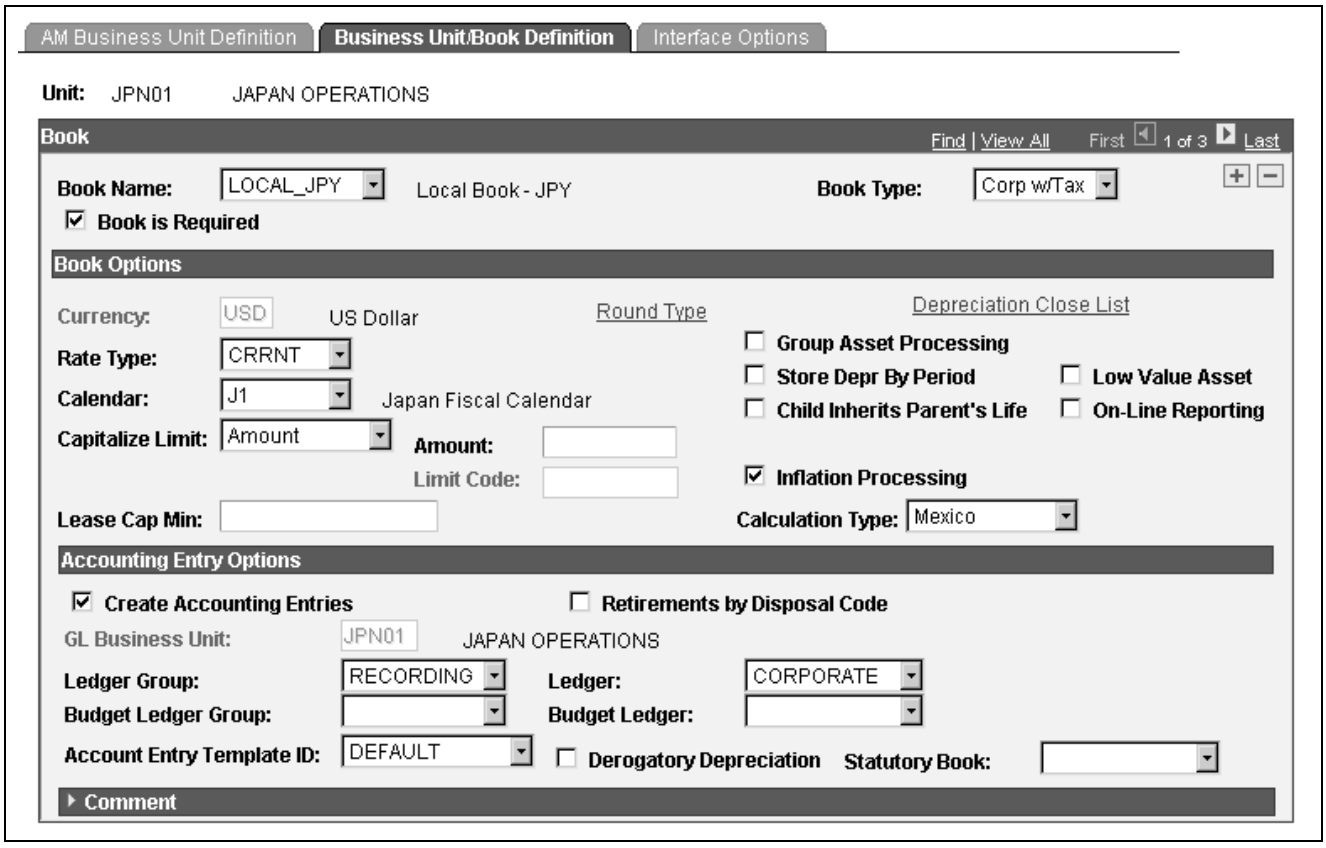
Use JPN Local Tax Select if local tax reporting is enabled.

See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (JPN) Establishing Options to Meet Japanese Requirements, page 469

Defining Business Unit Processing Options

Access the Business Unit/Book Definition page.



Business Unit/Book Definition page

Book Names

Book Name is used during asset and profile entry to designate book processing.

At least one financial book for each business unit to record asset data in your general ledger is required. You may have other federal, state, and foreign tax or financial books as well. Transactions may be tracked in multiple currencies by designating the currency code within each transaction entry.

Book Type

Specify type of asset book processing. This feature acts as a filter for your tax and financial options when you define tax and depreciation information for asset transactions. For example, if you define your CORP Book as a *Corporate* book, , you will not be able to select any tax attributes for processing when you add an asset to this book. Select *Corporate w/Tax Info* if you maintain separate tax records for this business unit in the Book. You can use this option to specify tax processing rules and track tax information for your assets. The *Tax* option allows you to maintain tax information for government reporting. The *US AMT* option allows you to maintain alternative minimum tax information for government reporting. This option enables you to separately track alternative minimum tax information.

Book is Required

Select Book is Required to ensure that this book will added for every asset in this business unit.

Note. If you maintain multiple currencies you must define the exchange rate. Even if you use only one currency in PeopleSoft Asset Management, you must still set up a one-to-one exchange rate and rate type to exchange that currency with itself. For example, to use U.S. dollars you must set up an exchange rate for U.S. dollars to U.S. dollars with an exchange rate of 1. To make changes, go to Define General Options, Currency Exchange Rate page.

Book Options

Currency Displays the default currency for this business unit.

Rate Type Select the currency exchange rate.

Note. Even if you are using only one currency in PeopleSoft Asset Management, you still need to set up a one-to-one 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.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies".

Calendar Select the accounting period calendar for this book and business units. PeopleSoft General Ledger supports multiple calendars, so you can keep separate calendars for actuals, for budget and forecast activity, and for special reporting or transitional needs. For example, you can easily manage a conversion to different accounting periods or to a new fiscal year by maintaining two calendars. However, only one calendar can be active for a ledger group at a given time. A book must use the same calendar as the ledger.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Accounting Calendars".

Capitalize Limit,Amount,Limit Code Define these limits either by selecting Amount and entering a minimum, or by selecting *Table Lim* and selecting a Cost Limit Code. If you selected Amount, you cannot 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 that you set up in the Capitalization Limit table, when you try to add assets below the amounts in the table.

See Chapter 4, "Establishing Asset Processing," Setting Up Capitalization Limits , page 73.

Lease Cap Min Define the lease cap as a minimum cost of the asset lease. (When you enter a leased asset with total cost below the lease cap, you will receive an error.)

Auto-Retire Fully Depr Assets (automatically retire fully depreciated assets) Select to enable the auto-retire fully depreciated assets feature. This field appears only if you select the Auto-Retire Full Depr Assets option on the Asset Management Business Unit Definition page.

Group Asset Processing Select to enable group asset processing. The system applies asset transactions at the group member level.

See Chapter 12, "Using Group Asset Processing," page 257.

Store Depr by Period Check to store depreciation by period for the current fiscal year.

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 recommend storing depreciation entries by fiscal year rather than by period.

See *PeopleSoft General Ledger 8.8 PeopleBook*, "Managing Interim and Year-End Closing".

Child Inherits Parents Life Check to pass on the asset life of the parent asset to the child asset.

(ARG) (BRA) (MEX) Inflation Processing(This field is available when you enable the corresponding Installation options.) Select *Inflation Processing* if you want to enable the inflation processing feature. This optional feature is used for Argentina, Brazil, and Mexico to adjust assets for inflation associated with a particular inflation index appropriate for a country or currency. It provides for periodic inflation adjustment transactions (Transaction Type INF) that adjusts asset balances (cost, period depreciation, year-to-date depreciation, and accumulated depreciation) for inflation. The default is blank.

See Chapter 4, "Establishing Asset Processing," Specifying Asset Books for a Profile , page 90.

Calculation Type Select the calculation method for inflation processing. The available options are:

- Argentina
- Brazil
- Mexico

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Setting Installation Options for PeopleSoft Applications".

(DEU) Low Value Asset Check to enable low-value asset processing. In Germany, assets marked as low value should be depreciated in one year. PeopleSoft Asset Management checks the capitalization limits against the amounts that are stored by code in the capitalization limit table.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (DEU) Establishing Options to Meet German Requirements, page 458.

Online Reporting Check to enable online reporting features.

Note. You must run Load Depreciation Reporting table for at least one asset after this option is selected to be able to view online reporting for this business unit/book.

See Chapter 23, "Using PeopleSoft Asset Management Reporting Options," page 425.

Accounting Entry Options

Your business unit accounting entry options enable you to associate an asset management business unit with a general ledger business unit and default ledger.

Create Accounting Entries Check this box to make the accounting entry options available for selection.

Retirements by Disposal Code Check the box to enable retirement of assets based upon disposal code. A disposal code references a predefined disposal worksheet that includes asset rules such as asset ownership, eligible operators, and permitted transactions. The Transaction Code field on the Retirement page will be populated with the appropriate disposal code.

See Chapter 21, “Retiring Assets,” Initiating Asset Retirement Using the Disposal Worksheet, page 392.

GL Business Unit The General Ledger business unit associated to this book displays here.

Ledger GroupBudget Ledger GroupLedgerBudget Ledger A ledger is a set of posted balances that represents a set of books for a business unit. Ledger templates and detail ledgers can be added to the appropriate ledger group. A ledger group can have one primary ledger and zero to nine secondary ledgers. Each ledger within the ledger group shares a common physical structure based on the ledger template, as well as unique characteristics (such as its own base currency).

The Ledger Group andBudget Ledger Group fields for PeopleSoft Asset Management allow you to associate a ledger or ledger group to this business unit. *In sync*accounting entries are a group of accounting entries for one transaction that the system distributes to different ledgers. In conjunction with theKeep all books in sync option, you define how a transaction is posted. If the Keep all books in sync option is selected, then one transaction will post to all ledgers in the group. If the Keep all books in sync option is clear, the system posts transactions only to those ledgers with transaction entries. One book will post to one ledger, but you can set up other books to point to the other ledgers in the group.

If you will be generating budget accounting entries, specify the Budget Ledger Group and Budget Ledger to which you want to post them. If you leave ledger and budget ledger fields blank, the accounting entries will be made to the primary ledger.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, “Setting Up Ledgers”.

Translate Gain/Loss If the ledger specified is a translate ledger, this check box will display. When you process accounting entries (AMAEDIST), the gain or loss amount that is the result of a currency exchange transaction is converted from the primary book to the translate book.

Account Entry Template ID Enter the Account Entry Template ID; the default is *DEFAULT*. The accounting entry template ID provides the option to associate different books with different charts of accounts. To use Derogatory Depreciation for France, select the Account Entry Template ID that corresponds.

If you select the*Derogatory* depreciation template ID, you must also select the Derogatory Depreciation check box.

See Chapter 4, “Establishing Asset Processing,” Setting Up Accounting Entry IDs and Templates , page 63.

(FRA) Derogatory Depreciation Select this check box to process derogatory depreciation with the Derogatory Account Entry Template ID. If this box is selected, you must use the appropriate Account Entry Template ID associated with derogatory depreciation. You must also select the Statutory Book to which this book will be compared. This may be designated on the AM Business Unit Definition page as the Fed Book.

See Chapter 25, “Using the Global Features of PeopleSoft Asset Management,” (FRA) Establishing Options to Meet French Requirements, page 455.

(FRA) Statutory Book Select the statutory book to which derogatory depreciation transactions stored in the book you are defining will be compared. When Derogatory Depreciation has been selected, you must also define Statutory Book.

Selecting Rounding Options

Select the link Round Type and access the Round Options page.

Round Rule,,**Round Type** Select the rounding rule and type that apply to this book.

The rounding rules delivered with PeopleSoft Asset Management are:

Down

NatRnd:

Up

The rounding types delivered with PeopleSoft Asset Management are:

Currency:

Generic

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 The Truncation Precision Flag check box works with the Round Precision value. When you select it, amounts that contain many decimal places are truncated to one decimal place to the right of the rounding precision position before rounding is performed. If you clear it, the entire amount is 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.

Viewing the Depreciation Close List

Access the Depreciation Close List page.

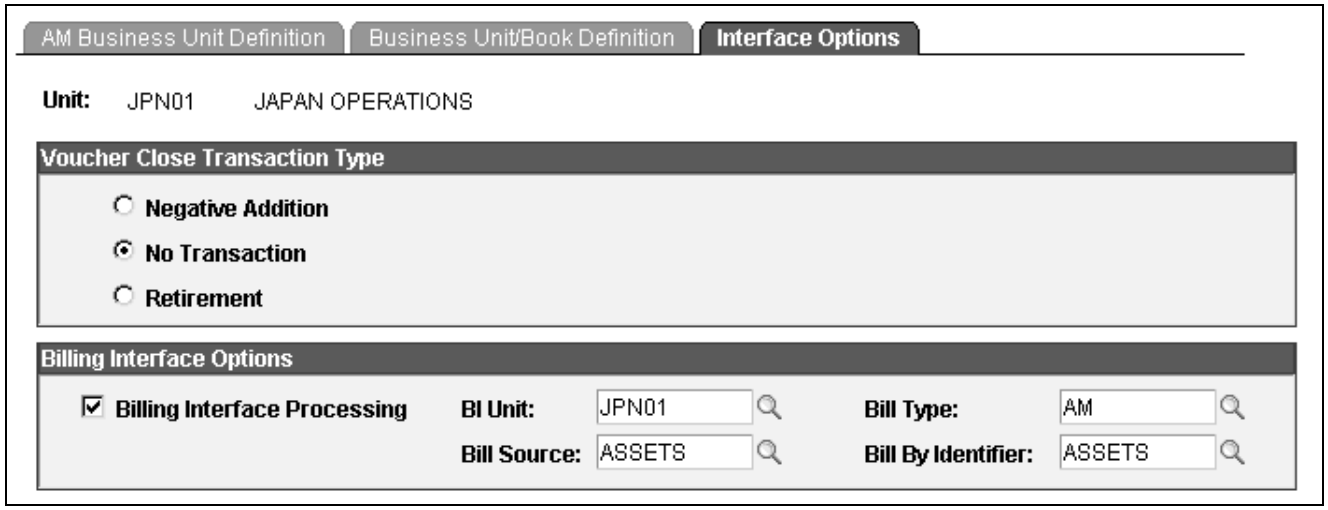
View the years and periods for which depreciation has been closed. You cannot open or close periods from this page.

See Also

Chapter 20, "Creating Accounting Entries," Closing Accounting Periods, page 361

Selecting PeopleSoft Asset Management Interface Options

Access the Interface Options page.



Interface Options page

This page provides the options available for interfacing with PeopleSoft Payables, and Billing applications.

Voucher Close Transaction Type

When a new asset is created from a Payables voucher and sent to PeopleSoft Asset Management, a new asset is created. If the payables voucher is then closed you have to post the voucher again. The default Voucher Close Transaction is Retirement.

Note. If a voucher is unposted, and the default Voucher Close Transaction is *Retirement* , the load type will result in a negative ADD (Load type AAD).

Negative Addition Results in a negative addition (AAD) to the asset that was originally created by the voucher.

No Transaction No transaction is generated for this event, and the process to remove it from PeopleSoft 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, but no cost rows or financial transaction will be generated.

Retirement Creates a retirement transaction (RET) to retire the asset that was originally created by the voucher.

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

This is the default if no other option is specified.

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

See *PeopleSoft Payables 8.8 PeopleBook*, "Sending Information to PeopleSoft Asset Management".

See Chapter 21, "Retiring Assets," page 363.

Billing Interface Options

Complete the appropriate definitions for processing billing transactions in the Billing Interface group box. The information entered here appears on the Create Bill tab of the Retirement page. The physical nature is *Goods* from Asset Management but may be changed in Billing.

Billing Interface Processing Select to establish processing between PeopleSoft Asset Management and PeopleSoft Billing. This activates integration between the two applications and enables the Create Bill option on the PeopleSoft Asset Management Retirement page. PeopleSoft Billing is the only billing interface that is supported by this feature.

BI Unit Select the PeopleSoft Billing default business unit. The available PeopleSoft Billing business units are established during the Billing implementation. You can override the BI Unitas needed. Only BI Unitcan be overidden on the retirement page for other PeopleSoft Billing business units whose G/L BU matches the Asset Management business unit.

Bill Source Select the PeopleSoft Billing billing source, such as *Assets.* Available options are established during the PeopleSoft Billing implementation. You cannot override Bill Source.

Bill Type Select the PeopleSoft Billing Bill Type, such as *AM* . Available options are established during the PeopleSoft Billing implementation. You cannot override Bill Type.

Bill By Identifier

Select the PeopleSoft Billing Bill By Identifier such as *Assets* . Available options are established during the PeopleSoft Billing implementation. The Bill By Identifier will vary if the business unit is VAT enabled. You cannot overrideBill by Identifier.

Note. If the Bill By Identifier should consider VAT transactions, PeopleSoft strongly recommends using the following fields: BUSINESS_UNIT_AM, BILL_SOURCE_ID, VAT_TREATMENT_GRP, COUNTRY_VAT_BILLFR, COUNTRY_VAT_BILLTO, COUNTRY_SHIP_FROM, COUNTRY_SHIP_TO, PHYSICAL_NATURE, SHIP_TO_CUST_ID, RATE_MULT, RATE_DIV, CUR_RT_SOURCE, SHIP_TO_ADDR_NUM. Otherwise: BUSINESS_UNIT_AM, BILL_SOURCE_ID, PHYSICAL_NATURE, RATE_MULT, RATE_DIV, CUR_RT_SOURCE.

See Chapter 8, “Integrating with Other Products,” Integrating with PeopleSoft Billing, page 198.

See *PeopleSoft Billing 8.8 PeopleBook*, “Integrating with PeopleSoft Asset Management”.

CHAPTER 4

Establishing Asset Processing

This chapter provides an overview of asset processing and discusses how to:

- Use delivered tables.
- Define core asset tables.
- Set up asset profiles.
- Establish asset ownership.
- Maintain tables.

Understanding Asset Processing

At this point, the basic foundation for your asset management system has been established. The accounting structure and business units that reflect your organizational and reporting structure have been established. This section describes how to set up the tables used to manage assets.

Using Delivered Tables

PeopleSoft Asset Management is delivered 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 suit the needs of your organization. If so, you can use tableset sharing to share these tables and minimize table setup tasks.

The following tables are delivered with PeopleSoft Asset Management:

- Calendars

  Note. You must define calendars so that accounting entries are generated properly.

- Currencies
- Depreciation Conventions
- Depreciation Limits
- Depreciation Terms
- Depreciation Schedules

- Hazardous Materials Codes
- Qualified Investment Codes
- (CAN) (IND) (USF) Tax Class
- Tax Credits
- Units of Measure
- Payment Schedule

Note. You can change any delivered table. To make changes to a table, however, it is best to make a copy of it and modify the copy. Some of these tables contain statutory information mandated by U.S. tax law. As well, the delivered tables are periodically upgraded when you receive new versions of PeopleSoft Asset Management. If you modify the original tables, future upgrade installations could cause problems when attempting to overwrite files that no longer exist, or overwrite files that you have modified. Use caution before changing any delivered table.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook

Pages Used for Delivered Tables

Page Name	Object Name	Navigation	Usage
Calendar Periods	DETAIL_CALENDAR1	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Detail Calendar, Calendar Periods	Define begin/end date and number of accounting periods in fiscal year calendar.
Calendar Periods–Depreciation	DETAIL_CALENDAR2	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Detail Calendar, Calendar Periods, Depreciation	Define calendar periods for allocation of depreciation.
Currency Code	CURRENCY_CD_TABLE	Set Up Financials/Supply Chain, Common Definitions, Calendars/Schedules, Currency, Currency Code	Define currency common code definitions.
Depreciation Convention Builder	CONV_BLDR_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Convention Builder	Create a depreciation convention. 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 that you have built, or add a new convention and enter all the dates associated with it. **Note.** It is recommended that 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 setID or calendar to another setID or 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 setID or calendar to another setID or calendar.
Depreciation Limits	DEPR_LIMIT_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Limits	Specify the maximum amount of depreciation that you can expense on your assets for each year of life. As a rule, depreciation limits are specified by tax authorities.
Depreciation Terms	DEPR_TERMS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Terms Definition	Enter terms to 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 are used to alter depreciation calculations so that they comply with specific country requirements.
Depreciation Schedules	DEPR_SCHEDULE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Schedules	Add or modify depreciation tables.
Hazardous Materials Codes	ASSET_FSC	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Hazardous Codes	Define hazardous-asset codes. The PeopleSoft system delivers the Federal Supply Class (FSC) codes, which are U.S. federal codes that identify predominantly and significant hazardous materials. You may add other classifications.

Page Name	Object Name	Navigation	Usage
Qualified Investment	QUAL_INV	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Qualified Investment	Add or modify qualified investment codes.
Tax Class	TAX_CLASS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Classes	Set up or review tax classes. Tax Class determines the period over which you 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. Define class and block rate for the tax class. This is equivalent to the *tax group* for India.
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.
Units of Measure	UNITS_OF_MEASURE	Set Up Financials/Supply Chain, Common Definitions, Units of Measure	Establish general units of measure for the system.
Payment Schedule	LEASE_SCH_ID	Set Up Financials/Supply Chain, Product Related, Asset Management, Payment Schedules	Add or modify 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.

Setting Up Depreciation Conventions

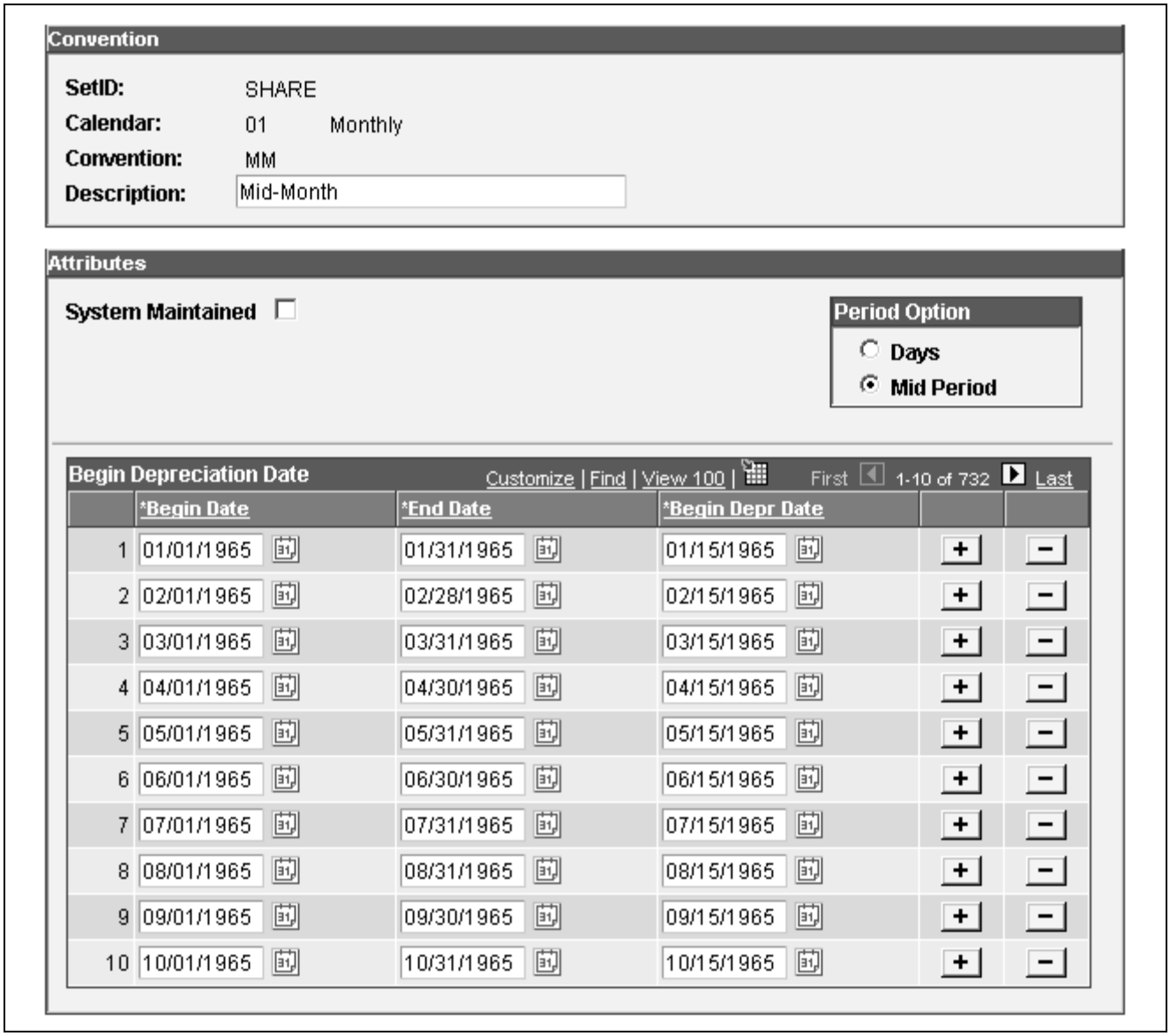
Depreciation conventions, in combination with an asset's placed-in-service date, determine when depreciation starts. For example, where a following month convention is used and an asset is placed in service on February 1, depreciation begins on March 1. PeopleSoft Asset Management is delivered with a wide selection of depreciation tables, including depreciation conventions. Before you set up your own Depreciation Conventions table, review the delivered tables to determine if you can use them as is or if modifications are required.

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 or calendar to another setID or calendar.
- Copy all conventions associated with a setID or calendar to another setID or calendar.

Generating Conventions

Access the Depreciation Convention page.



Depreciation Convention page

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

Period Option Select *Mid Period* or *Days*. *Days* to begin depreciation based on the value specified in the Which Day field. Use Mid Period for mid-month and mid-quarter conventions.

Generate Options

This 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	15 appears by default for Which Day; the 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.
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	1 appears by default for Which Day; 7 appears by default for Which Month, so day 1 of period 7 in the calendar is the begin depreciation date. You can override Which Day and Which Month.
Mid Quarter	15 appears by default for Which Day; 2 appears by default for Which Month, 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 values for 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 and maintained by the PeopleSoft system.

Note. You cannot enter the from date, to date, or the begin depreciation date for system-maintained depreciation conventions.

Copy One Convention

Access the Depreciation Convention Single Copy page, and complete the applicable fields.

Copying Multiple Conventions

Access the Depreciation Convention Multiple Copy page, and complete the applicable fields.

See Also

Chapter 16, “Processing Depreciation ,” page 309

Appendix C, “Understanding Depreciation Calculations,” page 565

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, the PeopleSoft system delivers schedules for the following standard IRS depreciation methods:

- Declining balance with straight-line switch:
  - 200 percent
  - 175 percent
  - 150 percent
  - 125 percent
- Sum-of-the-years’ digits.
- ACRS, GDS, ADS (Accelerated Cost Recovery System, General Depreciation System, Alternative Depreciation System).
- MACRS, GDS, ADS (Modified Accelerated Cost Recovery System, General Depreciation System, Alternative Depreciation System).

Note. Standard depreciation schedules cannot be used for short tax year processing. For short tax year processing, you 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, by using the Depreciation Schedule page. On the Depreciation Schedules page, 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 that your organization runs on a monthly calendar and places an asset in service in January 1997. View Year of Life 1, In-Service Period 1 to find the percentage allowed in the first year; view 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.

Specific Convention Select to apply a particular convention. The page reappears.

Convention Select the convention that you want to use.

Note. The schedule periods that you set up should reflect the periods set up in your calendar.

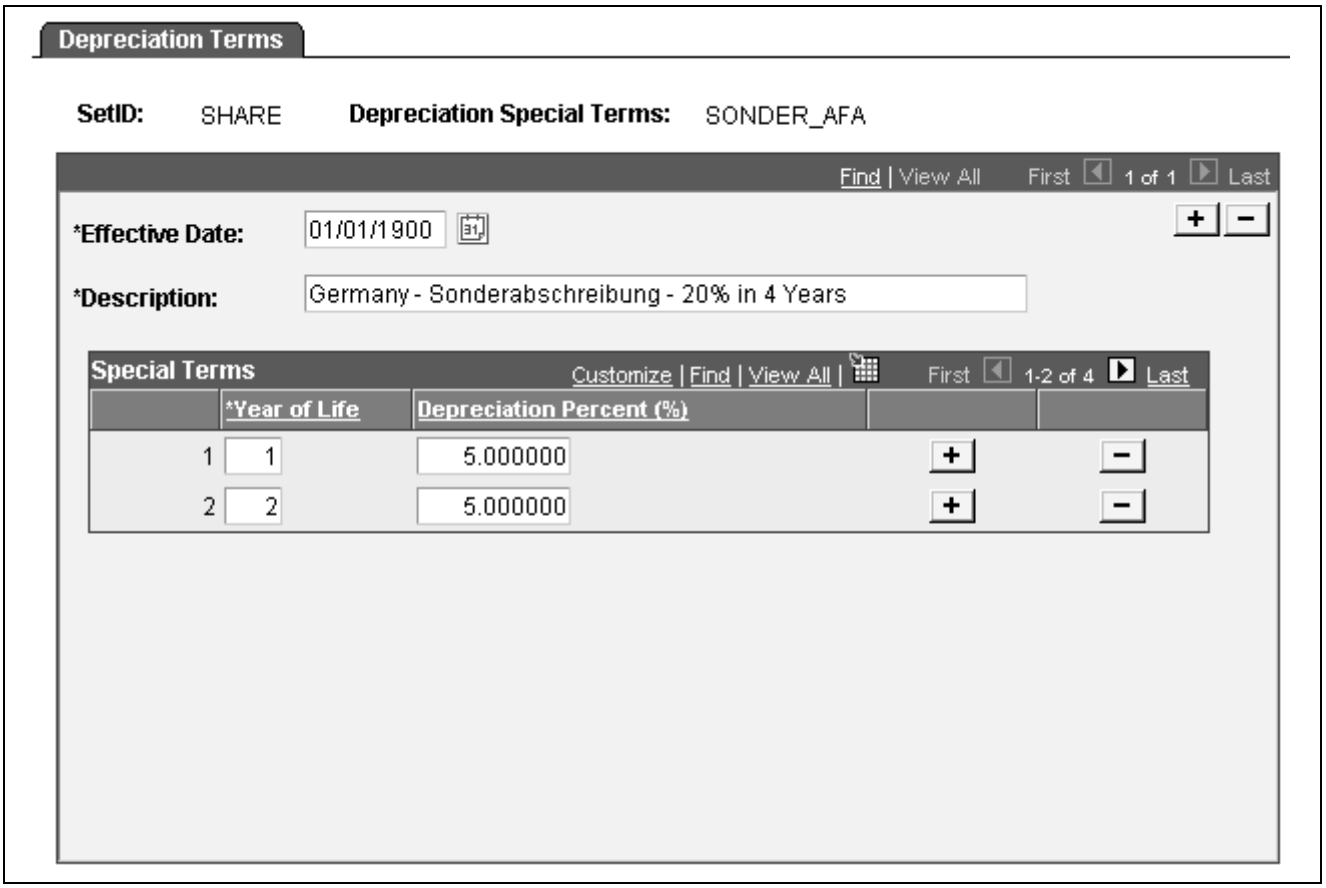
See Also

Chapter 16, “Processing Depreciation ,” page 309

Appendix C, “Understanding Depreciation Calculations,” page 565

Defining Depreciation Terms

Access the Depreciation Terms page, and complete the applicable fields.



Depreciation Terms page

When you use additional terms, they affect depreciation calculations:

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

See Also

Chapter 16, “Processing Depreciation ,” page 309

Appendix C, “Understanding Depreciation Calculations,” page 565

Defining Depreciation Limits

Access the Depreciation Limits page, and complete the applicable fields.

If you choose, you can use the delivered Depreciation Limit table to reduce the number of table setup tasks. PeopleSoft Asset Management is delivered with limits based on U.S. tax law. Currently, this defines depreciation limits for luxury automobiles.

See Also

Chapter 16, “Processing Depreciation ,” page 309

Appendix C, “Understanding Depreciation Calculations,” page 565

Setting Up Hazardous-Material Codes

When you manage assets that can be classified as a hazardous material, you must maintain the Hazardous Material codes table. U.S. Federal Supply Class codes are delivered with PeopleSoft Asset Management, and you can add codes to supplement the list. Hazardous assets can be reported using asset search functions, and storage locations can be managed with specific building, room, floor, and longitudinal and latitudinal information added to the location page associated with the asset.

Note. Hazardous Material/Waste: Solid, liquid or gaseous waste, or combination of these wastes, which because of its quantity, concentration or physical, chemical, or infectious characteristics may cause significantly to increase in mortality or an increase in serious irreversible or incapacitating illness or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed (according to the United States Environmental Protection Agency).

Defining Qualified Investments

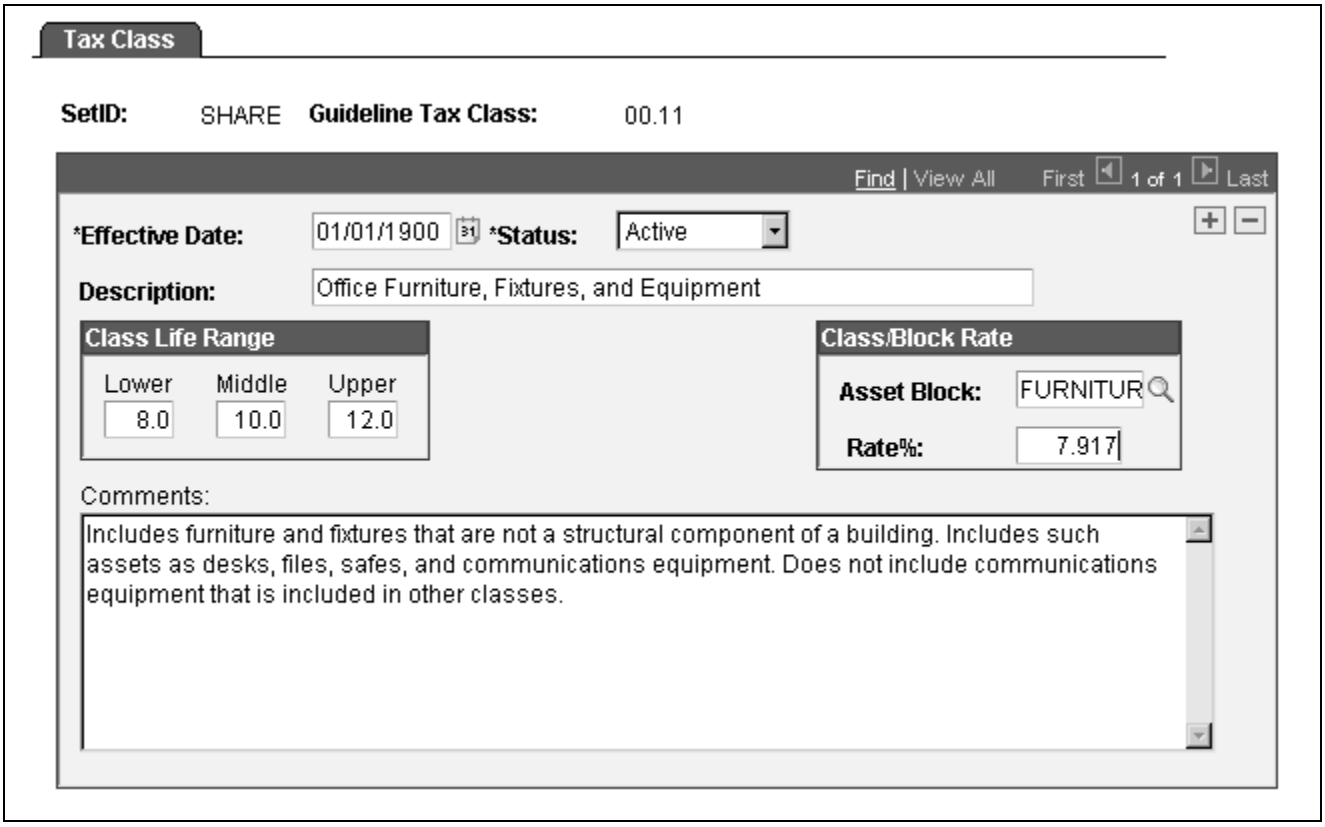
Access the Qualified Investments page.

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. PeopleSoft Asset Management uses the Qualified Investment Codes to determine the portion of the asset’s basis that qualifies for the tax credit. Eligibility for each code is determined by the effective date compared to the placed-in-service date for the asset. In addition to tax credits, standard Qualified Investment Codes corresponding to a specific tax system and life are included with the delivered tableset.

Enter a unique ID to add a new code. Define the life expressed as periods in Compare Life. The life entered here is validated against the asset’s useful life.

(CAN) (IND) (USF) Defining and Maintaining Tax Classes

Access the Tax Class page.



Tax Class page

Tax class is a classification system established by the U.S. IRS to determine the period over which you can expense tax depreciation. The IRS has assigned classes to particular types of depreciable property, and there are assigned rates for each class. The classifications delivered with PeopleSoft Asset Management list the available IRS-defined tax classes.

Tax class rates are used in Canada to calculate depreciation as allowed by the Capital Cost Allowance (CCA). Asset pools or classes and CCA rates are set by governmental regulations. In the year that assets are acquired, 50 percent of the normal rate should be used. The value that you enter for an asset tax class for the CCA rate percent is used later when you run a process to calculate the CCA rate.

Tax class is also used to define tax rates by group for processing tax and depreciation in India. The tax group is a subcategory of the tax block in India. PeopleSoft Asset Management defines tax blocks in the Asset Block component. Therefore, tax class is a subgroup of the asset block in PeopleSoft Asset Management. The tax class is associated with assets in the Profile component and the Express Add component as Guideline Class.

Class/Block Rate

- Asset Block

  Enter the asset block with which this tax class should be associated for depreciation and tax reporting in India. Asset tax blocks are defined by the Indian Tax Depreciation Act (Indian Income Tax Act 1961).

- Rate %

- (CAN) Canada: Enter the appropriate CCA rate percentage for this tax class to calculate the CCA for Canada.

  The CCA is "a tax deduction that Canadian tax laws allow a business to claim for the loss in value of capital assets due to wear and tear or obsolescence" (Canada Customs and Revenue Agency). If you buy a property or a piece of equipment to use in your business, you don't deduct the entire cost of it against your income for that particular year. Instead, you deduct a calculated portion of the expense over a period of years as the property or the equipment depreciates. The Canada Customs and Revenue Agency has assigned classes to particular types of depreciable property, and there are assigned rates for each class.

- (IND) India: Enter the tax group rate percentage that will be associated with the asset block and tax entity used to process depreciation and tax reporting for India.

See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," Calculating CCA Reporting , page 454

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," page 441

Defining Tax Credits

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.

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

- *B:* Basis reduction
- *P:* Percentage rate reduction
- *N:* No reduction

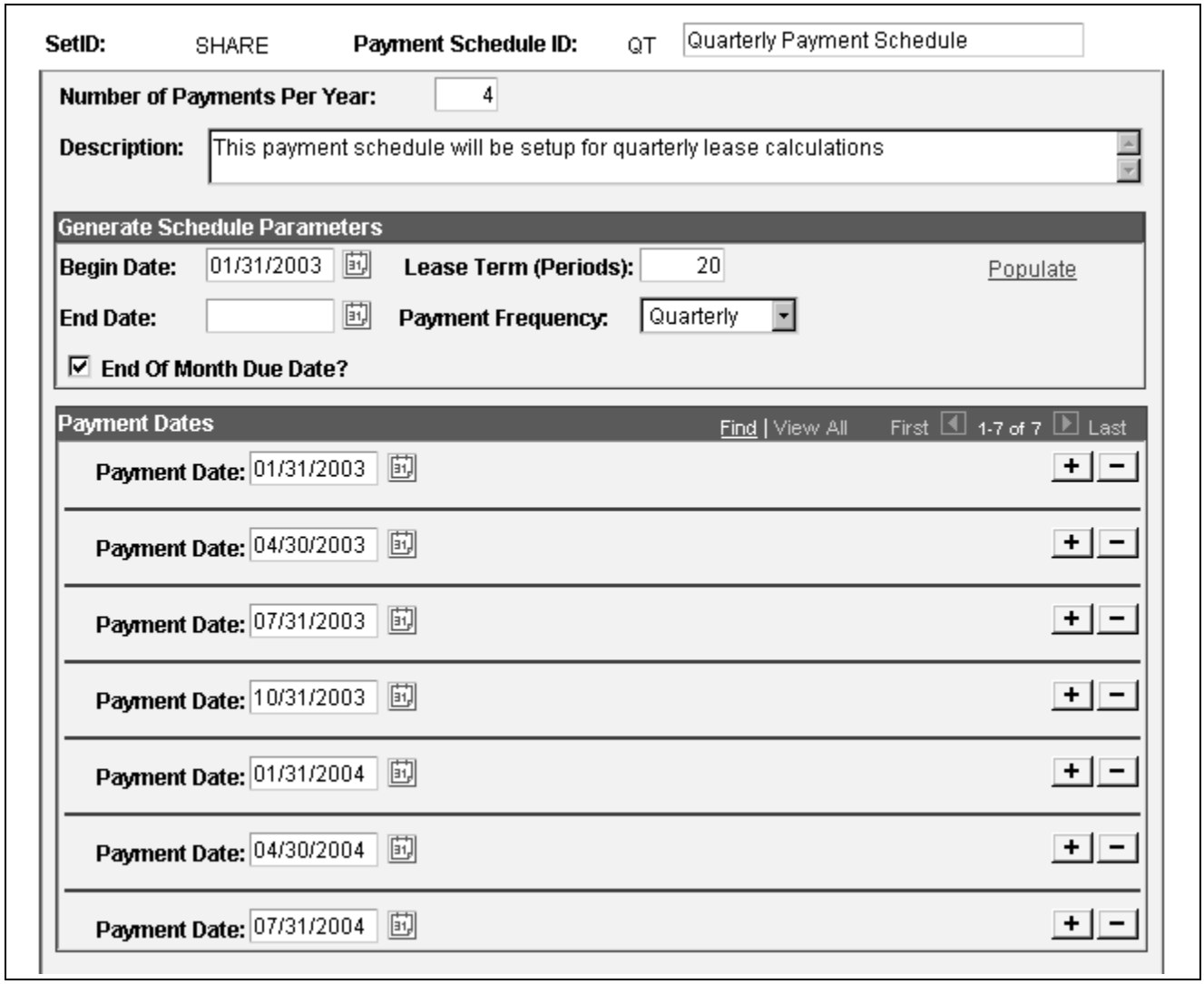
Credit Rate Percent Enter the rate of the credit.

Basis Reduction Rate Percent Enter the corresponding rate to reduce the basis. A basis reduction rate of 100 percent means that there will be no reduction in the cost basis of the asset to which the tax credit rate is applied.

Defining Payment Schedules

Define payment schedules when working with leased assets.

Access the Payment Schedule page.



Payment Schedule page

You must have at least one payment schedule defined when working with leased assets. PeopleSoft Asset Management delivers four payment schedules in the SHARE tableset:

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

Populate Click to enable PeopleSoft Asset Management to automatically enter the payment dates for the time period that you defined. Be sure to enter the number of payments per year, to ensure that PeopleSoft Asset Management can determine the number of lease payments for the lease schedule.

See Chapter 9, "Working With Leased Assets," page 205.

Defining Core Asset Tables

There are several procedures and options for establishing the core tables for PeopleSoft Asset Management. As previously noted, many of these tables are optional or conditional. Some are required before you can enter assets into the system; these tables are noted as such.

To set up core tables for Asset Management, use the components found in the Set Up Financials/Supply Chain, Product Related, Asset Management menu. This section discusses how to:

- Set up accounting entry IDs and templates.
- Define agencies.
- (Required) Define asset books.
- Define asset classes.
- Set up capitalization limits.
- (Required) Define asset categories.
- Set up cost types.
- (DEU) Set up multishift codes.
- Define indexes.
- Set up InterUnit transfer definitions.
- Define joint venture allocations.
- Define maintenance types.
- Set up retirement basis reduction codes.
- (IND) Set up asset blocks.
- (IND) Define tax entities.
- (AUS) Define value-added tax (VAT) thresholds.
- Set up transaction codes.
- Set up units of production definitions.
- Set up hazardous-material codes.
- Set up locations.
- Set up insurance types.
- (JPN) Set up residual rate definitions.

Pages Used to Define Core Asset Tables

Page Name	Object Name	Navigation	Usage
Accounting Entry Template ID	AMAE_TMPL_ID_PNL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Accounting Entry Template IDs	Create a template ID with options for depreciation features and distribution methods.
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, you can use a transaction code as a key to determine what accounting entries to create.
Creating Accounting Entries in Mass	AMAEMASS, RUN_AMAEMASS	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Accounting Templates in Mass	Create one or multiple accounting entry templates for journal templates, cost types, trans codes, and retirement disposal codes in a single process.
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	Create agency codes. 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 on the Asset License/Registration page.
Asset Book	BOOK_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Asset Books	Define asset books.
Asset Class	ASSET_CLASS_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Asset Classes	Maintain asset classes. Asset classes are set up at the tableset level.
VAT Defaults Setup	VAT_DEFAULTS_DTL	Select VAT Default link from the Asset Class definition page.	Specify VAT Defaults Setup.

Page Name	Object Name	Navigation	Usage
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 is used to calculate and report a business tax assessed on the gross value of fixed assets in some countries, especially France.
C.A.P. Types (capital acquisition plan types)	CAP_TYPE	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Capital Acquisition Plan Types	Set up C.A.P. types. If you are using PeopleSoft Asset Budgeting, you set up codes to be used with the C.A.P. function. You can also use C.A.P. type codes to track assets acquired as part of a C.A.P.
Capitalization Limit	DEPR_CAP_LIMIT	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Capitalization Limit	Set up capitalization limit codes by country as necessary, especially Germany.
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 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.
Multi-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.

Page Name	Object Name	Navigation	Usage
Financing Codes	FINANCING_CD	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Financing Codes	Define financing codes to help you analyze your debit and credit relationships for capital-intensive and government projects. For example, you could set up codes to identify bonds, such as IRBs, IDBs, and TEBs.
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 by 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	Define maintenance types.
Retirement Basis Reduction	TRAN_EXCLUDE_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Retirement Basis Reduction	Set up retirement basis reduction codes.
Asset Block	ASSET_BLOCK	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Asset Block	Define assets blocks. This is equivalent to the *tax block* for India.
Entity	TAX_ENTITY_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Tax Entity Definition, Entity	Define the tax reporting entity. Tax entity is composed of one or more business units, and tax reporting is required per entity for India.

Page Name	Object Name	Navigation	Usage
Tax Options	TAX_ENTITY_ATTR	Set Up Financials/Supply Chain, Product Related, Asset Management, Taxes, Tax Entity Definition, Tax Options	Define the 50% rule as it applies for assets. Assets in India are subgrouped separately to include assets that have been in service for more than 180 days in one group and those that have been in service for less than 180 days in another. For assets in service less than 180 days, only 50% of normal depreciation rate is allowed (per Section 32).
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	Set up 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 you can combine them 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.
Location Definition	AM_LOCATION_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Location Definition	Set up locations.
Insurance Type	INSURANCE_TYPE	Set Up Financials/Supply Chain, Product Related, Asset Management, Insurance Type	Enter different types of insurance, such as liability for automobiles or property.

Page Name	Object Name	Navigation	Usage
(JPN) Residual Rate Definition	RESIDUAL_RATE_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Residual Rate Definition	Define the different residual rates for each useful life year for Japanese local tax.

Setting Up Accounting Entry IDs and Templates

The Accounting Entry template is the central table used for creating accounting entries to general ledger journals. Each is defined by an accounting entry template ID.

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 that you specify. It also identifies each entry as either a debit or credit.

Set up an accounting entry template for each possible combination of:

- Asset category.
- Cost type.
- Action.
- Transaction code and accounting entry template ID.

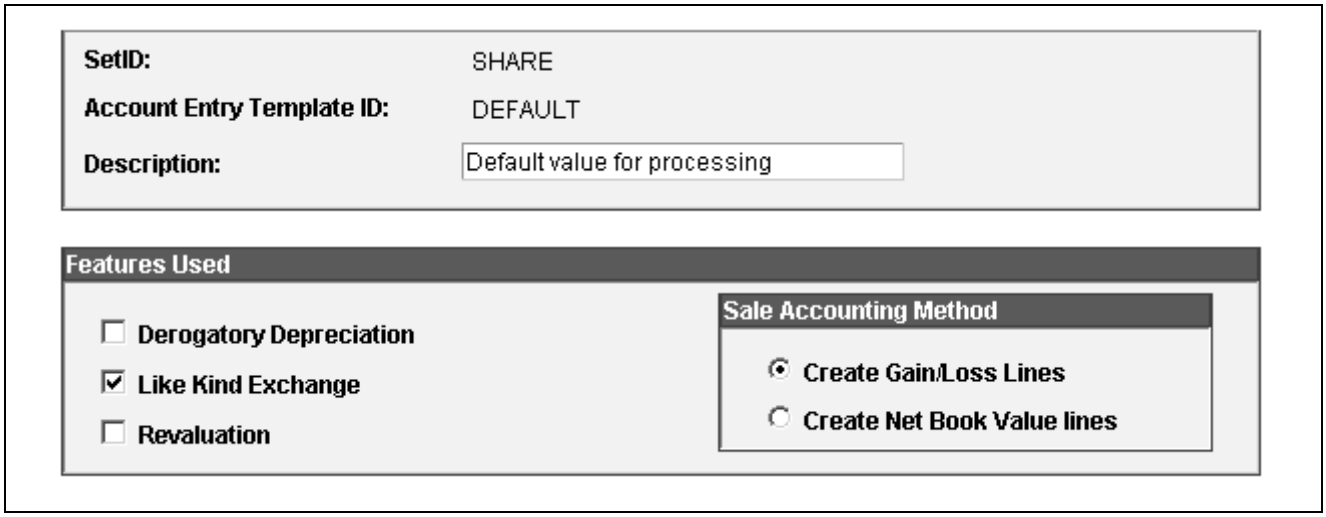
Note. If you enter an asset into your system by using a combination of these values for which no accounting entry template exists, your accounting entry process fails when you next attempt to run it.

PeopleSoft Asset Management enables you to create one or multiple accounting entry templates in a single operation. You may generate accounting entry templates for an asset category for all transaction types. You can generate templates for journals, cost type, trans code, and retirement disposal code.

To begin, create accounting entry template IDs.

Creating Accounting Entry Template IDs

Access the Accounting Entry Templates ID page.



Accounting Entry Template ID page

For the setID, create or select an existing accounting entry template to apply depreciation features and distribution methods. These features control what distribution types need to be set up in the accounting entry template.

(FRA) Derogatory Depreciation Select to accumulate derogatory depreciation. Used in France, derogatory depreciation represents the difference between two methods of depreciation (usually straight-line versus declining balance) applied to the same asset, where one method best reflects the economic depreciation and the other is used for tax reporting purposes.

(USF) Like Kind Exchange Select to accumulate like kind exchange in support of the US 1031 Like-Kind Exchange guidelines issued by the Internal Revenue Service (IRS).

Note. Selecting this check box results in unrecognized gain and loss.

(FRA) (GBR) Revaluation Select to accumulate differences derived from revaluation of tangible fixed assets and financial assets. Used in the United Kingdom and France.

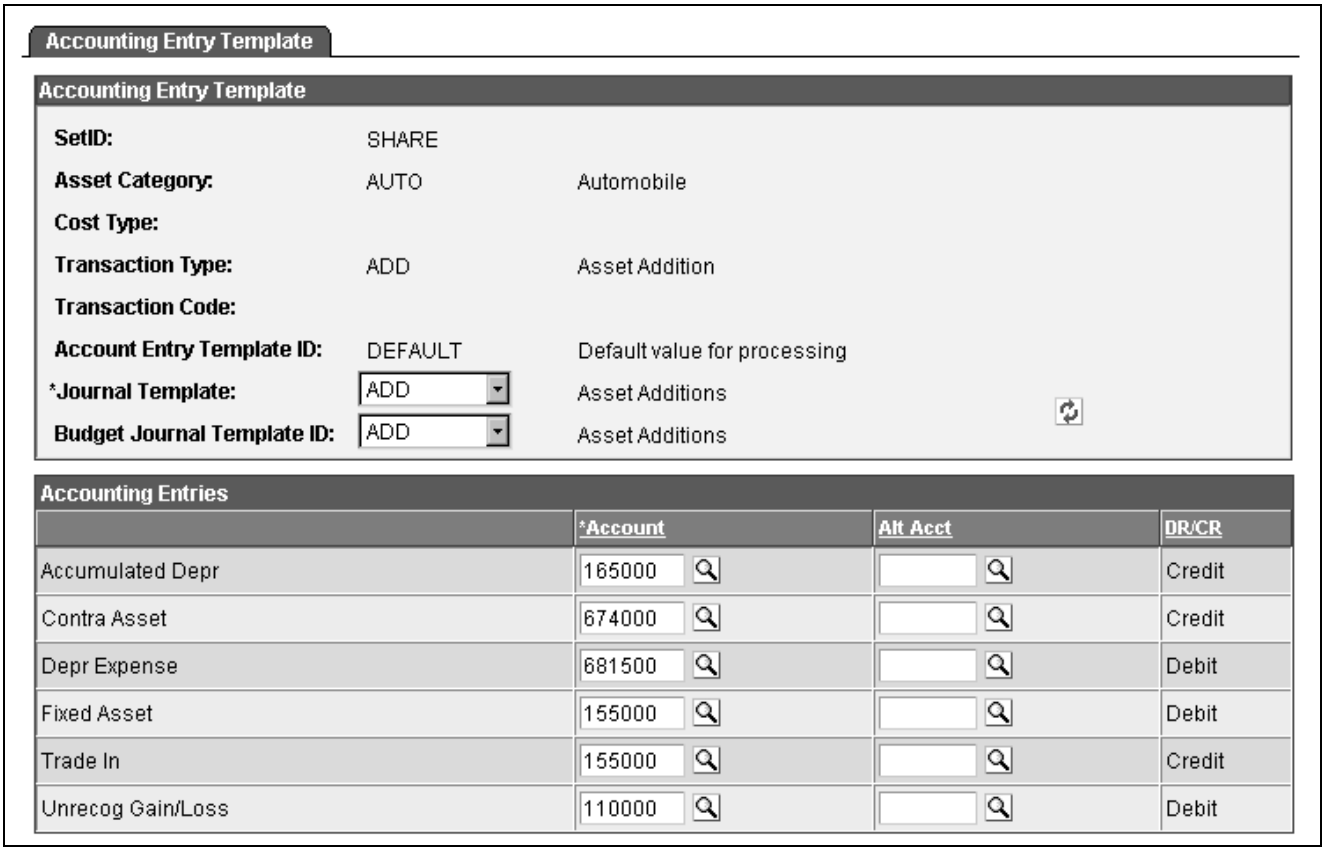
Create Gain/Loss Lines Select this distribution method to distribute the accounting entries created by the template to gain and loss totals. There are two general methods of registering a fixed asset's sales. Create Gain/Loss Lines is used to reflect in only one account the gain or loss that the sale transaction represents for the company.

Create Net Book Value lines Select this distribution method to distribute the accounting entries created by the template to net book value totals. There are two general methods of registering a fixed asset's sales. Create Net Book Value lines is used to reflect the proceeds of the sale in one account and the cost of sold asset in the other account. The PeopleSoft system provides the flexibility to generate entries for the wanted method.

Note. When setting up a new template or changing a template ID on a template that previously used either Gain/Loss or Net Book Value distribution, you may see a warning that the previous templates will be deleted. You have the option to go back and update the template instead.

Creating an Accounting Entry Template

Access the Accounting Entry Template page.



Accounting Entry Template page

The accounting entry template defines accounting entry types based on:

- Asset category.
- Cost type.
- Transaction type.
- Transaction code.

For each accounting entry type, select:

Journal Template For recording actual transactions.

Budget Journal Template For recording budget transactions.

Accounts Used during accounting entry.

Using Accounting Entry Types

Accounting entry types are set by the system. Each asset event has an associated set of accounting entry types.

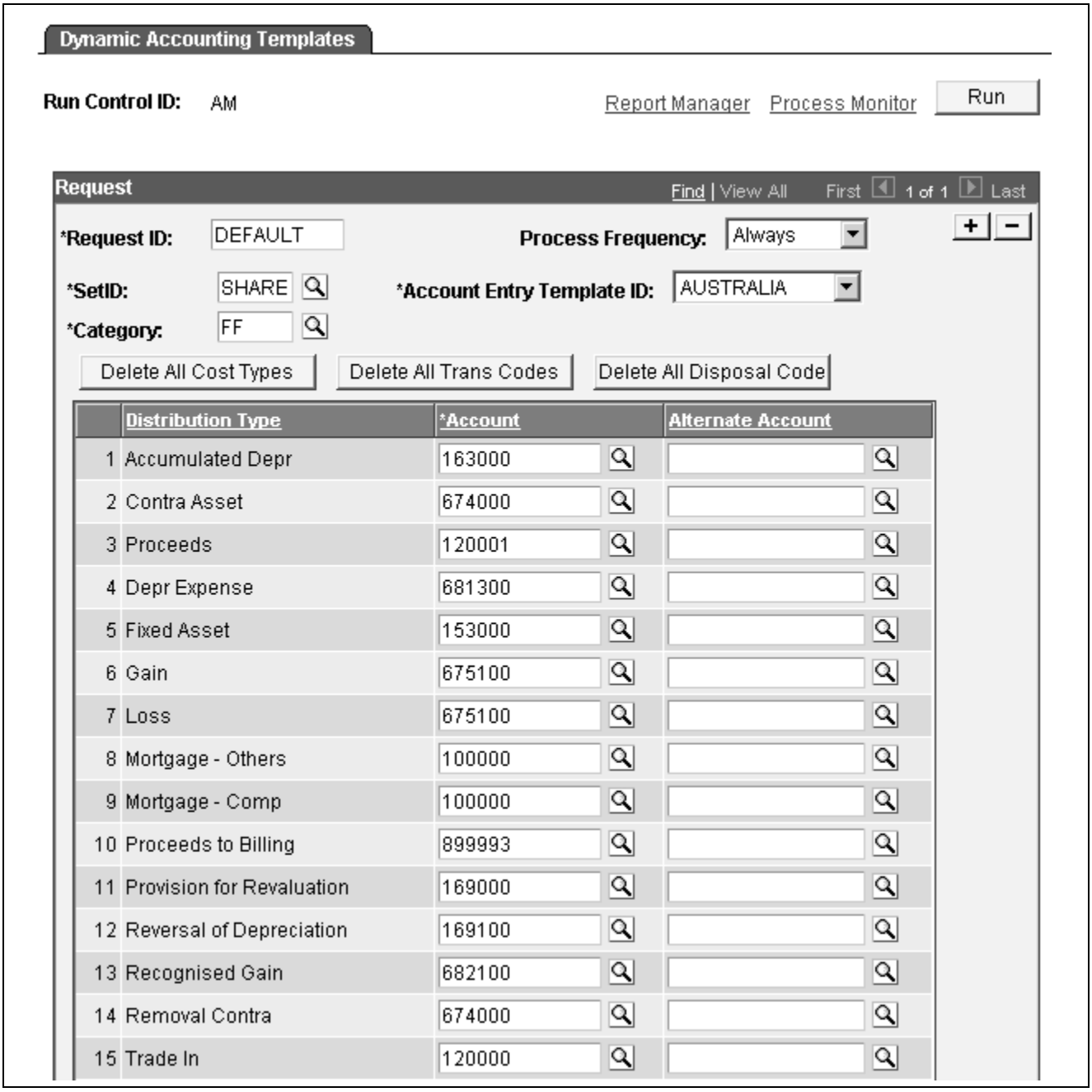
For each possible category/cost type/trans code combination, you must set up an accounting entry template for each of the following transaction types:

ADD	Additions.
ADJ (adjust)	Adjustments.
TRF (transfer)	Transfers.
RCT (recategorizations)	Recategorizations.
DPR	Depreciation expense.
PDP	Prior period depreciation.
RET (retirements)	Retirements (also used for processing reinstatements).
LPY (lease payment)	Lease payments.

Creating Accounting Entry Templates in Mass

Once you have defined the accounting entry template IDs, run the Application Engine process that generates accounting entry templates for all transaction types and user-defined cost type, transaction code, and disposal code.

Access the page to Create Accounting Entries in Mass (AMAEMASS, RUN_AMAEMASS).



Dynamic Accounting Templates page

When you begin the process, the page displays your request ID and default process frequency. Select the setID, account entry template ID, and category. Three actions can be carried out:

Delete All Cost Types	Select to erase all cost types displayed in the Cost Type group box.
Delete All Trans Codes	Select to erase all trans codes displayed in the Transaction Codes group box.
Delete All Disposal Codes	Select to erase all disposal codes displayed in the Retirement Disposal Code group box.

The page displays a distribution type list and corresponding account and alternate account specific to the template ID or category selected. The list is refreshed when these values change.

The page includes expandable subpages of options determined by setID.

Journal Template ID (AM_JRNL_TMPL_SBP, RUN_AMAEMASS_02)

Select journal and budget journal templates for each type of transaction (add, adjust, and so forth).

Cost Type (AM_COST_TYPE_SBP, RUN_AMAEMASS_03)

Select cost types for which templates should be generated (cost, margin, revaluation, and so forth). If cost types are not used, leave this field blank.

Transaction Code (AM_TRANS_CODE_SBP, RUN_AMAEMASS_04)

Select transaction codes for which templates should be generated (abandoned, inventory, donated, and so forth).

Retirement Disposal Code (AM_RETDISP_CODE_SBP, RUN_AMAEMASS_05)

Select retirement code for which templates should be generated (abandoned, inventory, donated, and so forth).

See Also

Chapter 20, “Creating Accounting Entries,” page 345

(Required) Defining Asset Books

You use asset books to store financial information about assets such as cost, depreciation rules, and retirement information.

You can define an unlimited number of asset books per business unit. The number of books that 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 at least two books: corporate and tax, also known as *financial* and *fiscal*. Your organization may need additional books if it does business in more than one state or country or uses any of the U.S.-recognized special tax treatments of ACE and AMT.

Access the Asset Book page, and complete the applicable fields.

Note. The depreciation criteria for each book are specified when you add assets or create asset profiles.

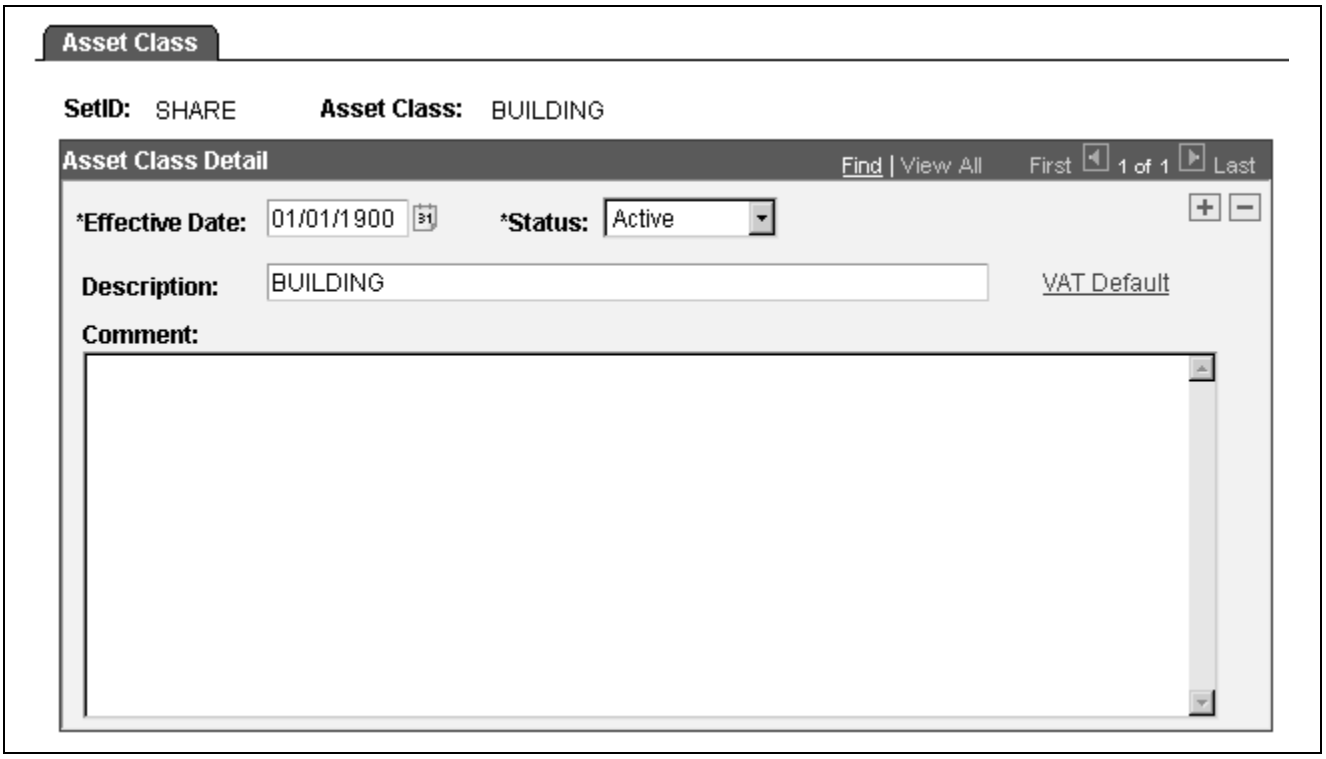
See Also

Chapter 3, “Establishing Asset Management Business Units,” page 23

Defining Asset Classes

Use asset class 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 specifically identify the asset as a desk.

Access the Asset Class page.



Define Asset Class page

To add a new asset class, select the SetID and enter the name of the asset class. This information follows to the Asset Class definition page. Complete the fields as appropriate.

Defining Asset Class as VAT Driver

Asset class is also used as a VAT driver. Create classifications of assets based on the value added tax (VAT) treatment. For example, treatment of assets such as automobiles may be different than for assets such as buildings or leases. In this way, the asset class can be used to determine the VAT treatment.

Access the VAT Defaults Setup page.



VAT Defaults Setup page (1 of 2)



VAT Defaults Setup page (2 of 2)

Copy Values to New Rows If you are inserting a row for a VAT driver key, select this check box to copy all the VAT defaults from the previous row to the new row. Otherwise, all VAT default fields for the new row will be blank.

VAT Defaults

VAT Reporting Country Select the VAT reporting country or countries for which you are defining VAT defaults. For service VAT treatment defaults, defaults are obtained for the supplier's location country. Asset Management *does not* use VAT for services, only goods.

Defaulting State As applicable, enter the state for which you want to define defaulting values. (Optional depending on VAT Country)

Copying VAT Defaults

Access the VAT Defaults Copy page by selecting the link Copy Defaults From.

Copy From Search Criteria Enter the criteria on which you want to search. When copying defaults for the Asset Management business unit driver, you can search by business unit, VAT reporting country, and defaulting state.

Search Select to retrieve the results based on the criteria entered. The results display in the Copy From Results group box.

Copy From Results In the Copy From Results group box, select the link for any of the results returned to view the details of the VAT setup from which to copy on the Copy VAT Defaults Setup page. Once you have viewed the details, you can select Copy to copy the VAT setup. The system returns you to the VAT Defaults Setup page with the copied fields.

Or you can select the appropriate radio button for any of the results returned and select Copy to copy from the selected row. The system returns you to the VAT Defaults Setup page with the copied fields.

Default Details

Enter the effective date and status.

The remaining fields on the page vary based on the combination of VAT driver and VAT driver keys. Depending on the combination of PeopleSoft products you are implementing and the VAT transactions conducted between your local country and other countries, you may require some variation in set up. The PeopleSoft Global Reporting PeopleBook documents these variations in working with VAT in greater detail.

You may define the following defaults for the Asset Management business unit:

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Establishing VAT Defaults.

VAT Control Defaults

VAT Applicable Select the appropriate VAT status.

Values are:

Taxable

Exempt (not subject to VAT)

Outside of Scope of VAT

VAT Code Defaults

You use VAT codes to specify the rate at which VAT is calculated.

The VAT rate is frequently the key to reporting VAT because VAT amounts must often be reported separately by VAT rate on a VAT return. Therefore, the VAT code is part of the reporting definition.

Taxable Goods Sales Select the VAT code to be used for taxable sales within this VAT reporting country

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Setting Up VAT Authorities and Tax Codes.

VAT Transaction Type Defaults

You use VAT transaction types to classify and categorize transactions at a more detailed level for both VAT reporting and accounting. These are specified for each transaction line when you enter a transaction.

You define the VAT transaction types you need for your VAT setup. PeopleSoft also delivers a set of VAT transaction types with your system as sample data.

Taxable Goods Sales Sale of goods within the same country.

EU Goods Distance Sales Sale of goods between European Union (EU) countries in which the supplier is registered in an EU country and the purchaser is not registered in an EU country. The VAT rate charged is the rate applicable in the supplier's country.

EU Goods Sales Sale of goods within the European Union.

EU Sales, Simplification This treatment is used for the transaction between an intermediary and the purchaser in cases when there is a sale of goods between European Union countries involving three parties: the purchaser, an intermediary (bill-from) supplier, and the actual goods supplier. Each party is located in a different EU country and registered in his own country, and not in either of the other two countries. The only difference between this VAT treatment and that applied to normal EU sales is that the supplier is required to print a different message on the invoice referencing the statute that applies to triangulation, rather than the one that references the statute for normal EU sales.

Exempt Not subject to VAT.

Exonerated Subject to exoneration from VAT.

Goods Exports Export sales of goods.

Out of Scope Outside of the scope of VAT.

Suspended Subject to suspension of VAT.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)," Defining VAT Transaction Types.

See Also

Chapter 3, "Establishing Asset Management Business Units," Defining VAT Defaults, page 30

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Setting Up Capitalization Limits

PeopleSoft Asset Management validates capitalization limits when you add assets. At the business unit or book level, indicate whether validation should occur 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 incremental valuation thresholds that identify the asset as a low value asset and how it should be treated during processing.

The capitalization limit table 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 capitalization limits for Germany. Using the Cap Limit table, you may set up your system so that assets with a cost less than 800 EUR could be added, but the system would generate a warning that the cost was below the capitalization limit; likewise, assets with a cost less than 100 EUR could *not* be added and would generate an error message.

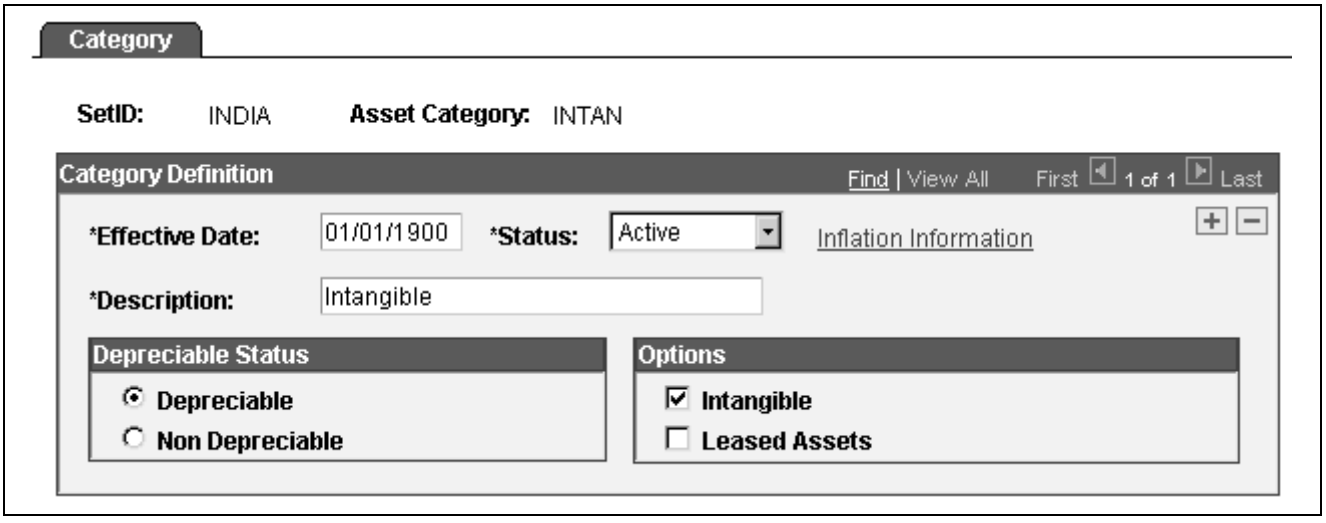
Access the Capitalization Limit CD page. Complete the applicable fields, and select the Low Value Switch check box to identify which limit amount triggers low value asset reporting. This is used only in certain countries.

See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," Processing Low-Value Assets, page 462

(Required) Defining Asset Categories

Access the Category Definition page.



Category Definition page

Complete the appropriate fields for each asset category. Identify the depreciable status and whether the asset category is for intangible or leased assets.

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

Setting Up Cost Types

Cost types represent different cost components 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.

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 noncapitalizable.

Access the Cost Types page, and complete the applicable fields.

(DEU) Setting Up Multishift 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 that 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 applies the rates during depreciation calculations. As annual depreciation increases, the useful life of an asset decreases.

The following tables show the effect of multishift codes on depreciation amounts and useful life. In the tables, the example assumes that the asset has a cost of 1,000 EUR, a useful life of 10 years, and an in-service date of January 1, 2001. The end depreciation date is December 31, 2010. It is being depreciated by using the Straight Line method.

Example Without Multishift Rates

Year	NBV	Number of Shifts	Factor	Depreciation Amount
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	NBV	Number of Shifts	Factor	Depreciation Amount
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 Multishift Rates

In the following multishift operation, the Two Shifts Factor has been established as 50 percent and the Three Shifts Factor has been established as 100 percent. Annual depreciation therefore increases, and the asset's useful life decreases from ten years to seven years:

Year	NBV	Number of 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 Multishift Rates by Accounting Period

The next multishift operation demonstrates multishift rates by accounting period:

Year	Period	NBV	Number of Shifts	Factor	Depreciation Before Multishift	Depreciation After Multishift	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
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 that the whole fiscal year uses the same number of shifts. Accounting period 1 to 13 indicates multishift operation applies only to that specific period. If you don't set up the fiscal year or accounting period, one shift operation appears by default.

Defining Multishift Codes

Access the Multi-Shift Codes Definition page, and complete the applicable fields.

See Also

Chapter 25, “Using the Global Features of PeopleSoft Asset Management,” (DEU) Establishing Options to Meet German Requirements, page 458

Defining Indexes

Access the Indexes page.

You use indexes to revalue assets according to set percentages. An index may consist of several subindexes, each of which has a separate index amount. You can set up a subindex for each asset category, with amounts that correspond to the inflation or valuation percentages for that year.

You also use indexes and subindexes to calculate replacement costs for assets. Tying an index, such as the Consumer Price Index (CPI), to an asset profile enables replacement cost to be updated in adjustment, partial InterUnit transfer, partial retirement, and partial reinstatement transactions. Revaluation indexes are usually dictated by regulatory agencies, but you can also set up your own.

See Also

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Processing Multiple Currencies,” Defining Market Rates

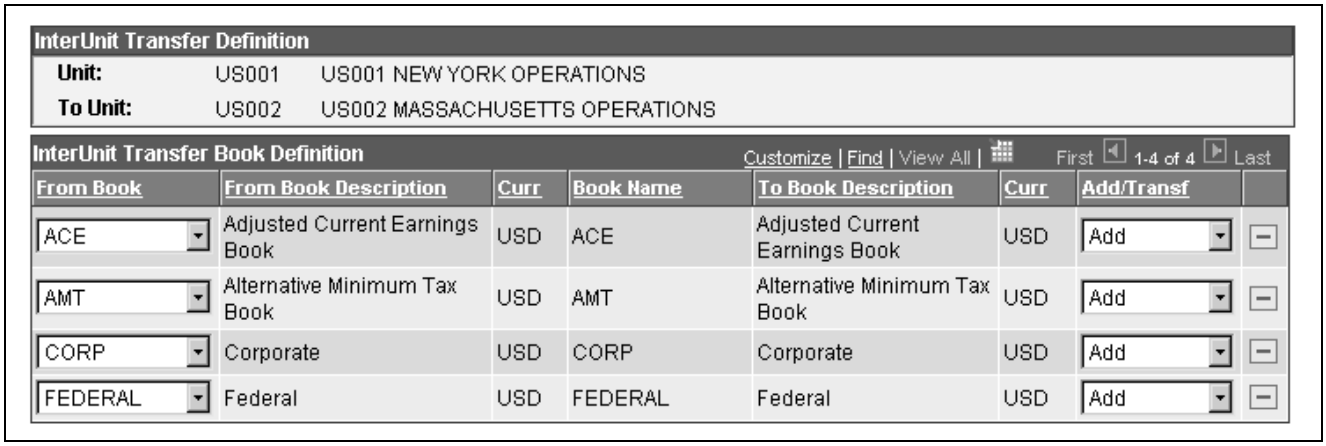
Setting Up Interunit Transfer Definitions

Interunit transfer definitions act as templates to simplify performing InterUnit transfers.

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 helps 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 these six InterUnit transfer definitions:

Transfer From	Transfer To
US001	US002
US001	US003
US002	US001
US002	US003
US003	US001
US003	US002

Access the InterUnit Transfer Definitions page.



InterUnit Transfer Definition page

Get "To" Books Click to retrieve the books used by the To Unit business unit.

From Book Enter the book whose information you want to enter into the To Book. Then select the action that you want to use: *Transfer* or *Add*book. Usually you use the transfer action.

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

From Book	To Book	Action
Corporate	Local	Transfer Book
Federal	Reporting	Transfer Book
Corporate	Other	Add Book

The transactions generated to pass book information for InterUnit transfers differ depending on how many To Book entries a From Book is passing information to, and whether it is passing the information by using a transfer action or an add book action.

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

When you use an asset profile, the book information appears by default from the profile.

Using a From Book Once

When a From Book is used once only, an add action generates a retirement for the From Book and an add to the To Book. A transfer 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 by using the transfer action 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. Because 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 by 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 and an add action, a transfer out is generated for the Transfer Book. Because this takes care of the cost on the From Book, the add action does not generate a retirement for that book.

Assets that are transferred between books by 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 actions, a retirement is generated for the first add action. Because 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

Note. 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.

See Chapter 10, “Adjusting and Transferring Assets,” page 223.

Retiring a Book

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			

See Chapter 21, “Retiring Assets,” page 363.

Defining Joint Venture Allocations

Access the Joint Venture Allocation page.

Enter each participating business unit and its allocated percentage of equity in the shared assets. The sum of these percentages must equal 100 percent.

The joint venture allocation table 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, change the allocation table to reflect the new equity percentages.

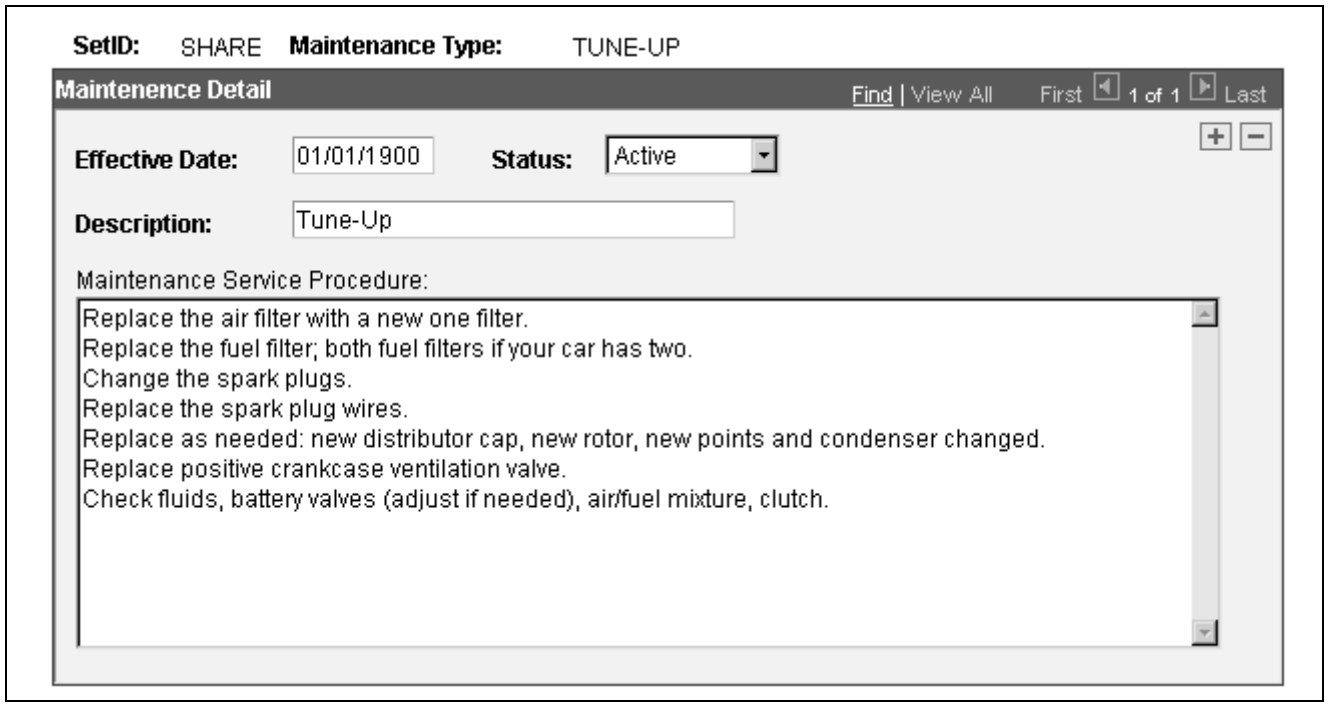
Note. The joint venture allocation as defined in the allocation table need not match the actual ownership percentages. For example, if two companies enter a joint venture on a 60/40 basis, one of them can sell the joint venture asset on a 70/30 basis—effectively giving one party a discount while the 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 by using mass change.

See Also

Chapter 15, “Working with Joint Venture Processing,” page 303

Defining Maintenance Types

Access the Maintenance Type page.



Maintenance Type page

Maintenance type identifies the required maintenance and procedures that should be followed for a particular asset. For example, you might establish a Tune Up maintenance code that specifies routine maintenance for an automobile.

See Chapter 11, “Tracking Insurance, Repairs and Service,” page 245.

Setting Up Retirement Basis Reduction Codes

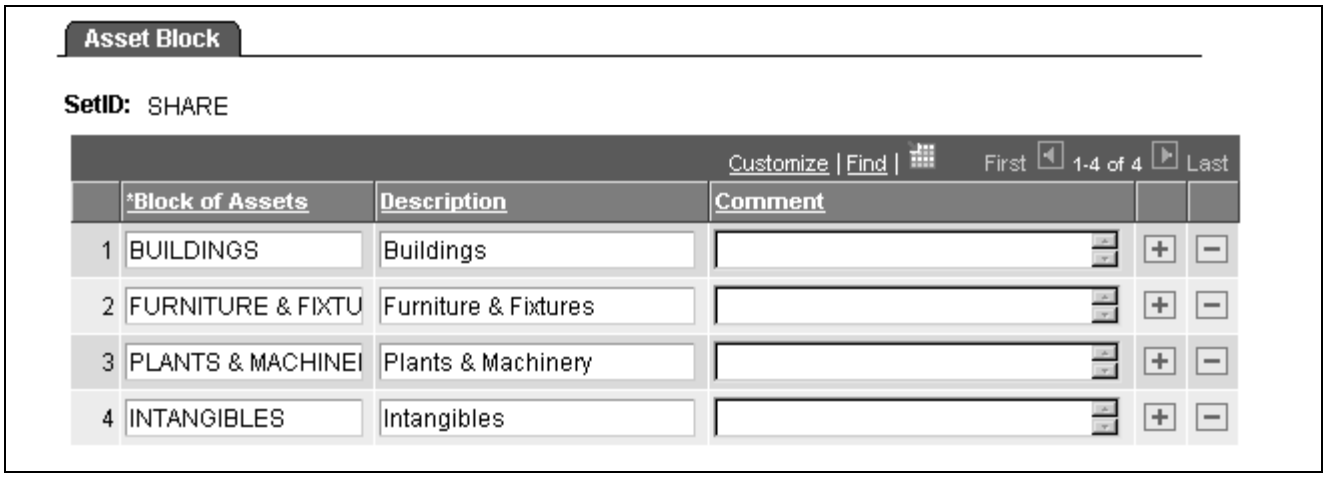
Access the Retirement Basis Reduction page, and complete the applicable fields.

These codes are used when you opt to retire an asset by using its original cost basis adjusted by all nonexcluded transactions. In this way, for example, you could exclude any indexed revaluation adjustments.

Note. For this option to work correctly, any transaction type or types that you want to exclude must have unique transaction codes.

(IND) Setting Up Asset Blocks

Access the Asset Block page.



Asset Block page

Asset blocks are required for India tax reporting. According to the Indian Tax Depreciation Act (Indian Income Tax Act 1961), does not recognize depreciation on individual assets. Instead, it groups similar pools of assets under the concept of a *tax block*. There are only four blocks of assets prescribed under the act:

- Buildings
- Furniture and Fixtures
- Machinery & Plant
- Intangibles

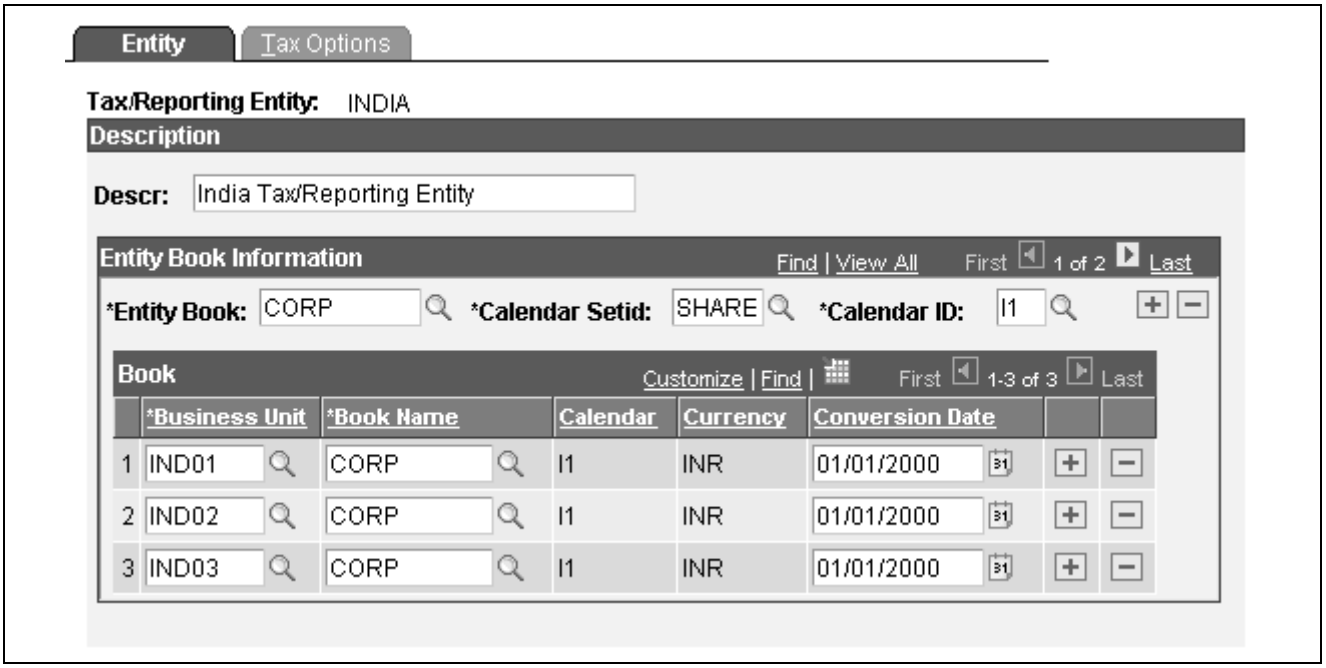
Annual tax depreciation is reported to the India tax authority per tax block, per fiscal year. The PeopleSoft system uses the asset block to maintain tax block definitions for India.

See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (IND) Establishing Options to Meet Indian Requirements, page 464

(IND) Defining Tax Entities

Access the Entity page.



Entity page

The tax entity is the reporting entity for depreciation and taxes in India. It is defined by the asset blocks, tax class tax rates, setID calendar, and business unit and books that are associated with it.

Tax/Reporting Entity Displays the name of the tax reporting entity that you are defining or working with.

Entity Book The value selected here defines how to group the tax or reporting entity. All asset books are available regardless of setID.

Calendar SetID Select the setID for the calendar that you want to associate with this entity book. Once a calendar setID is selected, you are limited to the calendar IDs available within that setID.

Calendar ID Select the calendar ID from the available calendars for the selected setID.

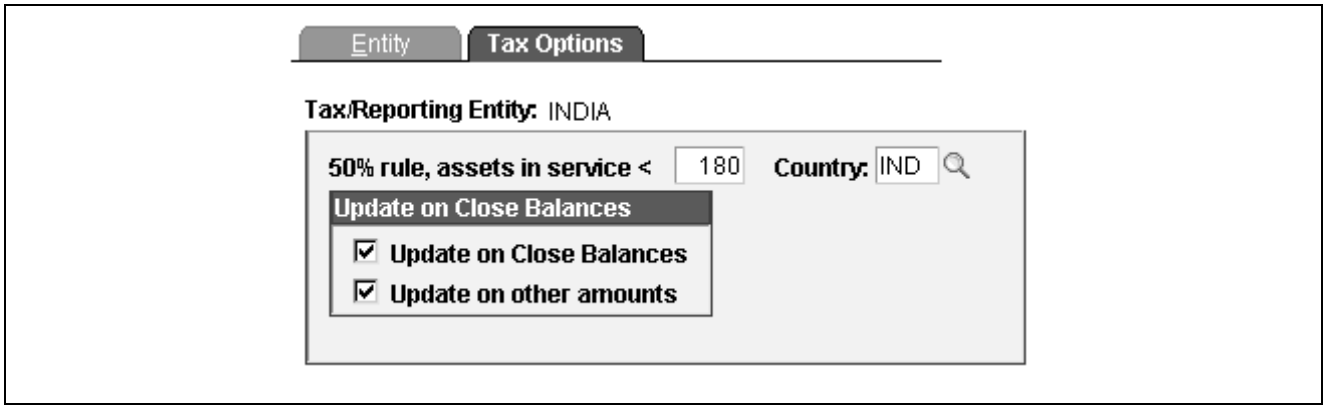
Business Unit Enter the business unit to be included in this tax reporting entity from the list of available business units.

Asset Book Name Enter the asset book name (business unit or book) to be included in this tax reporting entity from the list of available business unit or book definitions.

CalendarCurrency Code Displays the calendar code. Displays the currency code based on the value associated with the book entered.

Conversion Date The conversion date is equal to the actual date or fiscal year start date of the beginning of asset management operations in India. This determines whether you can modify the opening balance calculated in the first fiscal year. This is used only for tax report entity and not just reporting entity.

Access the Tax Options page.



Tax Options page

This page defines whether to use the Indian 50% rule. Assets owned for less than the specified number of days are depreciated at half of the normal rate, or 50 percent. It also defines whether manual adjustments to the tax depreciation balance inquiry (TAX_DEPR_ BAL) page are allowed.

50% rule, assets in service < Enter the maximum number of in-service days to which the 50% rule applies. For example, if the 50% rule applies for assets in service less than 180 days, enter *180.*

Country Select the country for which the 50% rule applies.

Update on Close Balances Select one of these options:

- Update on Close Balances: Select this option if the calculated closing balance can be manually adjusted.
- Update on other amounts: Select this option if other calculated amounts can be manually adjusted.

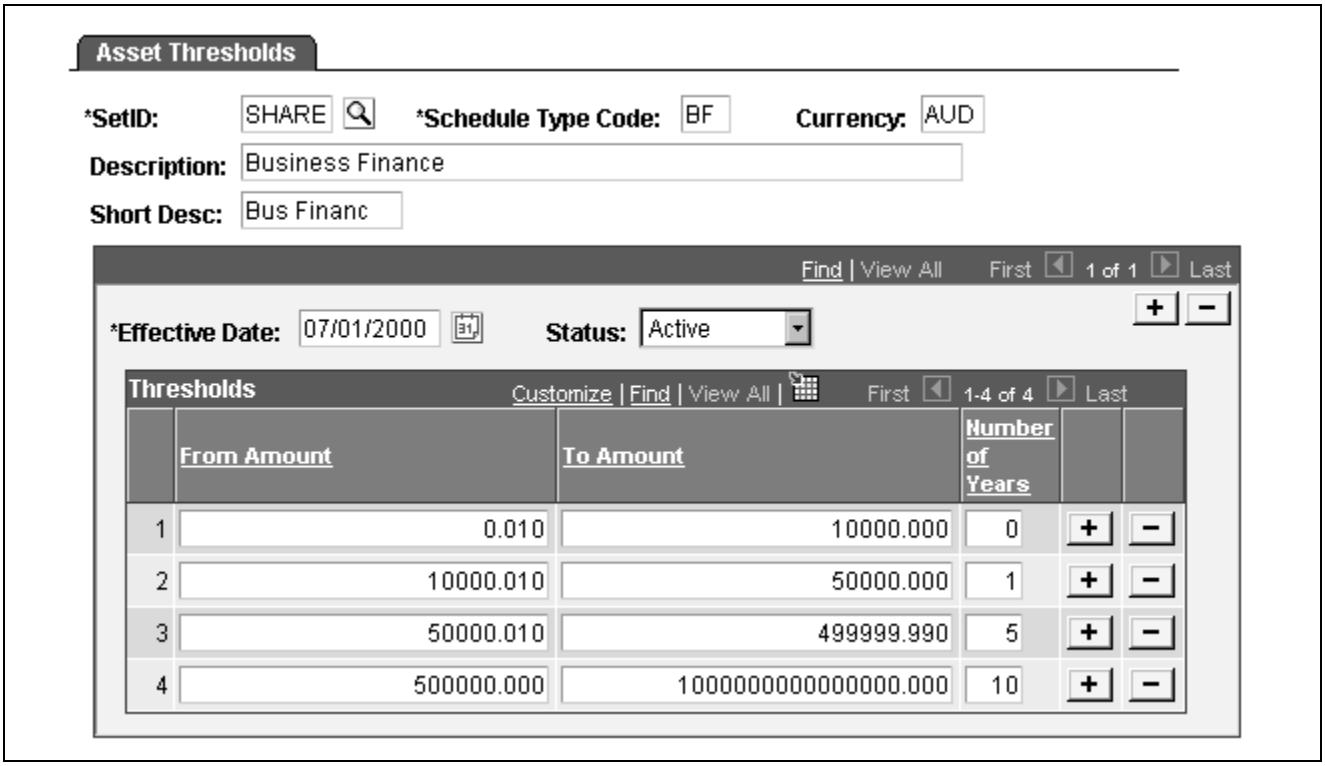
See Also

Chapter 25, “Using the Global Features of PeopleSoft Asset Management,” (IND) Establishing Options to Meet Indian Requirements, page 464

(AUS) Defining 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 page

Enter the threshold's from amount and to amount ranges, as well as the number of years required for mandatory review.

Note. The system does not validate the range of thresholds that 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:

- The minimum threshold is 0.01.
- The from amount, to amount, and number of years are required for each row.
- The basis from amount must be 0.01 more than the previous basis to amount.
- The number of years must be greater in 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 is used.

See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (AUS) Establishing Options to Meet Australian Requirements, page 446

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 description.

When you define accounting entry options for a book, you can choose to distribute by disposal code. If you choose this option, the disposal code appears by default as the transaction code. In this case, you must use the transaction codes from the delivered tableset defined for the tableset that you are using. You must also define corresponding accounting entry templates.

Note. The following standard actions are predefined 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

When you depreciate assets by using the Units of Production method, you must set up units of production definitions. This table defines the maximum units that an asset can produce and how many units were posted for each period.

Access the Units of Production page, and complete the applicable fields.

Adding/Adjusting Units of Production Detail Page

Access the Transaction Information page.

Transaction Date Reflects the date on which you made the changes.

Accounting Date Reflects the date on which the entered 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 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 automatically posts 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 are added.

See Also

Chapter 20, "Creating Accounting Entries," page 345

Chapter 16, "Processing Depreciation ," page 309

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 established in an asset profile can be used as default values when you're adding assets to the system. Profiles associated to indexes enable replacement cost calculations. Profiles are recommended when you have a large number of assets of the same type. Defining default values minimizes data entry, ensures consistency and enhances accuracy levels.

Set 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.

Note. 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.

This section discusses how to:

- Define asset profiles.
- Specify asset books for a profile.
  - Set up special terms for depreciation methods information.
  - Set up inflation information for a profile.
  - Set up salvage rounding rules.
- Specify tax attributes in a profile.
- Specify child asset inheritance attributes in a profile.

Pages Used to Set 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, Depreciation	Identify the criteria used in depreciation calculations.

Page Name	Object Name	Navigation	Usage
Depreciation Method Information	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 select an accounting method for these special terms. These are commonly used to meet depreciation requirements for specific countries.
Inflation Information	PROFILE_SEC	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles, Depreciation, Inflation Information	Establish an inflation adjustment factor by selecting the market index and rate to apply.
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	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.
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 Mass	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.

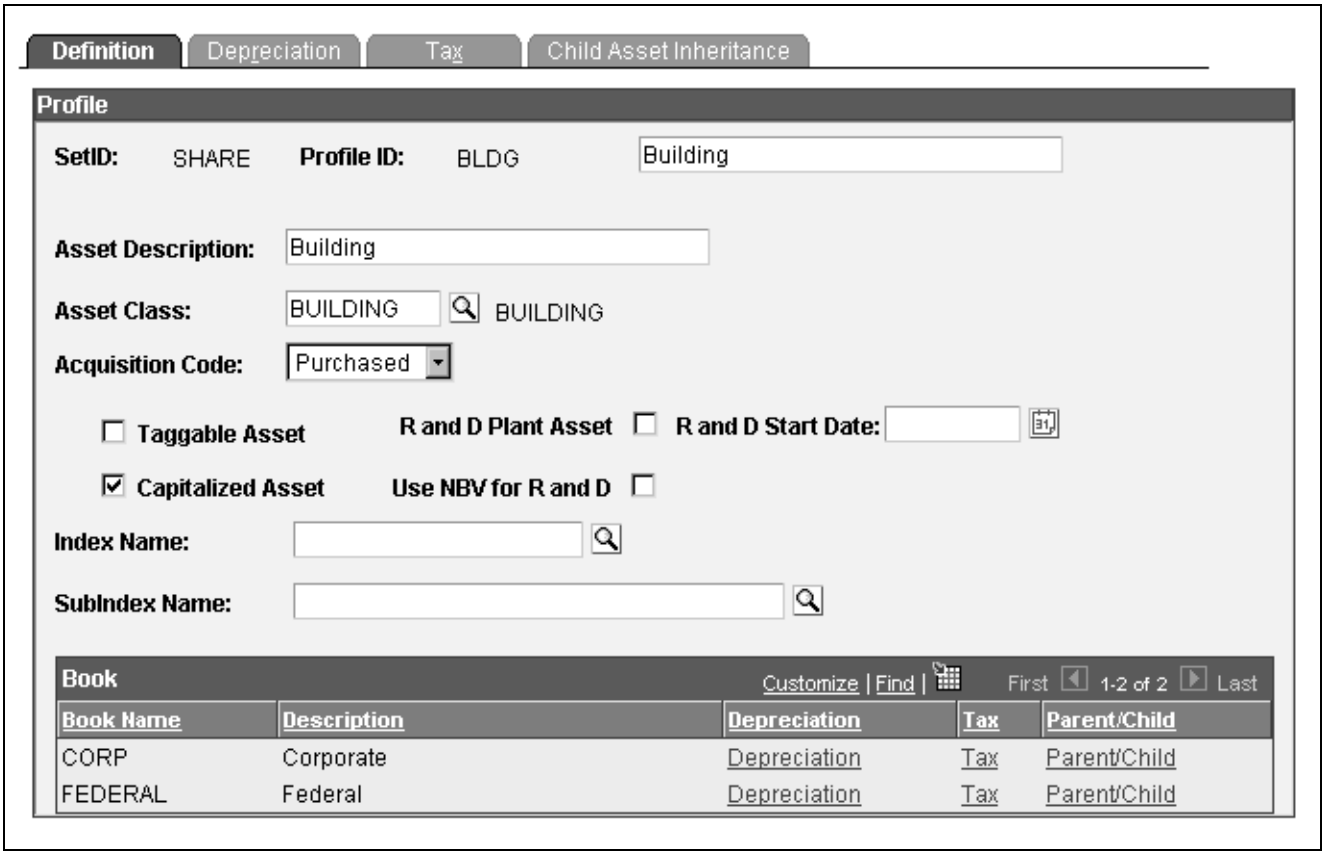
Defining Asset Profiles

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.



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*, and *Autos-Leased*.

Asset Description Enter a description for this asset profile.

Asset Class Select the asset class to which this asset profile will default. The available options are defined when you establish Asset Class codes.

Acquisition Code Select the acquisition code from the drop-down list. Available options are:

- Construct
- Donated
- Leased
- Like Exch (like exchange)
- Purchased
- Trade In
- Transfer

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.

Note. 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, deselect Capitalized Asset. Typically these assets are expensed, not actually owned, or fully depreciated, but you still want to track them.

Index Name Select the index by which replacement or valuation cost will be calculated. When you run the Calculate Replacement Cost (AMRCCALC) process, it multiplies the asset cost by the amount in the index selected here.

SubIndex Name Select the subindex category for the index used to calculate replacement or valuation cost.

(AUS) Using Research & Development Information

Research and Development Information is used to meet Australian asset processing requirements; for others these fields are informational.

R and D Plant Asset (research and development plant asset) Select if this asset is being used for Research and Development and is entitled to R&D tax concessions.

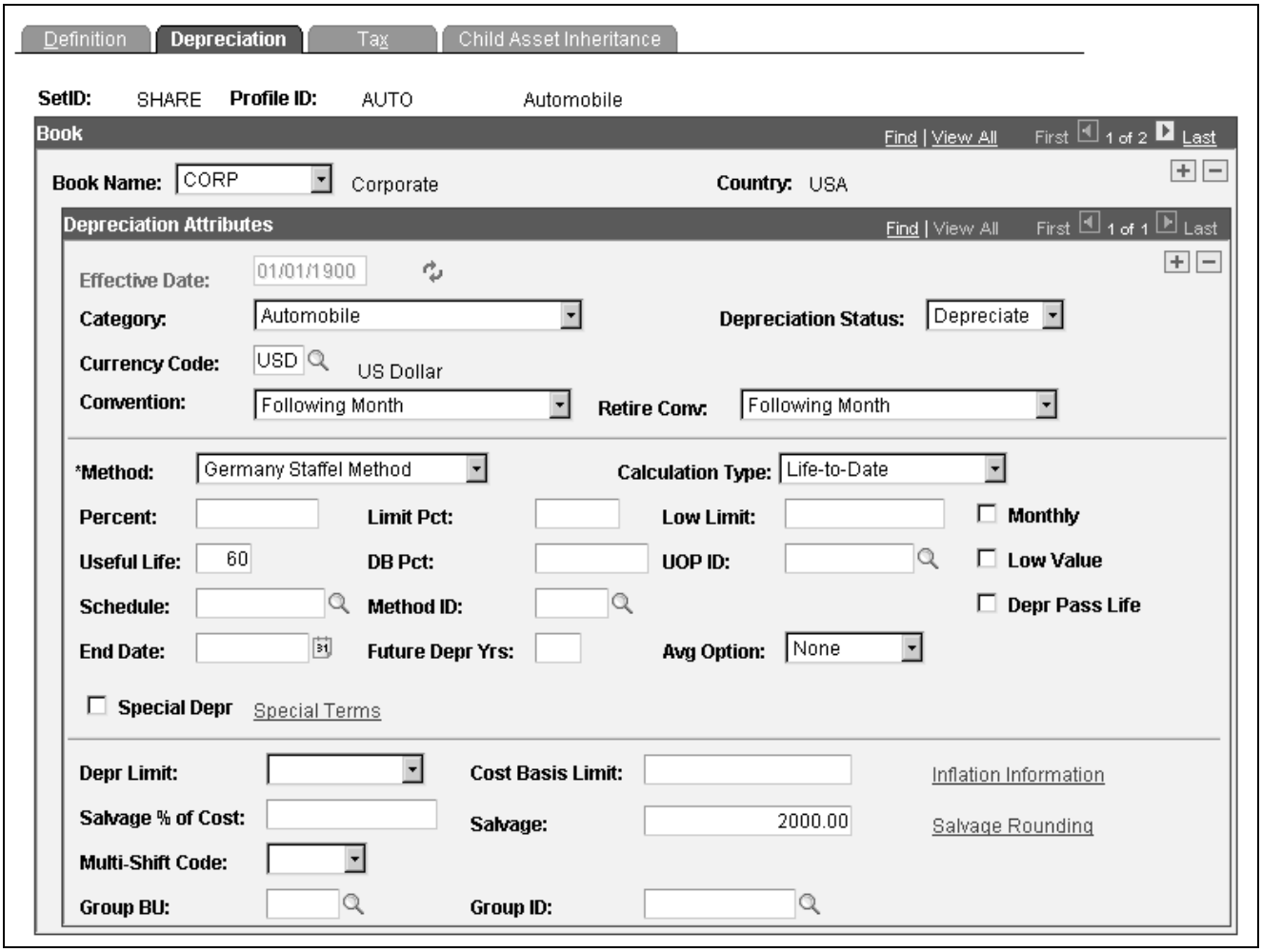
R and D Start Date (research and development start date) Enter the date the asset was first used exclusively for R&D. If you leave this field blank, the In Service date from the Business Unit's Tax Book will be used as the start date. The start date determines in what year the R&D concessions can first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

Use NBV for R and D (use net book value for research and development) 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 Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (AUS) Establishing Options to Meet Australian Requirements, page 446.

Specifying Asset Books for a Profile

Access the Asset Profiles - Depreciation page.



Asset Profile - Depreciation page

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. Books are defined during system setup and associated with business units. Only valid Books can be assigned.

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. Because 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 that you select, additional fields appear:

Method	Fields That Appear
Declining Balance w/SL% /Limit	DB Pct (Declining Balance Percent), Limit Pct.
Declining Balance w/SL%	DB Pct, Monthly.
Depreciation Schedule	Schedule.
Declining Balance	Percent, Low Limit, Monthly.
Flat Rate %	Percent, Low Limit, Avg Option (Averaging Option).
France Derogatory Balance	DB Pct, Percent, Low Limit, Depr Pass Life (Depreciate Past Life).
Germany Staffel Method	DB Pct, Percent, Low Limit, Depr Pass Life.
Japan − Intangible/Strt Line	DB Pct, Percent, Low Limit, Depr Pass Life.
Japan − Tangible / Declining Balance	DB Pct, Percent, Low Limit, Depr Pass Life.
Japan − Tangible/Strt Line	DB Pct, Percent, Low Limit, Depr Pass Life.
Japan −Changes DB to SL	DB Pct, Percent, Low Limit, Depr Pass Life.
Japanese − Lease Depreciation	No additional fields appear.

Method	Fields That Appear
Manual Depreciation	No additional fields appear. 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.
Straight Line	Useful Life.
Straight Line Percent	(IND) Percent.
Sum of the Years	N/A
Units of Production	UOP ID (Units of Production ID).
User Defined Method	Method ID, DB Pct, Percent, Low Limit, Depr Pass Life.

The following table defines the additional fields.

Limit Pct (limit percent)	Enter to specify a limit for depreciation as a percentage of cost.
UOP ID (units of production ID)	Enter the Units of Production ID, production information, and transaction information you'd like to use for this asset.
DB Pct (declining balance percent)	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. Required for *Straight Line Percent.*
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 (depreciate past 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	Select the user-defined method that you want to use.
Schedule	Enter a schedule to use for depreciation.
Avg Option (average 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 want to use it:

Monthly 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.

Yearly Yearly averaging is similar to monthly averaging except that a yearly average balance is used. Because 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 the calculation type.

- Use *Remaining Value* 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 *Life-to-Date* 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 books.

End Depr Date (end depreciation 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. PeopleSoft strongly recommends using the Future Depreciation Years option if you are using Group Assets.

Special Dpr (special depreciation) 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.

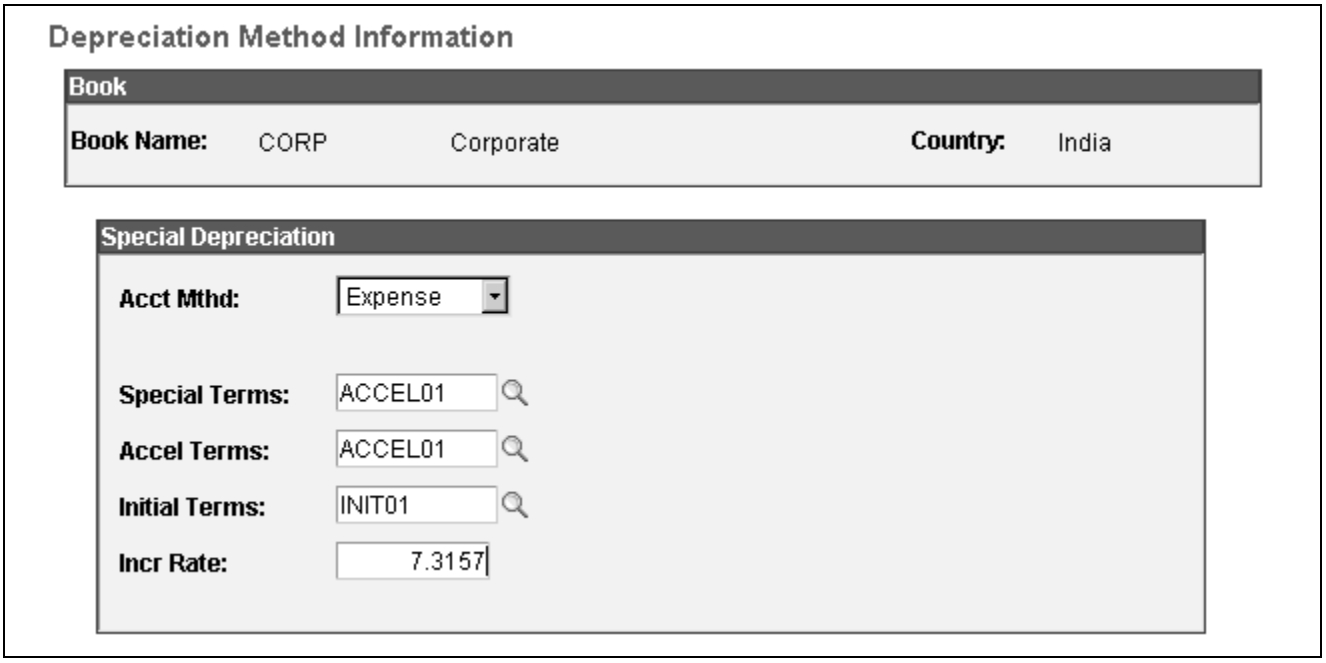
Depr Limit (Depreciation Limit Code) Select a depreciation limit code that relates to a specific dollar amount limitation on depreciation for each year of life. Although this can be used for financial depreciation, it is commonly used for U.S. Tax purposes, because such depreciation limits exist for items such as luxury automobiles.

Cost Basis Limit Enter 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.

Note. Each group member asset profile can be used by only one business unit.

Using the Depreciation Method Information Page

Access the Depreciation Method Information page by clicking the Special Terms link.



Depreciation Method Information 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 U.S.

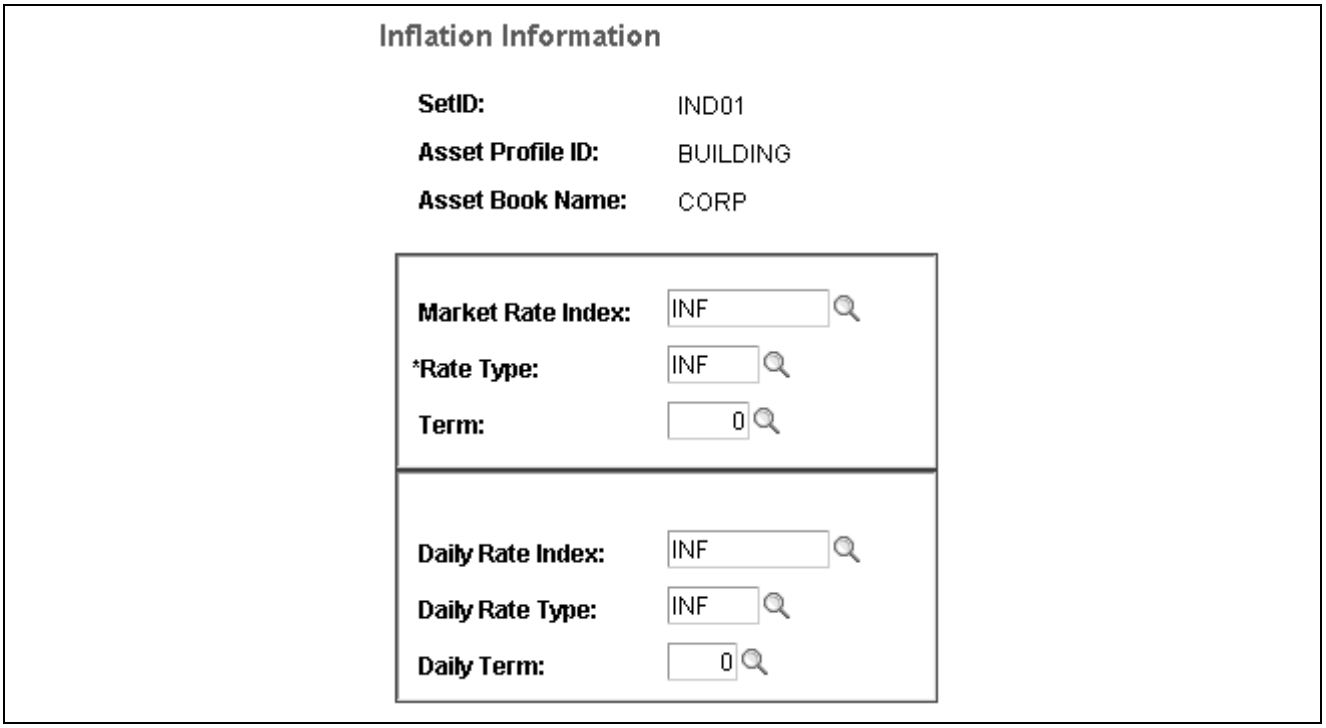
When you use additional terms, they affect depreciation calculations as follows:

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

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

(ARG) (BRA) (MEX) Setting Up Asset Profile Inflation Information

Access the Inflation Information page.



Inflation Information page

Market Rate Index Select the market rate index to be used for inflation processing.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies," Defining Market Rates.

Rate Type Select the market rate type to be used for inflation processing.

Term Select the term.

Daily Rate Index Select the daily rate index.

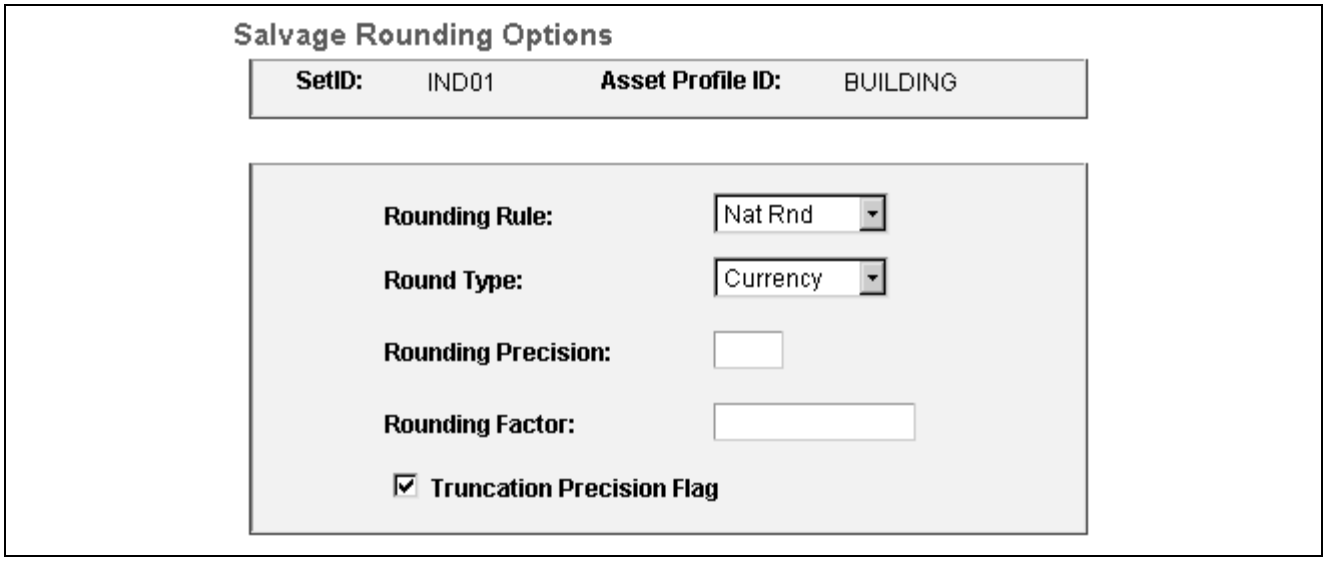
Daily Rate Type Select the daily rate type.

Daily Term Select the daily term.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies," Establishing Market Rates.

(JPN) Using the Salvage Rounding Options Page

Access the Salvage Rounding Options page.



Salvage Rounding Options page

Round Rule The rounding rules delivered with PeopleSoft Asset Management are:

Down

NatRnd:

Up

Round Type The rounding types delivered with PeopleSoft Asset Management are:

Currency:

Generic

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

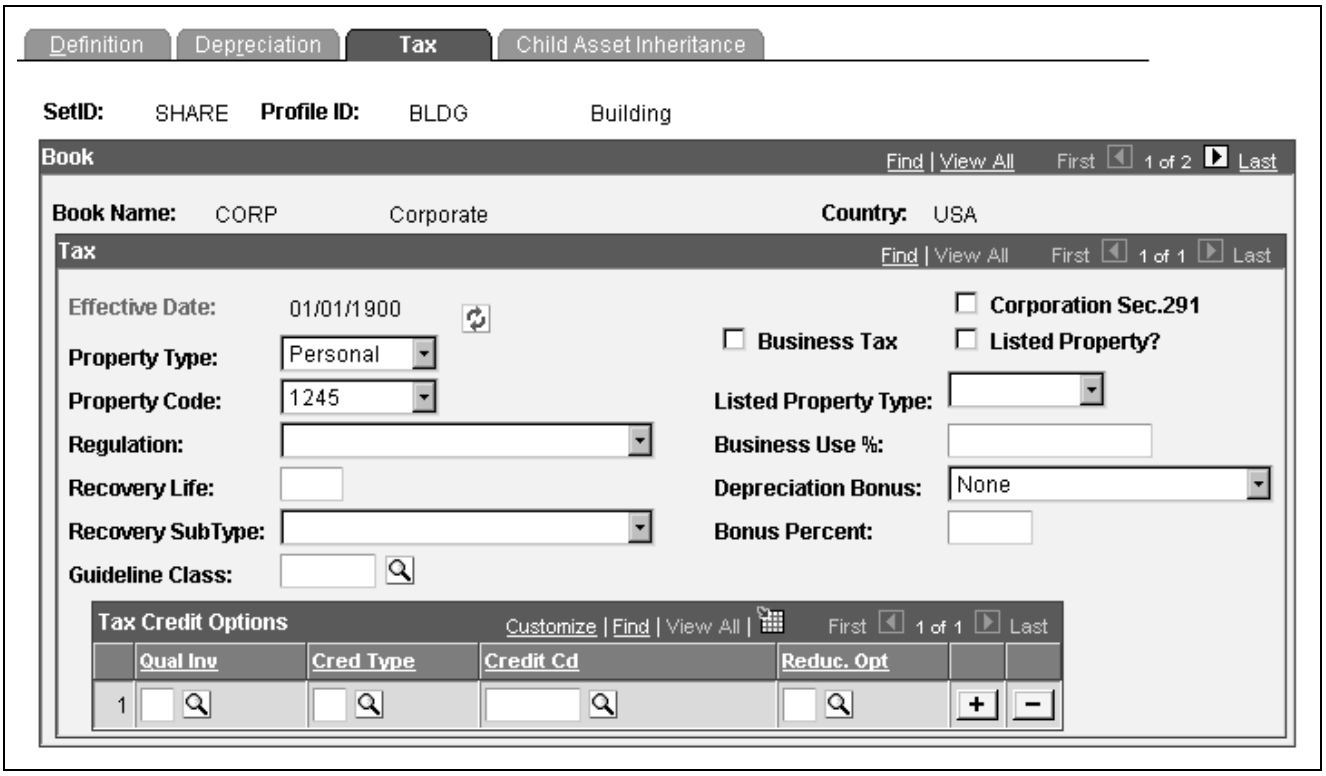
system rounds the entire amount. Actual rounding results would depend on the selected Rounding Rule and Round Type.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," page 441.

Specifying Tax Attributes in a Profile

Access the Asset Profiles - Tax page.

Note. Asset tax attributes primarily addresses Unites States tax issues except where noted.



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

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 **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.

(IND) Guideline Class Processing tax and depreciation in India requires the designation of a tax class rate that is associated to an asset block. To associate the tax class rate to a profile, enter the tax class and associated asset block rate here.

Corporation Sec. 291 (corporation section 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.

(FRA) Business Tax Select if assets using this profile are subject to a business tax. This is required in some countries.

Listed Property Select this check box to record whether the asset is listed property. Listed property are certain kinds of assets that are conducive to mixed business or 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, recreation, or amusement, such as photographic, phonographic, communication, and 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) place in service or leased in a tax year beginning after 1989.

Listed Property Type Select the property type that corresponds to the Listed Property ? check box.

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

*(Basis) = (Cost*Bus_use_%)*

(USA) Depreciation Bonus Used to indicate if the asset qualifies for the U.S. 30 percent to 50 percent depreciation bonus in the first year. The options you see depend on the acquisition date and in service date of the asset as well as state or local application of the depreciation allowance.

(USA) Bonus Percent If the asset qualifies for the depreciation bonus based on acquisition date and in service date, select the amount to be applied. The options are:

- *New York Liberty Zone:* Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2007.
- *None:* Select if the acquisition date and in service date of the asset is before September 10, 2001.

- *Section 101- Federal:* Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2004 to apply the 30 percent bonus.

  Select if the acquisition date and in service date is after May 5, 2003 and before December 31, 2004 to apply the 50 percent bonus.

- *Section 101- Local:* Select if local or state allowance of the bonus depreciation should be applied.

Using 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:

A (accelerated)	Accelerated Cost Recovery System
D (depreciation)	Asset Depreciation Range
F (facts)	Conventional Facts and Circumstances
G (guidelines)	Guideline
M (modified)	Modified Accelerated Cost Recovery

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

R (rehabilitation)	Rehabilitation Credit
E (energy)	Energy Credit
I (investment)	Regular Investment Credit
U (user)	User-defined

The Tax Credit Code further defines the tax credit. For example, a 20 percent 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:

B (basis)	Basis Reduction
P (percentage)	Percentage Rate Reduction
N (no)	No Reduction

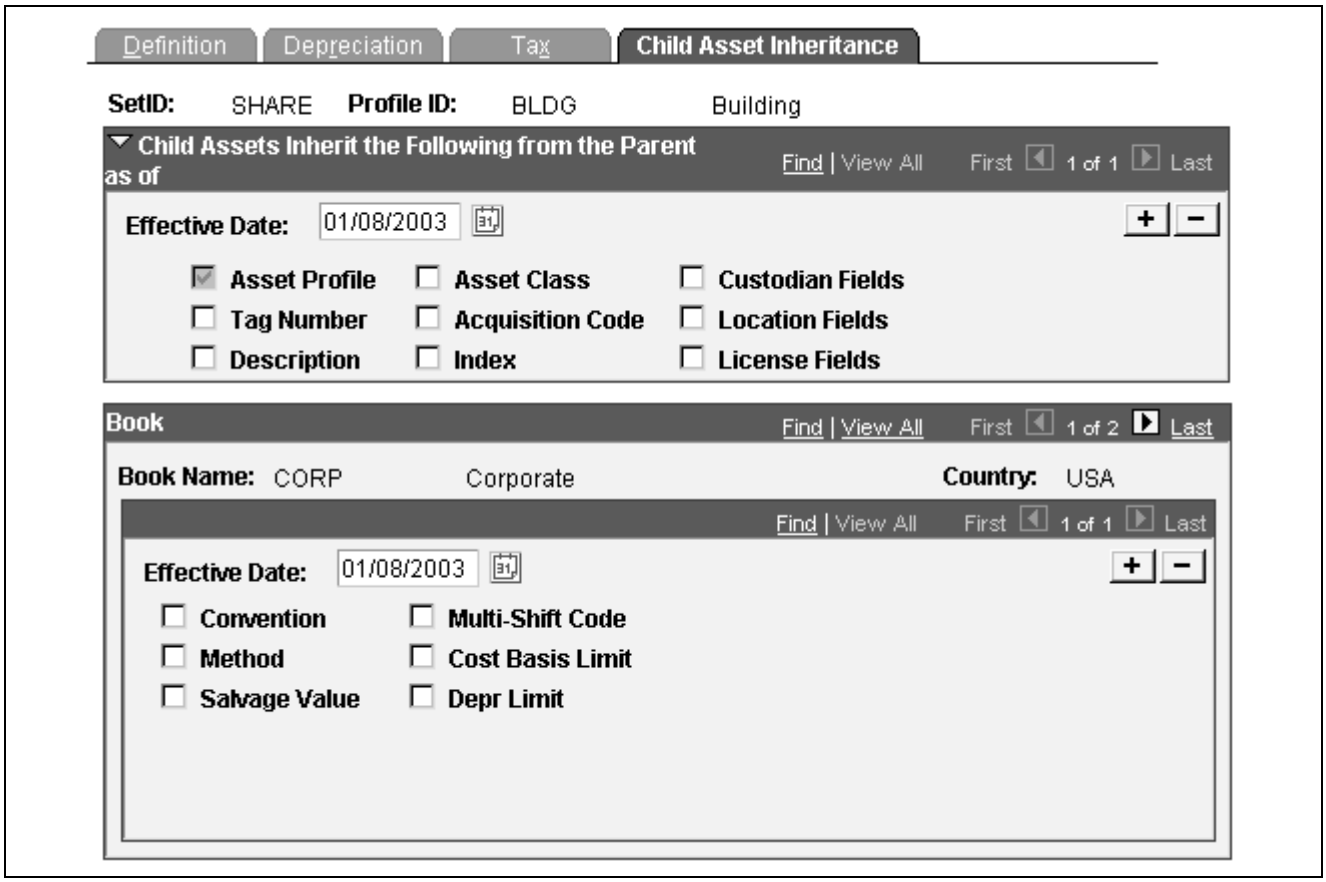
See Also

Chapter 25, "Using the Global Features of PeopleSoft Asset Management," page 441

Chapter 26, "Using PeopleSoft Asset Management With the U.S. Job Creation and Worker Assistance Act," page 485

Specifying Child Asset Inheritance Attributes in a Profile

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



Asset Profiles - Child Asset Inheritance page

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding and Maintaining Basic Information About Assets, page 124

Chapter 3, “Establishing Asset Management Business Units,” page 23

Establishing Asset Ownership

PeopleSoft Asset Management uses a concept called asset ownership in which a relationship is established between assets, ChartField combinations, asset category, asset type, asset location, asset manufacturer or model, or asset department and the individuals who have responsibility for managing them. Asset owners might be plant managers, store managers, or department head and each owner may be associated with multiple asset operators, such as plant engineers, store clerks, and department workers.

An asset ownership definition provides a manager or supervisor discrete visibility into the transactions affecting the assets for which she is responsible and enables the “express” retirement of those assets via the Asset Management Disposal Worksheet. The disposal worksheet automates the retirement process between the asset owner and the property accounting personnel responsible for completing the financial transactions relative to the assets themselves including the optional establishment of a role-based approval process. The owner–to–operator definition may optionally authorize operator access to asset cost history data and disposal approval.

This section discusses how to:

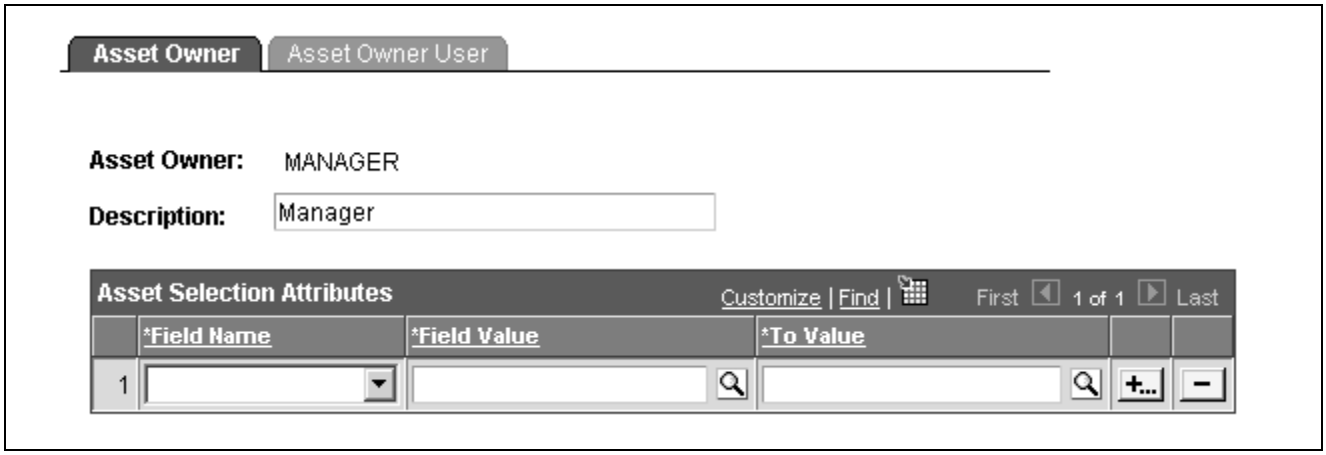
- Define asset owners.
- Assign users to owners.
- Define asset owner users.
- Define on demand processing for asset management.

Pages Used to Establish Asset Ownership

Page Name	Object Name	Navigation	Usage
Asset Owner	AM_OWNER_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Define Asset Owners	Define role-based asset owners and assign assets to the owner based on chartfield and other attributes.
Asset Owner User	AM_OWNER_DEFN2	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Define Asset Owners	Assign operators to owners.
Setup Asset Owner User	AM_OWNER_OPER_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Define Asset Owners	Define role-based owner users.

Defining Asset Owners

Access the Asset Owner page. Select the role to be defined as the asset owner.



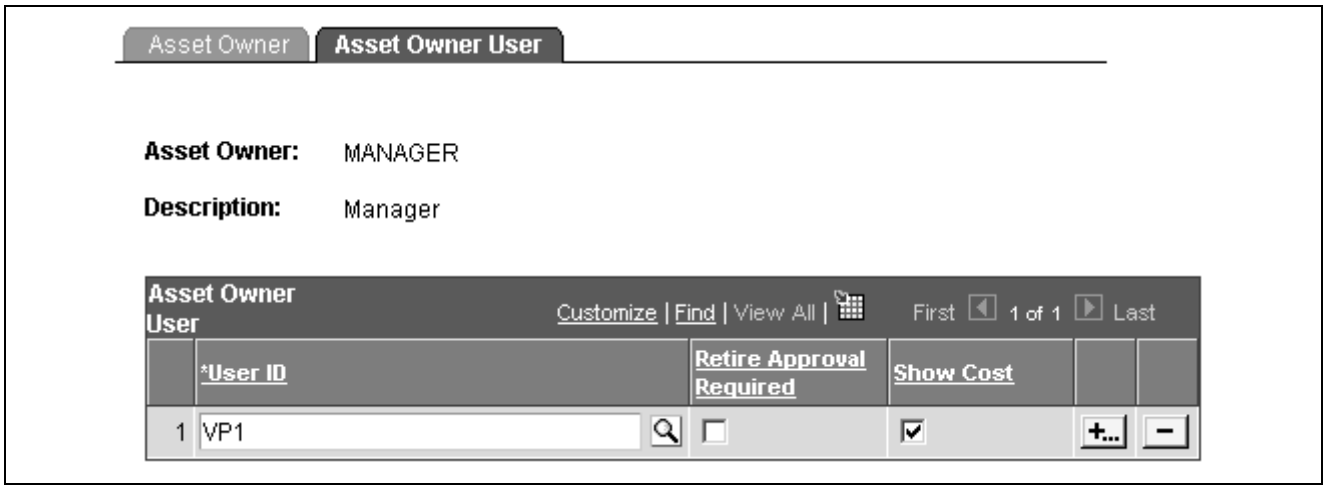
Asset Owner page

Asset Selection Attributes Using the drop-down search keys, select the Field Name used to establish assign ownership.

For example, the Manager may be responsible for all assets in Department 11000 through, Department 12000, Location Sydney, and Category Computer Items. Select *Department* and define the range of field values, select *Location* and define the location field value of Sydney, and select *Category* and define the category field value of Computers.

Assigning Users to Owners

To establish asset ownership, operator IDs must be linked to the Asset Owners defined on the Asset Owner page. Access the Asset Owner User page.



Asset Owner User page

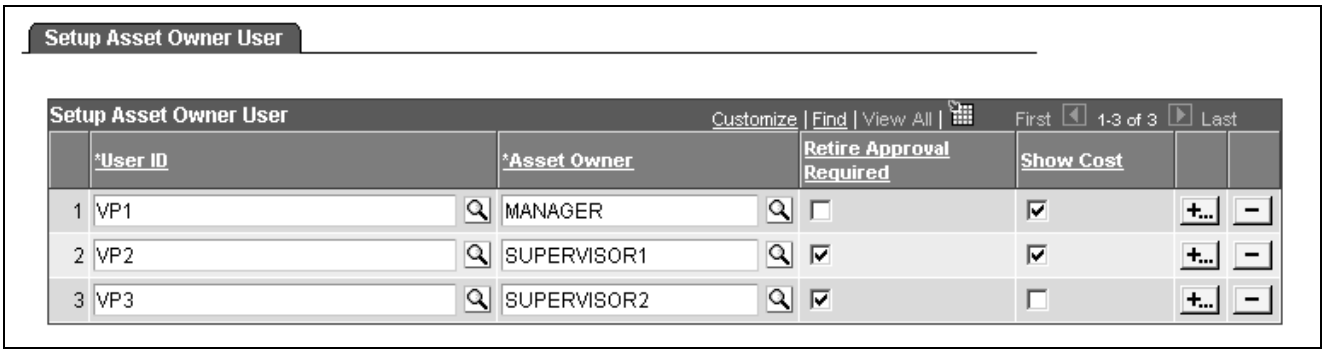
Asset Owner User Link the asset owner to users or operators. Under User ID, enter the User IDs that are assigned to the asset owner.

Select Retire Approval Required to indicate an approval step is required prior to asset disposal.

Select Show Cost to indicate whether the user ID will have access to cost information in the express retirement pages.

Defining Asset Owner Users

Access the Setup Asset Owner User page.



Setup Asset Owner User page

The Asset Owner User page lets you make assignments owner by owner. The Setup Asset Owner User page allows to you add multiple operators and owners in at one time.

Setup Asset Owner User Assign User ID to Asset Owner, set up Retire Approval Required and Show Cost options for each user ID.

Note. A warning displays if the retirement approval and show cost options established here for a user ID are in conflict with those established in the Asset Owner component, Asset Owner User page (AM_OWNER_DEFN2).

Defining On Demand Processing for Asset Management

Process groups are groups of processes that certain users can run on demand, directly from transaction entry pages, such as the Invoice Information page in the Voucher component of PeopleSoft Payables. The process groups available depend on your user ID and whether or not a given transaction requires the processing.

Before you can use on-demand processing, you must specify the accounting entry definitions that will be used by each source transaction-process group combination, along with other options. Accounting entry definitions define the record and fields that the Journal Generator process uses to extract accounting entries from the system source.

To set up on-demand processing options, use the On-Demand Process Options component (RTM_OPTIONS).

Set up on demand processing for:

- INTFAPAM – AP/AM Interface Application Engine.
- AMPS1000 – Pre-interface loader.
- AMIF1000 – Transaction loader.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Setting Up On-Demand Processing"

Maintaining Tables

You will periodically update the information in your Index and Units of Production tables as you receive new information. You can load or update the Index and Units of production tables automatically using the AMIF2000. This process 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:

Field	Length
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:

Field	Length
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 Maintain Tables

Page Name	Object Name	Navigation	Usage
Load UOP and Index Tables	RUN_AMIF2000	Asset Management, Send/Receive Information, Load Interface, Receive UOP and Index Tables	Load units of production and index tables.

CHAPTER 5

Converting to PeopleSoft Asset Management

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

- Customize SQR Conversion.
- Run the Transaction Edit program.
- Preview and approve results.
- Populate Asset Management tables with data.
- Depreciate converted assets.
- Close the conversion process.
- Load retired assets.
- Convert lease information.

Understanding Your Conversion

You may convert your data by whatever methods are available to you. You may wish to generate a custom program after mapping records and fields from your existing database to the new PeopleSoft database. Or, you may perform the steps outlined in this chapter, using the application engine processes available from PeopleSoft, to convert your data.

Your general tasks are:

1. Set up the database tables that will store accounting structure and asset information.
2. Transfer your data from the 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 may encounter during the process.

If you use the PeopleSoft application engine processes described in this chapter to convert your data , Asset Management business units and books must be established before you transfer data into loader tables. The sequence of other table set ups are more flexible. It may be logical for you to proceed part way through conversion before doing some table setup. For example, as 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. In general, however, you should complete the table set up that provides your system structure in order to begin building your asset management database. 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. Setting up the database tables that provide your accounting structure and store asset information is discussed in prior chapters. Please refer to these for more details of the tasks involved.

The chapter Getting Started with PeopleSoft Asset Management provides a sequential list of set up activities to implement your system. The appendix chapter, Appendix C: Loader Table Data Dictionary explains all the fields in the loader tables and how they are used. Use the information provided in both of these chapters to guide you through your data mapping and conversion planning.

Data validation is an important step not to be overlooked as you plan and implement your conversion. 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 integrity of the source data, your first step should be to validate your existing data before you begin converting. Using the data conversion process described here is achieved incrementally. At various intervals, you will have the opportunity to examine the data. Create checks and balances as part of your conversion plan to test data that is being loaded into your PeopleSoft database.

Note. PeopleSoft provides a PeopleTools spreadsheet utility called Excel to CI that enables you to use an Asset Management template designed to upload asset data from another source to your PeopleSoft database. You should not, however, plan to use this utility to convert your initial database. This utility is designed to assist with data merges where manual data entry would be tedious, but with the ability to monitor the upload process, using the utility would be more efficient overall. Excel to CI is limited to importing 65K rows of data at a time, so that large volumes of data cannot be uploaded. The error checking is manual and you must carefully review all rows of data being uploaded and correct problems as you go. And finally, the PeopleSoft Asset Management template used for Excel to CI does not populate the INTFC_PHY_B tables. Data uploaded by this method will possibly require additional manual data entry. Given these constraints, PeopleSoft does not recommend using Excel to CI to convert legacy data to new PeopleSoft records.

See Also

Appendix B, “Understanding the Loader Table Data Dictionary,” page 503

Prerequisites

Before proceeding with your data conversion, you must first:

- Completely set up your business units and tables.
- Before you begin the conversion process, we strongly recommend that you add and depreciate some assets online.

This exercise will help you in several ways. It is generally a good test of your table setup. It also gives you a chance to test your Asset Profiles to ensure they are working the way you intended. Finally, it allows you to see first hand how the depreciation program works and how it is affected by different variables and conventions. Knowing what to expect from your PeopleSoft Asset Management applications before you begin your conversion will assist you in making decisions for planning and executing your conversion.

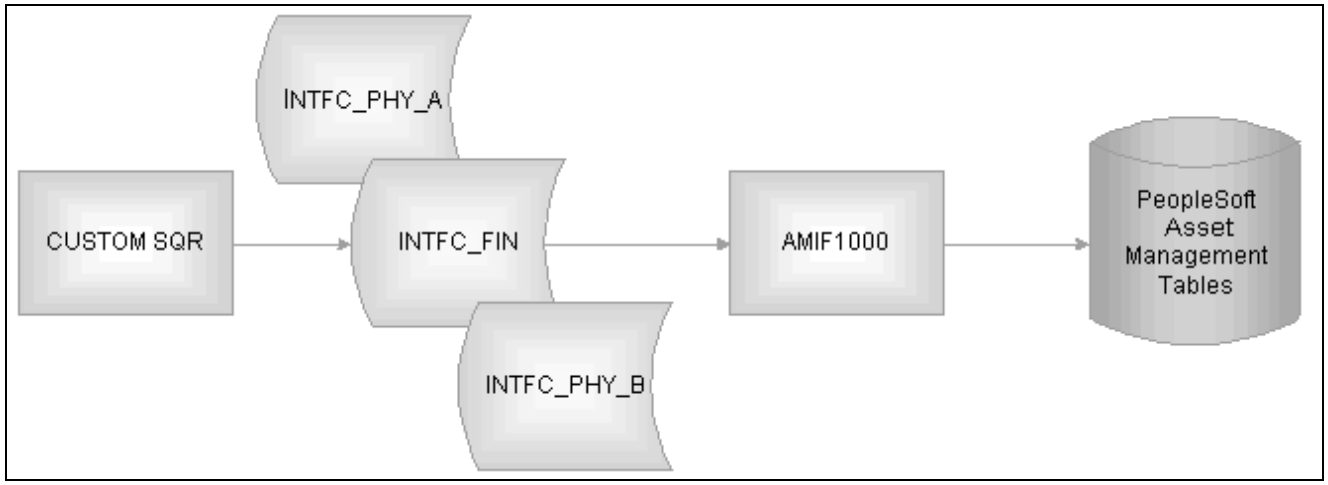
Converting with a Customized SQR

To transfer data from an existing system into PeopleSoft Asset Management loader tables, you may write a custom SQR and use the delivered PeopleSoft Asset Management application engines as follows:

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

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

2. Run the Transaction Edit program (AMIFEDIT). This will 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. Convert and depreciate the assets.



Asset conversion process

Your first step is to write and run an SQR to transfer data from your old system into three interim tables in PeopleSoft Asset Management:

Table	Description
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.

Next, run the Transaction Edit (AMIFEDIT) program, which will perform edit checks on the data fields (ChartFields, business units, books, and so on) you specify to help ensure the information you load into PeopleSoft Asset Management is correct.

Next, run 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 appears in PeopleSoft Asset Management as open transactions.

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 and choose the option that suits your needs before running the program. For more information, review the Transaction Loader Conversion Dates Options section below.

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 6/1/03, you should convert all your data as of 5/31/03. The fiscal year, START_PD, and END_PD on the depreciation table should be 2003, 5, 5. The TRANS_DT and DTTM_STAMP should be 5/31/03. However, you should calculate depreciation with OPEN_TRANS accounting and transaction dates of 6/1/03.

See Also

Appendix B, “Understanding the Loader Table Data Dictionary,” page 503

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. Using one or both of two available queries, you can check the results and view 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.

To run the Transaction Edit program:

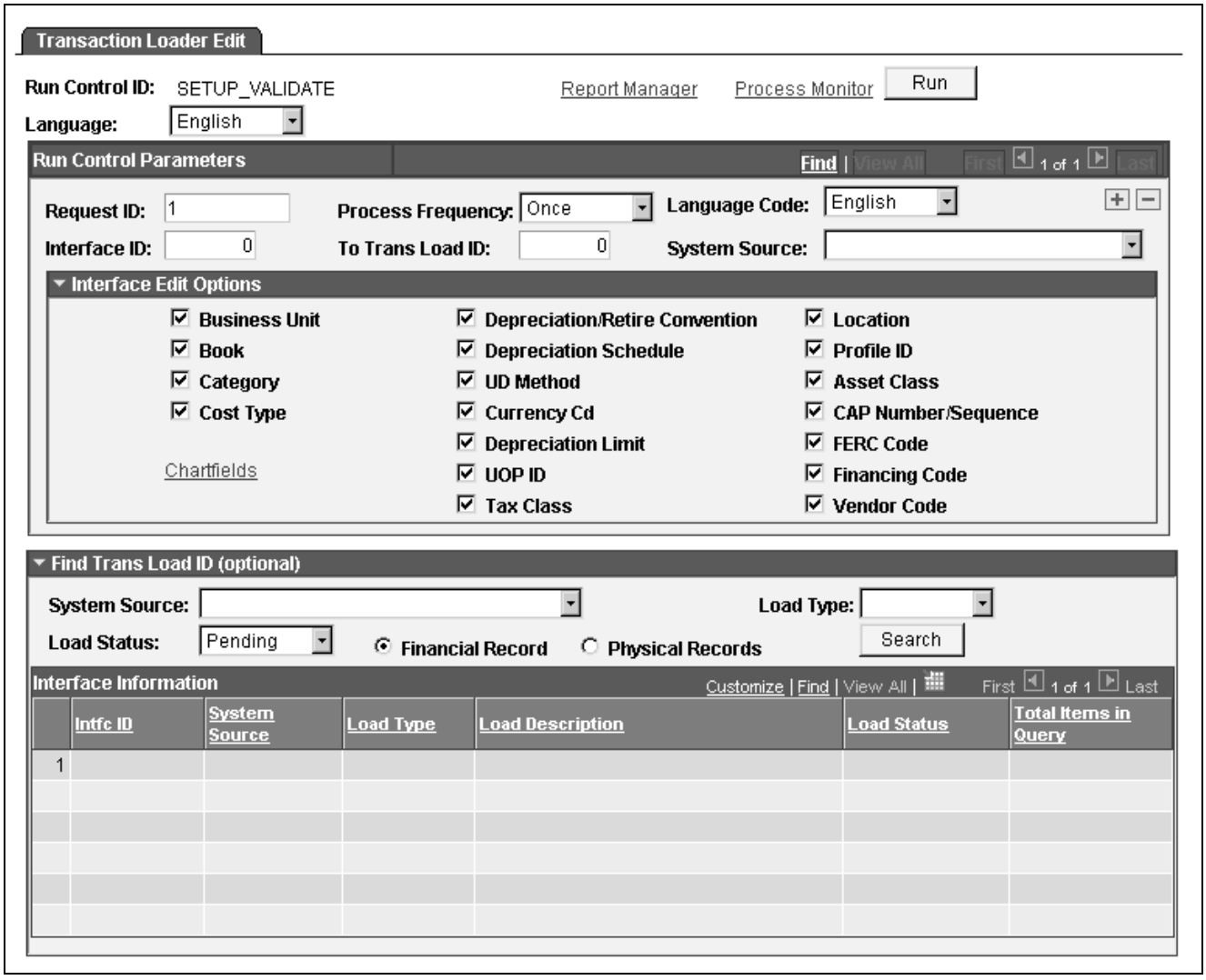
- Populate the Transaction Edit page.
- View the results.

Page 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 Edit page

Interface Edit Options

Select all the fields on which you want to perform the edit valuation. Deselect those that will have nil values because you do not use the field, (i.e., optional fields Categoryor Tax Class).

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 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. One Trans Type can generate several different Load Types.

Note. Whenever you rerun the Transaction Edit program, old message 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 using your SQL query tool, or make necessary modifications to your custom SQR and run the program again.

See Also

Chapter 8, “Integrating with Other Products,” Previewing Data in the Loader Tables, page 184

Page 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 find 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 data conversion step populates PeopleSoft Asset Management database tables with the data you just loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B by running the Transaction Loader Application Engine, AMIF1000.

The Transaction Loader is also used for mass transactions. After performing a mass change, run this Application Engine to create entries in PeopleSoft Asset Management tables.

Note. 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 Application Engine, AMIF1000, before you run it. You may need to change some of the data defaults it contains.

See Also

Chapter 8, “Integrating with Other Products,” Running the Transaction Loader , page 189

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

To populate the open transaction accounting and transaction dates with the first day of the following accounting period, perform the following steps.

1. Sign on to the Application Design.
2. Open Application Engine AMIF_FIN_PHY.
3. Scroll down to section 200120 and click on the plus sign to expand the section.
4. Make sure that steps Step100 and Step120 are*Inactive* and step Step130 is *Active*.

Populate Dates as Specified in INTFC_FIN

To populate the open transaction accounting and transaction dates with the date specified in the INTFC_FIN table, perform the following steps:

1. Sign on to the Application Design.
2. Open Application Engine AMIF_FIN_PHY.
3. Scroll down to section 200120 and click on the plus sign to expand the section.
4. Make sure that steps Step100 and Step120 are *Active* and Step130 is *Inactive*.

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. You will run the programs to:

- Calculate depreciation (AMDPCALC).
- Create accounting entries (AMAEDIST).
- Close depreciation (AMDPCLOS).

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 6/1/03, you should convert all your data as of 5/31/03. The fiscal year, START_PD, and END_PD on the depreciation table should be 2003, 5, 5. The TRANS_DT and DTTM_STAMP should be 5/31/03. However, you should calculate depreciation with OPEN_TRANS accounting and transaction dates of 6/1/03.

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;
2. If the amount in the DEPR field is not 0.

Closing the Conversion Process

At this point, the conversion has created all the data in the system, and all assets are depreciated. Before you can move into full production, you must now close out the conversion process:

- Verify the conversion to approve conversion results.
- Restore disk space by removing unnecessary tables from your system.
- Update security to restrict access to the conversion SQRs now that they are no longer needed.

Page Used to Close the Conversion Process

Page Name	Object Name	Navigation	Usage
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 correct values, followed the methods you intended, and so forth. By balancing the conversion, you verify that the currency 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 variable that affects calculations.

Restoring Disk Space

Access the Interface Loader page.

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.

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. Review your system security page settings and make changes as warranted.

See Also

PeopleTools PeopleBook: PeopleSoft Security

Loading Retired Assets

You may add retired assets and asset history to your database. 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.

To 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 need not be run after the retired assets have been loaded.
- Once you have added retired assets, you can subsequently reinstate them.

Note. The *ARA* interface type was designed to load fully depreciated, retired, or historical assets, in cases where AMDPCALC would never run and the assets would never be reinstated. To accommodate reinstatement of historical assets in this case, the ARA interface type may be changed as needed.

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 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 is a negative number.
RETIREMENT_AMT	Make sure it is a negative number.
FISCAL_YEAR	Represents the fiscal year (FY) of the accumulated depreciation.
START_PD	Starting period.
END_PD	Ending period.
GAIN_LOSS	Gain or loss.
END_DEPR_DT	Ending depreciation date.
BEGIN_DEPR_DT	Beginning depreciation date.
ACTIVITY_SW	0
RETIRE_SW	0 (AMIF1000 handles the switch to 1 for the RET cost row.)
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 the Transaction Loader interface type *LAD* (Leased Asset Addition). 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 all three 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*or *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 be populated with the DEFAULT_BOOK in BUS_UNIT_TBL_AM record.

All of the above fields impact the LEASE_BOOK. The INTFC_FIN.LIFE on the LEASE_BOOK should be calculated as FREQUENCY x 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 page to review and correct lease data before uploading to PeopleSoft Asset Management tables.

Pages Used to Convert Lease Information

Page Name	Object Name	Navigation	Usage
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.
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 6

Adding and Maintaining Assets

This chapter provides an overview of adding and maintaining assets and discusses 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 Adding and Maintaining Assets

When the PeopleSoft Asset Management foundation tables have been established, you can add assets. This section discusses the different ways to add assets; the approach you use will depend on the needs of your organization and how much information is available at the time assets are added.

PeopleSoft Asset Management stores *physical* and *financial*asset information.

- Financial information includes details about cost, books, depreciation method and convention, and useful life.
- Physical information includes asset tag numbers, specifications, location, custodian, and manufacturer.

PeopleSoft enables asset receiving when you use PeopleSoft Purchasing, where an asset can be added initially with just physical information. The asset can then be capitalized when the invoiced financial data for the asset is received. Conversely, the asset financial information can be entered first and the physical later. Or, all the information can be entered at once.

1. Use Express Add to add assets using an Asset Profile for default book and depreciation information. Assets are capitalized, most of the critical information is derived from the asset profile by default, and detailed physical information can be entered at a later time.
2. UseBasic Add when much of the physical information is readily available at the start, then capitalize the asset presently or later using the appropriate asset profile.
3. Use Excel to CI utility to add assets by uploading asset information from PeopleSoft's integrated Excel spreadsheet component interface. This process enables you add multiple assets to generate PeopleSoft-formatted data from a predefined Excel asset template.

PeopleSoft Asset Management enables the usage of transaction currencies for multi national transactions. This concept allows you to maintain a base or local currency and conduct transactions with foreign entities by selecting a transaction currency for individual transactions. By establishing an exchange rate to convert the currencies, you are able to complete transactions in multiple currencies and convert them back to your base currency as needed.

See Also

Chapter 9, "Working With Leased Assets," page 205

Adding and Maintaining Basic Information About Assets

The Asset Basic Information (Basic Add) page enables you to enter and adjust assets, with the maximum amount of both financial and physical detail.

To work with asset basic information:

- Add or change asset information.
- Enter information about how the asset was acquired.
- Track the location of the asset.
- Record custodial, license, and manufacturer information.
- Generate a report of asset licenses.

Pages Used to Add or Change Asset Information

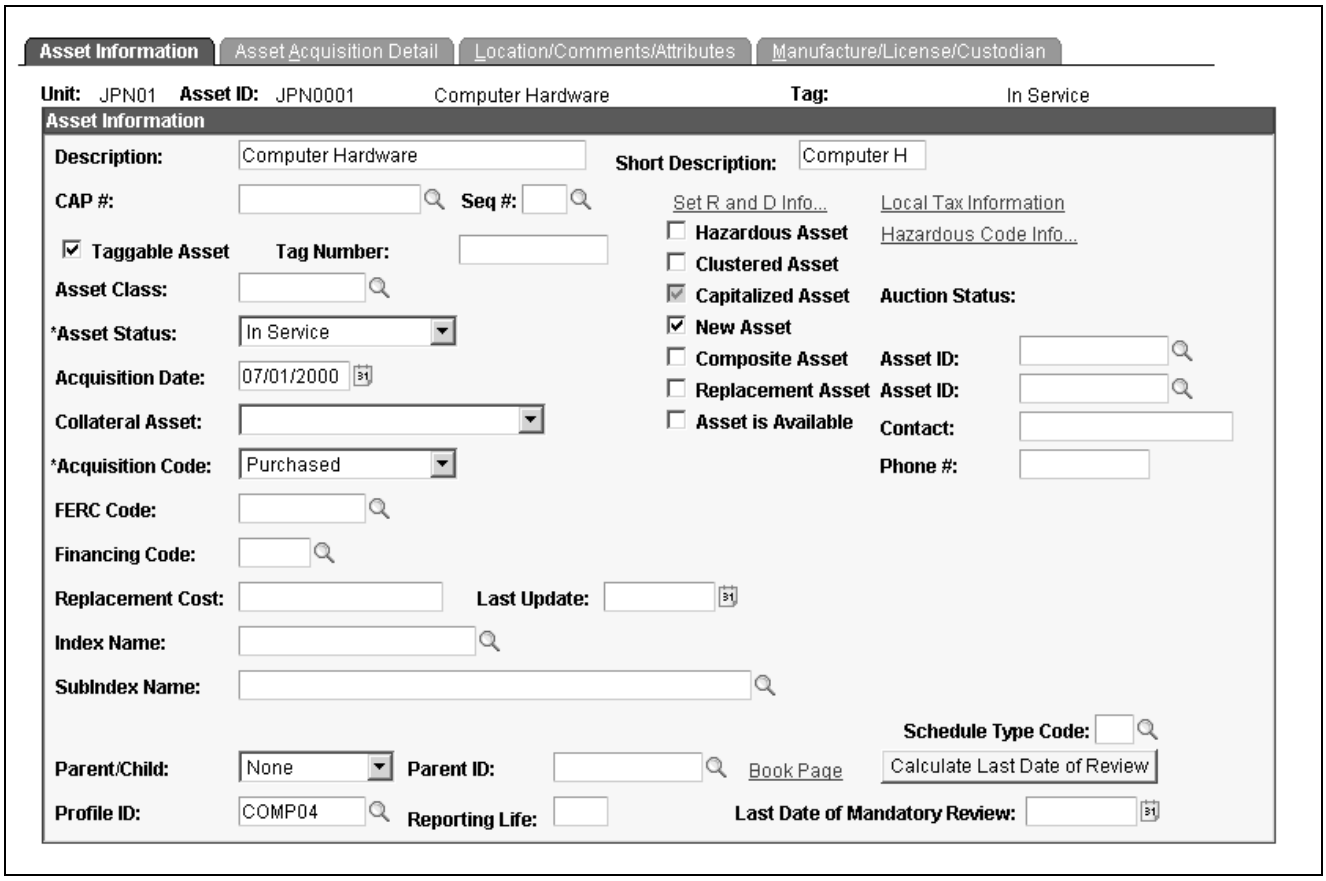
Page Name	Object Name	Navigation	Usage
Asset Information	ASSET_GENERAL_01	Asset Management, Financial Management, Owned Assets, Basic Add	Add asset basic information manually, or add or change existing asset information.
Asset R&D Information	ASSET_RD_SP	Click the Set R and D Info link on the Asset Information 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 Return	LTAX_ADD_INFO_SEC	Click the Local Tax Information link on the Asset Information page.	Enter local tax information when you acquire depreciable fixed assets. **Note.** This page is used in Japan.

Page Name	Object Name	Navigation	Usage
Asset Acquisition Detail	ASSET_ACQ_DETAIL	Asset Management, Financial 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. **Note.** If your PeopleSoft Asset Management system is integrated with PeopleSoft Payables, Purchasing, or Projects, these source systems will enter the information automatically.
Acquisition Details	ASSET_ACQ_DET_AP	Click the Interfaces Info link on 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 send the asset information via delivered interfaces. If not, you can add the information here.
Tax	ASSET_ACQ_DET_VAT	Click the Tax link on 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.
Location/Comments/ Attributes	ASSET_IMAGE	Asset Management, Owned Assets, Basic Add, Location/Comments/ Attributes	Keep a record of asset location; store comments about it; and record physical properties, such as color, height, weight, and to view a stored image of the asset.
Assets by Location − Parameters	RUN_AMAS2200	Asset Management, Financial Reports, Asset Details, By Location	Generate a report of assets sorted by location.
Manufacture/License/ Custodian	ASSET_CUSTODIAN	Asset Management, Financial Management, Owned Assets, Basic Add, Manufacture/License/ Custodian	Record custodial information, maintain license information, and keep track of information about and from the manufacturer.
License Address	ASSET_LIC_ADDR_SEC	Click the Address button on the Manufacture/License /Custodian page in the License Information group box.	Enter address information associated with an asset license.

Page Name	Object Name	Navigation	Usage
License Information − Parameters	RUN_AMAS1700	Asset Management, Insurance/Service/Repair, Reports, License Information	Generate a report of asset licenses.
(JPN) Local Tax Return	LTAX_ADD_INFO_SEC	Asset Management, Financial Management, Owned Assets, Basic Add, Local Tax Information	Report local tax return information for Japan.

Storing or Revising Asset Information

Access the Asset Information page.



Asset Information page

Unit The business unit under which this asset is defined.

Asset ID Select the default *Next* to allow the system to automatically assign the next available number. You may also enter an alpha/numeric value of your own.

Note. When entering Joint Venture assets that are shared among several business units, it is recommended that you assign a unique Asset ID. This ensures 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. For example, use the preface*JV*, as in Asset ID *JV000022*.

Tag Displays the tag number for assets already entered.

In Service Display of the current asset status.

Description and **Short Description** Enter identifying and descriptive information about the asset. The Short Description may be an abbreviated description.

CAP # (capital acquisition plan number) and **Seq #**(sequence number) Enter a CAP # and associated Seq # 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. The Seq # defines the detailed elements of the capital acquisition plan.

Taggable Asset and **Tag Number** If you use tags to track your assets, enter the Tag Number assigned to the asset. This automatically selects the Taggable Asset check box. PeopleSoft Asset Management performs physical inventory using the asset tag number. If the business unit for this asset is set up to allow a default tag number based on the Asset ID, the default tag number will display here.

Note. You must use tag numbers to perform physical inventory with the PeopleSoft Asset Management physical inventory application.

See Chapter 14, “Performing Physical Inventory,” page 281.

Asset Class If you use classifications to define assets within categories, enter the Asset Class code here. The Asset Class enables you to identify assets for reporting purposes. The asset class is also used as a VAT driver.

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

- *Budgeted*: Asset is budgeted but not placed in service.
- *WIP* (work in progress): Asset is acquired for a project under way.
- *Requisitioned*: Necessary paperwork has been completed for acquisition.
- *Commitment*: Budget has been approved and the asset is being acquired.
- *Received*: Asset received but not yet placed in service.
- *In Service*: Date the asset is available for use. Transaction date is the default.
- *Disposed*: Asset has been disposed of.
- *Transferred*: The asset has been transferred from one business unit to another business unit.
- *Suspended*: Depreciation has been suspended for this asset.

Acquisition Date Enter the date when the asset was acquired. This field will be populated if the asset was added from a feeder system, such as PeopleSoft Purchasing or Payables.

(JPN) 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 such a Collateral Asset, select one of the available options that comply with Japanese requirements.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (JPN) Establishing Options to Meet Japanese Requirements, page 469.

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

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

FERC Code(Federal Energy Regulatory Commission code) Established and used in the United States, usually to identify Group Assets, such as telephone poles, highway signs or other assets used in mass quantities. The codes can be used to identify depreciation according to FERC guidelines.

Financing Code Enter the code as you have defined it. Financing Codes help you analyze your debit/credit relationships for capital-intensive and government projects.

Replacement Cost The Replacement Cost indicates how much it would cost to replace this asset. When the asset is added to the database, the replacement cost is equal to the total base cost of the asset by default. The replacement cost can be derived by associating the asset to a cost index, such as the consumer price index (CPI) or inflation index. The association of the replacement cost index can be applied by default from the asset profile; the replacement cost is then calculated considering the base cost and the index amounts; the result is displayed here.

Last Update If you are calculating the replacement cost using an index, the date you performed the Last Update will display in this box. When the asset is added, this date will be the accounting date.

Index/SubIndex Name The Index Name and SubIndex Name are used for identifying the adjustment of 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 during implementation.

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

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

Set R and D Info This link accesses the Asset R&D Information page where you can enter identifying information for the asset.

Hazardous Asset Check if this asset is considered a predominant and/or significant hazardous material.

Note. "Hazardous material/waste: Solid, liquid, or gaseous waste, or combination of these wastes, which because of its quantity, concentration or physical, chemical, or infectious characteristics may cause significantly to an increase in mortality or an increase in serious irreversible or incapacitating illness or pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of, or otherwise managed." *—U.S Department of State*

Hazardous Code Info This link accesses the Hazardous Code Information page where you can select identifying hazardous material information by assigned code number. PeopleSoft delivers the U.S. Federal Supply Classes (FSC) codes, or select from those created during implementation to suit your needs.

See Chapter 4, "Establishing Asset Processing," Setting Up Hazardous-Material Codes, page 54.

Clustered Asset Check to indicate the asset is part of a larger whole or cluster, similar to group assets, but used here only for reporting purposes.

Capitalized Asset The Capitalized Assetwill be selected if this asset has been capitalized. You cannot edit this check box directly.

Auction Status The status of the asset that has been submitted to Strategic Sourcing for auction.

New Asset Check this box if this is a new asset.

Composite Asset, Asset ID Composite Asset Processing is a way of grouping many assets so that their total cost is carried by and depreciated as one asset. By checking this box, you are indicating that this single asset is a composite asset, and associated assets are known as composite members. This feature is frequently used by utility companies and meets the requirements to use the Japanese *Composite Depreciation Method*.

When you select Composite Asseton the Asset Information page, an Asset ID field opens. Associate the composite member by selecting the Asset ID of a composite asset.

See Chapter 13, "Using Composite Asset Processing," page 275.

Replacement Asset, Asset ID Check this box if this is a replacement asset.

Asset is Available, Contact, Phone Check if the asset is available for reassignment to another custodian.

(JPN) Local Tax Information This link accesses the Local Tax Return page.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (JPN) Establishing Options to Meet Japanese Requirements, page 469.

(AUS) Schedule Type Code If this is an Australian business unit, select a Schedule Type Code.

(AUS) Calculate Last Date of Review Click the Calculate Last Date of Review button to generate the Last Date of Mandatory Review for the asset.

Note. You will not be able to access the Schedule Type Code, Calculate Last Date of Review button or the Last Date of Mandatory Review field if the Last Date of Mandatory Review has already been calculated *unless* you are in correction mode.

(AUS) Last Date of Mandatory Review The Last Date of Mandatory Review for the asset. The Last Date of Mandatory Review is stored at the Asset level.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (AUS) Establishing Options to Meet Australian Requirements, page 446.

Book Page This link generates a prompt that enables you to save this component and then transfer to Book (ASSET_BOOK_01) page.

See Chapter 6, "Adding and Maintaining Assets ," Maintaining Asset Book Information, page 137.

(AUS) Identifying R&D Assets

PeopleSoft Asset Management enables you to identify assets for the purpose of calculating research and development deductions.

Access the Asset R&D Information page.

R and D Plant Select if you want to identify the asset as specifically allocated for research and development.

R and D Start Date Enter the start date for this asset.

Use NBV(use net book value) Select if that is appropriate for your tax reporting purposes. Click the OK button to return to the Asset Information page.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (AUS) Establishing Options to Meet Australian Requirements, page 446.

(JPN) Using the Local Tax Return Page

PeopleSoft Asset Management provides the options to calculate and run reports as required by Japanese local tax laws, including all required information for the local depreciable asset tax return. When the Localization Country in Overall preferences is set to *Japan*the Establish Business Units component for Asset Management will display the Business Unit Info for Japan page. If you select Use JPN Local Tax on this page, access to the Local Tax Return page from the Asset Information page will be established.

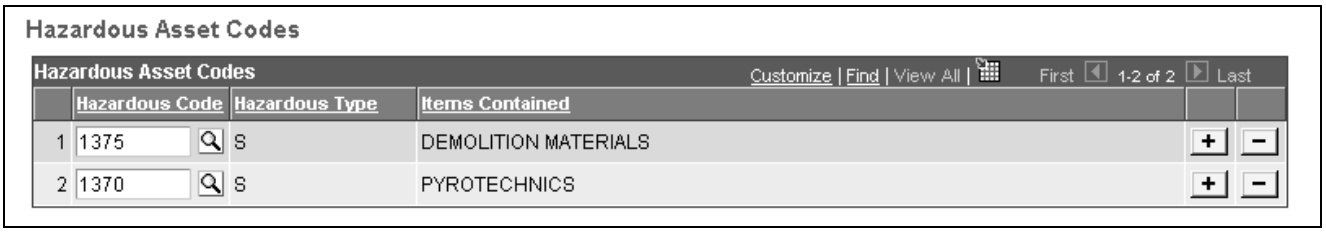
Access the Local Tax Return page and complete the fields as necessary to generate the Japanese local tax return.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (JPN) Establishing Options to Meet Japanese Requirements, page 469.

Using the Hazardous Asset Codes Page

When an asset is optionally defined as hazardous, select at least one hazardous code to describe it from the list. This feature supports U.S. Federal Supply Class (FSC) codes. These codes are delivered by PeopleSoft Asset Management. When you mark an asset as hazardous and associate a descriptive code to it, you may also provide additional information about its location, custodian and other pertinent data on the additional Asset Management Basic Add pages. A report to monitor or track hazardous assets can be generated with this information.

Access the Hazardous Asset Codes page.



Hazardous Asset Codes page

Hazardous Code Select the code by number from the options available.

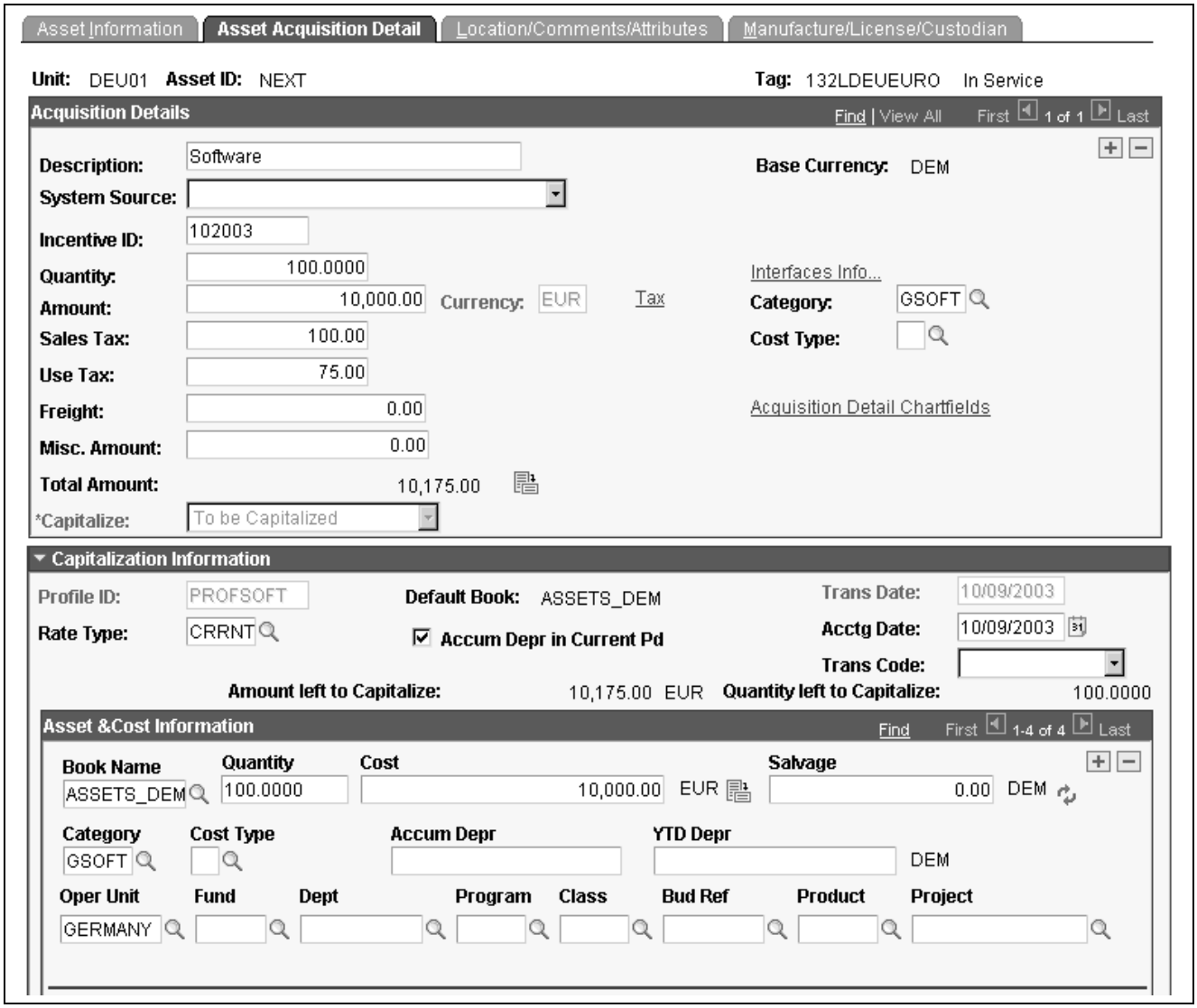
Hazardous Type, Items Contained Both of these fields will display the values contained in the definition for the code from the Hazardous Codes table established at implementation.

See Also

Chapter 4, “Establishing Asset Processing,” Setting Up Hazardous-Material Codes, page 54

Entering Asset Acquisition Details

Access the Asset Acquisition Detail page.



Asset Acquisition Detail page

The Asset Acquisition Detail page is used to enter costs before they have been approved for capitalization. Once they're approved you can then capitalize them. The total capitalizable costs entered here are defaulted into the Capitalize Information section.

Enter the following information for *each* acquisition detail line:

System Source The source system from which the acquisition detail was derived for Asset Management. The System Source you enter must be valid in the PeopleSoft Financials and Distribution Source table and is typically PeopleSoft Purchasing (PO), PeopleSoft Payables (AP), or PeopleSoft Projects (PC).

Incentive ID Investment incentives come from PeopleSoft Projects. You can override amounts sent from Projects here.

Capitalize 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.

Interfaces Info This link accesses a separate page that enables you to enter acquisition details information.

Acquisition Details Chartfields This link accesses a separate page that holds ChartField information. Enter the Operating Unit, Department, Product, and Project ID you want associated with this acquisition detail line.

Capitalization Information or Non-Capitalization Information

Use the Capitalization Information section to capitalize assets using the book information provided by the asset profile; enter cost information into asset books.

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

Local tax legislation may require 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 (accumulated depreciation in current period) Select and add accumulated depreciation for this asset to be booked to the current period. Otherwise accumulated depreciation will be booked to the previous period. 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, transactions in PeopleSoft Asset Management are entered some time after they have occurred. The Transaction Date reflects the accrual date the event took place, while Accounting Date reflects when it was booked or sent to accounting in the system. 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 or booking.

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.

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 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.

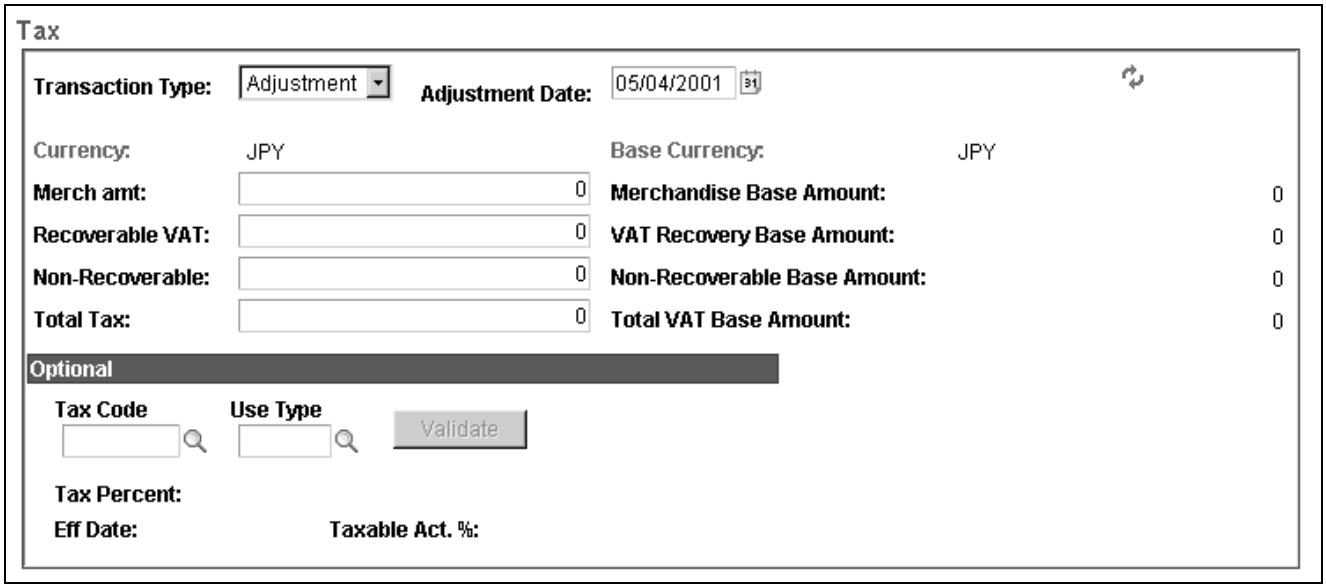
Note. As long as all your acquisition detail lines are for the same set of ChartFields (Product, Project, Department) and for the same Category and Cost Type, you can enter them all at once and capitalize them later using the Capitalize button. However, if you are going to enter acquisition detail lines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

See Also

Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87

Viewing Tax Information

Access the Tax page.



Tax page

Enter tax information for the asset.

Note. This information is optional except where value-added tax (VAT) is applied. The system only validates the tax amounts entered and does not store them in the system.

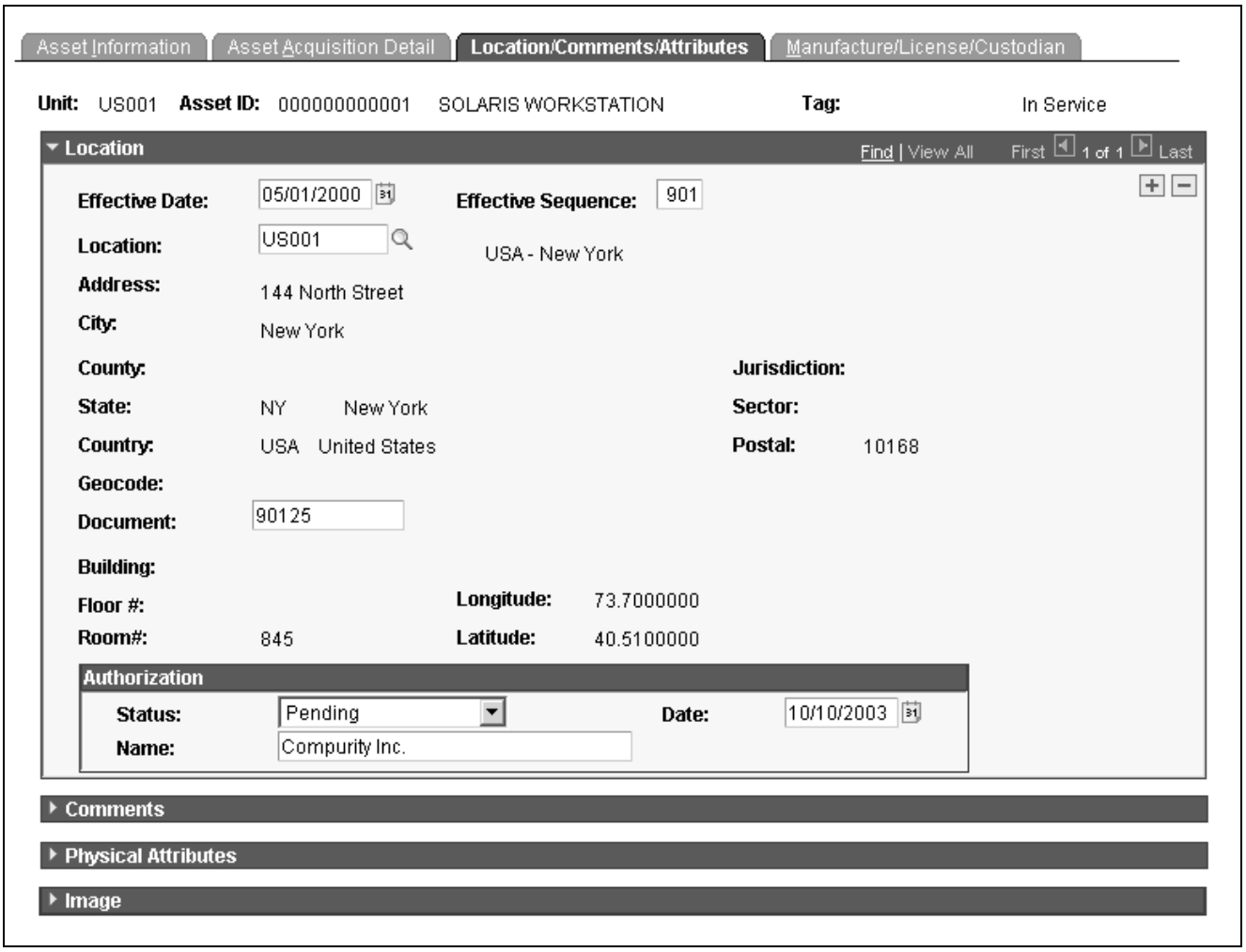
See Also

Chapter 3, "Establishing Asset Management Business Units," Defining VAT Defaults, page 30

PeopleSoft Global Options and Reports 8.8 PeopleBook, "Working with Value Added Taxes (VAT)"

Entering Location, Comments, and Attributes Information

Access the Location/Comments/Attributes page.

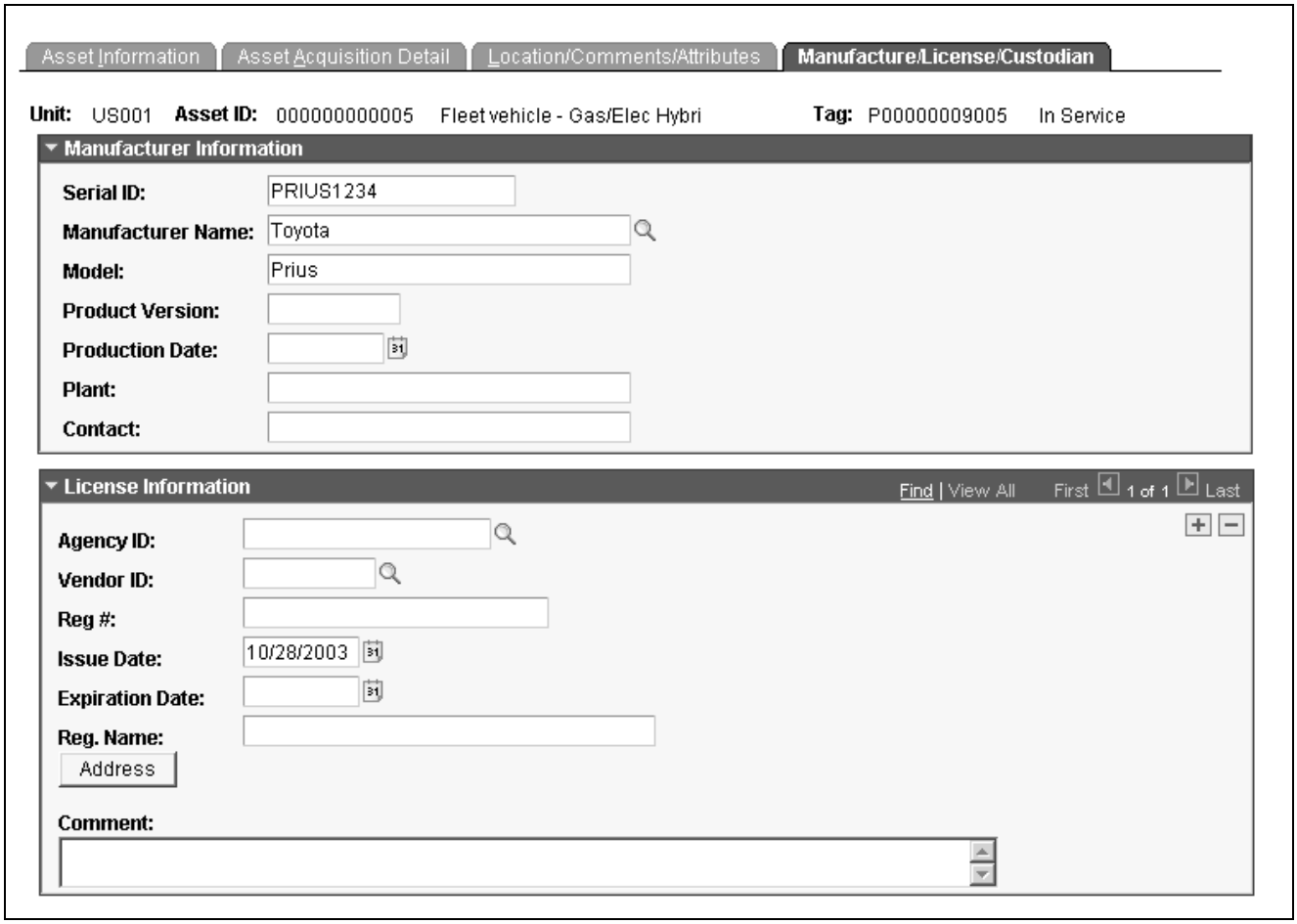


Location/Comments/Attributes page

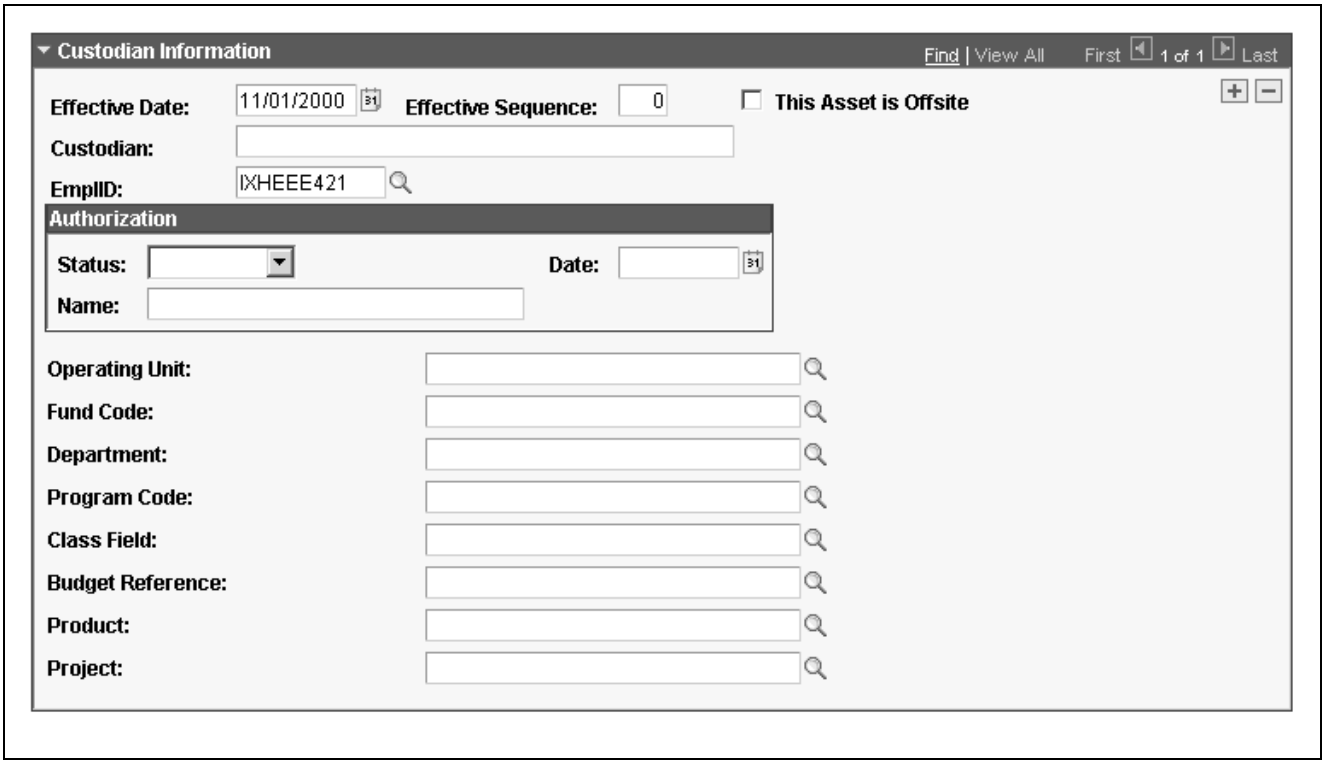
Keep a record of asset location; store comments about it; and record physical properties, such as color, height, weight, and to view a stored image of the asset.

Entering Manufacture, License, and Custodian Information

Access the Manufacture/License/Custodian page.



Manufacture/License/Custodian page (1 of 2)



Manufacture/License/Custodian page (2 of 2)

Record custodial information, maintain license information, and keep track of information about and from the manufacturer.

Maintaining Asset Book Information

Add books to assets either by entering the assets though Asset ExpressAdd or capitalizing them on the Asset Information page of the Asset Basic Information component.

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

To maintain asset book information:

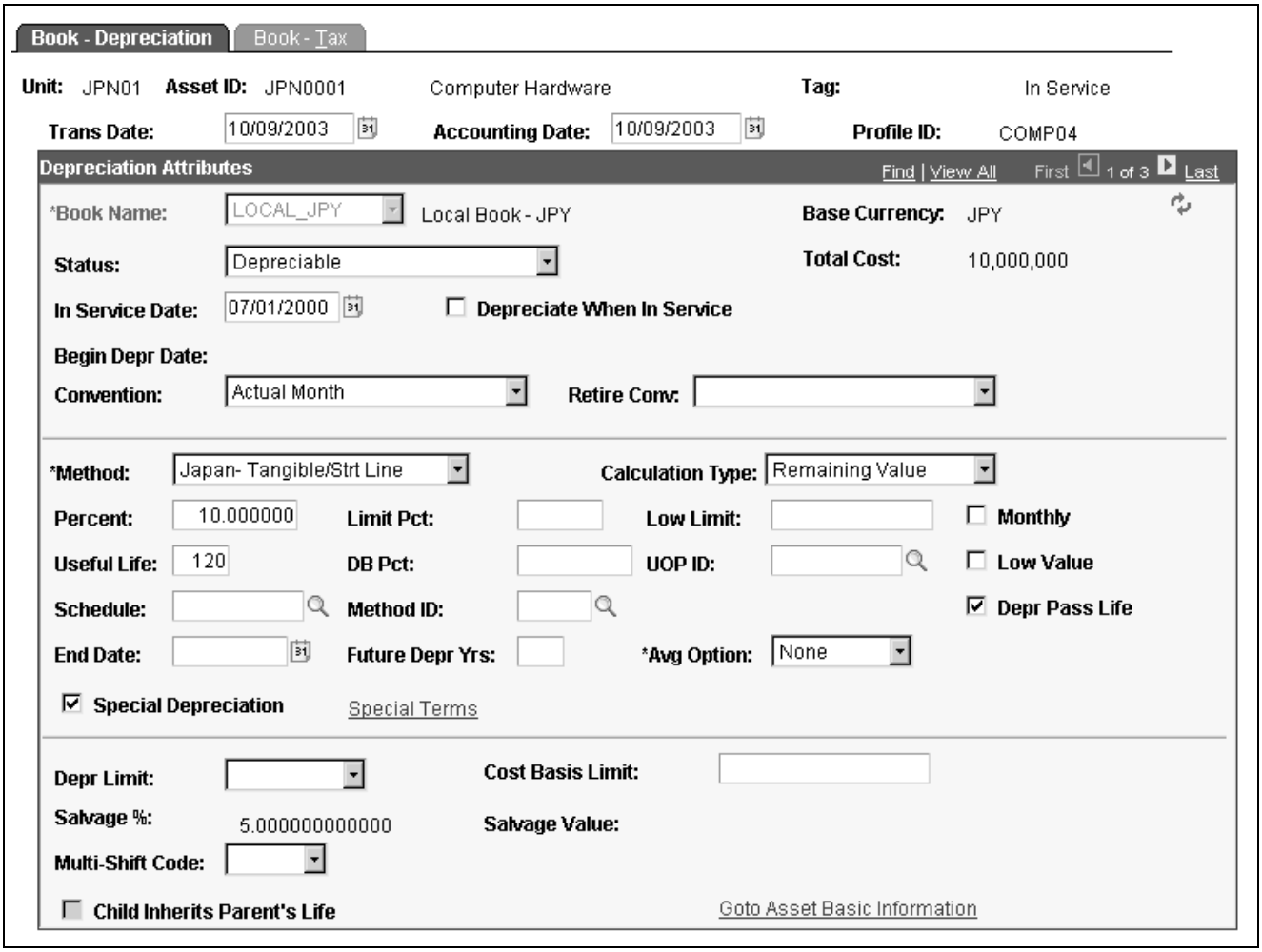
- Identify the asset's books and information needed for calculation depreciation.
- Set special depreciation terms and select an accounting method for the special terms.
- Specify property type and tax depreciation criteria and tax credit options.

Pages Used to Maintain Asset Book Information

Page Name	Object Name	Navigation	Usage
Book - Depreciation	ASSET_BOOK_01	Asset Management, Financial Management, 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 purposes.
Depreciation Method Information	ASSET_DEPR_DETAILS	Select the Special Depreciation check box and then click the Special Terms link on the Book - Depreciation page.	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.
Book - Tax	ASSET_BOOK_02	Asset Management, Financial Management, 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 Business Unit/Book Definition page.

Identifying Asset Books and Other Depreciation Information

Access the Book - Depreciation page.



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
Declining Balance w/SL% /Limit	DB Pct (Declining Balance Percent), Limit Pct
Declining Balance w/SL%	DB Pct
Depreciation Schedule	Schedule
Declining Balance	Percent, Low Limit, Monthly
Flat Rate %	Percent, Low Limit, Avg Option (Averaging Option)
France Derogatory Balance	DB Pct, Percent, Low Limit, Depr Pass Life (Depreciate Past Life)
Germany Staffel Method	DB Pct, Percent, Low Limit, Depr Pass Life
Japan − Intangible/Strt Line	DB Pct, Percent, Low Limit, Depr Pass Life
Japan − Tangible / Declining Balance	DB Pct, Percent, Low Limit, Depr Pass Life
Japan − Tangible/Strt Line	DB Pct, Percent, Low Limit, Depr Pass Life
Japan −Changes DB to SL	DB Pct, Percent, Low Limit, Depr Pass Life
Japanese − Lease Depreciation	No additional fields display
Manual Depreciation	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.
Straight Line	No additional fields display
Straight Line Percent	Percent

Method	Fields That Display
Sum of the Years	No additional fields display
Units of Production	UOP ID (Units of Production ID)
User Defined Method	Method ID, DB Pct, Percent, Low Limit, Depr Pass Life

The following table defines the additional fields.

Limit Pct (limit percent) Enter to specify a limit for depreciation as a percentage of cost.

UOP ID (units of production ID) Enter the Units of Production ID, production information, and transaction information you'd like to use for this asset.

DB Pct (declining balance percent) 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. Low limit is specific to Group assets and flat rate.

Depr Pass Life (depreciation 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 (average option) Generally used by utility companies to depreciate composite assets. The averaging options are expressly designed to work with the flat rate depreciation method.

Monthly 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. This is applicable to Declining Balance method only.

Yearly 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 *Remaining Value* to deduct any accumulated depreciation from the cost basis and depreciate the remaining value over the remaining life of the asset. Most assets will be depreciated using this option. Use *Life-to-Date* 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 USD depreciation over a two year period but the amount allowed was 24,000 USD, the difference of 4,000 USD 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 Germany.

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

End Depr Date (end depreciation 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 or have high volumes of assets.

Special Dpr or **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 Limit Code (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 for 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.

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

Chapter 22, "Processing Mass Changes," page 401

Chapter 4, "Establishing Asset Processing," (DEU) Setting Up Multishift Codes, page 74

Adding Depreciation Details

Access the Depreciation Method Information 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 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 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

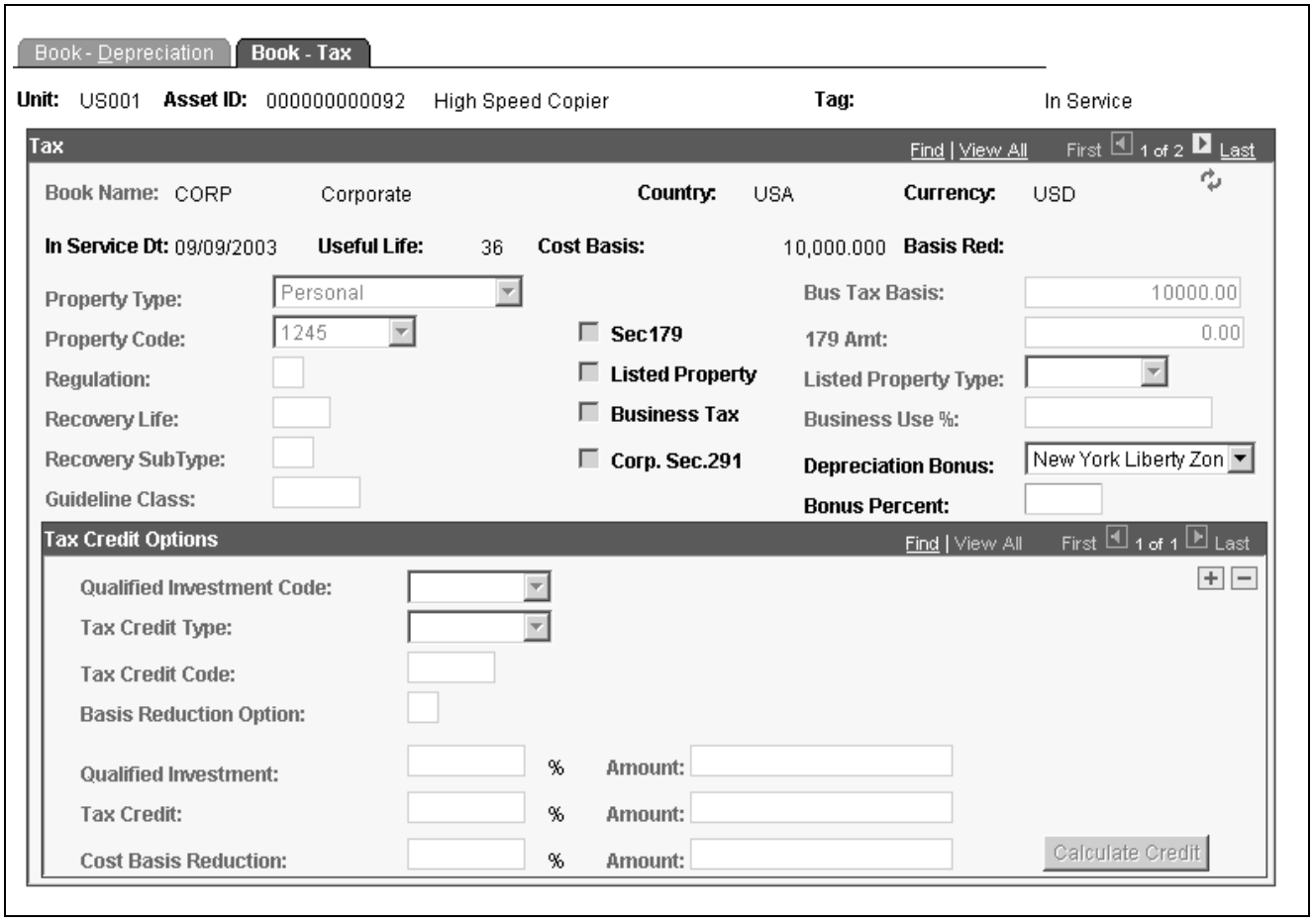
Term	Depreciation
Initial	Cost × Rate
Increase	Depreciation × Rate

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.

See Chapter 4, "Establishing Asset Processing," Defining Depreciation Terms , page 53.

Adding Tax Information for the Book

Access the Book - Tax page.



Book - Tax page

Tax

Property Type and **Property Code** The amount of gain treated as ordinary income on the disposition of this asset is dictated by these choices.

Regulation Regulation is an 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*(accelerated)—(ACRS) Accelerated Cost Recovery System (ACRS).
- *D*(depreciation)— (ADR) Asset Depreciation Range.
- *F*(facts)— Conventional Facts and Circumstances.
- *G*(guidelines)—Asset Class Guideline.
- *M*(modified)—(MACRS) Modified Accelerated Cost Recovery.

Recovery Life and **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 *15* and *LI* respectively.

Guideline Class All current U.S. classifications are set up in the Tax Class table in the delivered TableSet.

Section 179 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 USD 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.

Corp. Sec.291 (corporation section 291) Select if this organization 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.

(FRA) Business Tax (FRA) 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. Used in France.

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) place 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, Tax Credit Code, and the Basis Reduction Option in PeopleSoft Asset Management.

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

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

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

- *R*(rehabilitation): Building Rehabilitation Credit.
- *E*(energy): Energy Credit.
- *I*(investment): Regular Investment Credit.

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

Basis Reduction Option 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:

- *B*(basis): Reduction based on tax credit.
- *P*(percentage): Reduction based on specified percentage.
- *N*(no): No reduction required.

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

- book cost × Qualified Investment Percentage = amount qualifying for the tax credit
- amount qualifying × Tax Credit Percentage = amount of tax credit
- amount of tax credit × Basis Reduction Percentage = 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 when you save, 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.
- Assign a Profile ID.
- Identify the asset's books and information needed for calculating depreciation.
- Specify property type and tax depreciation criteria.

See Also

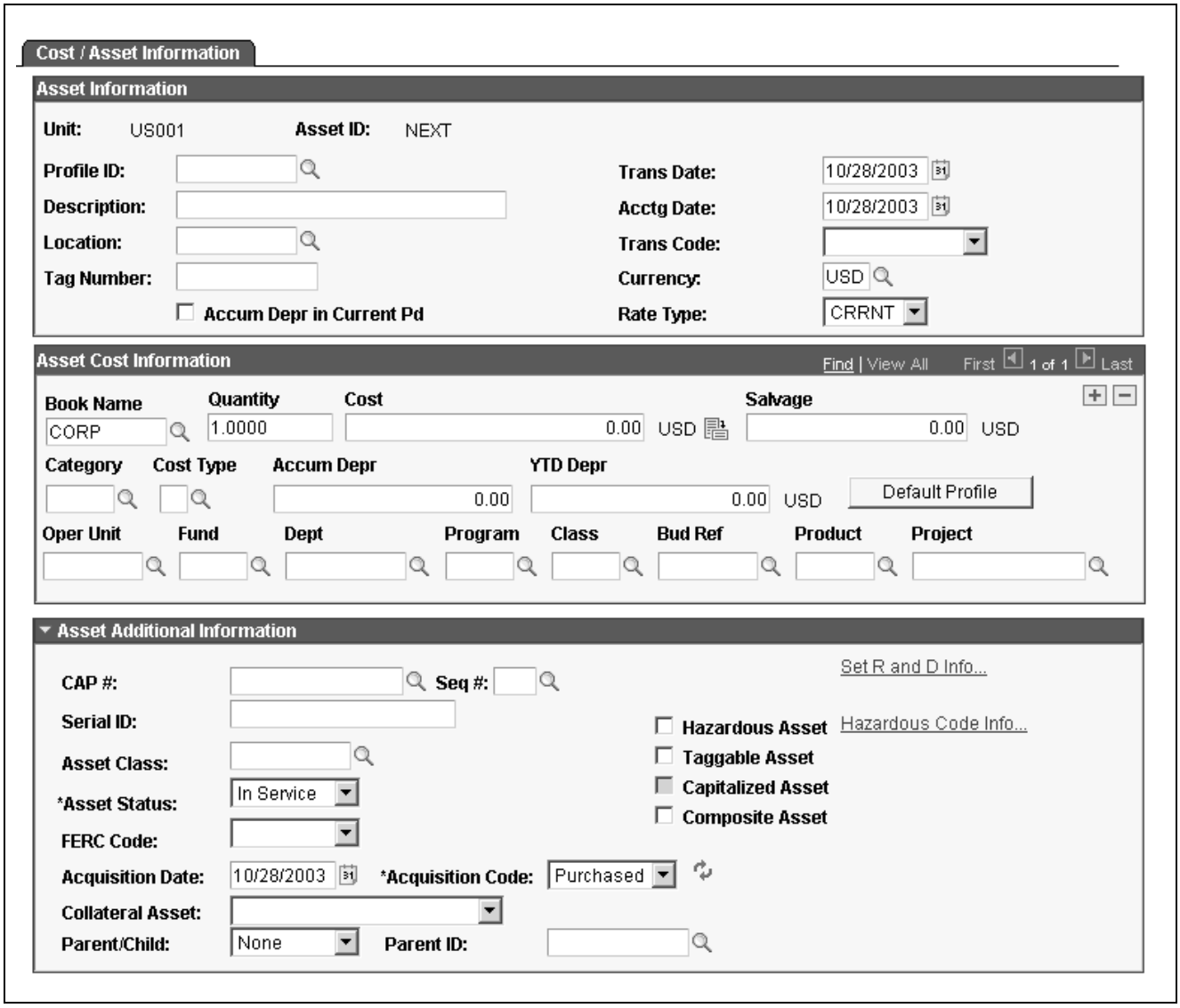
Chapter 9, "Working With Leased Assets," page 205

Pages Used to Add Assets with Asset ExpressAdd

Page Name	Object Name	Navigation	Usage
Cost / Asset Information	ASSET_ENTRY_00	Asset Management, Financial 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 purposes, and if you're managing assets in multiple currencies, each currency could 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.

Capitalizing Assets

Asset the Cost / Asset Information page.



Cost / Asset Information page

Asset Information

Accum Depr in Current Pd (accumulated depreciation in current period)

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.

Trans Date(transaction date) and **Acctg 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.

Location — Identify the asset location by selecting from a list of valid values. Identifying the asset location is required for managing Hazardous material assets which must often be monitored and reported on. This location is defaulted as Ship From Location for VAT-enabled business units.

Trans Code (transaction code) — Identify which accounting entry template will be used for this asset, such as *Abandoned, Inventory,* or *Scrapped.* Only valid combinations of Category, Cost Type, Transaction Code, and Transaction Type for which accounting entry templates exist can be entered.

Asset Cost Information

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. Cost types are user defined during implementation.

Salvage — 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 or to Basic Add page.

Asset Additional Information

CAP # (capital acquisition plan number) and **Seq #**(sequence number) — The CAP # ties the asset to a Capital Acquisition Plan. Enter a valid number and sequence. You set up C.A.P. numbers 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. They also be used for VAT purposes.

Asset Status — Indicate the status by choosing one of the following:

- *Budgeted:*Asset is budgeted but not placed in service.

- *Commitment:* Budget has been approved and you are preparing to acquire the asset.
- *Disposed:*Asset is no longer in service.
- *In Service:* Date the asset is available for use. Transaction date is the default.
- *Received:* Asset received but not yet placed in service.
- *Requisitnd* (requisitioned): Necessary paperwork has been completed for acquisition.
- *Suspended*. Depreciation has been suspended for this asset
- *Transferred*. This asset was transferred from another business unit.
- *WIP* (work in progress): Asset is acquired for a project under way.
- *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 and **Parent ID** — If you are adding a parent or child asset, select the Parent-Child Asset option that applies. The default is *None.* If this is a child asset, enter the Parent Asset ID with which to associate it.

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

Set R and D Info (set research and development information) — 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 status 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

Chapter 6, "Adding and Maintaining Assets ," Maintaining Asset Book Information, page 137

Adding Depreciation Information

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

Chapter 6, “Adding and Maintaining Assets ,” Adding Depreciation Details, page 143

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.

Page Used to Copy an Asset

Page Name	Object Name	Navigation	Usage
Create Asset Copies	ASSET_COPY_01	Asset Management, Financial 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.

Copying an Asset

Access the Create Asset Copies page.

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

Book

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.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding and Maintaining Basic Information About Assets, page 124

Adding Assets with the Excel to Component Interface Utility

Using the PeopleTools Excel to Component Interface (ExcelToCI) utility enables you to add assets from a predefined spreadsheet template. You can use the utility to upload new asset information during a conversion or when adding assets acquired from an acquisition or merger. You can add financial data and physical data . Once the data is uploaded, it is available for the Transaction Loader to process the asset additions as financial add transactions *(FAD)*.

Note. The amount of data that can be uploaded from a spreadsheet is limited by the spreadsheet utility making this method of conversion inappropriate for large volume data conversions.

See Also

PeopleSoft PeopleTools: PeopleSoft Component Interfaces

Adding Asset Information With Excel to CI

PeopleSoft provides a template to import and add transactions financial data from the spreadsheet to PeopleSoft Asset Management tables INTFC_FIN and INTFC_PHY_A. with the Excel to Component Interface (ExcelToCI).

The steps to add assets using import data via Excel spreadsheet include:

1. Connect to the database by entering the database connect information on the template Connect Information tab. You need the PeopleSoft web server name, port, PIA/Portal name and default local node.
2. Select the predefined CI (INTFC_FINPHY_SS_A) to populate the template on the Template tab.
3. Select the fields that will be used to enter data. Select New Data Input to format the Data Input Tab with the selected data fields for the CI.
4. Input data for all identified and selected record levels on the Data Input tab.
5. Stage the Input Data to the Stage & Submit Data tab.
6. Review the data ready for staging on the Stage & Submit Data tab. Submit data for error checking and transmission to the database if successful.
7. Errors are returned to the Stage & Submit Data tab. Select the Post Results option to return processing errors to the Data Input Tab for rework.
8. Submit data to the Asset Management database as needed to successfully transmit all input data to the Asset Management database.
9. Preview the financial and physical data, using the import data via spreadsheet menu option.
10. Run the Transaction Loader to add assets to the database.

Note. The amount of data that can be uploaded from a spreadsheet is limited by the spreadsheet utility making this method of conversion inappropriate for large volume data conversions.

Pages Used to Import Data Via Spreadsheet

Page Name	Object Name	Navigation	Usage
FIN PHY Spreadsheet	INTFC_FINPHY_SS	Asset Management, Send/Receive Information, Import Data via Spreadsheet, Financial and Physical	Preview data uploaded from ExcelToCI utility to import and add financial transaction data to PeopleSoft Asset Management tables INTFC_FIN and INTFC_PHY_A before running the transaction loader. If you want to change any information, you must go back to the ExcelToCI utility to make changes.

Entering Data to Import Assets

Access the ExcelToCI spreadsheet (ExcelToCI.xls).

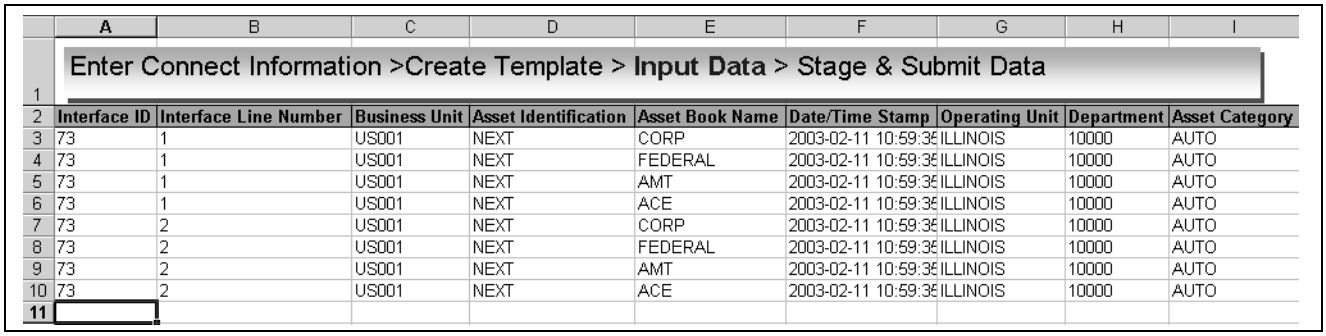
Connect and select the CI to be used for the asset upload: INTFC_FINPHY_SS_A. Select the data fields to be entered and format the Data Input Tab by selecting New Data Input. Access the Input Data page of the Excel to CI utility. The following table describes the entries for required fields to upload asset FAD transactions. Many other data fields are available to enter data via the template than described below; these are not required or key fields.

Record Level 000 identifies the common key field values to be shared by INTFC_FIN and INTFC_PHY_A. Record level 100 contains data fields for the INTFC_FIN table and record level 200 identifies the data fields for the INTFC_PHY_A table.

Row Property	Input Description	Entry Required
Interface ID (INTFC_ID)	Use a unique previously unused INTFC_ID. Lock the Installation_AM table by updating the INTFC_ID to the next INTFC_ID. Use that INTFC for the CIS.	Required
Interface Line Number (INTFC_LINE_NUM)	The INTFC_LINE_NUM must be unique for each ASSET_ID.	Required
Business Unit (BUSINESS_UNIT)		Required
Asset Identification (ASSET_ID)	Could be NEXT.	Required
Asset Book Name (BOOK)	BOOK can be entered for default profile (SW =Y) but all the book entered for default profile SW = N.	

Row Property	Input Description	Entry Required
Date/Time Stamp (DTTM_STAMP)	Should be populated by the USER. If left blank the current time is entered for the row where it is blank. For the same asset there will be different date/time stamp and the asset cannot be created.	Required
Transaction Load Type (INTFC_TYPE)	Either FAD , ADD , CN1 & CN2 should be entered. If left blank , FAD will be populated as the INTFC_TYPE	
System Source (SYSTEM_ SOURCE)	Always populated as CIS.	
Interface Status (INTFC_STATUS)	Always populated as DON.	
Load Status (LOAD_STATUS)	always populated as NEW.	
Default Books from Profile (DEFAULT_PROFILE_SW)		Required

A section of the input page is displayed:



Enter Connect Information >Create Template > Input Data > Stage & Submit Data

Interface ID	Interface Line Number	Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Operating Unit	Department	Asset Category
73	1	US001	NEXT	CORP	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	1	US001	NEXT	FEDERAL	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	1	US001	NEXT	AMT	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	1	US001	NEXT	ACE	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	2	US001	NEXT	CORP	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	2	US001	NEXT	FEDERAL	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	2	US001	NEXT	AMT	2003-02-11 10:59:35	ILLINOIS	10000	AUTO
73	2	US001	NEXT	ACE	2003-02-11 10:59:35	ILLINOIS	10000	AUTO

Example of Input Data page

When the data input is complete, Stage the data to the Stage & Submit tab. Data is transmitted to the data base from the Stage & Submit page.

Previewing Data to Import Via Spreadsheet

Access the Import Data Via Spreadsheet page.

Select the FIN and PHY data to be uploaded from the Excel to CI utility to be imported. Enter search criteria from among Interface ID, Interface Line Number, Business Unit, Trans Load Type, System Source, Auto Approval Status, Load Status, Asset Identification, and Asset book Name. Preview the data before running the Transaction Loader process. If you need to enter changes, you must return to the ExcelToCI utility to make them.

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, Financial Management, Parent-Child Relationship, Create 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.
Create Parent - Child Assets	CHILDASSETS_ALL	Click the Child Assets link on the Asset Parent page.	View child assets related to the parent asset.
Asset Information	ASSET_GENERAL_01	Asset Management, Financial 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, Financial 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, Financial Management, Parent-Child Relationship, Parent-Child Basic Information	Update basic information about a parent asset.

Page Name	Object Name	Navigation	Usage
Parent Child Basic Information - Location	ASSET_LOCATION	Asset Management, Financial Management, Parent-Child Relationship, Parent-Child Basic Information, Location	Update location information about a parent asset.
Parent Child Basic Information - Custodian/License	ASSET_CUSTODIAN	Asset Management, Financial Management, Parent-Child Relationship, Parent-Child Basic Information, Custodian/License	Update custodian or license information about a parent asset.
Child Assets	CHILD_ASSETS	Asset Management, Financial Management, Parent-Child Relationship, Parent-Child Basic Information, Child Assets	Select child assets to include in the update you are making to its parent.
Parent and Child Assets	PARENT_CHILDASSETS	Asset Management, Financial Management, Parent-Child Relationship, 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.

Creating an Asset Parent

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 with 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 Create Parent - Child Assets 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.

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.

Prerequisites

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.
  - Expand the Asset Additional Information group box. From the Parent-Child drop-down list box, select *Child* to indicate that this is a child asset. Select a Parent ID 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.
- Access the Depreciation Information 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.

Updating 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 Asset Parent 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 Cost Adjust/Transfer Asset component; the Retire/Reinstate Asset component; or the Review 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 in mass, we suggest creating a zero cost parent asset as opposed to a parent only asset.

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.

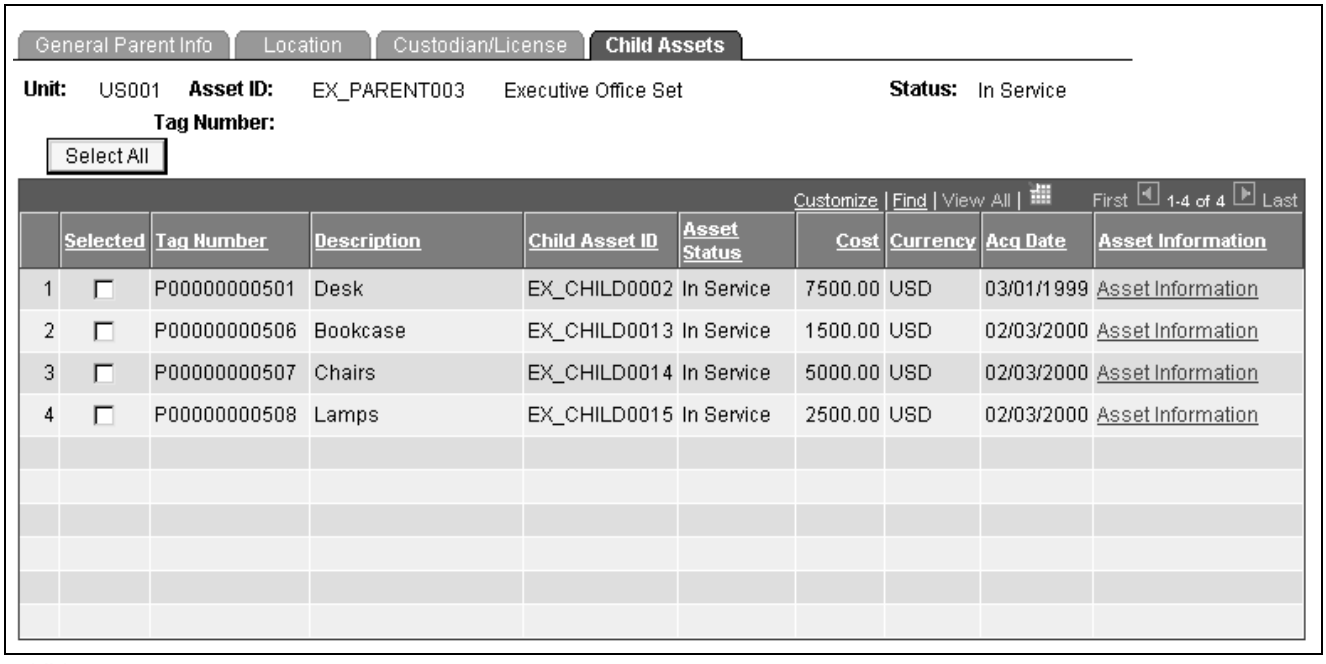
Details entered to Location/Comment/Attributes or Manufacture/License/Custodian pages are not automatically copied from parent to child assets.

See Also

Chapter 6, "Adding and Maintaining Assets ," Adding and Maintaining Basic Information About Assets, page 124

Selecting Child Assets

Access the Child Assets page.



Child Assets page

To include a child asset, select its Selected check box.

You can sort child assets by the following criteria:

Tag Number Tag assigned to the child asset. Parent and child assets may share the same tag number.

Description Child asset description.

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.
Acq Date(acquisition date)	Date the asset was acquired.
Asset Information	Click a link in this column to access another copy of the Asset Information page of the Asset Basic Information component. The component populates 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 check box and the transaction is complete, pages will still display the Parent as retired (or transferred or 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.

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 can view them through the child link on Asset Parent page.

Searching for an Asset Page

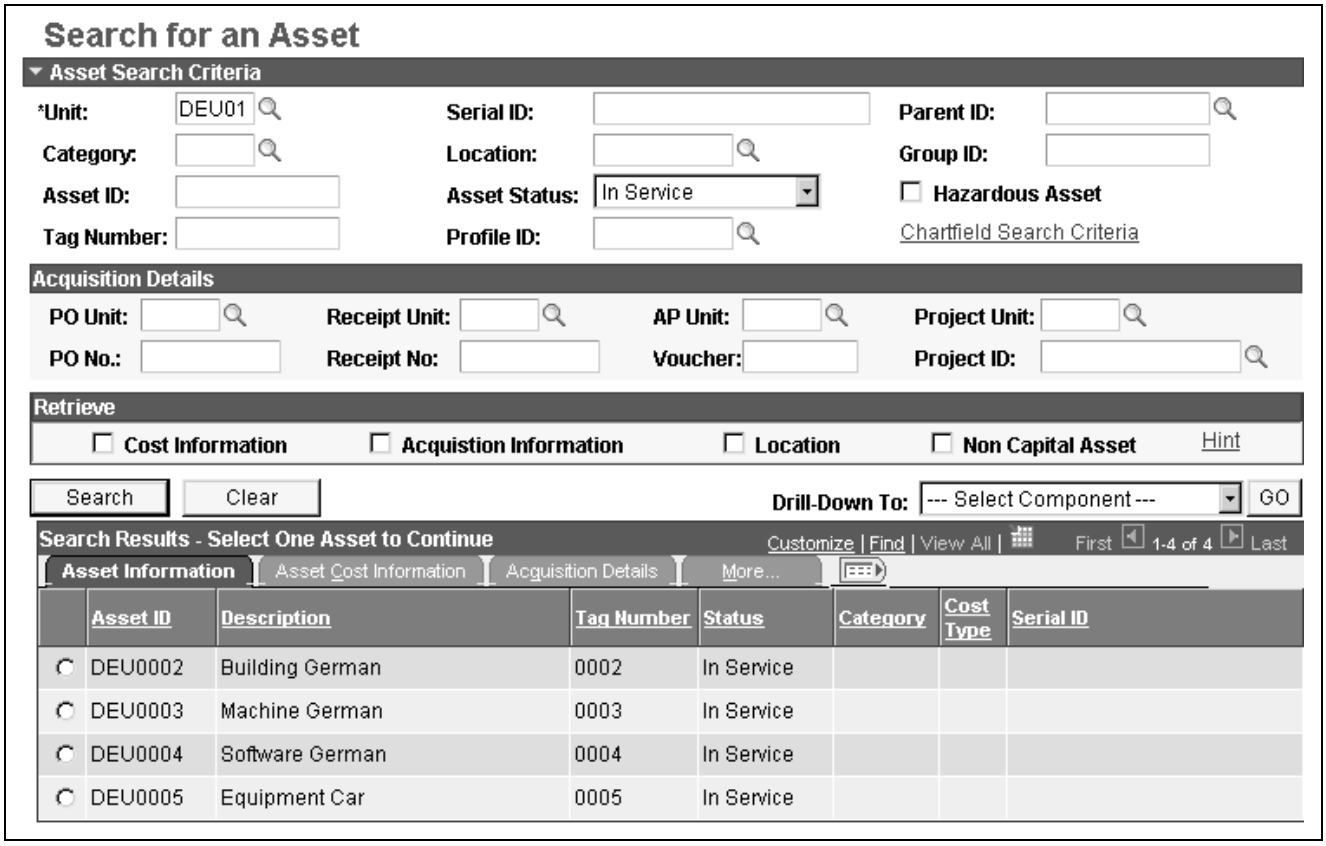
You can search for an asset based on known criteria. Once you have found assets meeting your criteria, you can select one to inspect in greater detail. Use links to quickly access other components in the system in order to transact against the selected asset.

Page Used to Search for an Asset

Page Name	Object Name	Navigation	Usage
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.

Searching for an Asset

Access the Search for an Asset page.



Search for an Asset page

Asset Search Criteria

Use the Asset Search Criteria, Acquisition Details, and Retrieve sections to establish your search criteria. Each section enables you to specifically confine your search to specific tables according to the following rules:

1. Asset table information is always retrieved.
2. Cost information is retrieved if any of the cost fields is used in the search criteria, or the Cost Information check box is selected. For example, if you enter a Category and the asset is capitalized, the cost information for the asset is retrieved whether the cost information check box is checked or not. However, if you don't populate any of the cost fields in the search criteria, you need to select the cost information check box. If you don't need to view cost data, leave the check box blank.
3. Asset acquisition information is retrieved if any of the fields in the Acquisition Details section are used in the search criteria, or if the Acquisition Information check box is selected.
4. Location code is retrieved if the location field is used to retrieve asset information or if the Location check box is selected.
5. The Non Capital Asset check box is used *only* when the Acquisition Information and Cost Information check boxes are selected, or when fields from Asset Search Criteria and Acquisition Details are specified.

Click the Hint link for an online reminder when making your criteria selections.

Search Results - Select One Asset to Continue

Search results display in four tabs : Asset Information, Asset Cost Information, Acquisition Details, and More (which includes parent-child info and other asset information). You can display all columns by clicking theShow all Columns button.

You can sort options to arrange the asset list order. For example, if you click Category, assets will display in ascending order (or descending order) of associated category code.

Note. Some results may contain multiple ChartFields. To display them, click either the Asset Cost Information tab or the Show all Columns button.

Drill-Down To

The drill down functionality enables you to further review detailed information about a selected asset within different Asset Management components or to copy or print an asset. You can select to view the following detailed asset information in a new window:

- *Asset Accounting Entries*
- *Asset Basic Information*
- *Asset Cost Adjust/Transfers*
- *Asset Cost History*
- *Asset Depreciation*
- *Asset Retirements*
- *Copy Asset*
- *Define Tax/Depr Criteria* (define tax and depreciation criteria)
- *Print an Asset*

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

Page Name	Object Name	Navigation	Usage
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

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

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.

Before you begin to work with Capital Acquisition Planning, you must first create your business units and establish capital acquisition plan types.

Each plan you set up is assigned a type. Types provide a categorization method you can use when you generate reports.

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, assign a type.

See Also

Chapter 8, “Integrating with Other Products,” Integrating with PeopleSoft Budgeting , page 195

Understanding Capital Acquisition Planning

PeopleSoft Asset Management and PeopleSoft Budgeting provide a straightforward page set for entering a plan, enabling you to link assets to that plan, and to update cost and asset summaries so that you have 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. Plans consist of a single asset or multiple asset component 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; 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, Financial Management, Capital Acquisition Planning, Create (CAP) Plan	Add a new capital acquisition plan.
CAP Detail Long Description	BD_CAP_DET_SEC	Select a Sel (select) check box on the Capital Acquisitions Planning -Details page, and click save. Click the Long Descr (long description) button.	Enter a long description for a selected item in the capital acquisition plan.
CAP Details - Annual Cost	BD_CAP_COST_SEC	Select a Sel (select) check box on the Capital Acquisitions Planning -Details page, and click save. 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 a Sel (select) check box on the Capital Acquisitions Planning -Details page, and click save. 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 a Sel (select) check box on the Capital Acquisitions Planning -Details page, and click save. Click the Authorization button.	Authorize each item in your CAP plan.

Assigning Capital Acquisition Plan Name and ChartFields

Access the Capital Acquisition Planning - Details page.

Note. Column visibility and order for grids may vary by implementation. Use the scroll bar to view all the available columns.

CAP Class Select a class:

- *Cost Reduction*
- *Expansion*
- *Necessity*
- *New*

Details

Only a single entry may appear if your plan is for a stand alone asset, or many assets that making up a larger project can appear. For example, an expansion project for the Customer Service Department could have three Seq # (sequence numbers), one each to build out a building wing, interior design plans, and furniture and fixtures.

Note. Since this is a new plan, set Original/Adjustment Switch to *Original*. When making revisions to existing plans, however, select *Adjustment.*

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 type. The available CAP types are those 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 for informational purposes, useful for reporting 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, access the page again and enter the Date Closed.

Requester — To ensure your audit trail is accurate, enter a requester.

Estimated Cost — The cost you enter here displays on the CAP Summary page. You can adjust the cost estimate as time passes, by selecting *Adjustment* option in the Original/Adjustment Switch field and specifying a different cost. The total of the adjustments and the updated cost estimate also displays on the CAP Summary page.

% Over Allowed (percentage over allowed) — Specify any percentage to add leeway to your cost estimate. If you specify an amount, the system enables 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

Chapter 4, “Establishing Asset Processing,” page 45

Adjusting CAP Plans

Once you have 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.

Note. 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

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning - Financial Assets	BD_CAP_ASSETS	Asset Management, Financial Management, Capital Acquisition Planning, Create (CAP) Plan, 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, Financial Management, Capital Acquisition Planning, Create (CAP) Plan, 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.
Capital Acquisition Planning - Capital Lease Payments	BD_CAP_LSE_PAY	Asset Management, Financial Management, Capital Acquisition Planning, Create (CAP) Plan, 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, Financial Management, Capital Acquisition Planning, Create (CAP) Plan, 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.

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning - Summary	BD_CAP_SUMMARY	Asset Management, Financial Management, Capital Acquisition Planning, Create (CAP) Plan, 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 Capital Acquisition Planning - Parameters page.

Page Used to Run CAP Reports

Page Name	Object Name	Navigation	Usage
Capital Acquisition Planning - Parameters	RUN_AMCP2000	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	Set parameters for the CAP report.

CHAPTER 8

Integrating with Other Products

This chapter provides an overview of how PeopleSoft Asset Management integrates with other applications and discusses how to:

- Integrate with PeopleSoft Project Costing.
- Process PeopleSoft Asset Management, Purchasing, and Payables transactions.
- Process PeopleSoft Purchasing and Payables transactions with Asset Management.
- 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.
- Integrate with PeopleSoft Strategic Sourcing.
- Integrate with PeopleSoft Billing.
- Export property tax data to third-party tax systems.
- Import asset data by using the Excel to Component Interface utility.

Understanding How PeopleSoft Asset Management Integrates with Other Applications

PeopleSoft Asset Management directly integrates with the following PeopleSoft applications:

- PeopleSoft Project Costing
- PeopleSoft Purchasing
- PeopleSoft Payables
- PeopleSoft Budgeting
- PeopleSoft General Ledger
- PeopleSoft Strategic Sourcing
- PeopleSoft Billing

Integrating with PeopleSoft Projects

PeopleSoft Asset Management integrates with PeopleSoft Projects by sharing information about assets associated with ongoing projects. Assets that originate in PeopleSoft Projects are usually the outcome of construction projects. They can accumulate cost information associated with salvage and removal costs, proceeds from sales, and the like. PeopleSoft Projects sends asset information directly to the PeopleSoft Asset Management Loader Tables (INTFC_FIN and INTFC_PHY_A) by using the Projects-Asset Management Integration Application Engine process (RUN_PC_AM). This enables you to depreciate costs with a project before its completion.

PeopleSoft Projects can also send cost information to Asset Management for group assets that have not yet been consolidated. The cost for unrealized assets is accumulated as a pseudo group member asset, and depreciated at the group asset level.

Note. PeopleSoft Asset Management creates transactions in Asset Management tables from other feeder systems by using an Application Engine called Transaction Loader (AMIF1000). Transactions for existing assets that have a status of *Retired* or *Transferred* are not passed through the Transaction Loader; they are processed within their respective components.

Once you have transferred data from PeopleSoft Projects, you can preview data in the loader tables, approve the load lines, approve the interface ID, and run the Transaction Loader process to transfer the data into Asset Management tables.

Note. If you are sending Parent-Child assets from PeopleSoft Projects, the Transaction Loader relies on information that 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 that you are capitalizing from PeopleSoft Projects, the Transaction Loader automatically creates 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 the Asset Management PARENT_ASSET table, Transaction Loader creates a parent asset.

Processing PeopleSoft Asset Management, Purchasing, and Payables Transactions

When you use PeopleSoft Asset Management with PeopleSoft Purchasing and PeopleSoft Payables, you have the opportunity to share asset information with these applications. Before you can send receipt or voucher information to PeopleSoft Asset Management, you must determine the point in the procure to pay process at which you want to capitalize the asset: when an asset is received in Purchasing or when the invoice for the asset is received and registered in Payables. This section discusses how to:

- Process PeopleSoft Purchasing transactions with Asset Management.
- Process PeopleSoft Payables transactions with Asset Management.

If your PeopleSoft Financials and Supply Chain 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. The interface between these PeopleSoft applications eliminates the need for dual maintenance of receipts and vouchers and their corresponding asset data. PeopleSoft Payables and Purchasing send all asset additions, adjustments and retirements for unposted vouchers to Asset Management. PeopleSoft Asset Management receives information from both systems in a consistent manner by using Application Engine programs.

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 is received from Payables.

The PeopleSoft system enables *split-funding* of assets within the business processes for both PeopleSoft Purchasing and Payables. A one-time setup of the batch processes used by Asset Management to "receive" assets from either Purchasing or Payables allows a single asset ID to be assigned to multiple cost or expense distributions of a single asset. Using a sequence number as a subidentifier, the asset capitalization and depreciation amounts can be allocated to one or many distribution lines.

Note. PeopleSoft Asset Management automatically capitalizes assets created from PeopleSoft Payables as long as the asset profile used is able to be capitalized. Additionally, retirement transactions communicated from AP/PO to AM represent only closed vouchers, if that action was selected at the business unit level and canceled receipts.

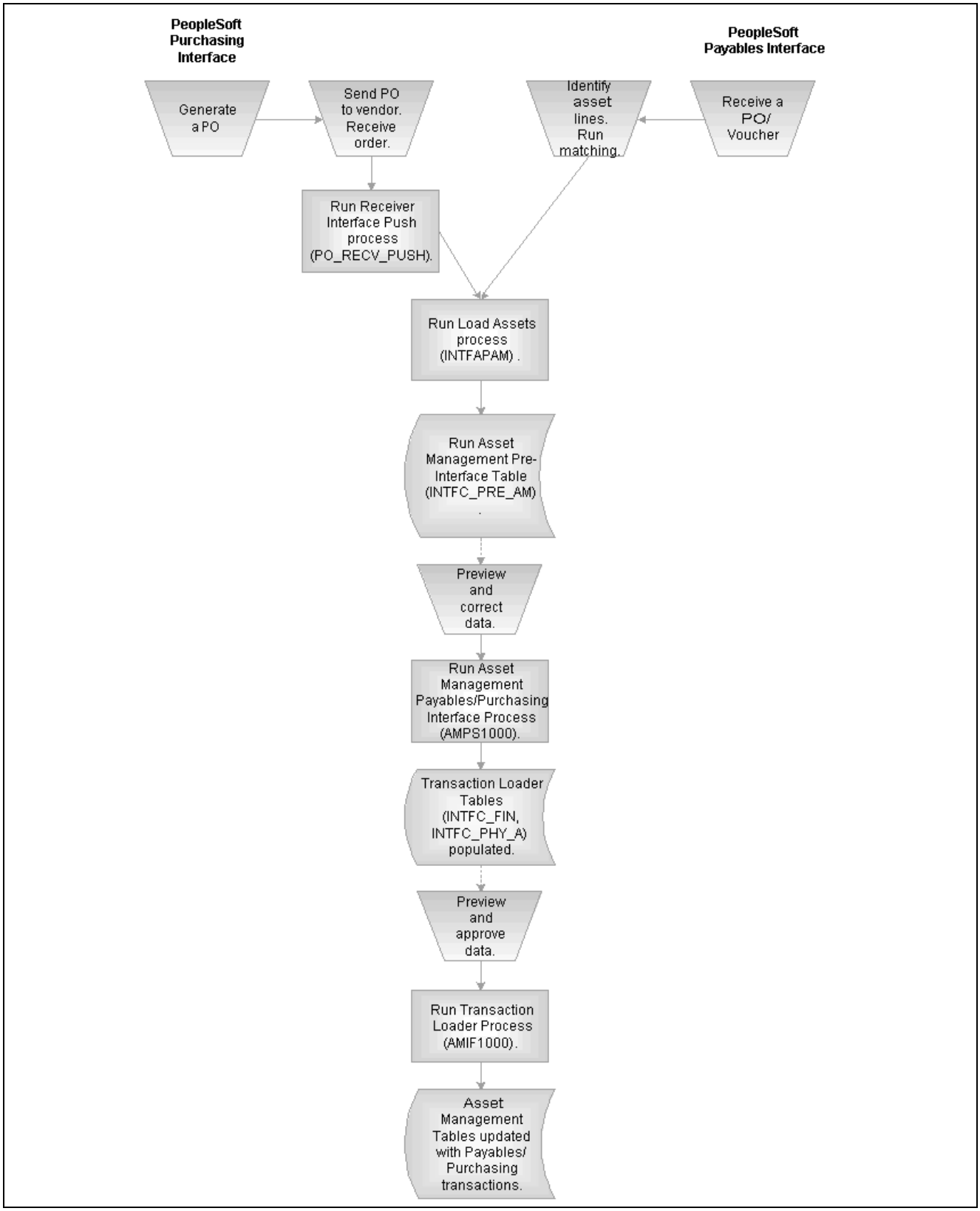
See Chapter 3, "Establishing Asset Management Business Units," Selecting PeopleSoft Asset Management Interface Options, page 41.

See *PeopleSoft Purchasing 8.8 PeopleBook*, "Getting Started With PeopleSoft Purchasing," PeopleSoft Purchasing Integrations.

Before you can incorporate PeopleSoft Asset Management with PeopleSoft Purchasing and PeopleSoft Payables transactions, you need to understand:

- The flow of data from PeopleSoft Purchasing to PeopleSoft Asset Management.
- The flow of data from PeopleSoft Payables to PeopleSoft Asset Management.

The data flow conforms to the logical steps that you take to create integrated transactions between PeopleSoft Asset Management and these applications:



Data flow from PeopleSoft Payables and Purchasing to Asset Management

Processing PeopleSoft Purchasing Transactions with Asset Management

PeopleSoft Asset Management enables you to add assets from existing purchase orders (POs) and receipts.

Note. If you are using PeopleSoft Projects to capture data on asset-related POs and receipts, the system passes purchasing and receipts data through the Projects-to- Asset Management interface rather than directly from the Payables or Purchasing interface. In this way, the PeopleSoft system provides the navigation from the Asset Acquisition Detail page to POs and receipts, as well as the associated projects.

To send purchasing information to PeopleSoft Asset Management:

1. Generate a PO for the asset in PeopleSoft Purchasing.

   The PO should include the relevant AM business unit, profile ID, Capital Acquisition Plan (CAP) number, sequence number, tag number, employee ID, capitalization status, and cost type.

   If the quantity on the requisition is one, enter an asset tag number on the requisition to enable the PO and the receiver to appear by default.

   Note. You can specify a CAP number and sequence number on a requisition (or a PO, if you do not use a requisition) in PeopleSoft Purchasing to tie an asset to a budget. The system then passes the CAP information from the requisition to the PO to the receiver, and then into Asset Management.

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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 PO appears by default to the receiver; you can record additional asset information on the receiving pages of PeopleSoft Purchasing.
4. Run the Receiver Interface Push Application Engine process (PO_RECVPUSH) in PeopleSoft Purchasing.

   This process loads receiver lines into the Pre-Interface table (INTFC_PRE_AM).

   Note. The Receiver Interface Push process can be run in multiple ways. If you are processing a receipt that has no inventory-related lines, the Receiver Interface Push process is used. If you are processing a receipt that has both inventory-related lines as well as asset related lines, the Receiver Interface Push process runs as part of the PeopleSoft Receipts Assets and Putaway process.

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5. Run the Pre-Interface table (INTFC_PRE_AM) process. Preview the data in the Pre-Interface table, and make corrections as needed.

   Note. The Receiver Interface Push application engine process (PO_RECVPUSH) must be run to send receiver information related to a purchase order to PeopleSoft Asset Management. Both the Receiver Interface Push process and the Payables to Assets Interface process must be run when the voucher is created from a PO.

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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.

Interface IDs appear with a status of *Pre-approved*. Set them to *Unapproved* on the Financial and Physical A Approval pages as needed.

8. Run the Transaction Loader process (AMIF1000) to load these transactions into the PeopleSoft Asset Management tables.

Note. Because the Purchasing Interface sets the default profile switch to *Yes* in the load tables, the Transaction Loader automatically retrieves by default 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, an asset entered through PeopleSoft Purchasing may be either capitalized or uncapitalized. There are two ways to do this. The Capitalize check box on the Purchasing Business Unit page allows you to specify that 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 capitalized at time of receipt, you can capitalize it later by either of the following methods:

- 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 by using the cost information entered on the voucher.

- You can capitalize the asset manually by using the Asset Basic Information component.

  This method is not recommended if you have PeopleSoft Payables and use the interface from Payables to Asset Management.

Assets are capitalized and depreciated based on actual cost and the date on which the asset is 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 be determined only from the vendor's invoice.

Capitalizing an asset from PO cost may over- or understate the asset account on the balance sheet because the final invoice cost has not been received. When the asset has been received and invoiced, it can then be capitalized correctly and depreciated by using the actual invoiced costs. Additionally, if the asset has been capitalized upon receipt with differing ChartField information at the time of invoicing, it requires that the financial designation of the asset be finalized on the requisition.

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.

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 from the receiving amount, the difference is distributed to all assets created from the receipt.

The serialization attribute on the item is the easiest, most efficient, and most effective way to use the interface. The serialization attribute also streamlines the business process. Unitization or consolidation should only be necessary if you haven't installed PeopleSoft Purchasing, because PeopleSoft Purchasing serializes or leaves items and 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 Purchasing Attributes page. An item can also be specified as serial-controlled on the Item Definition − Inventory: Tracking/Description page. Verify that the item ID is classified correctly prior to receiving assets. This saves you much time and eliminates such processes as Unitization and Consolidation. If, for example, you receive five items and the PO/AM interface should create five individual assets as opposed to one asset with a quantity of five, 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, 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.

If an asset is split-funded, the batch process generates the next asset ID based upon a subordinate sequence number identifying multiple distribution lines to a single asset allowing asset cost to be split across all identified accounting distributions.

Note. Nonfinancial assets created in PeopleSoft Purchasing (not capitalized at the point of receipt) automatically display 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.

Note. PeopleSoft Asset Management does not make adjustments for existing assets from the PO interface. The process only adds new assets.

See Also

PeopleSoft Purchasing 8.8 PeopleBook, "Receiving Shipments," Entering Asset Information

Processing PeopleSoft Payables Transactions with Asset Management

PeopleSoft Asset Management provides the opportunity to add assets in mass directly from existing accounts payable vouchers. To do so, accounts payable voucher information is loaded into Asset Management by using the Payables/Purchasing Interface.

Note. If you are using PeopleSoft Projects to capture data on your asset-related POs and receipts, the system passes purchasing and receipts data through the Projects to Asset Management interface rather than the Payables/Purchasing Interface. In this way, the PeopleSoft system provides the navigation from the Asset Acquisition Detail page to POs and receipts, as well as the associated projects.

To send asset information from PeopleSoft Payables to PeopleSoft Asset Management:

1. Identify the voucher lines as asset-related in PeopleSoft Payables.

   This enables you 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 want to:

- Specify your own, unused asset ID on the receiver or voucher instead of using the NEXT asset ID available in Asset Management.

  If split-funding is enabled for the batch process, the asset ID is appended with a sequence number to identify multiple distribution lines to a single asset for cost and depreciation allocation.

- Add additional cost to an existing asset.

  For example, suppose that the receiving clerk enters an unused asset ID on a receipt unbeknownst to the Payables clerk entering the voucher. The Payables clerk leaves the asset ID as *NEXT* on the voucher, and the asset ID entered in Receiving is carried through to Asset Management.

  In most cases, it is most reliable to leave the asset ID as *NEXT* on the receiver *and* voucher pages, and Asset Management assigns the next asset ID when the Transaction Loader is run.

  For example, suppose that you create a PO and receive 10 computers. The computer is a serialized item and the PO Business Unit option is set to *not* capitalize at the point of receipt. When you select Create Assets in Receiving, you see 10 lines on the receiver page; 10 interface lines are then sent to Assets. If fully processed these lines into Assets, this would result in 10 nonfinancial assets created from Receiving, and the Transaction Loader would have assigned the next 10 unused asset IDs for the AM business unit. Generally, when you create a voucher for 10 computers, you commonly enter one line with a quantity equal to 10, unless the computers are going to different departments. Because the receiver or PO is copied onto the voucher, the PO and receiver entries are sent to Assets when the voucher data is sent. It is by sending these receiver and PO entries that the single line from Payables is able to match and capitalize the 10 assets created earlier, as the PO and receiving keys are stored in acquisition detail. It is recommended that you copy the receiver onto the voucher because Assets has more keys available (keys available is technical jargon, it would be better to say “has more matching information available”) to match the PO and AP data, and it allows for a more detailed navigation 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, as in the above example, the receiving and voucher data is processed into Assets at the same time, the 10 lines from Purchasing Receiving and single line from Payables are grouped together for matching in Assets processing to create 10 financial assets from Payables. Follow these steps:

2. Save and approve the voucher.
3. Run matching (depending on your setup options), and post the voucher to accounts payable.

Warning! If the voucher data being sent to PeopleSoft Asset Management relates to previous assets that were created from Purchasing, the voucher *must* be matched to the PO 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 PO, receiver, voucher, and asset data with receiver match exceptions that have been overridden. Duplicate assets may result.

Note. If matching is not required for the vendor, you cannot use the Copy Receiver function when copying to a voucher. You can use only the Copy PO function to copy PO distribution lines. It is recommended that when creating vouchers for asset-related items, you copy the voucher information from the receiver, with the understanding that in some cases only the PO is available in PeopleSoft Payables. If only the PO is copied onto the voucher, Payables must associate receivers with the vouchers.

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4. Run the Load Assets Application Engine process (INTFAPAM) to populate the Asset Management Pre-Interface Loader table (INTFC_PRE_AM).

   The Pre-Interface Loader determines the appropriate type of asset transactions to be loaded into the Asset Management Loader Tables, based on the voucher information and comparing it to the receiving information.

   You can process adjustments by first unposting the vouchers, making changes to them, and then reposting and sending the adjustments to Asset Management. Rematching, if applicable, is also required.

   When a voucher that was already sent to Asset Management is closed, the asset that was originally created by the voucher results as a negative addition, retirement, or no transaction. The appropriate action is defined during system setup on the Establish Business Units, Interface Options page.

   If the initial posting and unposting are processed in the same run of AMPS1000, 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 and 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 PO, you cannot change the profile 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 PO and in the item master catalog.

5. Preview the data in the Pre-Interface table, and make corrections as needed.

6. Run the Payables/Purchasing Interface process (AMPS1000_RQST) from Asset Management, Send/Receive Information, Retrieve Info from AP/PO.

   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, then multiple book and cost information is generated. If an existing asset ID is specified on a voucher, then the cost associated with that voucher is added to the existing asset as a cost adjustment transaction.

   PeopleSoft Asset Management assigns asset cost as:

   (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 (AMIF1000) to load these transactions into the PeopleSoft Asset Management tables.

Note. Because the Payables Interface sets the default profile switch to *Yes* in the load tables, all books on the Transaction Loader asset profile automatically appear by default for each asset. In addition, all lines appear as automatically approved.

Warning! Ensure that if any of the assets that you are adding through the Payables/Purchasing interface include references to foreign currency, 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.

See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining Financials and Supply Chain Management Common Definitions," Specifying Currency Options for the Journal Source.

Note. 1. Credit memos created in PeopleSoft Payables are not sent to PeopleSoft Asset Management by way of the Payables Application Engine. The asset manager should make these adjustments manually in the Cost Adjust/Transfer component.

2. AMPS1000 interprets asset sequence numbers when assigning NEXT asset id. Asset ids for Split-funded assets using the asset id sequence number to associate multiple distribution lines to a single asset ID are assigned in this step of the interface process.

3. Each distribution line entered in Payables for a split-funded asset will become a different cost line in Asset Management. If the same chartfields are used for the different lines, the integration process will not consolidate the Cost lines.

See Also

PeopleSoft Payables 8.8 PeopleBook, "Basic Voucher and Payment Processing"

PeopleSoft Payables 8.8 PeopleBook, "Processing Batch Vouchers"

Chapter 6, "Adding and Maintaining Assets ," page 123

Processing PeopleSoft Purchasing and Payables Transactions with Asset Management

PeopleSoft Asset Management enables you to add assets from existing POs and receipts or from existing accounts payable vouchers. This section discusses how to:

- Preview data in the Pre-Interface table.
- Run the Payables/Purchasing interface (AMPS1000).

Pages Used to Process PeopleSoft Purchasing and Payables Transactions with Asset Management

Page Name	Object Name	Navigation	Usage
Pre-AM 1	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 (from PeopleSoft Payables or Purchasing) into the PeopleSoft Asset Management Loader tables.

Previewing Data in the Pre-Interface Table

Access the Pre-AM 1 page.

Note. The ChartFields and other fields important for asset capitalization are display-only. If the fields on this page are changed, the voucher data will not match the PeopleSoft Asset Management data. In this case, the Load Status of the inconsistent rows should be set to *Errored.* You should then correct the voucher and resend it to PeopleSoft Asset Management. Physical information can be changed here because it does not affect capitalization or depreciation. In case AMPS1000 sets the status to *Errored.*, you need to check the message log on the process monitor for the error message. Care should be taken to keep these changes in sync with purchasing and receiving data.

This table provides a step-by-step example of how a typical transaction flows from PeopleSoft Purchasing to PeopleSoft Asset Management:

Step	Application	Page	Notes
Enter a PO.	PeopleSoft Purchasing	Purchase Order - Form	Select the vendor, buyer, item, unit of measurement, and amount. Click Defaults to access the Purchase Order Defaults page.
Enter Asset Management information.	PeopleSoft Purchasing	Purchase Order Defaults	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	This action returns you to the Purchase Order - Form page.
Select Matching.	PeopleSoft Purchasing	Purchase Order - Form	In the Go To region of the page, select *11-Matching* from the drop-down list box.
Select Match Action and Match Rules.	PeopleSoft Purchasing	PO Matching	N/A
Dispatch the PO.	PeopleSoft Purchasing	Dispatch Purchase Orders	N/A
Create receipts.	PeopleSoft Purchasing	Receiving	Click Asset Information.
Assign the tag number, serial ID, and asset ID.	PeopleSoft Purchasing	Receiving: Asset Information	Select the appropriate icons, and save the page.

Step	Application	Page	Notes
Process receipts.	PeopleSoft Purchasing	Process Receipts	N/A
View your asset transactions to be processed.	PeopleSoft Asset Management	Load Preview - Pre AM 1	N/A
Run the Purchasing/ Payables Interface to load the Transaction Loader tables.	PeopleSoft Asset Management	Purchasing/Payables Interface	N/A
Run the Transaction Loader to load the Asset Management tables.	PeopleSoft Asset Management	Transaction Loader Request	N/A
Review the asset in Asset Basic Information.	PeopleSoft Asset Management	Asset Acquisition Detail	You should see an acquisition row for each asset.

See Also

Chapter 6, “Adding and Maintaining Assets ,” page 123

Running the Payables/Purchasing Interface

Access the Payables/Purchasing Interface page.

When running this process, be aware of how the Pre-Interface Loader and the Transaction Loader each handles multisource transactions:

- In the case where there is a three-way match between a PO, a receipt, and a voucher, and they are all asset-related, the receipt must be processed into the PeopleSoft Asset Management 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 that you are not paying for assets before they are received.

- Ensure 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. 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 has not yet processed any previous runs of the Pre-Interface Loader. The result is that these unprocessed assets will not be available in the acquisition detail tables to perform matching.

This table provides a more detailed step-by-step example of how a typical transaction flows from PeopleSoft Payables to PeopleSoft Asset Management. In this example, PeopleSoft Payables receives data from PeopleSoft Purchasing:

Step	Application	Page	Notes
Create a voucher by copying the receiver or PO.	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 - Invoice Information	Click the Associate Receivers link.
Select the PO or receiver unit and receiver ID that you want to pay, and click the Copy PO button.	PeopleSoft Payables	Voucher - Invoice Information	After clicking the Copy PO button, you are returned to the Voucher-Invoice Information page.
Verify that the item is ready for matching.	PeopleSoft Payables	Voucher - Accounting Information	In the Match Action group box, *Ready* should appear as the status.
Match processes.	PeopleSoft Payables	Match Request	N/A
Verify that there are no receiver exceptions.			N/A
Verify that the voucher can be posted.	PeopleSoft Payables	Matched Vouchers	N/A
Post the voucher.	PeopleSoft Payables	Voucher Posting Request	N/A
Verify that *Posted* appears as the voucher post status.	PeopleSoft Payables	Voucher Inquiry	N/A
Run the Load Assets process.	PeopleSoft Payables	Load Assets Request	This loads Payables transactions to the Pre-Interface table.
Review and correct data if necessary.	PeopleSoft Asset Management	Load Preview - Pre AM 1	N/A

Step	Application	Page	Notes
Run the Purchasing/ Payables Interface to load the Transaction Loader tables.	PeopleSoft Asset Management	Purchasing/Payables Interface	N/A
Review and correct the data if necessary.	PeopleSoft Asset Management	Financials Transactions and Physical Transaction A	N/A
Run the Transaction Loader to load the Asset Management tables.	PeopleSoft Asset Management	Transaction Loader Request	N/A
Verify the asset cost on the Cost History page.	PeopleSoft Asset Management	Inquire Cost History	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	You should see an acquisition row for each asset. The row from the PO is retained, not updated, and a new row from Payables is added.

Note. The Purchasing interface process does not check for non-PO received assets when processing vouchers for Asset Management.

Previewing Data in the Loader Tables

The most common way to transfer data to PeopleSoft Asset Management is to populate two loader tables, Financial (INTFC_FIN) and Physical A (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, giving you the opportunity to preview the data to be loaded into PeopleSoft Asset Management when you run the Transaction Loader.

This section discusses how to:

- Preview the financial loader tables.
- Preview physical data in the loader tables.

Pages Used to Preview Data in the Loader Tables

Page Name	Object Name	Navigation	Usage
Financial Transactions	INTFC_FIN_01	Asset Management, Send/Receive Information, Approve Financial Information, Review	View data in the financial loader table.
Physical Transactions A	INTFC_PHY_A	Asset Management, Send/Receive Information, Approve Physical Information, Review A	View data in the physical loader table.
Physical Transactions 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 Financial Transactions page.

Interface ID Identifies the interface process that populated the table.

Interface Line Number Displays the row that you are viewing in the table.

PI ID (physical inventory ID) Displays the physical inventory control ID. A value appears if the transactions were generated by the Physical Inventory process (AMPI1000).

Mass Change Definition Displays the mass change definition used if you have populated this table by running a mass change.

Auto Approval Status (automatic approval status) This check box is selected if you have set the Approved field to a value of *Y* in the loader table (when converting); if the transactions came from PeopleSoft Purchasing, Projects, or Payables and you selected Auto Approval on the AM Specific Fields page of the Asset Mass Change component; or if you selected Auto Approval on the physical inventory control ID. If this check box is not selected, you must approve the interface ID manually.

Asset ID When the asset ID is set to *NEXT*, the next asset number for your business unit is assigned to this asset when you run the Transaction Loader. If the asset is subject to split-funding treatment, a subidentifying sequence number is appended to the asset ID. These are assigned when you retrieve information from PeopleSoft Purchasing or Payables.

The Financial Transactions page (INTFC_FIN) displays financial information and associated ChartFields one row at a time. This is the data that the Transaction Loader uses to populate the Asset Management tables; review it and change anything that is not correct by using your Structured Query Language (SQL) query tool. The Preview page is display-only to prevent unauthorized changes.

Warning! Updates can be made to conversion data (by using SQL) or other financial data that has not been calculated by a PeopleSoft program. However, when data has been calculated by a mass change, the Payables/Purchasing interface or the Capitalize Project Assets interface should not be changed without careful consideration of the implications of such changes.

Previewing Physical Data in the Loader Tables

Access the Physical Transactions A page or the Physical Transactions B page, and complete the appropriate fields.

Approving Load Lines

Although most records appear preapproved, you may need to approve all pending interface IDs before loading them into the Asset Management tables. The Interface Asset Information component includes pages on which you can approve pending interface IDs.

This section discusses how to:

- Approve financial load line interface IDs.
- Approve physical interface IDs.

Pages Used to Approve Load Lines

Page Name	Object Name	Navigation	Usage
Approve Financial	INTFC_FIN_APPR	Asset Management, Send/Receive Information, Approve Financial Information, Approve	Approve the data in the financial loader table. The page displays a summary of all the interface IDs pending approval in the financial loader table.
Physical Transactions A	INTFC_PHY_APPR_A	Asset Management, Send/Receive Information, Approve Physical Information, Approve A	View data in the physical loader table.
Physical Transactions B	INTFC_PHY_APPR_B	Asset Management, Send/Receive Information, Approve Physical Information, Approve B	View data in the physical loader table. This table and page are mainly used during conversion.

Approving Financial Load Line Interface IDs

Access the Approve Financial page.

Intfc ID (interface ID) Identifies by number the interface process used to populate the table.

Unit Reflects the business unit that receives these transactions when you run the Transaction Loader.

PI ID (physical inventory ID) Appears if you have populated this table by generating reconciliation transactions as part of a physical inventory process.

Transaction/Interface Load ID and **Load Type** Load lines are summarized by these fields. The load type is much like the trans type, but provides a greater level of detail. Each trans type in PeopleSoft Asset Management can generate several different load types.

This table displays some load types (those marked with an asterisk are uncommon):

Load Type	Long Name	Financial or Physical
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 and physical *
ARA	Add Retired Asset	Financial and physical
ASD	Asset Deletion	Financial and 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

Load Type	Long Name	Financial or Physical
CN1	Conversion of First Book	Financial and physical
CN2	Conversion of Subsequent Books	Financial
FAD	Financial and Physical Add	Financial
GRP	Group ID Asset Add	Financial and physical
IHI	Physical Inventory History Insert	Physical
IUI	InterUnit Transfer, In Side	Financial and physical
IUO	InterUnit Transfer, Out Side	Financial
LAD	Leased Asset Add	Financial and physical *
NAD	Non-financial Add	Physical
OPT	Open Transaction Generator	Not applicable *
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 Interface IDs

Access the Physical Transactions A page or the Physical Transactions B page, and complete the applicable fields.

Running the Transaction Loader

The Transaction Loader reads data staged in the loader tables and populates PeopleSoft Asset Management tables with the data. Use the Transaction Loader whenever the loader tables have been populated as a result of integration with other applications or 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 performs edit checks on the data fields that you specify to help ensure that the information that you load into PeopleSoft Asset Management is correct. Review the data loaded into INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B, and view the Transaction Loader (AMIF1000) carefully before you run it. You may need to change some of the data defaults that 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. If you choose to do so, consolidation or unitization must be completed before running the Transaction Loader.

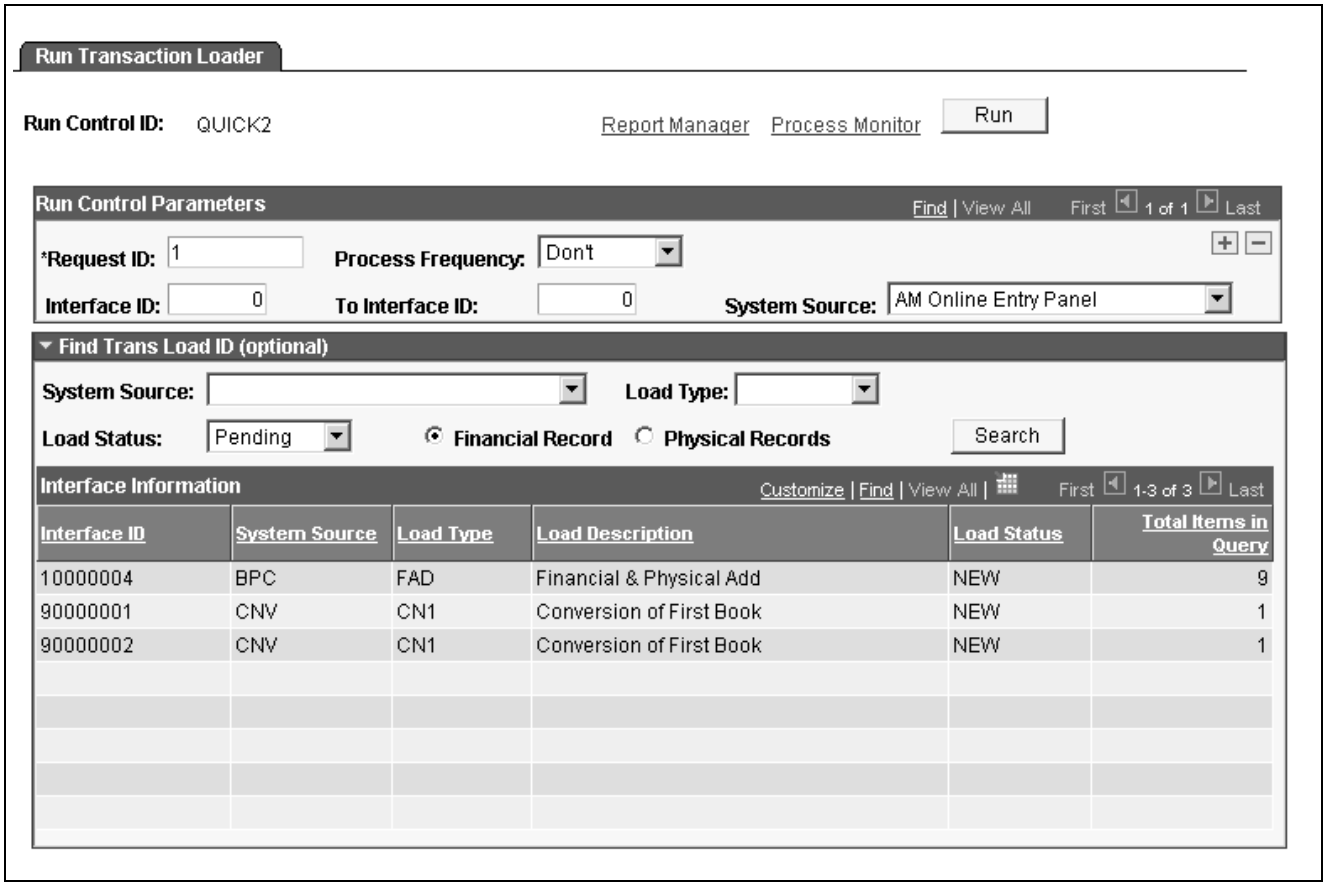
For converted assets and assets loaded through the Transaction Loader, the default is to book accumulated depreciation to the *previous* period. However, if you populate the START_PD, END_PD, and FISCAL_YEAR fields on the Financial Loader table (INTFC_FIN) with the values for the current period, and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

Page Used to Run the Transaction Loader

Page Name	Object Name	Navigation	Usage
Run Transaction Loader	RUN_AMIF1000	Asset Management, Send/Receive Information, Load Transactions, Load Transactions into AM	Run the Transaction Loader process.

Running the Transaction Loader - Request Page

Access the Run Transaction Loader page.



Run Transaction Loader page

Run Control Parameters

System Source One load ID may come from multiple system sources—for example, from both PeopleSoft Purchasing and Payables. To run *all* lines with the same load ID, leave the System Source field blank. To process only the Payables or only the Purchasing load lines with the ID, then enter that system.

Find Trans Load ID (optional)

If you do not already know the interface ID that you want to process, the Transaction Loader enables you to search for transactions based on system source, load type, and load status, and whether they consist of physical or financial records. You can use as many or as few of these criteria as you want. The more you use, the narrower your search is.

The load status can be one of the following values. Enter the appropriate value:

Load Status	Definition
Consolidat(consolidated)	Transactions Consolidated (will not be loaded)

Load Status	Definition
Errored	Transaction Errors **Note.** To rerun transactions in status *Errored* you have to change the load status to *Pending*.
In Process	Processing is ongoing.
Loaded	Transactions Loaded
On Hold	Transaction are not processed.
Pending	Transactions Not Loaded
Replaced	Transaction line replaced with alternate line.
Unitized	Transactions Unitized (will not be loaded)

Consolidating and Unitizing Assets

When you run the Transaction Loader, each pending load line generates a unique asset in PeopleSoft Asset Management. If you want to consolidate many load lines into a single asset, or split a load line into many assets (unitize), you must do so *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. To generate *several* assets, you must first unitize the single load line into 10 separate lines. Then when you run the Transaction Loader, each load line generates one asset; that is, 10 assets are 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 and consolidation step unnecessary. If you want unitized assets when receiving or generating the voucher for items with multiple quantities (receiver and voucher lines have a quantity greater than one), 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 nonserialized. 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.

This documentation discusses 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.

To 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 that 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 into which you want this load line unitized, and view totals and balances.

Pages Used to Consolidate and Unitize Assets

Page Name	Object Name	Navigation	Usage
Consolidate Assets - FROM Assets	ASSET_CONSOL_01	Asset Management, Send/Receive Information, Load Transactions, Consolidate Assets	Consolidate assets with an action of Add. Leave the dialog box blank, and click OK.
Consolidate Assets - TO Assets	ASSET_CONSOL_02	Asset Management, Send/Receive Information, Load Transactions, Consolidate Assets, TO Assets	Consolidate and save your new asset as a load line.
Unitize Assets - FROM Asset	ASSET_UNIT_01	Asset Management, Send/Receive Information, Unitize Assets	View detailed information on the load line that you selected.
Proportional Unitization Defaults	ASSET_UNIT_01A	Click the EZ Unitize button on the Unitize Assets - FROM Assets page.	Specify details for proportional unitization.
Unitize Assets - TO Assets	ASSET_UNIT_02	Asset Management, Send/Receive Information, Unitize Assets, TO Assets	Define individual assets into which you want this load line unitized.
Unitization Totals	ASSET_UNIT_SP	Click the Totals/Balance link on the Unitize Assets - TO Assets page.	View totals and balances.

Consolidating Assets

Access the Consolidate Assets - FROM Assets page.

This page enables you to search for consolidation from assets with a particular value by using one of these search fields:

ACTIVITY_ID	Activity ID Derived from PeopleSoft Projects
CATEGORY	Asset Category.
DEPTID	Department.

ACTIVITY_ID	Activity ID Derived from PeopleSoft Projects
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 PeopleSoft Payables.

You use different search fields when consolidating lines from different systems. For example, when consolidating lines from PeopleSoft Payables, you can search on *VOUCHER_ID*. When consolidating lines from Purchasing, you can search on *PO_ID*. If you enter *INVOICE_ID*, the system prompts you to select from a list of invoice IDs; if you enter *PO_ID*, then you receive a list of PO IDs.

Enter the search field that you want to use, and then enter the value to search for.

Note. Rows continue to be added to the scroll area on page one, based on the field and value combination actions. It may be necessary for you to delete unwanted rows.

From Asset Tabs

Chartfields Review ChartField information related to the load line.

Cost Review cost information related to the load line.

Interface Review interface information, including the interface line, about the load line.

Note. It is recommended that you don't change the value of the profile ID, so that you are able to delete rows from the search grid on each tab in the component.

Consolidating Assets

Access the Consolidate Assets - TO Asset page.

Maintain Acq Dtls (maintain acquisition details) — Click this button if you are consolidating rows from PeopleSoft 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 adjust. No page open ups; it simply performs the action of keeping all selected acquisition detail rows in the PHY_A table per asset.

To complete the consolidation process, load the resulting load transaction by using the Transaction Loader.

Unitizing Assets

Access the Unitize Assets - FROM Asset page.

Verify that this is the line that you want to unitize, then click EZ Unitize to access the Proportional Unitization Defaults page, where you can proportionally unitize.

Note. Unitizing interface rows that contain a default PROFILE_ID equal to N (multibook assets) prompts unitization of all books. The cost of the other books for each new asset is based on the percent cost of the unitized book.

Specifying Details for Proportional Unitization

Access the Proportional Unitization Defaults page.

Note. If you enter a quantity but no description or profile at the prompt, these values appear by default from the Unitize From page.

The Unitize Assets - TO Assets page appears, and the system automatically inserts new load lines in the scroll region based on the prompt information that you entered. You do not have to separate out the assets manually. All of the amounts are prorated.

Unitizing Assets

Access the Unitize Assets - TO Assets page.

Certain information on this page appears by default from the originating system.

Information for assets that originated in accounts payable appears by default for these fields:

- Business Unit
- Voucher
- Voucher Line
- Invoice
- Cost
- Sales Tax

- Freight
- Use Tax
- Base Merchandise Amount
- VAT Non Recoverable VAT (nonrecoverable value-added tax)
- Recoverable VAT (recoverable value-added tax)

Note. These fields appear only after you have entered a profile ID, and you have moved the cursor out of that field or used the EZ Unitize function.

Information for assets that originated in PeopleSoft Purchasing appears by default for these fields:

- Profile ID
- Business Unit
- PO No.(purchase order number)
- Cost
- Quantity

Information for assets that originated in PeopleSoft Projects appears by default for these fields:

- Profile ID
- Business Unit
- Project
- Activity

Click the Totals/Balance link to access the Unitization Totals page, where you can view totals and balances.

To complete the unitization process, load the resulting load lines by using the Transaction Loader.

Integrating with PeopleSoft Budgeting

PeopleSoft Asset Management provides an interface to PeopleSoft Budgeting. To create asset-based budgets, make asset data and depreciation information available to PeopleSoft Budgeting. The Asset Management to Budgeting Structured Query Report (SQR) populates the BD_ASSET* tables. Once you run the SQR (AMBD1000.SQR) to populate the asset tables in Budgeting, you can use asset data in PeopleSoft Budgeting.

CAPs can be added directly into PeopleSoft Asset Management.

Load all assets from a business unit for a specified fiscal year or period range directly into the Budgeting tables to integrate asset information with PeopleSoft Budgeting.

Pages Used to Integrate with PeopleSoft Budgeting

Page Name	Object Name	Navigation	Usage
Load Asset Catalog	BD_RUN_AM_ITEM	Asset Management, Financial Management, Capital Acquisition Planning, Load Budgeting Asset Catalog	Load the budgeting asset catalog.
Run Budgets to AM Interface	RUN_AMBD1000	Asset Management, Financial Management, Capital Acquisition Planning, Send To Budgeting	Load all assets from a business unit for a fiscal year or period range that you specify directly into the Budgets tables.

Using the Load Budgeting Asset Catalog Page

Access the Load Budgeting Asset Catalog page, and complete the appropriate fields.

Using the Budgets Interface Page

Access the Run Budgets to AM Interface page, and complete the appropriate fields.

The interface tables loaded by this process are emptied and reloaded each time that it is run. A separate Budgets process, AMBD1000.SQR, formats the asset data for use in the Budgeting process.

Note. If the number of assets that you are processing is large (200,000 or more), consider reducing it into smaller batches. For example, you might process one or more departments, categories, projects, or a similar breakdown to narrow the number of items being processed at one time. The exact number of assets that make up the "breaking point" beyond which you should process in smaller batches varies depending on your database platform, tablespace and rollback size, and other factors.

Posting to PeopleSoft General Ledger

Regardless of the general ledger system that you use, you must transfer journals from PeopleSoft Asset Management to PeopleSoft General Ledger. As part of the setup for your asset system, establish a general ledger business unit and ledger, general ledger calendar, journal sources, and accounting entry templates. When you define operators, set up journal distribution privileges for them. This setup enables you to distribute accounting entries for asset transactions and depreciation and generate journals to PeopleSoft General Ledger.

If the PeopleSoft General Ledger and Asset Management databases aren't integrated, or if you use a different general ledger system, you need to complete some prerequisite tasks before integrating the two systems.

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 PeopleSoft 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, design a conversion program that converts PeopleSoft Asset Management journal headers and lines to the format required by your general ledger system.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Integrating and Transferring Information Among Applications," Integrating PeopleSoft General Ledger with PeopleSoft Applications

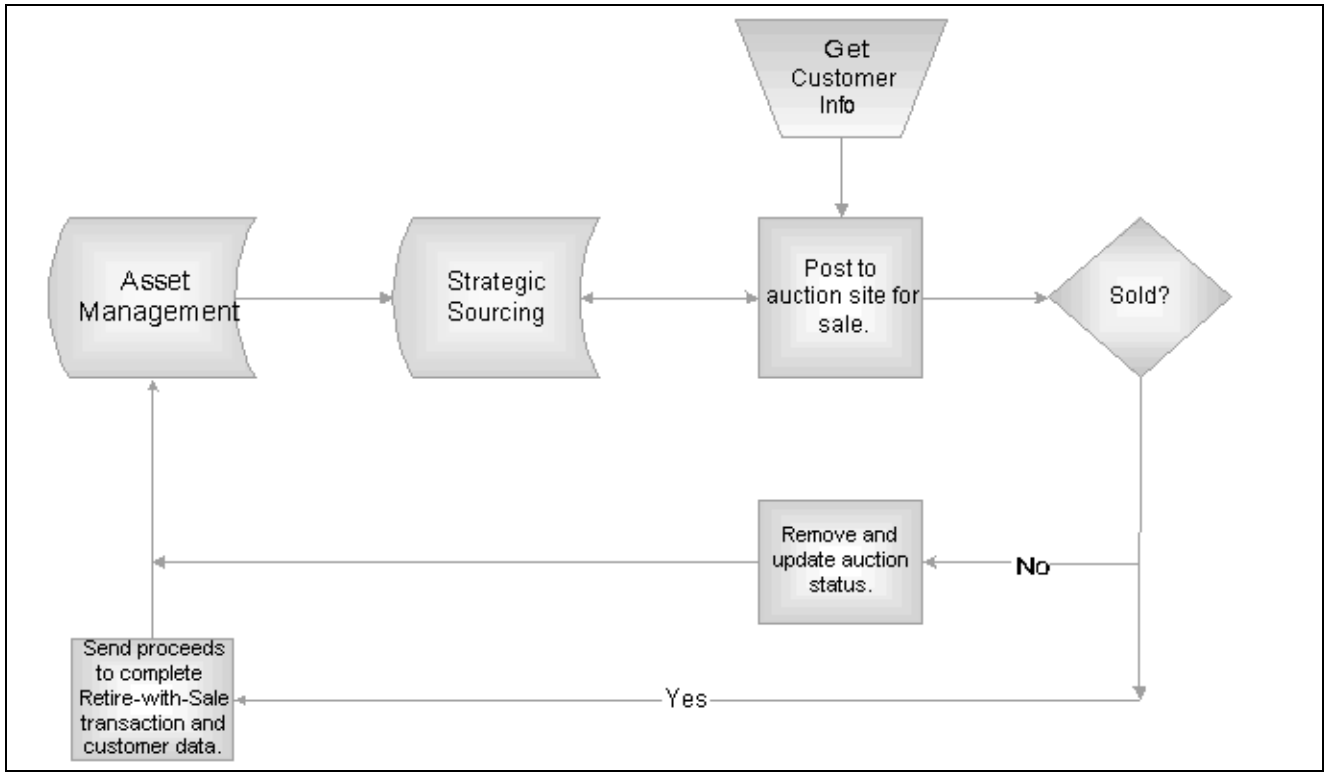
Integrating with PeopleSoft Strategic Sourcing

PeopleSoft Asset Management integrates with the PeopleSoft Supply Chain Management Strategic Sourcing module, enabling you to put unused assets up for auction and, if a bid is awarded, automatically generate a retirement transaction.

When a sale is initiated by PeopleSoft Strategic Sourcing, information required to bill for the auctioned asset is made available to PeopleSoft Asset Management and sent to PeopleSoft Billing (if applicable). Processing transactions in multiple currencies is also available.

If you integrate with PeopleSoft Billing, you are able to generate billing invoices for assets sold at auction. This link provides a conduit for accessing customer information when generating billing invoices.

This process map shows the typical data flow between these products:



PeopleSoft Asset Management integration to Strategic Sourcing data flow

Note. Strategic Sourcing does not process all types of assets. Any assets tagged as hazardous material or intangible, or that have been retired, transferred, or subjected to reinstatement, or that are subject to VAT are not processed by Strategic Sourcing. The Strategic Sourcing statuses are available within the Asset Basic Add page. These are: *Sold in Auction, Sent to Auction, Not Allowed to be Auctioned,* and *Allowed to be Auctioned.*

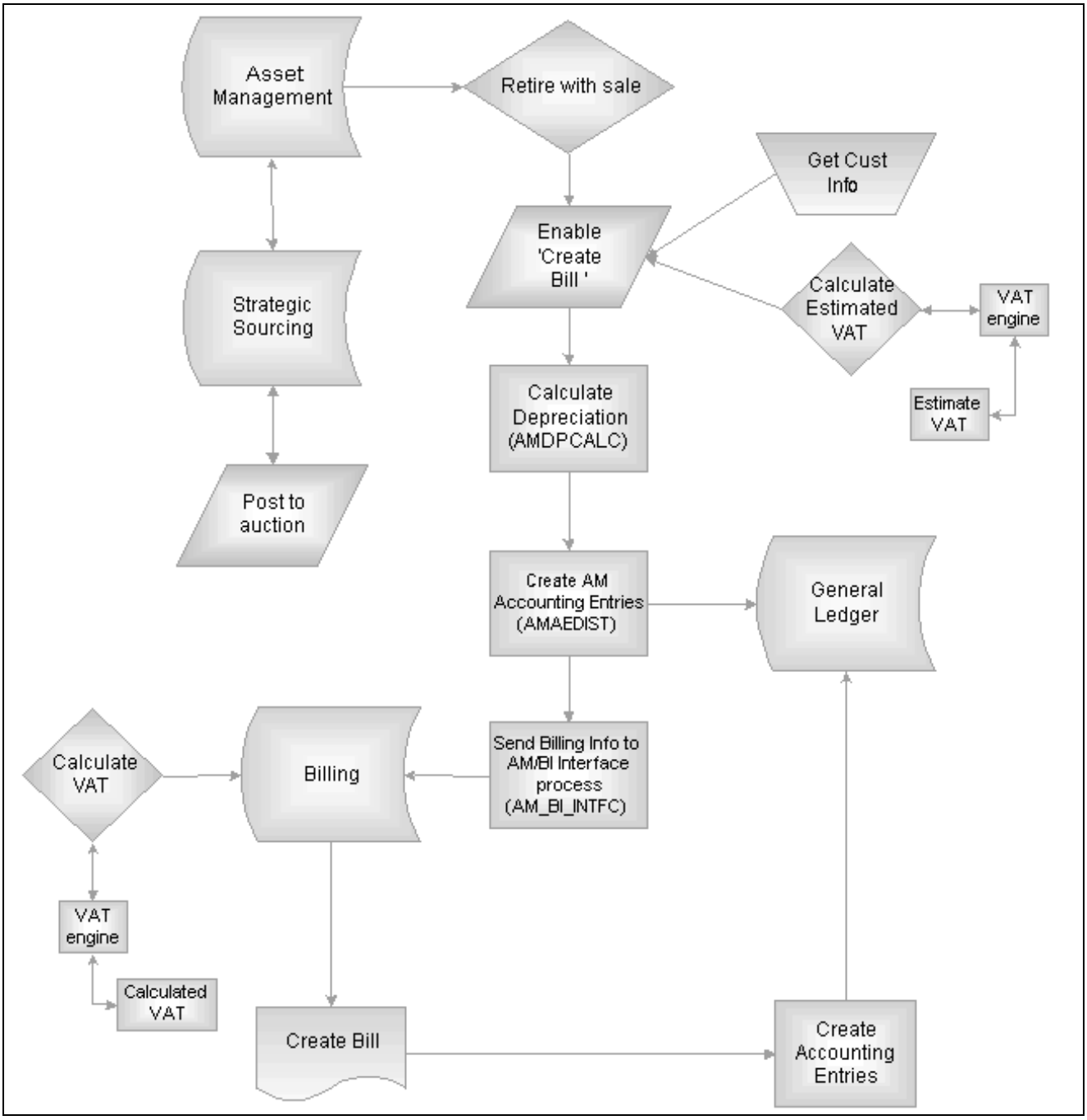
See Also

Chapter 21, "Retiring Assets," Putting an Asset Up for Auction, page 396

Integrating with PeopleSoft Billing

PeopleSoft Asset Management provides the option to integrate with PeopleSoft Billing. When the integration is enabled, you can pass transactions to PeopleSoft Billing when the *Retire With Sale* option has been exercised for an asset.

This diagram displays the data and process flow that occurs when you integrate PeopleSoft Asset Management with PeopleSoft Billing:



PeopleSoft Asset Management integration with Billing process data flow

Note. PeopleSoft Asset Management VAT is *estimated* and Billing VAT is the actual *calculated* VAT taking customer and bill by information into account.

Enabling PeopleSoft Billing Integration with Asset Management

To establish processing between PeopleSoft Asset Management and PeopleSoft Billing, you must select the Billing Interface Processing option from the Billing Interface group box in the AM Business Unit Definition component. This activates integration between the two applications and enables the Create Bill option on the PeopleSoft Asset Management Retirement page. PeopleSoft Billing is the only billing interface that is supported by this feature.

When you activate the PeopleSoft Billing interface, you must also enter values for the BI Unit, Bill Source, Bill Type, and Bill By Identifier fields. If Billing business units and other Billing information to complete the business unit definitions on this page have not yet been defined, you must do so before beginning transaction processing.

You must define the default book in the AM Business Unit Definition component. This is the default book for the AM/BI Interface. This should also be established as the primary book in your PeopleSoft General Ledger setup.

Also, establish the accounting entry template to be used in retirement transactions where the asset is retired with the disposal code *Retire w/Sale.* You must designate the account for the PeopleSoft Billing clearing account, *Proceeds to Billing,* in the accounting entry template. This maintains balanced accounting entries between PeopleSoft Asset Management and PeopleSoft Billing accounts.

See Also

Chapter 3, “Establishing Asset Management Business Units,” Selecting PeopleSoft Asset Management Interface Options, page 41

Chapter 4, “Establishing Asset Processing,” Setting Up Accounting Entry IDs and Templates , page 63

PeopleSoft Billing 8.8 PeopleBook, “Establishing PeopleSoft Billing Business Units,” Establishing New PeopleSoft Billing Business Units

PeopleSoft Billing 8.8 PeopleBook, “Structuring Bills,” Defining Bill Types

PeopleSoft Billing 8.8 PeopleBook, “Structuring Bills,” Defining Bill Sources

PeopleSoft Billing 8.8 PeopleBook, “Structuring Bills,” Defining Bill-By Identifiers

Processing PeopleSoft Billing Transactions with Asset Management

There are several processing steps that take place when you use the PeopleSoft Asset Management to Billing interface (AM/BI Interface). To process *Retire w/Sale* assets with PeopleSoft Billing:

1. Enter retirement transactions for assets to be invoiced by PeopleSoft Billing.

   Select assets to be retired with the *Retire w/Sale* disposal code.

2. Process depreciation on the assets selected.

   (Run AMDPCALC.)

3. Before sending to PeopleSoft Billing for invoicing, retirement accounting entries must first be generated.

   Run the Create Accounting Entries process (AMAEDIST).

4. Initiate the process to load the transactions for the AM/BI Interface (RUN_AMBI_INTFC).

The application engine assembles the pending transactions that you have entered, attaches an interface ID, changes the transaction status to *In Progress*, and displays the transactions in a view page (PS_INTFC_BI). The transactions have now been loaded into PeopleSoft Billing for processing. Consider reviewing accounting entries before or after the AM/BI Interface has been run.

5. Generate invoices (processed by PeopleSoft Billing):
   - Run the Billing interface (BIIF0001).
   - Run the Billing Process VAT Defaults (BIPVAT00) as needed.
   - Create invoices with a status of *RDY* (ready).
   - Run, finalize, and print invoices (BIIVC000 and BIIVCLN).
   - Run currency conversion (BICURCNV) as needed.
   - Generate accounting entries (BILDGL01).

     PeopleSoft Billing invoices the purchaser of the asset.
   - Run the PreLoad process (BIPRELD).
   - Generate AP Voucher* (BIGNAP01).

     (*Only for InterUnit.)
6. Consider running the AM/Billing Transaction Status report to review the transactions processed.

InterUnit billing is supported when it is enabled within your PeopleSoft Billing system. When the retirement transaction involves a customer defined as InterUnit, where the general ledger business unit differs from the PeopleSoft Asset Management business unit, Asset Management creates an InterUnit transaction.

Assets are described within PeopleSoft Billing as *Goods.* Their value cannot be overridden in Billing.

The PeopleSoft Asset Management to PeopleSoft Billing interface creates balancing accounting entries between Asset Management and Billing. An Asset Management Billing Transaction Status Report is available for you to review the interface transactions.

Appropriate accounting entries are generated to relieve fixed assets, calculate VAT as necessary, debit receivables, and post to general ledger. The majority of these accounting entries are generated and processed through PeopleSoft Billing.

When a retirement is initiated by PeopleSoft Strategic Sourcing, the retirement and billing information, including customer data, is available to PeopleSoft Asset Management. The asset is retired and the appropriate accounting entries are created within Asset Management. The retirement transaction and the billing information is then sent to PeopleSoft Billing, and the transaction continues.

See Also

Chapter 21, “Retiring Assets,” Retiring Financial Assets, page 364

Chapter 16, “Processing Depreciation ,” page 309

Chapter 20, “Creating Accounting Entries,” page 345

PeopleSoft Billing 8.8 PeopleBook, “Integrating with PeopleSoft Asset Management”

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.

You can also build your own export table definition and export by using the PeopleTools Query Utility.

Page Used to Export Property Tax Data to Third-Party Tax Systems

Page Name	Object Name	Navigation	Usage
Load Property Tax Table	RUN_LDPRPTAX	Asset Management, Financial Reports, Load Reporting Tables, Load Property Tax Table	Export property tax information.

Loading the Property Tax Table Page

Access the Load Property Tax Table page, and complete the appropriate fields.

Note. While viewing and exporting data from the PS_PROPERTY_TAX table, note that the RETIREMENT_DT field in this table is used for both transfers out and retirements. When the asset is retired, a retirement date appears. For the assets that have been transferred out, a transfer transaction date appears, with the TRANS_IN_OUT switch set to *O*.

Importing Asset Data by Using the Excel to Component Interface Utility

PeopleSoft Asset Management provides the option to use a PeopleSoft utility program that employs a delivered Asset Management template and Microsoft Excel spreadsheets to upload asset information in batches. You can use the interface to upload asset information from a spreadsheet template when adding multiple assets to your database. The data is loaded to INTFC_FIN and INTFC_PHY_A tables. Three interface types are allowed: CN1, CN2, and FAD. The default profile switch can be on or off. A preview page for the asset data enables you to preview the imported information from the spreadsheet and to make corrections as you go. Finally, a PeopleTools component interface is delivered, enabling you to upload asset *Add* transactions into the Asset Management database. To import asset information to the database by using the Excel to Component Interface spreadsheets:

1. Connect to the PeopleTools Excel spreadsheet utility interface.

2. Define the Microsoft Excel template that you are importing.
3. Complete the Microsoft Excel spreadsheet template with the data to be imported for new assets.
4. Preview the data to be imported from the asset import preview page.
5. Select the component interface, and submit the data for addition to the database.

Detailed information about using the PeopleSoft Excel to Component Interface Utility appears in the PeopleTools PeopleBook.

See Also

Chapter 6, “Adding and Maintaining Assets ,” page 123

Chapter 1, “Getting Started With PeopleSoft Asset Management,” page 1

CHAPTER 9

Working With Leased Assets

This chapter provides an overview of leased assets, lists prerequisites, and discusses how to:

- Define payment schedules.
- Add or update capital and operating leases.
- Create lease expense schedules.
- Transfer operating leases.
- Retire or reinstate leases.
- Generate lease reports.

Understanding Leased Assets

PeopleSoft Asset Management incorporates full lease management functionality, including calculating and printing lease payment schedules, calculating leased asset revenues, and verifying leases as operating or capital leases, in accordance with the United States Financial Accounting Standards Board (FASB) Statement 13. It also provides the ability to define step leases.

In PeopleSoft Asset Management, you can retire and reinstate leased assets and track interim payments.

This section discusses:

- Capital and operating leases.
- Step leases.

Note. Your transactions are maintained with multiple currencies if you use them in conjunction with leased assets.

Capital and Operating Leases

There are two basic types of leases: capital leases and operating leases.

- A capital lease is treated as a financial asset.

  It has a lease term and lease payment amount. The lease is carried on the balance sheet and is periodically depreciated.

- An operating lease is treated as a non-financial asset where no cost information is associated with it. It is normally expensed and can include rent and monthly payments that are expensed periodically.

PeopleSoft Asset Management uses the lease classification rules for capital and operating leases as proscribed by the country requirements established at set up of book location. For example, in the United States leased assets are defined and governed by Financial Accounting Standards Board (FASB) Statement 13.

Note. The United States FASB 13 lease classification rules apply to all countries unless otherwise noted. For example, in Germany, the threshold for capitalization is 90 percent of the leased asset's economic life, as compared to 75 percent under the 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 supports the following countries for lease type verification: United States, Germany, Canada, and Australia.

Step Leases

A step lease features variable payment amounts and/or variable timing over the term of the lease.

Examples of step leases are:

- Step-down leases with decreasing or declining lease payments.
- Step-up leases with increasingly larger lease payments during the lease term.
- Skip-payment leases in which payments are not required during certain periods.

Here is an example of a step-down lease schedule.

Number of Terms	Frequency	Payment Amount
6	Monthly	$400
18	Monthly	$350

Here is an example of a quarterly step-lease payment schedule. PeopleSoft suggests four payment schedules with due dates as shown.

Schedule	Due Dates
Schedule 1	January, April, July, October
Schedule 2	February, May, August, November
Schedule 3	March, June, September, December

For an annual step-lease payment schedule, PeopleSoft suggests 12 payment schedules, with one schedule for each of the 12 months as the payment due date.

Defining Payment Schedules

This section discusses how to add or modify payments schedules for leases.

Before you can add leased assets to your system, you must define at least one payment schedule to indicate when a lease starts and ends. Leases can share the same payment schedule ID.

Page Used to Define Payment Schedules

Page Name	Object Name	Navigation	Usage
Payment Schedules	LEASE_SCH_ID	Set Up Financials/Supply Chain, Product Related, Asset Management, Payment Schedules	Add or modify payment schedules for leases.

Defining Lease Payment Schedules

Access the Payment Schedules page.

Complete the information about the begin date, end date, lease term, and payment frequency.

Number of Payments Per Year Enter a value to determine the number of lease payments for the lease schedule.

End of Month Due Date Select to always schedule payment on the last day of the month.

Populate After completing the fields about the payment schedule, click the Populatebutton to have the system complete the Payment Datecolumn fields.

Adding Capital and Operating Leases

This section discusses how to:

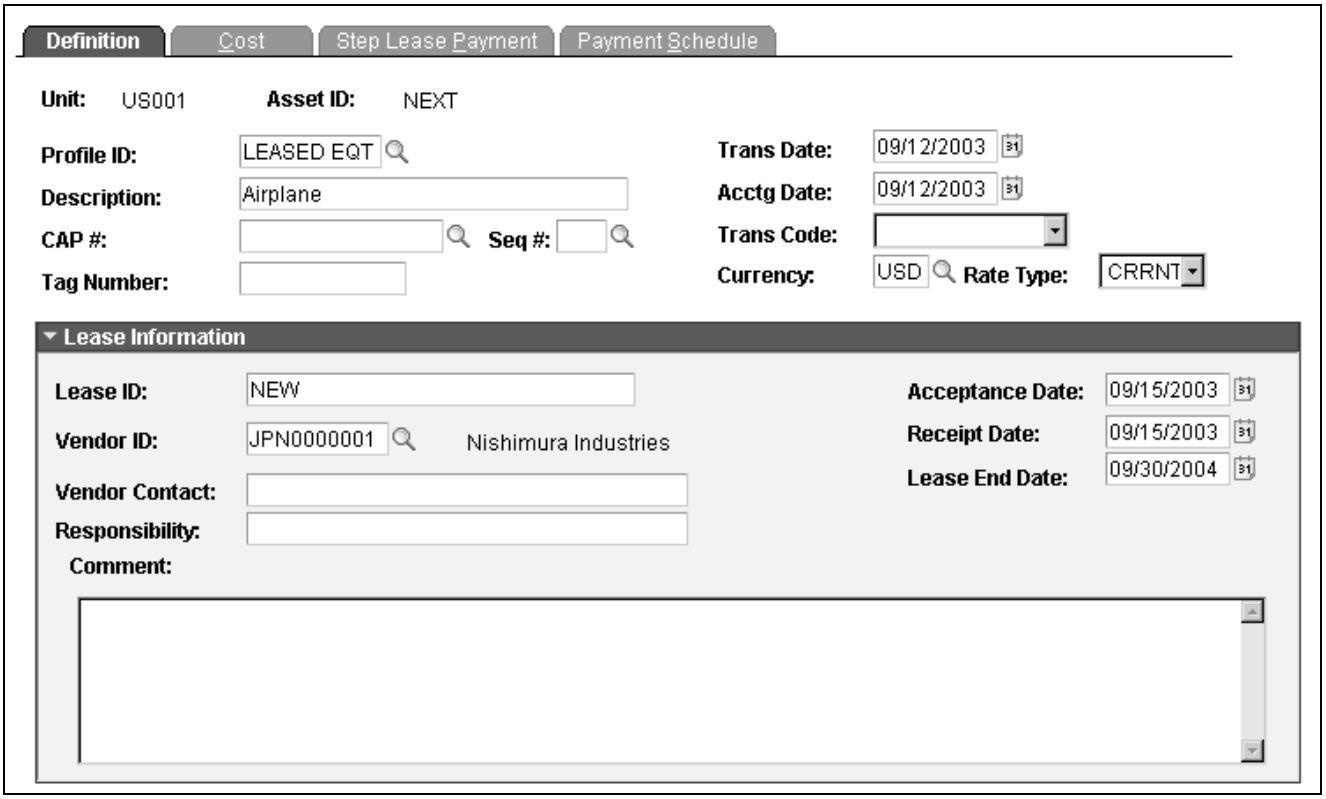
- Enter basic information about the lease and lease terms.
- (Optional) Enter information about cost, ChartFields, and depreciation.
- (Optional) View or update a step-lease payment schedule.
- View or update a lease payment schedule.

Pages Used to Add Capital and Operating Leases

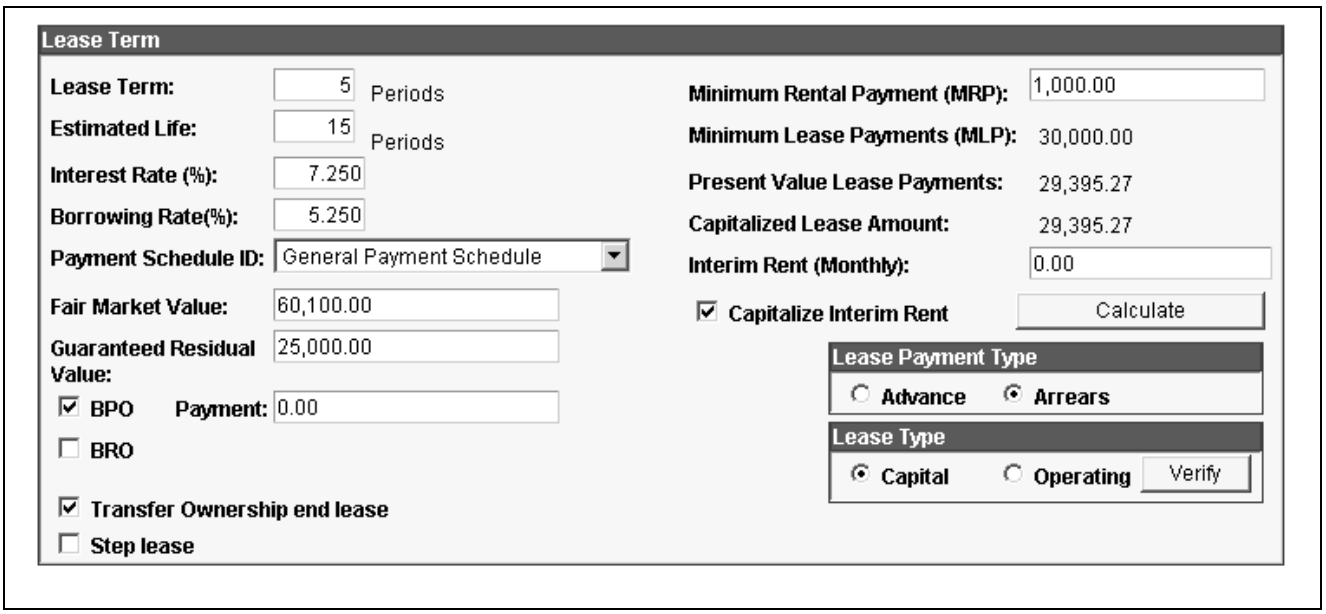
Page Name	Object Name	Navigation	Usage
Express Add - Definition	ASSET_LEASE_01	Asset Management, Financial Management, Leased Assets, Express Add	Create a capital lease or an operating lease.
Update Lease Information - Definition	ASSET_LEASE_01	Asset Management, Financial Management, Leased Assets, Update Lease Information	Update a capital lease or an operating lease.
Express Add - Cost	ASSET_LEASE_02	Asset Management, Financial Management, Leased Assets, Express Add, Cost	Enter cost, ChartField, and depreciation data for a leased asset.
Update Lease Information - Cost	ASSET_LEASE_02	Asset Management, Financial Management, Leased Assets, Update Lease Information, Cost	Update cost, ChartField, and depreciation data for a leased asset.
Express Add - Step Lease Payment	ASSSET_LEASE_05	Asset Management, Financial Management, Leased Assets, Express Add, Step Lease Payment	Enter a step-lease payment schedule.
Update Lease Information - Step Lease Payment	ASSET_LEASE_05	Asset Management, Financial Management, Leased Assets, Update Lease Information, Step Lease Payment	Update a step-lease payment schedule.
Express Add - Payment Schedule	ASSET_LEASE_03	Asset Management, Financial Management, Leased Assets, Express Add, Payment Schedule	Create or view lease payment schedules.
Update Lease Information - Payment Schedule	ASSET_LEASE_03	Asset Management, Financial Management, Leased Assets, Update Lease Information, Payment Schedule	Update lease payment schedules.

Creating a Lease

Access the Express Add - Definition page.



Express Add - Definition page (1 of 2)



Express Add - Definition page (2 of 2)

Profile ID Enter an ID if you want to use the default information from an asset profile to define 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.

Trans Date (transaction date) and **Acctg Date** (accounting date)
Enter a transaction date and accounting date for the lease. For leases, the payment date is based on the transaction date. For example, if a lease begins in October and you need to start the payments in the same month, enter a transaction date of October 1. The accounting date has no bearing on the payment date.

CAP#(capital acquisition planning number) and **Seq#**(sequence number)
Select the associated Capital Acquisition Plan number for this leased asset or look up the associated Asset ID Sequence number if one has been assigned.

Trans Code (transaction code)
Select the accounting entry template used for transactions relating to this asset.

Currency
Select the currency to be used for the transactions processed with this asset.

Rate Type
The exchange rate that is defined for the default book for the business unit appears by default in this field. You can select a different rate type.

Note. If you want to perform a physical inventory with PeopleSoft Asset Management, your assets must use tag numbers.

Lease Information

Acceptance Date
Indicates the date the lease contract is accepted (signed and returned to the lessor). If you complete the Interim Rent (Monthly) field in the Lease Term group box, you must enter an acceptance date that is earlier than the commencement date of the lease. Interim rent starts on the acceptance date and ends on the commencement date. You enter the amount of the interim rent in the Interim Rent (Monthly) field.

Lease End Date and **Receipt Date**
These are information-only date fields.

Expiration Date and **Commence Date**
These fields represent the first and last lease payment date (regardless of Interim rent), and appear only after you save the page.

Lease Term

Lease Term
Enter the number of periods in this lease.

Estimated Life
The number of periods that you entered in Lease Term field appears by default. You can change this value.

Interest Rate (%) (interest rate percentage)
Enter the approximate percentage of profit the lessor gains by leasing the asset to you. This number must be an annual interest rate percentage in whole numbers.

Borrowing Rate (%)
Enter the interest rate that you would have incurred at the inception of the lease if you had borrowed the necessary funds to purchase the leased asset. This number must be an annual interest rate percentage in whole numbers.

Payment Schedule ID
If you would like PeopleSoft Asset Management to define a lease payment schedule, enter a payment schedule ID. Capital leases must have a payment

schedule ID. The values that you can select are set up on the Payment Schedule page when you specify the payment frequency and number of periods.

Fair Market Value

Enter the fair market value. The system uses the fair market value to verify the lease type. The system calculates the capitalized lease amount using the lesser of the Present value of Lease Payments and Fair Market Value field values.

If the Present value of Lease Payments is less than the fair market value, the capitalized lease amount equals the present value of the MLP.

If the fair market value is less than the Present value of Lease Payments, the capitalized lease amount equals the fair market value.

You may want to change the interest rate so that the net present value equals the fair market value.

If you do *not* enter a fair market value, the capitalized lease amount equals the present value of the MLP.

Guaranteed Residual Value

Calculates depreciation based on the amount of the residual value of the leased asset guaranteed by the lessee to the lessor and considered as part of the minimum lease payments.

BPO (bargain purchase option)

Select if this lease includes a bargain purchase option, which 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)

Select if this lease includes a bargain renewal option, which requires a payment if the lease agreement grants the lessee the right to renew or extend the lease. If the agreement specifies that the lease must be renewed or extended, a penalty might be required for failure to renew.

Transfer Ownership end lease

Check if there is an ownership transfer of the asset at the end of the lease period.

Step lease

Select if the lease is a step lease. A step lease features variable payment amounts and/or variable timing over the term of the lease.

If you select this check box, you do not have to enter anything on the Cost page.

Minimum Rental Payment (MRP)

Enter the minimum rental payment. This field is not required for step leases.

Note. You must either enter a minimum rental payment here or complete the cost information on the Cost page. Otherwise, the system cannot calculate the lease payment schedule.

Minimum Lease Payments (MLP)

Enter a minimum lease payment.

- If there is no bargain purchase option (and you entered a bargain renewal option instead):

  MLP = (MRP × Lease Terms / 12 periods per year × number of payments per year) + Guaranteed Residual + BRO.

- If there is a bargain purchase option:

MLP = (MRP × Lease Terms / 12 periods per year × number of payments per year) + BPO.

Present Value Lease Payments

Displays the present value of the lease payments for a step lease.

The system uses two formulas to determine the present value of the total payment for a step lease.

- For the first payment in the schedule, the formula looks at the present value of an ordinary annuity for a series of payments of any amount.

  P1 = Pymt × ([1 – (1 + Intr) ^ -npymt] / (intr))

  where:

  P1 = Present value of an ordinary annuity.

  Pymt = Periodic payment amount.

  Intr = Periodic interest rate.

  npymt = Number of payments.

- For payments that are made after the first payment, the formula looks at the present value of a single future amount:

  P2 = Single_Future_Pymt × (1 / (1 + intr) ^ nper)

  where:

  P2 = Present value of a single future amount.

  Single_Future_Pymt = Future amount.

  intr = Periodic interest rate.

  nper = Number of periods.

The example illustrates the calculations using an interest rate of 7.2 percent.

Number of Terms	Frequency	Payment Amount
6	Monthly	400 USD
18	Monthly	350 USD

PV1 = Present value of the first payment in the schedule:

400 USD × ([1 - (1 + 0.01) ^ -6] / (0.01)) = 2,350.40 USD

PV2 = Present value of the second payment in the schedule:

[350 USD × ([1 - (1 + 0.01) ^ -18] / (0.01))] × (1 / 1.01 ^ 6) = 5,744.88 USD

Present value of the total cash flow = 2,350.40 + 5,744.88 = 8,095.28 USD

Note. The lease term during the renewal period is considered part of the overall lease term.

Capitalized Lease Amount Enter the 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, look at a full payment schedule for a simple capital leased asset with a capitalized amount of 10,500 USD, an interest rate of 7 percent, a monthly payment of 908.53 USD, and 12 periods per year.

Period	Residual Capitalized Lease Amount in USD	Obligation Reduction	Interest Expense	Payment in USD
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 (Monthly) Enter the amount of monthly interim rent for a capital or operating lease. Interim rent is common for quarterly leases. Interim rent starts on the acceptance date and ends on the commencement date of the

lease. Once the lease officially begins, the normal rental payment amount is tracked by the lease payment schedule.

PeopleSoft Asset Management prorates the first month of interim rent. You can see interim rent payments on the Express Add - Payment Schedule page (ASSET_LEASE_03).

Select Capitalize Interim Rent if you want to include these interim payments as part of your asset cost.

Note. You must post journal entries for interim rent each month by running the Depreciation Close process (AMDPCLOS).

Capitalize Interim Rent Select this check box to capitalize. When selected, the interim rent is added to the cost of the leased asset.

Calculate Click to have the system calculate the lease payment schedule.

Before the system can calculate the lease payment schedule, you must have:

- Defined a payment schedule.
- Entered (for leases other than step leases) the minimum rental payment on this page or entered cost information on the Express Add - Cost page.
- For step leases, entered payment information on the Express Add - Step Lease Payment page.

You can see the results of the calculation on the Express Add - Payment Schedule page.

Lease Payment Type

Select a payment type: Advance or Arrears. You can use either type for both capital leases and operating leases. More details on these two payment types are provided in this table.

Calculation	Advance Payment Type	Arrears Payment Type
Present Value Factor	Total payment terms for present value factor excludes the term of the advance (or first) payment.	Total payment terms for present value factor equal the total terms of the lease.
Present Value of Minimum Lease Payments	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.

Advance Select if an asset is leased with the first payment due before the lease begins. For advance payments, the interest expense is not calculated.

If the present value is calculated on a lease with 12 monthly payments of 100.00 USD and an interest rate of 7 percent, then the calculated present value factor is 10.6254.

Calculated present value = 100 USD + 10.6254 × 100 = 1,162.54 USD

Arrears An arrears payment type means that an asset is leased with the payment due at the end of the period. This is the lease payment type by default. If the present value is calculated on a lease with 12 monthly payments of 100.00 USD and an interest rate of 7 percent, then the calculated present value factor is 11.5571.

Calculated present value = 11.5571 × 100 = 1,155.71 USD

Lease Type

When you select the lease type, you can ask the system to look at the data you've entered so far and verify that you have selected the correct lease type for a country. If you do not select either the Capital or the Operating radio button, the system selects the lease type for you. The system can verify the lease types for the U.S., Canada, Germany, and Australia. Canada uses the same criteria as the U.S. for classifying capital and operating leases. Germany uses a higher threshold for the lease term (90 percent instead of 75 percent).

Note. You cannot change a lease type from capital to operating or from operating to capital. If you must change the lease type, you must first retire the leased asset and then reenter the lease with the appropriate lease type.

Capital Select if the lease is a capital lease.

According to FASB 13, a capital lease must meet one of the following 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 percent or more of the asset life. (In Germany, the lease term is 90 percent of the leased asset's economic life.)
- The present value of the minimum lease payment is 90 percent or more of the fair market value of the asset.

Operating Select if the lease is an operating lease.

Verify Click this button to have the system verify if the lease meets the criteria for a capital lease or an operating lease. If the lease type meets the criteria, the system displays a message confirming that the criteria for FASB Statement 13 has been met. If you do not have to select the Capital or Operating option before clicking the Verify button, the system looks at the information that you have entered on this page about the lease, including the country code, and selects the lease type for that country.

Note. This verification test is disabled for leased assets entered using an Indian business unit; designation of capital or operating leases is manual for assets in India.

See Chapter 25, "Using the Global Features of PeopleSoft Asset Management," (IND) Establishing Options to Meet Indian Requirements, page 464.

(Optional) Entering Information About Cost, ChartFields, and Depreciation

Access the Express Add - Cost page.

If you did not enter a minimum rental payment (MRP) on the Express Add - Definition page, you must complete the cost information on this page.

The system uses the cost information on this page to calculate the lease payment schedule. Use the Cost, Chartfields, and Depreciation tabs to enter more details. Because the ChartFields are effective-dated, you can use them to track transfers.

Note. If you are working with a step lease, you do not have to enter any information on this page.

Viewing or Updating a Step-Lease Payment Schedule (Optional)

Access the Express Add - Step Lease Payment page.

If you checked the Step lease check box on the Express Add - Definition page, you can use this page to change payment information.

Enter a line number, enter the lease term (number of periods), select a payment frequency, and enter a payment amount. For example, you could define a step lease consisting of 6 monthly payments of 400.00 JPY followed by 18 monthly payments of 350 JPY.

If you are defining a skip payment, enter a payment frequency, the number of lease terms, and a payment amount of zero (*0.00*).

Note. The line numbers must be 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.

After you are done working with this page, you must return to the ExpressAdd - Definition page and click the Calculate button to generate the lease payment schedule.

Viewing or Updating a Lease Payment Schedule

Access the Express Add - Payment Schedule page.

The system calculates the payment schedule on this page when you click the Calculate button on the Express Add - Definition page.

You can update the information on this page as needed.

Note. In case of capitalizing the interim rent, payments are noted with a *C*rather than *I* next to the payment line. You can change this designation by modifying message number 8015,37, using the PeopleTools Message Catalog.

If you elect to process periodic depreciation accounting entries, PeopleSoft Asset Management creates the journal entries shown in the following table.

Action	Debits	Credits
Add	• AD Accumulated Depreciation • FA Leased property under capital leases (capitalized lease amount)	• DE Depreciation Expense • LO Obligations under capital leases
Adjust	• AD Accumulated Depreciation • FA Leased property under capital leases (capitalized lease amount)	• DE Depreciation Expense • LO Obligations under capital leases
Transfer In	• FA Leased property under capital leases (capitalized lease amount) • DE Depreciation Expense	AD Accumulated Depreciation
Transfer Out	AD Accumulated Depreciation	• FA Leased property under capital leases (capitalized lease amount) • DE Depreciation Expense
Retire	• CA Proceeds [Proceeds] • LO Obligations under capital leases [Guaranteed Residual] • AD Accumulated Depreciation [Current Reserve] • LO Obligations under capital leases [Remaining Lease Payments]	• LG Guaranteed Residual Payable [Guaranteed Residual] • FA Leased property under capital leases [Current Cost] • GL Gain/Loss on leased property [Remaining Payments + ((Proceeds − Removal Cost) + (Cost − Reserve))]

Creating Lease Expense Schedules

This section discusses creating lease expense schedules by running the Lease Expense Schedule process.

You must run this process:

- After setting up a step lease.
- After adjusting transactions in a step lease.
- Before running the depreciation close process.

Note. The purpose of running the lease expense schedule process is to prorate payment and interest expenses so that the proper amounts are sent to the general ledger (GL) according to the FASB. You must run this process for all leases that have non-monthly payment schedules.

AMLSESCH reads PS_LEASE_SCHEDULE and creates PS_LEASE_SCHED2, which contains all the step-lease non-monthly payment information. AMDPCLOS reads PS_LEASE_SCHED2 (through PS_LEASE_CHART3_vw) to distribute the payment and interest expenses to the GL.

The Lease Expense Schedule process spreads non-monthly lease payments(such as quarterly payments) throughout the year, dividing them into monthly amounts on the lease expense schedule. The results are different for capital leases and operating leases:

- For operating leases, the lease expense schedule allocates non-monthly payments to monthly amounts.
- For capital leases, the lease expense schedule allocates non-monthly interest expense to monthly amounts, and the payment amount is fully allocated on the date that the payment is due.

  The following example uses an arrears type lease for a quarterly payment:

Payment Date	Payment Amount	Interest Expense
06/01/1998	300	33

The lease expense schedule allocates the payments as shown.

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.

Note. Operating leases do not have interest expense on the payment schedule.

Page Used to Run the Lease Expense Schedule Process

Page Name	Object Name	Navigation	Usage
Lease Expense Schedule	LEASE_SCHED2_RQST	Asset Management, Financial Management, Leased Assets, Create Expense Schedule	Run the lease expense schedule process.

Running the Lease Expense Schedule Process

Access the Lease Expense Schedule page.

Select Open Trans Range (select open transaction range) — If you select this option, use the From Open Trans and To Open Transfields to select a range of transaction values.

Select Asset Range — If you select this option, use the From Asset and To Assetfields to select the asset range.

Transferring Operating Leases

This section describes how to transfer an operating lease.

Page Used to Transfer Operating Leases

Page Name	Object Name	Navigation	Usage
Operating Lease Chartfields	LEASE_OPER_TFR_01	Asset Management, Financial Transactions, Leased Assets, Transfer Operating Lease	Transfer an operating lease, for example, from one department to another.

Transferring an Operating Lease

Access the Operating Lease Chartfields page.

This page displays the current ChartFields for the lease.

Use the New Chartfields section to change the Oper Unit(operating unit), Fund Code, Department, Program, Class Field, Budget Reference,Product, Project,and Category. The Category field is required for an operating lease.

Click the Edit Trans Dates button to change the transaction date or the transaction accounting date.

Retiring or Reinstating Leases

Leased assets are retired or retired and reinstated using the same processes as all other assets. Review those sections of this PeopleBook for more information.

See Also

Chapter 21, “Retiring Assets,” page 363

Generating Lease Reports

PeopleSoft Asset Management has several reports that you can use to view information about leases that is required to satisfy generally accepted accounting principals and to comply with FASB 13. You can use the lease reports provided to view when a lease expires, create an annual footnote disclosure report, view summary or detail information about a specific lease, or view a lease amortization schedule.

You may also review operating leases

You must run the Lease Expense Schedule (LEASE_SCHED2) process before you run a lease report.

This section discusses how to generate the:

- Lease Expiration report.
- Lease Footnote Disclosure Summary and Lease Footnote Disclosure Detail reports.
- Lease Summary Information, Lease Detail Information, and Lease Amortization Schedule reports.

Pages Used to Generate Lease Reports

Page Name	Object Name	Navigation	Usage
Lease Expiration	RUN_AMLE2400	Asset Management, Financial Reports, Leased Assets, Lease Expiration	Define the run parameters for the Lease Expiration report (AMLE2400). Use the report to list leases that expire as of today's date, after a certain number of days from a specified date, or within a date range that you select.
Lease Footnote Disclosure	RUN_AMLE2300	Asset Management, Financial Reports, Leased Assets, Footnote Disclosure	Define the run parameters for a Lease Footnote Disclosure Summary or Detail report (AMLE2000). Use at the end of each fiscal year to view all outstanding capital and operating lease commitments for the next five years. The report also provides the monthly lease payment and yearly totals.
Lease Information	RUN_AMLE2000	Asset Management, Financial Reports, Leased Assets, Summary or Detail	Define the run parameters for the following reports: • Lease Summary Information (AMLE2000) • Lease Detail Information (AMLE2100) • Lease Amortization Schedule (AMLE2200)

See Also

Appendix E, “PeopleSoft Asset Management Reports,” page 601

CHAPTER 10

Adjusting and Transferring Assets

This chapter provides an overview of adjusting and transferring assets, and discusses how to:

- Adjust cost and transfer assets.
- Transfer parent-child assets to other business units en masse.
- Revaluing assets in mass.
- Update non-capitalized costs.
- View cost history.
- Update your general ledger with adjustments and transfers.
- Modify or delete pending asset transactions.

Understanding Adjusting and Transferring Assets

Periodically, it is necessary to make changes to asset records in order to correct errors or add newly received information. Modifications can be made to any information that has been entered about assets, including cost, quantity, depreciation rules, location, physical attributes and so on.

Some of these changes have a financial or tax impact. 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

To adjust cost and transfer assets:

- Select the type of transaction, enter accounting and transaction dates, and specify the transaction data required to update your general ledger.
- Make the actual adjustments or cost entries.
- 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. A separate Application Engine process is provided for transferring Parent-Child assets between business units.

Note. Adjustments to parents don't automatically filter down to the child assets; therefore the Child Asset page won't appear for adjustments. Instead, add another child asset. A reminder message stating that child assets are associated with the parent asset you are adjusting will display.

- 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, PeopleSoft 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.

See Also

Chapter 6, "Adding and Maintaining Assets ," Creating Parent-Child Asset Relationships, page 155

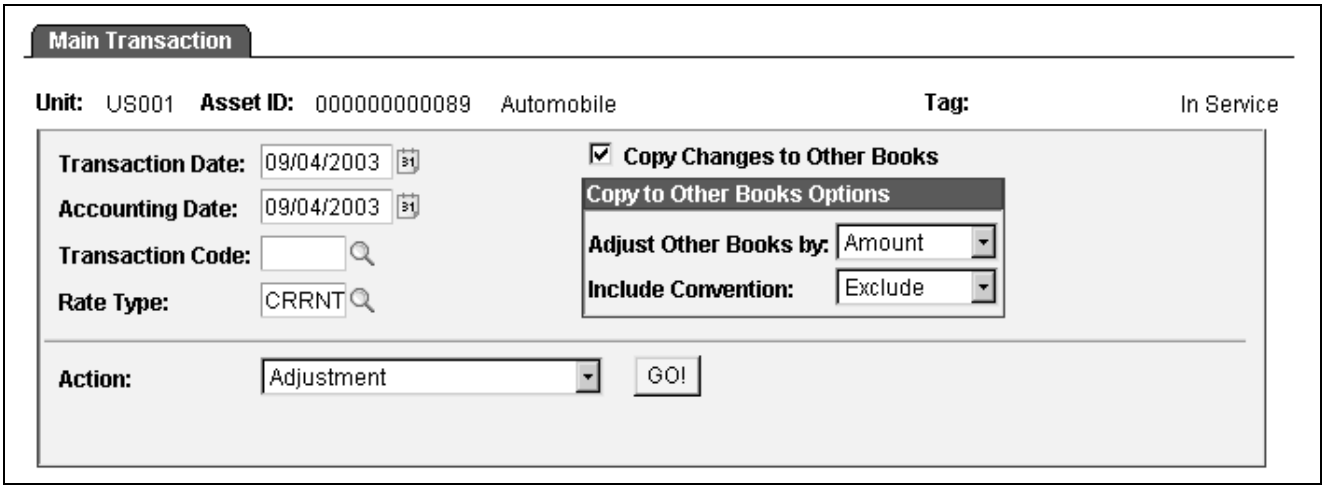
Pages Used to Adjust Costs and Transfer Assets

Page Name	Object Name	Navigation	Usage
Main Transaction	ASSET_COST_01	Asset Management, Financial Management, Financial Transactions, Cost Adjust/Transfer Asset	Identify the transaction you want to perform.
Cost Information	ASSET_COST_01A	Click the GO! button on the Main Transaction page.	Enter or adjust cost information required by the transaction you initiated from the Main Transaction page.
Asset Location Transfer	ASSET_COST_02_S2	Click the Change Location link on the Cost Information page.	Change the location for an asset.
Asset Cost IU Transfer	ASSET_COST_02	Click the InterUnit Transfer Optionslink on the Cost Information page.	Select the asset information you want transferred with the asset. The link only appears on the page after you select *Fixed Price MarkUp* as the action on the Main Transaction page.
Transfer To/From Books	ASSET_COST_02_S1	Click the Transfer To/From Books the on the Cost Information page.	Specify how cost information for the transfer will be passed between business books.
InterUnit Proceeds	N/A	Click the Proceeds button on the Cost Information Page. This button only appears on the page when you select *Fixed Price MarkUp* as the action on the Main transaction page.	Apply a markup or markdown to the asset you are transferring.

Page Name	Object Name	Navigation	Usage
Pending Transaction	COST_PENDING_TRANS	Asset Management, Financial Management, Financial Transactions, Cost Adjust/Transfer Asset, Pending Transactions	Used for workflow processing.
Child Assets	CHILD_ASSETS	Asset Management, Financial 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 on 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 on the Asset Cost/Adjust Transfer Child Assets page.	Specify transaction overrides for all child asses at once. For example, you would use this page to specify that only 50% of the cost of all child assets be transferred between departments, while the parent asset is fully transferred.

Identifying Transactions

Access the Main Transaction page.



Main Transaction page

Transaction Date and **Accounting Date** The current date or the dates specified as Operator Defaults automatically display. As a rule, transactions are entered in PeopleSoft Asset Management some time after they have occurred. Any difference between Accounting and Transaction dates will affect depreciation as well as posting.

See Chapter 6, "Adding and Maintaining Assets ," Adding and Maintaining Basic Information About Assets, page 124.

Transaction Code (Optional) Select a code to help identify which accounting entry template will be used for this transaction.

Rate Type Enter the currency exchange rate type to use for this transaction.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Processing Multiple Currencies".

Copy Changes to Other Books Select this check box to copy the changes you make to other books.

Adjust Other Books by Select to adjust the other books by *Amount* or *Percent.*

Select *Percent* to transfer a percentage of the amount from subsequent books. For example, say you have an asset with two books, Corporate and Federal. The cost amount for Corporate is USD 5000.00 and is USD 4000.00 for Federal.

If you transfer USD 2500.00 from the Corporate book, select Copy Changes to Other Books, and 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 *Amount* there will be a transfer of USD 2500.00 from both books.

If you have multicurrency business unit, the *Amount* option will be overridden by *Percent* when you transfer or recategorize an asset.

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.

Note. If you do not select the option to Copy Changes to Other Books: When the book you are changing is associated with a ledger group that contains multiple ledgers, and the Keep Ledgers In Synccheck box is selected for the ledger group, changes will be copied to other books associated with the same ledger.

Include Convention The options are to *Exclude* or *Include* a depreciation convention. The depreciation convention automatically displays *AM* (actual month) for all transactions. If you choose to have the convention included, the convention will be copied to all books. If you choose to have the convention excluded, the convention will not be copied to all books. You can override each book separately at the transaction level also.

Action Select the financial transaction to be performed. Select an Action and click the GO! button:

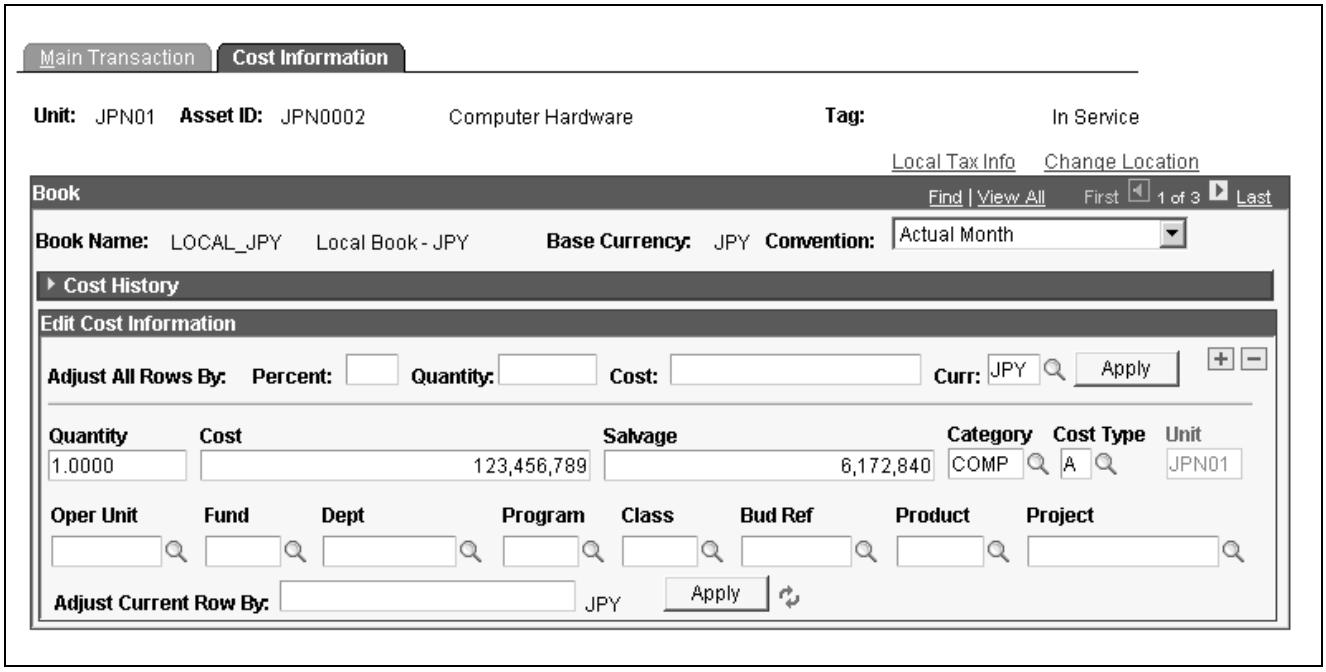
- *Addition:*

Adds an adjustment cost line with transaction type of *ADD* as a result of alternate or multiple funding sources, etc. This option works the same as Adjustment, except that the transaction type in the cost table will be *ADD* instead of *ADJ*. If you use multiple currencies to track asset transactions, access toTransaction Currency fields for Adjust All Rowsand Adjust Current Row Byare available. When you click Apply, these fields are unavailable for entry. The transaction cost is converted to the base cost and added to the total cost of the asset. Exchange rates cannot be viewed from this component.

- *Adjustment:* Adjusts cost or quantity of an existing row and adds a line with a transaction type of *ADJ*. If you use multiple currencies to track asset transactions, access toTransaction Currency fields for Adjust All Rowsand Adjust Current Row By are available in this activity. When you click Apply, these fields are unavailable for entry. The transaction cost is converted to the base cost and added to the total cost of the asset. Exchange rates cannot be viewed from this component.
- *Fixed Price MarkUp:* Applies a markup to the asset you are transferring. Transaction Currency fields are grayed out for this activity.
- *InterUnit Transfer:* Transfers an asset from one business unit to another with different legal entities. Transaction Currency fields are unavailable for entry for this activity.
- *Recategorize:* Changes an asset category or cost type. Asset Categories classify assets by type for accounting entry purposes. Transaction Currency fields are unavailable for entry for this activity.
- *Revaluation:* Revalues an asset by percentage. Revaluation occurs as a result of a monetary revaluation or for to account for inflation and is prescribed by a governmental entity. Used mostly in countries with high rates of inflation. Transaction Currency fields are unavailable for entry for this activity.
- *Transfer:* Transfers an asset within the same business unit. For example, between two departments or two operating units as an *intraunit* transaction as opposed to a transaction between two distinct and separate business units, or *interunit* transaction.Transaction Currency fields are unavailable for this transaction.

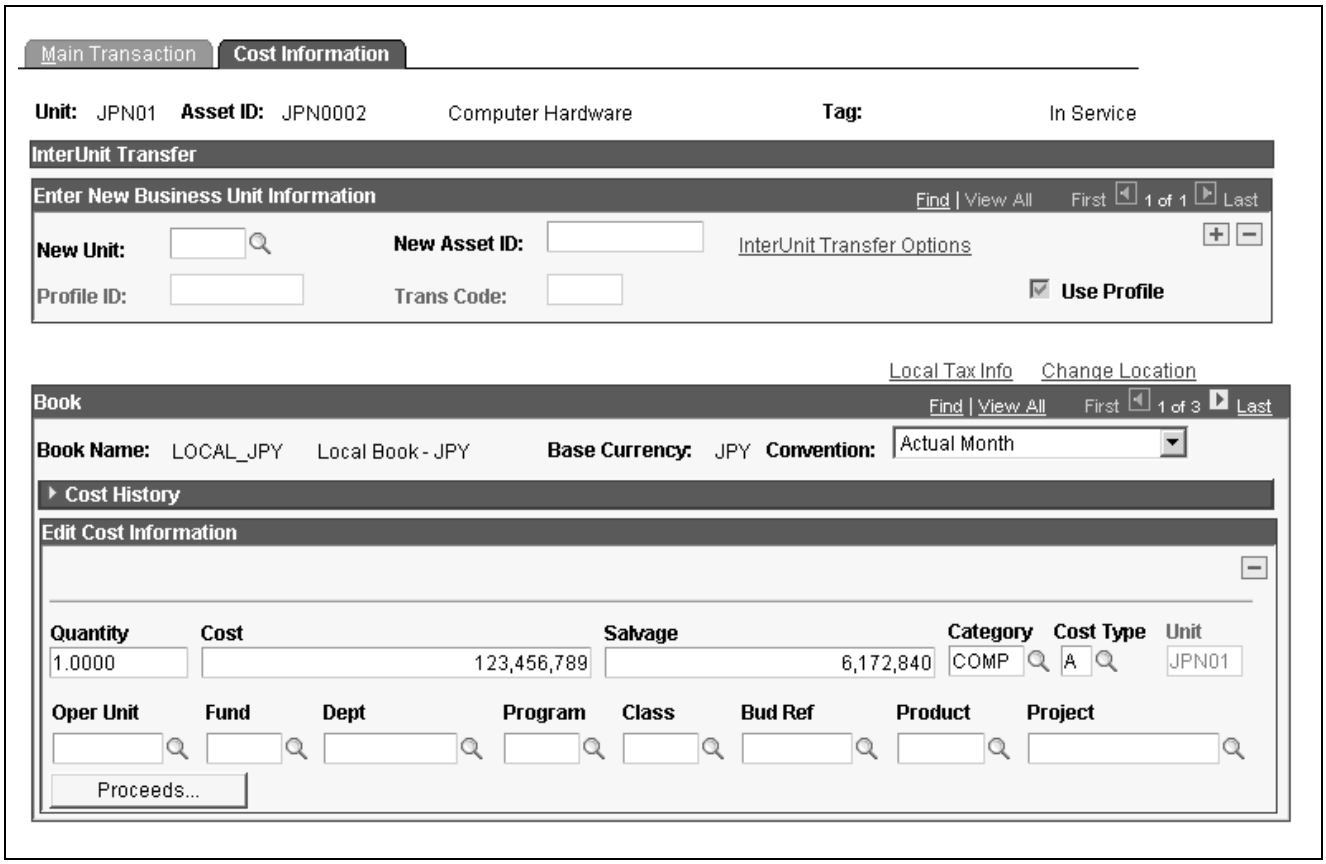
Entering Cost Information For Transactions

Access the Cost Information page.



Cost Information page (1 of 2)

In this example, the page displays different fields and value options for addition, adjustment, recategorization, revaluation and transfer activities.



Cost Information page (2 of 2)

In this example, the page displays interunit transfer or fixed price markup activity information.

Note. If you wish to perform multiple transactions, complete one transaction, then save and reenter the page to begin the next transaction. Doing so preserves the audit trail for each transaction.

Note. Transaction currency appears by default from the asset book base currency. Each line can reflect a different transaction currency depending on the transaction. Balances are displayed in the base currency after the transaction currency is converted to the base currency.

Change Location Click this link to change the asset's location.

Convention Convention appears by default as *Actual Month* for all transactions. If you selected the Copy Changes to Other Books check box on the Main Transaction page, convention will not be copied to all books. You need to override each book separately.

Cost History Shows cost balance for the selected asset. You cannot update information here, but you can review cost rows and their associated ChartFields for an asset.

We discuss the remaining fields on the Cost Information Page in the context of the transaction being performed. Some fields will only be available for certain transactions.

Note. If the asset transactions you want to adjust are still pending (depreciation has not yet been run), you may, depending on the transaction type, be able to delete or change them.

Cost History

Expand this group box to view cost information.

Edit Cost Information

Add new cost rows in the Edit Cost Informationgroup box.

Cost,Cost, and **Quantity** Enter as necessary, and enter additions, adjustments for any appropriate ChartFields.

Adjusting Total Cost or Quantity

You can adjust the total cost of an asset by either a percentage of its original cost or by a specific cost amount.

Adjust All Rows By: Enter the appropriate percentage or amount in the appropriate fields: Percent, Quantity, and Cost. The default is a positive adjustment. To make a negative adjustment, enter a negative percentage or amount. In a transaction, you can either adjust the cost by percent or cost but not both.

You can adjust the total quantity of an asset by entering the Quantity adjustment. The default is a positive adjustment. If you would like to make a negative adjustment, you must enter a negative quantity.

Apply Click to prorate the adjustment and add it to each cost row, in cases of multi-chartfield asset. If the asset has one ChartField combination, the cost will be added to the total cost. The system will automatically

calculate and display the adjusted total cost. If the cost entered is in a different currency than the base currency of your book, the cost will be converted to the base currency before the cost rows are adjusted.

Note. Changes are only applied to the current book unless you have select the Copy Changes to All Books check box on the Main Transaction page. If you select this option, your changes will be visible after you save the page and then restart it.

Note. Currency for Adjust by Percent is the same as the base currency of the book. However, Currency for Adjust by Cost can be any valid value.

Apply Click 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

Cost Quantity To adjust the cost or quantity for a particular cost row, enter the new field values or directly into the 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. 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.

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.

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 correctly allocate asset cost and depreciation expense. You can perform full, partial, or retroactive transfers.

Note. This Transaction describes 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 – Edit Cost Information

A full transfer requires you to transfer all units or the total cost of the asset.

Oper Unit(operating unit), **Dept**(department),**Program, Product,** and **Project** (And any other delivered or customized Chartfield)	Enter the new values into the appropriate fields.

Partial Transfers – Edit Cost Information

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.

Oper Unit(operating unit), **Dept**(department), **Project,**or **Product** (And any other delivered or customized Chartfield)	For each transfer, select the appropriate ChartFields and enter Quantity and Amount in the Edit Cost Information group box. For example, suppose Department 43000 has two automobiles, worth a total of 60,000 JPY. We plan to transfer one car from department 43000 to 12000, and the other from department 43000 to 14000. Since the cost of the assets will eventually be allocated to two separate sets of ChartFields, we'll need to perform two separate transfers. Each transfer will move 30,000 JPY out of department 43000 and into departments 12000 and 14000.

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 – Edit Cost Information

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 the new reclassification.

Category and **Cost Type**	Change the values as needed. Recategorizing an asset affects depreciation.

Revaluing Assets

Asset Revaluation is primarily done in countries with high rates of inflation.

Cost Type	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. The system will create an adjustment cost line with Cost Type of *R*.

Note. Entering changes to cost information and transacting transfers, recategorizations, revaluations, etc., affect prior calculated depreciation and accounting entries. You must run both depreciation and accounting entry processing when you make these changes.

Transferring Assets to Other Business Units (InterUnit Transfers)

PeopleSoft Asset Management gives you full 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 report to different General Ledger business units, it is recommended 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 populates by default as *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 accounting entry templates that exist will be accepted.

Click the InterUnit Transfer Options link 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.

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.

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.

Note. Transaction currency is defaulted from the base currency of the book. Each line can reflect a different transaction currency depending on the transaction. Balances are displayed in the base currency after the transaction currency is converted to the base currency.

See Also

Chapter 3, “Establishing Asset Management Business Units,” Defining Business Unit Processing Options, page 36

Chapter 10, “Adjusting and Transferring Assets,” Transferring Parent-Child Assets to Other Business Units (InterUnit Transfers) In Mass, page 238

Chapter 10, “Adjusting and Transferring Assets,” Transferring Parent-Child Assets to Other Business Units (InterUnit Transfers) In Mass, page 238

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.

Note. 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
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.

Note. 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

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

Marking an Asset Up or Down

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.

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.

Selecting a Child Asset

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.

Entering 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.

Adding 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) In Mass

You can transfer parent-child assets from one business unit to another by running the AM_PARCHD_IU Application Engine process.

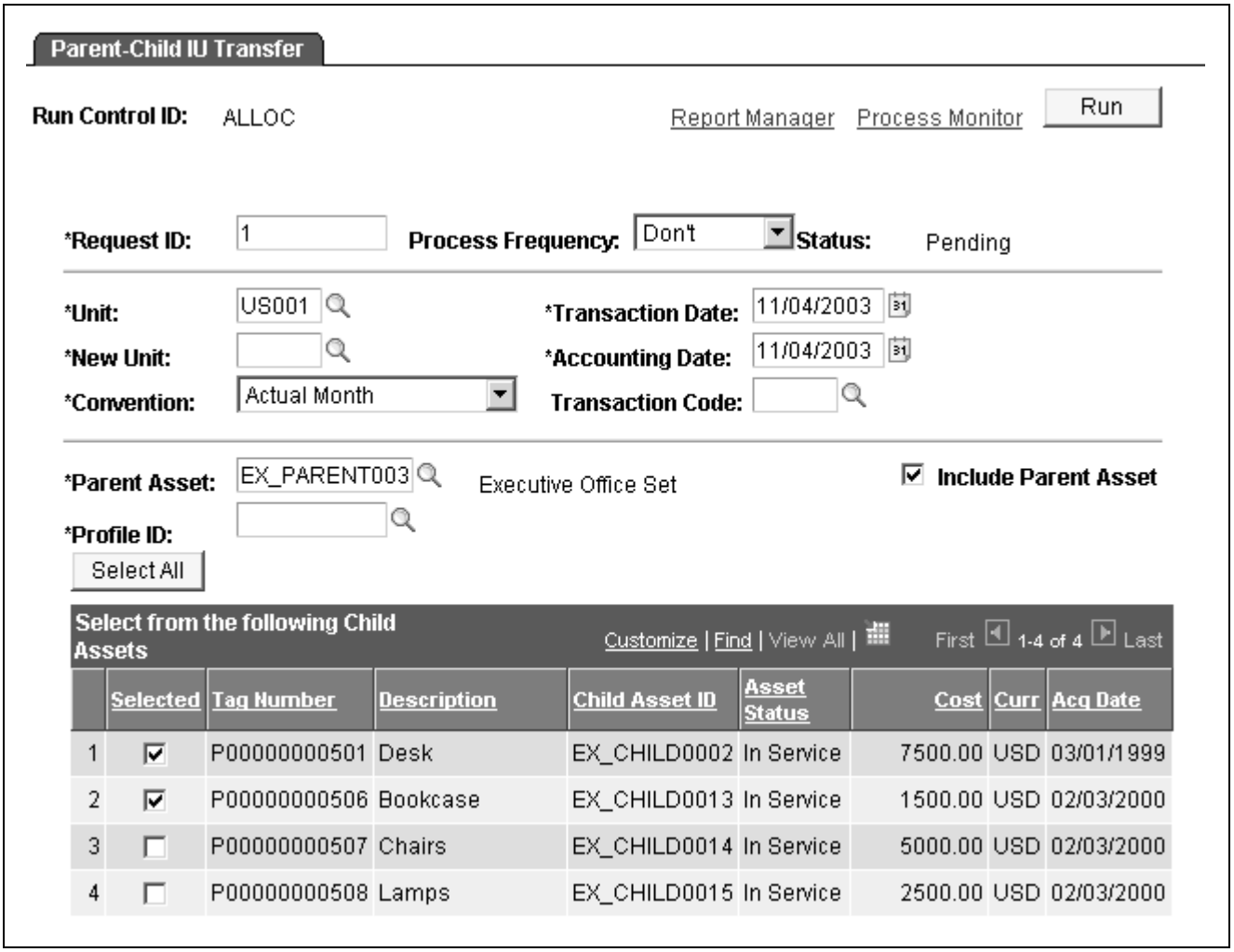
To transfer parent-child assets to other business unit en masse, access the Parent-Child IU Transfer page.

Page Used to Transfer Parent-Child Assets to Other Business Units

Page Name	Object Name	Navigation	Usage
Parent-Child IU Transfer	AMPARCHDIU_RQST	Asset Management, Financial Management, Parent-Child Relationship, 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 page

Unit Select the business unit from which you are transferring assets.

New Unit Select the acquiring business unit.

Profile ID Select an ID that is valid for the new business unit to set up book reporting.

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 Clear this check box to enable you to transfer at once all or selected child assets while leaving the parent asset out of the transaction.

Revaluing Assets In Mass

You can run a process to revalue assets en masse that meet the criteria you specify. To revalue assets en masse, access the Mass Revaluation page to run the AMREVAL_RQST process.

Page Used to Revalue Assets In Mass

Page Name	Object Name	Navigation	Usage
Mass Revaluation	AMREVAL_RQST	Asset Management, Financial Management, Financial Transactions, Revaluation in Mass	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

Page Name	Object Name	Navigation	Usage
Update Non-Capitalized Costs	ASSET_NON_CAP_UPD	Asset Management, Financial Management, Financial Transactions, 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, Financial Management, History, Review Cost	View a history of an asset's transactions.
Cost History Detail	ASSET_TRANS_02	• Asset Management, Financial Management, History, Review Cost, Cost History Detail • Click the Detail link on the Cost History List page.	View more detail about a specific transaction.
Non Cap History List	ASSET_TRANS_03	Asset Management, Financial Management, History, Review Cost, Non Cap History List	View a history of a non-capitalized asset's transactions.
Non Cap History Detail	ASSET_TRANS_04	• Asset Management, Financial Management, History, Review Cost, Non Cap History Detail • Click the Detail link on the Non Cap History List page.	View more detail about a specific transaction.

Updating Your General Ledger with Adjustments and Transfers

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

Chapter 4, "Establishing Asset Processing," Setting Up Accounting Entry IDs and Templates , page 63

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Journal Generator"

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. 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.

Pages Used to Update or Delete Pending Asset Transactions

Page Name	Object Name	Navigation	Usage
Pending Trans Update/Delete (pending transaction update and delete)	PEND_TRANS_UPD_DEL	Asset Management, Financial Management, Financial Transactions, Change/Delete Pending Trans	Modify or delete asset transactions that are pending depreciation.
Asset Addition	PEND_TRANS_A1_SP	Click the Update or the Delete button on the Pending Trans Update/Delete page.	Review detail transaction information and then modify or delete the transaction.
Transaction Information	ASSET_TRNINF04_SEC	Click the Edit Trans Info button on the Pending Trans Update/Delete page.	Modify the transaction or accounting date.

Updating or Deleting Pending Transactions

Access the Pending Trans 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 review transaction information and then either modify or delete it.

Click Edit Trans Info to edit the Transaction Date, Accounting Date, and Transaction Code.

Viewing Asset Transaction Details

Access the Asset Addition page.

Depreciation Status You can change the status from *Depreciable* to *Non Depreciable.*

In Service Date Captures when the asset was placed in service. You can modify this date.

Accum Depr in Current Pd (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.

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:

Accum Depr (accumulated depreciation) 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.

Transaction Type	Fields You Can Update
ADD	Cost, Quantity, ChartFields, Category, Cost Type, In Service Date, Depreciation Status, Accumulated Depreciation
ADJ	Cost, Quantity
RCT	Category, Cost Type
TRF	ChartFields

Updating Transaction Information

Access the Transaction Information page.

Trans Code (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 Insurance, Repairs and Service

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.
- Enter insurance coverage information.

Entering Maintenance Details

At various intervals all assets require some degree of maintenance, such as routine mechanics for company vehicles or repainting an office or building. Scheduling and tracking this type of maintenance provides a more complete picture of the true costs and revenues associated with these assets.

PeopleSoft Asset Management provides the features to 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. By viewing the maintenance history of selected assets, it is possible to identify high maintenance or defective assets.

Whenever an asset requires maintenance, track exactly when the maintenance takes place, how long it will take, and how it will affect cost and performance. Annual tune-ups may require that some automobiles are unavailable at certain times. Damages to machinery can result in large expenses due to unavailable equipment as well as replacement and repair costs.

Keeping detailed records of maintenance events will helps manage the physical aspects of your assets. You can compare detailed repair estimates to actual cost, and evaluate whether a warranty or maintenance contract on the asset can lower the costs you may incur.

Pages Used to Enter Maintenance Details

Page Name	Object Name	Navigation	Usage
Asset Service/Repair Details - Event	ASSET_MAINT_01	Asset Management, Insurance/Service/Repair, Track Service and Repairs	Provide the date and time of maintenance events.
Maintenance Details	ASSET_MAINT_01_S	Click the Maintenance Description link on the Asset Service/Repair Details - Event page.	Identify the type of maintenance, party responsible for the maintenance, and the status of the maintenance.

Describing Maintenance Events

Access the Asset Service/Repair Details - Event page.

Date/Time The date and time each maintenance event was entered into PeopleSoft Asset Management.

Entering Maintenance Details

Access the Maintenance Details page.

Type You must enter a valid maintenance type in order to save the event.

Note. The rest of the fields on this page can be completed at any time.

Status Select the status of the maintenance event:

- *Complete:*

  Maintenance and repairs are done and ready for inspection.
- *Complete-Pickup:*
- *In Process:*

  Asset is undergoing maintenance or repairs.
- *Inspected:*

  Maintenance and repairs have been approved.
- *Scheduled:*

  Maintenance event has been planned and scheduled.
- *Scheduled-Pickup:*

  Asset has been scheduled for pickup.

Pickup Asset is ready for return to service.

Problem ID If applicable, enter an ID for this maintenance event.

Pickup Date Indicates when the asset was returned or when the return is planned. Click the calendar button to select a date.

See Also

Chapter 4, "Establishing Asset Processing," page 45

Entering Asset Service/Repair Statistics

In addition to tracking physical information about asset maintenance, it is useful to track detailed financial information as well. Use the Asset Repair/Service Statistics component 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.

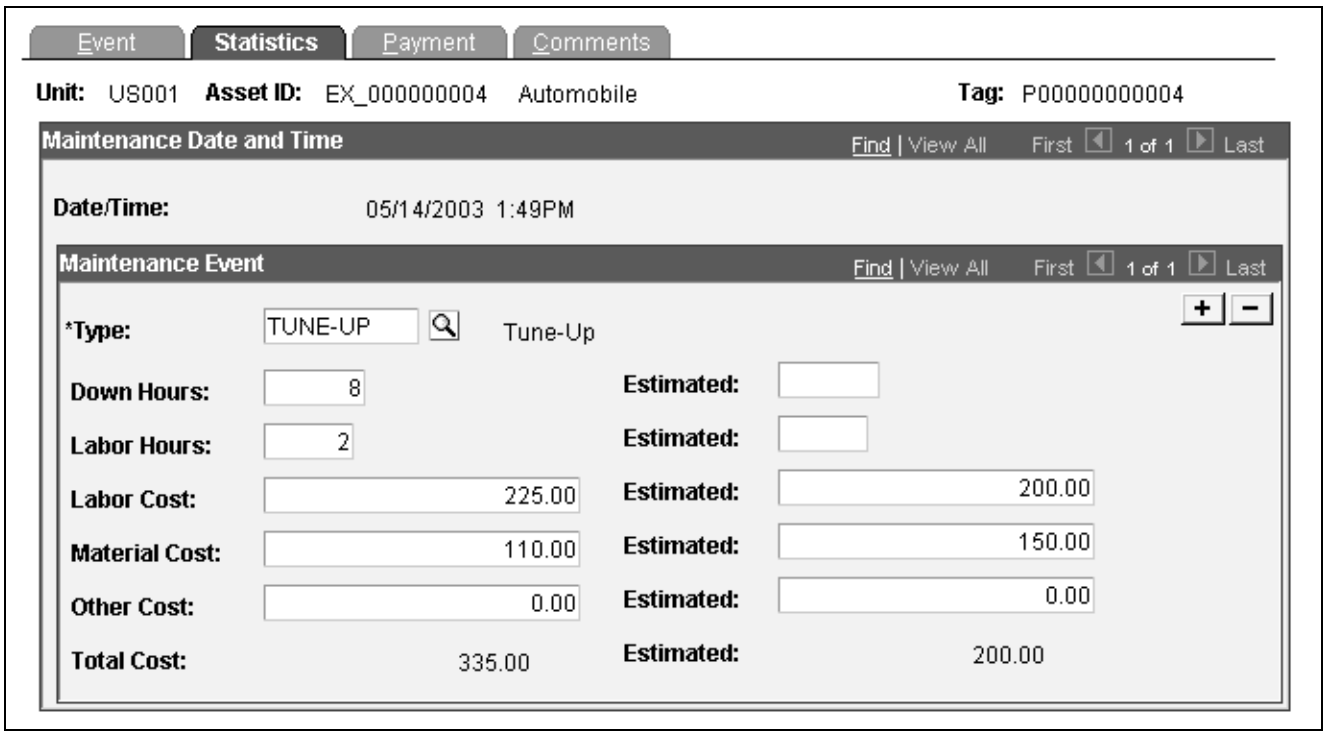
This type of detail enables you to assess asset maintenance and repair costs. For instance, as equipment grows older, it may cost more to repair and service, especially if the parts are obsolete, or out of stock. The Asset Service/Repair Statistics page helps you to see the financial picture more clearly and may be instrumental in helping you to decide when to retire or replace an asset.

Pages Used to Enter Asset Service/Repair Statistics

Page Name	Object Name	Navigation	Usage
Asset Service/Repair Details - Statistics	ASSET_MAINT_02	Asset Management, Insurance/Service/Repair, Track Service and Repairs, Statistics	Enter detailed financial information pertaining to asset maintenance.
Asset Service/Repair Details - Payment	ASSET_MAINT_03	Asset Management, Insurance/Service/Repair, Track Service and Repairs, Payment	Enter information about a parts or services vendor. You can add any number of payment records.
Asset Service/Repair Details - Comments	ASSET_MAINT_04	Asset Management, Insurance/Service/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.

Entering Financial Information for Repairs

Access the Asset Service/Repair Details - Statistics page.



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:

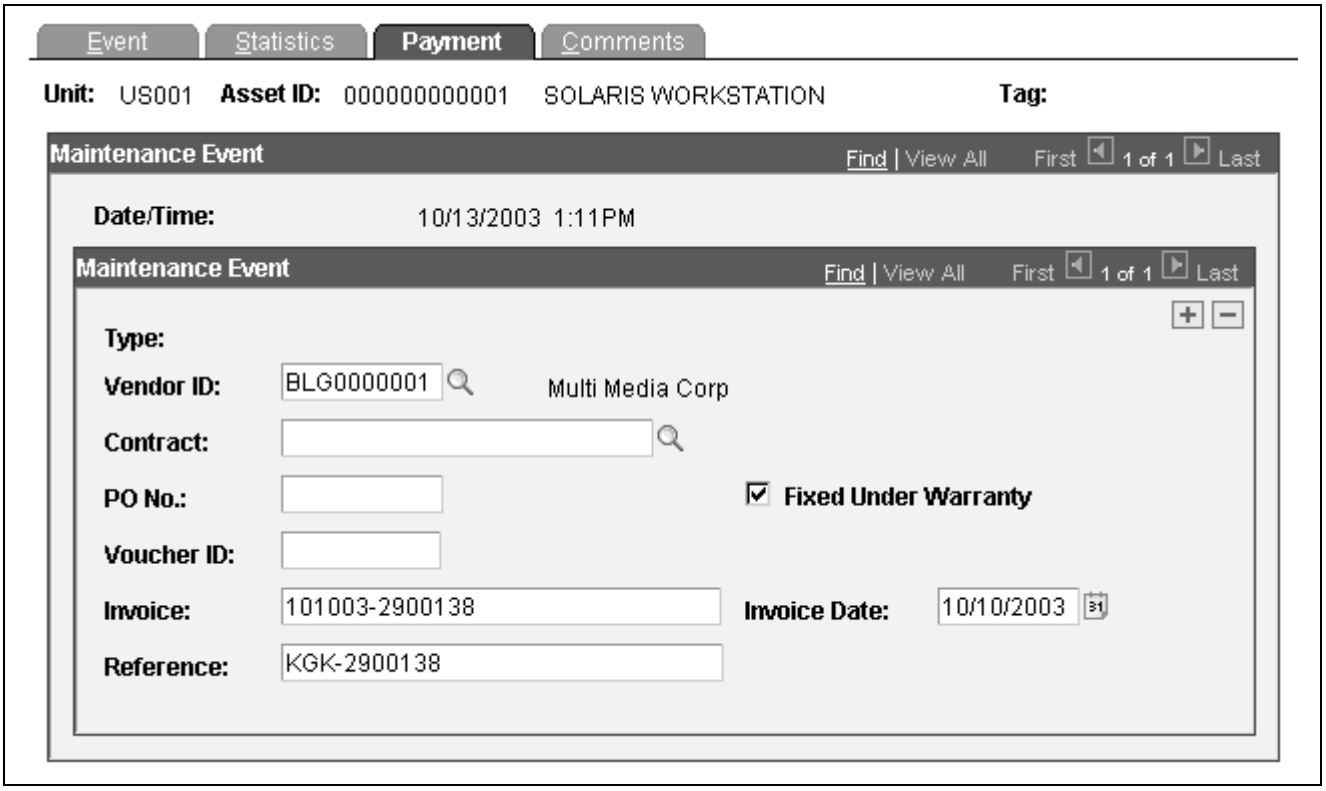
Down Hours	Length of time that the asset is unavailable for service.
Labor Hours	Length of time for repair and maintenance.
Labor Cost	Monetary expense for repair or maintenance labor.
Material Cost	Monetary expense for items used in repair or maintenance.
Other Cost	Miscellaneous costs such as subcontracting, 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.

Payment Information

Access the Asset Service/Repair Details - Payment page.



Asset Service/Repair Details - Payment page

Enter information about asset parts or services, including vendor, purchase orders and voucher IDs. You can also associate the payment with a contract ID. You can add any number of payment records.

Reviewing Maintenance History

You can view the maintenance history by type of maintenance performed or by the date the maintenance was performed.

Use the inquiry pages to 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.

Pages Used to View Maintenance Summaries

Page Name	Object Name	Navigation	Usage
Asset Service/Repair History - Maint History by Type	ASSET_MAIN_SUM_01	Asset Management, Insurance/Service/Repair, Review Maintenance History	View a summary of asset maintenance by maintenance type.
Maint History by Date	ASSET_MAINT_SUM_02	Asset Management, Insurance/Service/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. 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. Such information is 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

Page Name	Object Name	Navigation	Usage
Asset Warranty	ASSET_WARRANTY	Asset Management, Insurance/Service/Repair, Asset Warranties	Enter warranty information.

Entering Warranty Information

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 may also 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 may still 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.

To 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

Page Name	Object Name	Navigation	Usage
Maintenance Contracts - Detail	MAINT_CONTRACT_01	Asset Management, Insurance/Service/Repair, Maintenance Contract Terms	Add or modify maintenance contracts.
Maintenance Contracts - Coverage	MAINT_CONTRACT_02	Asset Management, Insurance/Service/Repair, Maintenance Contract Terms, Coverage	Enter the terms of each maintenance contract and the coverage it provides.

Adding or Modifying Maintenance Contracts

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.

Adding Maintenance Contract Terms

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 E-mail, 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

PeopleTools PeopleBook: PeopleSoft Workflow

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

Page Name	Object Name	Navigation	Usage
Asset Warranties - Parameters	RUN_AMAS1600	Asset Management, Insurance/Service/Repair, Reports, Warranties	Specify run control parameters to generate an asset warranty report.

Setting Up Asset Insurance Information

PeopleSoft Asset Management provides a page to enter asset-specific insurance coverage information, including key insured information such as insured amount and insurer details. This enables immediate online access to asset insurance information associated to a specific asset ID, rather than maintaining this information in a separate database. The Asset Insurance page captures all of the information necessary to track the insurance coverage for an asset. A query, Asset Insurance by Company, is provided to enable viewing of the insurance by business unit and vendor ID.

This section discusses how to set up insurance types and use the Asset Insurance page.

Note. (JPN) This feature satisfies the Japanese requirement to link an insurance policy ID to an asset ID.

Prerequisites to Setting Up Asset Insurance

To use the Asset Insurance page, you must establish Insurance Types.

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Page Used to Set Up Asset Insurance Information

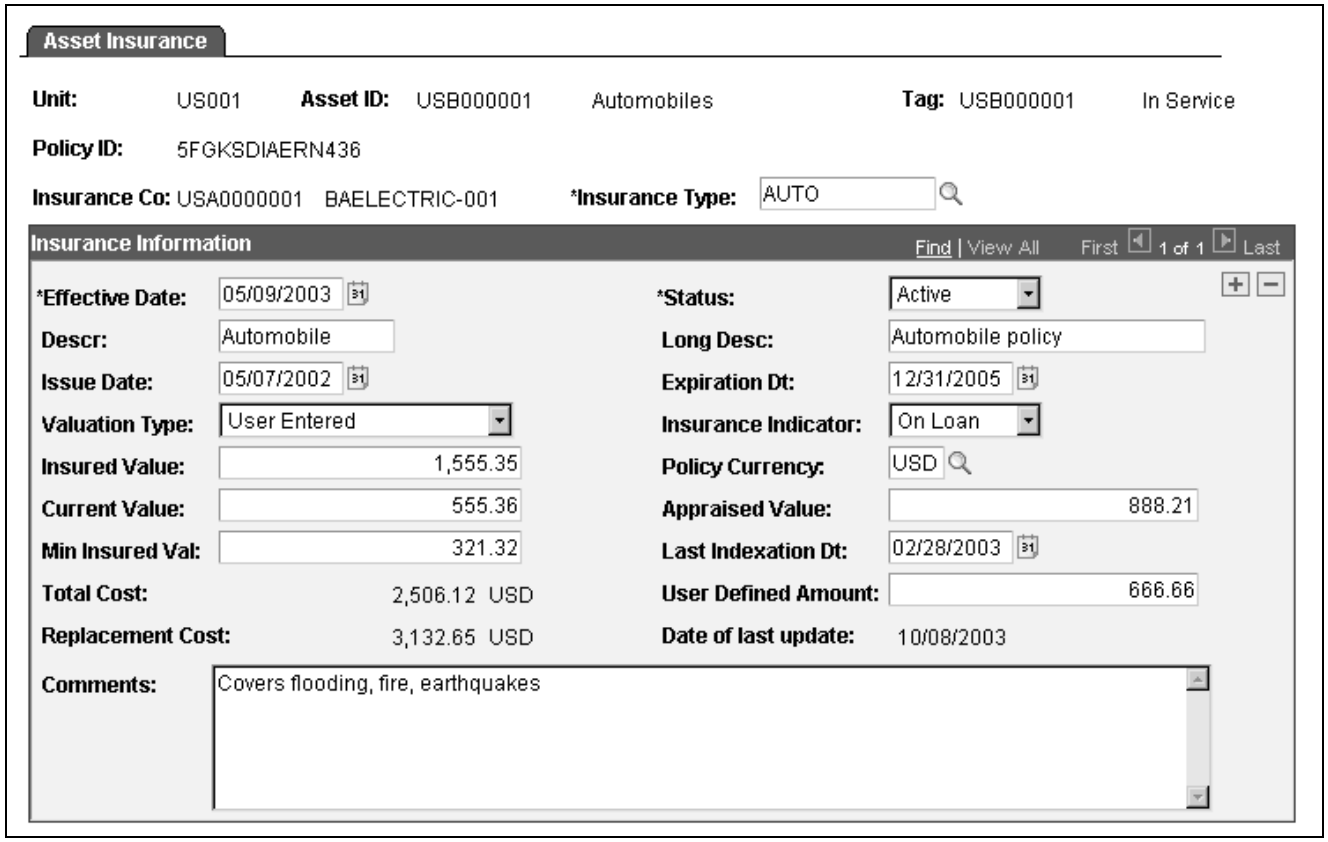
Page Name	Object Name	Navigation	Usage
Asset Insurance	ASSET_INSURANCE	Asset Management, Insurance/Service/Repair, Asset Insurance	Track insurance information by asset ID.

Setting Up Asset Insurance Vendors and Types

PeopleSoft asset insurance pages use data stored in the PeopleSoft Vendor table and the Insurance Type table. These must be defined and an asset ID established before you can set up Asset Insurance. The asset ID is primary to the policy ID associated with the Asset Insurance page, which is subordinate to the asset ID.

Setting Up Asset Insurance

Access the Asset Insurance page.



Asset Insurance page

Unit Displays the business Unit selected from the search criteria.

Asset ID Displays the Asset ID selected from the search criteria and that this insurance information is associated with.

Tag Displays the asset tag number selected from the search criteria.

Policy ID Displays the insurance policy ID if insurance information has previously been established or the ID entered when adding a new value.

Insurance Coinsurance company Displays the name of the insurance company for this coverage. The company must already be defined in the vendor file.

See Chapter 4, “Establishing Asset Processing,” page 45.

Insurance Type Display or change the Insurance Type to correspond with this policy coverage. The available insurance types are defined during the set up process.

See Chapter 4, “Establishing Asset Processing,” page 45.

Insurance Information

Effective Date The date entered in Effective Date indicates when the insurance coverage takes effect. If you want a history of changes, add new rows to the table and use effective dating to update insurance coverage, rather than making changes to the initial row.

Status Refers to the status of the Effective Date row.

Descr(description) Enter a description of the asset.

Long Descr(long description) Enter a description of the asset.

Issue Date Enter the insurance coverage issue date.

Expiration Dt(expiration date) Enter the insurance coverage expiration date.

Valuation Type Designate the insurance valuation calculation type used for this coverage. No processing takes effect as a result of this entry, but identifies the appropriate calculating method in effect. The available insurance valuation types are:

- *Curr Market Value at Mkt Rate:*(current market value at market rate) Value at market rate.
- *User Entered:* Enter a definition.
- *Value as New and Insure:* Value as new and insure if repurchased.

Insurance Indicator Designate the type of asset and risk associated with the asset:*On Loan* or *High Value.* Use this indicator to identify assets with any special insurance characteristics for reporting purposes. Available options are:

Insured Value Enter the amount of the insured asset value.

Policy Currency Select the policy currency type. The value of this field is defaulted from the base currency of the business unit default book.

Current Value Enter the current value of the asset.

Appraised Value Enter the appraised value of the asset.

Min Insured Val(minimum insured value) Enter the minimum amount of insurance for the asset.

Last Indexation Dt(last indexation date) Enter the last date on which an indexation for the asset took place.

Total Cost Derived from the COST table and reported in the base currency of the default book.

User Defined Amount Corresponds to User Entered value.

Replacement Cost	Derived from the replacement cost calculated for the asset and stored on the Basic Asset page.
Date of last update	Date the last update to Replacement Cost.
Comments	Free text field.

CHAPTER 12

Using Group Asset Processing

This chapter provides an overview of group asset processing and discusses how to:

- 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.
- Run the Group Member Estimated Net Book Value report.
- Change rates retroactively.
- Review asset book history.

Understanding Group Asset Processing

PeopleSoft Asset Management is fully equipped to handle group asset processing for organizations such as utility companies or other entities that support a communal infrastructure—such as federal, state, or municipal public utilities, highways, and roads—or other infrastructure that owns or leases, and uses depreciable assets.

Group assets are treated as a single entity for the purpose of depreciation but as multiple entities for all other purposes. These entities may reside in different locations, or they may be in different stages of their service lives. Nevertheless, you consolidate and depreciate their collective cost as if it were that of a single asset.

Some items commonly tracked as group assets include telephone poles, pipelines, and wire. Some of these group assets can be identified by the Federal Energy Regulatory Commission (FERC) code (delivered with the PeopleSoft system) and depreciated according to FERC guidelines. Group assets are added without cost information. A group asset's member assets are added with 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, the Group Asset Consolidation process is run, consolidating group member cost information at the group asset level. Depreciation is then run against the group asset, and the resulting accounting entries are made.

This section discusses:

- Asset transactions.
- Depreciated group assets.
- Retired group members.

• Strategy for asset grouping.

Asset Transactions

All transactions, except depreciation and accounting entries, are performed on the group asset's member assets. The member 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.

The system applies asset transactions at the group member level. The resulting cost is then consolidated, and the total depreciable basis is depreciated at the group asset level.

Depreciated Group Assets

Each group asset is associated with an average service life that is usually set by the local regulatory agency. The system uses the asset's remaining service life 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 three or four years, depending on the length of the local regulatory agency's rate cases.

Because depreciation rates are calculated by using remaining service life at the group asset level, and depreciation also takes place at the group asset level, it is not possible to overdepreciate group members.

Note. PeopleSoft Asset Management supports only 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, you should specify the number of future years for which depreciation will be calculated rather than calculating it to the end of the calendar. Use the Future Depreciation Years option to do this.

See Also

Chapter 6, "Adding and Maintaining Assets ," page 123

Retired Group Members

Retirements can be processed only against group members.

Because all group members of a group asset are generally depreciated as a single unit, and because the depreciation rate is based on a group average remaining life, all assets that are retired from within a group should be fully depreciated with no gain or loss.

However, not all assets that are managed by an organization are fully depreciated when they are retired. PeopleSoft Asset Management enables you to retire a group member as either fully depreciated or not fully depreciated. If not fully depreciated, gain or loss is calculated for the group member. Any accumulated depreciation is moved to the group asset.

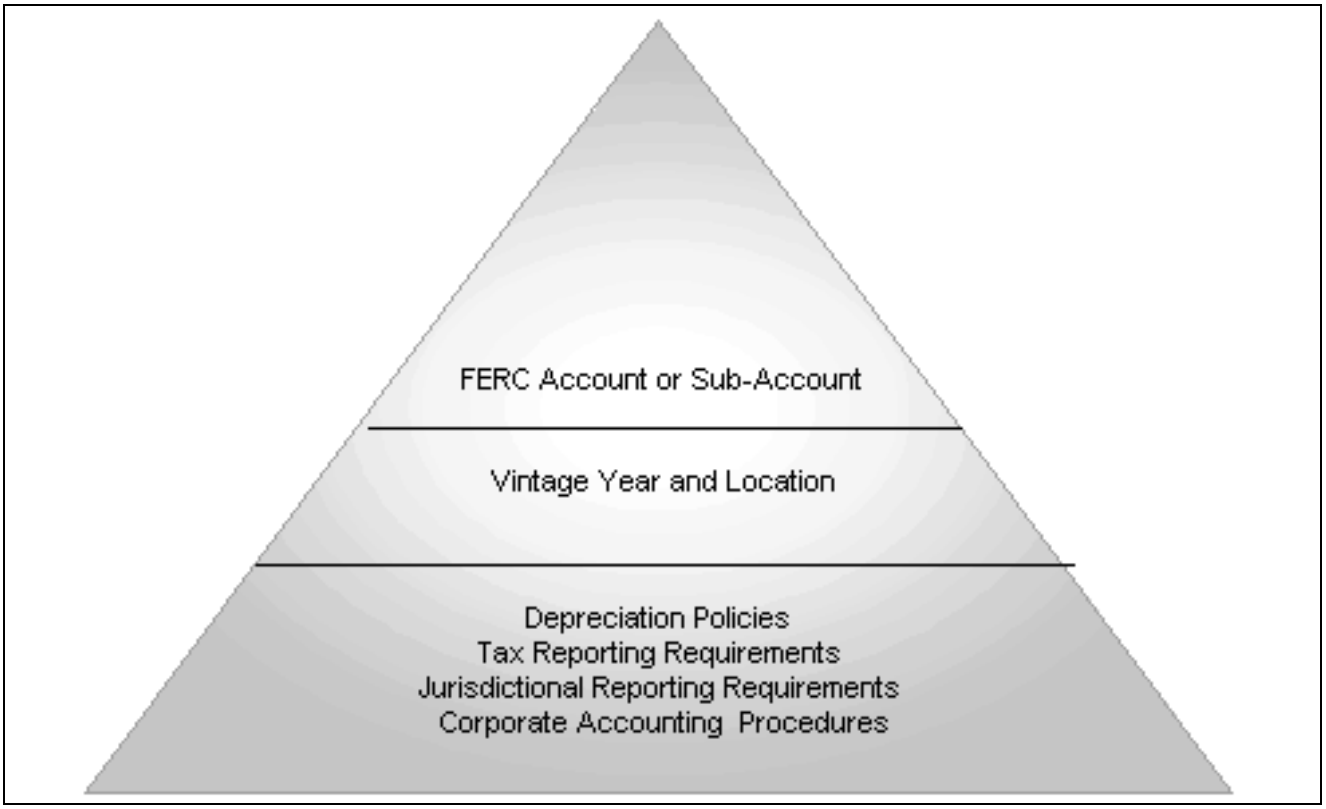
Strategy for Asset Grouping

Before you set up group asset processing, consider how you want to group the assets. Asset grouping is not standardized; however, there are some key components that apply almost universally. Assets can be grouped by FERC account or subaccount at the highest level. Vintage year and location are also commonly included in a grouping strategy.

Depreciation of group assets identified by the FERC code is usually calculated and booked to the general ledger at the FERC account level by using a group asset depreciation rate. Assets are summed by vintage year within the FERC account to provide statistics to support life studies and, subsequently, to derive the group rate for the 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. Consequently, they require grouping by location.

Other factors that you should consider in determining how to group assets include depreciation policies, tax reporting requirements, jurisdictional reporting requirements, and corporate accounting procedures. Assets grouped together should have these attributes in common.

This diagram shows an asset grouping scheme:



Asset grouping

Note. All group asset processes are available for processing with multiple currency transactions enabled.

Prerequisites

To enable group asset processing, you must first set it up at the system and business unit book levels. To set up group asset processing:

1. Select Set Up Financials/Supply Chain, Install, Installation Options, Asset Management, and then select the Group Asset Processing check box.
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 books with the business unit, and enable group asset processing at the business unit book level.

   You must also select the ChartFields that the system will use to store depreciation records and subsequently charge with depreciation accounting entries.

   Because group asset processing is enabled at the book level, a business unit might track assets in both a group asset processing book and another 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 enables you to track assets in each of the books. Also, you can add a regular asset to the business unit that has group asset processing. The system prompts you to confirm that you want to add the asset as a regular asset.

Adding Group Member Assets

PeopleSoft Asset Management links each group asset to an asset profile. After the profile is linked to the asset, any group members that are added using that profile are automatically linked to that group asset. Much of the book information appears by default from the profile, as well.

Note. You cannot use group assets or members 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 the group asset processing books. Remember, each asset profile that you use for adding group member assets *must* be used by a single 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, you may want to add a business unit identifier to the asset profile ID to facilitate recognition.
2. Using the ExpressAdd component, add a group asset ID.

   Use the group asset profile to display the default book information for the asset. Do not add any cost information. Be sure to enter transaction and accounting dates that cover all group member assets. In the Group Flag field, select *Group ID*.
3. Link the group asset ID to the group member profile.

Return to the profile that you created. On the Depreciation page, select the Group Asset ID field. A list appears with all group assets for the business unit. Select the group asset (and all related group members) to link to this profile. You can override the default and enter a different group asset when you add the group members.

Next, add group member assets. Do this online or in a background process. It is recommended that you add group member assets using a background process. This reduces the likelihood of errors, frees up human resources, and saves time.

See Also

Chapter 4, “Establishing Asset Processing,” Setting Up Asset Profiles, page 87

Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146

Adding Group Member Assets with Background Processing

Add group member assets by using background processing if the assets originated in another system. In that case, all asset data exists in either relational tables or a flat file format. To load the asset data into PeopleSoft Asset Management, you perform the steps discussed here.

To add group member assets with background processing:

1. Add a value for the PROFILE_ID field to each asset record.
2. Set the value of the PROFILE_ID field to equal the asset profile on which you want to base the group member assets.

   Information in the profile populates the GROUP_ASSET_ID field and GROUP_ASSET_FLAG field in the PeopleSoft Asset Management loader tables.

   Note. The GROUP_ASSET_FLAG field must be set to *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 does not work.

   Once you’ve done this, the next step depends on whether the data resides in relational tables or flat files.

Relational Table Data

If the data resides in relational tables, write a Structured Query Report (SQR) to transfer the data to the PeopleSoft Asset Management loader tables. Then run the Transaction Loader process 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

Chapter 5, “Converting to PeopleSoft Asset Management,” page 109

Adding Group Member Assets Online

Add group member assets online using the Asset ExpressAdd component.

When you add a group member asset online, remember that you must enter a group member profile ID for the asset. The group member profile automatically associates the group member with a particular group asset, flags it as a group member asset, and links it to a group asset processing book (or books). Remember, you must select a profile ID that is unique to the business unit.

Make sure that the Group Asset Flag field is set to *Grp Member* in the ExpressAdd component.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146

Adding Group Asset IDs with Background Processing

Group asset IDs, like group member assets, can be loaded using a background process. In the Transaction Loader, you use the Default_Profile_Sw = “N” option. Consequently, you must load one record for each book of each asset into INTFC_FIN.

Load these required fields into the PS_INTFC_FIN table when adding group asset IDs:

- INTFC_ID
- INTFC_LINE_NUM
- BUSINESS_UNIT
- ASSET_ID

  This is the group asset ID.
- BOOK
- DTTM_STAMP
- APPROVAL_SW
- LOAD_STATUS
- DEFAULT_PROFILE_SW = ‘N’
- CATEGORY
- METHOD

  Set the method to *FL* (flat rate).
- DEPR_PERCENT
- CONVENTION
- DEPR_AVG_OPTION
- IN_SERVICE_DT
- TRANS_DT
- CURRENCY_CD

Load these fields into the PS_INTFC_PHY_A record when loading group asset IDs:

- INTFC_ID
- INTFC_LINE_NUMBER
- BUSINESS_UNIT
- ASSET_ID

  This is the 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 include physical attribute data (asset location and asset custodian) for the group asset; however, the custodian and location effective-dated fields are required. The physical attribute data must be loaded into the PS_INTFC_PHY_A table.

Note. If a profile has already been created for a group asset ID, and you load the group asset ID in a background process, the system detects the profile ID in the PROFILE_DET_TBL table and returns an error.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Pages Used to Add or Change Asset Information, page 124

Chapter 5, “Converting to PeopleSoft Asset Management,” page 109

Performing Transactions on Group Member Assets

This section discusses how to transfer group members among group assets.

Although you depreciate grouped assets and make accounting entries at the group asset level, you perform all other transactions for grouped assets at the group member level. You can perform these transactions on group member assets:

- Adds
- Adjustments
- Transfers
- Recategorizations
- Retirements
- Reinstatements

You perform these transactions on group member assets the same way in which you perform these transactions on other assets.

Transferring Group Members Among Group Assets

Transfer a group member asset from one group asset to another by using the Asset Book Definition component.

To transfer group member assets:

1. Access the Asset Book Definition page.
2. Change the group asset ID to the new group that you want to associate with the member asset.
3. Enter the transaction date and accounting date.

Note. Enter a group asset ID for a group asset processing book only.

Consolidating Group Member Assets

This section provides an overview of consolidation of group member assets and discusses how to run the Group Asset Consolidation process (AMGRPCON).

Understanding Consolidation of Group Member Assets

PeopleSoft Asset Management provides the Group Asset Consolidation process, which consolidates (or summarizes) group member asset cost information at the group level, based on ChartFields that 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 addition (ADD) and asset adjustment (ADJ) transactions. Other transactions such as transfers, retirements, and reinstatements are copied to the group asset level without consolidation because the system calculates reserve at the group member level. However, after you run depreciation for these transactions, they are consolidated at the group level the next time that you run the Group Asset Consolidation process.

The Group Asset Consolidation process uses the transaction period in which the ADD or ADJ occurs, except when you use the actual-day depreciation convention. In that case, the process uses the actual transaction date. The period of the in-service date is also a factor when consolidating ADD transactions.

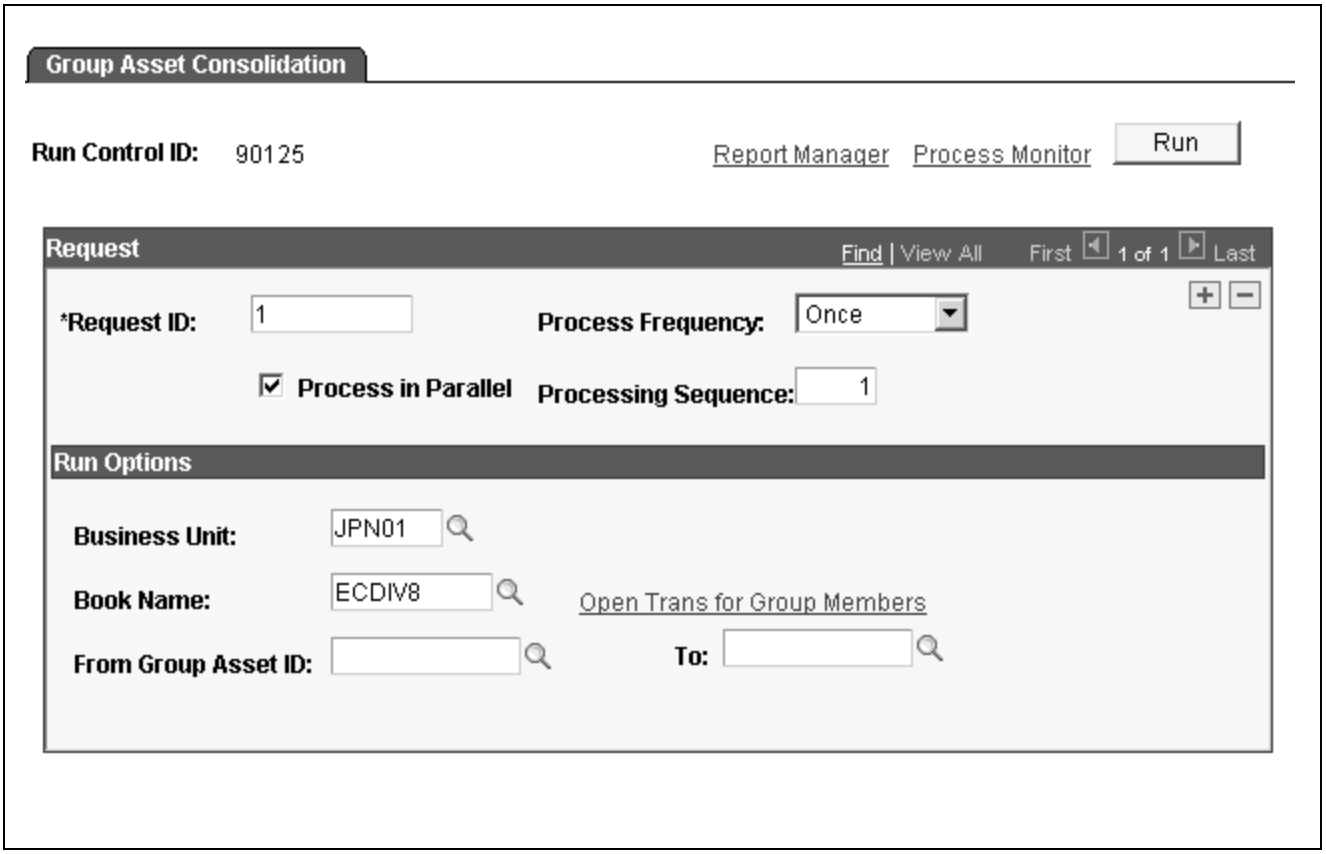
You must run the Group Asset Consolidation process before you depreciate group assets. When you next run the process to summarize new group member additions and adjustments, the process consolidates the new transactions with the previously summarized transactions for greater table efficiency.

Pages Used to Consolidate Group Member Assets

Page Name	Object Name	Navigation	Usage
Group Asset Consolidation	AMGRPCON_RQST	Asset Management, Depreciation, Group Asset Depreciation, Consolidate	Run the process that consolidates cost information for group member assets. The process summarizes cost information of group members at the group level, based on the ChartFields that you specify on the Business Unit/Book Definition page. Run this process before calculating depreciation for group assets.
Group Member Open Transaction Detail	AMGRPCON_DET_SEC	Click Open Trans for Group Members on the Group Asset Consolidation page.	Review open transactions for group members.

Running the Group Asset Consolidation Process

Access the Group Asset Consolidation page.



Group Asset Consolidation page

Note. Accumulated depreciation for group member assets is loaded at the member asset level, and the Group Asset Consolidation process consolidates at a group level.

Consolidation Example for Asset Additions

This 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 is based on a monthly depreciation calendar.

This table shows the cost records for nine member assets that belong to one group asset before you run the Group Asset Consolidation process:

Asset ID	Trans Date	Acct Date	In Svc Date	DprCnv	Oper Unit	Dept ID	Project ID	Category	Cost Type	Cost	Group Asset
ASSET01	01/01/00	01/01/00	01/01/00	AM	PLANT01	32000	0000000001	AUTO	C	1,000	GRP1
ASSET02	01/05/00	01/31/00	01/15/00	AM	PLANT05	53000	0000000001	AUTO		2,000	GRP1
ASSET03	01/31/00	01/31/00	01/01/00	AM		53000	0000000001	AUTO	M	1,300	GRP1
ASSET04	01/20/00	01/20/00	01/15/00	AM	PLANT06	10200	0000000002	AUTO	C	2,300	GRP1
ASSET05	01/25/00	01/31/00	01/20/00	AM			0000000002	AUTO		4,300	GRP1
ASSET06	01/31/00	01/31/00	01/20/00	FM	PLANT07	29321	0000000002	AUTO		6,290	GRP1
ASSET07	12/31/99	01/06/00	01/01/00	AM	PLANT01	32000	0000000001	AUTO	C	3,400	GRP1
ASSET08	01/15/00	01/15/00	12/15/99	FM	PLANT01	32000	0000000001	AUTO	C	3,400	GRP1
ASSET09	01/31/00	01/31/00	12/31/99	FM	PLANT01	53000	0000000001	AUTO	C	1,230	GRP1

This table shows how the Group Asset Consolidation process consolidates the nine group member cost rows into five group asset cost rows:

Group ID	Trans Date	Acct Date	In Svc Date	DeprConv	Project ID	Category	Cost
GRP1	01/01/00	01/31/00	01/01/00	AM	0000000001	AUTO	4,300.00
GRP1	01/01/00	01/31/00	01/01/00	AM	0000000002	AUTO	6,600.00
GRP1	01/01/00	01/31/00	01/01/00	FM	0000000002	AUTO	6,290.00
GRP1	12/01/99	01/31/00	01/01/00	AM	0000000001	AUTO	3,400.00
GRP1	01/01/00	01/31/00	12/01/99	FM	0000000001	AUTO	4,630.00

The cost rows are consolidated in this way:

- 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 is then depreciated separately. In addition, the begin depreciation date for each asset is updated in this way:

Asset ID (Group Members)	Updated Begin Depreciation Date
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

Asset ID (Group Members)	Updated Begin Depreciation Date
ASSET08	01/01/00
ASSET09	01/01/00

Consolidation Summary Levels

The consolidation summary levels are:

- Business unit.
- Book.
- Group asset ID.
- Depreciation convention.
- Transaction period (except when the actual-day convention is used; in that case, 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 the settings on the Business Unit/Book Definition page).

Consolidation Example for Asset Adjustments

This 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.

This table shows the cost records for nine member assets that belong to one group asset before you run the Group Asset Consolidation process:

Asset ID	Trans Date	Acct Date	DeprConv	Oper Unit	Dept ID	Project ID	Cate-gory	Cost Type	Cost	Group Asset
ASSET01	03/01/00	05/01/00	AM	PLANT01	32000	0000000001	AUTO	C	200	GRP1
ASSET02	03/12/00	05/12/00	AM	PLANT05	53000	0000000001	AUTO		120	GRP1
ASSET03	03/15/00	05/31/00	AM		53000	0000000001	AUTO	M	250	GRP1
ASSET04	03/31/00	05/12/00	AM	PLANT06	10200	0000000002	AUTO	C	90	GRP1
ASSET05	03/20/00	05/30/00	AM		11000	0000000002	AUTO		120	GRP1
ASSET06	04/30/00	05/15/00	AM	PLANT07	29321	0000000002	AUTO		75	GRP1
ASSET07	04/30/00	06/01/00	AM	PLANT01	32000	0000000001	AUTO	C	200	GRP1
ASSET08	05/15/00	06/14/00	AM	PLANT01	32000	0000000001	AUTO	C	430	GRP1
ASSET09	05/31/00	06/30/00	AM	PLANT01	53000	0000000001	AUTO	C	892	GRP1

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This table shows how the Group Asset Consolidation process consolidates nine group member cost rows into five group asset cost rows:

Group ID	Trans Date	Acct Date	DeprConv	Project ID	Category	Cost
GRP1	03/01/00	05/31/00	AM	0000000001	AUTO	570
GRP1	03/01/00	05/31/00	AM	0000000002	AUTO	210
GRP1	04/01/00	05/31/00	AM	0000000002	AUTO	75
GRP1	04/01/00	06/30/00	AM	0000000001	AUTO	200
GRP1	05/01/00	06/30/00	AM	0000000001	AUTO	1322

The cost rows are consolidated in this way:

- 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.

Calculating Depreciation for Group Assets

This section discusses how to run the Group Asset Depreciation process.

Page Used to Calculate Depreciation for Group Assets

Page Name	Object Name	Navigation	Usage
Group Asset Depreciation Calc (group asset depreciation calculation)	RUN_AMDPCGRP	Asset Management, Depreciation, Group Asset Depreciation, Calculate	Run the depreciation calculation process for group assets. View the Asset Batch Process error log for information about problems that occurred during the process.

Running the Group Asset Depreciation Process

Access the Group Asset Depreciation page.

Select the parameters that this process will use to include assets in the calculation.

View the Asset Batch Process error log for information about problems that occurred during the process but did not terminate the process.

Running the Group Member Estimated Net Book Value Report

This section provides an overview of the estimated net book value calculation and discusses how to run the Group Member Estimated Net Book Value report.

Understanding the Estimated Net Book Value Calculation

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 report provides 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

Note. The report provides only an estimate of the net book value.

Page Used to Run the Group Member Estimated Net Book Value Report

Page Name	Object Name	Navigation	Usage
Group Member Estimated NBV (group member estimated net book value)	RUN_AMDP2150_RPT	Asset Management, Financial Reports, Cost and Depreciation, Group Member Estimated NBV	Estimate the net book value of an asset member before selling the asset.

Running the Group Member Estimated Net Book Value Report

Access the Group Member Estimated NBV page.

Note. The business unit and book name must be associated with a group asset.

Changing Rates Retroactively

Utility companies often must use an interim depreciation rate pending FERC settlement of a rate case. The process of changing rates retroactively enables utilities companies to retroactively recalculate group depreciation using a new rate.

This section discusses how to process retroactive rate changes.

Pages Used to Change Rates Retroactively

Page Name	Object Name	Navigation	Usage
Group Asset Rate Change	AMGRPRRC_RQST	Asset Management, Depreciation, Group Asset Depreciation, Create New Group Rate	Enter a new rate and initiate the Group Asset Rate Change process.
Group Asset Depreciation Calc	RUN_AMDPCGRP	Asset Management, Calculate Depreciation, Group Asset Depreciation, Calculate	Run the depreciation calculation process for group assets. This process picks up the retroactive rate change (RRC) open transaction records and recalculates depreciation as of the transaction date.
Run Depreciation Close Process	DEPR_CLOSE_RQST	Asset Management, Accounting Entries, Close Depreciation	Run the depreciation close process to pick up the prior period depreciation (PDP) entries and generate accounting entries.

Processing Retroactive Rate Changes

To process retroactive rate changes:

1. 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.
2. Run the Group Asset Rate Change process (AMGRPRRC).

   The process updates the asset book and creates a book history entry with the new rate for the range of group assets that you specify. It also creates RRC open transaction records.
3. When you next run the Group Asset Depreciation process (AMDPCGRP), it picks up the RRC open transaction records and recalculates depreciation as of the transaction date.

   The Group Asset Depreciation process also generates PDP entries in the depreciation table for the difference in the depreciation amounts.
4. When you next run the Depreciation Close process (AMDPCLOS), it picks up the PDP entries and generates accounting entries.

Reviewing Asset Book History

The Asset Book History component enables you to review a list of all book changes for an asset. You can use the Book History List page or view the details of a listed item on the Book History Detail page.

This section lists the pages used to review asset book history.

Pages Used to Review Asset Book History

Page Name	Object Name	Navigation	Usage
Asset Book History - List	ASSET_BOOK_HIST1	Asset Management, Financial Management, History, Review Book	Review a list of book changes for an asset.
Asset Book History - Detail	ASSET_BOOK_HIST2	Asset Management, Financial Management, History, Review Book, Detail Click a Detail link from Detail the Asset Book History - List page.	Review the details of a book change for an asset.

CHAPTER 13

Using Composite Asset Processing

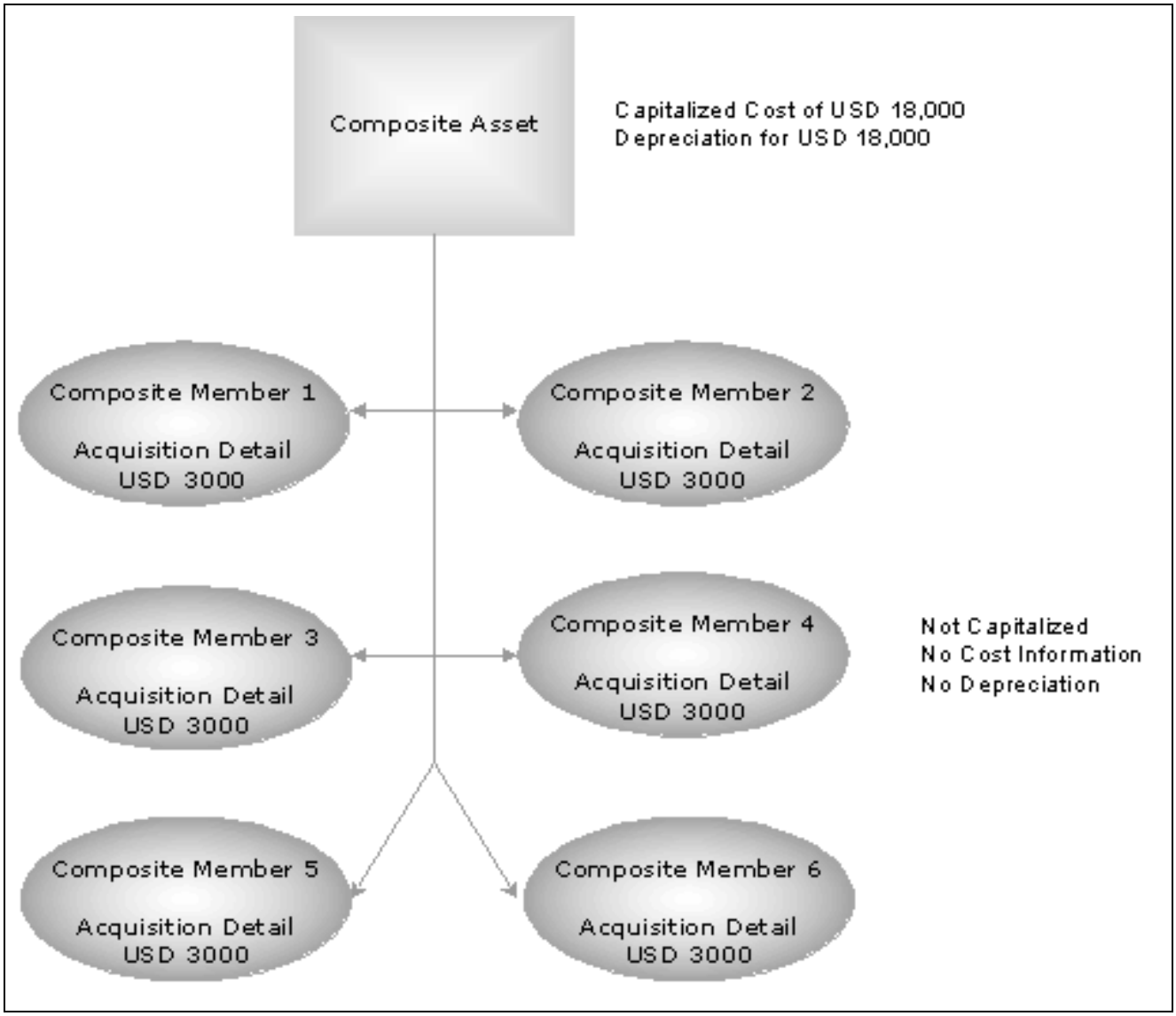
This chapter provides an overview of composite asset processing, and describes how to:

- 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, frequently used 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 require, 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. 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.

1. Select the Composite Asset check box 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 Information page. The Description from the selected Profile ID displays on the Asset Acquisition Detail page.
3. Capitalize the asset on the Asset Acquisition Detail page by selecting the Capitalize button. You can enter cost information or not, as you require.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding and Maintaining Basic Information About Assets, page 124

Adding Composite Member Assets

Using Asset Basic Information, you must perform three steps to enter composite member assets.

1. Associate the member with a composite asset. Select the Composite Assetcheck box on the Asset Information page, and associate the composite member by selecting the Asset ID of a composite asset in the adjacent field.
2. On the Asset Acquisition Detail page, assign a Capitalize status of *To be Capitalized.* 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

Chapter 6, “Adding and Maintaining Assets ,” page 123

Chapter 4, “Establishing Asset Processing,” Setting Up Asset Profiles, page 87

Capitalizing Composite Members into Composite Assets

To capitalize composite members into their associated composite asset, you need to create and run 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 IDsyou 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 and run 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 IDsyou 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 the 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

Chapter 8, “Integrating with Other Products,” Running the Transaction Loader , page 189

Understanding the Effect of Capitalization into Composite

Once your composite member assets have been capitalized, they are designated *Already Capitalized* on the Asset Acquisition Detail page. The Capitalization Information 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 Asset Management, Financial Management, Financial Transactions, Cost Adjust/Transfer Asset.

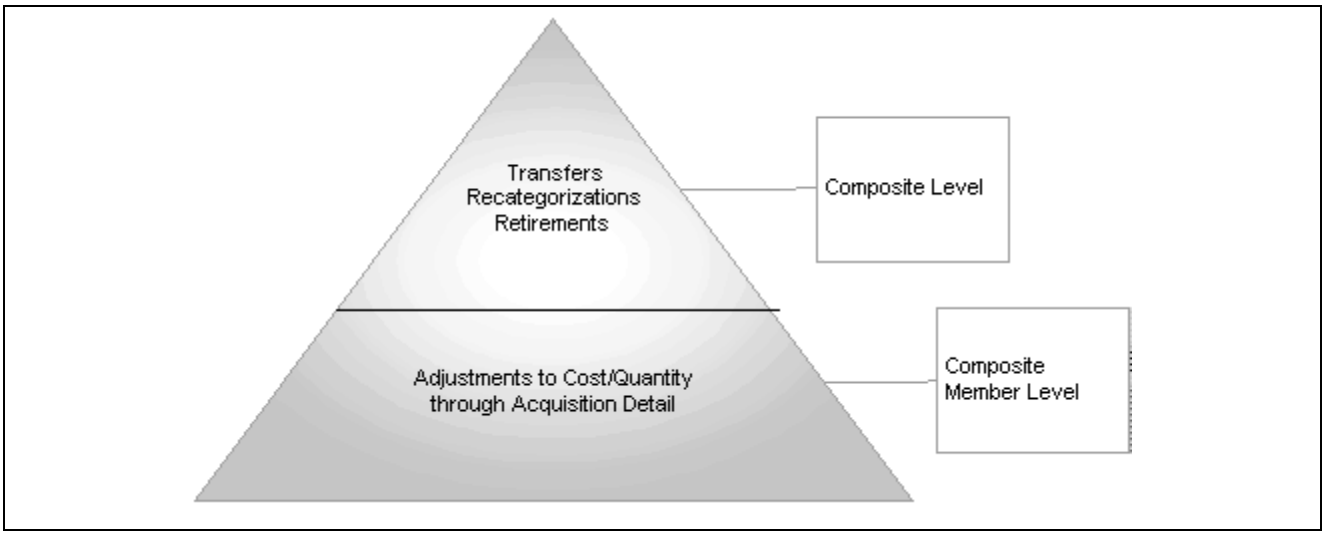
Understanding the Effect of Retirement from Composite

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 view this, select Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Asset. 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.

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.

Recategorizations and Transfers

Recategorizations and transfers on composite assets are performed at the composite level. Perform these transactions on composite assets as you would for any other asset by using the Asset Cost Adjust/Transfers component.

To transfer a composite asset:

1. Select Asset Management, Financial Management, Financial Transactions, Cost Adjust/Transfer Asset. to access the Main Transaction page.
2. Select the Transaction Date, Accounting Date, Transaction CodeandRate Type. Select *Transfer* in the Action drop-down list box. The Transaction Type for transfers is *TRF.*
3. The Cost Information page opens. 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.
4. Save your changes.

See Also

Chapter 10, “Adjusting and Transferring Assets,” page 223

CHAPTER 14

Performing Physical Inventory

This chapter provides an overview of physical inventories and discusses how to:

- Set up a physical inventory.
- Define the extract scope, the scan scope, and the physical inventory controls.
- Process a physical inventory.
- View physical inventory history.

Understanding Physical Inventories

This section lists prerequisites and discusses:

- Physical inventory processing steps.
- Physical inventory terminology.
- Hardware and software for physical inventory processing.

Prerequisites

Before you can perform a physical inventory in PeopleSoft Asset Management, all assets must have tag numbers. They must also belong to a particular department or location, or you must have some other way to track their whereabouts.

Note. Assets with no cost records (such as expensed assets) are not included in a physical inventory.

Physical Inventory Processing Steps

Here are the steps of physical inventory processing:

1. (Optional) Extract physical inventory asset data from PeopleSoft Asset Management.

   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 then load it into a bar code scanning device. You can also extract data from third-party information technology (IT) asset discovery tools. Such discovery tools belong to a class of software that you can use instead of bar coding for laptops, computers, and other IT equipment. These discovery tools poll the assets over a network and update a central database.

2. (Optional) Use the extracted physical inventory data to generate a sequential file that a bar code scanner or inventory device can use, and enter the file into the scanner.

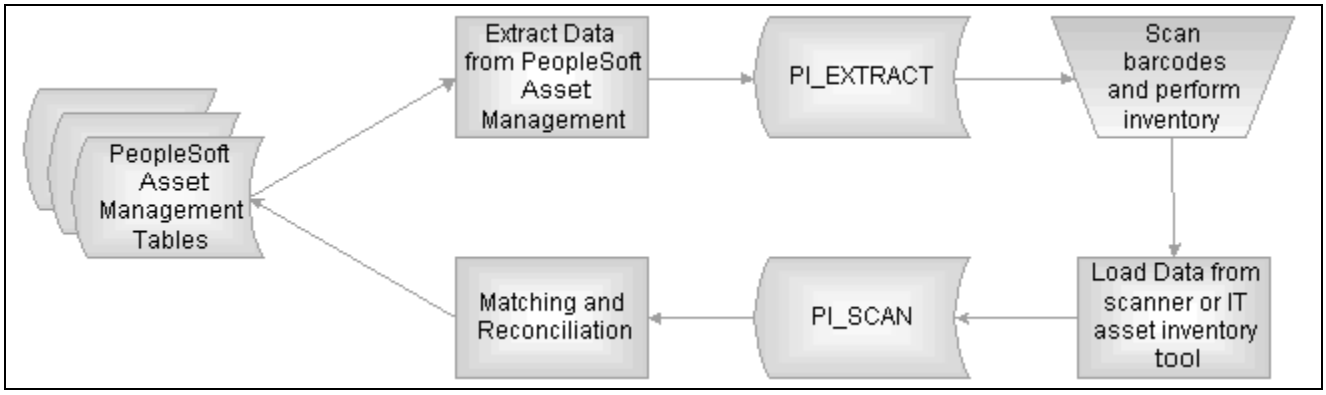
Steps 1 and 2 are necessary only if you want to display data from your PeopleSoft Asset Management database as you scan each asset. The displayed information can include asset IDs, tag numbers, serial numbers, manufacturers, models, descriptions, departments, locations, and so forth. This asset data can provide instant information about an asset's history.

3. After you scan assets, load the scanned data into PeopleSoft Asset Management and resolve any duplicate tag numbers and serial numbers.
4. After you match the physical inventory scan scope to the scanned data, generate physical inventory results for review.
5. Generate transactions based on the results.

   You then load the transactions to reconcile the data in PeopleSoft Asset Management with the physical inventory results.
6. Delete the physical inventory transactions when you no longer need them.
7. Delete the physical inventory results when you no longer need them.
8. Delete the physical inventory scanned asset data when you no longer need it.
9. (Optional) If you created an extract file, delete that file when you no longer need it.

Here is an example of how physical inventory is processed. Suppose that you are taking inventory of computer equipment. An IT discovery tool obtains the physical attributes of a workstation, along with the amount of installed memory, the type of monitor, the amount of free hard disk space, and the installed software on the computer. You then load physical inventory data and the physical information gathered by the discovery tool software into PeopleSoft Asset Management. The physical inventory processing determines the assets that have been added, transferred, or retired. Using these results, you perform matching and generate transactions to reconcile the data in PeopleSoft Asset Management with the results of the physical inventory.

The following diagram show the process flow of a physical inventory:



Physical inventory process

Physical Inventory Terminology

Some of the terms that relate to physical inventories may not be familiar to you. The following terms are integral to physical inventory processing and reconciliation.

Physical Inventory ID A physical inventory control ID you assign within PeopleSoft Asset Management for each physical inventory that you perform.

Extract scope	Set of all assets that you might scan during a physical inventory. This set of assets is broader than the scan scope. It should include all possible locations or departments for the assets to be inventoried.
Extract data	Data extracted from PeopleSoft Asset Management before you perform the physical inventory scan. This data should include all assets that you might scan during the physical inventory scan.
Extract file	PeopleSoft Asset Management creates a sequential file of the physical inventory data collected for each asset. The files are created as random access files when the user enters a tag or serial number. One is sorted by tag number and one that is sorted by serial number.
Physical inventory scan	Process of scanning assets with a bar code scanning device, such as a hand-held Palm device that uses solutions from HighJump Software.
Physical inventory scan scope	Set of all assets that are defined in PeopleSoft Asset Management as belonging to a particular location or department to be scanned.
Physical inventory scan data	Data collected by the bar code scanning device during the physical inventory.
Mass Change Definition	PeopleSoft Asset Management Mass Change functionality is used to define the extract scope and the scan scope. The mass change definition is a user-defined extract scope and scan scope. The extract scope includes all assets that *might* be scanned during the inventory. The scan scope include the area of the *actual*scan.

Hardware and Software for Physical Inventory Processing

To use the full range of the physical inventory functionality, you need additional hardware and software beyond the standard PeopleSoft system setup. These requirements are listed here.

Hardware

Here are the additional hardware requirements for physical inventory processing:

Portable bar code reader	A hand-held unit that you can use to collect asset data.
Bar code scanning wand	A device that you use to physically scan bar codes. The wand is usually purchased along with the bar code reader.
Thermal transfer label printer	A printer for printing labels. If you have a relatively large number of assets (more than 10,000), you should purchase a label printer.

Note. You can integrate the Physical Inventory feature of PeopleSoft Asset Management with virtually any bar coding hardware. The Physical Inventory feature has been fully integrated, certified, and tested using a solution from HighJump Software, formerly called Data Collections Systems, Inc. (http://www.highjumpsoftware.com). Contact HighJump Software for information about integrated solutions that work with the Physical Inventory feature of PeopleSoft Asset Management.

Software

If you plan to print your own labels, you can use a Windows-based label-printing software package.

To view PeopleSoft Asset Management data on a scanning device while you scan assets, you need to develop your own application for the 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 that the operator enters. PeopleSoft has developed a sample application to run on a DOS-based bar code scanner. The program is written in Microsoft QuickBasic, and you can configure it easily. This application (which comprises the files PI.BAS and PI.EXE) is packaged with PeopleSoft Asset Management and resides in the \PI directory.

You need to transfer files between the computer and the bar code scanner. To do this, you can use any communications application transfers information from a computer to a scanning device.

In addition to (or in lieu of) bar coding, you can use an auto-discovery tool from any that are available on the market.

PeopleSoft Asset Management comes with a number of programs (in the \PI directory) for physical inventory processing on DOS-based scanners. The following table lists these programs:

Program	Description
PI.BAS	This is the BASIC source code for the scanner application that you use 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 change this code.
PISORT.BAS	This is a BASIC source code program that sorts the sequential extract file that PeopleSoft Asset Management creates. 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.

Program	Description
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. You can modify the program to copy the SCAN.DAT file from the appropriate drive on the scanner.

See Also

Chapter 22, “Processing Mass Changes,” page 401

Setting Up a Physical Inventory

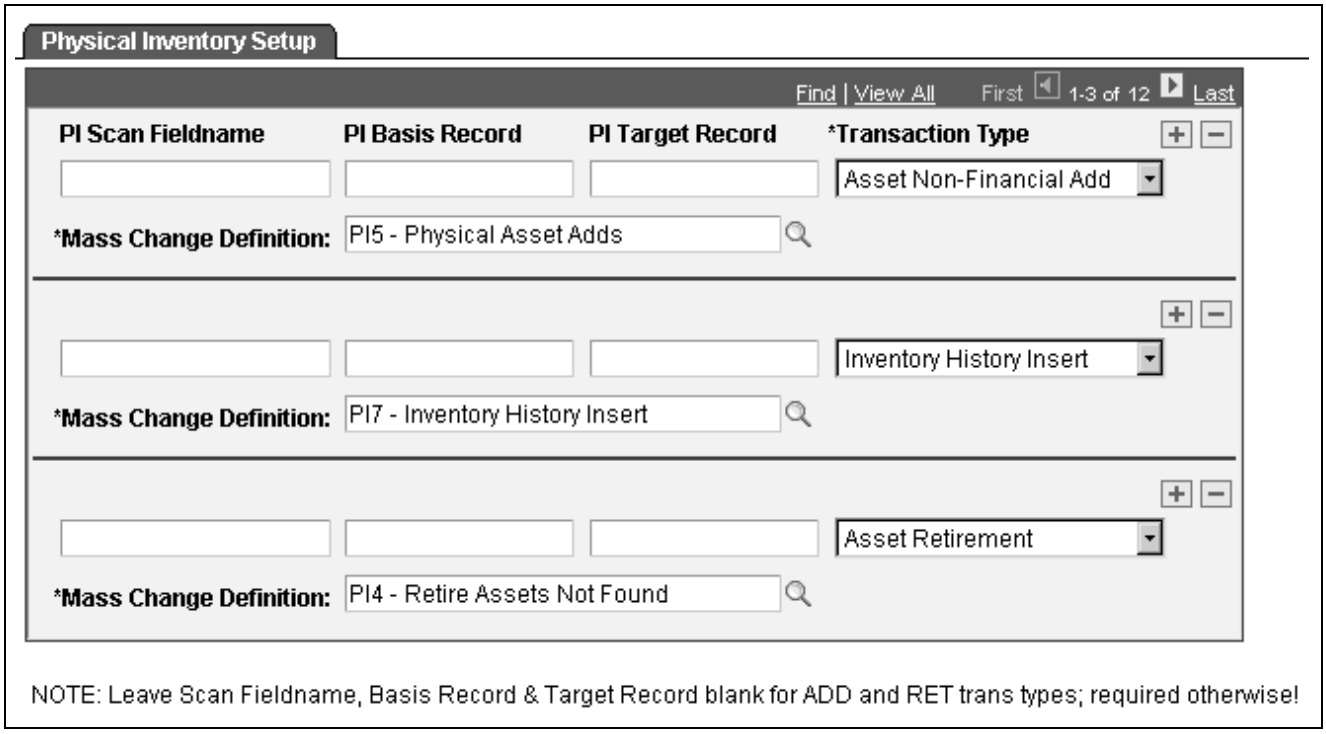
To set up a physical inventory in PeopleSoft Asset Management, use the Physical Inventory System Setup component (PI_SYSTEM_SETUP). This section provides an overview of and discusses how to set up a physical inventory.

Page Used to Set Up a 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. **Note.** Unless you have altered the physical inventory system (for example, by adding fields), do not change information on this page.

Setting Up a Physical Inventory

Access the Physical Inventory Setup page.



Physical Inventory Setup page

When you perform step 5 of the physical inventory process (generating physical inventory results), the Structured Query Report (SQR) AMPI1000 uses data from this page to compare asset field values and determine the types of transactions that need to be generated. A physical inventory mass change process (AMIF1000) also uses this page to reload transactions into PeopleSoft Asset Management after the physical inventory has been reconciled.

Note. The information on this page is prepopulated to work with the delivered physical inventory programs. Modify this page only if you have made alterations to the physical inventory system — for example, by creating new fields.

Defining the Extract Scope, the Scan Scope, and the Physical Inventory Controls

To define the extract and scanning scope, and set up the inventory controls for a physical inventory, use the Physical Inventory component. This section provides an overview of and discusses how to:

- Define the extract scope and the scan scope.
- Define physical inventory control parameters.
- Define physical inventory control transaction defaults.
- Set up physical inventory schedule information.

Understanding Extract Scopes and Scan Scopes

Physical inventory matching and reconciliations are based on two separate sets of asset data that you define—the extract scope and the scan scope. Each of these sets is based on location, department, or both. The first set is the data that you originally extract from PeopleSoft Asset Management and load into a scanning device. The extract scope includes all possible locations and departments for the assets to be inventoried. This enables the bar code scanner to find PeopleSoft Asset Management data for most of the assets that it scans.

If you haven't performed physical inventory in several years, define a broad extract scope. Because many assets may have been redistributed in the interim, the extract scope might even include the entire business unit.

Note. If you are using an IT asset discovery tool only, you do not need to define an extract scope.

The scan scope defines the scope of the actual physical inventory—that is, where the inventory actually occurs. For example, suppose that you plan to take inventory on the second floor of a five-floor building. Because the assets may have been redistributed since the last inventory, the extract scope might include assets on all five floors. However, the scan scope would include only assets on the second floor.

The system compares the scan scope with the actual scanned data when PeopleSoft Asset Management generates physical inventory results. Any assets that appear in the scan scope but not in the scanned data are called *unders,* and they create *retirements* when you generate transactions. Any assets that appear in the scanned data but not in the scan scope are*overs,* and they create *physical adds* when you generate transactions. Other differences between the scan scope and the scanned data create transfers and changes in the assets' nonfinancial information. These assets are assigned the status *inventoried.*

Pages Used to Define Extract Scopes, Scan Scopes, and Physical Inventory Controls

Page Name	Object Name	Navigation	Usage
Physical Inventory Control - Definition	PI_CNTL_01	Asset Management, Physical Inventory, Define Inventory Occurrence	Before you extract asset data, you must establish a physical inventory control ID within PeopleSoft Asset Management for each physical inventory that you perform. Define the physical inventory ID 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 from the physical inventory.
Scheduling	PI_SCHEDULE_01	Asset Management, Physical Inventory, Create Schedules	Set up physical inventory schedule information. If several people perform physical inventories simultaneously at different locations, you may need to track the status of each inventory.
Asset Mass Change Definition - Description	MC_DEFN_00	Asset Management, Mass Change, Define Criteria	Add or update a mass change definition.
Asset Mass Change Definition - Criteria and Defaults	MC_DEFN_01	Asset Management, Mass Change, Define Criteria, Criteria and Defaults	Specify the mass change criteria for selecting rows, and identify the columns and values to be changed.
Asset Mass Change Definition - 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.
Asset Mass Change Definition - Generate SQL	MC_DEFN_02	Asset Management, Mass Change, Define Criteria, Generate SQL	Generate and check the SQL text generated by a mass change definition before you run it.
Asset Mass Change Definition - Execution History	MC_DEFN_03	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.

Defining the Extract Scope and the Scan Scope

Access the Asset Mass Change Definition - Description page.

Use this page to define the extract scope and the scan scope in PeopleSoft Asset Management. The extract scope 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 scope is necessary only if you want the scanning device to display asset data from the PeopleSoft Asset Management database as you scan each asset.

Because the Physical Inventory functionality of PeopleSoft Asset Management is based on mass changes, you use the Asset Mass Change functionality to define the extract scope and the scan scope, as described here:

- Access the Asset Mass Change Definition - Description page, by selecting *PI Extract* (physical inventory extract) or *PI Scan Scope* (physical inventory scan scope) as the Mass Change Template ID to specify the template on which to base this extract scope or scan scope.

  The archive ID and archive date are optional on this page. The description that appears is derived from the mass change template that you select; you can modify the description.

- On the Asset Mass Change Definition - Criteria and Defaults page, select criteria for the inventory scope.

  In the Criteria group box, enter the department or location (or both) from which 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.

- You do not need to use the Asset Mass Change Definition - AM Specific Fields page.

  The additional parameters this page enables you to specify can be specified on the Physical Inventory pages.

- On the Asset Mass Change Definition - Generate SQL page, create a SQL statement that is based on the criteria that you set up on the Asset Mass Change Definition - Criteria and Defaults page.

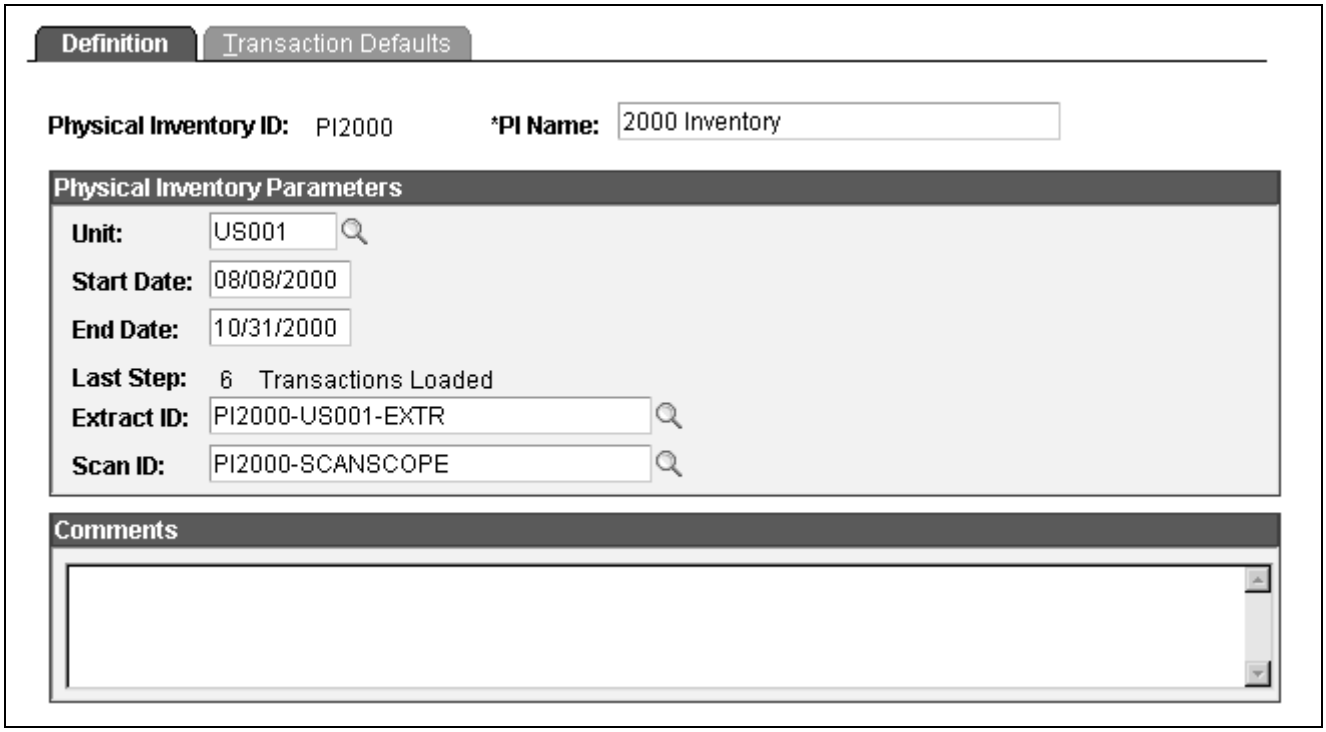
  After you complete the page, save the mass change definition, making sure that the Execute SQL Upon Saving check box is cleared. Because the Physical Inventory SQR program uses the physical inventory mass change definitions, they cannot be executed online.

See Also

Chapter 22, “Processing Mass Changes,” page 401

Defining Physical Inventory Control Parameters

Access the Physical Inventory Control - Definition page.



Physical Inventory Control - Definition page

Note. Each physical inventory occurrence must have a unique ID. Physical inventory IDs cannot contain spaces. Use an underscore instead of a space in a physical inventory ID.

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 a single business unit by making a business unit selection.

Start Date and **End Date** Enter dates for information purposes only; these are not used for processing the data.

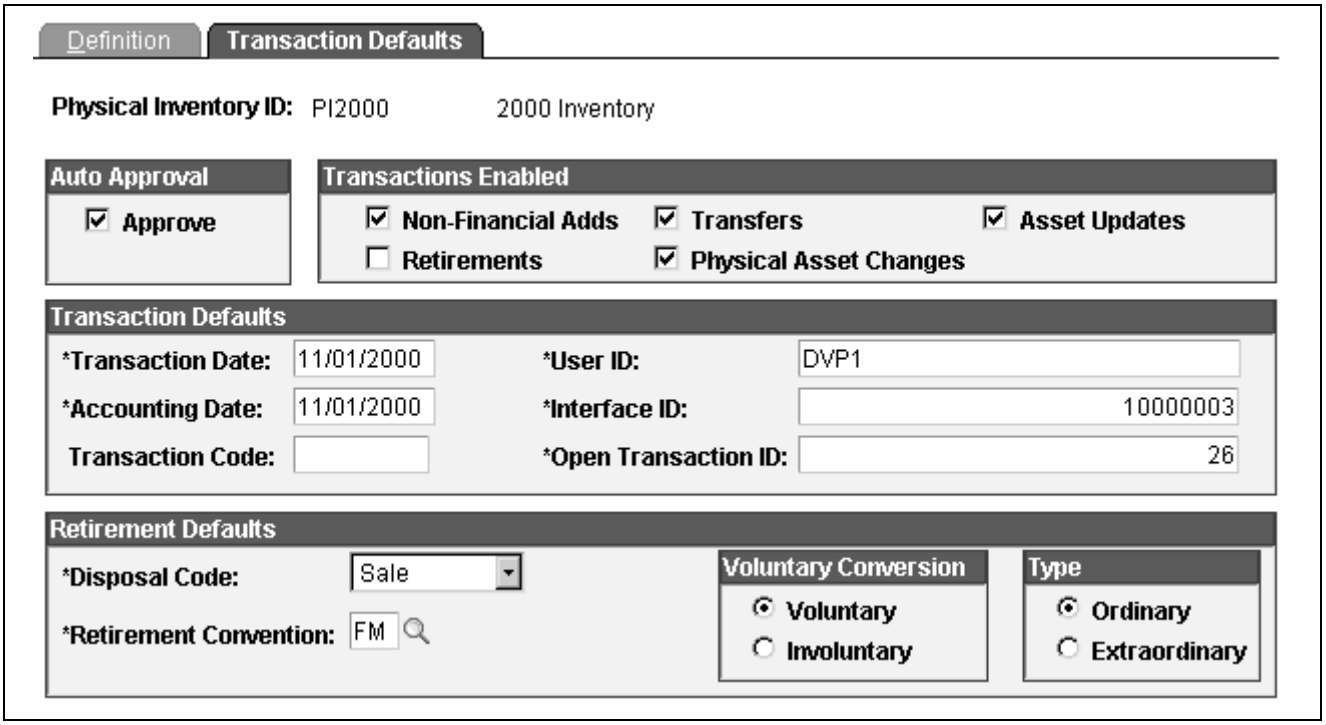
Extract ID Enter the mass change definition that the system uses to extract asset data from PeopleSoft Asset Management.

Scan ID Enter the mass change definition that the system uses to define the scope of this physical inventory—that is, the set of assets to be scanned.

Note. This page indicates the last step that you performed in the current physical inventory. Refer to this page to ensure that you perform all steps in the proper sequence.

Defining the Physical Inventory Control Transaction Defaults

Access the Physical Inventory Control - Transaction Defaults page.



Physical Inventory Control - Transaction Defaults page

Auto Approval

Approve Select this check box to have the system automatically approve the transactions that are generated from the inventory. PeopleSoft strongly recommends that you review and approve all transactions that are generated during the physical inventory process before you load them into PeopleSoft Asset Management.

Transactions Enabled

Use the check boxes in this group box to select the types of transactions that you want to generate. For instance, you may not want the results of the physical inventory to generate any financial transactions. In such cases, you would clear the Transfers and Retirementscheck boxes.

Transaction Defaults

Transaction Date, Accounting Date, and **Transaction Code** The current date will display by default in the Transaction Date and Accounting Date fields. You may override these and enter a transaction code as needed.

User ID Enter the user ID of the person who performs the physical inventory.

Interface ID and **Open Transaction ID** By default, the system populates the Interface ID and Open Transaction ID fields with the next available values. When you process the generated transactions using the Transaction Loader, (AMIF1000) refer to the interface ID on this page. You can use the open transaction ID to locate depreciation open transactions that are created as a result of the physical inventory.

Retirement Defaults

Disposal Code Select the method for retiring assets.

Retirement Convention Select to indicate how you want to prorate retired assets.

Voluntary Conversion Select to identify whether the retirement takes place for intended or unintended reasons. Options are Voluntary and Involuntary for the retirement default.

Type Select Ordinary or Extraordinaryto define the types of retirements that you generate.

Setting Up Physical Inventory Schedule Information

Access the Scheduling page.

Schedule ID 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.

Start Date and **End Date** You can leave the end date field blank until the inventory has actually been completed.

PI ID(physical inventory ID) and **PI Leader**(physical inventory leader) You can enter a code to identify the physical inventory by date, location, or some other identifier. You may also assign a physical inventory leader.

Note. Scheduling information is not used in any physical inventory processing. It is informational only.

Processing a Physical Inventory

This section discusses how to:

- (Optional) Extract asset data (step 1).
- (Optional) View the results of the extract.
- (Optional) Create an extract file (step 2).
- Load asset inventory data (step 3).
- Find duplicate tags.
- Find duplicate serial numbers.
- Generate physical inventory results (step 4).
- Review physical inventory results.
- Generate physical inventory transactions (step 5).
- Delete physical inventory transactions (step 6).
- Delete physical inventory results (step 7).
- Delete physical inventory scanned data (step 8).

• (Optional) Delete an extract file (step 9).

After you define the extract scope, the scan scope, the physical inventory control ID, and the physical inventory schedule, you can extract data from PeopleSoft Asset Management tables. When the extract is complete, you can use the extract data in subsequent steps of the physical inventory process.

In order to process physical inventory, you must execute each step in its proper order. For each step, enter the physical inventory ID and select the type of export or import output that you want—for example, comma-separated values (CSV) file, labels, or scanner file. If you are generating an output file, you also need to provide a file name.

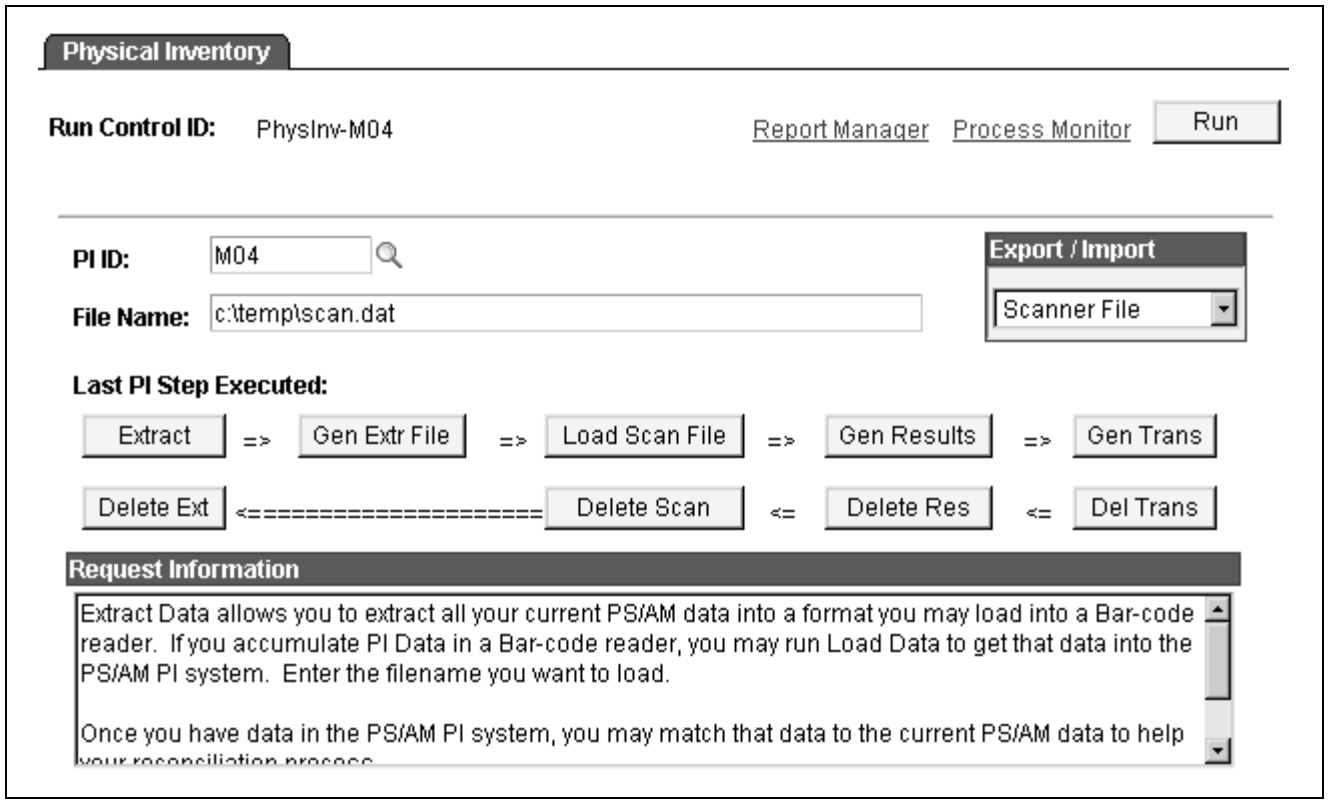
Note. Because steps 2 and 3 require writing and reading files, you should run the AMPI1000 SQR process for these steps from the file location. For example, if you are writing and reading files from c:\temp\file.txt or c:\temp\scan.dat, you would run the process on the client. If you are writing and reading files from a directory on the PeopleSoft Internet Architecture server, run the process on that server.

Pages Used to Process Physical Inventory

Page Name	Object Name	Navigation	Usage
Physical Inventory	RUN_AMPI1000	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, Review Extracted Data	(Optional) View the results of the extract data 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.
Duplicate Tags	PI_SCAN_DUP_TAG	Asset Management, Physical Inventory, Verify Duplicate Tags	Conduct searches for finding and correcting physical inventory data.
Duplicate Serials	PI_SCAN_DUP	Asset Management, Physical Inventory, Verify Duplicate Serial ID	Conduct searches for finding and correcting physical inventory data.
Results	PI_RESULTS_01	Asset Management, Physical Inventory, Review Matching Results	View the results of the matching process.
Details	PI_RESULTS_02	Asset Management, Physical Inventory, Review Matching Results, Details	View the original and scanned data. **Note.** You can run reports that list inventoried assets (AMPI2200), unders (AMPI2210), and overs (AMPI2220).

Extracting Asset Data (Step 1)

Access the Physical Inventory page.



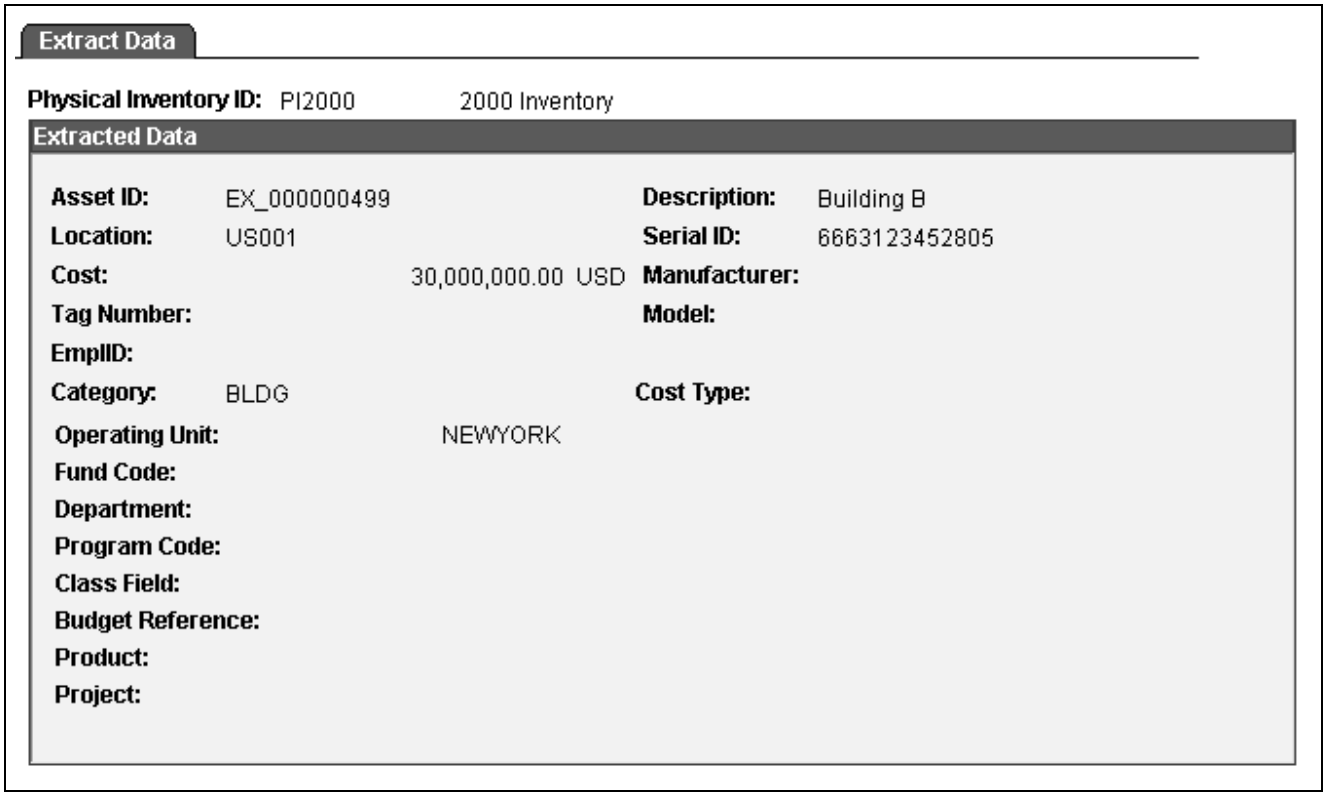
Physical Inventory page

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 is saved in a relational table called PI_EXTRACT. Click the Extract button and click the Run button. If you want to view the extract data before using it in subsequent steps, access the Extract Data page.

Viewing the Results of the Extract

Access the Extract Data page.

View the extract data 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.



Extract Data page

Creating an Extract File (Step 2)

Access the Physical Inventory page. This step creates an output file from the extract data.

Export/Import

Select *CSV* for a comma-separated values (CSV) file.

Select *Scanner File* as the import or export file type, and enter a file name (as well as any additional path information) for the file that you want to generate. The output file is formatted for loading into a bar code scanning device in preparation for performing physical inventory.

To create a file for printing labels rather than performing inventory, select *Generate Labels*as the export or import file type. A label file is created for the printer in a different format from the one used for a scanning device.

To generate files for both a scanning device and a printer, perform step 2 twice with a different output file type each time.

Gen Extr File (generate extract file)

Click this button and then click the Run button.

Note. The EXTCOPY.BAT file is configured to copy the extract file to the A:\ drive for demonstration or quick overview purposes. You need to modify EXTCOPY.BAT if you want to copy the extract file to the appropriate drive on a scanner.

Copy the scanner program (PI.EXE) and scanner file to the MS-DOS based scanning device. You can easily do this using a communications software package. You may wish to use the certified integration solution provided by HighJump Software. Consult the bar code scanning device manual and HighJump Software for more information.

Once you have loaded the extract file and scanner program into the inventory-scanning device, you can perform the physical inventory. Each time that you scan an asset that is included in the extract file, the scanner displays the asset's information, such as tag number, description, serial ID, asset ID, and custodian. For the asset that you scan, you can retain or modify the values displayed on the scanner.

While you are performing the physical inventory scan, the 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. The files EXTCOPY.BAT and PI.EXE reside in the FDM840\PI directory. EXTCOPY.BAT is no longer supported, but it may be useful for a quick overview of the process.

Review 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 MainControl, you need to run a gateway extract so that you have a file to load into PeopleSoft Asset Management.

Loading Asset Inventory Data (Step 3)

Access the Physical Inventory page.

After completing the physical inventory with the scanning system, download the 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 the 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 the scanner to the computer. You may need to modify the copy statement in SCANCOPY.BAT so that it copies from the drive letter corresponding to the scanner's drive. This is similar to the modification that you may need to make to EXTCOPY.BAT.

Once the scanner files are available to load into PeopleSoft Asset Management, you can run step 3 of 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 PeopleSoft Internet Architecture server, you can run the next process on the server.

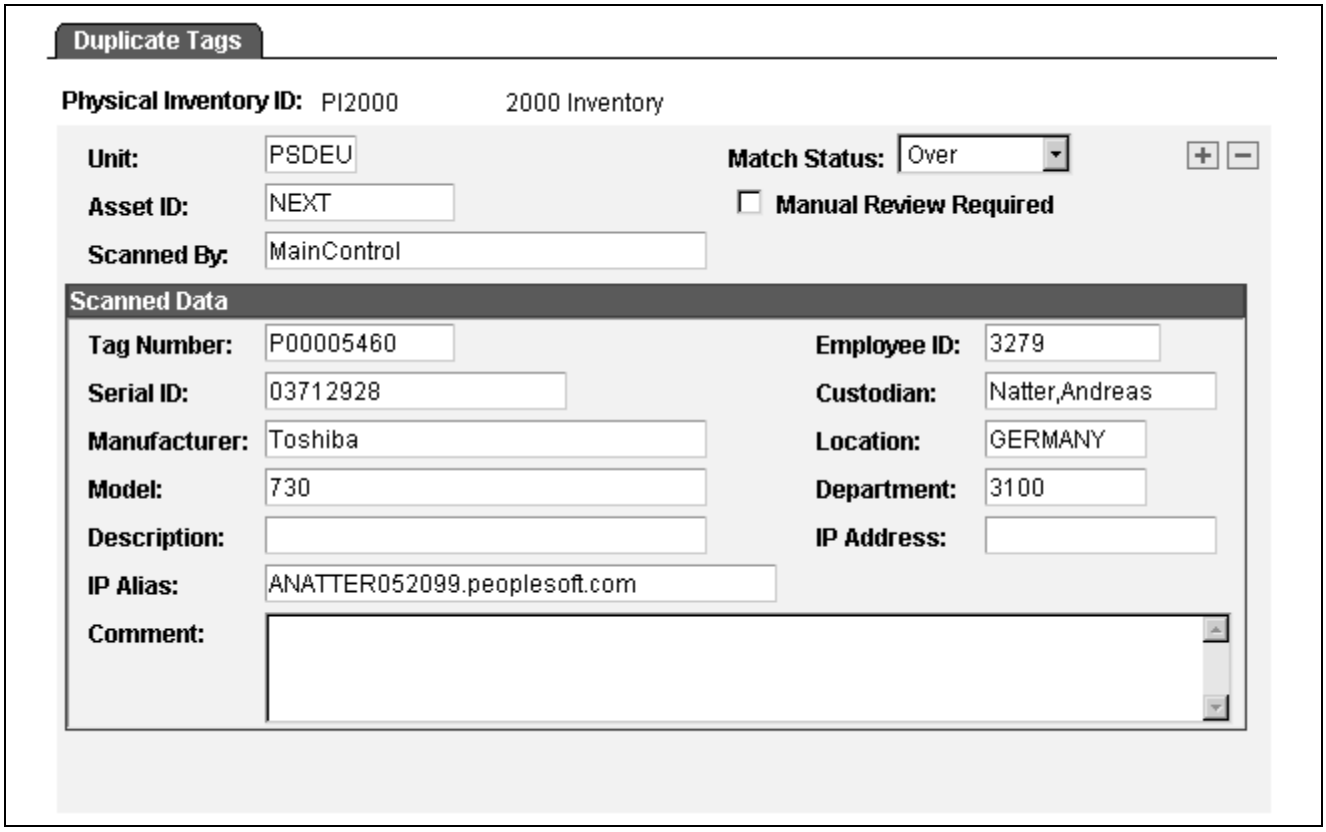
Click the Load Scan File button and click the Run button to load the scan data into PeopleSoft Asset Management. You can load as many files as you need by renaming SCAN.DAT (during the bar code scanning process) with unique file names and loading each file separately.

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.

Finding Duplicate Tags

Access the Duplicate Tags page.

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. 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.



Duplicate Tags page

You can search on a tag and a physical inventory line number. The physical inventory line number reflects the number of this asset in the scanning sequence. For instance, the third asset that was scanned falls on physical inventory line number 3.

If duplicates exist, 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.

Finding Duplicate Serial Numbers

Access the Duplicate Serials page.

The Duplicate Serial Number page is similar to the Duplicate Tags page only you are reviewing records created that have a duplicate Serial ID number.

Generating Physical Inventory Results (Step 4)

Access the Physical Inventory page.

After the inventory data is loaded into PeopleSoft Asset Management, you clean up the data. Then you can run step 4, which performs matching between a physical inventory scan scope and scanned data and creates physical inventory results for review.

Note. Before you generate results, you should use the Duplicate Tag page and Duplicate Serial Number page to clean up any possible errors in the scanned data.

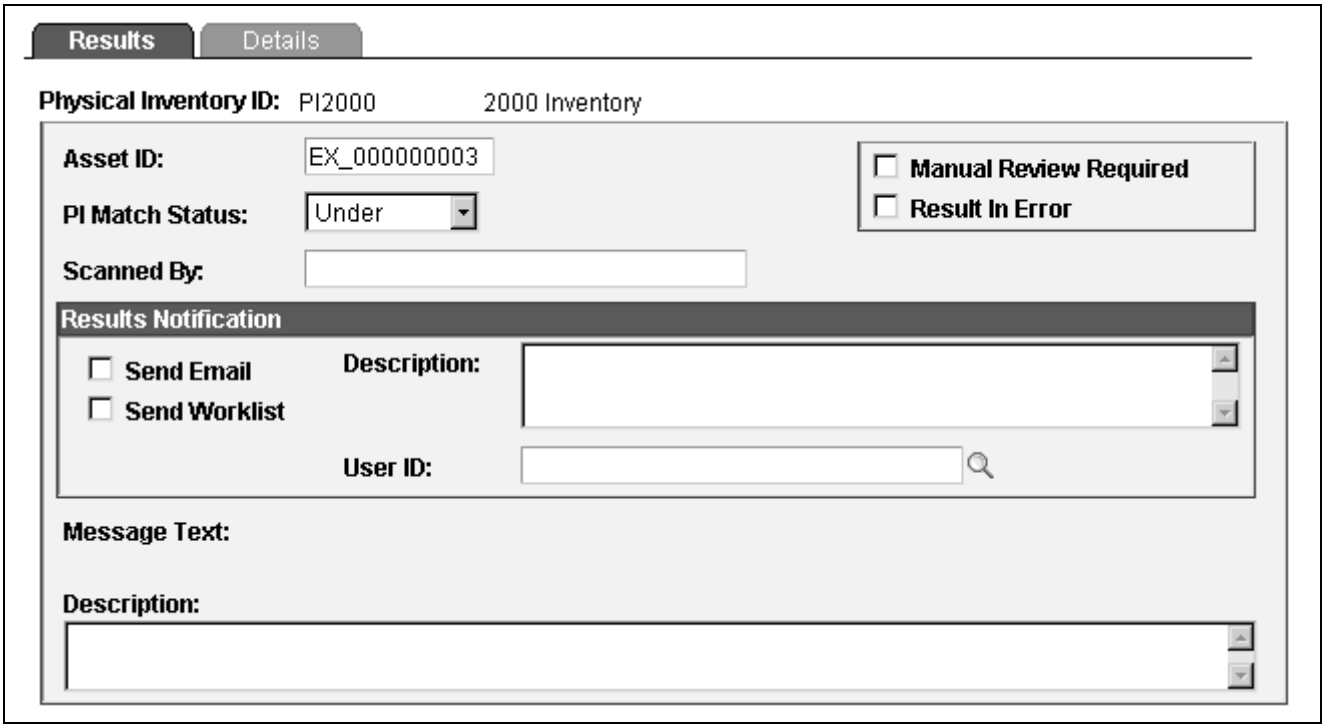
File Name — You can leave the field blank for this step.

Gen Results (generate results) and **Run** — Click the Gen 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.

Reviewing Physical Inventory Results

Access the Results page.



Results page

The PI Match Status (physical inventory 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:

Status	Reason	Transactions Generated
Accel		
All I, O, U		
Discard		
Initial		
Inventory	Asset was scanned during inventory as expected.	Transfers and physical changes (description, location, department, custodian, and so on).
None		
Over	Asset was scanned but not expected.	Physical adds.
Special		
Under	Asset was expected but not scanned.	Retirements.

Manual Review Required This check box is selected if the scanner operator requested a special review for this asset.

Results in Error This check box is selected if the physical inventory processing cannot process a result further. Four error conditions may apply:

- Duplicate tags.

  If any duplicate tags still exist in the scanned data, the results generated for those duplicates contain errors.

- 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 processing cannot handle such assets.

- Asset retired.

  An asset recorded as *Retired* in PeopleSoft Asset Management was scanned. Physical inventory processing doesn't process reinstatements automatically. Complete these in the Retiring Financial Assets component.

- 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. You should transfer it 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 E-mail address, or both.

Generating Physical Inventory Transactions (Step 5)

Access the Physical Inventory page.

After matching is performed, you create physical inventory transactions that reconcile the data in PeopleSoft Asset Management with the results of the 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 the 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 page and the Results Detail page.

After you've created, reviewed, and approved the reconciliation transactions, you load them by using the Interface Asset Information component and the Transaction Loader.

Deleting Physical Inventory Transactions (Step 6)

Access the Physical Inventory page.

When you no longer need your physical inventory transactions, click the Del Trans (delete transactions) button and click the Run button.

Deleting Physical Inventory Results (Step 7)

Access the Physical Inventory page.

When you no longer need your physical inventory results, click the Delete Res (delete results) button and click the Run button.

Deleting Physical Inventory Scanned Data (Step 8)

Access the Physical Inventory page.

When you no longer need your physical inventory scanned data, click the Delete Scan button and click the Run button.

Deleting an Extract File (Step 9)

Access the Physical Inventory page.

When you no longer need your physical inventory extract file, click the Delete Ext (delete extract) button and click the Run button.

Viewing Physical Inventory History

This section lists the page used to view physical inventory history.

Page Used to View Physical Inventory History

Page Name	Object Name	Navigation	Usage
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.
Physical Inventory Reports	RUN_AMPI2000	Asset Management, Physical Inventory, Run Physical Inventory Reports	Generate physical inventory reports.

CHAPTER 15

Working with Joint Venture Processing

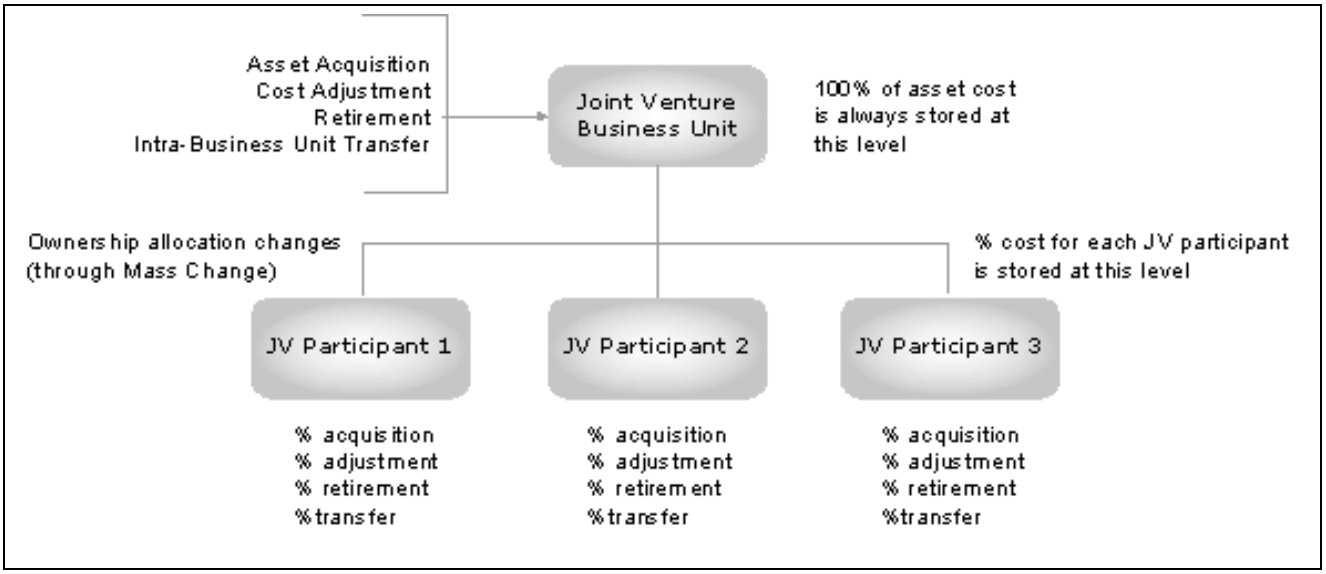
This chapter provides an overview of joint venture processing and describes how to:

- 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 percent 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	JV000022	CORP	10,000	2,000
		FEDERAL	10,000	2,000
Participant 1	JV000022	CORP	6,000	1,200
		FEDERAL	6,000	1,200
Participant 2	JV000022	CORP	2,000	400
		FEDERAL	2,000	400
Participant 3	JV000022	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 reallocations 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. Select Set Up Financials/Supply Chain, Install, Installation Options, Asset Management and select the Joint Venture Processing check box on the Installation Options - Asset Management page.
2. Select Set Up Financials/Supply Chain, Business Unit Related, Assets, Asset Management Definition and define at least one Joint Venture Business Unit on the Asset Management Business Unit 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

Chapter 3, “Establishing Asset Management Business Units,” page 23

Chapter 4, “Establishing Asset Processing,” Defining Joint Venture Allocations, page 80

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 intrabusiness unit transfers (for example, transfers from one department, product, project, or category to another within the same business unit).

Note. InterUnit transfers of joint venture assets is not available or supported.

Joint venture asset transactions are executed just as they are for any non-joint venture asset with no special steps to take. However, it is recommended 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 executed 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 reallocations 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:

Mass Change Template	Description
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, 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 Extraordinary or Ordinary 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 Voluntary or Involuntary to indicate the reason for a retirement. This is for information only.

See Chapter 22, "Processing Mass Changes," page 401.

Adding a Joint Venture Participant

The Mass Change application engine adds a joint venture participant business unit to an existing joint venture, and performs these additional 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 defining 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, select the book or books from which you want to retire a portion of assets. 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 adding a business unit to an existing joint venture, that business unit must be fully established.

Removing a Joint Venture Participant

When Mass Change removes a joint venture participant business unit from an existing joint venture, it also 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 defining 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, select the book or books that you want to remove. 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 the Mass Change process changes ownership allocations for an existing joint venture, it also performs these functions:

- Retires a percentage of the cost and quantity from one business unit and its books, using the defaults specified for the retirement.
- Adds that same percentage of cost and quantity to another business unit and its books, using the proceeds specified for the retirement.

When defining the mass change, select *JVT-JV Allocation Change* as the Mass Change Template used to change joint venture ownership allocations.

In Execution Sequence 1, select the department or departments from which you want to transfer joint venture assets. 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

Chapter 8, “Integrating with Other Products,” Running the Transaction Loader , page 189

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, Australia, India and Japan and other methods used around the globe.

Prerequisites

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 calculates 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.

When you set up your business unit books, 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.

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 supply that information by default. When you enter assets, specify the profile ID; if any depreciation information in the profile does not apply, it can be overridden.

You can also specify depreciation attributes as you add assets to PeopleSoft Asset Management. 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, specify the depreciation criteria for each book.

To ensure correct depreciation processing, the detail calendar being used must include at least five 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.

Build detail calendars beyond the end depreciation date of the asset as well so that any assets added that have a longer than usual service life, depreciation will calculate over the longer period correctly. 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.

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.

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

Chapter 3, "Establishing Asset Management Business Units," Creating Asset Management Business Units, page 24

Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87

Chapter 6, "Adding and Maintaining Assets ," page 123

Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Schedules, page 52

Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Defining Accounting Calendars"

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

Chapter 12, "Using Group Asset Processing," page 257

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.

To process depreciation:

- Request the Depreciation Calculation process (AMDPCALC).
- Review open transactions.
- Review depreciation processing results for errors.

Pages Used to Process Depreciation

Page Name	Object Name	Navigation	Usage
Run Depreciation Calculation	RUN_AMDPCALC	Asset Management, Depreciation, Processing, Calculate	Run the depreciation calculation process (AMDPCALC).
Open Transaction Detail	OPEN_TRANS_DETAIL	Asset Management, 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.
Asset Processes Error Log	AM_ERROR_LOG	Asset Management, Depreciation, Depreciation Process Log	Review depreciation processing result for errors.

Running the Depreciation Calculation Process

Access the Run Depreciation Calculation page.

Process in Parallel Select this check box to use parallel processing. The Processing Sequence field will automatically appear and 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.

See Appendix D, "Configuring PeopleSoft Asset Management Batch Processes," page 599.

Reviewing Open Transactions

Access the Open Transaction Detail page.

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 Identification, Asset Book Name, Transaction Date or Accounting Date, 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)

Completed	Depreciation has been calculated for this transaction.
Held For Transfer In	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 Out can be processed.
Never	The depreciation calculation process will ignore this transaction.
Pending	Depreciation has not yet been calculated for this transaction.

Acctg Entry Creation Status (accounting entry creation status)

Completed	This transaction has been sent to the General Ledger.
Never	The distribution process will ignore this transaction.
Pending	This transaction has not yet been sent to the General Ledger.

Group Consolidation Asset Status

Completed	The summarization process has been completed on these transactions for group member assets.
Grouped	Indicates a Group Asset.
Member Depreciation	Indicates a book change on a group member, such as changing its convention or in-service date.
Never	These transactions will be ignored by the summarization process.
Pending	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.

Review Depreciation Processing Error Log

You can review each processing instance for errors that may have occurred during processing. Access the Asset Processes Error Log page. You can view the business unit, asset ID and other information related to the error along with a message describing the problem. You can then correct the problem or continue.

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

Page Name	Object Name	Navigation	Usage
Expand Depreciation by Period	AMDPEXPD_RQST	Asset Management, Depreciation, Processing, Expand by Period	Store depreciation entries by period. You can expand storage one fiscal year at a time.

Expanding the Depreciation Period

Access the Expand Depreciation by Period page.

Enter a Fiscal Year and Process Frequency. The process can only be run for one fiscal year at a time.

Run Options

Unit Option Select a business unit option, either *All* or *One.* If you specify one, select a Business Unit in the field that appears.

Book Option Select either *All* or *One.*If you specify *One*, select a Book Name in the field that appears.

GRP Asset Option (group asset option) Select a book group asset option, either *All* or *Range.*If you specify a range, select a From Asset and To Asset ID value in the fields that appear.

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 the 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.

Changing the 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.

Changing the 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

You can create open transactions.

Page Used to Create Pending Depreciation Transactions

Page Name	Object Name	Navigation	Usage
Depr Recalc (depreciation recalculation)	AMOPNTRNS_RQST	Asset Management, Depreciation, Open Transactions, Create	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.

Creating Open Depreciation Transactions

Access the Depr Recalc page.

Run Options

Select an Asset Type Option:

All Assets Recalculates depreciation for all assets.

Group Asset Recalculates depreciation for all group assets.

Non Group Asset Recalculates depreciation for all assets except group assets.

Process Scheduler runs the Create Pending Depreciation Transactions (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.

To 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

Chapter 20, “Creating Accounting Entries,” page 345

Open Periods

To ensure that depreciation is expensed to the correct period, check which periods are open. To verify periods, use the Establish Business Units component, and access the Asset Management Definition page (BUS_UNIT_TBL_AM). Select the Update Open Periods link to review open and closed periods on the Open Period Update (OPEN_PERIOD_SINGLE) page.

If the Open Periods shows the current accounting period as *open*, you can create period depreciation accounting entries. If not, you must close the prior period manually and open the current period before creating period depreciation accounting entries.

See Also

Chapter 3, “Establishing Asset Management Business Units,” page 23

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.

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.

See Also

Chapter 20, "Creating Accounting Entries," Running the Depreciation Close Process, page 358

Viewing Depreciation

You can view depreciation-related information for both regular assets and parent-child assets on-line.

Pages Used to View Depreciation Related Information

Page Name	Object Name	Navigation	Usage
Asset Depreciation - Asset	DEPR_ALL_MAIN	Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation	View a summary of basic asset and depreciation information.
Asset Depreciation - Depreciation	DEPR_ALL_YEAR	Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation, Depreciation	For regular assets, calculate an asset's net book value and view its depreciation information for the year. For parent-child assets, calculate net book value. Depreciation information by year will not display.
Asset Depreciation - Period Depreciation	DEPR_ALL_PERIOD	Asset Management, Depreciation, Review Depreciation Info, Asset Depreciation, Depreciation, Period Depreciation	View depreciation broken out by the periods you specified when you entered the asset.
Child Assets	CHILD_ASSETS	Asset Management, Financial Management, Parent-Child Relationships, Review Parent-Child NBV, Child Assets	Specify some or all child assets to be included in a parent asset's net book value calculation.

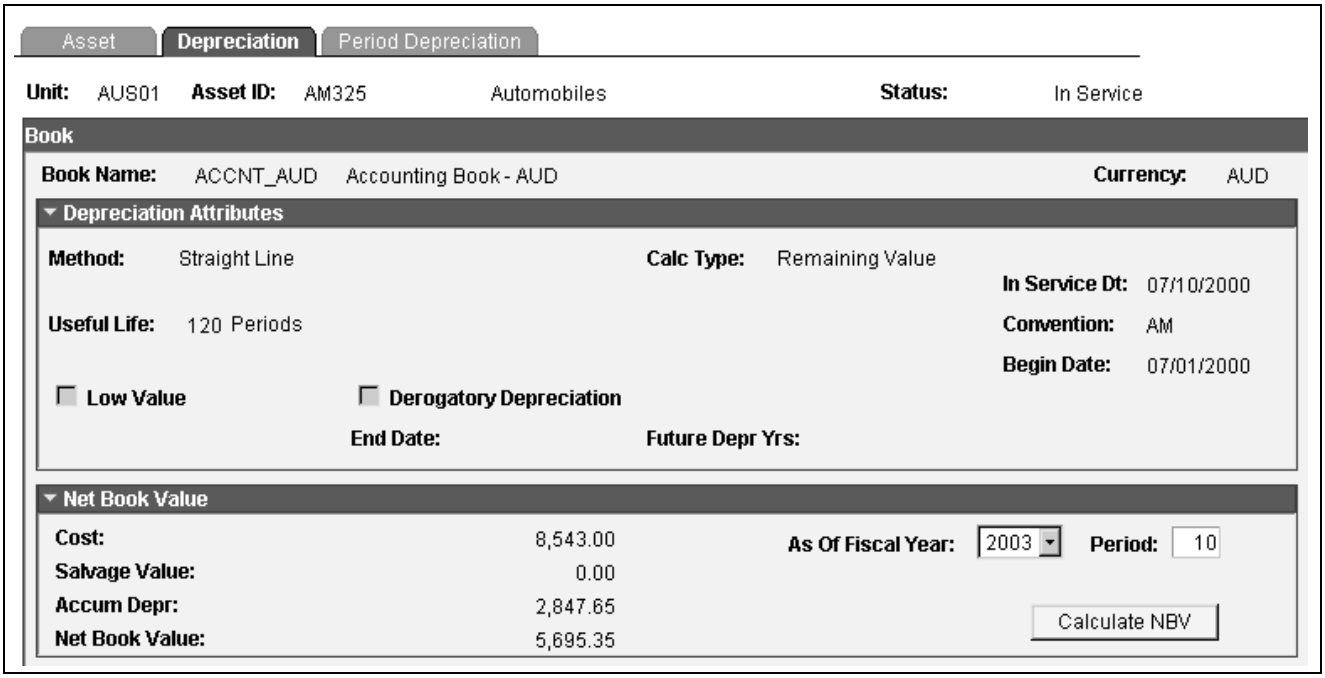
Viewing Basic Asset Depreciation Information

Access the Asset Depreciation - Asset page.

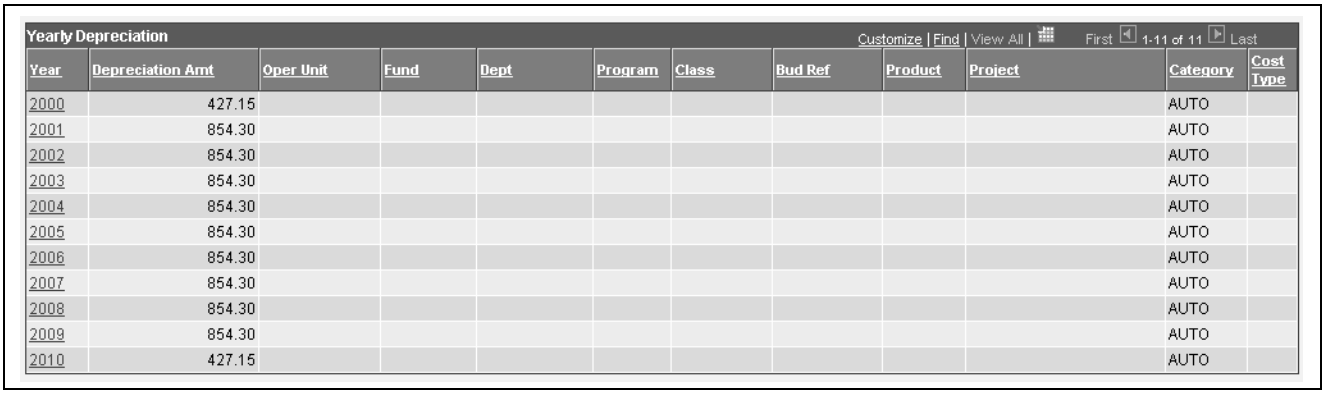
Parent assets created on the Parent Asset page (parent-only assets) do not have cost or basic information. They cannot be viewed in the Parent Child Basic Information component, nor can they be viewed or transacted against in the Asset Cost/Adjust Transfers component; the Asset Retirements component; 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.

Viewing Net Book Value and Depreciation

Access the Asset Depreciation - Depreciation page



Asset Depreciation - Depreciation page (1 of 2)



Yearly Depreciation — Customize | Find | View All | First 1-11 of 11 Last

Year	Depreciation Amt	Oper Unit	Fund	Dept	Program	Class	Bud Ref	Product	Project	Category	Cost Type
2000	427.15									AUTO	
2001	854.30									AUTO	
2002	854.30									AUTO	
2003	854.30									AUTO	
2004	854.30									AUTO	
2005	854.30									AUTO	
2006	854.30									AUTO	
2007	854.30									AUTO	
2008	854.30									AUTO	
2009	854.30									AUTO	
2010	427.15									AUTO	

Asset Depreciation - Depreciation page (2 of 2)

Net Book Value To calculate the net book value of the asset, specify As Of Fiscal Year and Period, and click the Calculate NBV (calculate net book value) button. The

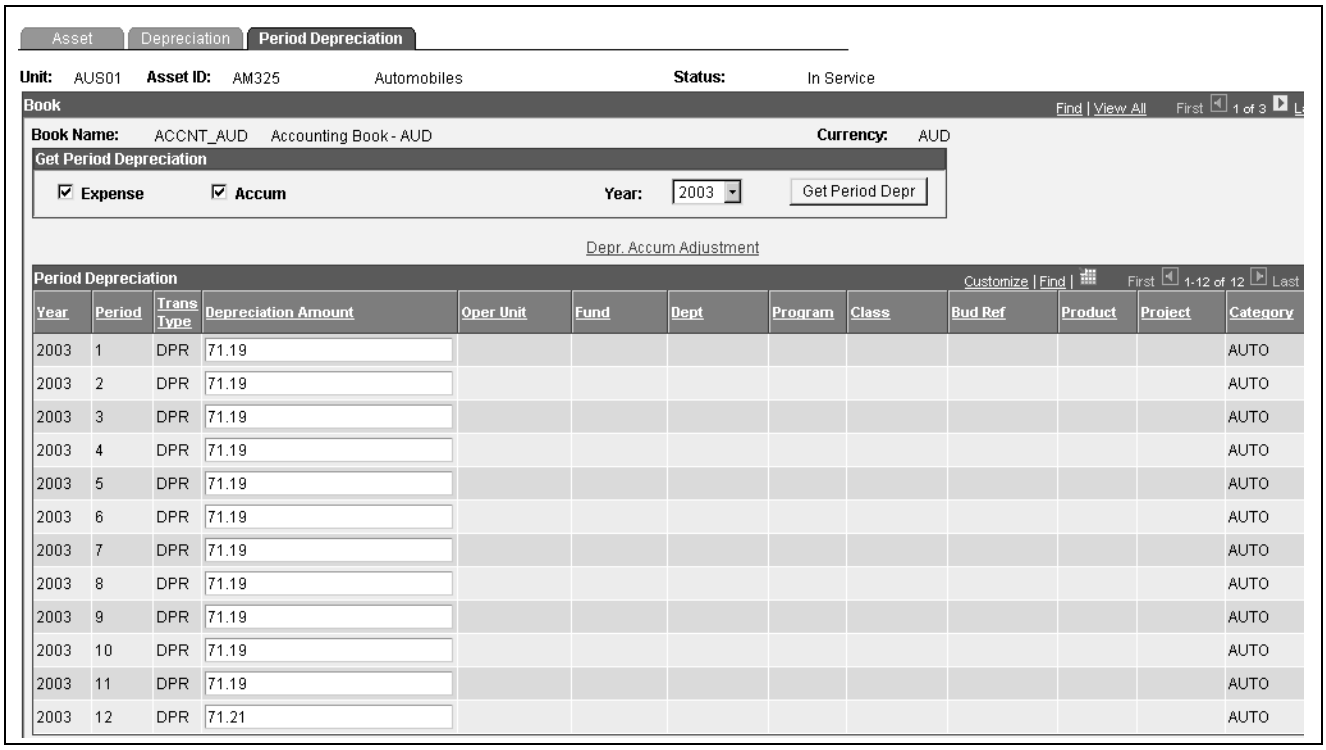
system displays Cost, Salvage ValueAccum Depr (accumulated depreciation), value, and NBV for the selected asset, fiscal year, and accounting period.

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.

Viewing Period Depreciation

Access the Asset Depreciation - Period Depreciation page.



Asset Depreciation - Period Depreciation page

Get Period Depreciation

Expense Select this check box to see depreciation expense for the year specified.

Accum (accumulated) Select this check box to see accumulated depreciation for the year specified.

Note. If you do not select Expense, but do 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 do 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) Click this button to have the system calculate depreciation allocated to each period for the year specified, and display the information. You can change the

period depreciation amounts. Note that once you have modified the period depreciation, you will change the depreciation method to Manual Depreciation.

Period Depreciation

Click the Depr. Accum Adjustment (depreciation accumulated adjustment) link to 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 - Period Depreciation page displays 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 10,000.00 JPY 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 - Period Depreciation 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 Transfer In.

Viewing Child Assets

Access the Child Assets page.

Click the Select All button to include all child assets with the parent in the net book value calculation.

To include some child assets, select the Selected check box for the specific row.

Tag Number Tag assigned to the child asset. Parent and child assets may share the same tag number.

Description Child asset description.

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.

Acq Date(acquisition date) Date the asset was acquired.

Asset Information Click 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

You can adjust accumulated depreciation.

Page Used to Adjust Accumulated Depreciation

Page Name	Object Name	Navigation	Usage
Depr Accum Adjustment (depreciation accumulated adjustment)	DEPR_ACCUM_ADJ	Asset Management, Depreciation, Processing, Adjusted Accumulated Depr	Make adjustments to accumulated depreciation.

Using the Asset Depreciation Accumulated Adjustment Page

Access the Depreciation Accumulated Adjustment page.

After saving the page, click the Asset Depreciation link to view the adjustment.

Note. Each book has to be adjusted separately. 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:

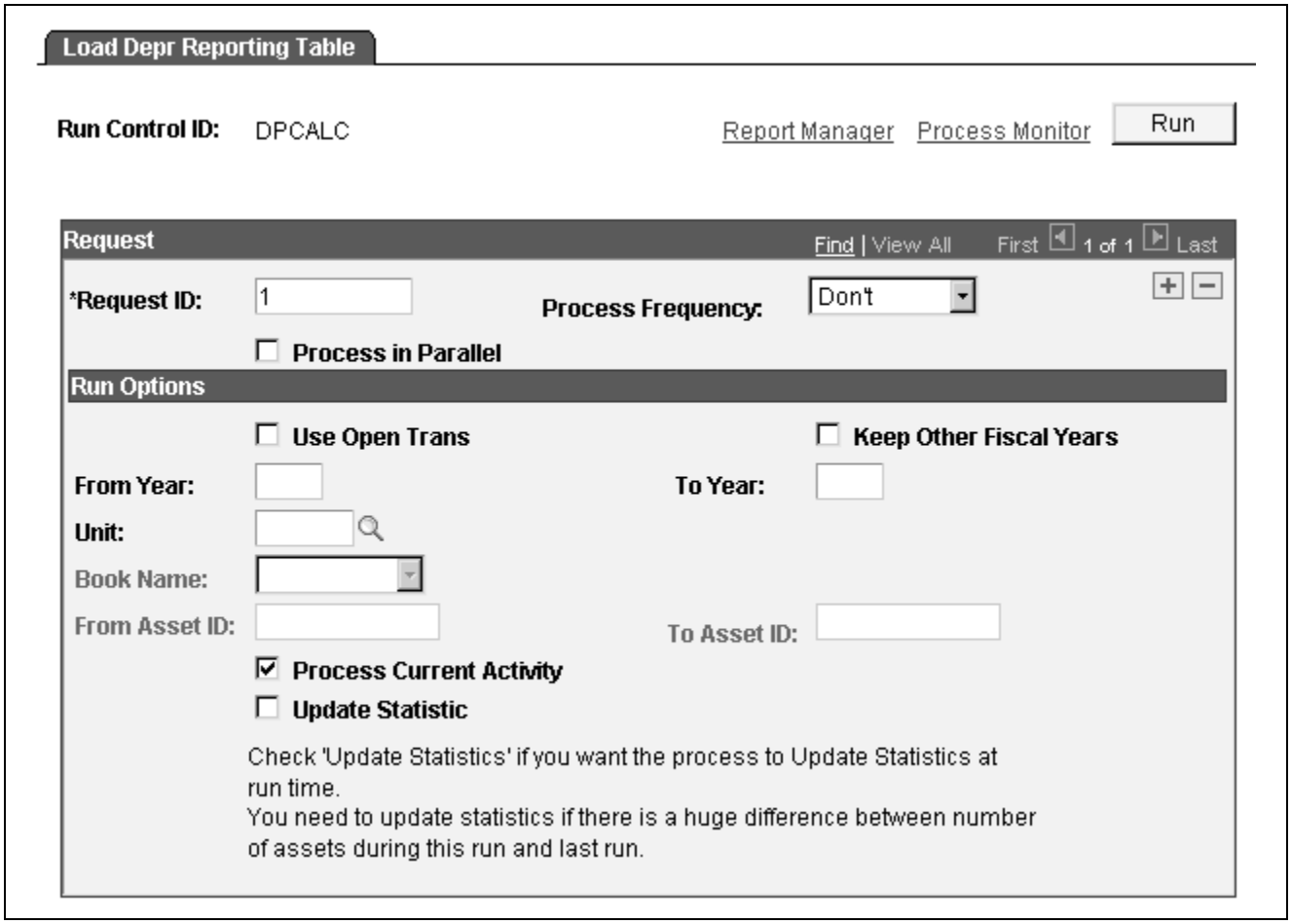
- Load the depreciation report table.
- Run the Depreciation by Period report.
- Run the Depreciation by Fiscal Year report.
- Run the Depreciation Activity report.

Pages Used to Run Depreciation Reports

Page Name	Object Name	Navigation	Usage
Load Depr Reporting Table (load depreciation reporting table)	AMDPREPT_RQST	Asset Management, Financial Reports, Load Reporting Tables, Depr Reporting Table	Load the PS_DEPR_RPT table. This table is used for all depreciation reports.
Depreciation by Period - Parameters	RUN_AMDP2200	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Period	Run the Depreciation by Period report.
Depreciation by Fiscal Year - Parameters	RUN_AMDP2300	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Fiscal Year	Run the Depreciation by Fiscal Year report.
Depreciation Activity	RUN_AMDP2000	Asset Management, Financial Reports, Cost and Depreciation, Depreciation Activity	Run the Depreciation by Activity report.

Loading the Depreciation Report Table

Access the Load Depr Reporting Table page.



Load Depr Reporting Table page

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 this check box to pick up only new open transactions since you last ran the process.

Keep Other Fiscal Years — Select this check box to process a new year, but 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 check box.

CHAPTER 17

Using User Defined Depreciation

This chapter provides and 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. Review the available variables, then proceed to create depreciation formulae.

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.

Creating or Selecting Variables

PeopleSoft provides 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_ CHARTFIELD	#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

Variable	Program Variable	Assign To Flag
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
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

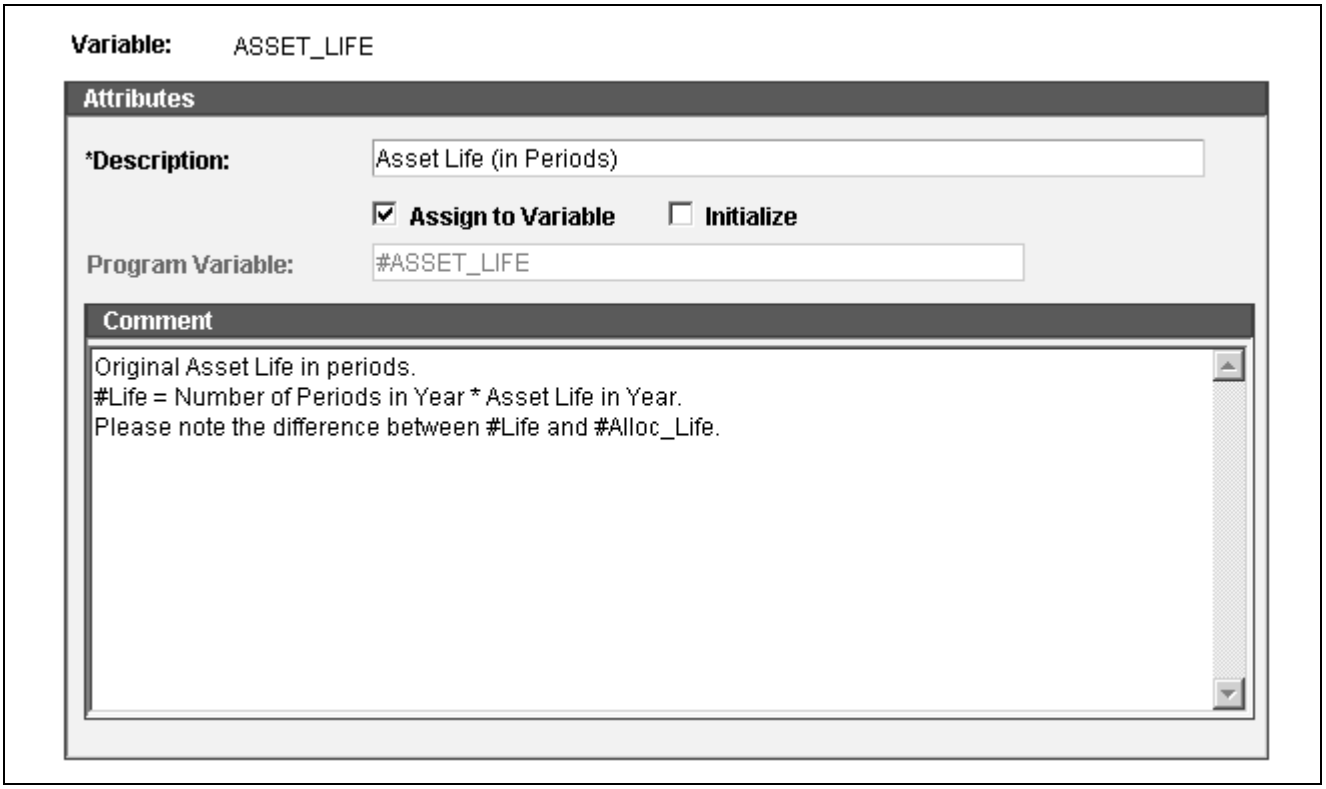
Variable	Program Variable	Assign To Flag
UDX1	#UDX1	Y
UDX2	#UDX2	Y
UDX3	#UDX3	Y
UDX4	#UDX4	Y
UDX5	#UDX5	Y
UDX6	#UDX6	Y

Page Used to Create or Select Variables

Page Name	Object Name	Navigation	Usage
User Defined Variables	UD_VARIABLE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Variables	Create a new variable or select an existing variable.
User Defined Variables	UD_VARIABLE_INQ	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User Defined Methods, User Defined Variables	View or select an existing variable.

Creating or Selecting Variables

Access the User Defined Variables page.



User Defined Variables page

Assign To Variable Indicates whether you can assign the resultant value to this variable.

Program Variable Identifies and reference the user defined variable name with the corresponding internal AMDPCALC or AMDPCUDM program variable name.

Initialize

Note. This check box displays only for variables that have the Assign To Variableis selected.

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 years.

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.

The User Defined Methods component (UD_METHOD) contains the pages to create and review custom depreciation formulas.

This section provides and overview of and discusses how to create and view user-defined depreciation methods, particularly:

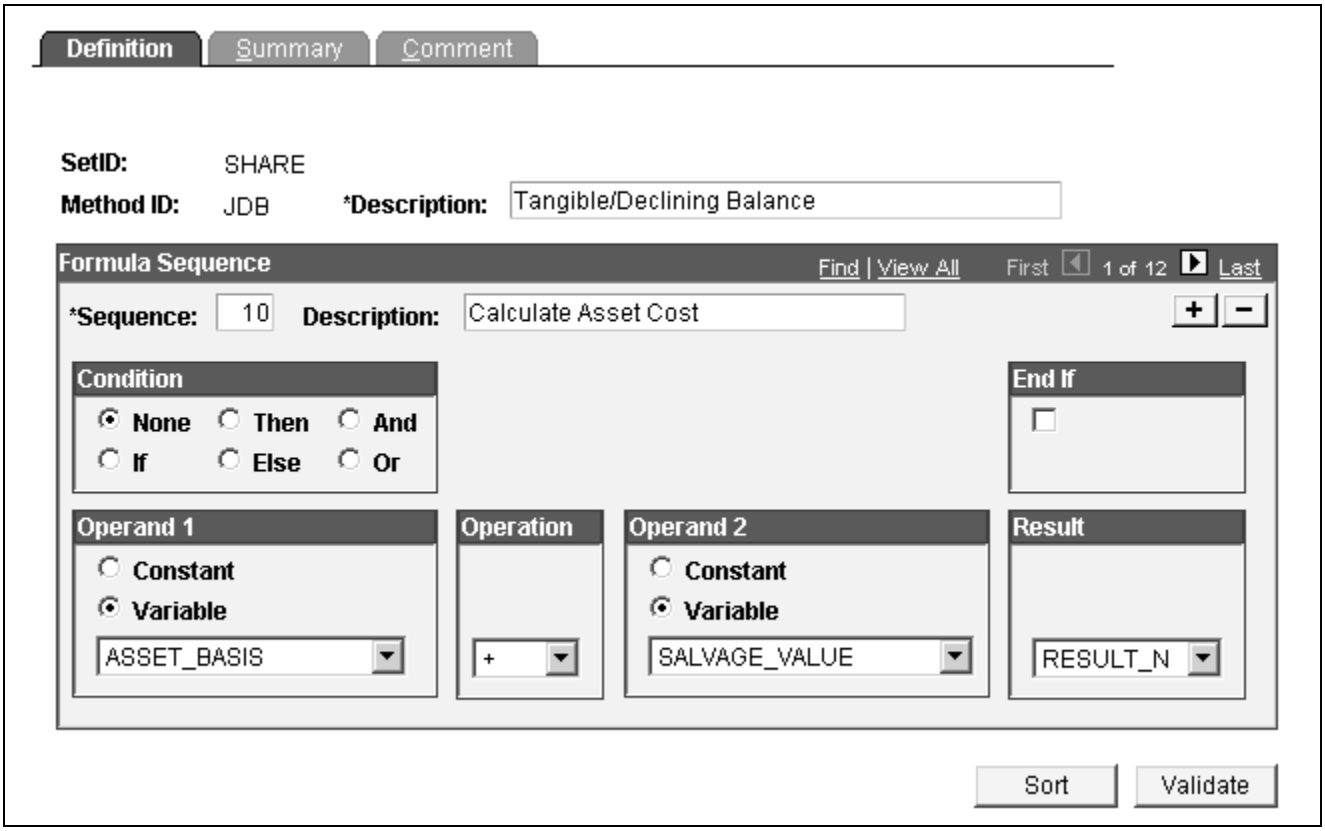
- Enter the user-defined depreciation method.
- Summarize the user-defined method.
- Describe the user-defined method.

Pages Used to Create a User-Defined Depreciation Method

Page Name	Object Name	Navigation	Usage
User-Defined Method	UD_METHOD_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Methods	Create a user-defined depreciation method. **Note.** Method ID is the five-character identifier for the user-defined depreciation method you create.
User Defined Methods - Definition	UD_METHOD_INQ	Set Up Financials/Supply Chain, Product Related, Asset Management, Review User Defined Methods, User Defined Methods	View the custom depreciation formula.
User Defined Methods - Summary	UD_METHOD_SUMMARY	• Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Methods, 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 Methods - Comment	UD_METHOD_COMMENT	• Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, User Defined Methods, Comment • Set Up Financials/Supply Chain, Product Related, Asset Management, Review User Defined Methods, User Defined Methods, Comment	Enter or view additional comments or explanations of this depreciation method.

Entering the User-Defined Depreciation Method

Access the User Defined Methods - Definition page.



User Defined Methods - 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 this page:

```
Depreciation = (Asset Cost / Asset Life) × 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.
And	Indicates you want to include both variables in the search.
Or	Indicates you want to include either variable in the search.

You can create and/or statements, if-then-else statements, and multiple if-then-else statements. You cannot use nested if statements.

Operand 1

Constant Select to indicate a value, then enter the value.

Variable Select to indicate a user-defined variable.

Operation

Select the arithmetic operator.

Operand 2

Constant Select to indicate a value, then enter the value.

Variable Select to indicate a user-defined variable.

Result

Result Specify a name for the result of this operation. The result can be any user-defined variable for which the Assign To Variable check box on the User Defined Variables page is selected.

Validate Click 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 to redisplay the sequence of steps you entered in ascending sequence order, if you have edited some steps into the formula.

End If

Select End If to indicate that this is the end of an If-Then-Else construct.

Generating a User-Defined Depreciation SQC Program

Once you have created a new user-defined depreciation method, you must regenerate the AMUDDEPR.SQC program that is called by the main depreciation calculation program AMDPCALC during the depreciation calculation process.

Page Used to Generate a User-Defined Depreciation SQC Program

Page Name	Object Name	Navigation	Usage
Generate User Defined Methods	RUN_AMUD_METHOD	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Generate User Defined Methods	Regenerate the AMUDDEPR.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 Generate User Defined Methods 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 AMUDDEPR.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 that is similar to an existing one. You can copy the existing formula and modify it for the requirements of the new method, rather then defining it from scratch.

Page Used to Copy a User-Defined Depreciation Method

Page Name	Object Name	Navigation	Usage
User Defined Methods - 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.

Copying a User-Defined Method

Access the User Defined Methods - Copy page.

New SetID Select the ID for the new depreciation method; it may be the same or different from the depreciation method from which you are copying.

New Method ID Enter an ID and a description for the new depreciation method. The description and Comment appear by default from the old method, and you can change it.

After you have saved the new method, click the Go to Maintain User Defined Method Page link to modify the new copied method if appropriate.

Note. You must 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

Chapter 4, “Establishing Asset Processing,” Setting Up Asset Profiles, page 87

Chapter 6, “Adding and Maintaining Assets ,” Adding and Maintaining Basic Information About Assets, page 124

Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146

CHAPTER 18

Reviewing Depreciation Calculation Results

This chapter provides an overview of reviewing depreciation calculation results, and describes how to:

- Perform*What if* depreciation modeling.
- Load the new book value depreciation results into a spreadsheet program.

Understanding What If Depreciation

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 for analysis.

Using*What if* depreciation simulation modeling, you can determine, evaluate and compare the depreciation amounts for an asset(s) if you were to change all or some of the depreciation parameters. For example, you may wish to determine 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 years digits. You can experiment with depreciation to determine what the effect on depreciation would be without having to change the actual depreciation parameters for an asset.

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 *actual* depreciation program. You are then able to see what the depreciation amount for the asset would be, go back and modify the depreciation parameters accordingly, then perform the actual depreciation.

To perform *What if* depreciation simulation, the asset(s) *must* already exist in the system. Add at least one asset to perform the simulation. The What if depreciation feature uses only Add transactions for modeling.

Performing What If Depreciation

To generate *What if* depreciation simulation:

- Perform What If Depreciation.
- View What If Depreciation Results.

Pages Used to Perform What If Depreciation

Page Name	Object Name	Navigation	Usage
Run What If Depreciation	RUN_AMDPCOMP	Asset Management, Reports, Depreciation, What If Scenarios, Request	Perform what if depreciation.
What If Depreciation Results	DEPR_ALL_PRD_COMP, DEPR_ALL_YEAR_COMP, DEPR_ALL_MAIN_COMP	Asset Management, Reports, Depreciation, What If Scenarios, Review	View results of what if depreciation.

Performing What If Depreciation

Access the What If Depreciation page.

Save the what if depreciation 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 uses the AMDPCOMP program to run simulated depreciation instead of the actual 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

You can load the net book value depreciation results into a spreadsheet program.

Page Used to Load the Net Book Value Depreciation Results into a Spreadsheet Program

Page Name	Object Name	Navigation	Usage
Load Asset NBV Table (load asset net book value table)	RUN_AMLDNBVT	Asset Management, Financial Reports, Load Reporting Tables, 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. NBV information is loaded to the DEPRRPT table and is available to view online.

Loading Depreciation Results into a Spreadsheet Program

Access the Load Asset NBV Table page.

Specify As Of FY (as of fiscal year) and accounting Period.

To see the results, run the Load Asset Net Book Values query. 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

This chapter provides an overview of allocating depreciation expenses, describes the prerequisite tasks, and describes how to:

- Set up the depreciation allocation process.
- Run the allocation process.

Understanding the Depreciation Allocation Business Process

PeopleSoft Asset Management allows you to allocate depreciation expenses or asset costs across multiple departments or ChartField combinations. The allocation may be divided equally among all departments or selected ChartField combinations, or it may be calculated on a factor appropriate to your business, such as a pro rata basis.

In some business environments, allocation of depreciation expenses to departments or ChartField combinations other than those assigned to an asset's cost may be required. For example, depreciation expenses for shared services assets such as HVAC (Heating, Ventilation, Air Conditioning) for a store in a mall may be needed in order to allocate the expenses 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. Allocation amounts are derived 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). The allocation process must be run after running these programs and before journal generation. The allocation program takes unposted journal lines from the DIST_LN table, processes them according to the defined allocation, and creates new allocation entries. Also, lines that have already been sent to the general ledger by previous journal generation will not be available to allocate.

Processing Allocations With Fund Accounting

When an educational or governmental entity acquires a capital asset, the transaction is usually accounted for as a budgeted or funded acquisition. Other programs within PeopleSoft provide the tools to perform budget checking, such as in the Purchase Order and Accounts Payable transaction processing. Once the transaction to acquire the asset is completed, asset management creates ongoing depreciation transactions. It is important that the asset depreciation entries do not inherit the original budget reference during creation of period depreciation entries because the original budget reference is not appropriate for future year's depreciation.

For example: Assume that the current financial year is 2002 with budget year as 2001. Take an asset which was added in 01/01/1999 with a budget year of 1999.). All the depreciation rows for 2002 are created with the budget year of 1999. When the depreciation entries for 2002 are posted to general ledger, they have an incorrect budget year of 1999.

To accommodate the use of budget or fund accounting in PeopleSoft Asset Management, we recommend that you use the allocations process to reallocate the depreciation and other transactions to the active budget reference and year. This program is run after the accounting entry creation process and depreciation close process have been run.

Prerequisites

You must have already defined transaction groups in order to set up the allocation basis for asset costs and depreciation. If you use budget or fund accounting, we recommend that you establish an asset or budget reallocation transaction group, such as *All* to include all transaction types that apply: ADD, DPR, PDP, RCT, RET, and TRF.

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Setting Up the Depreciation Allocation Business Process

To set up the Depreciation Allocation business process:

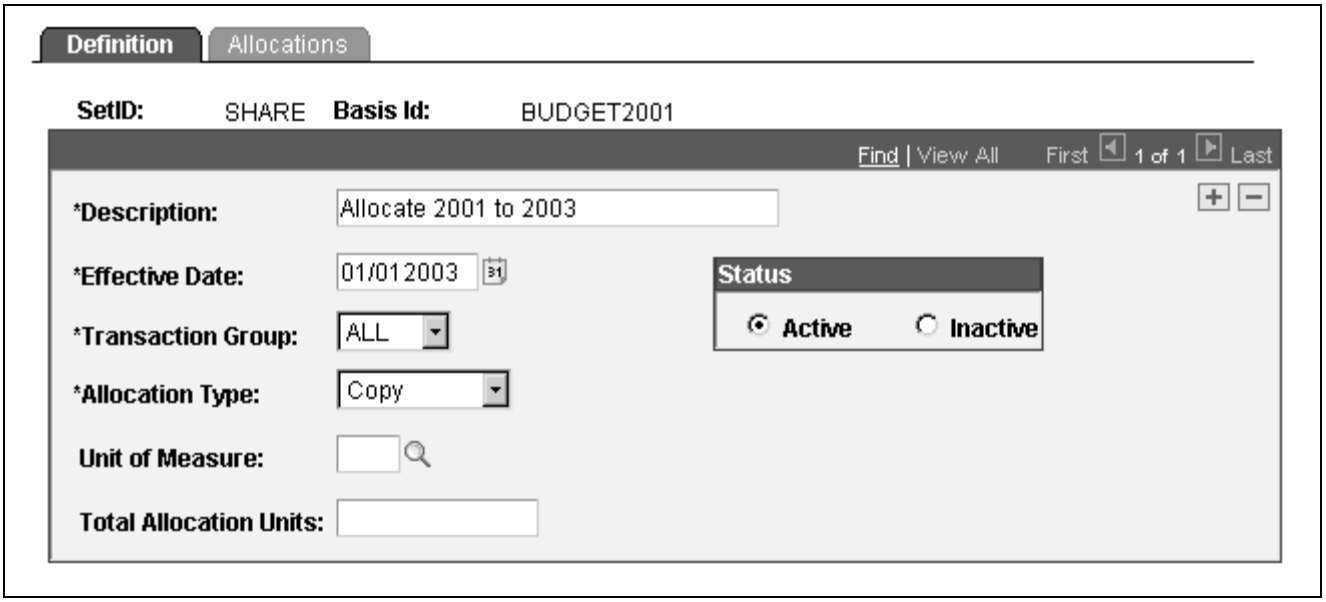
- Define the allocation basis, which determines how and in what proportion the journal line amounts will be distributed to various targets.
- Define the sources and destinations for the cost/depreciation to be allocated.
- Link assets to a defined allocation basis.

Pages Used to Set Up the Depreciation Allocation Business Process

Page Name	Object Name	Navigation	Usage
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 Allocations	Associate assets with Allocation Basis IDs.

Entering the Allocation Basis Definition

Access the Allocation Basis Definition - Definition page.



Allocation Basis Definition page

Transaction Group Select a transaction group which combines depreciation types for allocating expenses. In the case of using budget or fund accounting, select the transaction group used for budget or fund reallocations.

Allocation Type Select one:

- *Copy:* Select to enable you to override a value so that ownership can be assigned, for example, to one department while expense is charged to another department.

- *Evenly:* Select to distribute the Total Allocation Units equally among the allocation destinations.
- *Prorata:* Select to distribute the Total Allocation Units the way you specify in the Destination group box on the Allocation Basis Definition - Allocations page.

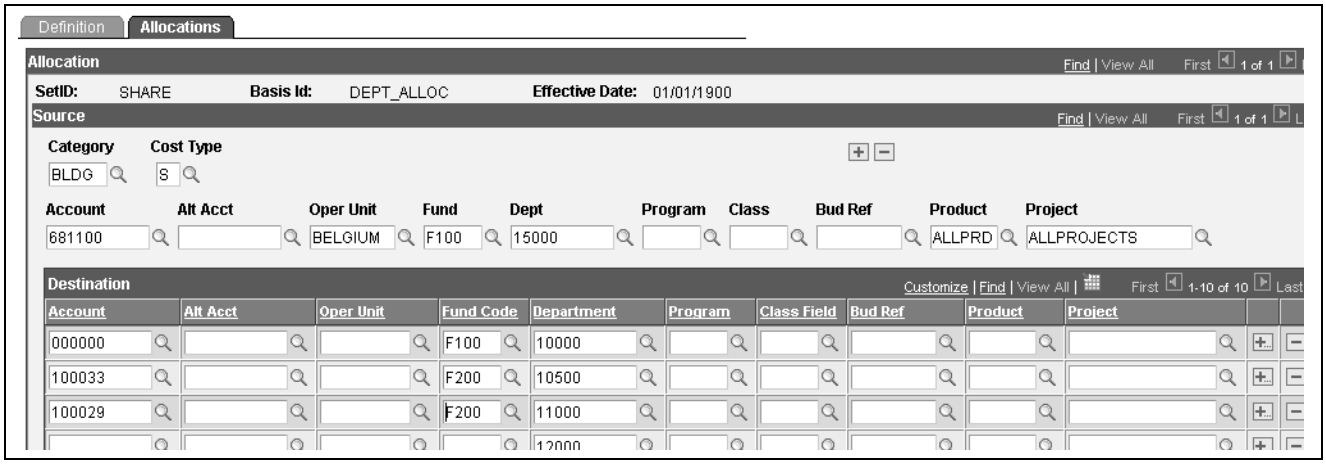
Note. If you select *Prorata* as the allocation type, enter a Unit of Measure and the number of Total Allocation Units.

Unit of Measure If you select *Prorata* as the allocation type, enter a unit of measure. This is the criteria you are going to use to do the allocation.

Total Allocation Units The total quantity of your units of measure used to perform the allocation. You enter the allocation units for each destination in order to establish the allocation ratio for each destination.

Defining the Source and Destinations

Access the Allocation Basis Definition - Allocations page.



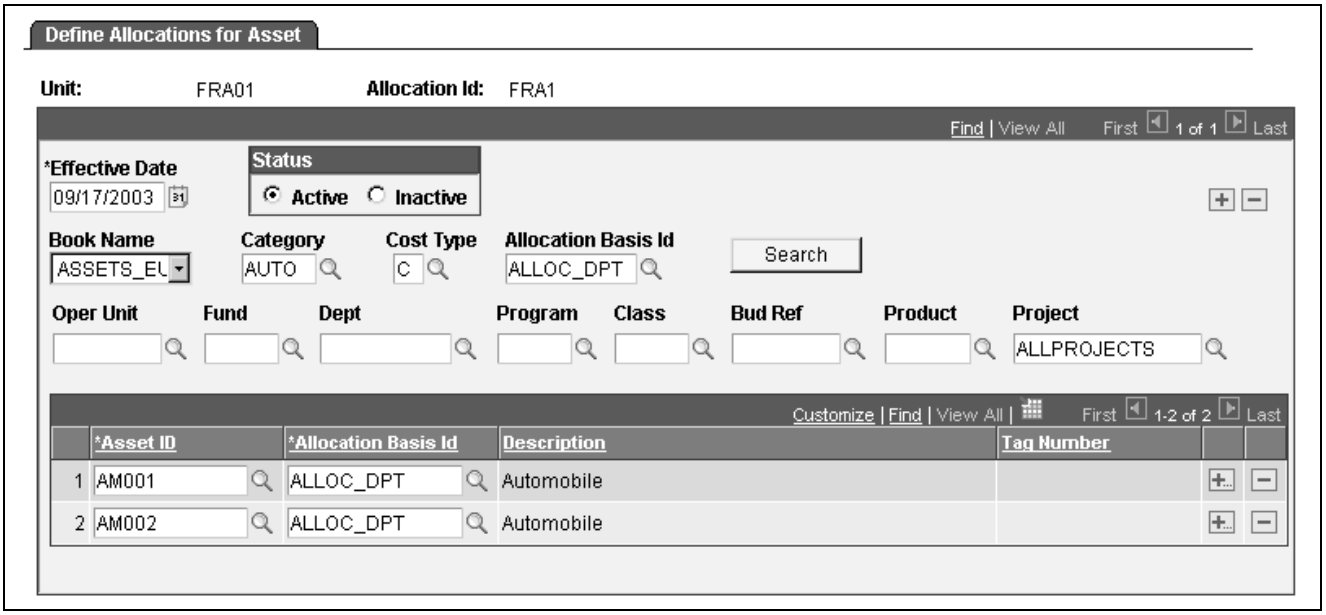
Allocation Basis Allocations page

Complete the applicable ChartField sources and destinations.

If you are using a prorata allocation, in the Destination group box, enter the Allocation Units for each destination.

Defining Allocations for Assets

Access the Define Allocations for Asset page.



Define Allocations for Asset page

Specify the criteria for the allocation by selecting ChartFields to associate with it. Next to the Cost Type field. enter an Allocation Basis Id for this allocation; this is the default basis for this allocation.

You can also associate each Asset ID with an Allocation Basis ID in the lower half of the page.

When using budget or fund accounting, define the assets against which allocations should be run. For example, include all assets pertaining to the budget reference year 2001. After running the accounting entry generation process (AMAEDIST) and the depreciation close (DEPR_CLOS) process, the Depreciation Allocation (AMALLOC) process with the appropriate budget Allocation ID can be run for the applicable fiscal year and period.

Note. Use the upper Allocation Basis Id field to quickly establish the allocation basis value by default to each one of the selected asset IDs. To generate proper search results for asset IDs, first populate one or all of the following fields: Book Name, Category,Cost Type,Oper Unit, Fund, Dept (department), Program, Class, Bud Ref (budget reference), Product, or Project. Using the Allocation Basis Id field does*not* narrow your search.

Performing the Depreciation Allocation Business Process

You can create allocation entries in the DIST_LN table by running the Depreciation Allocation (AMALLOC) process.

Note. The allocations process will call the centralized processor to generate balanced Inter/IntraUnit entries.

See Also

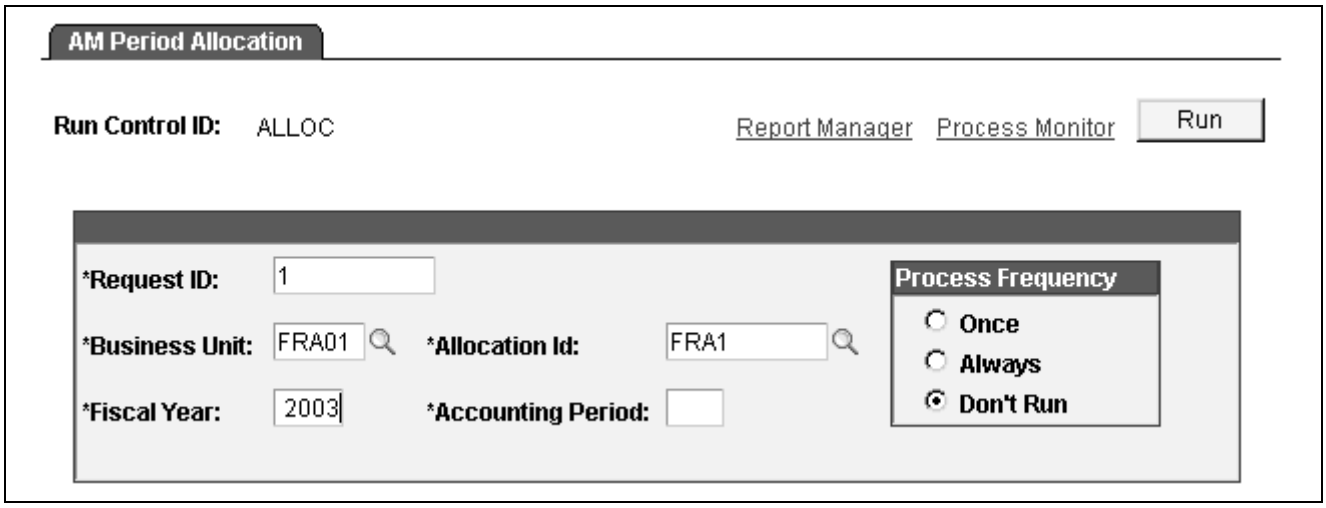
PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Page Used to Run the Depreciation Allocation Business Process

Page Name	Object Name	Navigation	Usage
AM Period Allocation (asset management 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.

Running the Depreciation Allocation Process

Access the AM Period Allocation page.



AM Period Allocation page

Enter a Business Unit,Allocation Id, and Accounting Period to process allocations. Select a Process Frequency.

When processing for budget and fund accounting allocations, first run the accounting entry generation process (AMAEDIST) and the depreciation close (DEPR_CLOS) process. Then run the Depreciation Allocation (AMALLOC) process with the appropriate budget Allocation ID for the applicable fiscal year and period. These steps will change the entries to reflect the correct budget reference in the accounting entries for assets created in prior fiscal year and period.

CHAPTER 20

Creating Accounting Entries

This chapter provides an overview of asset information flow and discusses how to:

- Review accounting entry setup.
- Create accounting entries.
- View the status of a background process.

Understanding Asset Information Flow

Each financial transaction entered 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 your general ledger system.

Balanced accounting entries are generated from financial transactions and are the basis for creating journals that are posted to the general ledger. There are many sources for accounting entries in PeopleSoft Asset Management, mainly:

1. Accounting entries created from financial transactions such as asset additions, adjustments, or retirements.
2. Accounting entries created from depreciation close for a particular accounting period.
3. Accounting entries created from lease payments.

Others include processing transactions to adjust for inflation or accounting entries created from an active integration with other PeopleSoft products, such as PeopleSoft Billing, Purchasing, and Payables.

Each time that financial asset information is entered or adjusted, PeopleSoft Asset Management creates an open transaction. This transaction remains open until accounting entries are created or depreciation is calculated for the transaction. The process for accounting entry creation generates accounting entries for all financial transactions that are not related to depreciation. The Depreciation Close process (AMDPCLOS) generates accounting entries for depreciation in a particular accounting period.

Note. The delivered AMAEJOB begins the Create Accounting Entries process (AMAEDIST) and the InterUnit Processing (AM_IU_PRCS) process in sequence to create balanced accounting entries through the Inter/IntraUnit central processor for asset transfer transactions.

To create accounting entries, you:

1. Enter asset transactions.

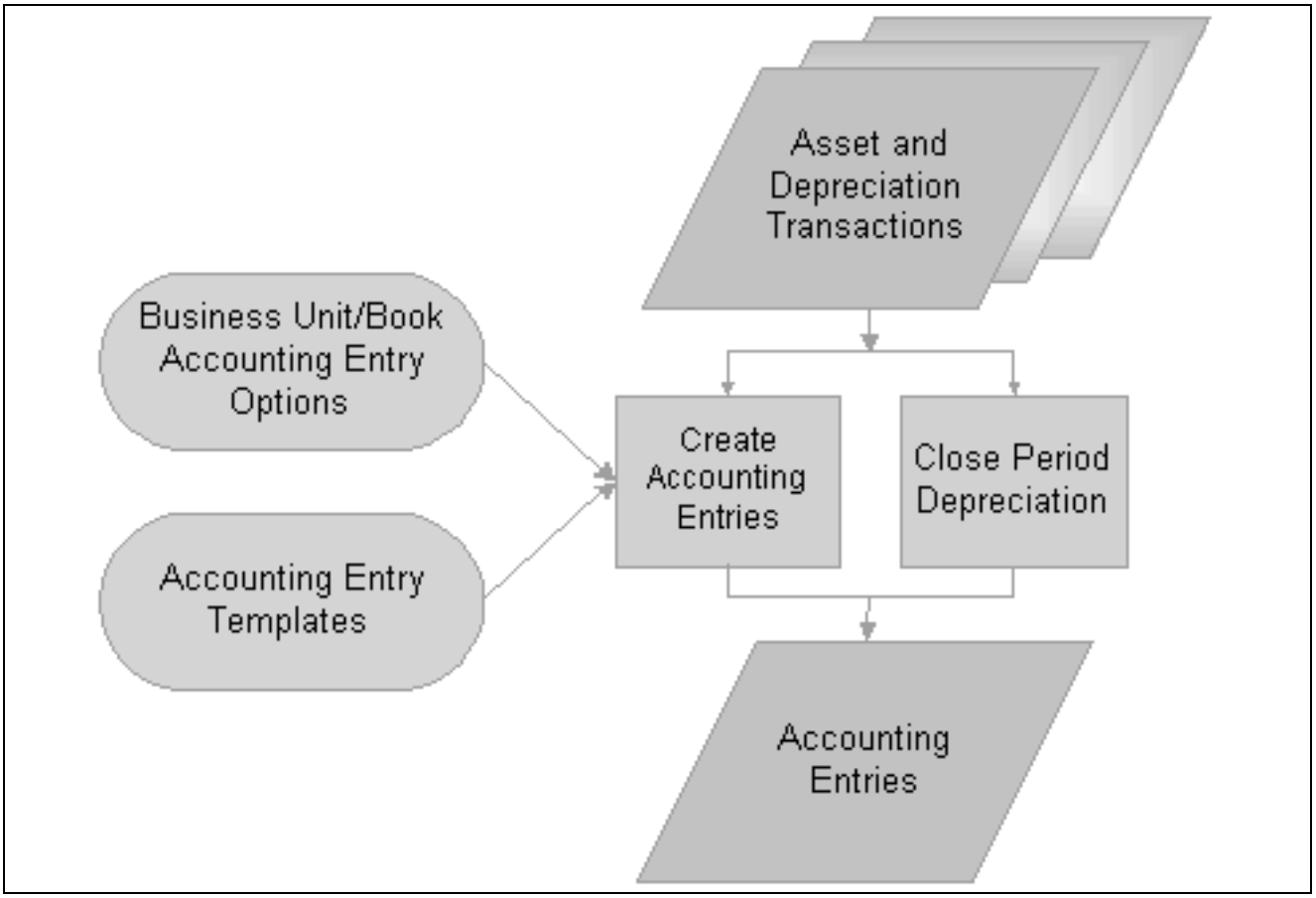
Based on the context of the transaction entered, the system creates an open transaction with a transaction type such as *Add, Transfer, Adjust, Retire,* and so forth. These open transactions form a list of accounting entry or depreciation tasks to be processed.

2. Calculate depreciation for open transactions.
3. Create asset transaction accounting entries by running the Accounting Entry Creation process (AMAEDIST), 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 accounting entry template ID, category, cost type, transaction type, and transaction code of the asset transaction. You can run this process at any interval. It is recommended that you run the process more than once a month to help eliminate a bottleneck at period close time. Use the process scheduler to schedule and automatically initiate these processes for you.
4. At the end of each accounting period, 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.

   You run this process only once for each accounting period, and only after all of the transaction activity for the period has been completed.
5. You may reverse accounting entries by running the Depreciation Close process with the option Reverse Posted Entries selected.

   This option reverses only those journal entries that have been created and posted to general ledger, and creates reversal entries.



Processes for creating accounting entries

Accounting Entry Template IDs

When an accounting entry template is added in PeopleSoft Asset Management, the system populates it with standard accounting entry types (distribution type), based on the asset category, cost type, and action that is specified for all supported features that require accounting types. By using the features within the Accounting Entry Template ID component, you may define accounting entry template IDs that add or delete the appropriate accounting entry (distribution) types for each type of transaction that you perform, and that can be associated with business unit level features such as *Derogatory Depreciation, Like Kind Exchange,* and *Revaluation.*

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Prerequisites

Before you initiate any processing, it is recommended that you review your application options. You must have:

- Defined Business Unit and Book accounting entry options.
- Established the accounting entry template IDs to be used for asset management processing.
- Established the accounting entry templates to be used for asset management processing.

- Determined the depreciation open and close status for periods.

Reviewing Accounting Entry Setup

At this point, all of the components required to create accounting entries have been set up and defined successfully. This section discusses how to:

- Review Business Unit and Book accounting entry options.
- Review accounting entry templates.
- Review depreciation close status.

Reviewing Business Unit and Book Accounting Entry Options

Business Unit and Book accounting entry options are defined in the Establish Business Units component and control which business unit book is used to create accounting entries. Select one book for each business unit to create accounting entries.

Note. It is important to understand the functionality between PeopleSoft Asset Management business units and General Ledger business units, when processing accounting entries. If you are using different business units between the applications because you use multiple ledgers, you must be sure to specify the ledger. The ledger is required when searching on the Asset Journals page. Failing to enter the value generates an error, and the journal lines for business units that are different do not appear, even though the asset management entries are generated and posted to the journal tables.

See Also

Chapter 3, “Establishing Asset Management Business Units,” page 23

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, 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.

When you add an accounting entry template in PeopleSoft Asset Management, the system populates it with standard accounting entry types (distribution type), based on the asset category, cost type, and action that is specified for all supported features that require accounting types. By using the features within the Accounting Entry Template ID component, you may define accounting entry template IDs that add or delete the appropriate accounting entry (distribution) types for each type of transaction that you perform, and that can be associated with business unit level features such as *Derogatory Depreciation, Like Kind Exchange,* and *Revaluation.*

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:

Transaction Type	Description
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.
INF	Inflation adjustment.

Note. If you enter a transaction into your system by 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 are used only on an accounting entry template with a blank transaction code.

Accounting Entry (Distribution) Types

PeopleSoft Asset Management creates accounting entries by using standard accounting entry types (distribution type), based on the asset category, cost type, and action that is specified for all supported features that require accounting entry types. The following tables list the accounting distribution types associated with each accounting entry feature.

ADD - Addition

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
AP	Contra Asset	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
DE	Depreciation Expense	X	N/A	N/A	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
FA	Fixed Asset	X	N/A	N/A	N/A	N/A
LO	Lease Obligation	N/A	X	N/A	N/A	N/A
TI	Trade In	X	N/A	N/A	N/A	N/A
UR	Unrecognized Gain/Loss	N/A	N/A	N/A	X	N/A

ADJ - Adjustment

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
AP	Contra Asset	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DE	Depreciation Expense	X	N/A	N/A	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
FA	Fixed Asset	X	N/A	N/A	N/A	N/A
LO	Lease Obligation	N/A	X	N/A	N/A	N/A

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
PR	Provision for Revaluation	N/A	N/A	N/A	N/A	X
RD	Reversal of Depreciation	N/A	N/A	N/A	N/A	X

TRF - Transfer

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
FA	Fixed Asset	X	N/A	N/A	N/A	N/A

RCT - Recategorize

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
FA	Fixed Asset	X	N/A	N/A	N/A	N/A

RET - Retire

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
AP	Contra Asset	N/A	N/A	N/A	X	N/A
BI	Proceeds to Billing Account	X (If Billing is Installed)	N/A	N/A	N/A	N/A
CA	Proceeds	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
FA	Fixed Asset	X	N/A	N/A	N/A	N/A
GA	Gain	X	N/A	N/A	N/A	N/A
GL	Loss	X	N/A	N/A	N/A	N/A
LG	Lease Guarantee Contra	N/A	X	N/A	N/A	N/A
LO	Lease Obligation	N/A	X	N/A	N/A	N/A
LU	Lease Guarantee Obligation	N/A	X	N/A	N/A	N/A
MA	Mortgage - Others	N/A	N/A	N/A	X	N/A
ML	Mortgage - Comp	N/A	N/A	N/A	X	N/A
NV	Net Book Value	N/A	N/A	X	N/A	N/A
PR	Provision for Revaluation	N/A	N/A	N/A	N/A	X

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
RD	Reversal of Depreciation	N/A	N/A	N/A	N/A	X
RG	Recognized Gain	N/A	N/A	N/A	X	N/A
RM	Removal Contra	X	N/A	N/A	N/A	N/A
SL	Sales of Fixed Asset	N/A	N/A	X	N/A	N/A
TI	Trade In	X	N/A	N/A	N/A	N/A
UG	Unrealized Gain	N/A	N/A	N/A	X	N/A
UL	Unrealized Loss	N/A	N/A	N/A	X	N/A

DPR - Depreciation

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DE	Depreciation Expense	X	N/A	N/A	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
PR	Provision for Revaluation	N/A	N/A	N/A	N/A	X (For Cost Type R)
RD	Reversal of Depreciation	N/A	N/A	N/A	N/A	X (For Cost Type R)

PDP - Prior Period Depreciation

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
AD	Accumulated Depreciation	X	N/A	N/A	N/A	N/A
DD	Accumulated Derogatory Depreciation	N/A	N/A	X	N/A	N/A
DE	Depreciation Expense	X	N/A	N/A	N/A	N/A
DR	Derogatory Depreciation Reversal	N/A	N/A	X	N/A	N/A
DX	Derogatory Depreciation Expense	N/A	N/A	X	N/A	N/A
PR	Provision for Revaluation	N/A	N/A	N/A	N/A	X (For Cost Type R)
RD	Reversal of Depreciation	N/A	N/A	N/A	N/A	X (For Cost Type R)

LPY - Lease Payment

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
LC	Lease Interest Contra	N/A	X	N/A	N/A	N/A
LI	Lease Interest	N/A	X	N/A	N/A	N/A
LO	Lease Obligation	N/A	X	N/A	N/A	N/A
LP	Lease Obligation contra	N/A	X	N/A	N/A	N/A

INF - Inflation

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
IA	Inflation Accum Depr	X	N/A	N/A	N/A	N/A
IB	Inflation Accum Depr	X	N/A	N/A	N/A	N/A

Type	Description	Basic	Lease	Derogatory	Like Kind Exchange	Revaluation
IC	Inflation Cost Adjustment	X	N/A	N/A	N/A	N/A
ID	Inflation Cost Adjustment	X	N/A	N/A	N/A	N/A
IG	Inflation Gain	X	N/A	N/A	N/A	N/A
IL	Inflation Loss	X	N/A	N/A	N/A	N/A
IP	Inflation Period Depr	X	N/A	N/A	N/A	N/A
IQ	Inflation Period Depr	X	N/A	N/A	N/A	N/A
IY	Inflation YTD Depr	X	N/A	N/A	N/A	N/A
IZ	Inflation YTD Depr	X	N/A	N/A	N/A	N/A

See Also

Chapter 4, “Establishing Asset Processing,” Setting Up Accounting Entry IDs and Templates , page 63

Chapter 3, “Establishing Asset Management Business Units,” Creating Asset Management Business Units, page 24

Reviewing Depreciation Close Status

To see which accounting periods have been closed, access the Business Unit/Book Definition page, and select Depreciation Closed List to display all closed periods. You can only run the Depreciation Close process in an open period.

Note. Open and close accounting periods are maintained in PeopleSoft General Ledger and migrated to the financial subsystems. Each subsystem application can either use the periods created in PeopleSoft General Ledger or update the open and close periods at the application business unit level.

See Also

Chapter 3, “Establishing Asset Management Business Units,” Defining Open Periods, page 30

Creating Accounting Entries

This section lists common elements and discusses how to:

- Request accounting entry creation.

- Run the Depreciation Close process.
- Close accounting periods.

Common Elements Used in This Section

Request ID Populated by the system, based on the number of process requests that you have submitted.

Process in Parallel Parallel processing works by running multiple requests of the same process by specifying different runtime parameters such as business unit or Book, and uses unique temporary tables for each process. This strategy can enhance processing speed and minimize clock time for month-end processing. Consult with your system administrator to determine the best runtime parameters for your installation.

Unit Enter the business unit from which transactions should be processed.

Book Name Enter the book from which transactions should be processed.

Currency Displays the currency in which the transactions will be processed, based on the base currency for the book or business unit selected.

Pages Used to Create Accounting Entries

Page Name	Object Name	Navigation	Usage
Create Accounting Entries	AMAEDIST_RQST	Asset Management, Accounting Entries, Create Accounting Entries	Set up and initiate a request or set of requests for accounting entry creation.
Run Depreciation Close Process	DEPR_CLOSE_RQST	Asset Management, Accounting Entries, Depreciation Close	Enter and initiate a depreciation close request or requests.
Close Asset Period	DEPR_CLOS_PD	Asset Management, Accounting Entries, Close Accounting Period	Close accounting periods to ensure that you don't make any new transactions in the period.
Review Financial Entries – List	ASSET_DIST_LIST	Asset Management, Accounting Entries, Review Financial Entries, List	Review accounting financial entries in summary list.
Review Financial Entries – Detail	ASSET_DIST_DETAIL	Asset Management, Accounting Entries, Review Financial Entries	Review accounting financial entries in detail.
Review Operating Leases – List	ASSET_NF_DIST_LN	Asset Management, Accounting Entries, Review Operating Leases, List	Review operating lease entries in summary list.
Review Operating Leases – Detail	LEASE_DIST_DETAIL	Asset Management, Accounting Entries, Review Operating Leases, Detail	Review operating lease entries in summary list.
Asset Journals	AM_GL_DRILL	Asset Management, Accounting Entries, Review Asset Journals	Review asset journal information.
Calculate Inflation – Request	DEPR_INF_RQST	Asset Management, Accounting Entries, Calculate Inflation	Run process to calculate inflation for assets.

Requesting Accounting Entry Creation

Access the Create Accounting Entries page.

From Asset ID and **To Asset ID** Enter the transaction range to process.

Note. The system calls the Inter/IntraUnit central processor to create balanced accounting entries.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, "Using Interunit and Intraunit Accounting and ChartField Inheritance"

Running the Depreciation Close Process

The Depreciation Close process generates period depreciation accounting entries for all depreciable assets in a particular accounting period, including lease payments and offset accounts for the period. Run this process only for an accounting period that has not yet been closed. This process can be reversed or rerun if errors are detected in the results. The flexible run parameters allow processing to close the period, reversing the output of the last posting run, or reversal with reprocessing of the close entries.

Open and close accounting periods are maintained in PeopleSoft General Ledger and migrated to the financial subsystems. Each subsystem application can either use the periods created in PeopleSoft General Ledger or update the open and close periods at the application business unit level.

Access the Run Depreciation Close Process page.

Fiscal Year and **Period** Enter the appropriate fiscal year and open periods to be closed.

Options

Select one of the following depreciation close options:

Rerun Depreciation Close Deletes all existing accounting entries that haven't been journal generated, for depreciation expense and lease obligations for the specified business unit, book, fiscal year, and period, and generates new entries.

To generate new journal entries and to reverse a journal entry, run a request with both Rerun Depreciation Close and Reverse Posted Entries options selected.

To rerun depreciation close for budgeted depreciation, run a request with both Rerun Depreciation Close and Create Budgeted Depreciation options selected.

Reverse Posted Entries This option reverses only those accounting entries that have been created and posted to general ledger, including all existing accounting entries for depreciation expense and lease payments for the specified business unit, book, fiscal year, and period. The process creates reversal entries and marks the old entries with a status of *Reversed*. If journal entries have not been created, the entries marked *Reversed* are ignored by the journal generator process.

To reverse entries created and post again, use Reverse Posted Entries in tandem with Rerun Depreciation Close. By doing so, the original journal entry is reversed and a new entry is created.

When an entry has not been posted to general ledger, use the rerun option. Reverse Posted Entries does not reverse unposted entries.

For example, with Rerun Depreciation Close enabled and the journal entries not yet created, the Depreciation Close process creates a new accounting entry, as shown in the table.

Rerun

DISTRIBUTION_ TYPE	DTTM_ STAMP	AMOUNT	GL_DIST_ STATUS	REVERSE_ STATUS	REVERSE_ DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-05 14:25:20	-110.00	N		NULL		NULL
DE	2003-09-05 14:25:20	110.00	N		NULL		NULL

When the journal entries have been posted, the system updates the general ledger distribution status to *D* (done).

After G/L Run

DISTRIBUTION_ TYPE	DTTM_ STAMP	AMOUNT	GL_DIST_ STATUS	REVERSE_ STATUS	REVERSE_ DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-05 14:25:20	-110.00	D		NULL	XX	Journal Dttmstamp
DE	2003-09-05 14:25:20	110.00	D		NULL	XX	Journal Dttmstamp

When the Reverse Posted Entries option is selected, and the journal entries have been created, the original entry is reversed with new rows inserted showing the reversed amounts. The new entries display the statuses *R* for reversal and *X* for reversed entries.

Original Entry

DISTRIBUTION_ TYPE	DTTM_ STAMP	AMOUNT	GL_DIST_ STATUS	REVERSE_ STATUS	REVERSE_ DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-05 14:25:20	-110.00	D	X	NULL	XX	Journal Dttmstamp
DE	2003-09-05 14:25:20	110.00	D	X	NULL	XX	Journal Dttmstamp

Reversed Entry

DISTRIBUTION_ TYPE	DTTM_ STAMP	AMOUNT	GL_DIST_ STATUS	REVERSE_ STATUS	REVERSE_ DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-12 17:37:25	110.00	N	R	2003-09-05 14:25:20		
DE	2003-09-12 17:37:25	-110.00	N	R	2003-09-05 14:25:20		

When the Reverse Posted Entries and the Rerun Depreciation Close options are both selected, and the journal entries have been created, then the original entry is reversed as shown in the previous example, and a new accounting entry is created.

Original Entry

DISTRIBUTION_TYPE	DTTM_STAMP	AMOUNT	GL_DIST_STATUS	REVERSE_STATUS	REVERSE_DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-05 14:25:20	-110.00	D	X	NULL	XX	Journal Dttmstamp
DE	2003-09-05 14:25:20	110.00	D	X	NULL	XX	Journal Dttmstamp

Reversed Entry

DISTRIBUTION_TYPE	DTTM_STAMP	AMOUNT	GL_DIST_STATUS	REVERSE_STATUS	REVERSE_DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-12 17:37:25	110.00	N	R	2003-09-05 14:25:20		
DE	2003-09-12 17:37:25	-110.00	N	R	2003-09-05 14:25:20		

Rerun – New Entry

DISTRIBUTION_TYPE	DTTM_STAMP	AMOUNT	GL_DIST_STATUS	REVERSE_STATUS	REVERSE_DTTM_STAMP	Journal ID	Journal Dttm Stamp
AD	2003-09-12 17:37:25	-140.00	N		NULL		NULL
DE	2003-09-12 17:37:25	140.00	N		NULL		NULL

Create budgeted depreciation

Displays the resulting accounting entries as budgeted depreciation and lease payments. These entries are posted to the budget ledger specified in the Business Unit Book options page when you run the journal generator.

Process a range of assets

Select to process 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 particular 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 dramatically speeds up processing for large volumes of data.

For example, to increase throughput when creating depreciation accounting entries for 1,000,000 assets, you can enter 10 requests to process 100,000 assets each. Select Process in Parallel, and assign a processing sequence number to each process request. Processing sequence numbers must be unique.

Care is required when specifying from asset ID and to asset ID processing parameters, as these parameters are inclusive. Overlapping can occur and there is no edit to verify that you have set up inclusive asset ranges. 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. . You can use PeopleSoft Query to verify ranges by counting the number of assets in total and number of assets per range.

Note. If you use the interface between PeopleSoft Asset Management and PeopleSoft Billing products, accounting entries are created by these integrated transactions. How the entries are created is described in more detail in the PeopleSoft Billing PeopleBook and in the chapter "Integrating with Other Applications."

See Also

Chapter 8, "Integrating with Other Products," page 171

PeopleSoft General Ledger 8.8 PeopleBook, "Making General Ledger Journal Entries"

PeopleSoft Billing 8.8 PeopleBook, "Integrating with PeopleSoft Asset Management"

Closing Accounting Periods

Access the Close Asset Period page.

Enter the Year and Period to be closed, and save the page. Once a period has been closed, you are unable to create additional depreciation-related accounting entries for that period.

See Also

PeopleSoft General Ledger 8.8 PeopleBook, "Managing Interim and Year-End Closing"

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 available for depreciation in others. Retired assets can be reinstated at any time. Once reinstated, depreciation will start again for assets that are not fully depreciated.

Retirement Types

You can fully or partially retire assets by quantity or by cost. You can also enter retroactive retirement information for assets that were actually retired in a prior accounting period.

Full Retirement

When the full quantity and total cost of an asset is retired, the asset is considered fully retired. The asset is taken off the 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 ($400) is the amount retired and the $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 must 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 correctly process this retirement in PeopleSoft Asset Management , 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 for May and June and calculate gain or loss on the asset.

Retiring Financial Assets

The activities to retire assets may include:

- Select assets for retirement and the terms of the retirement.
- Select other options to retire an asset.
- Select child assets to be included in the retirement transaction.
- Review capital gain or loss summary for retirements.
- Send Retire with Sale assets to PeopleSoft Billing and generate invoices.
- Specify options that will be used to calculate VAT on an asset retirement.
- Auto-retire fully depreciated assets.
- Initiate asset retirement using the disposal worksheet.
- Put assets up for auction on the PeopleSoft Strategic Sourcing auction site.

Pages Used to Retire Financial Assets

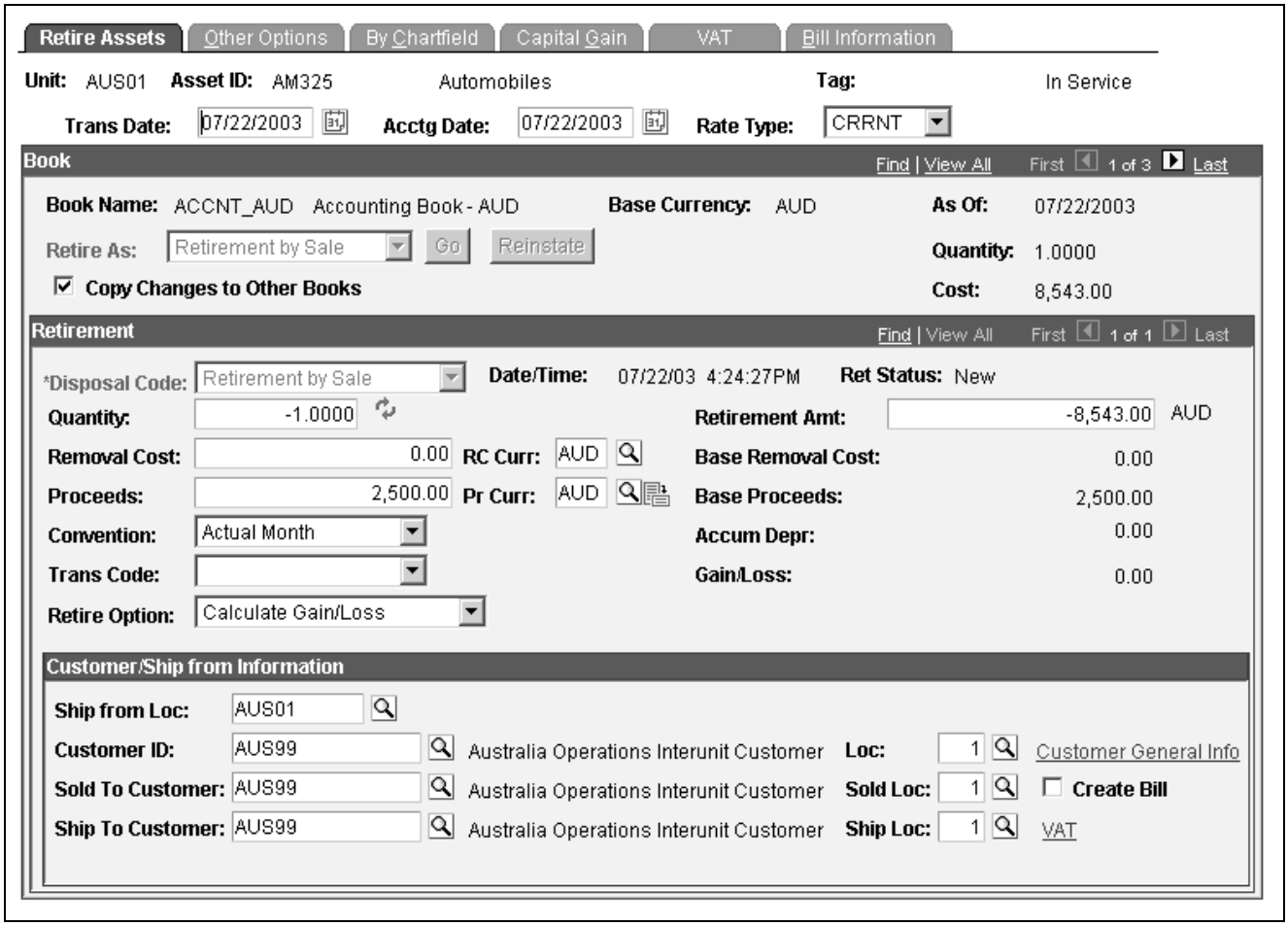
Page Name	Object Name	Navigation	Usage
Retire Assets	ASSET_RETIRE_01	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Asset	Retire or Reinstate an Asset. Click the appropriate button and gain access to other fields based on selection.
Like Kind Exchange	LIKE_KIND_EXCH	Select Like Kind Exchange Info link.	Enter fair market values and descriptions for each asset if you will be adding multiple assets as part of a Like Kind Exchange.
Retire/Reinstate Assets – Other Options	ASSET_RETIRE_02	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Assets, Other Options	Select assets to be retired based on gain/loss and other options.
Retire Assets − By ChartField	ASSET_RETIRE_03	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Assets, By Chartfield	Override PeopleSoft Asset Management computations when shared assets are partially retired.
Child Assets	CHILD_ASSETS	Asset Management, Financial Management, Asset Disposal, 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 on 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 on the Child Assets page.	Specify transaction overrides for all child assets at once.

Page Name	Object Name	Navigation	Usage
VAT	AM_VAT_TRANS_RET	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Asset, VAT	Specify options that will be used to calculate VAT on an asset retirement. **Note.** You must have completed the following task before you can access this page: • Set up the VAT defaults. Associate the business unit with a General Ledger business unit that is associated with a VAT entity. • Entered customer/ship from information. • Entered a Proceeds amount on the Retire Assets page. • Selected Create Accounting Entries on the Business Unit/Book Definition page.
Auto-Retire Fully Depreciated Assets	RUN_AMRETFDA	Asset Management, Financial Management, Asset Disposal, 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, Financial Reports, Retirement, Auto-Retired Assets Report	Identify run control parameters to generate the Auto-Retire Assets report.
Proceeds and Removal Cost	ASSET_RETIRE_SEC1	Click on the Base Amounts & Exchange Rate icon.	View the transaction in the base currency, alternate currency and the associated exchange rate.
Capital Gain	ASSET_RETIRE_05	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Assets, Retire Assets page, Capital Gain tab	View the calculations for capital gains/losses for retirement transaction.
Bill Information	ASSET_RETIRE_07	Asset Management, Financial Management, Asset Disposal, Retire/Reinstate Assets, Retire Assets page, Bill Information tab	Define Billing default values.

Page Name	Object Name	Navigation	Usage
AM/BI Interface	RUN_AMBI_INTFC	Asset Management, Send/Receive Information, Load Interface, Interface AM to Billing	Run the asset to billing interface.
Disposal Worksheet	AM_EXPRESS_RET1	Asset Management, Financial Management, Asset Disposal, Disposal Worksheet	Identify and submit one or many assets for disposal.
ChartField Search Criteria	AM_LOOKUP_CF_SEL	Asset Management, Financial Management, Asset Disposal, Disposal Worksheet, Chartfield Search Criteria link	Access the page by clicking on the link from the Disposal Worksheet to select ChartFields to search by.
Ownership Details	AM_DISPOSAL_01	Asset Management, Financial Management, Asset Disposal, Disposal Worksheet, View Ownership Details	Access the page by clicking on the link from the Disposal Worksheet to view the original asset owner selection attributes.
Approve Disposals	AM_DISPOSAL_APPR	Asset Management, Financial Management, Asset Disposal, Approve Disposals	Deny, approve or place retirement disposal on hold.

Retiring an Asset

Access the Retire Assets page.



Retire Assets page

Trans Date(transaction date) The Transaction Datereflects 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.

Acctg Date(accounting date) The accounting date determines when the retirement transaction is posted to your general ledger.

Rate Type Select an exchange Rate Typefor this transaction if you use multiple currencies in your processing and the retirement transaction is not in the business unit base currency.

Book

Book Name Enter the book where this asset retirement is recorded.

Retire As Specify the type of retirement transactions you want to process by selecting from the list of disposal codes. Then click GO or Reinstate; the status of the asset determines which button is available. 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 sync by copying this transaction to all other books defined for this asset. Uncheck the check box if you do not want to copy changes to other books.

Base Currency, As of, Quantity and **Cost** — These fields will display the corresponding information as defined 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.

Note. If you process asset transactions in multiple currencies, the retirement transaction can be performed in a currency different from that of the asset base currency or the book currency. The Base Currency field is informational displaying the default currency from the displayed asset's business unit

Disposal Codes

Disposal Code reflect the Retire As action selected to initiate the retirement transaction. PeopleSoft Asset Management calculates gain/loss amounts depending, in part, on the disposal code you select:

Code	Usage	Gain/Loss
Abandonment	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 net book value.
Cannibalize for Other Assets	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 net book value.

Code	Usage	Gain/Loss
Casualty Loss	Use when an asset is unintentionally destroyed. If the asset cannot be sold, you may 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.
Disappeared Assets	Use when an asset cannot be located and you are not sure whether the asset was abandoned or stolen. Disappeared assets have no proceeds or removal costs.	Gain/loss calculations are based on the asset net book value.
Disposal Due to Theft	Use when an asset has been stolen.	Stolen assets have no proceeds and no removal costs.
Donated to External Group	Use when an asset is donated, typically to a non-profit organization for tax purposes.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount, considering proceeds and removal costs as appropriate, to determine the gain or loss. **Note.** VAT applicable for VAT business units.
Like Kind Exchange	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.
Missing Asset	Use when an asset is missing. Missing assets have no proceeds and no removal costs.	Gain/loss calculations are based on the asset net book value.
Retirement by Sale	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.) You have the option to interface with PeopleSoft Billing in order to generate the bill.	The proceeds and removal cost from the sale less the net book value of the asset will determine the gain or loss. **Note.** VAT applicable for VAT business units.

Code	Usage	Gain/Loss
Returned to Inventory	Use when the asset is returned to a common internal pool where it will be available for others to use.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount, considering proceeds and removal costs as appropriate, to determine the gain or loss. **Note.** VAT applicable for VAT business units.
Scrapped Assets	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.
Traded In for Another Asset	Use when you are trading one asset for another. See Processing Trade-Ins in this section.	PeopleSoft Asset Management deducts the accumulated depreciation from the retirement amount, considering proceeds and removal costs as appropriate, to determine the gain or loss. **Note.** VAT applicable for VAT business units.

Quantity When you select *Retirement by Sale*, the system automatically populates the Quantity with the total number of units, and 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 recalculated. When performing a full retirement, it is not necessary to adjust quantity or amount retired; enter any proceeds from the sale of this asset and any removal costs you may have incurred. When performing a partial retirement, change either the quantity or cost that will be retired.

Removal Cost, RC Curr(removal cost currency) The amount of any cost for removal is entered here and you can select the currency for the cost.

Proceeds, Pr Curr(proceeds currency) The amount of the proceeds for the transaction is entered here and you can select the currency of the proceeds.

 (Base Amounts and Exchange Rate) When you have transactions involving currencies other than base currency, select this icon and the Proceeds and Removal Cost page appears. You can review base amounts and exchange rates. You cannot make changes on this page.

Convention Specify the convention used 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 30)

Transaction Code Select a Transaction Code to identify the reason for the retirement or reinstatement.

Retire Option Select the Retirement calculation options to be processed for this transaction if applicable:

- *Calculate Gain/Loss*

  Select if you want to calculate the gain or loss associated with the transaction for this asset.

- *Fully Depr no Future Expense*

  Retire as fully depreciated is generally used for managing Group Assets. Select to process the asset as fully depreciated with no future depreciation expenses. This option is used generally within the utility industry and 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.

- *Fully Depr with Future Expense*

  Select to process the asset as fully depreciated but future depreciation expenses may be created.

- *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.

Note. Fully depreciated assets are also called fully reserved assets.

Retirement Amt The amount of the retirement transaction is displayed here in the base currency.

Base Removal Cost The base removal cost is displayed, translated to the base currency.

Base Proceeds The base proceeds are displayed, translated to the base currency.

Accum Depr(accumulated depreciation) Accumulated depreciation for the asset is displayed after you have run AMDPCALC.

Gain/Loss The amount of the gain or loss on the transaction is displayed after you have run AMDPCALC.

Customer/Ship from Information

This portion of the Retire Assets page enables you to retrieve customer information related to a *Retirement by Sale* transaction and is displayed only when this value is selected as the retirement option, when the retirement option is *Traded In, Donated* or *Returned to Inventory*, and the business unit is VAT enabled.

Ship from Loc The default ship from location is the asset location. In case of not having defined one, the default is the business unit location. This field is displayed and required only for those business units that are VAT-enabled.

Customer ID Enter the customer ID for the customer who is being billed for this transaction. The value entered helps to determine VAT values. On entering the customer ID, default values for customer location, bill to location, sold to, and ship to information are populated automatically when applicable. Use the search button to view a list of the valid customer IDs for this business unit. When you enter a customer, the location is set to the default location and the Ship To Customer or Sold To Customer IDs and locations are set to the same values.

Loc(Location) Enter the location ID for the customer location associated with the Customer IDcustomer. Use the search button to view a list of the valid customer location IDs for this business unit.

Sold To Customer Enter the customer ID for the customer that ordered and purchased the asset. This may be the same as the Customer ID or not. Use the search button to view a list of the valid customer IDs for this business unit.

Sold Loc Enter the location ID for the customer that ordered or purchased the asset. This may be the same as theLoc or not. Use the search button to view a list of the valid customer location IDs for this business unit. Use the search button to view a list of the valid customer location IDs for this business unit.

Ship To Customer Enter the customer ID where the assets will be shipped. Depending on the PeopleSoft Billing interface options you have selected, this field will display when there is shipping information associated with the customer ID selected. This may be the same as the Customer ID or not. Use the search button to view a list of the valid customer IDs for this business unit.

Ship Loc (Buyer Location) Enter the location ID associated with the Ship To Customer. Customers can have several location addresses associated to them, each identified by a location number.

Create Bill Check this box to generate a PeopleSoft Billing invoice when the disposal is Retirement by Sale. This option will not display if you do not integrate with PeopleSoft Billing or when you have not enabled the interface at implementation.

See *PeopleSoft Billing 8.8 PeopleBook*.

Customer General Info

You can access the PeopleSoft Customer General Information page when you click on this link. A new window opens to the Customer Page.

See *PeopleSoft Working with Customers and Orders 8.8 PeopleBook*, "Maintaining General Customer Information".

VAT

You can access the VAT page by clicking on the hyperlink or by selecting the tab at the top of the page. This tab or link only appear when you are working with VAT enabled business units.

Note. The VAT default values is automatically applied the first time you access the page via the hyperlink. However, if the customer, ship from or ship to information is changed after the VAT default values have been applied, the default values is not automatically updated. In this case, go to the VAT page and click the Reset All VAT Defaults button to redetermine all the defaults. This is not necessary when changes only to Proceeds occur.

The fields that display on the VAT page are specific to the transaction being recorded. The VAT default values that appear are dependent upon the customer ID, location, ship to ID, ship to location and ship from location, (or ship to country, ship to state, buyer's registration country and ship from location in case of not having customer information), as well as proceeds. The VAT drivers also determine which default values appear. The VAT drivers for assets are (in descending order of precedence): asset class, customer location, customer, the Asset Management business unit definition, VAT entity registration, and VAT country. The defaulting algorithm selects information from asset class first followed by customer location followed by customer, and so on.

VAT is enabled based on the disposal code used in the transaction. VAT applies for the following disposal codes:

- *Retirement by Sale*
- *Traded In for Another Asset*
- *Donated to External Group*
- *Returned to Inventory*

See Chapter 21, "Retiring Assets," Specifying How VAT is Calculated for Asset Retirement, page 383.

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 into the Trade-in box.

Note. Be sure you run depreciation whenever you retire an asset. This process calculates 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 1031 Like-Kind Exchange regulations under U.S. Federal Tax code. It enables you to:

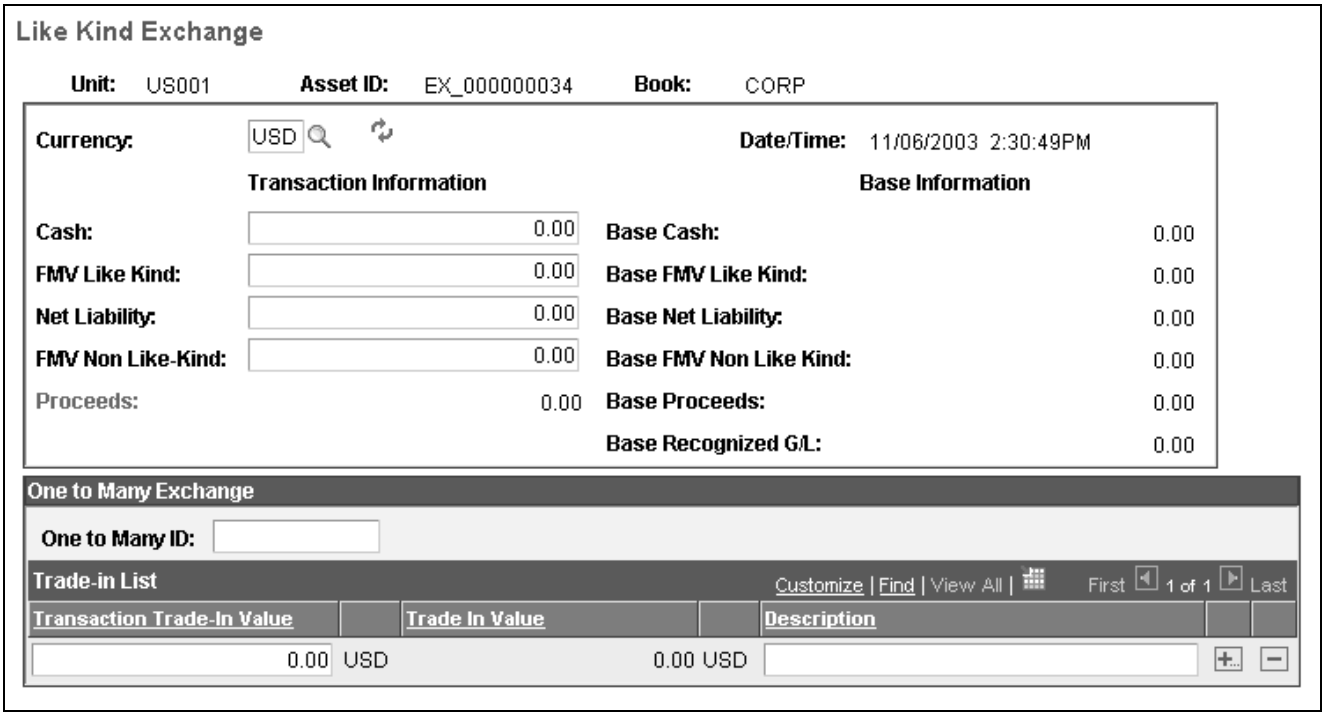
- Retire an asset using a Like-Kind disposal code, recognize the gain that results, and roll the correct tax basis over to the newly acquired asset.

- 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).

Retire an asset using the Like-Kind Exchange Disposal Code.

Access the Like Kind Exchange page.

Click the Like-Kind Exchange Info link to enter retirement information specific to this retirement transaction.



Like Kind Exchange page

1. Retire an asset using the Like-Kind Exchange Disposal Code.

   Enter any cash received as part of the exchange 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, select One to Many to access the One to Many list where you can enter the values and descriptions of assets you are 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.

PeopleSoft Asset Management prorates basis calculations when you perform a one to many exchange.

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.

Entering Fair Market Values for a Like Kind Exchange

Access the One to Many page.

PeopleSoft Asset Management prorates basis calculations when you perform a one to many exchange.

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 description.

Like-Kind Exchange Example

Example: If the owner of Building A wants to exchange it for Building B, Building A is retired using the Like-Kind disposal code and Building B is added through the ExpressAdd component.

Transaction	Building A (Retiring)	Building B (Adding)
Cost	USD 85,000	USD 60,000
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:

- Boot = cash received + fair market value of non-like property received + liability assumed.

Note. *Boot:*money or other property that doesn't qualify for nonrecognition of gain

- In this example, Boot is 0 + 0 + 40,000 = 40,000.

When you run the Process Depreciation Application Engine (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 cost basis of the property exchanged (retired) as follows:

- Cost − Accumulated depreciation.

• In this example, 85,000-10,000 = 75,000.

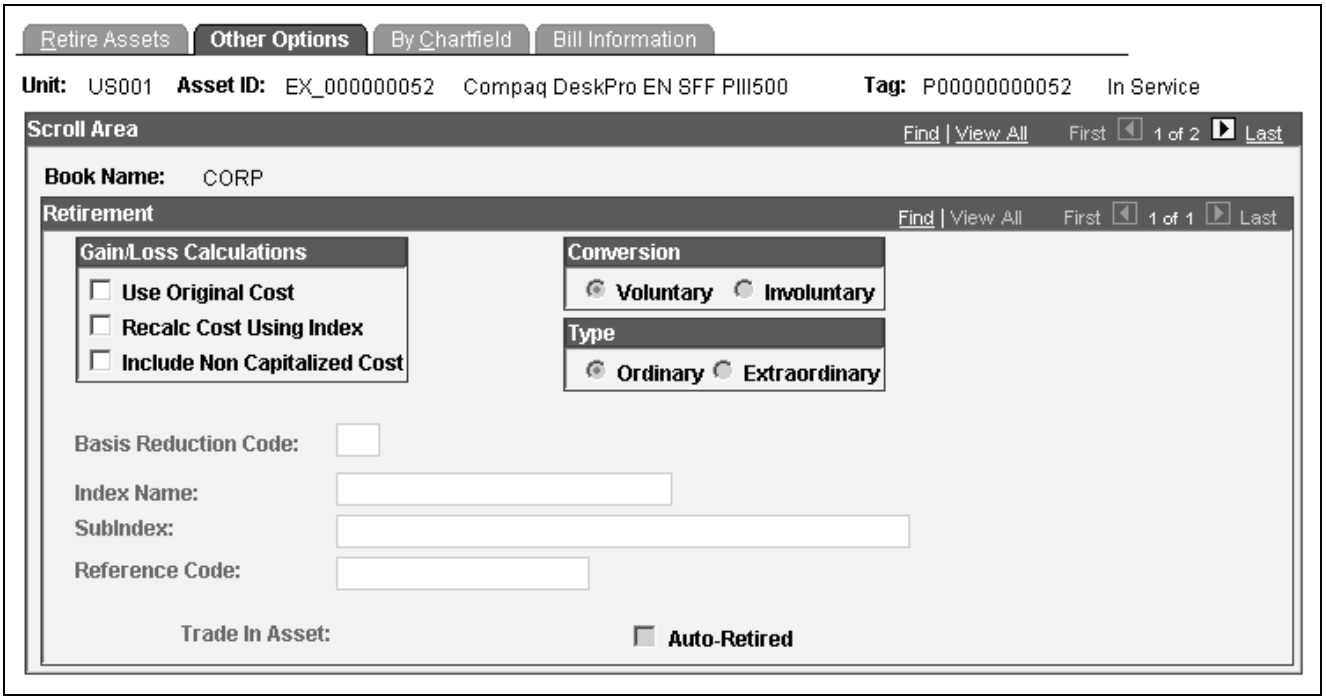
PeopleSoft Asset Management calculates the cost basis of the added property added as follows:

• Basis of the retired property − boot amount + recognized gain/loss = basis of the added property.

• In this example, 75,000 − 40,000 + 25,000 = 60,000.

Defining Other Retirement Options

Access the Other Options page.



Retire Assets page — Other Options

Gain/Loss Calculations

PeopleSoft Asset Management provides three methods for calculating retirement gain or loss. You can use these methods separately or in combination. Select the appropriate Gain/Loss Calculations check box.

Use Original Cost, Basis Reduction Code

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 Cost Using Index (recalculate cost using index), **Index Name, SubIndex**

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.

Trade In Asset This field displays the ID of the new traded-in asset.

Auto-Retired This indicates the asset was automatically retired by the Auto-Retire process (AMRETFDA).

Type

Ordinary/ Extraordinary Select Ordinary or Extraordinary to indicate how the gain or loss that results from the retirement should be reported. This is informational.

Reference Code 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 (Accumulated Depreciation) is factored into gain/loss when Gain/Lossis calculated.

Selecting Retirement Transactions By ChartField

Access the Retire Assets By ChartField page.



Retire Assets - By ChartField 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 or partially retired.

For example, if the Sales and Marketing departments share 40 monochrome monitors worth a total of USD 10,000 and these assets are added to PeopleSoft Asset Management, based on projected use, the Sales department is allocated 70% of the total cost and quantity and Marketing is allocated 30%. After a couple of years, all the monochrome monitors are upgraded to color, resulting in the retirement of monitors with a total cost of USD 10,000. Based on the original allocation of cost, the system fully retires the assets with 70% of the retirement amount allocated to Sales (Dept. 21101) and 30% to Marketing (Dept. 22001).

However, if Sales decides that some of their monitors are worth keeping, only 50% of the total cost is retired, 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 a cost or quantity that is less than or equal to the amount originally apportioned to that ChartField combination.

Selecting Child Assets

Access the 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 in mass, 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.

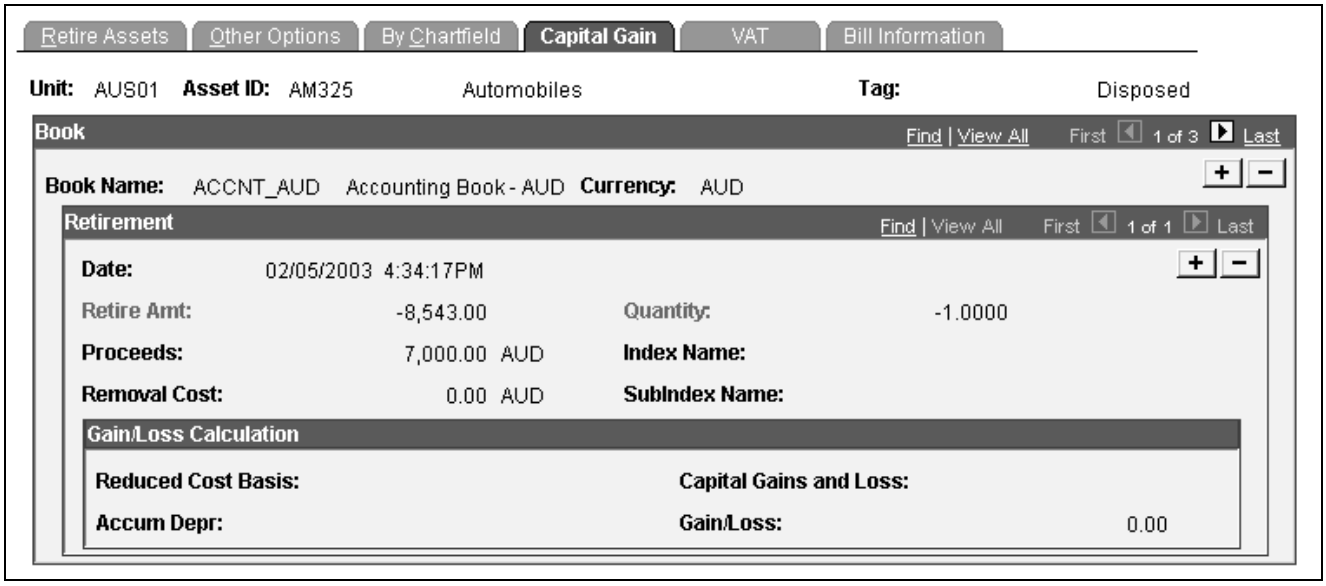
Sort By enables you to sort child assets by the following criteria:

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.

The Include Parent Asset feature is selected by default. Clearing it enables you to transact against all or select child assets while leaving the parent asset out of the transaction. However, the transaction details must be specified on the parent.

Reviewing Capital Gain Summary for Retirements

Access the Capital Gain page.



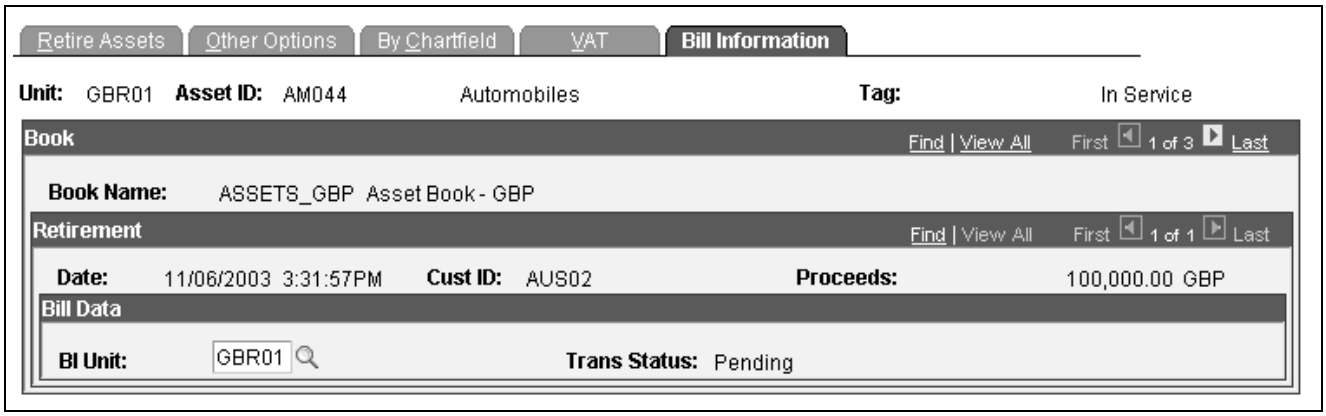
Retire Assets — Capital Gain page

A summary of the capital gains or losses for the retirement transaction are summarized on this page after retirement processes have been run.

Interfacing Retired Asset to PeopleSoft Billing

Access the Bill Information page.

Note. Only assets retired with the disposal code *Retirement by Sale* are affected.



Retiring Assets - Bill Information page

PeopleSoft Asset Management is fully integrated with PeopleSoft Billing to automatically create customer bills when assets are retired using the *Retirement by Sale* disposal code. If you have implemented PeopleSoft Billing with PeopleSoft Asset Management and you have activated the Asset Management Billing interface for the processing business unit, this additional retirement tab is enabled. If you do not use PeopleSoft Billing, this option is not available.

BI Unit — The PeopleSoft Billing business unit to process the asset sale to generate an invoice for the sale transaction. BI Unit is defined at the business unit level but can be overridden at the asset level.

Trans Status (Transaction Status) — Refers to the transaction status of the invoice within the PeopleSoft Asset Management process. Values are:

- *Pending*

  Once you have opted to generate an invoice through PeopleSoft Billing for this retirement transaction, the default status is *Pending* until the transaction is processed by the AM/BI interface, (AM_BI_INTFC).

- *In Progress*

  When the AM/BI interface (AM_BI_INTFC) is running, the Trans Status is updated to *In Progress*.

- *Complete*

  When the retirement transaction has been loaded into PeopleSoft Billing for processing, the Trans Status is updated to *Complete*.

- *Ignore*

  If you reinstate this asset before the AM/BI interface is processed, the bill create and credit bill transactions appear in the interface. In this case, PeopleSoft will cancel the initial retirement and the status of the billing request will change to *Ignore*. To proceed with the retirement, you must re-enter the retirement transaction. You can not generate a reinstatement until Billing creates the invoice number (after BIIF0001 is run). If you reinstate this asset before the AM/BI interface is processed but after running depreciation calculation for the retirement, the system cancels the initial retirement and the status of the billing request is changed to *Ignore*.

Invoice — When the transaction has been processed in PeopleSoft Billing, the invoice number assigned appears for future reference.

Line Seq — When the invoice for the sale transaction has been processed in PeopleSoft Billing, the line sequence number for this transaction is displayed. This identifies the invoice line number for the asset sale and is visible when the invoice has been generated by PeopleSoft Billing.

PeopleSoft Asset Management sends retirement information to *its* billing business unit, (usually the one with the same G/L business unit) and then PeopleSoft Billing generates the invoice to the customer (also a G/L business unit). According to which PeopleSoft Payables business unit has been defined in the InterUnit Billing Definition (G/L business unit definition), Billing will send asset interunit information to payables, taking the vendor and location from the retired asset's general ledger business unit.

If a retirement is processed due to an InterUnit transfer, the information also goes to PeopleSoft Payables, including Asset ID, Asset Profile and Cost Type. When you are performing an InterUnit transaction you must complete additional information.

AM Unit Enter the business unit you desire to add/adjust the asset via Interface with AP.

Asset ID The *Next*value appears by default but you can select another existing asset ID.

Profile ID Select the profile for the asset.

Cost Type Optionally select a cost type.

When you press the Save button, the *Retirement by Sale*, Create Bill transactions are assigned the transaction status *Pending*. Select the pending transactions to be included when you are ready to run the AM/BI Interface.

Process Retire With Sale Transactions in the PeopleSoft Billing Interface

Once you have entered retirement transactions for assets to be invoiced by PeopleSoft Billing, you can initiate the process to load the transactions for the AM/BI Interface process, (RUN_AMBI_INTFC). Before launching this process, the retirement entries must first be generated.

Access the AM/BI Interface page.

Enter the run control ID you want to use or add a new one. Enter the Business Unit and the asset ID range to be processed. When you are ready, press the Run button.

The process assembles the pending transactions you have entered, attaches an Interface ID, changes the transaction status to *In Progress*and displays the transactions in a view page (PS_INTFC_BI). The transactions are loaded into PeopleSoft Billing for processing.

You may run the AM/Billing Transaction Status report to review the transactions processed. You may also wish to review accounting entries before or after the AM/BI Interface has been run.

Note. Reinstatements are processed following these rules: 1) If the reinstatement is performed before sending the retirement information to PeopleSoft Billing, neither transaction will be processed by AM/BI Interface. 2) Reinstatements cannot be performed until the AM/BI Interface (BIIF0001) application has been run for the assets previous retirement.

When transaction between PeopleSoft Asset Management and PeopleSoft Billing occur, the system provides a clearing account, Proceeds to Billing which accumulates the income from the transactions and matches them to the Asset Management accounting entries. This maintains balanced accounting entries between the products.

Run the AM/Billing Transaction Status Report

Access the AM/Billing Transaction status page.

Enter the appropriate Asset Management business unit, Billing business unit and range of dates for the transactions you want to review. Press Run when you are finished to run and view the report.

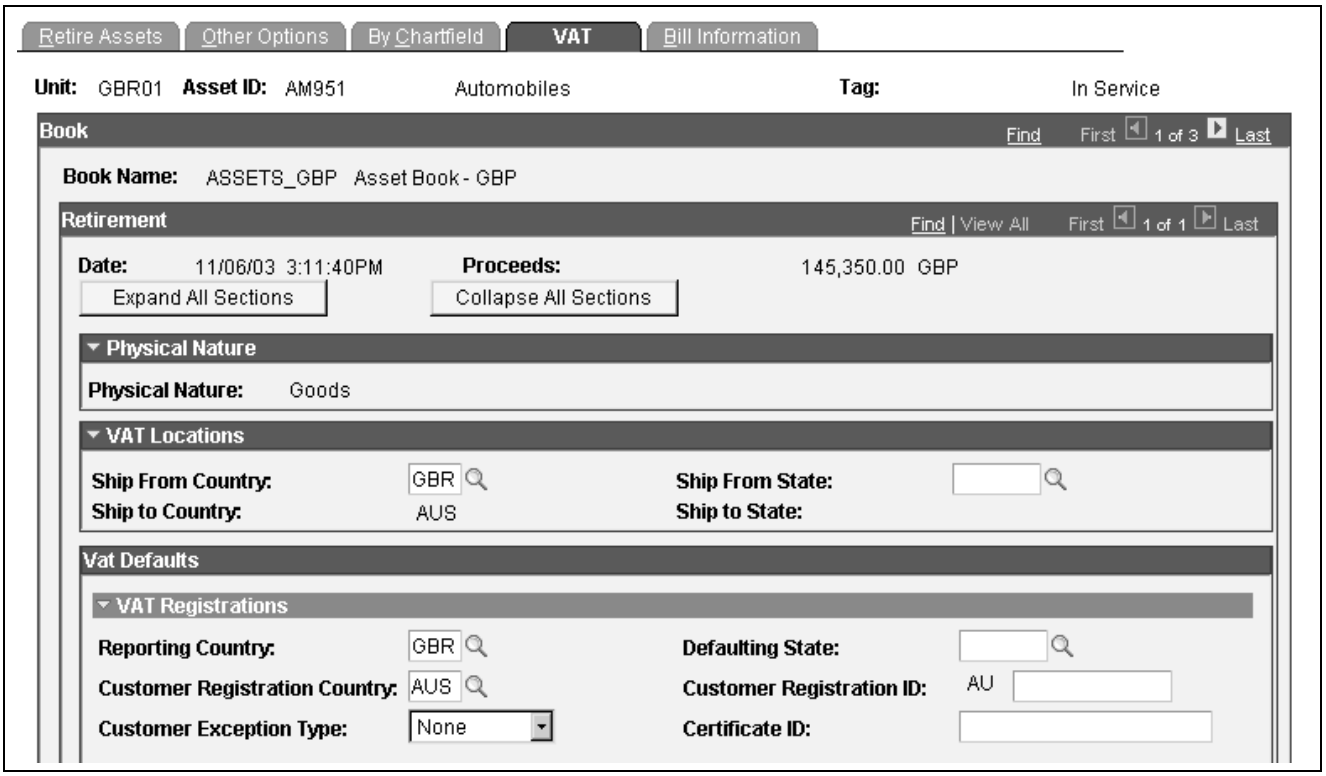
Note. When processing a retirement by sale for a parent asset, you cannot generate an invoice for each child asset in the same transaction. You have to dispose of each child asset separately.

See Also

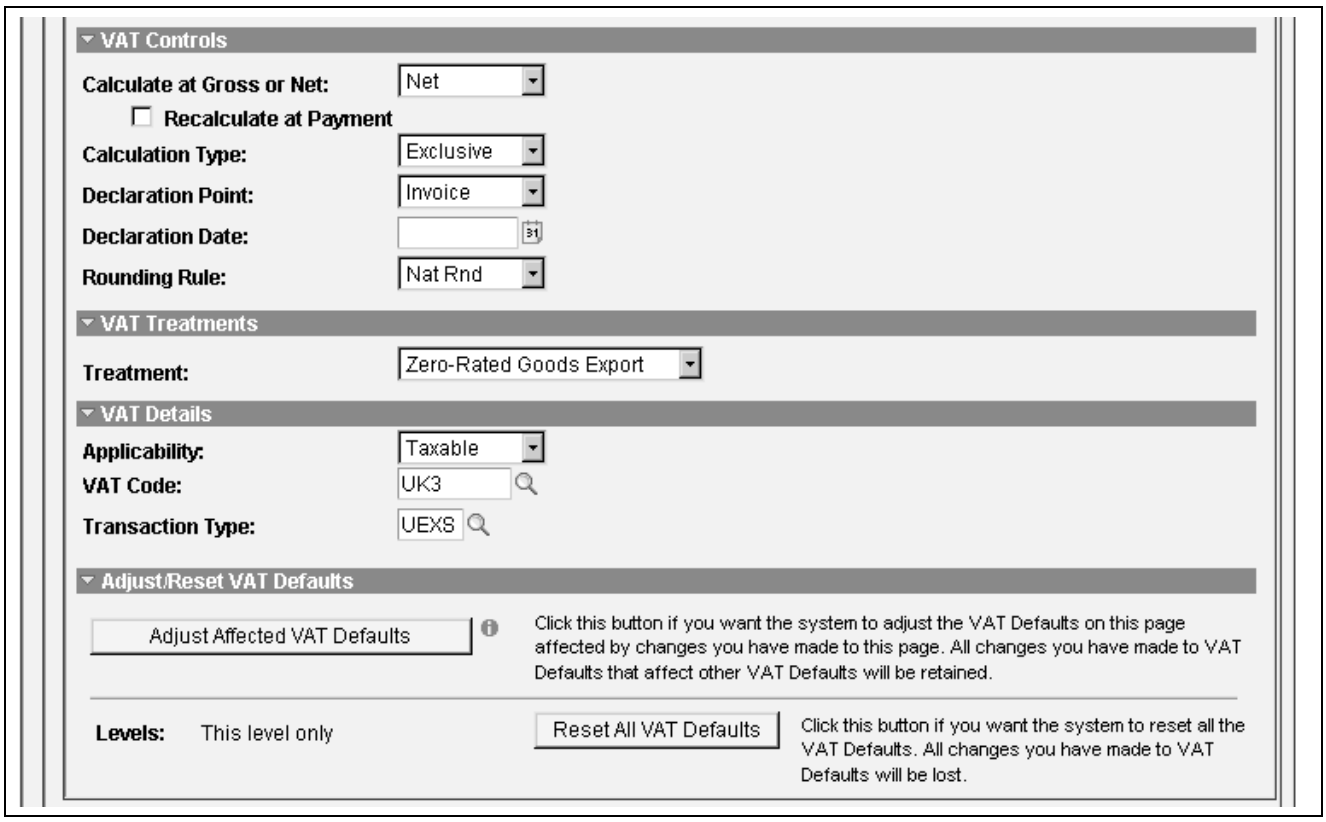
PeopleSoft Billing 8.8 PeopleBook, "Integrating with PeopleSoft Asset Management," Understanding PeopleSoft Billing and Asset Management Integration

Specifying How VAT is Calculated for Asset Retirement

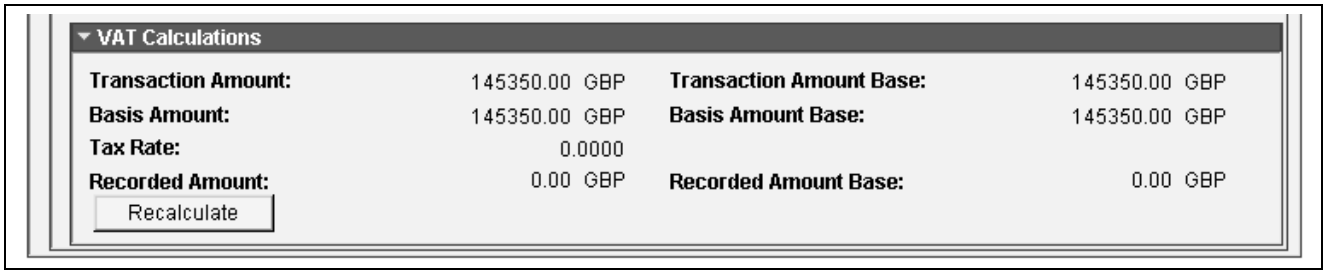
When you have asset transactions that involve Value-Added Taxes (VAT), the VAT summary page tab will display. Access the VAT page.



VAT page (1 of 3)



VAT page (2 of 3)



VAT page (3 of 3)

When you retire an asset, the VAT information is recorded with a VAT Account Entry Type of *VO*, (VAT Output). If you reinstate an asset you have retired with VAT options, the reinstatement will reverse the VAT entries. When you reinstate an asset, the reversal of the VAT will be recorded with a VAT Account Entry Type of *VORE* (VAT Output Asset Reinstatement).

The VAT page is broken into several sections. Each section contains a combination of fields either to be completed or that already display default values from another source. VAT entries are created for all books that generate accounting entries if the associated G/L Business Unit is linked to a VAT Entity.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, “Working with Value Added Taxes (VAT)”.

The first section, Book, displays information supplied by default from the book associated with this asset.

The next section, Retirement, displays information supplied by default from the current retirement transaction being processed or contains fields to be completed. Within this section are several subsections that contain fields with information automatically populated with information supplied by default or fields to be completed.

The final section, VAT Calculations, is a subsection of the Retirement page and shows the calculated totals for the VAT transaction based on the values selected on the page as well as the VAT information supplied by default applied from the business unit, customer and location information.

See *PeopleSoft Billing 8.8 PeopleBook*, "Calculating Value-Added Tax (VAT) in PeopleSoft Billing".

Expanding and Collapsing Sections

To manage your VAT data more efficiently, you can expand and collapse sections to this VAT page.

Expand All Sections Click the expand button to scroll to and access every section on the page. You can also expand one or more sections by clicking the arrow next to the section's name.

Collapse All Sections Click to collapse all sections displaying only the header information. If you expand one or more sections, you can click the arrow next to the section's name to collapse the section.

Physical Nature

Describes the physical nature for transactions. Options are: *Goods* or *Services*.Asset Management handles transactions for goods only.

Physical Nature Indicates whether an object is a good or a service. For many countries there is a requirement to report the sale and/or purchase of goods separately from services.

See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".

VAT Locations

Location information is used to directly determine the Reporting Country, Defaulting State, Customer Registration Country, and Treatment, which in turn are used to determine Customer Exception Type, VAT Controls, and VAT Details. the VAT treatment

Ship From Country The ship from country displays by default the same value as entered in the Ship from Loc field on the Retire Assets page. This is the asset location or the Asset Management business unit location.

Ship From State When the ship from country has been defined as tracking VAT by state/province, the ship from state displays by default when available based on the value entered in the Ship from Loc field on the Retire Assets page.

Ship To Country The ship to country displays by default from the customer's shipping address. This field always has an initial value.

Ship To State When the ship to country has been defined as tracking VAT by state/province, the ship to state displays by default when available from the customer's shipping address. .

VAT Defaults

This section contains the:

- VAT registrations defaults.
- VAT controls defaults.
- VAT details defaults.
- Adjust/Reset VAT defaults.

VAT Registrations

- Reporting Country: Displays the country for which this VAT will be reported. This is the VAT Entity VAT registration country and determines many of the VAT defaults.
- Customer Registration Country and Customer Registration ID: Displays the registration country and ID of the bill to customer.
- Customer Exception Type: Displays the exception granted to the customer. Options are: *None, Exonerated,* or *Suspended.* This value is specified on the bill to customer.
- Defaulting State: If the reporting country requires that VAT be tracked by state or province, this field displays the state within the reporting country that is used to retrieve values from the VAT Defaults table.
- Certificate ID: If applicable, displays the ID of the VAT exception certificate that may have been issued to the customer.

VAT Controls

- Calculate at Gross or Net: Indicates how VAT is calculated. Options are:
  - *Gross:* The system calculates VAT before it applies any early payment discounts.
  - *Net:* The system calculates VAT after it deducts early payment discounts. If there are two percentage discounts, the system uses the larger of the two when it calculates VAT. The system will not use discount amounts, only discount percentages.

  The default value comes from the VAT entity registration driver.

  Note. Asset Management does not handle payment discount so net or gross will end in the same result. When the retirement transaction is being passed to Billing, and there is a *prompt payment* discount available on the invoice, the final VAT calculated in Billing will be different from the estimated VAT calculated in Asset Management.

- Recalculate at Payment: Select this check box to enable the recalculation of VAT at payment time to allow for any early payment discounts, if you are calculating VAT at gross. This causes the system to adjust the VAT amount at the time of payment if the discount has been taken. This is set on the VAT entity registration driver.

  If you select Net as your VAT calculation method, Recalculate at Payment is not permitted.

  Recalculation at payment can be checked if the entry goes to Billing.

- Calculation Type: The default value comes from the Asset Management Business Unit driver. Options are:

- *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 1 plus the VAT rate. The VAT amount is then calculated by taking the difference between the VAT Basis Amount and the proceeds amount.

Note. When the retirement transaction is being passed to Billing, only *Exclusive* is allowed. Billing handles only this type.

- Declaration Point: Displays when you want VAT transaction information to be recognized for reporting purposes. Options are:
  - *Invoice:* VAT is recognized at time of invoice.
  - *Payment:* VAT is recognized at time of payment.
  - *Delivery:* VAT is recognized on delivery.

  This value is set on the VAT entity registration driver and defaults through the VAT hierarchy (specifically the Asset Management business unit , customer, and customer location.

Note. VAT declaration point of payment is not valid in Asset Management.

- Declaration Date: Displays the date of the retirement by default. You can override this to the actual delivery date.
- Rounding Rule: Displays the VAT rounding rule. The value comes from the VAT country driver or VAT Entity registration driver definition. Options are:
  - *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 down to 157.46.
  - *Round Down:* Amounts are rounded down. For example, for a currency defined with two decimal places, 157.4699 would round down to 157.46.
  - *Round Up:* Amounts are rounded up with a rounding precision to one additional decimal place. For example, for a currency defined with 2 decimal places, 157.4659 would round up to 157.47, but 157.4609 would round down to 157.46.

VAT Treatments

Treatment: Displays the VAT treatment. Options for asset retirements are:

- *Domestic Goods Sale:* Sale of goods where the supplier and customer are located in the same country.
- *EU Distance Sale:* Sale of goods between European Union (EU) countries in which the supplier is registered in an EU country and the purchaser is not registered in an EU country. The VAT rate charged is the rate applicable in the supplier’s country.

- *EU Goods Sale:* Sale of goods between European Union countries.
- *EU Sale (Simplification):* Used for a transaction between an intermediary and the purchaser in cases when there is a sale of goods between European Union countries involving three parties: the purchaser, an intermediary (bill-from) supplier, and the actual goods supplier. Each party is located in a different EU country and registered in his own country, and not in either of the other two countries. The only difference between this VAT treatment and that applied to normal EU sales is that the supplier is required to print a different message on the invoice referencing the statute that applies to triangulation, rather than the one that references the statute for normal EU sales.
- *No VAT Processing:* No VAT processing required.
- *Outside of Scope:* Outside the scope of VAT.
- *Zero-rated Goods Export:* Export of goods subject to zero-rated VAT.

Within PeopleSoft detail VAT treatment values on the transaction lines are used for applying the precise defaults applicable to the transaction lines. The treatment is determined based the rules applicable to the transaction. No VAT reporting or processing can take place without this value.

VAT Details

- Applicability
  - *Taxable*

    VAT is chargeable. This may be at a zero or non-zero rate.
  - *Exempt*

    Item is non-taxable or exempt from VAT, and no VAT is charged.
  - *Exonerated*

    Subject to exoneration from VAT.
  - *Outside of Scope of VAT*

    Item is Outside the scope of VAT, and no VAT is charged.
  - *Suspended*

    Used when purchasing organization has been granted suspension from paying VAT. This is the same as Taxable at a zero-rate.
  - *VAT Only*

    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.
  - *N/A*(not applicable)

    This is only valid for transactions that are completely non-VAT Applicable.
- VAT Code: Displays the VAT code that defines the rate at which VAT is calculated for this line. These are established on the Tax Code VAT page. Go to Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax.

- Transaction Type: Displays the code that categorizes and classifies this transaction for VAT reporting and accounting. These are established on the VAT Transaction Types page. Go to Set Up Financials/Supply Chain, Common Definitions, VAT and Intrastat, Value Added Tax.

Adjust/Reset VAT Defaults

- Adjust Affected VAT Defaults

  If you changed any VAT defaults on this page, these VAT defaults may be associated with other VAT defaults on this page that you did not change. For accuracy and consistency, click this button if you want the system to adjust the VAT defaults affected by those that you modified on this page. All changes you have made to VAT Defaults on this page that affect other VAT Defaults on this page will be retained.

  Note. PeopleSoft recommends that you always click the Adjust Affected VAT Defaults button after changing any defaults on the VAT page.

- Levels

  In Asset Retirement, you do not have the option for which levels to update. Reset will always reset the defaults at This level only. Reset to the original default values any VAT defaults on this VAT page that you changed or the system changed based on your changes when you selected the Adjust Affected VAT Defaults button.

- Reset All VAT Defaults

  Click this button if you want the system to reset the VAT defaults based This level only.value. All changes you made to VAT defaults will be lost.

 (List of fields to be adjusted)

Click the button to list the fields that will be adjusted when you select Adjust Affected VAT Defaults.

VAT Calculations

Transaction Amount Displays the amount of the transaction in the transaction currency. This is automatically calculated based on the proceeds amount.

Transaction Amount Base Displays the amount of the transaction in the base currency.

Basis Amount Displays the amount on which the VAT is calculated in the transaction currency. If VAT is being calculated at Net, this amount is net of any discounts.

Note. Asset Management cannot process billing discount functionality.

Basis Amount Base Displays the amount on which the VAT is calculated in the base currency. If VAT is being calculated at net, this amount is net of any discounts.

Tax Rate Displays the applicable VAT percentage.

Recorded Amount Displays the amount of VAT that will be recorded for this transaction in the transaction currency.

	This is an estimated amount. If you are interfacing with Billing, this value will be called Estimated Amount.
Recorded Amount Base	Displays the amount of VAT that will be recorded for this transaction in the base currency. If you are interfacing with Billing, this value will be called Estimated Amount.
Recalculate	Click to recalculate the VAT for the line.

All VAT edits execute upon pressing Save.

Note. In PeopleSoft Asset Management if you retire an asset in Asset Management and pass the information onto Billing, the VAT Transaction Loader does not get the VAT information from Asset Management but from the bill created in PeopleSoft Billing. However, if the retirement transaction remains in PeopleSoft Asset Management, the VAT Transaction Loader picks up the VAT information from Asset Management.

When you run the Accounting Entry Distribution Process (AMAEDIST), use the accounting entry template you would normally use for asset retirements. 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 to make the VAT entry. 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. In case of the retirement being passed to Billing, Asset Management will not generate accounting entries in connection with VAT since Billing will create them.

Note. If you DO NOT interface to PeopleSoft Billing: 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 PeopleSoft 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

Chapter 3, “Establishing Asset Management Business Units,” Defining VAT Defaults, page 30

PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT),” Understanding Value Added Taxes (VAT)

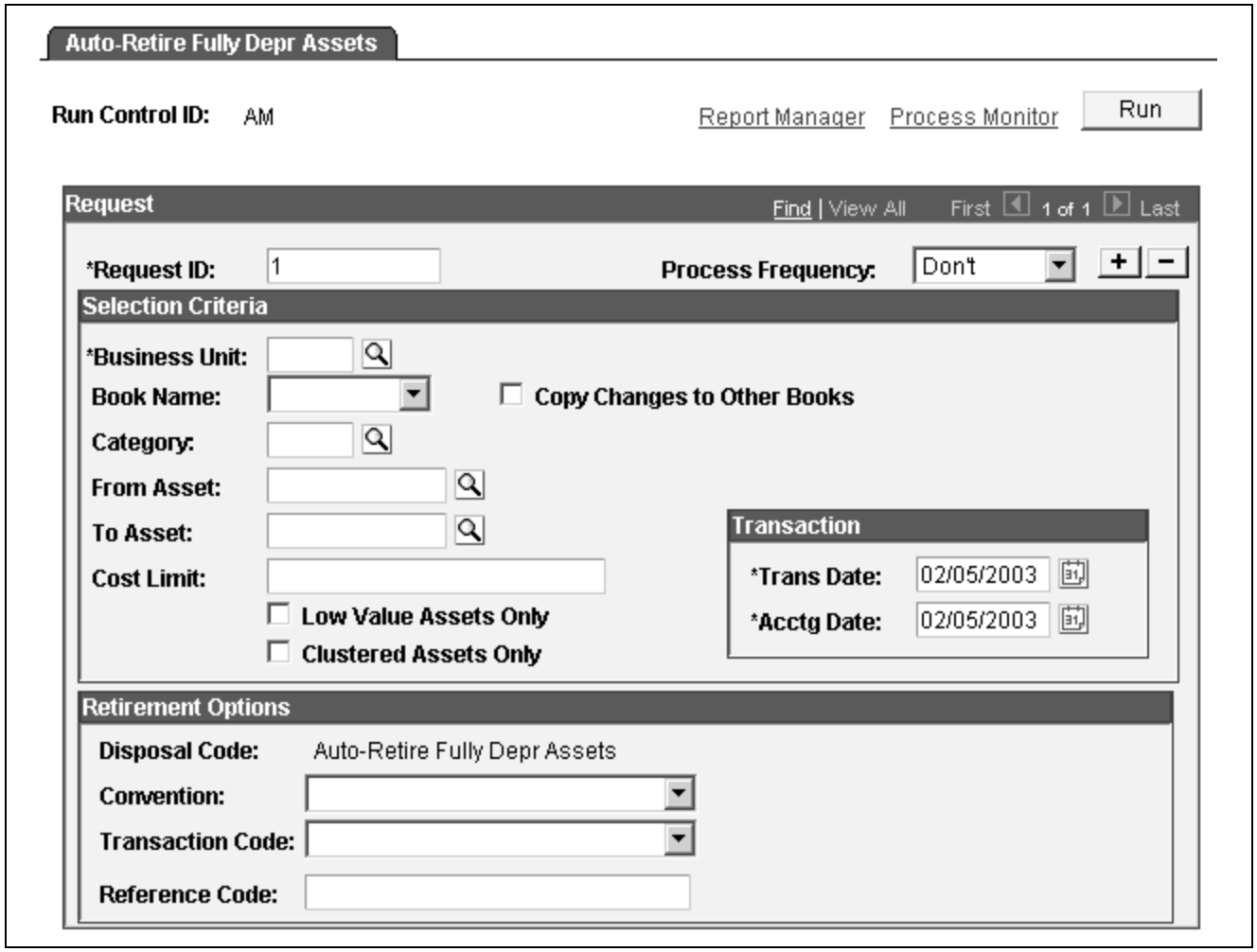
PeopleSoft Global Options and Reports 8.8 PeopleBook, “Working with Value Added Taxes (VAT)”

PeopleSoft Billing 8.8 PeopleBook, “Calculating Value-Added Tax (VAT) in PeopleSoft Billing”

PeopleSoft General Ledger 8.8 PeopleBook, “Processing Value Added Tax (VAT) Transactions in PeopleSoft General Ledger”

Auto-Retire Fully Depreciated Assets Process

Access the Auto-Retire Fully Depr Assets (automatically retire fully depreciated assets) page.



Auto-Retire Fully Depreciated Assets page

You can retire many asset without individually identifying them by running the Auto-Retire Process. Selection criteria to qualify eligible assets for auto-retirement are entered on this Process Request and all select assets are automatically retired by the AMRETFDA process. Only fully depreciated assets can be retired by this process. Fully depreciated assets are assets with an end depreciation date less than or equal to the retirement transaction date.

Selection Criteria

(Required) Business Unit Select a business unit from the drop down list. Only business units which have been enabled with the auto-retire feature will be displayed.

See Chapter 3, "Establishing Asset Management Business Units," Creating Asset Management Business Units, page 24.

Book Name Select a business unit book from the drop down list. Only books which have been enabled with the auto-retire feature will be displayed.

Copy Changes to Other Books	Select to keep all books in sync; copies this transaction to all books set up for an asset.
Category, From Assetand To Asset	Select as applicable to narrow your parameters by categories or by a range of asset IDs.
Cost Limit	Select those assets which cost less than or equal to the Cost Limit.
Low Value Assets	Select this check box to choose only low value assets.
Clustered Assets	Select this check box to choose only clustered assets.
Transaction Date,Accounting Date	Define selection by entering applicable transaction or accounting dates.

Retirement Options

Convention	Enter a retirement convention to override the asset profile default.
Transaction Code	Select a Transaction Code to identify the reason for the retirement.
Reference Code	Use to enter information that will help you track the asset, such as retirement documentation, or Asset ID. This is optional.

Initiating Asset Retirement Using the Disposal Worksheet

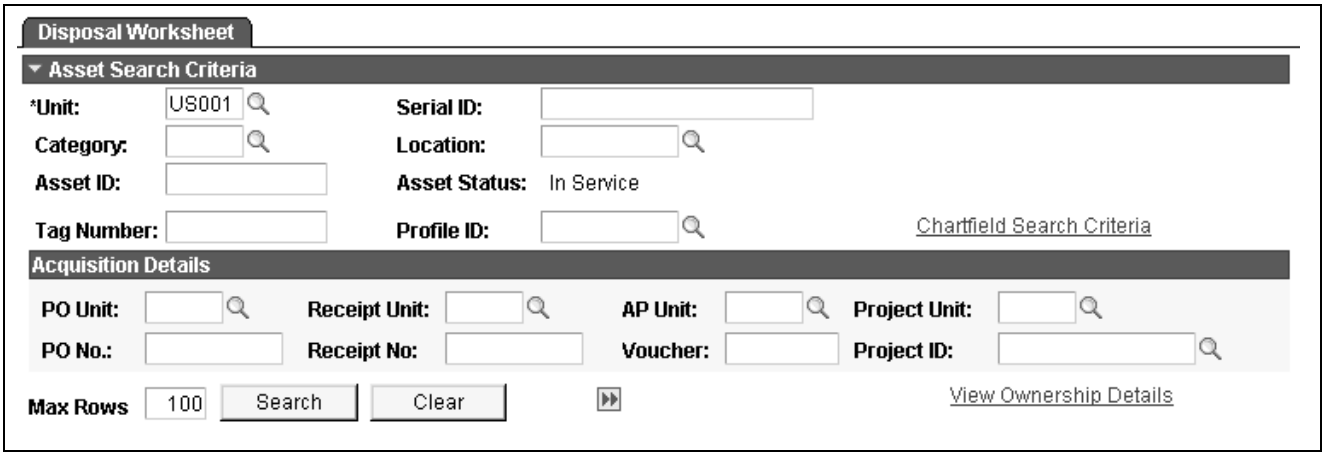
PeopleSoft Asset Management provides Disposal Worksheet as an “express” process that will select assets to be retired based on one or more of the following elements: ChartField combination, location, department, manufacturer or many other related fields related to the asset.

The process assumes the establishment of asset to owner relationships as well as owner to operator relationships to enable the selection, review and approval of asset disposal. When the Asset Owner and Asset Owner User links have been defined, the asset owner is able to generate and submit a Disposal Worksheet for processing or approval. Once the approval process has been established, an asset owner can review asset disposal requests from worklist entry notifications. Requests can be approved, denied, or designated as pending. Upon approval of the request, the you may submit the Disposal Worksheet for processing through the AMIF1000 transaction processor.

See Chapter 4, “Establishing Asset Processing,” Establishing Asset Ownership, page 102.

Generating the Disposal Worksheet

Access the Disposal Worksheet page.



Disposal Worksheet page

The Disposal Worksheet provides numerous selection options to retrieve assets for retirement. Assets available for retrieval are determined by asset ownership and user ID.

You can search for assets using Chartfield Search Criteria and you can view asset ownership information by accessing the View Ownership Details link.

Asset Search Criteria Identify assets eligible for disposal based on the user's established asset ownership. Assets can be identified based on:

- Serial ID
- Location
- Category
- Asset ID
- Tag Number
- Profile ID
- Chartfields

Acquisition Details To further identify assets for disposal, search for:

- Purchasing Unit/PO
- Receiving Unit/ID
- Payables Unit/Voucher
- Projects Unit/Proj ID

When you press Search, the result set is displayed in the tabbed grid at the bottom of the Disposal Worksheet.

Asset Action

The system returns a list of assets that meets the criteria you have entered. You may review and re-select options until you have a list of assets you want to take action on. To initiate a new search, press Clear and resubmit new search criteria.

To process assets for disposal, retirement information is specified to indicate why and when this action has taken place.

Disposal Code Optionally, select the disposal code to be applied to all assets in the worksheet list identifying the reason for the asset(s) disposal.

Retire Dt The current date is the default value; retire date can be retroactive or future dated. This date will be applied to all assets in the worksheet list.

Accounting Date Enter the accounting date to be recorded if different from the current date. This date will be applied to all assets in the worksheet list.

Default When you apply the Default button, the Retirement Information above is applied to all assets displayed in the list.

The list is presented under three tab views: Asset Information, Retirement Information and Optional Accounting Information, such as cost, that is shown or hidden depending on established permissions.

Asset Information Tab

Asset Information displays: Asset ID, Description, Tag Number, Category, and Serial ID.

Dispose, Select All, Deselect All Select assets for disposal individually by checking the Dispose check box, or choose to select all or deselect all to include or exclude all assets shown in your disposal request.

Retirement Information Tab

Retirement Information displays: Asset ID, Cost, Quantity, Retire Quantity, Proceeds, Proceeds Currency, Removal Cost, and Removal Cost Currency.

Dispose, Select All, Deselect All Select assets for disposal individually by checking the Dispose check box, or choose to select all or deselect all to include or exclude all assets shown in your disposal request.

Proceeds, PR Curr(proceeds currency), Removal Cost, RC Curr(removal cost currency) Enter any proceeds or removal cost along with the currency in which the proceeds or costs were incurred as applicable.

Disposal Code Select disposal codes for each asset individually by entering the code in this field.

Details Select this link to view the Asset Details (AM_DISPOSAL_02) page.

Optional Accounting Information Tab

Optional Accounting Information displays: Asset ID and Accounting Date. Select assets for disposal individually by checking the Dispose check box, or choose Select All/ Deselect All to include all assets displayed in your disposal request.

Dispose, Select All, Deselect All Select assets for disposal individually by checking the Dispose check box, or choose to select all or deselect all to include or exclude all assets shown in your disposal request.

Trans Code Enter a transaction code to be applied to each asset each asset individually.

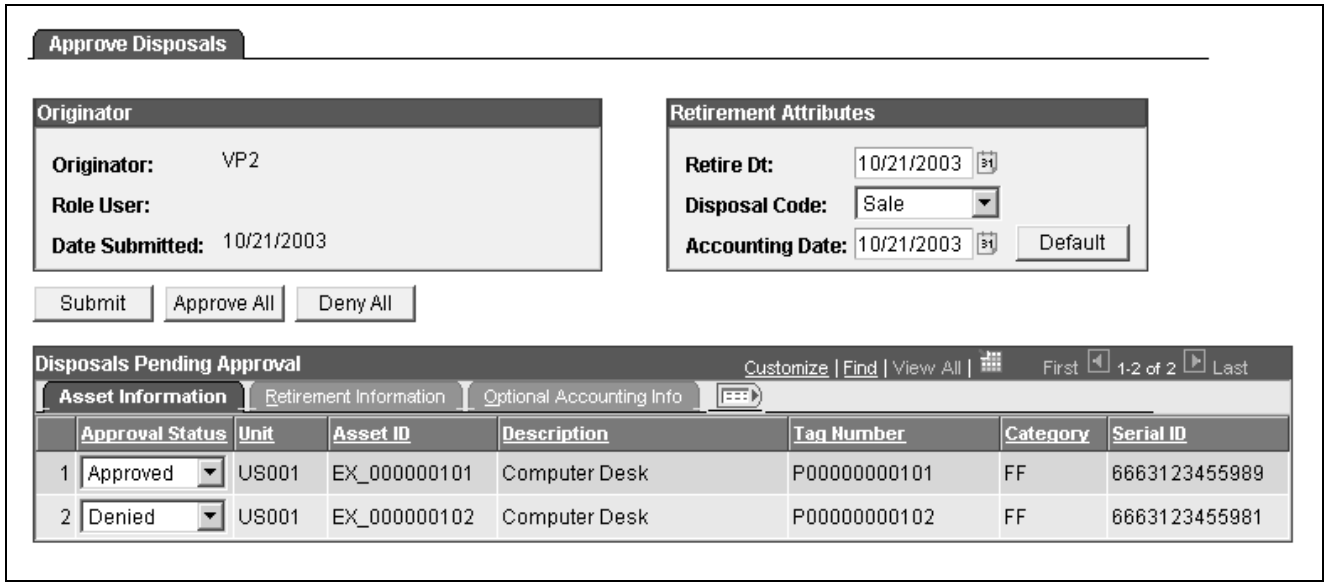
Submit Asset Disposal Information

Press Submit when you have completed the Disposal Worksheet. The disposal request is processed when you run the Transaction Loader process or routed for approval if required, depending upon the permissions established for the operator.

Approving Disposal Worksheet Requests

The approval process is managed by the workflow settings for your organization. If the worksheet submitted for disposal requires approval before processing by the Transaction Loader, a worklist entry is created and routed to the approver. Multiple assets may be associated with one worklist entry. The user who receives the worklist item approves or denies the disposal request.

Access the Approve Disposal page.



Approve Disposals page

The approver has three Approval Statusdisposal action options:

Denied	The request is not approved and an E-mail notification is generated back to the disposal requestor.
Approved	The request is approved and the item is loaded into the Transaction Loader for processing.
Pending	No action is taken on the item and the request is “on hold”.

The approver specifies the worklist item Mark As Worked.

See Chapter 4, “Establishing Asset Processing,” page 45.

See Appendix A, “Delivered Workflows for PeopleSoft Asset Management,” page 501.

Putting an Asset Up for Auction

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 auction event, it must have the *AM* status of in service, is not leased, and is not identified as a Hazardous Material. The auction status is equal to *Allowed to be auctioned*.
- Once you post the event, the *AM* Auction status changes to *Sent to Auction.*
- The Auction 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 *Allowed to be auctioned* to remove the *Sent of Auction AM* status for the asset involved. When the event has been awarded , Strategic Sourcing sends information to Asset Management where you have to run AMIF1000 to finalize the retirement. Strategic Sourcing changes the auction status to *Sold in auction*.

Note. PeopleSoft Asset Management does not allow Strategic Sourcing to pull in hazardous, intangible assets, or partial retirements. Assets in status *Sent to Auction* are excluded from any transactions in Asset Management until the status is changed by Strategic Sourcing.

See Also

PeopleSoft Strategic Sourcing 8.8 PeopleBook

Retiring Non-Financial Assets

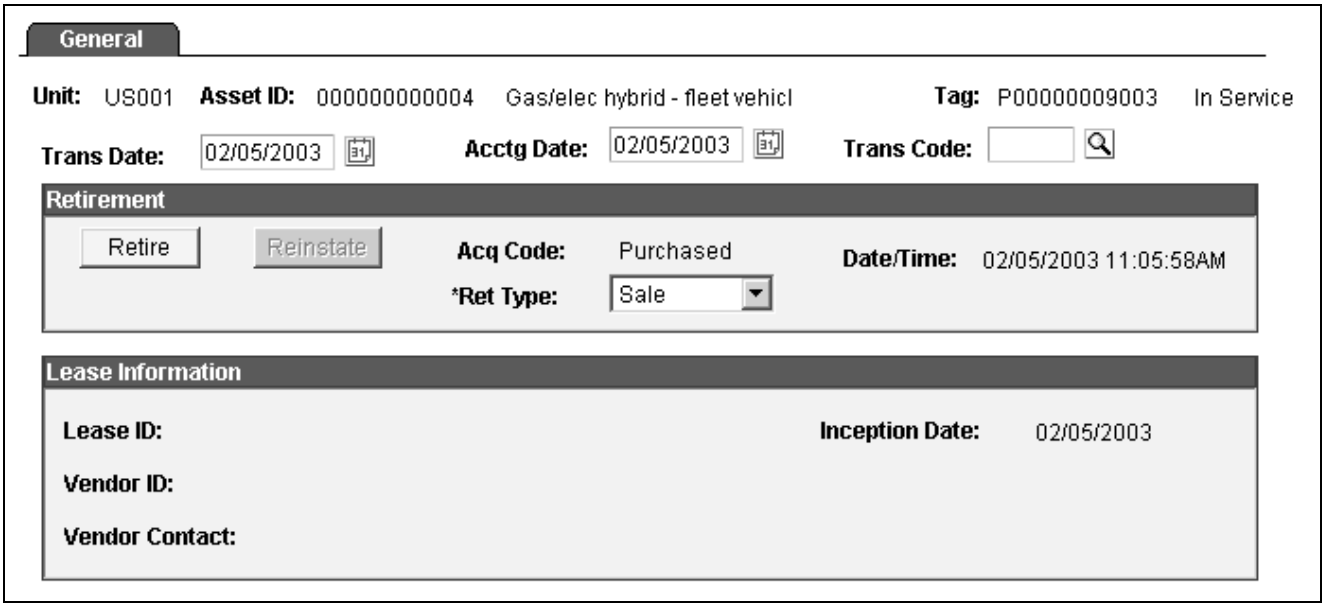
You can retire a non-financial asset, such as an operating lease.

Page Used to Retire Non-Financial Assets

Page Name	Object Name	Navigation	Usage
Non-Financial Asset Retire	ASSET_RET_NF_01	Asset Management, Financial Transactions, Retire/Reinstate Non-Financial Assets	Retire non-financial assets.

Retiring a Non-Financial Asset

Access the Non-Financial Asset Retire page.



Retire/Reinstate Non-Financial Assets 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, there are no gain or loss calculation consequences.

To retire the non-financial asset, press 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. From the Retire Assets page, scroll through the retired transactions and select the Reinstate check box for the retirement transaction you would like to reinstate for a financial asset. Then click the Reinstate button. For a non-financial asset, from the Non Financial Asset Retirement page, select Reinstate.

Note. Only one retired asset transaction may be reinstated at a time. If several retired assets transactions are selected for reinstatement, only the first selected transaction in the list will be reinstated.

Note. If no retirement transaction is selected for reinstatement and you press the Reinstate button, the last retirement transaction against the assets 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.

Reinstatements generate credit lines in Billing if the retirement has been passed to Billing. You can not generate a reinstatement until Billing creates the invoice number (after BIIF0001 is run). If you reinstate an asset before the AM/BI interface is processed but after running depreciation calculation for the retirement, PeopleSoft will cancel the initial retirement and the status of the billing request will change to *G* (Ignore). In the AM/Billing Transaction Status Report you can track the original invoice for each reinstatement.

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 assigns open trans IDs for the transactions of assets not using straight line depreciation.

- 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

Page Name	Object Name	Navigation	Usage
Run Open Trans Tax	RUN_AMTXOPEN	Asset Management, Depreciation, Processing, 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_TAX	Asset Management, Depreciation, Processing, 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 mass changes in PeopleSoft Asset Management and discusses how to:

- Define mass changes.
- Run mass changes.
- Verify data in the loader tables.
- Approve changes.
- Populate PeopleSoft Asset Management tables with mass change data.
- Depreciate changed assets.
- Review PeopleSoft Asset Management mass change templates and types.

Understanding Mass Changes in PeopleSoft Asset Management

Regular business cycles sometime require you to make the same change to a large group of assets. In these situations, PeopleSoft Asset Management provides PeopleSoft Application Engine processes that you request from the process menu within the application. In addition, 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 PeopleSoft 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. Transferring these assets manually would be onerous and likely introduce errors. PeopleSoft Mass Change, on the other hand, enables you to select a particular set of assets from the database, define the changes you'd like to make 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 repeatedly, PeopleSoft Mass Changes defines mass changes using mass change templates. These templates simplify mass change definition by storing information used to select certain data from the database and modifying it in specific ways. (Usually you have to modify only selection and replacement values.) PeopleSoft Asset Management comes with a supply of these mass change templates that should serve the needs of most businesses; however, you can create your own templates if necessary.

Note. Because of the ability of PeopleSoft Mass Change 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 structured query language (SQL) and an extensive knowledge of PeopleSoft Asset Management.

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). You can run most types of mass changes online; however, there are a few types that you can run using only PeopleSoft Process Scheduler.

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.

2. Run the mass change process (RUN_MASSCHNG).to select, change, and transfer the data to the loader tables.

3. (Optional) Preview the data for suitability.

4. Run the Transaction Loader (Transaction Loader PeopleSoft Application Engine process (AMIF1000) process to load the data from the loader tables into your PeopleSoft Asset Management tables.

5. Run the batch depreciation program.

You must still run depreciation when the mass change process is complete, and you may also want to empty these loader tables to free valuable disk space: INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.

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 must write a report to select all eligible assets, calculate their aggregate basis, and divide this basis into your total asset aggregate basis. If the result is more than 40 percent, you then must run the mass change process on the eligible assets to change the depreciation convention to a mid-quarter convention, and recalculate life-to-date depreciation.

See Also

Chapter 21, “Retiring Assets,” Retiring Financial Assets, page 364

Appendix B, “Understanding the Loader Table Data Dictionary,” page 503

Defining Mass Changes

Before you run the mass change process that transfers and alters data, you must provide information about the changes that you want made. Use the pages in the Mass Change Definition component to do so.

This section discusses how to:

- Add or update mass change definitions.
- Specify mass change criteria and defaults.
- Specify mass change fields specific to PeopleSoft Asset Management.
- Generate mass change SQL text.
- Define mass change groups.

Pages Used to Define Mass Changes

Page Name	Object Name	Navigation	Usage
Asset Mass Change Definition - Description	MC_DEFN_00	Asset Management, Mass Change, Define Criteria	Add or update a mass change definition.
Asset Mass Change Definition - Criteria and Defaults	MC_DEFN_01	Asset Management, Mass Change, Define Criteria, Criteria and Defaults	Specify the mass change criteria for selecting rows, and identify the columns and values to be changed.
Asset Mass Change Definition - AM Specific Fields (asset management specific fields)Asset Mass Change Definition - Criteria and Defaults	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.
Asset Mass Change Definition - Generate SQL (generate structured query language)	MC_DEFN_02	Asset Management, Mass Change, Define Criteria, Generate SQL	Generate and check the SQL text generated by a mass change definition before you run it.
Asset Mass Change Definition - Execution History	MC_DEFN_03	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 or Updating Mass Change Definitions

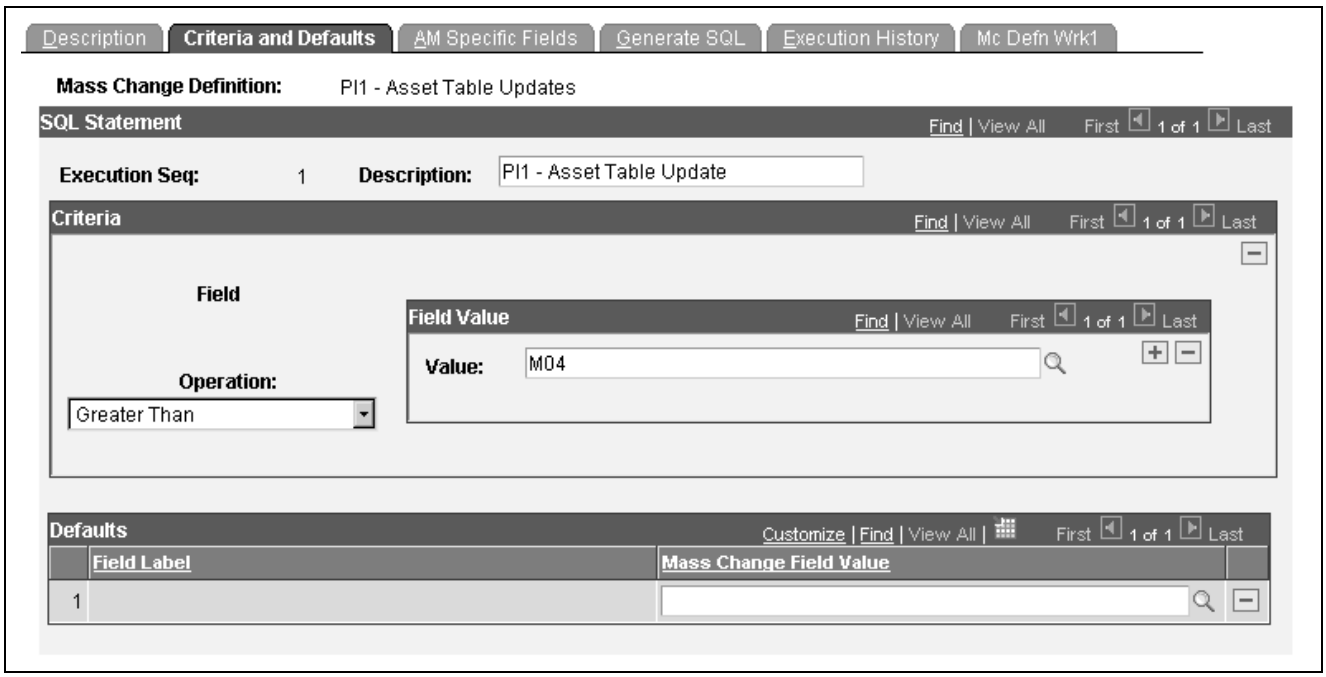
Access the Mass Change Definition page.

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, the field becomes unavailable for entry and the page is populated with data from the template.

See Chapter 22, “Processing Mass Changes,” Reviewing Asset Management Mass Change Templates and Types, page 416.

Specifying Mass Change Criteria and Defaults

Access the Asset Mass Change Definition - Criteria and Defaults page.



Asset Mass Change Definition - 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 to which the column is to be compared.

For example, if you want to select all the rows for department 21101, use the = operator and a value of *21101*. If you want to specify a range of values, use the *Between* operator and specify the two values, for example *12000* and *21000.*

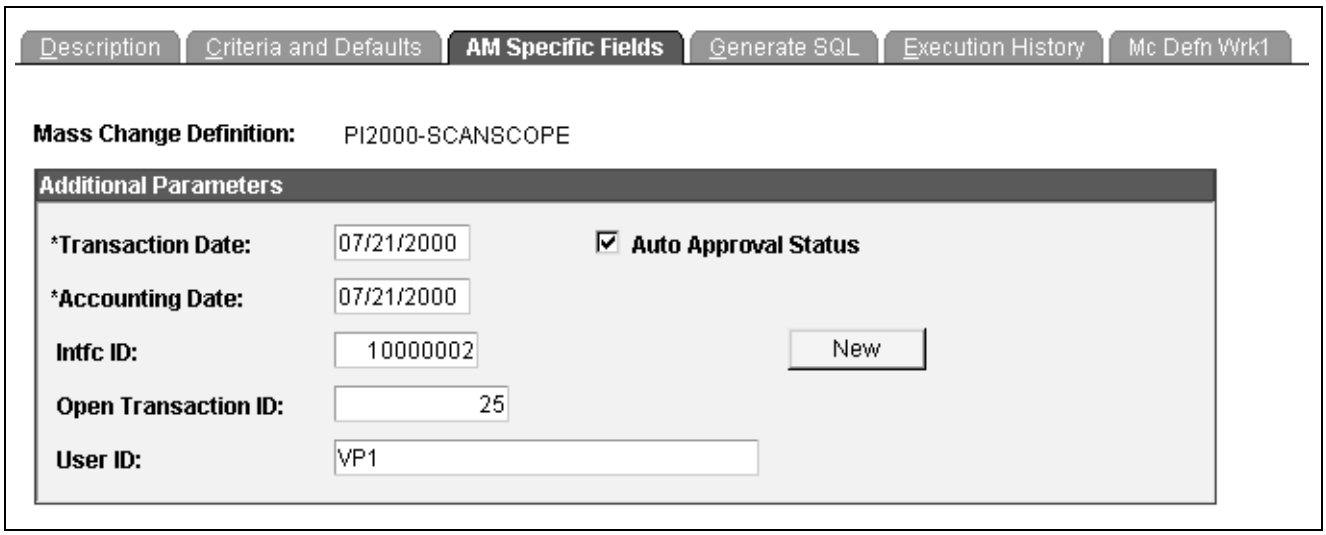
This table lists the values in the Operator drop-down list box, how they are used, and an example of each operator as used on a set of hypothetical business units, including M02, M04, M04A, M04B, M04C, M06, and M30:

Operator	Meaning	Example	Result
Between Value A and Value B	Between two values	BTW M04 BTW M06	M04, M04A, M04B, M04C, M06
Equal To	Equal to	= M06	M06
Greater Than	Greater than	> M06	M30
Greater Than or Equal To	Greater than or equal to	> = M06	M06, M30
In Subset	In a subset of	IN M04 IN M06	M04, M06

Operator	Meaning	Example	Result
Is Blank	= ‘ ‘ (equal to a space character − for character fields)	IS BLANK	N/A
Is Not Blank	< > ‘ ‘ Not equal to a space character (for character fields)	NOT BLANK	M04, M04A, M04B, M04C, M06, M30
Is Not Null	< > ‘’ Not equal to no characters (for date fields)	NOT NULL	N/A
Is Null	= ‘’ (equal to no characters − for date fields)	IS NULL	N/A
Less Than	Less than	< M06	M02, M04, M04B, M04C
Less Than or Equal To	Less than or equal to	< = M06	M02, M04, M04B, M04C, M06
Like	Used for wildcards searches	LIKE MO%	M04, M04A, M04B, M04C, M06
Not Between	Not between value A and value B	BTW M04 BTW M06	M02, M30
Not Equal To	Not equal to	< > M06	M02, M04, M04B, M04C, M30
Not In	Not in a subset of (complement)	IN M04 IN M06	M02, M04A, M04B, M04C, M30
Not Like	Used in wildcard searches	NOT LIKE M0%	M30

Specifying Mass Change Fields Specific to PeopleSoft Asset Management

Access the Asset Mass Change Definition - AM Specific Fields page.



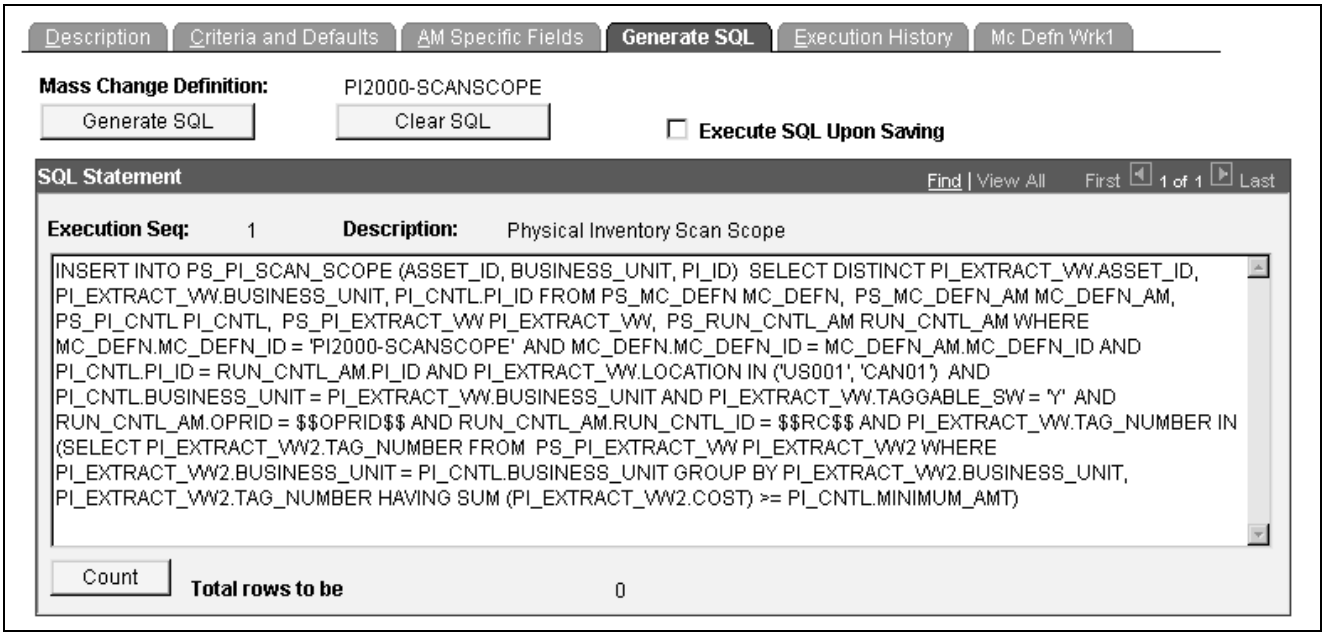
Asset Mass Change Definition – AM Specific Fields page

Transaction Date	Typically represents the date on which you made the change.
Accounting Date	Typically represents the date on which you want this transaction posted to your general ledger.
Intfc ID (interface ID) and **Open Transaction ID**	Displays the next available ID automatically. You can change these values, but they must be unique.
User ID	Appears automatically. You can change this value.

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 Asset Mass Change Definition - Generate SQL page.



Asset Mass Change Definition – Generate SQL page

Note. 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.

Generate SQL Click this button to generate the SQL text. Generating SQL may take several minutes.

Clear SQL Click this button to clear the SQL text in case you want to change your mass change definition and regenerate the SQL. Generating SQL may take several minutes.

Execute SQL Upon Saving Select this check box to run the SQL as soon as you save the page, while you're online. Your operator security determines whether you can run mass changes online. If you do not select this check box, you can save this mass change definition, and then run it in the background using a run control.

SQL Statement This group box lists the records on which an SQL statement operates and in what manner. Each record is operated in series. This region also contains the SQL text for each statement, which you can view but not change. You can change statements only by altering the mass change type or template on which this definition is based, or by altering the field criteria and defaults on the Mass Change Definition page.

Execution Seq(execution sequence) Indicates the order in which the SQL statements are run. Scroll through the execution sequences to view each statement.

Save Click this button when you are satisfied with the SQL text generated.

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.

Count

Once you have generated and saved your SQL text, click this button to display the number of rows of your data that are affected by this mass change. You can click this button only on mass changes that can run online.

Clicking the Count button makes sense on only some execution sequences 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 run a group of mass changes in series. The Mass Change Group page enables you to define groups of mass changes and run them all using one run control.

No mass change groups are delivered with PeopleSoft Asset Management.

Running Mass Changes

You can run most mass changes either online or in the background, although you must run some through PeopleSoft Process Scheduler using an application structure query report (SQR), such as the Physical Inventory SQR report.

This section discusses how to select options to run Mass Changes.

Page Used to Run Mass Changes

Page Name	Object Name	Navigation	Usage
Run Mass Change	RUN_MASSCHNG	Asset Management, Mass Change, Run Request	Run a mass change or mass change group in the background.

Running Mass Changes

There are three methods for running mass changes:

- Run mass changes online.
- Run mass changes with the process scheduler.
- Run mass changes in the background.

Running Mass Changes Online

To execute a mass change online, use the Generate SQL page from the Mass Change component. Select the Execute SQL Upon Saving check box and save the page. The SQL statement will run.

Running Mass Changes Using PeopleSoft Process Scheduler

Mass changes based on the following mass change types can be run only through PeopleSoft Process Scheduler using an application SQR:

Mass Change Type	Description
PI Extract	Physical inventory extraction.
PI Scan Scope	Physical inventory scan scope.
PI1 - Asset Table Update	Physical inventory asset table update.
PI2 - Asset Location Changes	Physical inventory asset location changes update.
PI3 - Department Transfers	Physical inventory department transfers update.
PI4 - Retire Assets Not Found	Physical inventory retired assets not found update.
PI5 - Add Assets Found In PI	Physical inventory add assets found update.
PI6 - Asset Custodian Changes	Physical inventory asset custodian update.
PI7 - Inventory History Insert	Physical inventory history insert.

PeopleSoft Process Scheduler runs the processes you select at user-defined intervals.

You can run only those mass changes online that you're authorized to run online and that are based on authorized templates. Mass change user security grants permission to run mass changes online.

See *PeopleTools PeopleBook: PeopleSoft Security*

See *PeopleTools PeopleBook: PeopleSoft Process Scheduler*

Running Mass Changes 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 this table:

Run Type	Execution Parameter
Execute single mass change.	Mass change definition.

Run Type	Execution Parameter
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 look behind the scenes to see what data was loaded by the mass change process into the PeopleSoft Asset Management loader tables (INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B). Viewing these tables provides the opportunity to preview the data that loads into 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) modify the mass change definitions and run the mass change again.

This section discusses how to:

- View data in the financial loader tables.
- Preview the physical load data.
- Preview the loading leases.

Pages Used to Verify Data in the Loader Tables

Page Name	Object Name	Navigation	Usage
Financial Transactions	INTFC_FIN_01	Asset Management, Send/Receive Information, Approve Financial Information, Review	View data in the financial interface tables. Verify the financial data (which the Transaction Loader process uses when populating PeopleSoft Asset Management tables) and change anything that isn't correct.
Physical Transactions A	INTFC_PHY_A	Asset Management, Send/Receive Information, Approve Physical Information, Review-A	Preview the physical load data. View INTFC_PHY_A, one row at a time, so that you can perform the same preview and change process as with INTFC_FIN.
Physical Transactions B	INTFC_PHY_B	Asset Management, Send/Receive Information, Approve Physical Information, Review-B	Preview the physical load data. View INTFC_PHY_B, one row at a time, so that you can perform the same preview and change process as with INTFC_FIN.
Lease Transactions	INTFC_LEASE	Asset Management, Send/Receive Information, Approve Lease Information, Review	There is also a similar transaction review page used to view records that you may have loaded for lease transactions (INTFC_LEASE) table. Use this table and page only if you're converting leases from a previous system.

Viewing Data in the Financial Loader Tables

Access the Financial Transactions page.

The contents of Financial Transactions (INTFC_FIN) appear here, one row at a time, as populated by the mass change.

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.

Auto Approval Status The check box is selected if you previously selected the Auto Approval Status check box on the AM Specific Fields page in the Mass Change component.

Previewing the Physical Load Data

Access the Physical Transactions A or Physical Transactions B page.

Auto Approval Status The check box is selected if you previously selected the Auto Approval Status check box on the AM Specific Fields page in the Mass Change component.

Approving Changes

Once you have run the mass change process and populated the loader tables, you may need to approve all changes before loading the resulting data into the PeopleSoft Asset Management tables.

This section discusses how to:

- Approve financial loader data.
- Approve physical loader data.

Pages Used to Approve Changes

Page Name	Object Name	Navigation	Usage
Approve Financial	INTFC_FIN_APPR	Asset Management, Send/Receive Information, Approve Financial Information, Approve	View and approve the data in the financial loader table.
Approve Physical A	INTFC_PHY_APPR_A	Asset Management, Send/Receive Information, Approve Physical Information, Approve-A	View and approve all changes pending approval in the physical loader tables. These changes are grouped by transaction load ID and load type. A load type is similar to a transaction type, but at a greater level of detail. Each transaction type in PeopleSoft Asset Management can generate several different load types.
Approve Physical B	INTFC_PHY_APPR_B	Asset Management, Send/Receive Information, Approve Physical Information, Approve-B	View and approve all changes pending approval in the physical loader tables. These changes are grouped by transaction load ID and load type. A load type is similar to a transaction type, but at a greater level of detail. Each transaction type in PeopleSoft Asset Management can generate several different load types.

Approving Financial Loader Data

Access the Approve Financial page.

Financial transaction changes are grouped by transaction load ID and load type. A load type is similar to 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: (changes to Financial/Physical tables marked with an asterisk are uncommon):

Load Type	Long Name	Financial/Physical Tables
AAD	Additional Cost Add	Financial
ACQ	Insert Acquisition Detail	Physical *
ADD	Asset Add	Financial
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

Load Type	Long Name	Financial/Physical Tables
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 Approval check boxes. Use the scroll bar to move from one screen to the next.

Approving Physical Loader Data

Access the Approve Physical A or Approve Physical B page.

Approve You can selectively approve each load type by selecting the respective check boxes.

Populating PeopleSoft Asset Management Tables With Mass Change Data

This section discusses how to populate PeopleSoft Asset Management tables using the Transaction Loader.

Page Used to Populate PeopleSoft Asset Management Tables With Change Data

Page Name	Object Name	Navigation	Usage
Run Transaction Loader	RUN_AMIF1000	Asset Management, Send/Receive Information, Load Transactions, Load Transactions into AM	Run the Transaction Loader process, which reads the loader tables and populates PeopleSoft Asset Management tables with the data. Search for transactions to run based on system source, load type, load status, and whether transactions consist of physical or financial records. You can use as many or as few of these criteria as necessary. The more you use, the narrower your search.

Populating PeopleSoft Asset Management Tables Using the Transaction Loader

Access the Run Transaction Loader page and go to the Find Trans Load ID group box.

System Source If you do not know the transaction load IDs, enter the system source that generated the transactions that you want to load, such as *AM Batch* or *Grants Management.* Also enter their load type.

Load Type 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 want to load, such as *Asset Add* or *Phys Add* (physical addition), 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.

Financial Record or **Physical Records** Select one depending on the type of transaction you want to load.

Load Status Select from the following values:

- *Consolidat:* (consolidated) Transactions consolidated.
- *Errored:* Transaction errors.
- *In Process:* Transactions in process.
- *Loaded:* Transactions loaded.
- *On Hold:* Transaction on hold.
- *Pending:* Transactions pending.
- *Replaced:* Replaced by other interface records.

- *Unitized:* Transactions unitized (will not be loaded).
- *NEW:* Transactions not loaded.

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 have a load status of *DON* (done).

If any entries have a status of *ERR* (error), they have been marked as errors. You may need to complete them manually through the appropriate pages. Check the error message at the bottom of the Load Preview page to determine what action you should take.

Once you have completed correcting errors, your changes are complete. All that remains for you to do in the mass change process is to run the depreciation calculation process. Whatever financial changes you made created open transactions for each of the affected assets. Running the depreciation calculation process (AMDPCALC) picks up all these changed assets and handles their depreciation appropriately.

Reviewing Asset Management Mass Change Templates and Types

This table lists the various mass change templates (and the mass change types on which the templates are based) that are delivered with PeopleSoft Asset Management.

In most cases, the mass change template and the mass change type on which the template is based have the same ID. If the mass change type ID is different than the mass change template ID, the type ID is provided in parentheses under the template ID.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft 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.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
AUP - Asset Update	Changes 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 definition. This template may be copied or modified to update fields as necessary.
Archive Assets Acctng Entries (Archive Asset Acctng Entries)	Helps archive asset accounting entries. It inserts rows into the PS_DIST_LN_ARCH table, selecting from the production asset accounting entry table (PS_DIST_LN). The PS_DIST_LN table can be used to hold the old accounting entries and to unload the entries into a sequential file.
Archive Asset Depr Rpt Entries	This mass change type copies the specified DEPR_RPT entries into the DEPR_RPT_ARCH table. Specified entries are determined by the selection criteria of the mass change template with the same name (Archive Asset Depr Rpt entries). The following fields will be used to select the data: business unit, book, fiscal year.
Archive NBV Entries	This mass change type copies the specified PS_ASSET_NBV_TBL entries into the PS_ASSET_NBV_ARCH table. PS_ASSET_NBV_ARCH is used to store the old net book value entries, and it can also be used to retrieve the entries into a sequential file. The following fields will be used to select the data: business unit, book, as of date.
Archive Asset Open Trans	Archives asset open transaction entries in the PS_OPEN_TRANS table. It inserts entries into the Open Trans Archive table (PS_OPEN_TRANS_ARCH), selecting from the PS_OPEN_TRANS table.
Asset Revaluation	Revalues 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	Adds a new book to a business unit. You must add the asset profiles for the new book before running this mass change template, and the book you are adding must already exist for the business unit before processing.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
BC - Book Copy	Copies 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 template 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 template must be entered twice, once for the nonretirement type transactions on execution sequence 1 and a second time for retirement transactions on execution sequence 2.
BKD - Book Deletion	Removes 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 process 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	Enables 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 range of assets that you want to delete. This differs from the mass change type BKD, which deletes information for an entire business unit/book combination.
CC - Capitalize Into Composite	Capitalizes acquisition detail amounts into composite assets. This mass change sums the uncapitalized acquisition detail line amounts for the assets associated with a composite asset.
CR - Composite Retirement	Retires acquisition detail amounts from composite assets. This mass change inserts the retirement cost for each set of ChartFields into INTFC_FIN. CC — JPN Composite retirement
Delete Asset Accntg Entries (Delete Archived DIST_LN)	Deletes entries from the PS_DIST_LN table after they have been archived.
Delete Asset Depr Rpt Entries	This mass change type deletes the DEPR_RPT, DEPR_RPT_CF_SUM and DEPR_RPT_PD_SUM specified entries that are determined by the selection criteria of the mass change template you use. You should enter the same selection criteria used for the mass change archive of DEPR_RPT entries if you want to delete archived entries. If you want to purge DEPR_RPT entries, you should enter the following selection criteria when running the mass change: business unit, book, fiscal year.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
Delete Asset NBV Entries	This mass change type deletes the entries from the Asset Net Book Value table (PS_ASSET_NBV_TBL). You should enter the same selection criteria used for the mass change archive of Asset NBV entries if you want to delete archived entries. If you want to purge Asset Net Book Value entries, you should enter the following selection criteria when running the mass change: business unit, book, user ID, as of date
Delete Asset Open Trans	Deletes open transaction entries from the PS_OPEN_Trans table after they have been archived.
EURO1 - InterUnit Trf − New Book	Performs 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, ablank, which transfers all assets. **Note.** If you copy this mass change template 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	Performs financial asset transfers from one business unit to another. It does not perform currency conversion. See *InterUnit RET/Add w/Curr Conv*.
IUT - Inter-Unit Transfer	Performs mass interunit transfers of assets. You cannot perform interunit transfers on group assets. This mass change type does not perform currency conversion - see InterUnit TRF w/Currency Conv.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
InterUnit RET/Add w/Curr Conv	Performs 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 template differs from others in that IUF does not perform currency conversions. *Asset ID note:* 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. *Profile ID note:*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. *Group Assets note:* You cannot perform interunit transfers [retire/add] on group assets.
InterUnit TRF w/Curr Conv	Performs financial asset transfers from one business unit to another, especially when the business units have different currencies and books. This mass change template performs currency conversion when business unit/book currency codes are different in the from and to business units. *Asset ID note:* 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. *Profile ID note:* 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. *Group Assets note:* You cannot perform interunit transfers [retire/add] on group assets.
JVA - Joint Venture BU Addition	Adds a new business unit to a joint venture using the joint venture's profiles.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
JVP - Joint Venture BU Addition w/Profile	Adds 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. This mass change type is similar to the JVA mass change type, except that JVP uses the joint venture participant's profiles.
JVR - Joint Venture BU Removal	Removes joint venture business units.
JVT - JV Allocation Change	Transfers the allocation percentage from one business unit to another.
OPT - Open Trans Generation	Generates open transactions for a business unit/book combination so that depreciation calculation (AMDPCALC.SQR) and accounting entry distribution (AMAEDIST.SQR) run for all the assets in the business unit/book.
PAD - Parent Asset Cost Adjust	Changes the cost of a parent asset and all its children.
PHY - Physical Asset Changes	Changes the physical side of assets, for example, asset location and custodian.
PI - Extract	Extracts asset data from multiple PeopleSoft Asset Management tables into one physical inventory extract table.
PI - Scan Scope	Scans scope for Physical inventory mass change.
PI1 - Asset Table Updates (PI1 - Asset Table Update)	Processes scanned inventory data and place in updates to the asset table.
PI2 - Asset Location Changes	Changes the location table for an asset.
P13 - Department Transfers	Transfers departments for assets (used in physical inventory).
P14 - Asset Retirements (PI4 - Retire Assets Not Found)	Retires those assets not found during physical inventory processing.
P15 - Physical Asset Adds (PI5 - Add Assets Found in PI)	Adds the "overs" into PeopleSoft Asset Management—those assets that were scanned in physical inventory but were not originally in PeopleSoft Asset Management. These assets are entered as, a physical add only, not financial.
P16 - Asset Custodian Changes	Changes an asset's custodian (used in physical inventory).

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
P17 - Inventory History Insert	Inserts 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 *Inventory.*
P18 - Asset Software Updates	Handles changes to software associated with an asset (used in physical inventory). In the final step of the physical inventory process, the Transaction Loader process 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 run 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)	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	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	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.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
Partial Retire Parent Proc Dis	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	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.
RCT − Recategorization	Moves the cost of an asset from one asset category to another.
REI - Reinstate Assets (REI - Reinstatement)	Reinstates retired assets.
REP - Reinstate 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	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	Differs from the TM - Acctg Entry Template Copy in that this template 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 accounting entry template tables for the target category specified. **Note.** The temporary tables used are PS_DIST_TMPL_TMP and PS_DIST_TMPLLN_TMP.

Mass Change Template ID (Mass Change Type ID, If Different)	Mass Change Template Description (PeopleSoft Asset Management)
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 enables 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)	Archives 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).
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 PeopleSoft Asset Management Reporting Options

This chapter provides an overview and discusses how to use:

- Report formatting options
- Online reports
- Charting
- Reports

Understanding PeopleSoft Asset Management Reporting Options

PeopleSoft delivers several kinds of report options within Asset Management. This section discusses:

- Reporting and formatting options.
- Online reporting via inquiry pages.
- Asset management financial chart generation.

Reporting and Formats

PeopleSoft Asset Management reports are generated as the result of an asset management process or to respond to an ad hoc request for asset information. Processes and reports can be generated as part of scheduled batch activities or as one-time requests, all handled through the PeopleSoft Process Scheduler. The type of report generated is usually the result of how the data is to be presented or of the kind of processing required to produce the desired results.

PeopleSoft Asset Management provides reports to aid in tracking and reconciling asset transactions, capital acquisition planning, depreciation, account activity, accounting entries, physical inventory, asset disposal and retirement, and to meet tax reporting requirements. Reports supporting these same asset management activities on the global level as well as statutory requirements are also available for Australia, Canada, France, Germany, Italy, India, and Japan. All of the available reports associated with asset management are listed in Appendix E: PeopleSoft Asset Management Reports, of this PeopleBook.

Most of the reports used for different functions within PeopleSoft Asset Management make use of the same data but report it from a different perspective. For example, depreciation is often reviewed by ChartField activity. It is, however, also useful to review depreciation based on a category or location. To that end, you may use a report template that allows you to define the reporting-by method to be used.

PeopleSoft delivers a report template that can be shared by all users but that can be defined by you to include or exclude information of your choosing. The template controls the report title,Report By field name, sort order, field length to display, field label overrides, amount field length, and sub-totaling. To accommodate the varying needs of many users, the report can be generated using Report By as the key, with a report suffix added to the report ID to indicate what value is used for Report By.

PeopleSoft Asset Management also provides the tools to produce reports in user-defined formats. Using report IDs or user IDs as keys to reporting templates, multiple groups or individuals use the same general information provided in a report but receive it in a dynamically defined format addressing the particular needs of the group or individual.

Online Reporting

PeopleSoft Asset Management provides online inquiries of the depreciation reporting table (DEPR_RPT) displaying high level summary data for a period with details available via drill down functions, defined at the business unit/book definition level. When enabled for online reporting, selection criteria includes Business Unit, Book, Fiscal Year, Period, Asset Category, Profile ID and ChartFields. The drill down feature provides the option to view the data presented to the lowest level available.

Asset Management Charts

PeopleSoft Asset Management provides the ability to display some financial data in 2–D, or stacked bar charts. This option is available for generating data comparisons: for example, depreciation per operating units or by book. By selecting the values to be compared, a full color coded chart is generated providing an at-a-glance depiction of financial data.

Prerequisites

To use PeopleSoft Asset Management Reporting options, you must have:

- Established Business Units and Book Definitions.

  The online reporting option is established at the business unit/book definition level. You must have enabled this option for each business unit and each book associated with that business unit for which you want to be able to view online inquiries with drill down capability.

- Established ChartFields.

  Report suffix is appended to the run control ID for a report and defaults to PeopleSoft delivered ChartField order. If additional ChartFields are to be defined, the new ChartFields must be included.

  Online reporting selects data based on ChartFields.

- Defined drill down fields.

  Online reporting enables users to view details of costs and depreciation from high level summary views to the lowest reporting level available for reporting periods. Once you have defined the drill down fields, you will be able to view the details in finer granularity.

See Also

Chapter 3, “Establishing Asset Management Business Units,” page 23

Chapter 4, “Establishing Asset Processing,” page 45

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook, “Defining and Using ChartFields”

Using Flexible Reporting and Formats

To set up reports using Flexible Reporting and Formats, use the Reporting Setup Component to define a report suffix, define the report print options and define report templates.

Pages Used for Flexible Reporting and Formats

Page Name	Object Name	Navigation	Usage
Report Suffix	REPORT_SUFFIX	Set Up Financials/Supply Chain, Product Related, Asset Management, Reporting Setup, Report Suffix	Required, denotes the Report By value for the report, appended to the report ID to uniquely identify it. Default value is ChartField, *CF*.
Report Format Template	RPT_FMT_TMPL_SBP	Click the Update/Add Template link on the Report Suffix page.	Update or add new report formats.

Setting Up Report Suffix

Access the Report Suffix page.

Enter the values to be appended to the report ID, used to identify the name of the available field by which the report is run. For example, the report Depreciation Activity by ChartField uses the report ID AMDP2000. When the report is generated to be reported by Department, the report suffix *5* is appended to the Report ID which then displays as AMDP2000–5. This means that the report contents are presented in Department order. As you add or change ChartFields, you must add or change the corresponding values in this list.

Running Flexible Reporting and Formats

Select Asset Management, Financial Reports, then select the report to be generated. Select the Run Control ID associated with your report or create a new one.

Access the run control page for the report to be formatted with user-defined parameters and expand the Report Print Options group box.

Report Print Options

Report By Select from the valid Report By values by which data is to be reported for this report type. For example, the report may use ChartFields and the information in the report can be presented by any ChartField value. If you select

DEPTID, the data is grouped by Department ID. If you select ACCOUNT, the same information is retrieved but will be grouped by Account. The purpose or audience for your report will drive your selection.

Template Id Select the template ID to be used for this report from the saved templates by clicking on the drop down arrow. Click on theUpdate/Add Template link to go to the Report Format Template page where you can add a new template or update an existing template. The template contains the report format you have defined. For example, perhaps you need only a list departments and expense totals for a period. You can limit your report to include only the relevant fields for your task and save it as a template to be used again.

Note. To add a new template ID, the Template Id field must be blank before you select the Update/Add Template link.

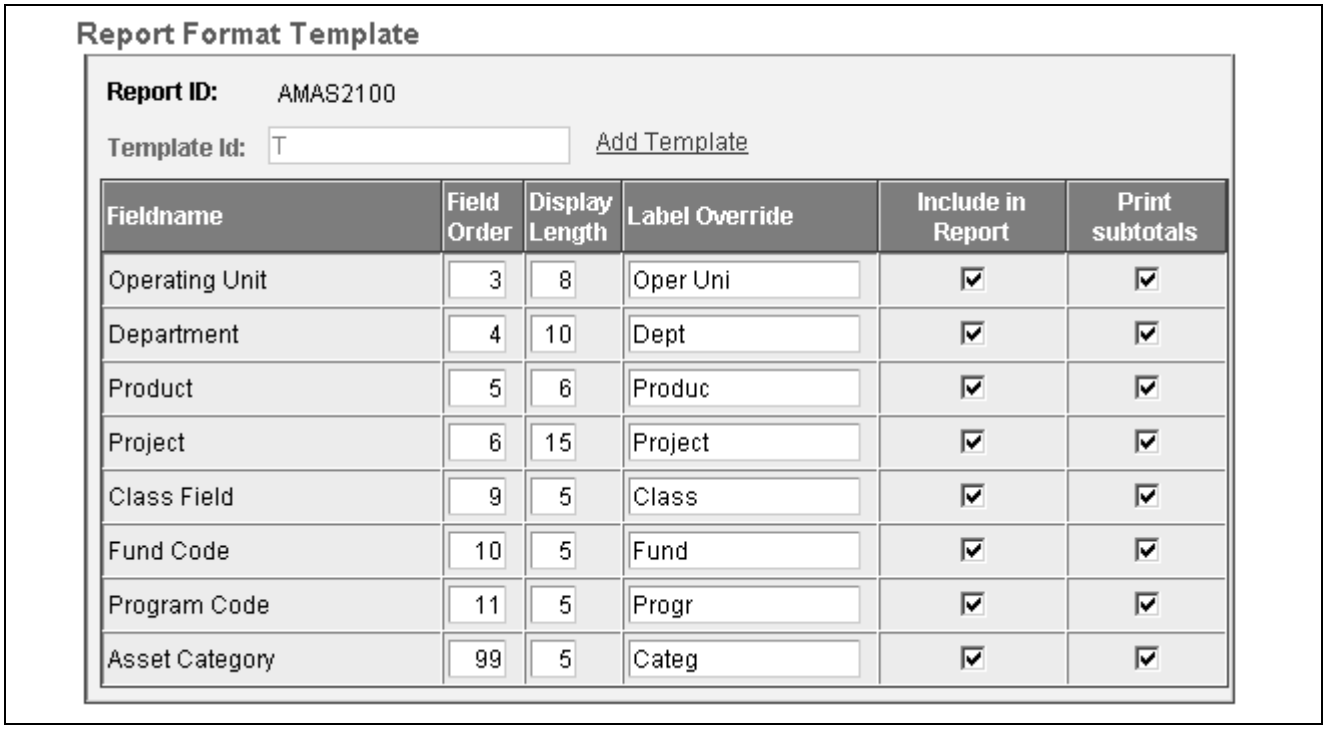
Title Override Enter the title for the report. This enables you to enter a meaningful report title for this run of the report. If not entered, the default value will be selected from the string table value of the technical value for the report. Instead, it is useful to name your report based on the current reason, date or requester for the report.

Amount Length Enter the maximum number of spaces needed for Amount fields to display. The default is 23 digits.

Update/Add Template Click this link to update or add a new report format template.

Report Format Template

Access the Report Format Template page.



Report Format Template page

Only active PeopleSoft General Ledger ChartFields appear on the page, in addition to the Asset Management ChartField, *Asset Category,*

Field Order Define the order of the fields to be printed across the page of your report. For example,*Department, Project, Product, Asset Category*.

Display Length Field length defaults automatically appear. Shorten the field lengths as needed.

Label Override Enter the field label to be used for each field included or use the default definitions.

Include in Report All fields are selected to be included in the report by default. Deselect any fields you do not want to include.

Print subtotals Print subtotals for all fields is selected by default. Deselect fields for which you do not want subtotal breaks. If a ChartField is not included in the report, corresponding subtotals will not be printed.

See Also

Appendix E, "PeopleSoft Asset Management Reports," page 601

PeopleTools PeopleBook: PeopleSoft Process Scheduler

Using Online Reporting

To use online reporting in PeopleSoft Asset Management, you must first enable the option on the Asset Management Business Unit/Book Definition page. Then two additional optional steps can be taken to start using online reporting:

- Define online reporting drill down fields for a group.
- Link group IDs to user IDs.

Pages Used to Establish and Use Online Reporting

Page Name	Object Name	Navigation	Usage
Reporting Drilldown Fields	RPT_DRILL_FLD_G	Set Up Financials/Supply Chain, Product Related, Asset Management, Reporting Setup, Reporting Drilldown Fields	Define the drill down group ID and select drill down fields.
User Preferences - Asset Management	OPR_DEF_TABLE_AM1	Set Up Financials/Supply Chain, Common Definitions, User Preferences, Define User Preferences, Asset Management	Select a drill down group to associate with this user ID.
Cost and Depreciation	AM_REPORT1	Asset Management, Financial Reports, Cost and Depreciation Summary	View summarized Depreciation activity, Cost activity and Net Book Value from reporting tables and drill down to details.

Establishing Drilldown Field Groups

Access the Reporting Drilldown Fields page.

Detail View Select the corresponding check box for each field you want available for drill down. Clear any fields to be excluded. For example, if your organization does *not* track anything by Class, a column for the field will appear but no values will appear. Remove the column by clearing the check box.

(Optional) Linking Field Group IDs to User IDs

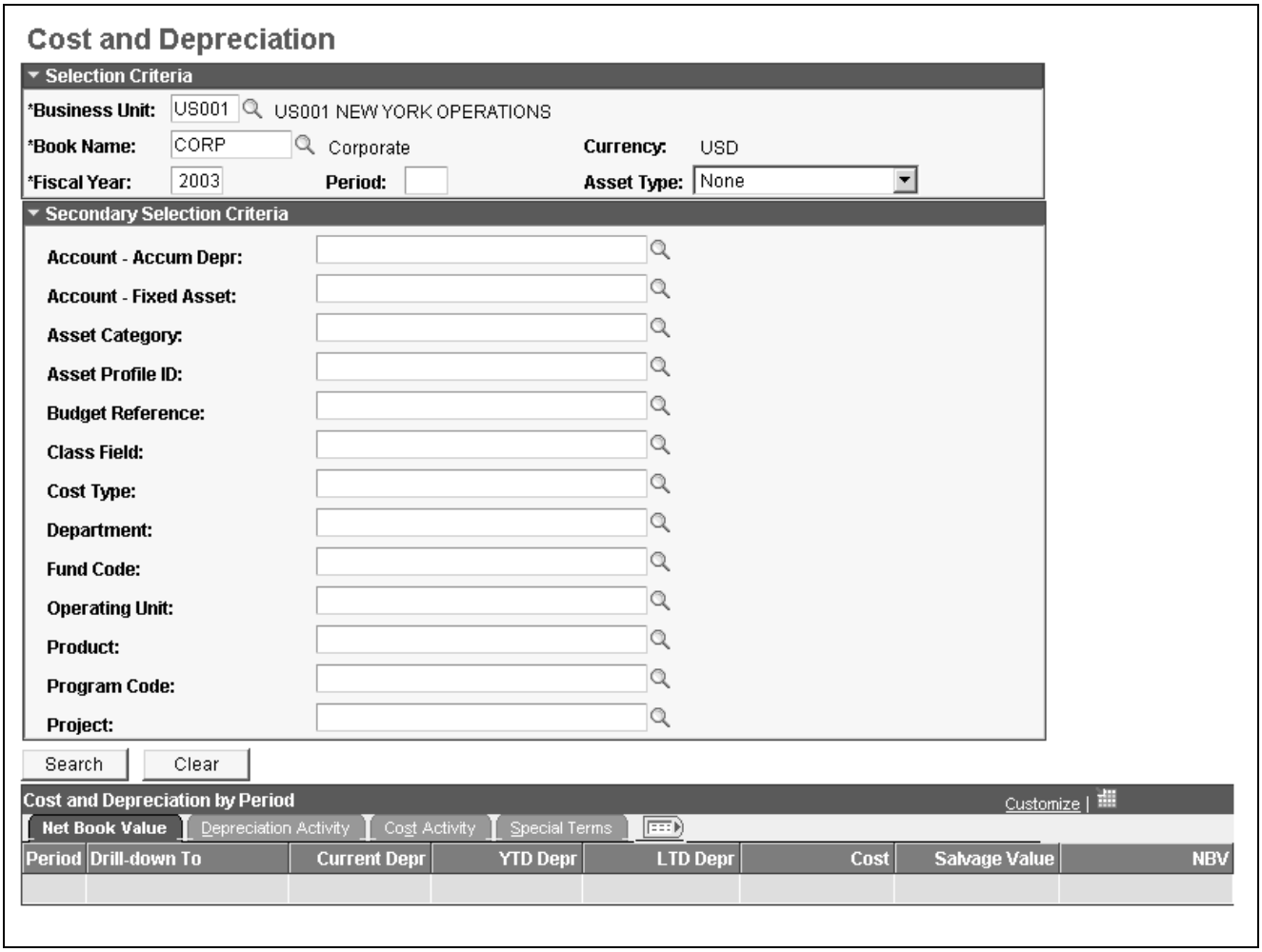
Access the User Preferences - Asset Management page. Select a user ID.

Field Drilldown Group Id Select the group ID to associate with this user ID. If not set up, all above fields will be available for drill down. The drill down field list could be very long. To create a drill down list that is more specific, you can drill down by Project Id and DeptId only, thereby reducing the list using this setup.

Using Online Reporting

You can define the drill down functions for online inquiries of the depreciation reporting table (DEPR_RPT). The report would display high level summary data for a period with details available for drill down to the lowest available level. The drill down definition is set up at the business unit, book definition level in the Financial Reports component.

Access the Cost and Depreciation page.



Cost and Depreciation page

Selection Criteria

Business Unit, Book Name,Fiscal Year, and **Currency**

All of these values are required.

The business unit defaults based on the user ID options.

The book name is defaulted to the default book for the business unit, if business unit is not blank.

The fiscal year defaults from the calendar table to today's date, if the book name is not blank.

CurrencyThe currency in which amounts are reported defaults from the business unit, book name base currency.

Period

Enter the period when the expected data is of high volume and selection criteria is entered. If you leave the field blank, all periods display after performing your search.

Asset Type

This field is used only when the business unit/book name is defined to use Group Assets. If Group Assets is not defined at the installation level, Asset Type will not display. Select *Group Asset*, *Group Member*, or *None*.

Secondary Selection Criteria

Select any secondary criteria to further narrow the report results. The available options reflect your ChartFields, Asset Category, Asset Profile ID, and Cost Type.

After the selection criteria has been entered and you perform the search, the resulting data appears summarized by period. You can now drill down on any assets to the lowest level of data that can be viewed. This option is set when creating the Group ID definition. Drill down enables bidirectional summary data, so that you can drill down and go back to a previous level of data. Breadcrumbs are displayed to manage your drill down layers.

Related amounts are grouped and viewed in separate tabs.

Net Book Value

Includes period depreciation, YTD depreciation, LTD depreciation, Cost, Salvage Value and Net Book Value.

- Special Term Depreciation

  Includes special depreciation, accelerated depreciation, increase depreciation, standard depreciation and initial depreciation.

  Note. When no special term depreciation is tracked, this tab is hidden.

- ChartFields

  Includes ChartFields, available for drill down when by *All Assets* option is selected.

- Other Info

  Includes profile ID, location, fixed asset account and accumulated depreciation account when *All Assets* option is selected.

Depreciation Activity

Includes accumulated depreciation for additions, transfers, recategorization, retirements, reinstatements, and prior depreciation.

Note. When Asset Type *Group Member* is selected, Depreciation Activity is hidden.

Cost Activity

Includes cost addition, adjustment, transfer, recategorize, retirement, and reinstatement.

Note. When Asset Type is *Group Asset*, Cost Activity is hidden.

Charting Financial Data

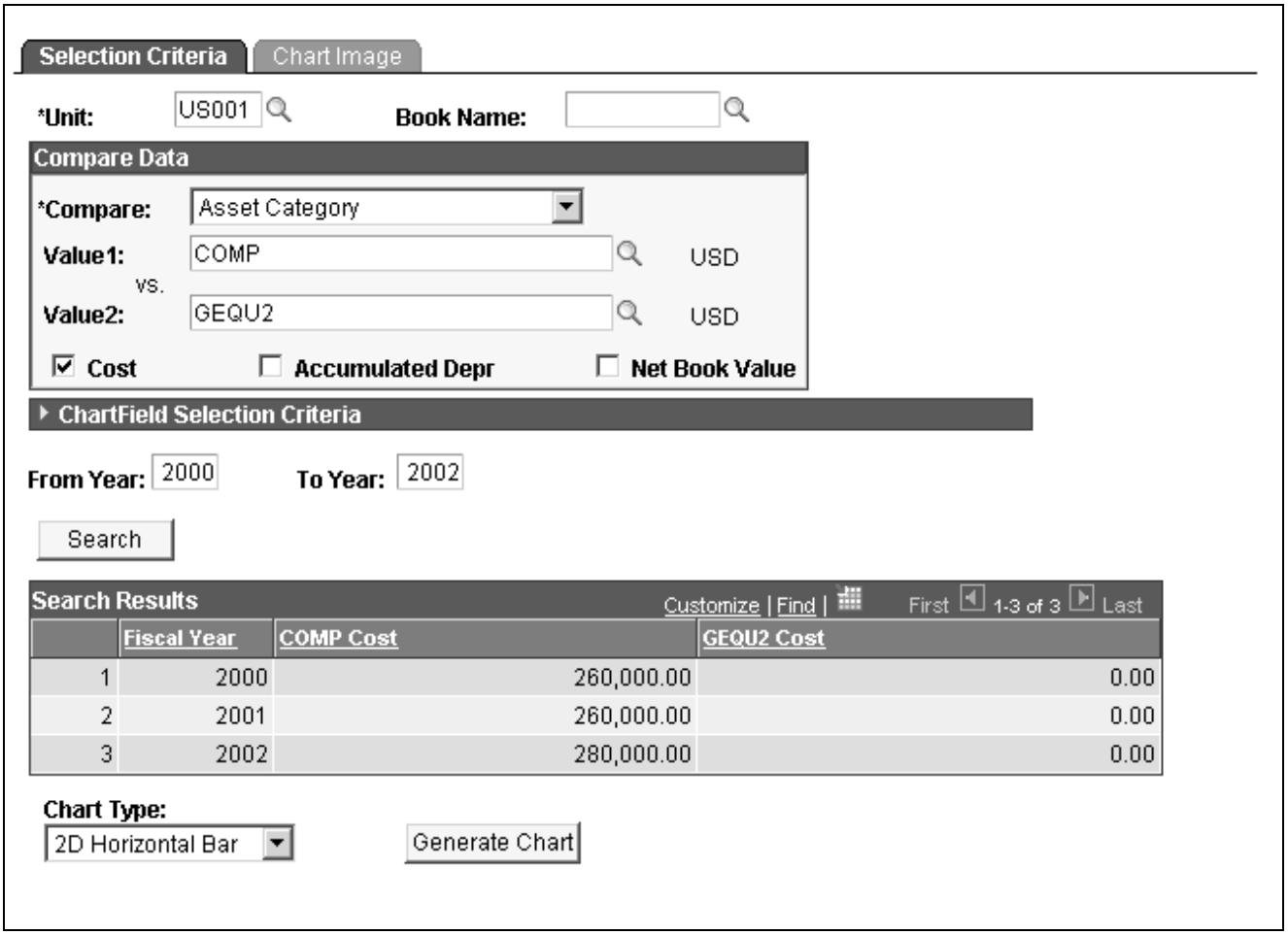
When using PeopleSoft Asset Management charting features, you will select your criteria and view the resulting online chart output.

Page Used to Chart Financial Data

Page Name	Object Name	Navigation	Usage
Selection Criteria	AMCHART1	Asset Management, Financial Reports, Generate AM Charts	Select criteria and create and view online charts of financial data.

Using Asset Management Financial Charts

Access the Selection Criteria page.



Selection Criteria page

The Selection Criteria page defines the parameters for the chart. Values are derived to compare business units, books, ChartFields and totals for Cost, Accumulated Depreciation and/or Net Book Value, and are depicted in the resulting chart.

Compare Data

Compare Select the values you want to compare in the chart. For example, if business unit is selected, you must then select the business units to be compared; the chart depicts the comparison between the business unit values you enter.

Cost,Accumulated Depr, (accumulated depreciation), **Net Book Value**

Select the summary totals to be compared. For example, to create a what-if scenario of business units for Germany and France operations, select Accumulated Depr to compare that value for each business unit. You must select at least one summary total to compare or any combination of the three.

Note. When using reporting functions that report multiple currencies, the comparison will always be reported in the *from*business unit currency.

ChartField Selection Criteria

Further define the chart to display subtotals by ChartField.

From Yearand **To Year**

Enter the range of fiscal years to be included in the chart.

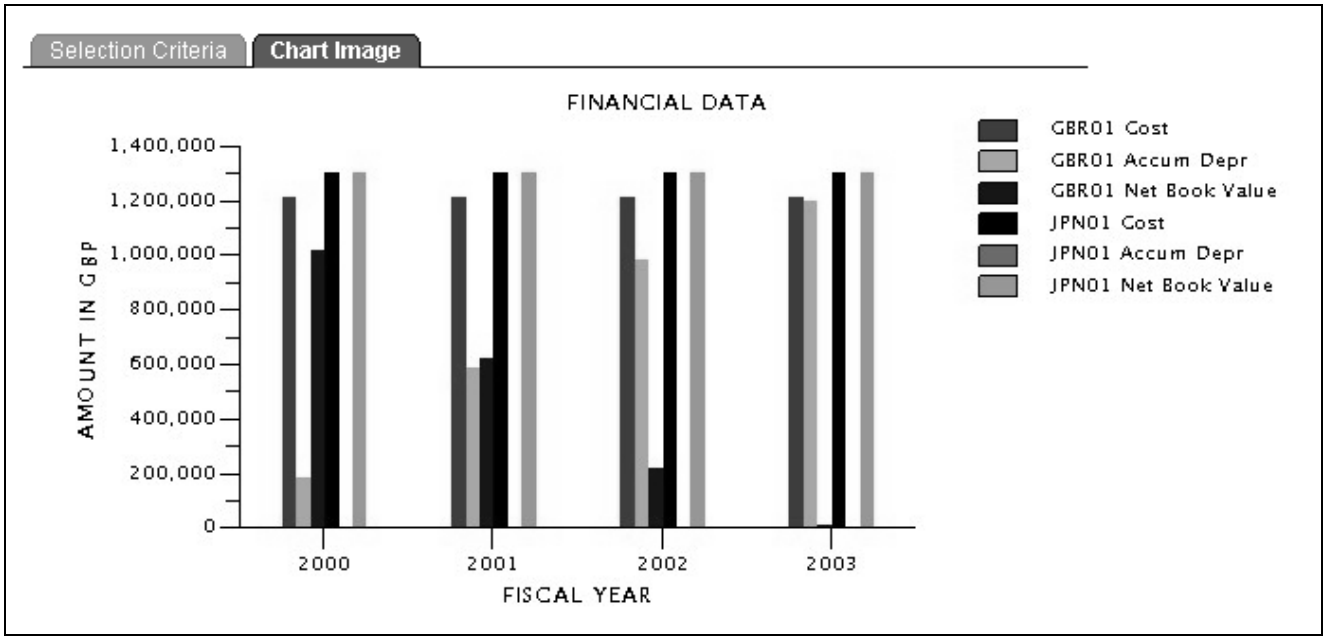
Chart Type

Select the kind of chart you want to assemble. The valid choices are *2-D Horizontal Bar* or *Stacked Bar*.

When you have selected all the appropriate criteria, gather the data by clicking the Searchbutton. The data summary totals will display, one row for each fiscal year requested and one column for each field and value selected. Before you can view the chart, you must press the button Generate Chart.

The chart image displays automatically on a second page tab. A legend is included in the chart for each color-coded bar in the chart. A summary of the chart totals depicted displays in the Chart Creation Data group box.

An example is displayed:



Example: Chart Image page

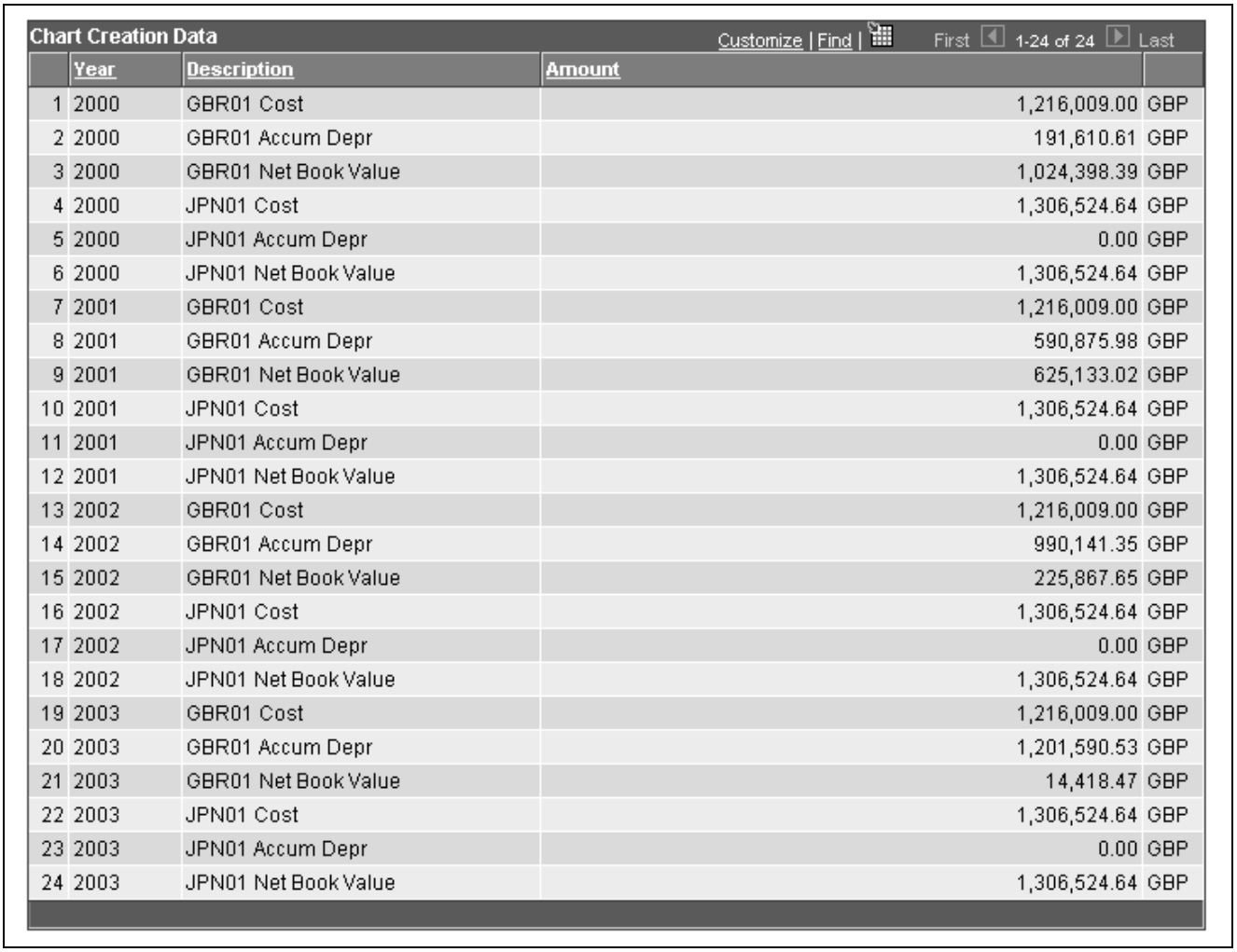


Chart Creation Data — Customize | Find | First 1-24 of 24 Last

	Year	Description	Amount	
1	2000	GBR01 Cost	1,216,009.00	GBP
2	2000	GBR01 Accum Depr	191,610.61	GBP
3	2000	GBR01 Net Book Value	1,024,398.39	GBP
4	2000	JPN01 Cost	1,306,524.64	GBP
5	2000	JPN01 Accum Depr	0.00	GBP
6	2000	JPN01 Net Book Value	1,306,524.64	GBP
7	2001	GBR01 Cost	1,216,009.00	GBP
8	2001	GBR01 Accum Depr	590,875.98	GBP
9	2001	GBR01 Net Book Value	625,133.02	GBP
10	2001	JPN01 Cost	1,306,524.64	GBP
11	2001	JPN01 Accum Depr	0.00	GBP
12	2001	JPN01 Net Book Value	1,306,524.64	GBP
13	2002	GBR01 Cost	1,216,009.00	GBP
14	2002	GBR01 Accum Depr	990,141.35	GBP
15	2002	GBR01 Net Book Value	225,867.65	GBP
16	2002	JPN01 Cost	1,306,524.64	GBP
17	2002	JPN01 Accum Depr	0.00	GBP
18	2002	JPN01 Net Book Value	1,306,524.64	GBP
19	2003	GBR01 Cost	1,216,009.00	GBP
20	2003	GBR01 Accum Depr	1,201,590.53	GBP
21	2003	GBR01 Net Book Value	14,418.47	GBP
22	2003	JPN01 Cost	1,306,524.64	GBP
23	2003	JPN01 Accum Depr	0.00	GBP
24	2003	JPN01 Net Book Value	1,306,524.64	GBP

Example: Chart Summary Totals

CHAPTER 24

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.

Security

The user profile that you create for each individual who accesses your self-service web application determines the pages the user can access. You create user profiles in the User Profiles - General page 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

PeopleTools PeopleBook: PeopleSoft Security

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".

Setting Up PeopleSoft Asset Management

Before starting to use PeopleSoft Asset Management, the PeopleSoft Asset Management application must be set up.

In order to use employee and manager data, you must also bring data from the Human Resources database to the 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

Chapter 3, “Establishing Asset Management Business Units,” page 23

Chapter 4, “Establishing Asset Processing,” page 45

PeopleTools PeopleBook: Enterprise Integration

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 E-mail 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

Page Name	Object Name	Navigation	Usage
My Assets	AM_MY_ASSET	Employee Self-Service, Assets, View/Transfer Assets	Employees view a list of assets assigned to them, access asset detail information, and submit asset transfer requests.
Asset Information	AM_MY_ASSET_DETAIL	Employee Self-Service, Assets, View/Transfer Assets	Employees and managers view asset detail information and submit asset transfer requests.
Asset Transfer Request	AM_MY_ASSET_RQST1	Employee Self-Service, Assets,	Employees submit an Asset Transfer Request to a manager. The Asset Transfer Request displays asset detail and transfer request information.
My Departments	AM_MY_DEPT	Manager Self-Service, Assets,	Managers view a list of departments assigned to them, and access department's asset information.
My Department	AM_MY_DEPT_ASSET	Manager Self-Service, Assets, View Department Assets	Managers view a list of assets assigned to their departments, access asset detail information, and submit asset transfer requests.
Approve Asset Transfer	AM_MY_ASSETS_RQST2	Manager Self-Service, Assets, Approve Asset Transfer	Managers approve, deny, or hold asset transfer requests submitted by themselves or their employees.

CHAPTER 25

Using the Global Features of PeopleSoft Asset Management

PeopleSoft Asset Management provides enhanced enterprise-wide global support. This chapter provides an overview of PeopleSoft Asset Management in global settings and discusses how to:

- (AUS) Establish options to meet Australian requirements.
- (CAN) Establish options to meet Canadian requirements.
- (FRA) Establish options to meet French requirements.
- (DEU) Establish options to meet German requirements.
- (IND) Establish options to meet Indian requirements.
- (ITA) Establish options to meet Italian requirements.
- (JPN) Establish options to meet Japanese requirements.

Note. You must have established the correct international options at implementation to display and use these pages.

See Also

PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook

Chapter 1, "Getting Started With PeopleSoft Asset Management," page 1

Chapter 3, "Establishing Asset Management Business Units," page 23

Understanding PeopleSoft Asset Management in Global Settings

Requirements for asset tracking and the subsequent taxing and reporting on assets vary around the world. To address the needs of those countries where assets must be managed according to specific localized rules, this chapter provides the information needed to implement country-specific options to meet local tracking, taxation, and reporting requirements for PeopleSoft Asset Management.

Using PeopleSoft Asset Management in Australia

PeopleSoft Asset Management provides the options to identify assets for and calculate deductions of expenditures on assets for research and development (R&D) based on aggregate values.

The PeopleSoft system provides options to manage Australian tax credit allowances related to capital investment projects that include provisions for rebates (often referred to as credits).

The PeopleSoft system provides the options to track and report on the usage of assets requiring changes in creditable purpose (CCP), assets that may be subject to goods and services tax (GST) or value-added tax (VAT), and capital gains taxes (CGT).

The PeopleSoft system provides the functionality to perform "net-method" asset revaluation in accordance with AASB1010 and AASB1041 accounting standards, which require that a balance of accumulated depreciation at the date on which an asset is revalued be credited to related asset accounts.

Using PeopleSoft Asset Management in Canada

PeopleSoft Asset Management enables you to calculate depreciation for tax purposes in Canada under the terms of the Capital Cost Allowance (CCA) Reporting. In Canada, all depreciation is calculated on the pool or class of assets by using the rate that is 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 and dispositions during the year are added and subtracted to obtain the balance that can be depreciated. A percentage depreciation and CCA rate is applied to this UCC balance to determine the maximum amount that can be claimed. The CCA that is claimed is deducted from the beginning UCC to calculate the UCC at the end of the year. The final balance is used at the beginning of the following year.

Using PeopleSoft Asset Management in France

PeopleSoft Asset Management supports the specialized derogatory depreciation methods commonly used in France.

The PeopleSoft system provides the reporting features necessary to track and report the French business tax at the asset book level and the asset profile level.

The PeopleSoft system provides the functionality to perform asset revaluation as necessary.

Using PeopleSoft Asset Management in Germany

PeopleSoft Asset Management supports commonly used practices in Germany, including Staffel depreciation, a half-year prorate convention, geometric digressive depreciation, a parameter-driven automatic retirement process, and management of capitalization limits for low-value assets. In addition, PeopleSoft Asset Management provides reports to meet German statutory requirements.

Using PeopleSoft Asset Management in India

PeopleSoft Asset Management provides asset processing features that correspond to the tax reporting requirements established by The Indian Tax Depreciation Act of 1961. This local standard requires that assets are grouped together within a defined *tax block*. Currently India identifies four asset tax blocks: Buildings, Furniture and Fixtures, Machinery and Plant, and Intangibles. Each block of assets is further assigned a *tax group*or class, and each class maintains an individual tax rate. The Indian *tax year* is a fixed fiscal calendar starting April 1 and ending March 31. Annual tax depreciation is reported annually at the fiscal year to the tax authority per asset block.

The PeopleSoft system takes into account the rules regarding the treatment of capital and operating leases by enabling you to designate them.

The PeopleSoft system provides the Straight Line Percent depreciation method for India, which calculates depreciation based on rates, and useful life is calculated on cost, salvage value, and depreciation rate combined.

The PeopleSoft system provides the India Asset Tax Register, which reports all booked transactions to show the cost, depreciation, and net book value of assets as well as tax depreciation reporting options.

Using PeopleSoft Asset Management in Italy

PeopleSoft Asset Management enables you 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 that is relevant to fixed assets, including the date of purchase, original cost, accumulated depreciation (beginning of year balance), depreciation rate, year-to-date (YTD) depreciation (current year activity), retirement and disposal information, ending balance, and any revaluation and devaluation information in a particular fiscal year for either the Economic or Fiscal book. Most Italian business entities use an economic book to record depreciation that is not subject to fiscal constraints and a fiscal book to record specific rules and depreciation methods that are regulated by fiscal authorities.

Using PeopleSoft Asset Management in Japan

PeopleSoft Asset Management supports commonly used practices in Japan, including depreciation methods for fixed and leased assets, composite depreciation, and collateral assets. In addition, PeopleSoft Asset Management provide reports to satisfy tax reporting requirements.

Prerequisites

Before you can perform some of the functions discussed in this chapter, you must have already performed some or all of the following country-specific tasks:

Country	Task
VAT Countries	Set up the appropriate value-added-tax (VAT) defaults and reporting options, and associate with business units or VAT-driven entities. See Chapter 3, "Establishing Asset Management Business Units," Defining VAT Defaults, page 30. See *PeopleSoft Global Options and Reports 8.8 PeopleBook*, "Working with Value Added Taxes (VAT)".
(AUS) Australia	

Country	Task
Before processing asset revaluations, make sure that these conditions have been set up:	• Select the Create Accounting Entries check box for the accounting book that you are using on the Business Unit/Book Definition page in the Asset Management Business Unit Definition component. See Chapter 3, "Establishing Asset Management Business Units," page 23. • Set up the appropriate book definition for Australia on the Assets Books page discussed in the Establishing Asset Processing chapter. See Chapter 4, "Establishing Asset Processing," page 45. • Verify that cost type *R* (revaluation) is available on the Cost Types page discussed in the Establishing Asset Processing chapter. • Add new accounts for *Provision for Revaluation (Equity)* and *Reversal of Depreciation (Expense)*Do this on the Accounts page in the Design ChartFields component. See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining and Using ChartFields". • Define a set of accounting entry template IDs for each setID that is affected by revaluation, and accounting entry templates for each category of asset that is affected by the revaluation using cost type *R* on the Accounting Entry Template page discussed in the Establishing Asset Processing chapter. These are necessary to generate accounting entries. See Chapter 4, "Establishing Asset Processing," Setting Up Accounting Entry IDs and Templates , page 63. • Run the detailed Net Book Value report by category (AMDP2100). This is not required, but is recommended.
(CAN) Canada	
Set up the following conditions to calculate CCA reporting:	• Set up or modify CCA tax classes on the Tax Class page and specify the CCA percentage rate. Asset pools or classes and CCA rates are set by governmental regulations. In the year that assets are acquired, 50 percent of the normal rate should be used. The value that you enter for an asset tax class for the CCA rate percent is used later when you run a process to calculate the CCA rate. • On the Asset Book Definition - Book Tax page, select the tax guideline class that reflects the CCA tax class to which the asset belongs. See Chapter 4, "Establishing Asset Processing," Defining Core Asset Tables, page 58.
(FRA) France	

Country	Task
Set up the following conditions:	• Establish your statutory book in the Business Unit/Book definition component. See Chapter 3, "Establishing Asset Management Business Units," page 23. • Set up an accounting entry template ID with the derogatory feature selected, to create accounting entries that include the derogatory accounts required by France. • 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. See Chapter 4, "Establishing Asset Processing," page 45.
(DEU) Germany	
Set up the following tables to process tax and depreciation for Germany:	• Establish capitalization limit codes for low-value assets. • Create a user-defined Staffel depreciation method. • Define special depreciation terms for accelerated depreciation and associate the terms at the asset or book level. See Chapter 4, "Establishing Asset Processing," page 45.
(IND) India	
Set up the following tables to process tax and depreciation for India:	• Asset blocks Define assets blocks that are equivalent to the *tax block* for India. • Tax classes Set up or modify India tax classes on the Tax Class page and specify the asset block and the tax percentage rate. Tax class is used to define tax rates by group for processing tax and depreciation in India. The tax group is a subcategory of the tax block in India. • Tax/report entities Define the tax/report entity. The tax/report entity comprises one or more business units. Tax reporting is disclosed per entity for India. See Chapter 4, "Establishing Asset Processing," page 45.
(JPN) Japan	
Set up the following tables to process tax and depreciation for Japan:	Set up the overall options for user preferences (OPR_DEF_TABLE_FS1) in the Common Definitions component: Set Localization Country value to *JPN* (Japan). This enables the JPN Info (Japan information) link in the Define Business Units component for PeopleSoft Asset Management. See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining User Preferences," Defining Overall User Preferences. See Chapter 3, "Establishing Asset Management Business Units," page 23.

(AUS) Establishing Options to Meet Australian Requirements

This section discusses how to:

- Define asset R&D categorization.
- Use the Australian tax credit allowance.
- Track changes in CCP.
- Report changes in CCP.
- Calculate CGT.
- Generate asset revaluation (net method).

Pages Used to Establish Options to Meet Australian Requirements

Page Name	Object Name	Navigation	Usage
Asset Unit Aggregate RD (asset unit aggregate research and development)	BU_AGG_RD	Set Up Financials/Supply Chain, Business Unit Related, Assets, Asset Unit Aggregate RD	Calculate research and development tax deductions for R&D plant assets.
Asset Profile	PROFILE_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles	Define asset profiles.
Asset Information	ASSET_GENERAL_01	Asset Management, Owned Assets, Basic Add	Add asset basic information manually, or add or change existing asset information. Access the Set R&D Info page.
Cost/Asset Information	ASSET_ENTRY_00	Asset Management, Owned Assets, Express Add	Enter information about how this asset will be capitalized. Access the Set R&D Info page.
Asset R&D Information	ASSET_RD_SP	Click the Set R&D Info link from the Asset Information page or from the Asset Additional Information section on the Cost/Asset Information page in Express Add.	Enter information about R&D assets. For Australian customers, this is used for tax reporting purposes. For others, this is informational only.

Page Name	Object Name	Navigation	Usage
Tax Information	ASSET_ENTRY_02	Asset Management, Owned Assets, Express Add, Tax Information	Specify property type and tax depreciation criteria 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.
RD Deductions - AUS (research and development deductions - Australia)	RUN_AMTX10AU	Asset Management, Taxes, Reports, RD Deductions - AUS	Run a report to view the number of R&D concessions that can be claimed.
Tax Credits - AUS	RUN_AMTX20AU	Asset Management, Taxes, Reports, Tax Credits - AUS	Run the Tax Credit Allowance Structured Query Report (SQR) to produce a report of total tax credits by business units.
Australia CCP Report	RUN_AMTX30AU	Asset Management, Taxes, Reports, Tax CCP	Report the apportionment of recoverable versus nonrecoverable VAT on invoices.

Defining Asset R&D Categorization

Enable R&D calculations and define assets as R&D eligible assets from the following pages:

- Asset Unit Aggregate RD page.
- Asset Profiles - Definition page.
- Set R and D Info page.

Enabling R&D Calculations

Access the Asset Unit Aggregate RD page.

To calculate the amount of deductions that it is possible to claim, enter the aggregate R&D amount for each fiscal year. Enter the fiscal year, expenditure, and description for the business unit.

Defining an Asset as R&D Eligible on the Asset Profile Page

Asset profiles that are defined with R&D options selected signal the system that all assets that are added to your system by using this profile are being used for R&D and are entitled to R&D tax concessions.

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

R&D Start Date Enter the date on which 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 is 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 (use net book value for research and development) 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 nonR&D asset subsequently becomes eligible for R&D concessions.

Defining an Asset as R&D Eligible on the Set R&D Information Page

Assets that are added to your system through either the Basic Add, Asset Information page or the Express Add, Cost/Asset Information page with R&D options selected identify the asset as being used for R&D and therefore entitled to R&D tax concessions. Access the Set R&D Info page.

R&D Plant Select if you want to identify the asset as specifically allocated for R&D.

R&D Start Date Enter the R&D start date for this asset.

Use NBV Select if appropriate for your tax reporting purposes. Click the OK button to return to the Asset Information or Cost/Asset Information page.

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Chapter 6, “Adding and Maintaining Assets ,” page 123

Using the Australian Tax Credit Allowance

Australia tax law provides certain tax credit allowances related to capital investment projects that include provisions for rebates (often referred to as credits). Unlike allowable deductions, the tax credits are not part of the calculation of taxable income.

The tax credit allowance is calculated in this way:

Tax credit cost basis = book cost x basis reduction rate (%)

Tax credit = tax credit cost basis x tax credit (%)

To use this feature:

- Set up your own credit tables or modify the existing tables on the Tax Credits page.
- Assign a status to the defined tax credits.

  The status enables you to classify assets when reporting credits. Use the Tax Credit Status page to enter or modify a tax credit status.
- Enter tax credits against assets.

  Use the Asset Profiles, Asset Book Definition, or Asset Express Add component.

See Chapter 4, “Establishing Asset Processing,” Defining Tax Credits, page 56.

Entering Tax Credits Against an Asset

Tax credits are entered against an asset in the Asset Book Definition or Asset ExpressAdd component, or at the asset profile level by using the Asset Profile Tax Credits page. You can enter tax credits against leased assets by using the Asset Book Definition page after the asset has been entered through Leased Asset Entry.

See Chapter 4, “Establishing Asset Processing,” (Required) Defining Asset Books, page 68.

See Chapter 9, “Working With Leased Assets,” page 205.

Entering Tax Credits in the Asset Book Definition Component

The Tax Credit Options region on the Tax page (PROFILE_BK_03) of the Asset Profiles component provides you with the options 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 that are specified for the tax credit and calculates the computation amount using the following formula:

Book cost x basis reduction percentage = amount qualifying for the tax credit

Amount qualifying x tax credit percentage = amount of tax credit

The sum of all tax credits that are defined in the current book appears in the Tax Credit field. The total tax credit amount is updated each time that you change tax credit information.

See Chapter 4, “Establishing Asset Processing,” Setting Up Asset Profiles, page 87.

Entering Tax Credits in the Asset ExpressAdd Component

The Asset Express Add component enables you to identify which investment credits are taken for a selected asset from the Tax Credit Options region on the Tax Information page (ASSET_ENTRY_02). You must specify the tax criteria before you can enter tax credits.

Access the Tax Credit Options group box on the Tax Information page.

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 that are specified for the tax credit and calculates the computation amount by using the following formula:

Book cost x basis reduction percentage = amount qualifying for the tax credit

Amount qualifying x tax credit percentage = amount of tax credit

The sum of all tax credits that are defined in the current book appears in the Tax Credit field. The total tax credit amount is updated each time that you change tax credit information.

If you change the cost information on the Cost/Asset Information page of the Asset ExpressAdd component after you have entered tax credits, click the Calculate Credit button to recalculate the amount of the credits. This reloads the percentage figures from the Tax Credit table and then recalculates the amounts for all tax credits that are defined for the current asset.

See Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146.

Tracking Changes in CCP

Australian financial services organizations are required to track the usage of fixed assets that are 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. Because a single asset can be used by a business entity in multiple activities, some of which may be taxable or GST-free and some of which may be input taxed, the full amount of GST that is paid must be recorded and apportioned creditable and noncreditable based upon usage. Over the life of an asset, this apportionment must be reviewed annually and adjusted to reflect the asset's current usage. The time period during which 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 in PeopleSoft Payables and Passing GST on to Asset Management

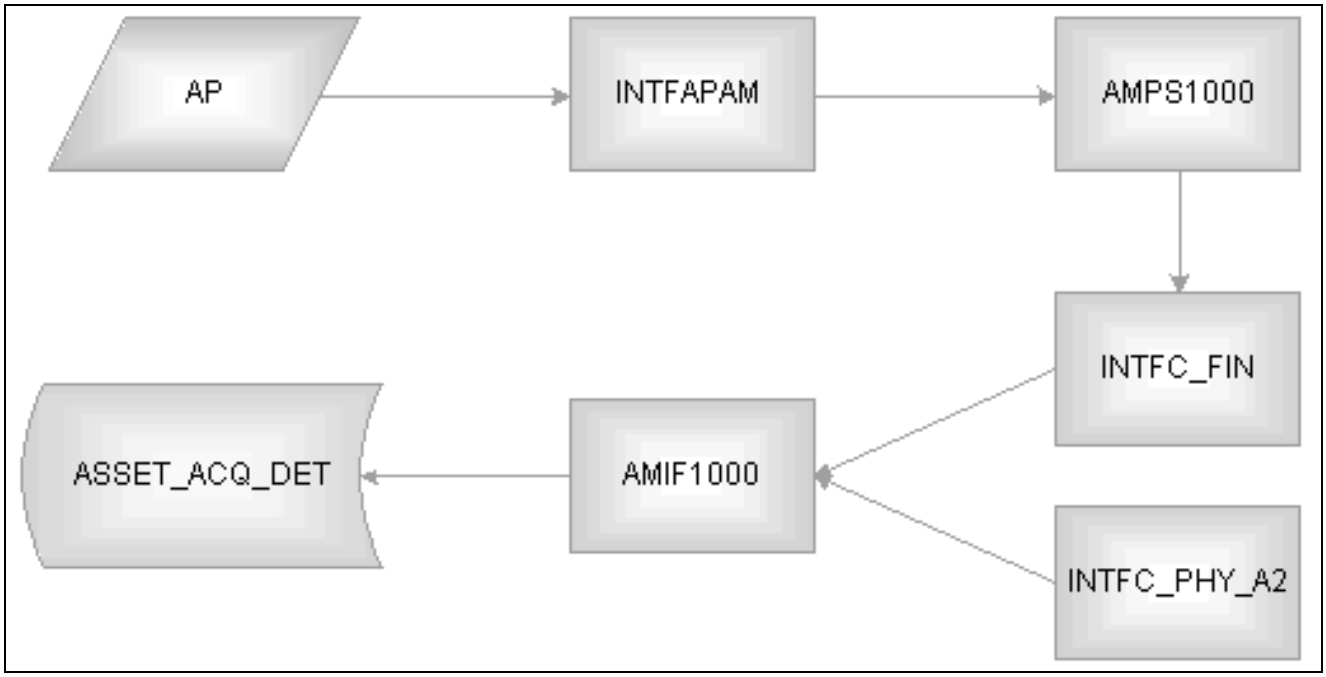
To track the apportionment of GST that is relevant to an asset, four fields are passed to PeopleSoft Asset Management from PeopleSoft Payables by using the Run Load Assets process (INTFAPAM):

- Asset ID
- Merchandise Amount
- Non Recoverable VAT
- Total VAT

PeopleSoft Payables validates the information that you entered on the invoice before passing it to Asset Management.

Note. The invoice information must be validated in PeopleSoft Payables before being passed to Asset Management. Invoice information cannot be rejected once it has reached Asset Management.

This diagram illustrates the interface process:



PeopleSoft Payables to Asset Management GST process

See *PeopleSoft Payables 8.8 PeopleBook*, "Processing Value Added Tax (VAT) in PeopleSoft Payables".

Adding GST Online in PeopleSoft Asset Management

You can enter GST information directly into PeopleSoft 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 that are charged to the asset.

Changes in CCP are recorded on the same page that you use to enter an asset's GST amounts manually and to designate recoverable and nonrecoverable amounts. When changing the usage percentage of an existing asset, you select the transaction type *Adjustment* rather than *Addition;* otherwise the entry process is the same.

When working in a business unit that is identified for Australia, the Calculate Last Date of Review button appears on the Asset Information page. 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 Basic, Information page.

See Also

Chapter 6, "Adding and Maintaining Assets ," Adding and Maintaining Basic Information About Assets, page 124

Reporting Changes in CCP

Some organizations need to track fixed assets that are 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 can be made for any change. For instance, in Australia, Australian financial services organizations require a solution to record the apportionment of recoverable versus nonrecoverable VAT on invoices. This information is then sent to PeopleSoft Asset Management for capital assets.

Access the Australia CCP Report page (RUN_AMTX30AU) to generate the report.

Calculating CGT

CGT legislation in Australia requires payment of tax on certain capital gains that are 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 on which you designate the applicability of a gain or loss calculation for specific assets or for all of the assets in a book. When an asset on which gain or loss has been designated as applicable is retired, the system calculates the gain or loss and stores the results for later reporting. The gain or loss calculation is split into an assessable gain or loss and a capital gain or loss amount.

Specifying Capital Gain or Loss Options for an Asset

There are multiple components where you can indicate that an asset is CGT-applicable if you want the capital gain or 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) on the Asset Book Definition page.

If CGT is applicable for this asset, select the CGT Applicable check box on any of these pages.

Run the Australian Retirements reports to view the results of CGT-applicable assets. Use these calculations:

Capital gain or 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 use existing indexing tables containing local consumer price indexes (CPI). A logical extension of this calculation is to determine the actual amount of tax to be paid, or in the case of a loss, the tax credit that can be later netted against a future capital gain.

See Also

Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87

Chapter 6, "Adding and Maintaining Assets ," page 123

Calculation of CGT

The elements that are used in 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 that arises on the disposal of the asset.

The CGT that is calculated upon retirement can be viewed for each asset by book by using the Asset Retirements page.

The Retirement reports also contain CGT information.

Generating 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 on which an asset is revalued be credited to related asset accounts.

Processing Revaluations

To process asset revaluations:

- Run the Australian Revaluation process (RUN_AMAUSUPD) from Asset Management, Accounting Entries, Revalue AUS.
  - Define the run control parameters.

    If you select the option Include Current Period Depr, the process includes the depreciation in the revaluation accounting entries.

- After you have defined the run control parameters and clicked the Run button on the Process Request page, PeopleSoft Process Scheduler allows you to select one of two revaluation processes.

  Select the Australian Revaluation check box.

- 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).

- (Optional) Preview the data in the Financial Loader table by using an online page.
- Run the Transaction Loader process (AMIF1000) to load the retirement transactions that are created by revaluation.

  Use the load type *RET* to find the load ID to process.
- Run the Depreciation Calculation process (AMDPCALC) to account for the retirement transactions.
- Run Transaction Loader (AMIF1000) to load the reinstatement transactions that are created by the revaluation.

  Use the load type *REI.*
- Run the Revaluation Australia process (RUN_AMAUSUPD) to update depreciation and distribution status for retirement and reinstatement transactions.
- Run Transaction Loader (AMIF1000) to load the adjustment transactions that are created by the revaluation.

  Use the load type *ADJ.*
- Run Depreciation Calculation (AMDPCALC) to account for the adjustment transactions.
- Run Transaction Loader (AMIF1000)to load the adjustment transactions created by the revaluation.

  Use the load type *BKS.*
- Run the Depreciation Calculation process (AMDPCALC) to account for the book change transactions.
- Run the Accounting Entry Creation process (AMAEDIST) to generate accounting entries.
- Run the Detail Net Book Value Report by Category (AMDP2110).

See Also

Chapter 8, “Integrating with Other Products,” Previewing Data in the Loader Tables, page 184

Chapter 8, “Integrating with Other Products,” Running the Transaction Loader , page 189

Chapter 10, “Adjusting and Transferring Assets,” Revaluing Assets In Mass, page 239

Chapter 20, “Creating Accounting Entries,” page 345

(CAN) Establishing Options to Meet Canadian Requirements

This section discusses how to:

- Calculate CCA reporting.
- Run the CCA Year-End Update process.

Pages Used to Establish Options to Meet Canadian Requirements

Page Name	Object Name	Navigation	Usage
Beginning of Year	CCA_UCC_BEGIN	Asset Management, Taxes, Update CCA, Identify CCA Begin Yr	(Optional) Change UCC beginning of year amounts or CCA amounts.
CCA Year End Updates	AMCCAUPD_RQST	Asset Management, Taxes, Update CCA, Update CCA Year End	Run the CCA Year End Updates process (AMCCAUPD_RQST) to extract the components necessary for CCA calculation, and populate the CCA_YR_END_TBL. This process uses the extracted data to calculate all CCA amounts that are required by the CCA report.
CCA Yr End - Canada Rpt	RUN_AMTX10CA, RUN_AM_TX11CA	Asset Management, Financial Reports, Assounting Entries, CCA Year End CAN	Create the Revenue Canada Year End report. Also, generate the CCA Year End Extract report.

Calculating CCA Reporting

PeopleSoft Asset Management enables you to calculate and report CCA amounts as required by Schedule 8 of Revenue Canada.

To calculate the CCA:

- Set up or modify CCA tax classes on the Tax Class page, and specify the CCA percentage rate.

  Asset pools or classes and CCA rates are set by governmental regulations. In the year that assets are acquired, 50 percent of the normal rate should be used. The value that you enter for an asset tax class for the CCA rate percent is used later when you run a process to calculate the CCA rate.

- On 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 the data that is necessary for CCA calculation, populates the CCA_YR_END_TBL table, and calculates all amounts that are required by the CCA report.
- Run the CCA Year End reports.

See Also

Chapter 4, “Establishing Asset Processing,” (CAN) (IND) (USF) Defining and Maintaining Tax Classes , page 54

Running the CCA Year-End Update Process

Access the CCA Year End Updates Request 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 CCA reporting. To run the process for multiple business units, leave the Unit field blank.

The CCA Year End Update process populates the CCA_YEAR_END_TBL table with these values:

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 beginning of year + additions +/– adjustments − retirements

CCA = UCC − (50% * addition) * CCA rate

UCC end of year = UCC − CCA

(FRA) Establishing Options to Meet French Requirements

PeopleSoft Asset Management supports asset management practices that are commonly used in France. This section discusses how to:

- Report business tax.
- Depreciate assets by using the derogatory method.
- Revalue assets.
- Generate French statutory reports.

Pages Used to Establish Options to Meet French Requirements

Page Name	Object Name	Navigation	Usage
Business Tax Report	RUN_AMBT1000	Asset Management, Taxes, Reports, Business Tax	Run the Business Tax report or the Business Tax by Alternate Account report.
2054 2055 Reports	EU_AM_RUNCNTRL	Asset Management, Taxes, Reports, Statutory Report 2054/2055	Obtain information on the asset, its cost and net book value, and information on all transactions that occurred in the specified reporting year, including depreciation and yearly depreciation.

Reporting Business Tax

To calculate and report a business tax that is assessed on the gross value of fixed assets:

- 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

Chapter 4, “Establishing Asset Processing,” Setting Up Asset Profiles, page 87

Chapter 6, “Adding and Maintaining Assets ,” Maintaining Asset Book Information, page 137

Depreciating Assets by Using the Derogatory Method

PeopleSoft Asset Management supports derogatory depreciation and enables you to generate appropriate accounting entries. To use the derogatory method:

- Set up rates for use with the derogatory method by using the Depreciation Rate - User Defined page in 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 can generate accounting entries and see the difference between depreciation that is reflected in the economic book and the statutory book. To set up appropriate accounting entries:

- Define the economic and statutory books 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 or book level.

- Select the Derogatory Accounting entries check box when setting 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 on the Asset Depreciation - Period Depreciation page.
- Review accounting entries for each book in the Asset Accounting Entries component.

  These pages provide the accounting date, transaction type, account, and amount of each entry.

- Run the French Net Book Value by Account report (AMFR2100) on the Report - Asset Net Book Value page.
- After you specify parameters for the report and click the Run button, select the French Net Book Value by Account check box from the process list that appears.
- You can also run the French Net Book Value by Alternate Account report (AMFR2121) on the Report - Alt Acct Activity Detail page.
- After you specify parameters for the report and click the Run button, select the French Net Book Value by Alternate Account check box from the process list that appears.

See Also

Chapter 3, “Establishing Asset Management Business Units,” page 23

Chapter 4, “Establishing Asset Processing,” Setting Up Accounting Entry IDs and Templates , page 63

Revaluing Assets

PeopleSoft Asset Management enables you to revalue assets as a whole by using an Application Engine process, and to track and report on the revalued amount separately.

Cost type *R* (revaluation) and cost type *L* (legal revaluation) are supported by the Depreciation Calculation process. Review depreciation entries with this cost type on the Asset Depreciation - Period Depreciation page.

Distribution types to support accounting entries for asset revaluation are available. When setting up accounting entry templates, you can use the *Derogatory* accounting entry template ID and select *Asset Adjustments and Transfers.* In the Accounting Entries column, PeopleSoft Asset Management provides two entries: *Provision for Revaluation* and *Reversal of Depreciation.*

See Also

Chapter 4, “Establishing Asset Processing,” Setting Up Accounting Entry IDs and Templates , page 63

Chapter 10, “Adjusting and Transferring Assets,” Revaluing Assets In Mass, page 239

Generating French Statutory Reports

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. The PeopleSoft system provides a reporting option to generate both of these stautory reports for France.

Access the 2054 2055 Reports page.

(DEU) Establishing Options to Meet German Requirements

This section provides an overview of commonly used German depreciation methods and discusses how to:

- Use a half-year prorate convention.
- Use geometric digressive depreciation.
- Process low-value assets.

Pages Used to Establish Options to Meet German Requirements

Page Name	Object Name	Navigation	Usage
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 automatically retire fully depreciated assets.
Capitalization Limit CD	DEPR_CAP_LIMIT	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Capitalization Limits	Specify asset value minimums and associate warning or error actions with assets whose values fall below those limits.
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 or book level.

Page Name	Object Name	Navigation	Usage
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 to help you reconcile accounts payable (AP) asset vouchers with PeopleSoft Asset Management asset transaction information.

Staffel Depreciation Method

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 $100,000.00 and a life of 25 years, the depreciation calculation is 10 percent ($10,000.00) per year for years one through four, 5 percent ($5,000.00) per year for years five through seven, and 2.5 percent ($2,500.00) per year for years eight through twenty-five. These percentages vary due to legislation and the acquisition date of the building.

Three Staffel Depreciation Methods

There are three common Staffel depreciation methods.

The first Staffel method is for domestic buildings that are used by an organization for nonhabitational purposes (for example, production buildings within Germany) and where the request to build was submitted to the local construction authorities after March 31, 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

Nonhabitational buildings that do not fulfill the preceding criteria are depreciated according to this criteria:

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 that are used for habitational use and where the request to build was submitted to local construction authorities after February 28, 1989) are depreciated according to this criteria:

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 1–December 31). Because not all buildings are completed or purchased on January 1, if you 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 amount for the first year is 360,000 DEM if activated on January 1, but if the asset was activated on August 12, the depreciation amount for the first year is 150,00 DEM, reflecting the months August through December.

Also, you must prorate the depreciation in the year of asset retirement (or sale) *excluding* the month in which it is retired. For example, the depreciation for the last year is 60,000 DEM if the asset is retired at the end of the year, but if the asset was retired or sold on August 12, then the depreciation amount must be adjusted to 35,000 DEM, reflecting the months January through July.

Creating a User-Defined Staffel Depreciation Method

To calculate depreciation by using the Staffel method, you can create a user-defined depreciation method for this formula. For example, in this case:

- The asset basis of the building is $100,000.00 (EU).
- 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 must 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 x Percentage

This result is:

Asset basis – Salvage value x Appropriate Staffel Percentage

Finally, to calculate the depreciation proration for the first year and the year of retirement, specify the following in the formula:

Depreciation=Result B x Result C

See Also

Chapter 17, “Using User Defined Depreciation,” page 325

Using a Half-Year Prorate Convention

PeopleSoft Asset Management supports the German half-year convention. The German half-year convention differs from the U.S. half-year convention in that an asset takes a full year’s depreciation if it was acquired in the first half of the year. This convention is delivered in the tables shipped, but can be modified as needed to suit a specific requirement.

See Also

Chapter 4, “Establishing Asset Processing,” Setting Up Depreciation Conventions, page 49

Using Geometric Digressive Depreciation

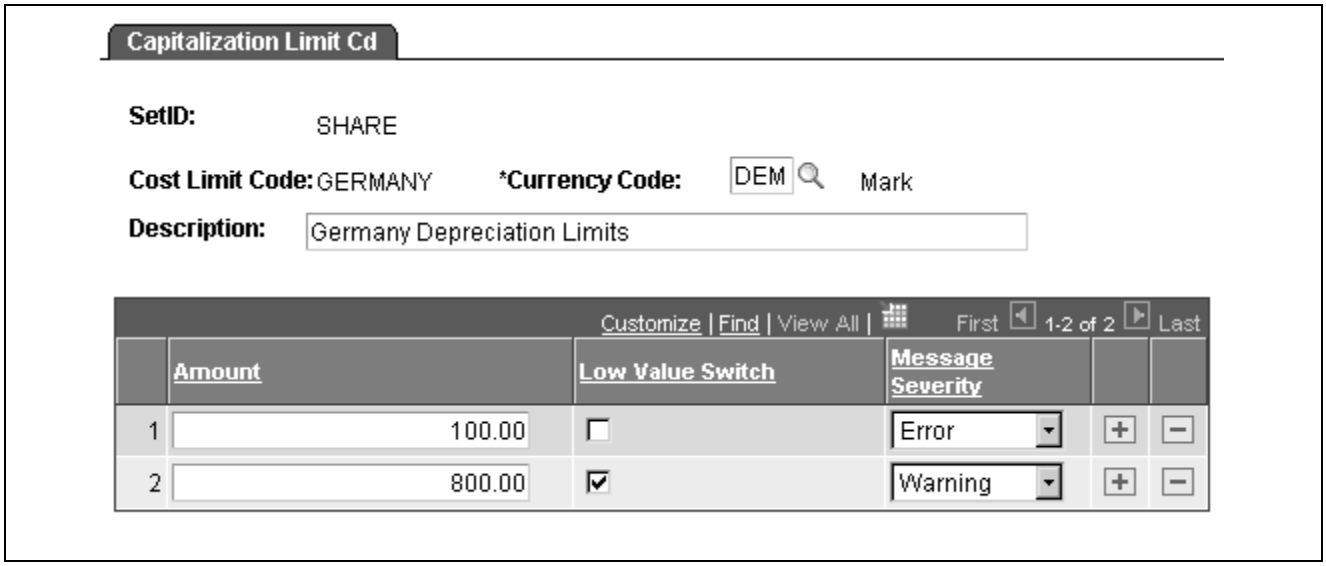
Geometric digressive depreciation calculates depreciation up to three times the annual straight-line depreciation with a maximum of 30 percent of the asset cost per year. PeopleSoft Asset Management supports this depreciation method by providing the declining balance with a *Switch to Straight Line* depreciation method option. To depreciate assets by using this method, select *DB w/SL By Limit%* on the Book-Tax page in the Asset Book Definition component, the Depreciation page in the Asset Profiles component, or the Depreciation Information page in the Asset ExpressAdd component. Specify *300* as the declining balance percent and *30* as the limit percent.

See Also

Appendix C, "Understanding Depreciation Calculations," Declining Balance with Depreciation Limit, page 591

Processing 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 Limits Cd page

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 in the Establish Business Units - Asset Management Definition component.

When you add assets to that business unit and book combination, PeopleSoft Asset Management checks the capitalization limits against the amounts that are 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 the *PROGWG* asset profile that is defined with depreciation attributes that are appropriate for German low-value asset processing. These include depreciation using the straight-line method and a useful life of 12 periods. Also, PeopleSoft Asset Management provides the German First Day Last Period depreciation convention that can be used to generate one accounting entry for the annual depreciation for a low-value asset.

Low-value assets can be retired in mass using the Auto-Retire feature to satisfy the requirement that low-value asssets be fully depreciatied and retired after the first year of service.

See Also

Chapter 3, "Establishing Asset Management Business Units," Creating Asset Management Business Units, page 25

Chapter 4, "Establishing Asset Processing," Setting Up Capitalization Limits , page 73

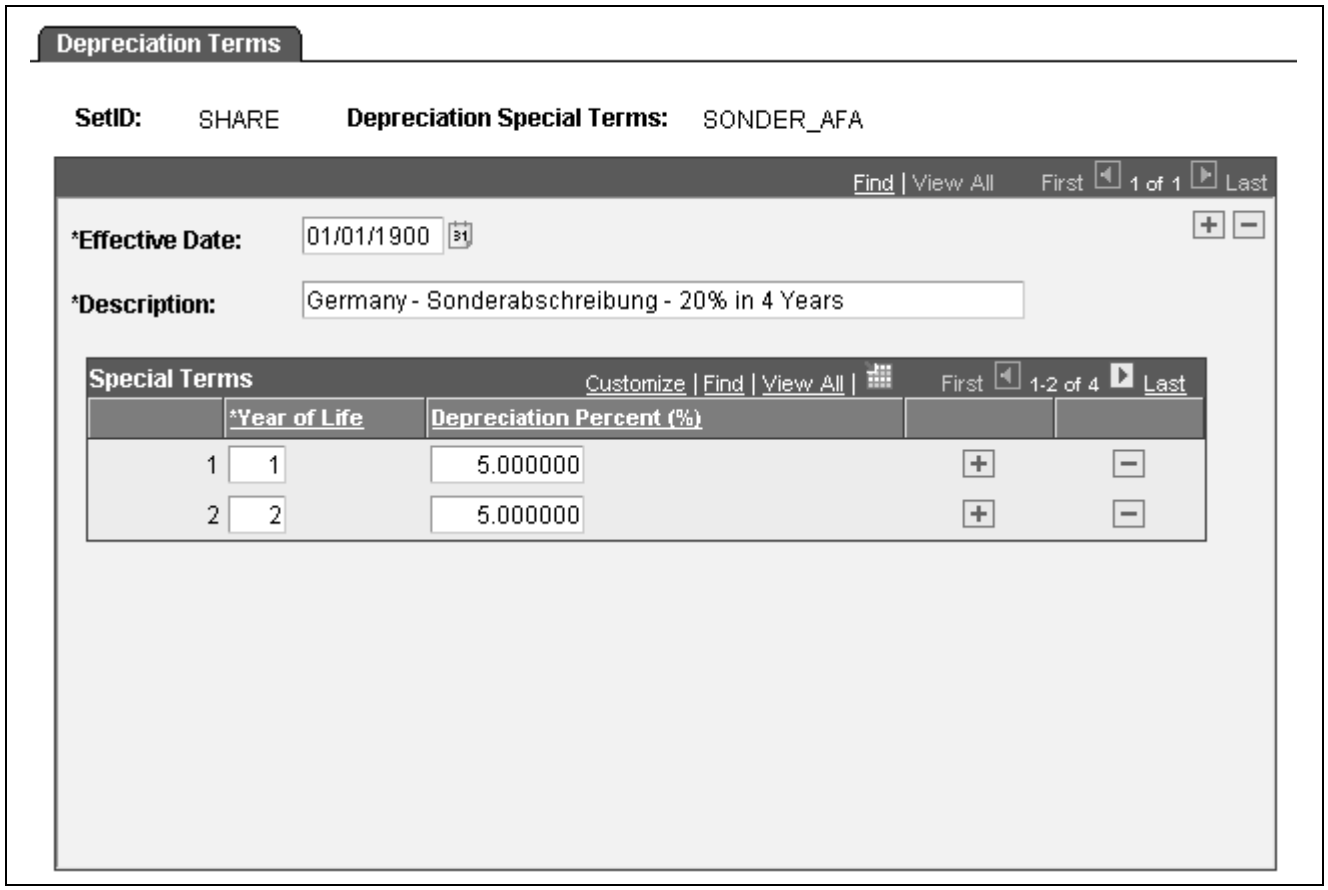
Chapter 4, "Establishing Asset Processing," Setting Up Depreciation Conventions, page 49

Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87

Special Depreciation Terms and Methods

Access the Depreciation Terms page.

PeopleSoft Asset Management supports special depreciation methods that are used in Germany, such as accelerated depreciation, by enabling you to define special terms and associate them at the asset and book level.



Depreciation Terms page

After you have defined special terms, associate them with an asset or book by selecting the Special Depreciation check box on the Depreciation Information page in the Asset ExpressAdd component.

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Chapter 6, “Adding and Maintaining Assets ,” page 123

(IND) Establishing Options to Meet Indian Requirements

PeopleSoft Asset Management addresses issues related to fixed-asset accounting in India. This section provides an overview of asset depreciation processing for India and discusses how to process tax depreciation.

Understanding Asset Depreciation Processing for India

PeopleSoft Asset Management provides asset processing features that correspond to the tax reporting requirements established by The Indian Tax Depreciation Act of 1961. The Indian Tax Depreciation Act (Indian Income Tax Act 1961) does not recognize depreciation on individual assets. Instead, it groups similar pools of assets under a proscribed *tax block.* There are only four tax blocks of assets provided for under the tax act: Buildings, Furniture & Fixtures, Machinery & Plant, and Intangibles. Further, each tax block of assets comprises *tax groups,* and each tax group has its own individual tax rate. The Indian tax *year* is fixed on a fiscal year calendar that runs from April 1 through March 31. Annual tax depreciation is reported to the tax authority per tax block per fiscal year .

To meet these requirements, PeopleSoft Asset Management allows for the grouping of assets by *asset blocks* for accumulating and reporting depreciation and taxes. Each asset block can have as many depreciation rates associated with it as necessary to delineate Indian tax groups. To meet reporting requirements, a *tax entity* is defined, associated with a specific book, and has as many business units and asset books associated with it as necessary.

The Straight Line Percent method of depreciation in PeopleSoft Asset Management uses the asset useful life to calculate the depreciation rate. India calculates useful life based on the depreciation rate guidelines published by the governmental finance authority. The rates established depreciate 95 percent of the cost over the useful life of the asset, at minimum: accelerated depreciation is allowed. India calculates depreciation based on the rates rather than useful life. In addition, these rates also consider the residual or salvage value at the end of the asset useful life. To determine useful life of an asset in India, the straight line percent method multiplies the depreciation rate by cost and this results in the useful life. Further, there are two different ways to calculate depreciation adjustments under the Indian Straight Line Percent method: *remaining value* and *life-to-date.* All transactions use an actual day (AD) convention for calculating depreciation. Assets are depreciated when they are placed in service. Processing for leased assets is included.

During the end-of-year processing of depreciation and taxes for India, assets are grouped into blocks based on the tax entity and asset profile definition in place for the asset. The opening written down value (WDV) is retrieved from the prior year WDV for the corresponding tax entity, asset block, and rate.

PeopleSoft Asset Management provides these reporting processes to manage Indian tax and depreciation requirements:

- Produce the Asset Register - India: Reports an historical record of assets over the fiscal year period.
- Produce the Depreciation Balance - IND report: Displays the calculated opening WDV balance and reports depreciation during the year.

- Calculate and Update Depreciation Balance - IND processes: Calculates depreciation balances for India and provides online update of balances (depending on your setup options).

The PeopleSoft system provides functionality to process operating and capital leases when manually specified.

Pages Used to Establish Options to Meet Indian Requirements

Page Name	Object Name	Navigation	Usage
Tax Depreciation Request	AM_DEPR_TAX	Asset Management, Taxes, Depreciation, Calculate Balances IND	Calculate tax depreciation balances for India.
Tax Depr Bal	TAX_DEPR_BAL	Asset Management, Taxes, Depreciation, Update Balances IND	Displays updateable tax depreciation balance for India.
Assets Register - IND	RUN_AMDP2510	Asset Management, Financial Reports, Cost and Depreciation, Assets Register - IND	Reports historical depreciation for the fiscal year.
Depreciation Balance - IND	TAX_DEPR_RQST	Asset Management, Taxes, Reports, Depreciation Balance IND	Generate tax depreciation balance report for the tax period.

Processing India Tax Depreciation

When you accumulate assets subject to India's depreciation and tax guidelines, you must first assign an asset block, a guideline (tax) class and a tax entity to each asset. Also, each asset should be set up to depreciate when in service. These attributes are defined in the Book Definition component and the Book - Depreciation (ASSET_BOOK_01) and Book - Tax (ASSET_BOOK_02) pages. When depreciation and tax processing commences, the system retrieves these designated assets for processing.

See Chapter 6, "Adding and Maintaining Assets ," page 123.

To process and report on depreciation and tax for India:

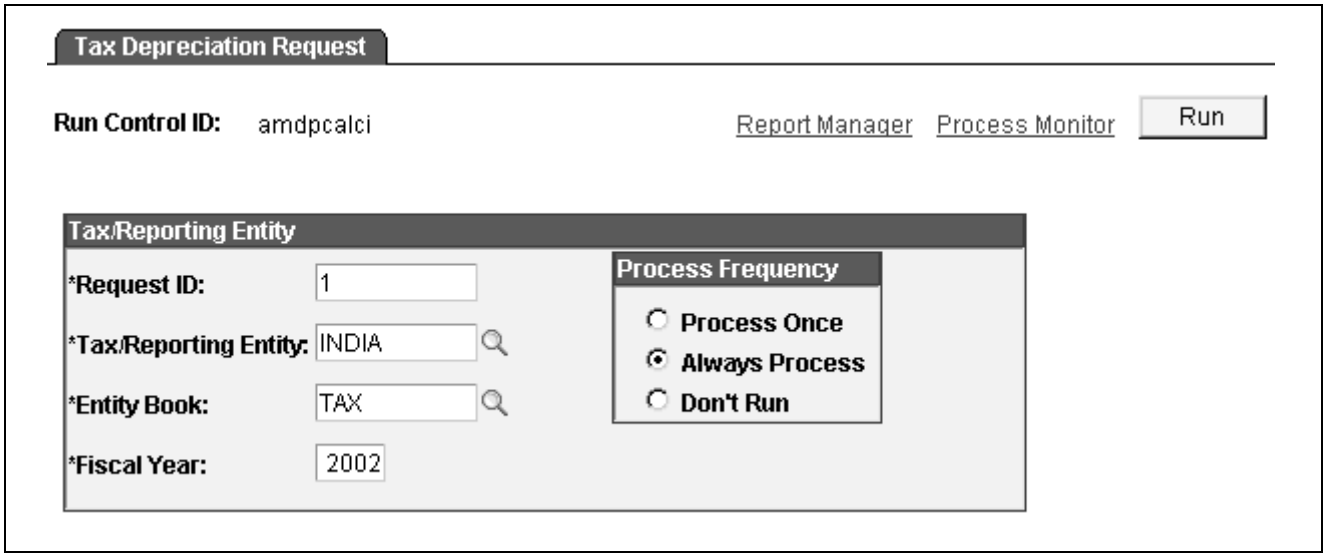
1. To process depreciation for India, request the depreciation calculation process (AMDPCALC).

   See Chapter 16, "Processing Depreciation ," page 309.

2. To calculate depreciation balances for India for the tax period, request the process to calculate balances for India (AMTX2000).
3. To update depreciation balances for India for the tax period, request the process to update balances for India (TAX_DEPR_BAL).
4. To review the asset register for India, request the assets register for India (AMDP2510).

Calculating Tax Depreciation Balances for India

Access the Tax Depreciation Request page.



Tax Depreciation Request page

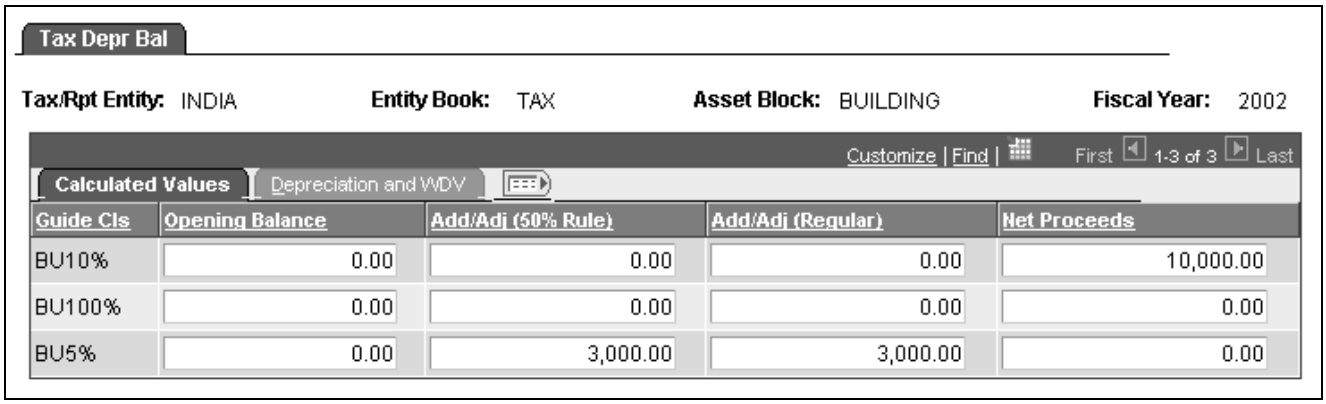
Tax/Reporting Entity Select the tax and reporting entity for this process. The available tax entities are defined by the asset blocks, tax class tax rates, setID calendar, and business unit/books that are associated with it.

Entity Book Select the entity book for this process. The entity book defines how to group the tax or reporting information.

See Chapter 4, "Establishing Asset Processing," (IND) Defining Tax Entities, page 82.

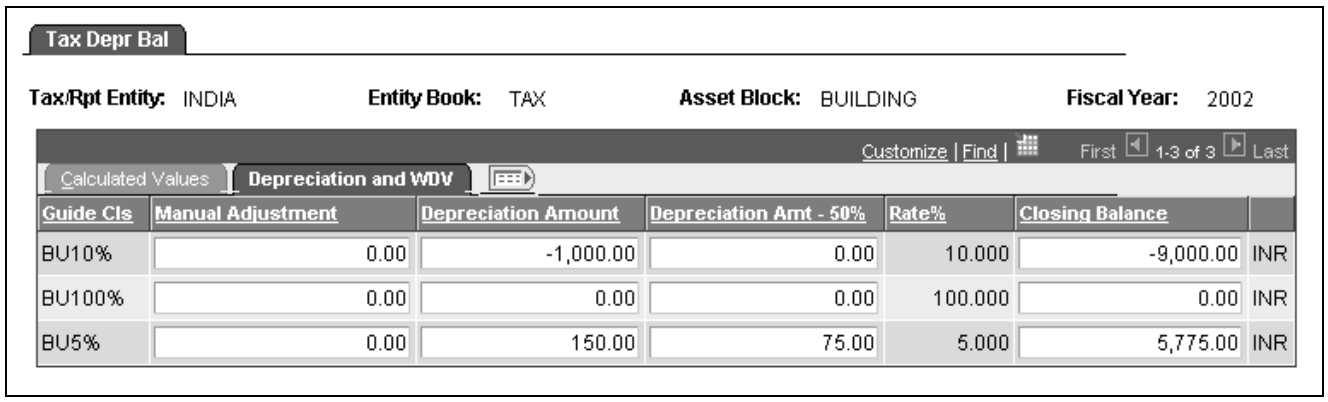
Updating Depreciation Balances for India

Access the Tax Depr Bal page.



Guide Cls	Opening Balance	Add/Adj (50% Rule)	Add/Adj (Regular)	Net Proceeds
BU10%	0.00	0.00	0.00	10,000.00
BU100%	0.00	0.00	0.00	0.00
BU5%	0.00	3,000.00	3,000.00	0.00

Tax Depr Bal page (1 of 2)



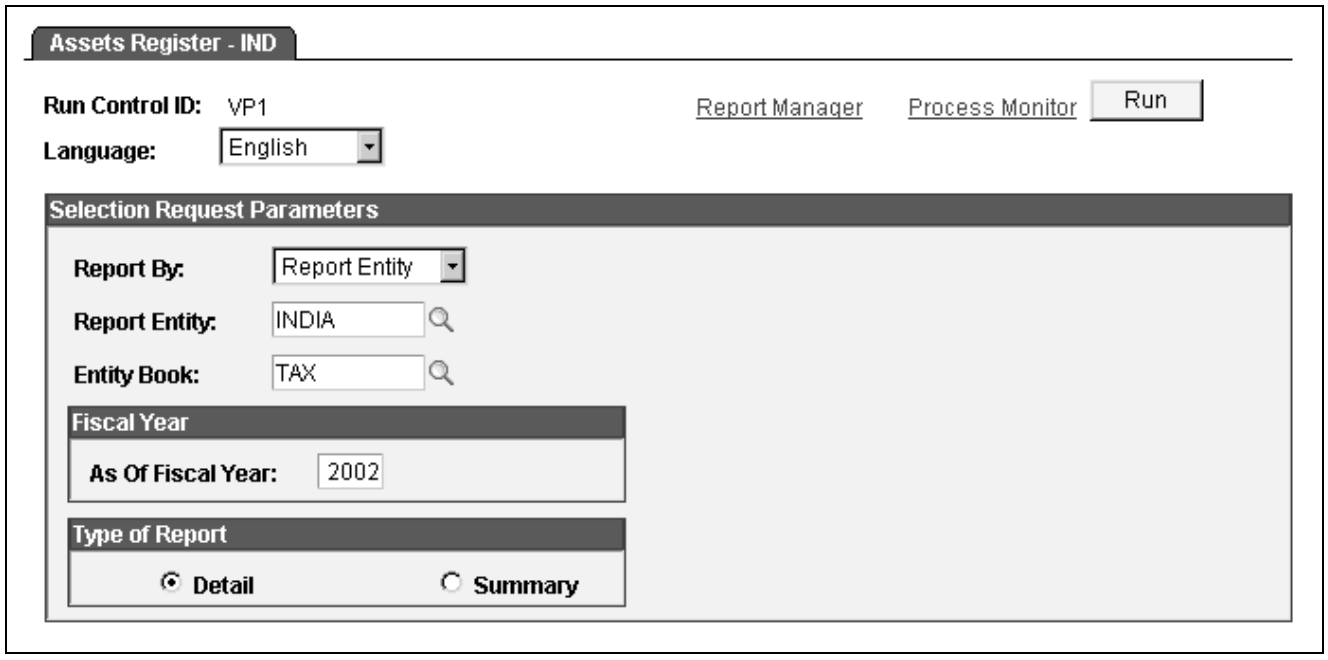
Guide Cls	Manual Adjustment	Depreciation Amount	Depreciation Amt - 50%	Rate%	Closing Balance	
BU10%	0.00	-1,000.00	0.00	10.000	-9,000.00	INR
BU100%	0.00	0.00	0.00	100.000	0.00	INR
BU5%	0.00	150.00	75.00	5.000	5,775.00	INR

Tax Depr Bal page (2 of 2)

If your setup options have enabled manual adjustments to depreciation balances, you can access calculated balances and enter adjustments in the Manual Adjustment column. No recalculations are processed on the basis of any manual adjustment entered, but the values are added to the WDV.

Generating the Asset Register India

Access the Assets Register - IND page.



Assets Register - IND page

Selection Request Parameters

Define the parameters for the asset register to report by business unit or report entity. Complete these fields as dictated by your choice:

- Unit
- Book
- Report Entity
- Entity Book
- As of Fiscal Year

- Detail or Summary: Available only when you select to report by report entity.

Processing Rules

When calculating the annual tax depreciation balances, the following rules apply:

- Tax depreciation is calculated for each tax group per the tax group tax rate.
- Opening balance (WDV) is required for each tax group each year.

  The opening balance in the conversion year is entered; in subsequent years, the opening balance is processed by PeopleSoft Asset Management and is equal to the ending balance of the previous year.
- Additions and adjustments for the fiscal year are lumped together.

  However, these are subgrouped separately to include assets that have been in use for more than 180 days and those that have been in use for less than 180 days. For assets in use for less than 180 days, only 50 percent of normal depreciation rate is allowed (per Section 32).

  To determine the assets that fall in the category of Additons/Adjustments more than 180 days, the system calculates the difference between the fiscal year end date (March 31) and the in-service date for *ADD* and *ADJ* transaction types. For additions less than 180 days, the system calculates the difference between the year end (March 31) and the in-service date for *ADD* and *ADJ* transaction types. If the in-service date is in the current year but the acquisition date is in prior years, the asset is depreciated at the regular rate rather than at 50 percent of the prescribed rate.
- Proceeds for the assets sold during the year are calculated.
- Use the formula for calculating WDV depreciation, where:
  - *A* = Opening WDV/Balance
  - *B*= Proceeds from sale of an asset
  - *C*= Additions/Adjustments > 180 days
  - *D*= Additions/Adjustments < 180 days
  - *E*= Rate of Depreciation, Depr Value

A-B+CxE+(DxE/2)=Depreciation Value (F)

Closing WDV=A-B+C+D-F

In case the entire tax block of assets ceases to exist (for example, all of the assets are sold or transferred), the net income is taxed as short term capital gain. In this case, the opening WDV of all the tax groups in this block becomes zero for the subsequent year.

See Also

Chapter 4, “Establishing Asset Processing,” page 45

Chapter 6, “Adding and Maintaining Assets ,” page 123

(ITA) Establishing Options to Meet Italian Requirements

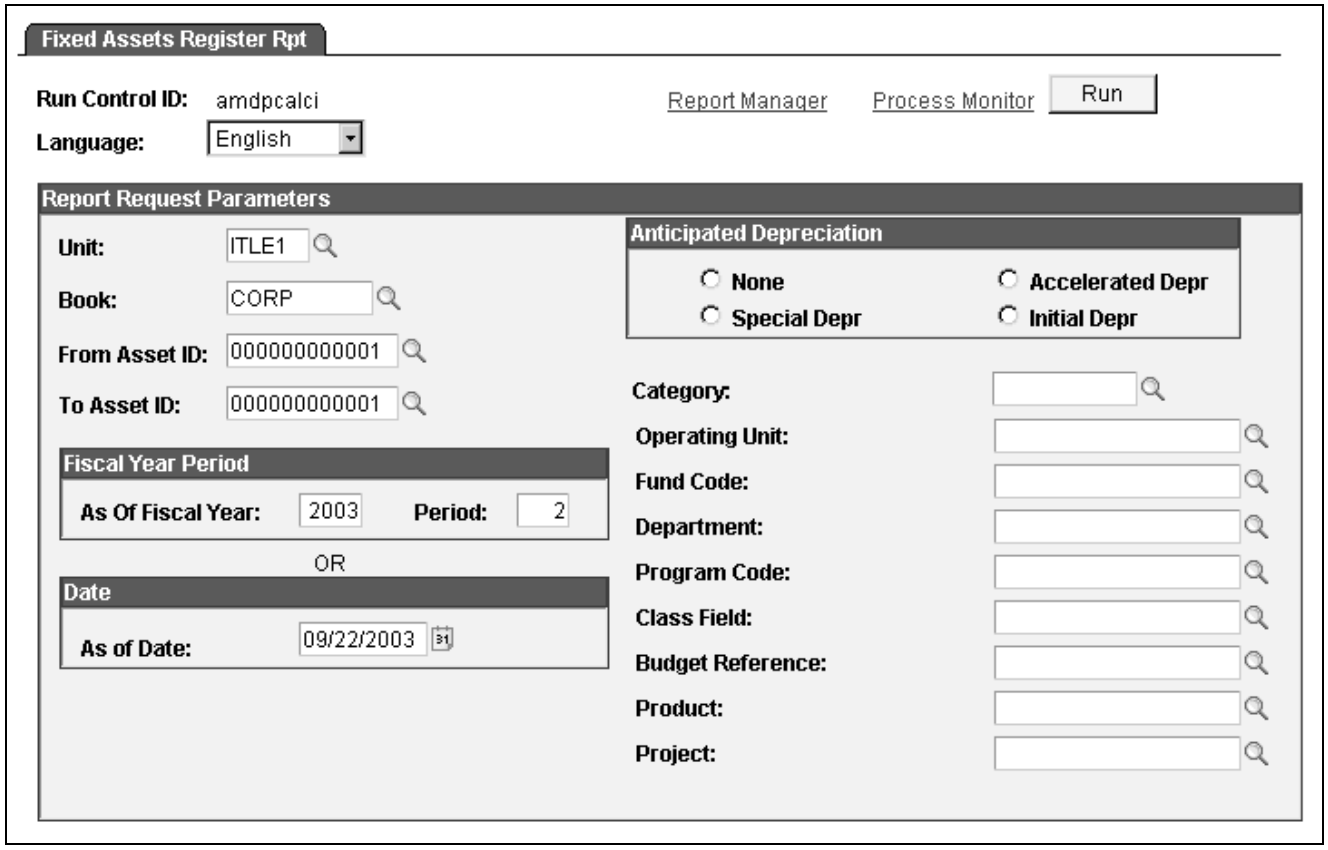
This section discusses how to generate the fixed-asset register for Italy.

Page Used to Establish Options to Meet Italian Requirements

Page Name	Object Name	Navigation	Usage
Fixed Asset Register	RUN_AMDP2500	Asset Management, Financial Reports, Cost and Depreciation, Assets Register - ITA	Specify report request parameters to generate the Assets Register - ITA report.

Generating the Fixed-Asset Register for Italy

Access the Fixed Assets Register Rpt page.



Fixed Assets Register Rpt page

Define the parameters to generate the register.

(JPN) Establishing Options to Meet Japanese Requirements

This section discusses how to:

- Set up business unit information.
- Use Japanese depreciation methods.
- Use special depreciation and increased depreciation.
- Use advanced depreciation.
- Use composite depreciation.
- Identify collateral assets.
- Use currency rounding options.
- Process local tax reports.
- Enter consumption tax.

Pages Used to Establish Options to Meet Japanese Requirements

Page Name	Object Name	Navigation	Usage
Advanced Depreciation	RUN_AMAD1000	Asset Management, Financial 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_DEFN	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.
Depreciation Rate-User Defined	UD_DEPR_RATE_TBL	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Rate-User Defined	Set up useful life and depreciation rate tables.
Life and Rate Information	MR_AM_LIFERATE	Set Up Financials/Supply Chain, Product Related, Asset Management, Depreciation, Rate-User Defined, Life and Rate Information	Set up useful life and depreciation rate tables.
Return Information	RETURN_INFO_DEFN1	Set Up Financials/Supply Chain, Product Related, Asset Management, Return Information Definition	Enter information that is required for the Depreciable Asset Tax Return (Tax Roll) report.

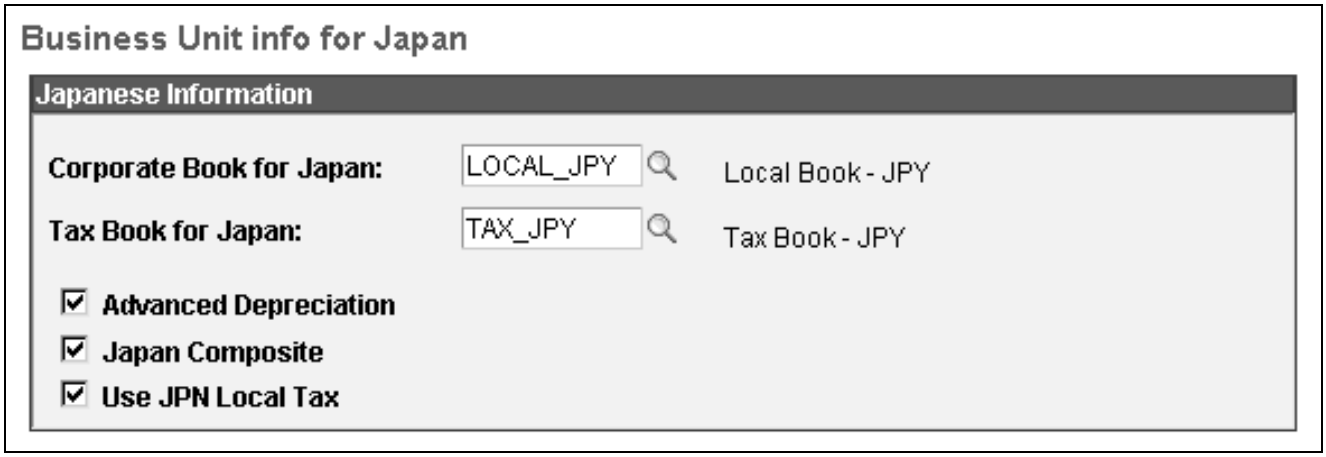
Page Name	Object Name	Navigation	Usage
Local Tax Return	LTAX_ADD_INFO_SEC	Asset Management, Financial Management, Owned Assets, Asset ExpressAdd Asset Management, Financial Management, Owned Assets, Asset Basic Add	Enter local tax information when you acquire depreciable fixed assets.
Criteria and Defaults	MC_DEFN_01	Asset Management, Mass Change, Define Criteria, Criteria and Defaults	Use the Mass Change component to process composite depreciation for Japan.
NBV - Assessment Calculation	AMLTPROC_RQST	Asset Management, Financial 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.
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_LTAXPROCESS	Asset Management, Taxes, Reports, 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 the return is filed and the asset return type.
National Tax	RUN_AMNT1000	Asset Management, Taxes, Reports, 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 Beppyo 16(1), (2) in Japan.

Setting Up Business Unit Information

Many of the features for processing assets for Japan are dependent on the business unit information definitions established at the business unit level.

Defining Business Unit Information for Japan

Access the Business Unit Info for Japan page from the AM Business Unit Definition component, JPN Info link.



Business Unit Info for Japan page

Corporate Book for Japan Select the corporate book for Japan.

Tax Book for Japan Select the tax book for Japan.

Advanced Depreciation Select if advanced depreciation is used.

Japan Composite Select if composite assets are used.

Use JPN Local Tax Select if local tax reporting is enabled.

See Also

Chapter 3, “Establishing Asset Management Business Units,” Defining Business Unit Information for Japan, page 35

Using Japanese Depreciation Methods

PeopleSoft Asset Management supports depreciation methods that are used in Japan for both fixed assets and leased assets.

Fixed Assets

This table shows depreciation methods, the calculations used by the methods, and the types of assets to which these methods are applied:

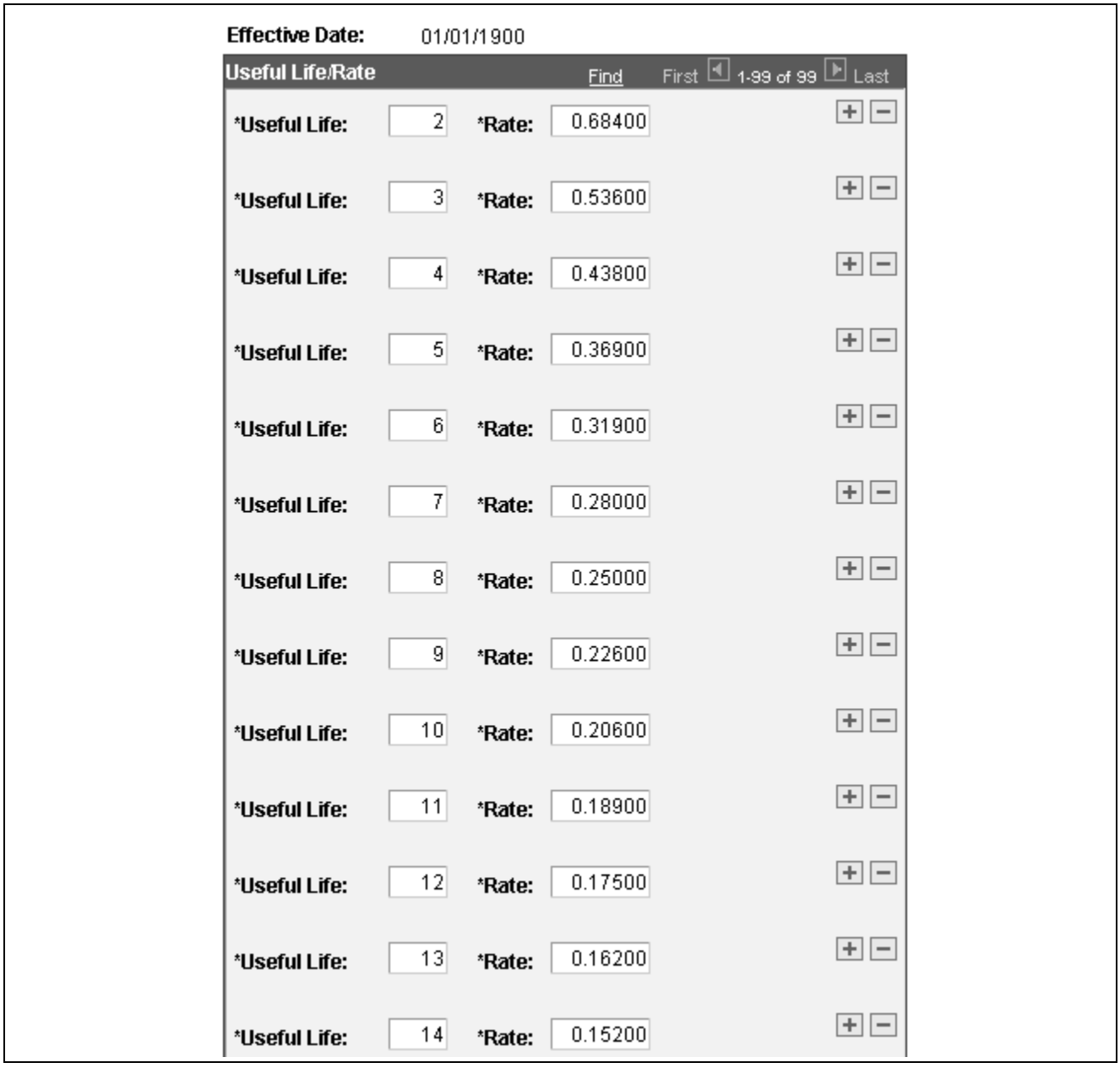
Asset Depreciation Methods	Depreciation Calculation Method
Intangible/Straight Line	Acquisition cost * straight line depreciation rate based on useful life (years)
Tangible/Straight Line	(Acquisition cost − 10% of acquisition cost) * straight line depreciation rate based on useful life (years)

Asset Depreciation Methods	Depreciation Calculation Method
Tangible/Declining Balance	Beginning net book value * declining balance depreciation rate based on useful life (years)
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), this method is determined by regulations instead of the rate based on useful life for salvage year.

Depreciation Rate

PeopleSoft Asset Management supports useful life in years as specified for Japan. This is applied from the Rate-User Defined table (UD_DEPR_RATE_TBL, MR_AM_LIFERATE) in the Depreciation Rate-User Defined component. To apply the appropriate depreciation rates, use the five delivered depreciation methods for Japan or add new ones as needed.

Access the Depreciation Rate-User Defined page. Select a SetID and a depreciation method code matching the depreciation method to be used. Enter the effective date, and click the Life and Depreciation Information button. The Useful Life/Rate page appears.



Depreciation Rate-User Defined - Useful Life/Rate page

Enter the useful life and corresponding rate as determined by regulations issued from the Ministry of Finance.

Note. Useful Life rates also use the Residual Rate Definition.

See Chapter 4, “Establishing Asset Processing,” Pages Used to Define Core Asset Tables, page 59.

Leased Assets

PeopleSoft Asset Management supports the Declining Balance Depreciation Method - Finance Lease (excluding transfer of ownership) 10/9 method, which is calculated in this way:

*Declining balance depreciation calculation result*x*10/9*

Use the Depreciation Rate-User Defined - Useful Life/Rate page to modify rates for the lease depreciation method.

Example Values

This table shows the values used in an example using the Declining Balance Depreciation Method - Finance Lease (excluding transfer of ownership) 10/9 method:

Acquisition Cost	*1,000,000*
Useful Life	*5 years*
Depreciation Rate	*0.369*

Calculation Results for Example Values

Using the values from the previous table and applying the Declining Balance Depreciation Method - Finance Lease (excluding transfer of ownership) 10/9 method, the results are:

Year	Depreciation Amount by Declining Balance Method	Depreciation 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 in the Asset Book Definition component, the Depreciation page in the Asset Profiles component, or the Depreciation Information page in the Asset ExpressAdd component.

Using Special Depreciation and Increased Depreciation

PeopleSoft Asset Management supports special depreciation (initial and accelerated) and increased depreciation used in Japan. This table shows the types of special depreciations and their associated accounting methods, depreciation calculations, and additional notes as appropriate:

Depreciation Method	Type	Accounting Method	Depreciation Calculation	Notes
Special	Initial	Expense	Acquisition cost * special depreciation rate	Initial special depreciation amount should be booked as depreciation amount adding to the standard depreciation amount.
Special	Initial	Reserve/Allowance	Acquisition cost * special depreciation rate	Initial special depreciation should *not* be added to the standard depreciation amount.
Special	Accelerated	Expense	Standard depreciation amount * accelerated depreciation rate	Accelerated depreciation amount should be booked as depreciation amount adding to the standard depreciation amount.
Special	Accelerated	Reserve/Allowance	Standard depreciation amount * accelerated depreciation rate	Accelerated depreciation amount should *not* be added to the standard depreciation amount.
Increased	N/A	N/A	Standard Depreciation Amount * Increased Depreciation Rate Standard depreciation amount * increased depreciation rate	

For the initial special depreciation and accelerated depreciation rate, specify the useful life in years and depreciation rate on the Depreciation Terms Definition page.

For the increased depreciation rate, enter the specific rate on the Depreciation Details page.

See Also

Chapter 16, “Processing Depreciation ,” page 309

Appendix C, “Understanding Depreciation Calculations,” page 565

Using Advanced Depreciation

You can also use advanced depreciation for Japan. This table shows the accounting methods that 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 a negative (–) cost as a compressed amount on the Asset Cost/Adjust Transfer page. You must select *A* (allowance) as the cost type.
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. You must select*R* (reserve) as the reserve method.

Advanced Depreciation Reports

When you adopt the advanced depreciation method by using the Allowance or Reserve method, you can verify the allowance or reserve amount for the compressed amount by using the Advanced Depreciation Amount of Advanced Depreciation Reversal Schedule report.

Using Composite Depreciation

Composite depreciation, as practiced in Japan, is supported by calculating the useful life in years or by using the 5 percent retirement method.

Use the Mass Change component to process composite depreciation.

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, and accounting date, and then click the Capitalize button on the Asset Acquisition Details page. When you add individual assets, you must enter the Reporting Lifein periods on the Asset Information page.

After adding composite depreciable assets and individual assets for composite assets, you must capitalize by using the Mass Change template CC-JPN Capitalize Composite.

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.

This table displays the depreciation values calculated to find the total depreciation for 20,000,000 of asset costs:

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	NA	3,175,000

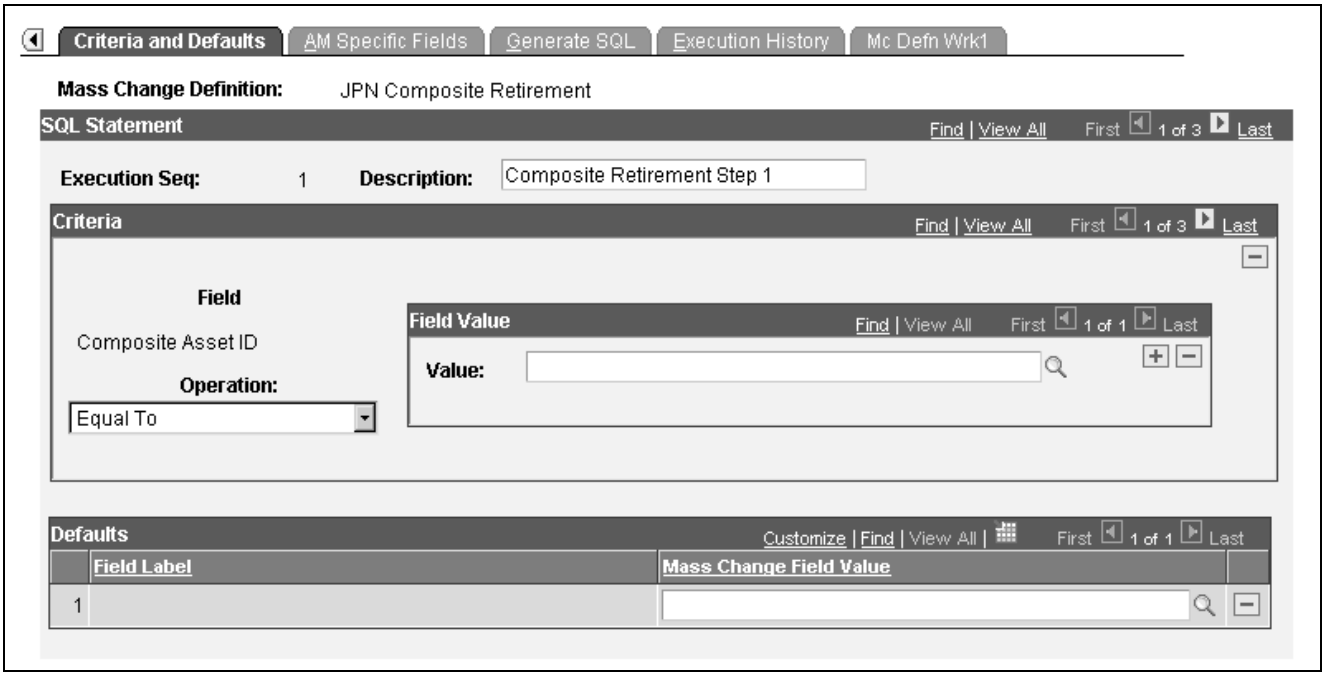
The calculation of composite depreciation useful life is then:

20,000,000 / 3,175,000 = 6.29 or 6 years (Composite depreciation useful life)

Using the 5 Percent Retirement Method

When using this method, depreciable composite member assets are retired, and the book value is 5 percent of the acquisition cost of each member asset retired.

Access the Mass Change page, and add the Mass Change Definition JPN Composite Retirement. Composite member assets can be retired by using the mass change template CR-JPN Composite Retirement.



Mass Change Definition page

Enter the composite asset ID to be retired in the Value field. Specify *Retire as Fully Depreciated* in the Mass Change Field Value field. Generate the Structured Query Language, and run the mass change.

See Chapter 22, “Processing Mass Changes,” page 401.

Identifying Collateral Assets

Japanese accounting principles require that assets that are offered as collateral be treated according to financial reporting regulations under commercial law. Collateral assets are identified on the Cost/Asset Information page in the Asset ExpressAdd component as one of these types in compliance with Japanese reporting requirements:

- Factory Foundation Mortgage.
- Fixed Mortgage.
- Mortgage.
- Other.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146

Using Currency Rounding Options

Rounding options are applied to depreciation calculations and asset salvage values. You can select rounding options to be used for depreciation calculations on the Business Unit/Book Definition page in the Establish Business Units - Asset Management Definition component, and for salvage value calculations on the Depreciation page in the Asset Profiles component.

Select a rounding rule, which determines the type of rounding that is performed.
Select the *Currency* rounding type.

Select the rounding precison, rounding factor, and truncation. Round precision is the number of places to the right or left of the decimal point to which the amount or number is rounded. Rounding factor is the number to which the amount is rounded.

See Also

Chapter 3, "Establishing Asset Management Business Units," Creating Asset Management Business Units, page 24

Chapter 4, "Establishing Asset Processing," Setting Up Asset Profiles, page 87

Processing Local Tax Reports

PeopleSoft Asset Management supports reporting requirements defined by Japanese local tax laws. The PeopleSoft system provides these reports, including all required information for the local depreciable asset tax return:

- Depreciable Asset Tax Return (Tax Roll or Depreciable Assets) report (AMLT1000).
- Asset Detail (Increased Assets/All Assets) report (AMLT1100).
- Asset Detail (Decreased Assets) report (AMLT1200).

To set up local tax reporting, you must first:

1. Define the localization country as Japan.

   This enables the business unit information link for Japan. The link appears in the Establish Business Units component. Use the User Preferences component, and set the overall preferences localization country to *JPN*.

   See *PeopleSoft 8.8 Application Fundamentals for Financial Management Solutions, Enterprise Service Automation, and Supply Chain Management PeopleBook*, "Defining User Preferences," Defining Overall User Preferences.

2. Define business unit information for Japan.

   This defines the corporate and tax default books for Japan as well as enables advanced depreciation, composite asset functionality, and local tax usage. Specify the corporate and tax book that you use for Japan when you establish asset management business units, and select the Use JPN Local Tax check box.

   See Chapter 3, "Establishing Asset Management Business Units," Creating Asset Management Business Units, page 24.

3. Define owner information definition for Japanese assets.

   This defines the information needed to process your local tax return.

   See Chapter 4, "Establishing Asset Processing," Establishing Asset Ownership, page 102.

4. Define local tax information in the Asset Information component.

   See Chapter 6, "Adding and Maintaining Assets ," Maintaining Asset Book Information, page 137.

5. Define the local tax return processing information.

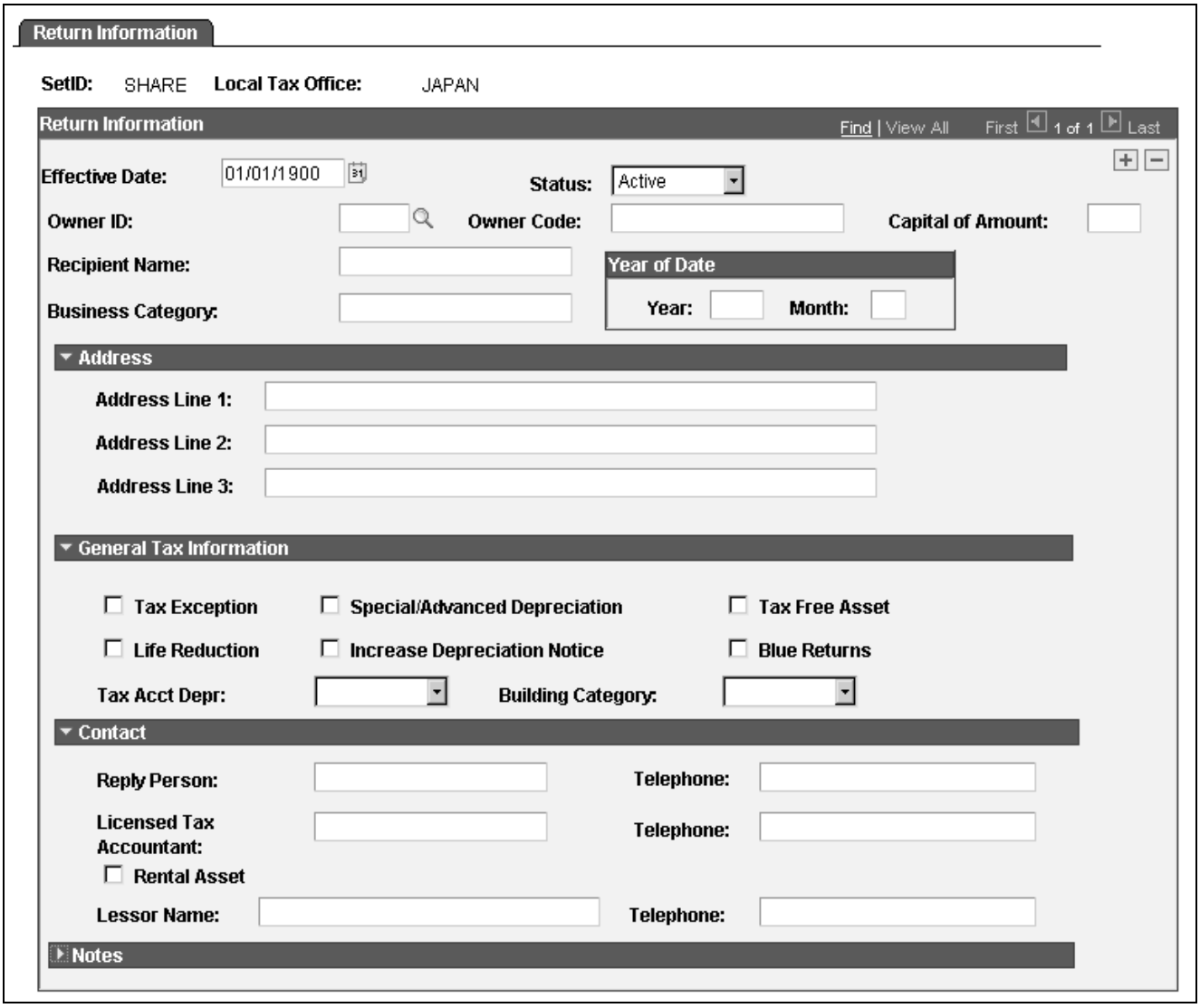
To run the reports:

- Process the theoretical net book value and assessment value calculation.

• Process local tax reports.

Defining Local Tax Return Information

Access the Return Information page.



Return Information page

Select an owner ID. Enter an owner code, capital amount (in millions of yen), recipient name of the taxation office where the return is filed, business category, and the year and month the company commenced business.

Enter address information for up to three branch offices within the same city, district, or town (place of tax payment).

Note. If a branch office is located at the same address that is defined on the Owner Information page, you can leave these fields blank.

Tax Exception Select if you have assets to apply to the special treatment of the taxation standard.

Special/Advanced Depreciation	Select 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 Article165, or Article 58 of the Tax on Income Law.
Tax Free Asset	Select if you have assets without taxation.
Life Reduction	Select if you have assets that 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 if you have assets that 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 if you file a blue return under the Corporation Tax Law, Article 122.
Tax Acct Depr (tax account depreciation)	Select a depreciation method in tax accounting.
Building Category	Select the possession classification of the building for the business place.
Reply Person	Enter the name of the reply person and a telephone number. The reply person is the accounting representative.
Licensed Tax Accountant	Enter the name of the licensed tax accountant and telephone number.
Rental Asset	Select if you have rental assets.
Lessor Name and **Telephone**	Enter the lessor name and telephone number.

Use the Notes region to add any relevant descriptions such as appendixes or remarks, or to identify any attachments.

Entering Asset Local Tax Return Information

Access the Local Tax Return Information page.

Define the asset as *New* or *Used*, and select a local tax office.

Select one of these asset return type options:

- *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 for your information.

Note. The 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 the asset's theoretical net book value and assessment value reported in the *previous* year if you acquired assets in the previous year but added them to PeopleSoft Asset Management for the first time.

Calculating Theoretical Net Book Value 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 net book value 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 one of the Request Local Tax Return options:

All	All assets are included.
Increase	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 on which the local tax office and asset return type are to be changed. Enter the new local tax office code for filing the return.

Select one of these 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. This table displays the various operation processes:

Transfer Scenario	Operation Process
Asset is partially transferred to another local tax office, or the asset return type is changed, or both.	Use *InterUnit Transfer* to change the local tax office, or the asset return type, or both.
Asset is fully transferred to another department ID and the local tax office where the return is filed and the asset return type has changed.	Use *Transfer* to change the local tax office or asset return type.
Asset is partially transferred to another department ID and the local tax office where the 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 by using VAT functionality on the asset Retirement page. In addition to entering VAT information, you can enter customer information for asset sales.

See Chapter 21, “Retiring Assets,” Specifying How VAT is Calculated for Asset Retirement, page 383.

See Chapter 3, “Establishing Asset Management Business Units,” page 23.

CHAPTER 26

Using PeopleSoft Asset Management With the U.S. Job Creation and Worker Assistance Act

This section provides an overview of and discusses how to:

- Create separate books for federal and state taxes, if the state does not adopt the new federal depreciation bonus.
- Set up asset profiles, add assets, and maintain book information for new assets that qualify for the special depreciation.
- Generate reports on depreciation bonus amounts.

Understanding the Depreciation Bonus

In March, 2002 a new federal tax law became effective that offered a special 30 percent depreciation rate for certain types of property acquired after September 10, 2001. This law, the Job Creation and Worker Assistance Act of 2002, is also referred to as H.R. 3090.

Section 101 of this law describes the special depreciation rate of 30 percent for the first year, the date restrictions, and the types of property that qualify for this special depreciation rate.

Effective as of May 5, 2003, Congress elected to amend this Act by adding Section 201 to the Jobs and Growth Act legislation. Section 201 allows increased bonus depreciation of up to 50 percent in the first year of an asset life if acquired after May 5, 2003 and is effective until the original expiration date for the bonus depreciation legislation, for property that qualifies for this special depreciation rate.

This section describes:

- The 30 percent depreciation rate for the first year.
- The 50 percent depreciation rate for the first year.
- The restrictions on the acquisition date and service date.
- PeopleSoft's solution.

Note. Although many state governments are expected to adopt the same depreciation bonus as the federal government, some states will not. If your company must pay state taxes in a state that does not adopt the new federal depreciation bonus, you must use separate books for federal and state taxes.

30 Percent to 50 Percent Depreciation Allowed Beginning in the First Year

For certain types of property, taxpayers can deduct 30 percent or 50 percent of the adjusted basis of the property in the year acquired, thus reducing the basis for normal depreciation in the year of acquisition and all subsequent years by the 30 percent to 50 percent deduction.

For example, suppose that you want to depreciate an asset of USD 10,000 over a 10-year period. Normally, you would write off 10 percent of the value over the 10-year period or USD 1,000 per year. However, if the USD 10,000 asset was purchased and placed into service after September 10, 2001, you could deduct USD 3,700 the first year (30 percent off the purchase price, plus 10 percent off the remainder), and then USD 700 for the remaining 9 years. If the asset was acquired after May 5, 2003 and placed in service before December 31, 2004, the depreciation rate allowed is 50 percent.

In the case of applying the 30 percent bonus depreciation to automobiles, the limit is extended up to $4,600.00 USD. In the case of applying the 50 percent bonus depreciation rule to automobiles, the limit is extended up to $7,650.00 USD.

Acquisition Date and Service Date Restrictions

To claim the 30 percent special depreciation, the property must have been acquired and put into service after September 10, 2001 and before December 31, 2004. Businesses in the New York Liberty Zone in New York City can claim the special 30 percent depreciation rate for three more years, from September 11, 2001 to December 31, 2007.

To claim the 50 percent special depreciation, the property must have been acquired after May 5, 2003 and placed in service by December 31, 2004, (and in special cases for property with longer production periods, through December 31, 2005).

Note. Businesses in the New York Liberty Zone are not affected by the 50 percent special depreciation allowed per Section 201.

PeopleSoft's Solution

Many companies use a federal book for both federal and state taxes. However, if a state in which you pay taxes decides to not adopt the new federal depreciation bonus, then you must use separate books for federal and state taxes. The federal book would apply the special bonus depreciation rate for the first year, and the state book would apply the state rates for depreciation. You create a new state book by first assigning a name and business unit to the new book, and then running a process that copies the information from the federal book to the new state book.

When you add new assets or profile IDs, you need to use a new Depreciation Bonus field to indicate if the asset qualifies for the 30 percent depreciation bonus, the 50 percent depreciation bonus, or, if you wish, 0 percent bonus depreciation in the first year.

You do not have to manually apply the depreciation bonus to assets coming into PeopleSoft Asset Management from PeopleSoft Payables or other applications. The interface program automatically looks at the asset profile ID to determine if the depreciation bonus should be applied.

Common Elements Used in This Document

Depreciation Bonus or Depr Bonus (depreciation bonus)

Use to indicate if the asset qualifies for the 30 percent to 50 percent depreciation bonus in the first year. The options you see depend on the acquisition date and in service date of the asset as well as state or local application of the depreciation allowance. Your choices are:

- *New York Liberty Zone:* : Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2007.
- *None:* Select if the acquisition date and in service date of the asset is before September 10, 2001.
- *Section 101- Federal:* : Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2004 to apply the 30 percent bonus. Select if the acquisition date and in service date is after May 5, 2003 and before December 31, 2004 to apply the 50 percent bonus.
- *Section 101- Local:* Select if local or state allowance of the bonus depreciation should be applied.

Creating Separate Books for Federal and State Taxes

If a state does not adopt the new federal depreciation bonus, you must use separate books for federal and state taxes. This section discusses how to:

1. Create a new state book.
2. Run a process that copies information from the federal book to the new state book.

Note. You must create separate books for federal and state taxes before you apply the new depreciation bonus.

Pages Used to Create Separate Books for Federal and State Taxes

Page Name	Object Name	Navigation	Usage
Asset Book	BOOK_DEFN	Set Up Financials/Supply Chain, Product Related, Asset Management, Financials, Asset Books	Create a new book for state taxes.
Currency Conversion	AMCURCVN_RQST	Asset Management, Financial Management, Asset Book Information, Add/Copy Asset Book, Copy/Add New Book, Currency Conversion	Run a process that copies information from the federal book to the new state book you created.

Creating the State Book

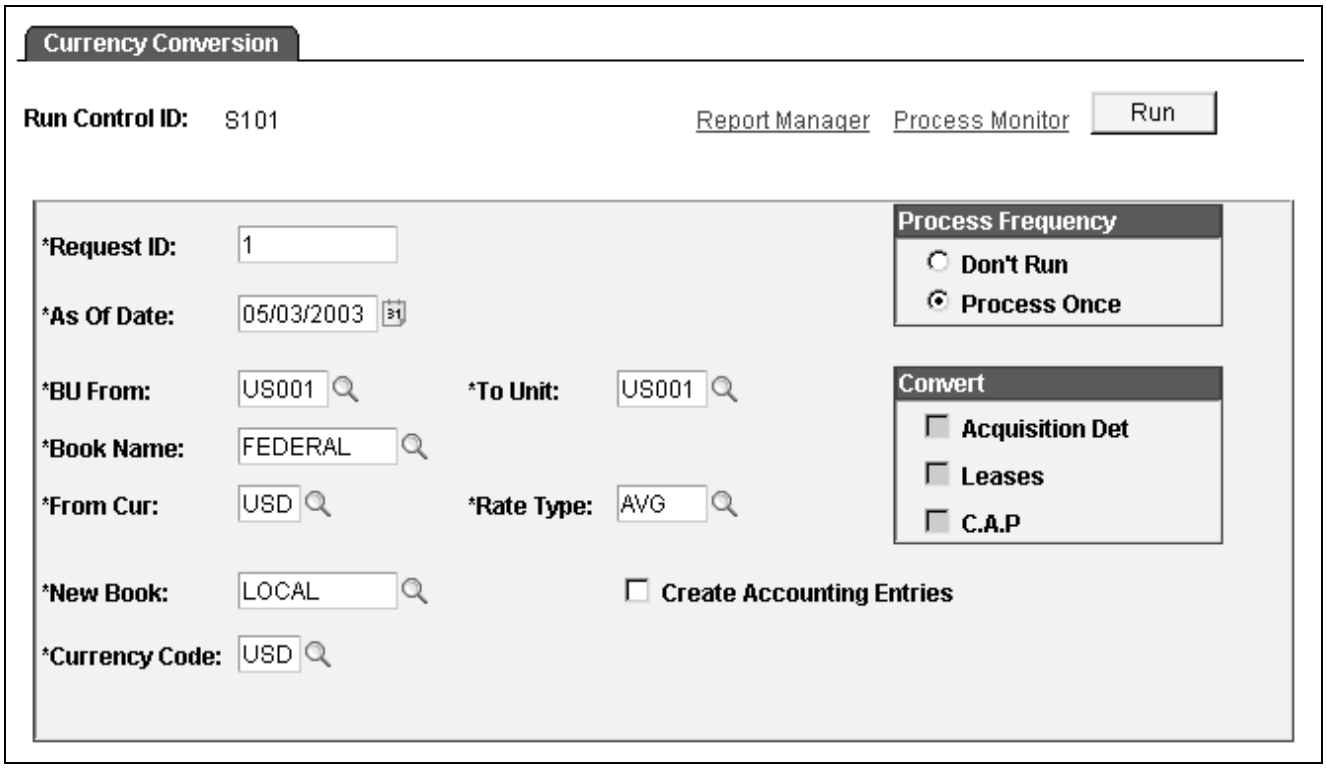
Access the Asset Books page. Enter a description, country, and comments.

See Also

Chapter 4, “Establishing Asset Processing,” (Required) Defining Asset Books, page 68

Copying the Federal Book to the State Book

Access the Currency Conversion page.



Currency Conversion page

This page was initially developed as part of a Euro conversion utility used to estimate converted currency values for acquisition details, leases, and capital acquisition planning.

As of Date Select a backdate, such as 01/01/1900, to include all the transactions in the federal book.

BU Fromand**To Unit** Select a range of business units. If you just want to apply the new state book to one business unit, enter the business unit in the BU From field.

Book Name Select the federal book that you want to copy.

From Cur Select USD.

Rate Type Select AVG.

New Book Select the state book.

Currency Code Select USD.

When you select Run, the system runs an Application Engine process (AM_AMCURCVN) that copies the data in the federal book to the new state book you created. After you run this process, you can use the Business Unit/Book Definition page and the Asset Profiles component to verify that a business unit has the new state book added. You can use the Asset Depreciation page to view preexisting assets in that business unit. After you create a new state book, when you add a new asset, the new state book is by default.

Adding New Assets With the Bonus Depreciation

The basic process used to set up asset profiles, add new assets, or maintain asset book information has not changed as a result of the Section 101 tax law. For assets with an effective date that is after September 10, 2001 that qualify for the 30 percent depreciation bonus, you can use the depreciation bonus field on the tax page to indicate if the asset qualifies for this depreciation rate. The same action may be used for assets with an effective date that is after May 5, 2003 that qualifies for up to 50 percent bonus as per Section 201.

This section describes how to:

- Manually apply the depreciation bonus one book and one profile ID at a time.
- Add tax information to new assets.
- Maintain asset book information on depreciation and taxes.

Pages Used to Add New Assets With Bonus Depreciation

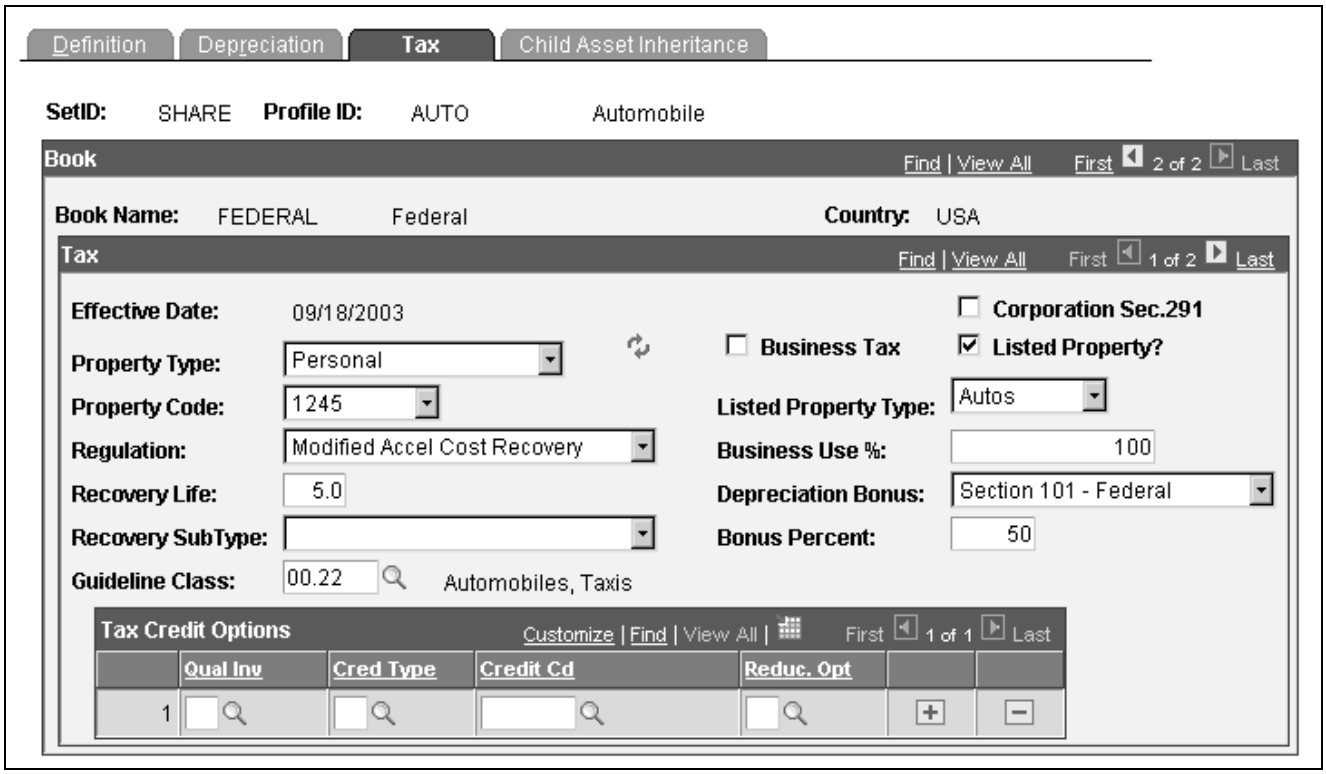
Page Name	Object Name	Navigation	Usage
Asset Profiles − Tax	PROFILE_BK_03	Set Up Financials/Supply Chain, Product Related, Asset Management, Profiles, Asset Profiles, Tax	Specify property type and tax depreciation criteria and identify which tax credits are used by the profile.
Express Add − Tax Information	ASSET_ENTRY_02	Asset Management, Owned Assets, Express Add, Tax Information	Specify property type and tax depreciation criteria and 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.
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.

See Also

Chapter 6, "Adding and Maintaining Assets ," page 123

Specifying Bonus Depreciation Attributes for a Profile

Access the Asset-Profiles - Tax page.



Asset-Profiles – Tax page

The basic process used to set up asset profiles is unchanged as a result of the new tax law. You still use the Asset Profiles component to:

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

Depreciation Bonus

Use to indicate if the asset qualifies for the depreciation bonus in the first year. The options you see depend on the effective date, the acquisition date and in service date of the asset as well as state or local application of the bonus depreciation allowance. Your choices are:

- *New York Liberty Zone:* Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2007.
- *None:* Select if the acquisition date and in service date of the asset is before September 10, 2001 or May 5, 2003.
- *Section 101- Federal:* Select if the acquisition date and in service date is after September 10, 2001 and before December 31, 2004 to apply the 30 percent bonus. Select if the acquisition date and in service date is after May 5, 2003 and before December 31, 2004 to apply the 50 percent bonus.

- *Section 101- Local:* Select if local or state allowance of the bonus depreciation should be applied.

Bonus Percent Enter the percent amount of the depreciation bonus to be applied to the book(s) for this profile. This could be 30 percent to 50 percent depreciation bonus in the first year. The amount depends on the acquisition date and in service date of the asset as well as state or local application of the depreciation allowance. For example, if your state adopted the bonus depreciation as a percentage of the Federal percentage, the amount may be calculated as an amount other than the federally allowed 30 percent or 50 percent amounts.

Use the field to indicate if the asset qualifies for the depreciation bonus in the first year. An asset is not eligible for the depreciation bonus if its business use is less than 50 percent and it is not within the eligible date ranges.

See Also

Chapter 4, “Establishing Asset Processing,” Specifying Tax Attributes in a Profile , page 99

Adding Bonus Depreciation Information Using Asset Express Add

Access the Express Add - Tax Information page.

Use the Depreciation Bonus field to indicate if the asset qualifies for the depreciation bonus in the first year.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding Assets with Asset ExpressAdd, page 146

Maintaining Asset Book Information on Bonus Depreciation with Asset Express Add

Access the Book - Tax page.

Use the Depreciation Bonus field to indicate if the asset qualifies for the depreciation bonus in the first year.

See Also

Chapter 6, “Adding and Maintaining Assets ,” Adding Tax Information for the Book, page 144

Reporting Bonus Depreciation

PeopleSoft provides two reports with which you can capture and review bonus depreciation amounts. AMTX3640 reports on bonus depreciation amounts for Non-Listed Property. AMTX3650 reports on bonus depreciation amounts for Listed Property with business use percentage greater than 50 percent. This section shows the navigation to use the new depreciation bonus field to:

- Generate the Tax Depreciation Bonus for Current Year Assets – Non-Listed Property report to review bonus depreciation amounts for Non-Listed Property.

- Generate the Tax Depreciation Bonus for Current Year Assets - Listed Property report to review bonus depreciation amounts for Listed Property with business use over 50 percent.

Pages Used to Generate Bonus Depreciation Tax Reports

Page Name	Object Name	Navigation	Usage
Generate Bonus Depreciation Tax Reports	AMTX3640	Asset Management, Taxes, Reports, Gain/Loss	Use to review bonus depreciation amounts for Non-Listed Property.
Generate Bonus Depreciation Tax Reports	AMTX3650	Asset Management, Taxes, Reports, Gain/Loss	Use to review bonus depreciation amounts for Listed Property with business use over 50 percent.

CHAPTER 27

Archiving Asset Information

This chapter provides an overview of removing inactive asset information from your system and describes how to:

- Archive cost and depreciation data.
- View archived data.
- Restore archived data.

Understanding Archiving

The tables that store asset information accumulate large volumes of data over time. Eventually some of this data is no longer needed on a routine basis. You can use PeopleSoft Asset Management to archive inactive data on the cost and depreciation of assets, and if that data is ever needed again, you can use PeopleSoft Asset Management to restore the data that you archived. The benefits of archiving inactive data include improving the performance of reports and processes and reducing the space that your system needs to store asset data.

Before you archive inactive asset information, you should keep these general guidelines in mind. You can not archive:

- Retired assets.
- Group assets.
- Assets with depreciation based on schedules.

You can archive active assets one at a time or by using a range of asset IDs. You must archive each asset book by book. The fiscal year must be closed before an asset can be archived. The archive period automatically defaults to the last period of the specified fiscal year.

You can archive an asset more than one time. If you archive an asset multiple times and later decide to restore the data, you will need to restore each archive one by one. For example, if you archive an asset two times, you will need to restore the asset information two times, one for each archive that was run.

The process that archives data actually moves application data from the application tables to the archive tables. The process then deletes data from the application tables.

The archive tables are just like other application tables. You can back up these archive tables using another disk or tape for storage and then manually delete the contents of the archive tables if desired. This approach allows you to use tools, such as PS/Query or Crystal Reports, to report and review the contents of the archived files. The data in the archived files can also be joined to the application tables to provide a complete picture of activity including active and archived data.

After you archive an asset, you cannot perform a transaction or a transfer involving that asset before the archival date unless you restore the archived asset. For example, if the asset has been archived through December 31 of the previous year, you will not be able to perform any transactions on the asset in the previous year.

All historical data showing transaction costs in multiple currencies is supported in the archive and restore processes. You can save transactions with multiple currencies just as they occurred and restore same.

You can archive, delete, and retrieve to view archived data, accumulated by process that update high volume asset management transaction tables: ASSET_NBV_TBL, DEPR_RPT, OPEN_TRANS, and DIST_LN. Using the Mass Change component, you can define mass change criteria and use the delivered template for each transaction table to archive, delete, or view archived transaction details. This method enables to improve performance for day-to-day transactions while maintaining historical data for reporting and audit purposes.

See Also

Chapter 22, “Processing Mass Changes,” page 401

Archiving Inactive Assets

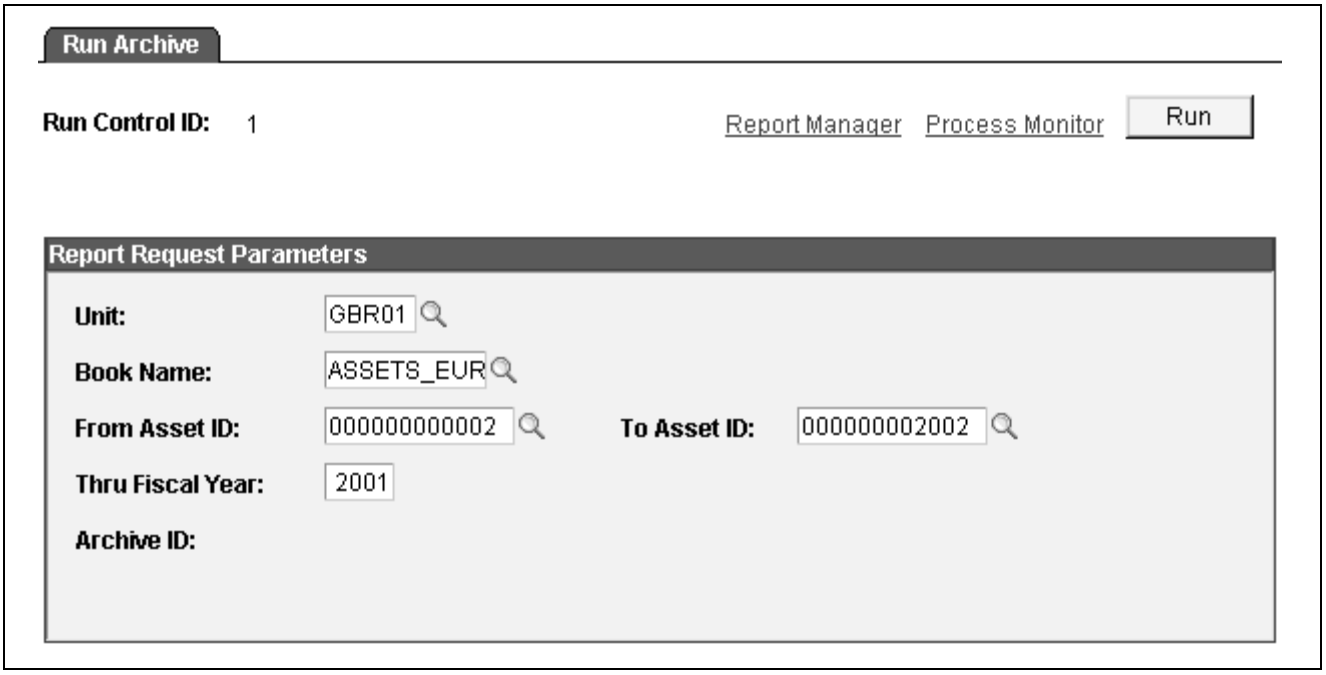
This section describes how to run a process that archives depreciation, cost, and book data.

Page Used to Archive Data

Page Name	Object Name	Navigation	Usage
Run Archive	RUN_ARCHIVE	Asset Management, Financial Management, History, Archive Cost/Depreciation	Run the Asset Archive process (AMDPARCH) to archive inactive cost and depreciation data.

Running the Asset Archive Process

Access the Run Archive page.



Run Archive page

Unit Select the business unit from which records will be archived.

Book Name You must archive an asset using each book it is associated with.

From Asset ID and **To Asset ID** Use these fields to archive a range of asset IDs. To archive one asset, enter the asset ID in the From Asset field.

Thru Fiscal Year By default, the process will archive data up to the last period of the fiscal year you enter here. The fiscal year must be closed before an asset can be archived.

Archive ID When you run the process, the system populates this field with the run control ID and stores the archive ID in the ARCHIVE_NO_ field on the depreciation table. You must keep a record of this archive ID if you want to restore archived data.

The Asset Archive process copies inactive data from the application tables to archive tables. This process then deletes the archived data from the application tables and consolidates the rows that are left.

For cost rows, the Asset Archive process consolidates multiple cost rows of data into one row.

For depreciation rows, all the depreciation rows prior to the Thru Fiscal Year are summed up to create one ADD row for accumulated depreciation. The archived records are stored in the depreciation history table.

Viewing Archived Data

You can use inquiry pages to look up different levels of information about archived data.

You can also use the following queries:

- PS_COST_ARCHIVE
- PS_DEPR_ARCHIVE
- PS_BOOK_ARCHIVE

Pages Used to View Archived Data

Page Name	Object Name	Navigation	Usage
Review Book – List	ASSET_BOOK_HIST1	Asset Management, Financial Management, History, Review Book, List	Review book change history.
Review Book – Detail	ASSET_BOOK_HIST2	Asset Management, Financial Management, History, Review Book, Detail	Review detailed book change history.
Cost History List	ASSET_TRANS_01	Asset Management, Financial Management, History, Review Cost, Cost History	View a history of an asset's transactions, including assets that have been archived as an ADD transaction. For archived assets, the total cost includes the sum of the costs consolidated into one cost row.
Cost History Detail	ASSET_TRANS_02	Asset Management, Financial Management, History, Review Cost, Cost History Detail Select Detail from the Cost History List page.	View more detail about a specific transaction.
Non-Cap History List	ASSET_TRANS_03	Asset Management, Financial Management, History, Review Cost, Non-Cap History List	View a history of a non-capitalized asset's transactions, including assets that have been archived as an ADD transaction. For archived assets, the total cost includes the sum of the costs consolidated into one cost row.
Non-Cap History Detail	ASSET_TRANS_04	Asset Management, Financial Management, History, Review Cost, Non-Cap History Detail Select Detail from the Non-Cap History List page.	View more detail about a specific transaction for a non-capitalized asset.

Restoring Archived Data

This section describes how to run a process that restores archived data.

Page Used to Restore Archived Data

Page Name	Object Name	Navigation	Usage
Cost/Depreciation Restore	RUN_RESTORE	Asset Management, Financial Management, History, Restore Cost/Depreciation	Run the Asset Restore process (AMDPREST) that copies data stored in the archive tables back to the application tables.

Running the Asset Restore Process

Access the Cost/Depreciation Restore page.

Unit Select the business unit from which records will be restored.

Book Name You must restore an asset in each book associated with the asset.

From Asset ID and **To Asset ID** Use these fields to restore a range of archived asset IDs. To restore one archived asset, enter the asset ID in the From Asset field.

Archive ID Enter the run control ID that the system generated when the data was archived. By default, the system displays the most recent run control ID for the Asset Archive process.

The Asset Restore process restores the archived data by deleting the summed row in the application tables and replacing it with the multiple rows of data stored in the archive tables.

Archiving From Transaction Table Details

PeopleSoft provides the templates for the Mass Change component to archive, delete, and retrieve data from high-volume transaction detail tables. The tables available for this process are:

- ASSET_NBV_TBL: Accumulates detail lines from net book value processing.
- DEPR_RPT: Accumulates detail lines from depreciation reporting.
- OPEN_TRANS: Accumulates detail lines from open transactions.
- DIST_LN: Accumulates information from creating accounting entries.

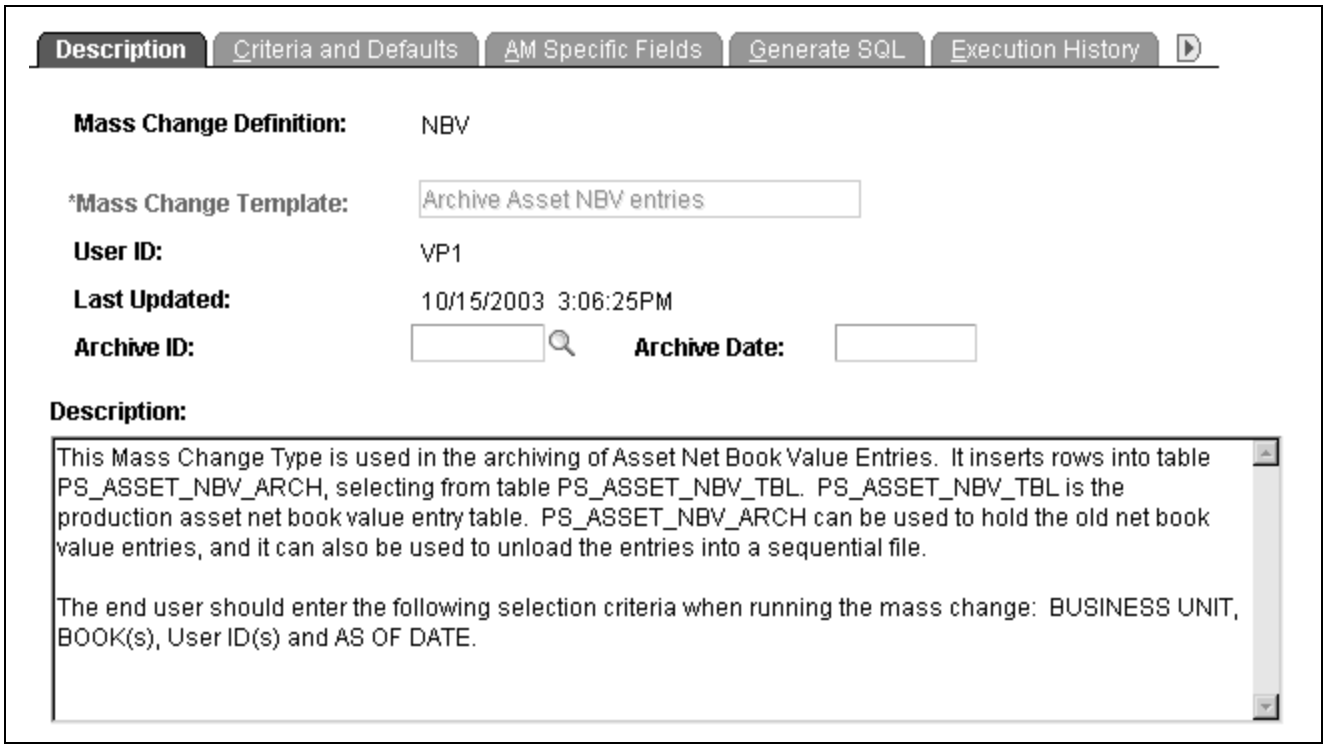
The transaction detail lines can also be deleted from the tables once they have been archived, or without archive if the transactions are set to be purged. Data that is archived is also available for retrieval as needed for reporting or audit purposes.

The steps for archiving, deleting or retrieving transaction detail from tables are:

1. Run Calculate Depreciation (AMDPCALC) process to generate depreciation calculations.
2. Run Depreciation Reporting (AMDPREPT) process and Load Net Book Value (AMLNBVT) process to collect the information provided by AMDPCALC. (If you are working with the OPEN_TRANS or DIST_LN tables, you do not need to run these processes.)
3. Run the archive mass change using the appropriate template for the table from which transactions are pulled.
4. Run the delete mass change using the appropriate template for the table from which transactions are pulled.

5. Run the retrieve archived data mass change using the appropriate template for the table from which transactions are to be viewed.

When you are ready to define the parameters of your archive mass change, access the Mass Change component, Define Criteria (MC_DEFN_00) page.



Archive – Mass Change, Define Criteria page

Add a new mass change and select the template that corresponds to the table and archive activity you want to perform. The templates to archive, delete and retrieve detail are:

- *Archive Asset Depr Rpt Entries:* This mass change type copies the specified DEPR_RPT entries into the DEPR_RPT_ARCH table. Specified entries are determined by the selection criteria of the mass change template with the same name (Archive Asset Depr Rpt entries). The following fields will be used to select the data:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - Fiscal Year: It is recommended that you enter a fiscal year; mass change selects the specified value.
- *Archive NBV Entries:* This mass change type copies the specified PS_ASSET_NBV_TBL entries into the PS_ASSET_NBV_ARCH table. PS_ASSET_NBV_ARCH is used to store the old net book value entries, and it can also be used to retrieve the entries into a sequential file. The following fields will be used to select the data:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - As of Date: It is recommended that you enter an As of Date; mass change selects the specified value.

- *Archive Asset Open Trans:*This mass change type is used to archive Asset Open Transaction (PS_OPEN_TRANS table) details. It inserts the selected entries into the Open Trans Archive table (PS_OPEN_TRANS_ARCH). The following fields are used to select the data:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - Accounting Date: It is recommended that you enter an accounting date; mass change selects the specified value.
- *Archive Asset Acctng Entries* This mass change template is used in the archiving of Asset Accounting Entries (PS_DIST_LN table). It inserts selected rows into table PS_DIST_LN_ARCH. PS_DIST_LN_ARCH is to archive the old accounting entries, and it can also be used to retrieve the archived entries into a sequential file. The following fields are used to select the data:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - Accounting Date: It is recommended that you enter an accounting date; mass change selects the specified value.
- *Delete Asset Acctng Entries* This mass change template is used to delete entries from the assets accounting entry table (PS_DIST_LN) that have been archived. Enter the deletion selection criteria for:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - Accounting Date: It is recommended that you enter an accounting date; mass change selects the specified value.
- *Delete Asset Depr Rpt Entries:* This mass change type deletes the DEPR_RPT, DEPR_RPT_CF_SUM and DEPR_RPT_PD_SUM specified entries that are determined by the selection criteria of the mass change template you use. You should enter the same selection criteria used for the mass change archive of DEPR_RPT entries if you want to delete archived entries. If you want to purge DEPR_RPT entries, you should enter the following selection criteria when running the mass change:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
  - Fiscal Year: It is recommended that you enter a fiscal year; mass change selects the specified value.
- *Delete Asset NBV Entries:*This mass change type deletes the entries from the Asset Net Book Value table (PS_ASSET_NBV_TBL). You should enter the same selection criteria used for the mass change archive of Asset NBV entries if you want to delete archived entries. If you want to purge Asset Net Book Value entries, you should enter the following selection criteria when running the mass change:
  - Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
  - Book: If entered, mass change selects the specified book. If not entered, mass change selects all books

- User ID: If entered, mass change selects the specified User ID. If not entered, mass change selects all User IDs.
- As of Date: It is recommended that you enter an accounting date; mass change selects the specified value.

• *Delete Asset Open Trans:* This mass change type deletes Open Transaction entries from table PS_OPEN_TRANS. It should be used after they have been archived. Enter the:

- Business Unit: If entered, mass change selects the specified business unit. If not entered, mass change selects all business units.
- Book: If entered, mass change selects the specified book. If not entered, mass change selects all books
- As of Date: It is recommended that you enter an as of date; mass change selects the specified value.

• *Retrieve Archived Acctng Entries*

This mass change template is used to retrieve details from the archive table PS_DIST_LN_ARCH to a sequential file. Enter the selection criteria:

- Archive ID
- Archive Date

• *Retrieve Archived Open Trans*

This Mass Change Type is used to unload entries from the Asset Open Transaction Archive table to a sequential file. The end user should enter the Archive ID and Archive Date to be used as selection criteria.

This Mass Change Type is used to upload Open Transactions into table PS_OPEN_TRANS from table PS_OPEN_TRANS_ARCH. The end user should enter the Archive ID and Archive Date to be used as selection criteria.

APPENDIX A

Delivered Workflows for PeopleSoft Asset Management

This appendix discusses delivered workflows for PeopleSoft Asset Management.

See Also

PeopleTools PeopleBook: PeopleSoft Workflow

PeopleTools PeopleBook: Using PeopleSoft Applications

Chapter 21, "Retiring Assets," page 363

Disposal Approval

This section discusses the Disposal Approval workflow.

Description

Event Description	One of the following events occurs to trigger Disposal Approval: You can initiate asset disposal using the Disposal Worksheet and then send the the worksheet for approval.
Action Description	The disposal worksheet will appear as an item in the approver's worklist. The approver may approve or deny the request for an asset disposal on the worklist. The system sends an E-mail notification to the originator if the approval request is denied.
Notification Method	Email and Worklist

Workflow Objects

Approval Rule Set	None
Business Process	Disposal Worksheet (AM_DISPOSAL_WORKSHEET)
Activity	Retire Assets (AM_RETIRE_REQUEST and AM_APPROVE_RETIREMENT)
Role	None

APPENDIX B

Understanding the Loader Table Data Dictionary

This chapter provides an overview of understanding the loader tables and discusses how to:

- Use loader table INTFC_FIN.
- Use loader table INTFC_PHY_A
- Use loader table INTFC_PHY_B
- Use transaction loader inserts.
- Use interface types (load types)

See Also

Chapter 8, “Integrating with Other Products,” Previewing Data in the Loader Tables, page 184

Chapter 8, “Integrating with Other Products,” Running the Transaction Loader , page 189

Understanding the Loader Tables

This document contains descriptions and explanations of the usage of the fields on the PeopleSoft Asset Management loader tables: INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B.. This document, in conjunction with the listing of these records in the Application Designer, provides all the information required to load data into PeopleSoft Asset Management using these tables. Information about records in the Application Designer includes the field type, size, valid values, and other technical details. 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

The following table describes information found in the Loader Table INTFC_FIN.

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 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.	Used internally.	Y
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, 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, COST, DEPRECIATION, RETIREMENT, OPEN_ TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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_PR0FILE_SW to 'N'.	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
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 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.	COST, DEPRECIATION, RETIREMENT, OPEN_ TRANS	Y
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 voucher related.	Used internally.	
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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. 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.	Used internally.	Y default CNV
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' = 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 NEW
ORIG_INTFC_ ID	Original Interface ID	Used for internal processing. Do not populate.	Used internally.	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	Used internally.	Y

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 contains two transactions. The *outside* of the transaction adjusts the asset being transferred/recategorized from. The *inside* of the transaction adjusts the asset being transferred/recategorized to. Valid values are ‘O’ and ‘I’.	COST, DEPRECIATION	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	COST, DEPRECIATION, OPEN_ TRANS	Y
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 accounting dates, the system will use 06/01/95.	COST, OPEN_ TRANS	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	BOOK	Y default N
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 *PeopleSoft Asset Management Business Processes*. In general, if the 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.	BOOK	Y
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	BOOK	Y
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. 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.	BOOK	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 not populate.	BOOK	
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	BOOK	Y for depreciation method Schedule
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 values are '1' for section 1245 property and '2' for section 1250 property.	BOOK	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
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 from transaction (transaction type='TRF' and Transaction in/out switch='O') this represents the business unit the asset was transferred to.	COST	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 be 1997, the start period would be 6 and the end period would be 6.	DEPRECIATION	Y if the asset has accumulated depreciation
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
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 transaction was ordinary or extraordinary according to U.S. Tax code. This field is used for retirement transactions only.	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 is only used for retirement transactions.	RETIREMENT	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 transactions.	RETIREMENT	
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 does not have to be populated. This field is only used for retirement transactions.	RETIREMENT	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.** Open Transactions are still generated for non-depreciable assets.	OPEN_ TRANS	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 Loader will populate this field. It can be left blank.	OPEN_ TRANS	
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 the declining balance method does not use a life, the low limit is the way to specify when an asset should become fully reserved.	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 (CN1), you must set this field to a value, no matter what depreciation method you’re using.	BOOK	Y default N
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 Australian customers.	BOOK	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
FULLY_DEPR_ SW	Retire as Fully Depreciated	Used to retire assets 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.SALVAGE_VALUE by Book on future transactions − used only when default profile switch = No	BOOK	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
SALVAGE_PCT	Salvage Percent	Used to calculate COST.SALVAGE_VALUE as a percentage of the cost by asset book on future transactions - used only when default profile switch = No	BOOK	
TXN_ PROCEEDS	Transaction Proceeds	Used to populate an amount for PeopleSoft Billing – Asset Management transactions.		

Loader Table INTFC_PHY_A

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

The following table contains information found in the 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 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.	Used internally.	Y

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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, ASSET_ACQ_DET, ASSET_CUSTODIAN, ASSET_LOCATION, and many others	Y
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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_DET	
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. 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.	ASSET_ACQ_DET	Y default CNV

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 will not be loaded.	Used internally.	Y default NEW
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.	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 transfer or recategorization this transaction represents. Every such transaction contains two transactions. The *outside* of the transaction adjusts the asset being transferred/recategorized from. The *inside* of the transaction adjusts the asset being transferred/recategorized to.	Used internally.	
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_ DESCRLONG50	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 can be acquisition detail information (ASSET_ACQ_DET). 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 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.	ASSET	
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 acquired. The valid values are in the translate table.	ASSET	
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_CLASS_TBL. This table is maintained in the Establish Asset Processing menu online.	ASSET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
CAP_NUM	Capital Acquisition Plan Number	Combined with CAP_ SEQUENCE 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_ SEQUENCE	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.) is a way of specifying asset budgets or appropriations.	ASSET	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 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.	ASSET	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
SEQUENCE_NBR_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 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.	ASSET_ACQ_DET	
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 this transaction.	ASSET_ACQ_DET	
PO_LINE_NBR	Purchase Order Line Number	The PO line number from PeopleSoft Purchasing that is associated with this transaction.	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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	
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	

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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
RECV_SHIP_SEQ_NBR	Receiver Shipping Sequence Number	Identifies the PeopleSoft Purchasing receiving shipping sequence number that this transaction is associated with.	ASSET_ACQ_DET	
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 INTFC_FIN table.	ASSET_ACQ_DET	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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/Payables integration.	ASSET_ACQ_DET	
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_SUB_CAT	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 transaction. Can also come from Purchasing/ Payables integration.	ASSET_ACQ_DET	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 this asset.	ASSET_ CUSTODIAN	
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	
AUTHORIZATIO N_NAME	Authorization Name	The name of the person will has authorized this asset to be assigned to this custodian.	ASSET_ CUSTODIAN	
AUTHORIZATIO N_DT	Authorization Date	The date of the authorization for this asset to be assigned to this custodian.	ASSET_ CUSTODIAN	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
LOCATION_ EFFDT	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 location entry is not loaded.	ASSET_ LOCATION	Y
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_ LOCATION	
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_ LOCATION	
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_ LOCATION	
LOC_AUTH_ STATUS	Location Authorization Status	The authorization status for this asset at this location.	ASSET_ LOCATION	
LOC_AUTH_ NAME	Location Authorization Name	The name of the person who authorized this asset to be at this location.	ASSET_ LOCATION	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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_ACQ_DET	
IP_ADDRESS	IP Address	The Internet Protocol address of an asset, such as a computer or printer. Can be uploaded from Tangram's Asset Insight during Physical Inventory.	ASSET	
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	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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

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

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

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 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.	Used internally.	Y
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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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
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
INTFC_ STATUS	Interface Status	Used for internal processing. Do not populate.	Used internally.	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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_ EFFDT	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 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_ ATTRIBUTE	
ASSET_ COLOR	Asset Color	The color of the asset.	ASSET_ ATTRIBUTE	
ASSET_ WEIGHT	Asset Weight	The weight of the asset.	ASSET_ ATTRIBUTE	
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_ ATTRIBUTE	
ASSET_ HEIGHT	Asset Height	The height of the asset.	ASSET_ ATTRIBUTE	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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_ ATTRIBUTE	
ASSET_ WIDTH	Asset Width	The width of the asset.	ASSET_ ATTRIBUTE	
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_ ATTRIBUTE	
ASSET_ LENGTH	Asset Length	The length of the asset.	ASSET_ ATTRIBUTE	
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_ ATTRIBUTE	
ASSET_ CAPACITY	Asset Capacity	The capacity of the asset.	ASSET_ ATTRIBUTE	
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_ ATTRIBUTE	
POWER_ RATING	Asset Power Rating	The power rating of the asset.	ASSET_ ATTRIBUTE	
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_ ATTRIBUTE	
COMMENT_ DTTM_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 record.	ASSET_ COMMENTS	
NAME	Name	The name of the person who entered the comments.	ASSET_ COMMENTS	

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

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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_ EFFDT	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 for this asset became effective.	ASSET_ WARRANTY	
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_ NUM	Warranty Number	The number of the warranty.	ASSET_ WARRANTY	

Field Name	Long Name	Use and Processing Considerations	Tables Updated	Required for Conversion
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 dttm_stamp must be the same across all used loader tables (that is, INTFC_FIN, INTFC_PHY_A)

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

The following table contains information inserted from INTFC_FIN.

Transaction Type	Inserts into These Tables	Additional Processing
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
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

Transaction Type	Inserts into These Tables	Additional Processing
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 #	
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

The following table contains information inserted 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	

Transaction Type	Inserts into These Tables	Additional Processing
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	
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

The following table contains information inserted from INTFC_PHY_B.

Transaction Type	Inserts into These Tables	Additional Processing
FAD	Asset Attribute Asset Comments Asset License Asset Warranty	

Transaction Type	Inserts into These Tables	Additional Processing
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)

The following table defines Interface Types.

Interface Type	Long Name	Usage	Tables Updated
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

Interface Type	Long Name	Usage	Tables Updated
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
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

Interface Type	Long Name	Usage	Tables Updated
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
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

Interface Type	Long Name	Usage	Tables Updated
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
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

Interface Type	Long Name	Usage	Tables Updated
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
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

Interface Type	Long Name	Usage	Tables Updated
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

APPENDIX C

Understanding Depreciation Calculations

This appendix gives an overview of depreciation calculations and describes how Asset Management calculates:

- The begin depreciation date.
- The remaining value and remaining life.
- Yearly depreciation.
- Period allocation.
- Prior period depreciation.
- With formula-based depreciation methods.

Understanding How Asset Management Calculates Depreciation

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.

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:

Book Cost x *Qualified Investment Percentage = Amount qualifying for the tax credit*

Amount qualifying x *Tax Credit Percentage = 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:

Amount of tax credit x *Basis Reduction Percentage = 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:

Business Use % = 75%

Cost = $10,000 USD

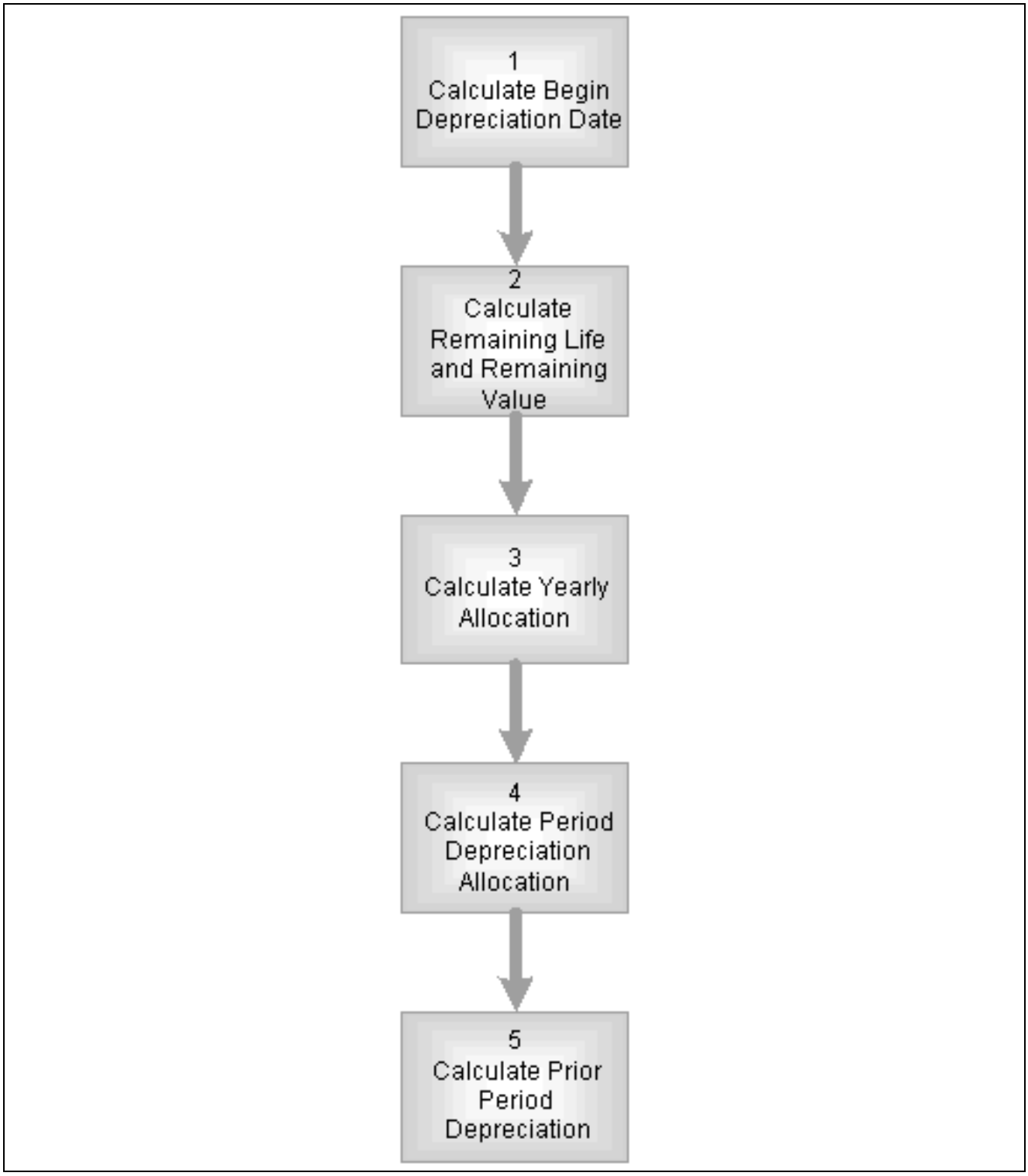
Depreciable basis = $7500 USD

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) place in service or leased in a tax year beginning after 1989.

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 the 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

Chapter 6, "Adding and Maintaining Assets ," page 123

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

Attributes	Data
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

Remaining Life

When Begin Depr Date is earlier than Transaction Date:

```
Remaining Life = Life - (Transaction Date - Begin Depreciation Date)
60 periods - (10/1/1999 - 7/1/1999) = 57 periods
```

When Begin Depr Date is equal to or later than Transaction Date:

```
Remaining Life = Life
```

Remaining Value

The following is an example of remaining value:

```
Remaining Value = Cost - Accumulated Depreciation
$6000 cost − $500 accumulated depreciation = $5500 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

Attributes	Data
Calculation Type	Life to Date
Convention	Half-Year
Method	Straight-Line
Depreciate When In Service Switch	N
Begin Depr Date	7/1/1999
Remaining Value	$6,000
Remaining Life	60 periods

Remaining Life

When Begin Depr Date is earlier than Transaction Date:

```
Remaining Life = Life - (Transaction Date - Begin Depreciation Date)
60 period - (10/1/1999 - 7/1/1999) = 57 periods
```

When Begin Depr Date is equal to or later than Transaction Date:

```
Remaining Life = Life
```

Remaining Value

The following is an example of remaining value:

```
Remaining Life = Life - (Transaction Date - Begin Depreciation Date)
$6000 cost - $500 accumulated depreciation = $5500 remaining value
```

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 introduces the data used in the calculation example that follows.

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	57 periods
Yearly Depreciation	$289.47

Yearly Depreciation for 1999

Here is 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 introduces the data used in the calculation example that follows.

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	$500
Calculation Type	Life to Date
Convention	Half-Year
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

Yearly Depreciation for 1999

Here is 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 three 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
166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.67	166.63	Amounts

Remaining Value Calculation for Add Transactions: Depreciate When In Service Off

The following table shows data that is used in the calculation.

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

Here is the 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.

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	$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

Here is the 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.

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
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

Here is the 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.

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 60 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.

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	
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

Attributes	Data
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

Here is the priod 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.

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

Attributes	Data
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

Here is the 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.

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

Here is the 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.

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

Here is the 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.

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

Attributes	Data
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	100	100	100	Allowed
									100	100	100	Taken
						100	100	100				Difference

Prior Period Depreciation

Here is the 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:

NBV x *(Number of Periods to Depreciate* / *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
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

(IND) Straight Line Percent

The Straight Line Percent method used in India differs from the Straight Line method. Depreciation is calculated based on rates rather than useful life. In addition, the rates also considerse the residual or salvage value at the end of the asset useful life. In India the assumptions are:

- Assets are depreciated as of the in service date.
- The minimum rates established by statute depreciate 95% of the asset cost over the asset useful life.
- An entity is entitled to depreciate at a higher rate, but not lower.

When using Straight Line Percent as the method, you populate the Percent field with the depreciation rate. The Useful Life field is unavailable. Other fields are ignored for this depreciation calculation. Although residual value is included in the rate, salvage value has to be entered.

Salvage Value acts as a limit. When the NBV reaches this amount, it automatically allocates the rest of the depreciable amount to the last period. Life in Years reflects both years and fractions, such as 8.4. Useful Life and Life in Years are displayed after saving or refreshing the page. AMDPCALC re-calculates these fields when it runs. Those assets that are coming from batch processes will only calculate Useful Life and Life in Years when running AMDPCALC.

The formula to calculate Useful life is:

(Cost – Salvage Value) / *(Cost * Depr Rate)*

For example, an asset worth $1000 and a salvage value of $50, with a 4.75% annual depreciation rate, utilizing the actual month convention, will have a useful life of 20 years or 240 periods. Sometimes useful life could result in fractional periods.

Year	NBV Begin	Rate	Depr	NBV End
2001	1,000.00	0.0475	47.50	952.50
2002	952.50	0.0475	47.50	905.00
2003	905.00	0.0475	47.50	857.50
2004	857.50	0.0475	47.50	810.00
2005	810.00	0.0475	47.50	762.50
2006	762.50	0.0475	47.50	715.00
2007	715.00	0.0475	47.50	667.50
2008	667.50	0.0475	47.50	620.00
2009	620.00	0.0475	47.50	572.50
2010	572.50	0.0475	47.50	525.00
2011	525.00	0.0475	47.50	477.50
2012	477.50	0.0475	47.50	430.00
2013	430.00	0.0475	47.50	382.50
2014	382.50	0.0475	47.50	335.00
2015	335.00	0.0475	47.50	287.50
2016	287.50	0.0475	47.50	240.00
2017	240.00	0.0475	47.50	192.00
2018	192.00	0.0475	47.50	145.00
2019	145.00	0.0475	47.50	97.50

Year	NBV Begin	Rate	Depr	NBV End
2020	97.50	0.0475	47.50	50.00
		Total Depreciation	*950.00*	

Remaining Value and Life to Date

There are two different ways to calculate depreciation adjustments under Indian Straight Line % Method:

- Remaining Value
- Life to Date

For instance, in the above example, suppose that in the sixth year, the rate must change to 5.28% because the government adopts a new rate according to Schedule XIV. Using Remaining Value, the useful life is recalculated. It takes into account the new rate on the original cost. Depreciation is calculated based on the NBV minus any residual value over the remaining new useful life, where remaining new useful life means the new useful life minus periods already depreciated.

Revised Useful Life:

(Cost – Salvage Value) / (Cost x Depr Rate) Revised Useful Life: (1000 – 50) / (1000.0528) = 17.992424*

Rounded up to 18 years or 216 months.

New Depreciation Amount:

(Net Book Value - Limiting Value) / (Revised useful life - Years Depreciated)

New Depreciation Amount:

(762.5 – 50) / (18 – 5) = 54.8076

In the last period, the remaining value will be residual value.

The table below shows the depreciation with the adjustment in the sixth year.

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years
01 JAN 2003	1000.00	0.0475	47.50	952.50	1
01 JAN 2004	952.50	0.0475	47.50	905.00	2
01 JAN 2005	905.00	0.0475	47.50	857.50	3
01 JAN 2006	857.50	0.0475	47.50	810.00	4
01 JAN 2007	810.00	0.0475	47.50	762.50	5
01 JAN 2008	762.50	0.0528	54.81	707.69	6
01 JAN 2009	707.69	0.0528	54.81	652.88	7
01 JAN 2010	652.88	0.0528	54.81	598.08	8

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years
01 JAN 2011	598.08	0.0528	54.81	543.27	9
01 JAN 2012	543.27	0.0528	54.81	488.46	10
01 JAN 2013	488.46	0.0528	54.81	433.65	11
01 JAN 2014	433.65	0.0528	54.81	378.85	12
01 JAN 2015	378.85	0.0528	54.81	324.04	13
01 JAN 2016	324.04	0.0528	54.81	269.23	14
01 JAN 2017	269.23	0.0528	54.81	214.42	15
01 JAN 2018	214.42	0.0528	54.81	159.62	16
01 JAN/ 2019	159.62	0.0528	54.81	104.81	17
01 JAN 2020	104.82	0.0528	54.81	50.00	18

In the case of Life to Date, the useful life is again recalculated. This method takes into account the new rate on the original cost. Depreciation is based on what the system had calculated if the rate would have been the new rate from the beginning. An adjustment to the prior depreciation amounts is required in this method to reflect the change retroactively. It consists of summarizing all depreciation amount until the change and comparing with the amount that we would have obtained if the asset had always been calculated based on the new rate.

Useful Life:

*(Cost – Salvage Value) / (Cost * Depr Rate)*

Useful Life:

*(1000 – 50) / (1000 * .0528) = 17.992424*

Rounded up to 18 years or 216 months.

The table below depicts the depreciation if the rate had always been 5.28%.

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years	Total Depreciation
01 JAN 2003	1000.00	0.0528	52.80	947.20	1	
01 JAN 2004	947.20	0.0528	52.80	894.40	2	
01 JAN 2005	894.40	0.0528	52.80	841.60	3	
01 JAN 2006	841.60	0.0528	52.80	788.80	4	
01 JAN 2007	788.80	0.0528	52.80	736.00	5	264.00
01 JAN 2008	736.00	0.0528	52.80	683.20	6	

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years	Total Depreciation
01 JAN 2009	683.20	0.0528	52.80	630.40	7	
01 JAN 2010	630.40	0.0528	52.80	577.60	8	
01 JAN 2011	577.60	0.0528	52.80	524.80	9	
01 JAN 2012	524.80	0.0528	52.80	472.00	10	
01 JAN 2013	472.00	0.0528	52.80	419.20	11	
01 JAN 2014	419.20	0.0528	52.80	366.40	12	
01 JAN 2015	366.40	0.0528	52.80	313.60	13	
01 JAN 2016	313.60	0.0528	52.80	260.80	14	
01 JAN 2017	260.80	0.0528	52.80	208.00	15	
01 JAN 2018	208.00	0.0528	52.80	155.20	16	
01 JAN/ 2019	155.20	0.0528	52.80	102.40	17	
01 JAN 2020	102.40	0.0528	52.40	50.00	18	

Compared to the table above that shows what the amount would have been with a constant rate of 5.28% versus the table shown below that shows what the amount are with a change and an adjustment in the sixth year.

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years	Adjustment
01 JAN 2003	1000.00	0.0475	47.50	952.50	1	
01 JAN 2004	952.50	0.0475	47.50	952.50	2	
01 JAN 2005	905.00	0.0475	47.50	905.00	3	
01 JAN 2006	857.50	0.0475	47.50	857.50	4	
01 JAN 2007	810.00	0.0475	47.50	762.50	5	237.50
31 DEC 2007			26.50	736.00		264.00
01 JAN 2008	736.00	0.0528	52.77	683.23	6	
01 JAN 2009	683.23	0.0528	52.77	630.46	7	
01 JAN 2010	630.46	0.0528	52.77	577.69	8	
01 JAN 2011	577.69	0.0528	52.77	524.92	9	
01 JAN 2012	524.92	0.0528	52.77	472.15	10	

Yearly Start Date	Original Cost	Schedule XIV Rates	Effective Depreciation	Net Book Value	Number of Years	Adjustment
01 JAN 2013	472.15	0.0528	52.77	419.38	11	
01 JAN 2014	419.38	0.0528	52.77	366.62	12	
01 JAN 2015	366.62	0.0528	52.77	313.85	13	
01 JAN 2016	313.85	0.0528	52.77	261.08	14	
01 JAN 2017	261.08	0.0528	52.77	208.31	15	
01 JAN 2018	208.31	0.0528	52.77	155.54	16	
01 JAN/ 2019	155.54	0.0528	52.77	102.77	17	
01 JAN 2020	102.77	0.0528	52.77	50.00	18	

Adjustment PDP:

Total Depreciation at new rate – Total Depreciation at former rate

Adjustment PDP:

264 – 237.50 = 26.50 for the first 5 years.

New Depreciation Amount:

(Net Book Value – Adj PDP - Limiting Value) / *(Revised useful life – Years Depreciated)*

New Depreciation Amount:

(762.5 – 26.5 - 50) / *(18 – 5) = 52.7692*

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 x *((Number of Periods to Depreciate* / *Life)* x *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

Attributes	Data
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.

Year	Depreciation Calculation	Depreciation Expense
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 *((Number of Periods to Depreciate/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 * 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 * (Number of Periods to Depreciate/Remaining Life)

(See SL column in table provided with example below.)

Results of the Straight Line calculation will be compared with the lessor 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.

NBV x *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.

Attributes	Data
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.

Year	Depreciation Calculation	Depreciation Expense
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*x*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.

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 .01when 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%.

((Adjustment Amount / 2) x *Flat Rate %)* x *Period Allocation*

Calculation for the Current Period (YTD):

(($2000 USD / 2) x *12%)* x *3/12 = $30 USD*

Current Period Depreciation + ((Adjustment Amount x *Flat Rate %)* x *Period Allocation)*

Calculation for the following period:

$30 USD + (($2000 USD x *12%)* x *1/12) = $50 USD*

(Adjustment Amount x *Flat Rate %)* x *Period Allocation*

Calculation for Subsequent Periods:

*($2000 USD*x*12%)* x *1/12 = $20 USD*

Note. 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%.

((Adjustment Amount / 2) x *Flat Rate %)* x *Period Allocation*

Calculation for the Current Period (YTD):

(($2000 USD / 2) x *12%)* x *3/12 = $30 USD*

((Adjustment Amount / 2) x *Flat Rate %)* x *Period Allocation*

Calculation for All Subsequent Periods:

(($2000 USD / 2) x *12%)* x *1/12 = $10 USD*

Sum of the Years' Digits

Yearly Sum of the Years' Digits depreciation is calculated using the following formula:

((Reamining Years of Life / Sum of Years Remaining) x *NBV)* x *% 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 Sum of Years Remaining = ½

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.

NBV x *(Units Produced* / *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, Month	Depreciation Calculation	Depreciation Expense
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.

APPENDIX D

Configuring PeopleSoft Asset Management Batch Processes

This appendix discusses how to configure temporary tables for batch processing.

Configuring Temporary Tables for Batch Processing

When you run batch processes in parallel, you risk data contention and deadlocks on temporary tables. To avoid this, PeopleTools enables you to dedicate specific instances of temporary tables for each process. When PeopleSoft Application Engine manages a dedicated temporary table instance, it controls the locking of the table before use and the unlocking of the table after use.

When you decide how many temporary table instances to dedicate for a process, consider the number of temporary tables that the process uses. More instances result in more copies of the temporary tables on the system. For example, if a process uses 25 temporary tables and you have 10 instances for a process, you will have 250 temporary tables on the system.

If you run processes in parallel and all of the dedicated temporary table instances are in use, the performance of the process decreases. You need to find a balance that works for your organization.

Note. When you specify the number of instances, PeopleSoft Application Designer displays a list of the temporary tables for the process. Use the list to determine how many temporary tables each process uses.

Specify how many temporary table instances to dedicate for each of the following batch processes that can run in parallel in PeopleSoft Asset Management:

- Load Transactions (AMIF1000).
- Calculate Depreciation (AMDPCALC).
- Calculate Group Asset Depreciation (AMDPCGRP).
- Create Accountng Entries (AMAEDIST).
- Close Depreciation (AMDPCLOS).
- Depreciation Reporting (AMDPREPT).
- Net Book Value (AMLNBVT).
- Payables/Purchasing Interface (AMPS1000).

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

If you run any of the PeopleSoft General Ledger COBOL processes, also configure the temporary tables for those processes. The *PeopleSoft General Ledger PeopleBook* discusses how to do this in detail.

See Also

PeopleTools PeopleBook: PeopleSoft Application Engine

PeopleSoft General Ledger 8.8 PeopleBook, "Optimizing General Ledger Performance"

APPENDIX E

PeopleSoft Asset Management Reports

This appendix provides an overview of PeopleSoft Asset Management reports, lists common elements, and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the Portable Document Format (PDF) fields that are published on CD-ROM with your documentation.

See Also

PeopleTools PeopleBook: Process Scheduler

PeopleSoft Asset Management Reports: A to Z

These tables list the PeopleSoft Asset Management reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

This section discusses:

- Transaction reports.
- Capital acquisition planning reports.
- Depreciation reports.
- Account activity reports.
- Accounting entry reports.
- Physical inventory reports.
- Lease reports.
- Retirement reports.
- U.S. tax reports.
- Global reports.

Transaction Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS1100 Asset Categories	Lists Asset Categories (Crystal)	Set Up Financials/Supply Chain, Product Related, Assets, Reports, Asset Categories	RUN_AMAS1100
AMAS1600 Asset Warranties	Lists all of the warranties that are in place for a specified business unit as of a date that you select. (Crystal)	Asset Management, Insurance/Service/Repair, Reports, Warranties Report	RUN_AMAS1600
AMAS1700 Asset Licenses	Lists asset licenses. (Crystal)	Asset Management, Insurance/Service/Repair, Reports, License Information	RUN_AMAS1700
AMAS2000 Cost Activity	Sorts cost activity by ChartField, by Category, or by Account (SQR). Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2021 Cost Activity by Alt Account	Sorts cost activity by Alternate Account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2100 Asset Acquisitions by ChartField	Lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, Book and Report totals. (SQR)	Asset Management, Financial Reports, Asset Details, Asset Acquisitions	RUN_AMAS2100
AMAS2110 Asset Acquisitions by In Service Date	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, Financial Reports, Asset Details, Asset Acquisitions	RUN_AMAS2100
AMAS2200 Assets by Location	Lists information on assets by location. (SQR)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMAS2200
AMAS2210 Assets by Asset ID	Sorts assets by Asset ID. (SQR)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMAS2200
AMAS2300 Asset Transfers by ChartField	Lists asset transfers transactions ordered by ChartField. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Transfers	RUN_AMAS2300

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS2400 Asset Reclassifications	Lists asset recategorizations ordered by ChartField. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Reclassifications	RUN_AMAS2400
AMBU1000 Asset Management Units/Books	Lists 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	Lists all auto-retired assets. (SQR)	Asset Management, Financial Reports, Retirement, Auto-Retired Assets	RUN_AMRET001

Capital Acquisition Planning Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMCP2000 Capital Acquisition Plans	Lists capital acquisition planning information. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2010 Capital Acquisition Plans by Department	Lists capital acquisition planning by department. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2100 Capital Acquisition Planning Assets	Lists capital acquisitions planning by asset ID. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000

Depreciation Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2000 Depreciation Activity	Sorts cost activity by ChartField. (SQR), by Category, or by Account. Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2021 Depreciation Activity by Alternate Account	Sorts depreciation activity by alternate account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2100 Net Book Value	Sorts cost activity by ChartField, by Category, Location, or by Account (SQR). Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2121 Asset Net Book Value by Alternate Account	Sorts asset net book value information by alternate account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2150 Group Member Estimated NBV	Lists estimated depreciation accumulation of the member. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Group Member Estimated NBV	RUN_AMDP2150_RQST
AMDP2200 Depreciation by Period	Sorts assets by period depreciation at asset, category, department, book, or project levels. (SQR) Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2300 Depreciation by Fiscal Year	Sorts assets by fiscal year deqpreciation at asset, category, project, department, or book levels. (SQR) Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMGL1000 Crystal - AM to GL Reconciliation by ChartField	Reconciles AM to GL by ChartField. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMGL1010 Crystal - AM to GL Reconciliation by Category	Reconciles AM to GL by category. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMNB1000 Crystal - Asset NBV by ChartField	Sorts net book value by ChartField. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS

Report ID and Report Name	Description	Navigation	Run Control Page
AMNB1010 Crystal - Asset NBV by Category	Lists net book value related amounts sorted by category. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMNB1030 Crystal - Asset NBV by Location	Lists net book value related amounts sorted by location. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS

Account Activity Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS2030 Account Activity Summary - Cost	Lists cost and related transaction amounts per account with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2030 Account Activity Summary - Depreciation	Lists depreciation and related transaction amounts per account with Chartfields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2130 Account Activity Summary - Net Book Value	Lists cost balance, YTD, LTD, depreciation and NBV amount per account. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAS2031 AltAccount Activity Summary - Cost	Lists cost and related transaction amounts per account with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2031 AltAccount Activity Summary - Depreciation	Lists depreciation and related transaction amounts per account with ChartFields, book, and report totals.(SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2131 AltAccount Activity Summary - Net Book Value	Lists 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, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001

Accounting Entry Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAE1000 List of Accounting Entry Templates	Lists all accounting entry templates by category. (Crystal)	Set Up Financials/Supply Chain, Product Related, Asset Management, Reports, Accounting Entry Templates	RUN_AMAE1000
AMAE2100 Accounting Entry Detail	Lists accounting entry details. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Entry	RUN_AMAE2100
AMAE2101 Alternate Account Entry Detail	Retrieves 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	Lists cost and related transaction amounts per asset, with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2120 Accounting Entry Detail - Depreciation	Lists depreciation and related transaction amounts per asset, with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2130 Accounting Entry Detail - Net Book Value	Lists cost balance, YTD, and LTD depreciation and NBV amounts per asset. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2111 Alt Acct Entry Detail − All	Gather alternate account entry detail information. Lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2121 Alt Acct Entry Detail − Depr	Gather alternate account entry detail information. Lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2131 Alt Acct Entry Detail − NBV	Lists Cost Balance, YTD, and LTD Depreciation and NBV amount per asset. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001

Physical Inventory Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMPI2000 Physical Inventory Extract	Gathers PI extract data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000

Report ID and Report Name	Description	Navigation	Run Control Page
AMPI2100 Physical Inventory Scan Data	Gathers PI scan data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2200 Physical Inventory Results - INVENTORIED	Gathers PI inventoried results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2210 Physical Inventory Results - UNDER	Gathers PI unders results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2220 Physical Inventory Results - OVER	Gathers PI overs results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000

Lease Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMLE2000 Lease Summary Information	Lists lease summary information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2000
AMLE2100 Lease Detail Information	Lists lease detail information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2000
AMLE2200 Lease Amortization Schedule	Lists lease detail information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2200
AMLE2310 Lease Footnote Disclosure Summary	Lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Financial Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2300 Lease Footnote Disclosure Detail	Lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Financial Reports, Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2400 Lease Expiration	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, Financial Reports, Leased Assets, Lease Expiration	RUN_AMLE2400

Retirement Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMRT2000 Retirement by ChartField	Sorts retirement information by ChartField. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2010 Retirement by In Service Date	Lists retirement information with totals per in service year/period. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2100 Retirement Activity	Lists retirement related information. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Activity Report	RUN_AMRT2100
AMRT10AU Retirement Activity (Australia)	Lists retirement related information relevant to Australian Retirements. (SQR)	Asset Management, Financial Reports, Retirement, AUS − Retirement Activity Report	RUN_AMRT10AU
AMRT20AU Retirement Detail by ChartField (Australia)	Lists retirement related information relevant to Australian Retirements sorted by ChartField. (SQR)	Asset Management, Financial Reports, Retirement, AUS − Retirement Information Report	RUN_AMRT20AU
Reconciliation AM/BI AM/Billing Transaction Status	Create the Assets Pending to Bill and Invoiced report. Lists the status of the transactions sent to Billing.	Asset Management, Financial Reports, Retirement, AM/Billing Transaction Status	RUN_AMBI1000

U.S. Tax Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX3000 Tax Acquisitions	Lists acquisition information for tax purposes. (SQR) **Note.** This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3100 Tax Adjustments	Lists adjustment information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3200 Tax Retirements	Lists adjustment information for tax purposes. (SQR) This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3210 Tax Retirements - Capital Gains	Lists retirement capital gains information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3500 Tax Depreciation	Gathers depreciation information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX3610 Tax Depreciation for Current Year Assets	Similar to Tax Depreciation report, ordered by fiscal year/period or date range. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3620 Tax Depreciation for Prior Year Assets	Similar to Tax Depreciation report, ordered by fiscal year/period or date range. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3630 Tax Depreciation – Listed Property	Gathers depreciation information relevant to listed property. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3640 Generate Bonus Depreciation Tax Reports	This report is used in conjucntion with the bonus depreciation allowed per the U.S. Job Creation and Worker Assistance Act. Use to review bonus depreciation amounts for Non-Listed Property.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3650 Generate Bonus Depreciation Tax Reports	This report is used in conjucntion with the bonus depreciation allowed per the U.S. Job Creation and Worker Assistance Act. Use to review bonus depreciation amounts for Listed Property with business use over 50%.	Asset Management, Taxes, Reports, Gain/Loss	RUN_AMTX3000
AMTX4000 Alternative Minimum Tax (AMT)	Gathers alternative minimum tax information. (SQR) **Note.** This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4100 Adjusted Current Earnings Worksheet (ACE)	Lists adjusted current earnings information. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4200 40% Rule Analysis Report	Run to comply with the US Tax 40% Rule. (SQR) **Note.** If you add over 40% of your assets in the 4th quarter, you must update the convention from mid-year to mid-quarter under certain US requirements. This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, 40% Rule Analysis	RUN_AMTX4200
AMTX4300 AMT Retirements	Gathers alternative minimum tax information from retirements. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4400 ACE Retirements	Gathers adjusted current earnings information from retirements. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000

Global Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX10AU R&D Tax Deductions by Fiscal Year (Australia)	View the amount of research and development concessions that can be claimed. (SQR)	Asset Management, Taxes, Reports, RD Deductions AUS	RUN_AMTX10AU
AMTX20AU Tax Credits by Category (Australia)	Lists total tax credits by business unit. (SQR)	Asset Management, Taxes, Reports, Tax Credits AUS	RUN_AMTX20AU
AMRT10AU AUS Retirement Activity (Australia)	Lists retirement entries for a business unit and book. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Activity AUS	RUN_AMRT10AU
AMRT20AU Retirement Information AUS (Australia)	Lists assets that have been partially or fully retired in the periods specified for Australia. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information AUS	RUN_AMRT10AU
AMTX10CA CCA Year End Updates (Canada)	Creates and prints columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Financial Reports, Accounting Entries, CCA Year End CAN	RUN_AMTX10CA
AMTX11CA CCA Report	Creates and prints columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Financial Reports, Accounting Entries, CCA Year End CAN	RUN_AMTX10CA
AMTX30AU Tax CCP − AUS	Monitors CCP adjustments and the review process. (SQR)	Asset Management, Taxes, Reports, Tax CCP AUS	RUN_AMTX30AU
AMFR2121 French Net Book Value by Alternate Account	Similar to Asset Net Book Value by Alternate Account, listing French depreciation related information. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMFR2100 French Retirement Activity	Lists retirement related information relevant to French Retirements. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDE1000 Asset History Sheet by Category (Germany)	Shows the original asset cost beginning in year 2 of the asset's life.(Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1001 Asset History Sheet by Account (Germany)	Shows the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1002 Asset History Sheet Summary (Germany)	Shows the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDE1101 Depreciation History (Germany)	Lists chronological history of asset depreciation, including any extraordinary depreciation. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1102 Extraordinary Depreciation History (Germany)	Lists chronological detailed history of extraordinary asset depreciation. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE4001 Inventory Report (Detail Version)	Lists detailed information about assets within inventory. (Crystal)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMDE4001
AMDE4002 Physical Inventory List	Lists summarized information about assets within inventory. (Crystal)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMDE4001
AMDE5001 Reconciliation AP/AM (Germany)	Reconciles AP Asset Vouchers with AM asset transaction information. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Reconciliation AP/AM	RUN_AMDE5000
AMBT1000 Business Tax	Gathers business tax information on a specific account and location. (SQR)	Asset Management, Taxes, Reports, Business Tax	RUN_AMBT1000
AMBT1010 Business Tax by Alternate Account	Gathers business tax information on a specific alternate account and location. (SQR)	Asset Management, Taxes, Reports, Business Tax	RUN_AMBT1000
AMAD1000 Advanced Depreciation Amount	Obtains the advanced depreciation amount for the specified asset ID range. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMAD1010 Advanced Depreciation Reverse Amount	Obtains reversal amounts for the specified asset ID range. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMSP1000 Reserve Detail by Asset ID	Obtains reversal amounts for the specified Asset ID range. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1010 Reserve Summary by Category	Lists reserve amounts and details for fiscal years by asset ID. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1020 Reverse Detail by Asset ID	Lists reverse amounts and details for fiscal years by Asset ID. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1030 Reverse Summary by Category	Lists summarized reverse information by category. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000

Report ID and Report Name	Description	Navigation	Run Control Page
EU_2054 Statutory French report Depreciations 2054A & 2054B by Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x1 Statutory French report Depreciations 2054A & 2054B by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_2055A Statutory French report Depreciation 2055A & 2055B by Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x2 Statutory French report Depreciation 2055A by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x3 Statutory French report Depreciation 2055B by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
AMLT1000 Japanese Local Tax Roll	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1000
AMLT1100 Japanese Local Tax Increase All Asset List	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1100
AMLT1200 Japanese Local Tax Decrease All Asset List	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1100
AMNT1000 Japanese National Tax	List 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, Taxes, Reports, National Tax	RUN_AMNT1000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2500 Assets Register (ITA)	Run to comply with Italian article 16, D.P.R. 600/73. The fixed asset book lists information relevant to fixed assets. (SQR)	Asset Management, Financial Reports, Cost and Deprecaition, Assets Register (ITA)	RUN_AMDP2500
AMTX2000 Depreciation Balance IND	Calculate the annual tax depreciation balances for India.	Asset Management, Taxes, Reports, Depreciation Balance IND	RUN_AMTX2000
AMDP2510 Assets Register (IND)	Run to generate an historical record of assets over the fiscal year period to comply with The Indian Tax Depreciation Act (Indian Income Tax Act 1961). Can generate by business unit or tax/reporting entity.	Asset Management, Financial Reports, Cost and Depreciation, Assets Register (IND)	RUN_AMDP2510

Glossary of PeopleSoft Terms

absence entitlement This element defines 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 This element defines the conditions that must be met before a payee is entitled to take paid time off.

accounting class In PeopleSoft Enterprise Performance Management, the accounting class defines how a resource is treated for generally accepted accounting practices. The Inventory class indicates whether a resource becomes part of a balance sheet account, such as inventory or fixed assets, while the Non-inventory class indicates that the resource is treated as an expense of the period during which it occurs.

accounting date The accounting date indicates when a transaction is recognized, as opposed to the date the transaction actually occurred. The accounting date and transaction date 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.

accounting split The accounting split method indicates how expenses are allocated or divided among one or more sets of accounting ChartFields.

accumulator You use an accumulator to store cumulative values of defined items as they are processed. You can accumulate a single value over time or multiple values over time. 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 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 pay group to another—and a reason for that action. Action reasons are used by PeopleSoft Human Resources, PeopleSoft Benefits Administration, PeopleSoft Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Receivables, outlines a set of escalating actions that the system or user performs based on the period of time that a customer or item has been in an action plan for a specific condition.

activity In PeopleSoft Enterprise Learning Management, an instance of a catalog item (sometimes called a class) that is available for enrollment. The activity defines such things as the costs that are associated with the offering, enrollment limits and deadlines, and waitlisting capacities.

In PeopleSoft Enterprise Performance Management, the work of an organization and the aggregation of actions that are used for activity-based costing.

In PeopleSoft Project Costing, the unit of work that provides a further breakdown of projects—usually into specific tasks.

In PeopleSoft Workflow, a specific transaction that you might need to perform in a business process. Because it consists of the steps that are used to perform a transaction, it is also known as a step map.

agreement In PeopleSoft eSettlements, provides a way to group and specify processing options, such as payment terms, pay from a bank, and notifications by a buyer and supplier location combination.

allocation rule In PeopleSoft Enterprise Incentive Management, an expression within compensation plans that enables the system to assign transactions to nodes and participants. During transaction allocation, the allocation engine traverses the compensation structure from the current node to the root node, checking each node for plans that contain allocation rules.

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.

AR specialist Abbreviation for *receivables specialist.* In PeopleSoft Receivables, an individual in who tracks and resolves deductions and disputed items.

arbitration plan In PeopleSoft Enterprise Pricer, defines how price rules are to be applied to the base price when the transaction is priced.

assessment rule In PeopleSoft Receivables, a user-defined rule that the system uses to evaluate the condition of a customer's account or of individual items to determine whether to generate a follow-up action.

asset class An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

attribute/value pair In PeopleSoft Directory Interface, relates the data that makes up an entry in the directory information tree.

authentication server A server that is set up to verify users of the system.

base time period In PeopleSoft Business Planning, the lowest level time period in a calendar.

benchmark job In PeopleSoft Workforce Analytics, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.

book In PeopleSoft Asset Management, used for storing financial and tax information, such as costs, depreciation attributes, and retirement information on assets.

branch A tree node that rolls up to nodes above it in the hierarchy, as defined in PeopleSoft Tree Manager.

budgetary account only An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called "system-maintained account."

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 control In commitment control, budget control ensures that commitments and expenditures don't exceed budgets. It enables you to track transactions against corresponding budgets and terminate 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 period 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.

business event In PeopleSoft Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

	In PeopleSoft Sales Incentive Management, an original business transaction or activity that may justify the creation of a PeopleSoft Enterprise Incentive Management event (a sale, for example).
business unit	A corporation or a subset of a corporation that is independent with regard to one or more operational or accounting functions.
buyer	In PeopleSoft eSettlements, an organization (or business unit, as opposed to an individual) that transacts with suppliers (vendors) within the system. A buyer creates payments for purchases that are made in the system.
catalog item	In PeopleSoft Enterprise Learning Management, a specific topic that a learner can study and have tracked. For example, “Introduction to Microsoft Word.” A catalog item contains general information about the topic and includes a course code, description, categorization, keywords, and delivery methods. A catalog item can have one or more learning activities.
catalog map	In PeopleSoft Catalog Management, translates values from the catalog source data to the format of the company’s catalog.
catalog partner	In PeopleSoft Catalog Management, shares responsibility with the enterprise catalog manager for maintaining catalog content.
categorization	Associates partner offerings with catalog offerings and groups them into enterprise catalog categories.
channel	In PeopleSoft MultiChannel Framework, email, chat, voice (computer telephone integration [CTI]), or a generic event.
ChartField	A field that stores 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	You can require specific ChartFields to match up (balance) on the debit and the credit side of a transaction.
ChartField combination 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.
checkbook	In PeopleSoft Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.
Class ChartField	A ChartField value that identifies a unique appropriation budget key when you combine it with a fund, department ID, and program code, as well as a budget period. Formerly called *sub-classification.*
clone	In PeopleCode, to make a unique copy. In contrast, to *copy* may mean making a new reference to an object, so if the underlying object is changed, both the copy and the original change.
collection	To make a set of documents available for searching in Verity, you must first create at least one collection. 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 that match search criteria. A collection is a set of statistics and pointers to the source documents, stored in a proprietary format on a file server. Because a collection can only store information for a single location, PeopleSoft maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Receivables, a user-defined rule that defines actions to take for a customer based on both the amount and the number of days past due for outstanding balances.

compensation object In PeopleSoft Enterprise Incentive Management, a node within a compensation structure. Compensation objects are the building blocks that make up a compensation structure's hierarchical representation.

compensation structure In PeopleSoft Enterprise Incentive Management, a hierarchical relationship of compensation objects that represents the compensation-related relationship between the objects.

condition In PeopleSoft Receivables, occurs when there is a change of status for a customer's account, such as reaching a credit limit or exceeding a user-defined balance due.

configuration parameter catalog Used to configure an external system with PeopleSoft. For example, a configuration parameter catalog might set up configuration and communication parameters for an external server.

configuration plan In PeopleSoft Enterprise Incentive Management, configuration plans hold allocation information for common variables (not incentive rules) and are attached to a node without a participant. Configuration plans are not processed by transactions.

content reference Content references are pointers to content registered in the portal registry. These are typically either URLs or iScripts. Content references fall into three categories: target content, templates, and template pagelets.

context In PeopleCode, determines which buffer fields can be contextually referenced and which is the current row of data on each scroll level when a PeopleCode program is running.

In PeopleSoft Enterprise Incentive Management, a mechanism that is used to determine the scope of a processing run. PeopleSoft Enterprise Incentive Management uses three types of context: plan, period, and run-level.

control table Stores information that controls the processing of an application. This type of processing might be consistent throughout an organization, or it might be used only by portions of the organization for more limited sharing of data.

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 row A cost transaction and amount for a set of ChartFields.

current learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's in-progress learning activities and programs.

data acquisition In PeopleSoft Enterprise Incentive Management, the process during which raw business transactions are acquired from external source systems and fed into the operational data store (ODS).

data elements Data elements, at their simplest level, define a subset of data and the rules by which to group them.

For Workforce Analytics, data elements are rules that tell the system what measures to retrieve about your workforce groups.

dataset A data grouping that enables role-based filtering and distribution of data. You can limit the range and quantity of data that is displayed for a user by associating dataset rules with user roles. The result of dataset rules is a set of data that is appropriate for the user's roles.

delivery method In PeopleSoft Enterprise Learning Management, identifies the primary type of delivery method in which a particular learning activity is offered. Also provides default values for the learning activity, such as cost and language. This is primarily used to help learners search the catalog for the type of delivery from which they learn best. Because PeopleSoft Enterprise Learning Management is a blended learning system, it does not enforce the delivery method.

In PeopleSoft Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, rail, and so on). The delivery method is specified when creating shipment schedules.

delivery method type In PeopleSoft Enterprise Learning Management, identifies how learning activities can be delivered—for example, through online learning, classroom instruction, seminars, books, and so forth—in an organization. The type determines whether the delivery method includes scheduled components.

directory information tree In PeopleSoft Directory Interface, the representation of a directory's hierarchical structure.

document sequencing A flexible method that sequentially numbers the financial transactions (for example, bills, purchase orders, invoices, and payments) in the system for statutory reporting and for tracking commercial transaction activity.

dynamic detail tree A tree that takes its detail values—dynamic details—directly from a table in the database, rather than from a range of values that are entered by the user.

edit table A table in 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.

effective date A method of dating information in PeopleSoft applications. 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. By using effective dates, you don't delete values; you enter a new value with a current effective date.

EIM ledger Abbreviation for *Enterprise Incentive Management ledger.* In PeopleSoft Enterprise Incentive Management, an object to handle incremental result gathering within the scope of a participant. The ledger captures a result set with all of the appropriate traces to the data origin and to the processing steps of which it is a result.

elimination set In PeopleSoft General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft General Ledger, Receivables, Payables, Purchasing, and Billing, a business process that generates multiple debits and credits resulting from single transactions to produce standard, supplemental accounting entries.

equitization In PeopleSoft General Ledger, a business 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.

event A predefined point either in the Component Processor flow or in the program flow. As each point is encountered, the event activates each component, triggering any PeopleCode program that is associated with that component and that event. Examples of events are FieldChange, SavePreChange, and RowDelete.

In PeopleSoft Human Resources, also refers to an incident that affects benefits eligibility.

event propagation process In PeopleSoft Sales Incentive Management, a process that determines, through logic, the propagation of an original PeopleSoft Enterprise Incentive Management event and creates a derivative (duplicate) of the original event to be processed by other objects.

	Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.
exception	In PeopleSoft Receivables, an item that either is a deduction or is in dispute.
exclusive pricing	In PeopleSoft Order Management, a type of arbitration plan that is associated with a price rule. Exclusive pricing is used to price sales order transactions.
fact	In PeopleSoft applications, 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.
forecast item	A logical entity with a unique set of descriptive demand and forecast data that is used as the basis to forecast demand. You create forecast items for a wide range of uses, but they ultimately represent things that you buy, sell, or use in your organization and for which you require a predictable usage.
fund	In PeopleSoft Promotions Management, a budget that can be used to fund promotional activity. There are four funding methods: top down, fixed accrual, rolling accrual, and zero-based accrual.
generic process type	In PeopleSoft 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 and SQR report.
group	In PeopleSoft Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs). In PeopleSoft Human Resources Management and Supply Chain Management, any set of records that are associated under a single name or variable to run calculations in PeopleSoft business processes. In PeopleSoft Time and Labor, for example, employees are placed in groups for time reporting purposes.
incentive object	In PeopleSoft Enterprise Incentive Management, the incentive-related objects that define and support the PeopleSoft Enterprise Incentive Management calculation process and results, such as plan templates, plans, results data, user interaction objects, and so on.
incentive rule	In PeopleSoft Sales Incentive Management, the commands that act on transactions and turn them into compensation. A rule is one part in the process of turning a transaction into compensation.
incur	In PeopleSoft Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.
item	In PeopleSoft Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse). In PeopleSoft Demand Planning, Inventory Policy Planning, and Supply Planning, a noninventory item that is 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 (BOM) or planning routing, and it can exist as a component on a planning BOM. A planning item cannot be specified on a production or engineering BOM or routing, and it cannot be used as a component in a production. The quantity on hand will never be maintained. In PeopleSoft Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.
KPI	An abbreviation for *key performance indicator.* A high-level measurement of how well an organization is doing in achieving critical success factors. This defines the data value or calculation upon which an assessment is determined.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft data and directory data.

learner group In PeopleSoft Enterprise Learning Management, a group of learners who are linked to the same learning environment. Members of the learner group can share the same attributes, such as the same department or job code. Learner groups are used to control access to and enrollment in learning activities and programs. They are also used to perform group enrollments and mass enrollments in the back office.

learning components In PeopleSoft Enterprise Learning Management, the foundational building blocks of learning activities. PeopleSoft Enterprise Learning Management supports six basic types of learning components: web-based, session, webcast, test, survey, and assignment. One or more of these learning component types compose a single learning activity.

learning environment In PeopleSoft Enterprise Learning Management, identifies a set of categories and catalog items that can be made available to learner groups. Also defines the default values that are assigned to the learning activities and programs that are created within a particular learning environment. Learning environments provide a way to partition the catalog so that learners see only those items that are relevant to them.

learning history In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's completed learning activities and programs.

ledger mapping You use ledger mapping to relate expense data from 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 PeopleSoft Enterprise Warehouse, you can map general ledger accounts to the EW Ledger table.

library section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan (or template) and that is available for other plans to share. Changes to a library section are reflected in all plans that use it.

linked section In PeopleSoft Enterprise Incentive Management, a section that is defined in a plan template but appears in a plan. Changes to linked sections propagate to plans using that section.

linked variable In PeopleSoft Enterprise Incentive Management, a variable that is defined and maintained in a plan template and that also appears in a plan. Changes to linked variables propagate to plans using that variable.

load In PeopleSoft Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft HRMS, the set of information that is available for a specific country. You can access this information when you click the appropriate country flag in the global window, or when you access it by a local country menu.

location Locations enable you to indicate the different types of addresses—for a company, for example, one address to receive bills, another for shipping, a third for postal deliveries, and a separate street address. Each address has a different location number. The primary location—indicated by a *1*—is the address you use most often and may be different from the main address.

logistical task In PeopleSoft Services Procurement, an administrative task that is related to hiring a service provider. Logistical tasks are linked to the service type on the work order so that different types of services can have different logistical tasks. Logistical tasks include both preapproval tasks (such as assigning a new badge or ordering a new

	laptop) and postapproval tasks (such as scheduling orientation or setting up the service provider email). The logistical tasks can be mandatory or optional. Mandatory preapproval tasks must be completed before the work order is approved. Mandatory postapproval tasks, on the other hand, must be completed before a work order is released to a service provider.
market template	In PeopleSoft Enterprise Incentive Management, additional functionality that is specific to a given market or industry and is built on top of a product category.
match group	In PeopleSoft Receivables, a group of receivables items and matching offset items. The system creates match groups by using user-defined matching criteria for selected field values.
MCF server	Abbreviation for *PeopleSoft MultiChannel Framework server.* Comprises the universal queue server and the MCF log server. Both processes are started when *MCF Servers* is selected in an application server domain configuration.
merchandising activity	In PeopleSoft Promotions Management, a specific discount type that is associated with a trade promotion (such as off-invoice, billback or rebate, or lump-sum payment) that defines the performance that is required to receive the discount. In the industry, you may know this as an offer, a discount, a merchandising event, an event, or a tactic.
meta-SQL	Meta-SQL constructs expand into platform-specific Structured Query Language (SQL) substrings. They are used in functions that pass SQL strings, such as in SQL objects, the SQLExec function, and PeopleSoft Application Engine programs.
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.
multibook	In PeopleSoft General Ledger, multiple ledgers having multiple-base currencies that are defined for a business unit, with the option to post a single transaction to all base currencies (all ledgers) or to only one of those base currencies (ledgers).
multicurrency	The ability to process transactions in a currency other than the business unit's base currency.
national allowance	In PeopleSoft Promotions Management, a promotion at the corporate level that is funded by nondiscretionary dollars. In the industry, you may know this as a national promotion, a corporate promotion, or a corporate discount.
node-oriented tree	A tree that is based on a detail structure, but the detail values are not used.
pagelet	Each block of content on the home page is called a pagelet. These pagelets display summary information within a small rectangular area on the page. The pagelet provide users with a snapshot of their most relevant PeopleSoft and non-PeopleSoft content.
participant	In PeopleSoft Enterprise Incentive Management, participants are recipients of the incentive compensation calculation process.
participant object	Each participant object may be related to one or more compensation objects. See also *compensation object.*
partner	A company that supplies products or services that are resold or purchased by the enterprise.
pay cycle	In PeopleSoft Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.
pending item	In PeopleSoft Receivables, an individual receivable (such as an invoice, a credit memo, or a write-off) that has been entered in or created by the system, but hasn't been posted.

PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft application processor. PeopleCode generates results based upon existing data or user actions. By using business interlink objects, external services are available to all PeopleSoft applications wherever PeopleCode can be executed.

PeopleCode event An action that a user takes upon an object, usually a record field, that is referenced within a PeopleSoft page.

PeopleSoft Internet Architecture The fundamental architecture on which PeopleSoft 8 applications are constructed, consisting of a relational database management system (RDBMS), an application server, a web server, and a browser.

performance measurement In PeopleSoft Enterprise Incentive Management, a variable used to store data (similar to an aggregator, but without a predefined formula) within the scope of an incentive plan. Performance measures are associated with a plan calendar, territory, and participant. Performance measurements are used for quota calculation and reporting.

period context In PeopleSoft Enterprise Incentive Management, because a participant typically uses the same compensation plan for multiple periods, the period context associates a plan context with a specific calendar period and fiscal year. The period context references the associated plan context, thus forming a chain. Each plan context has a corresponding set of period contexts.

plan In PeopleSoft Sales Incentive Management, a collection of allocation rules, variables, steps, sections, and incentive rules that instruct the PeopleSoft Enterprise Incentive Management engine in how to process transactions.

plan context In PeopleSoft Enterprise Incentive Management, correlates a participant with the compensation plan and node to which the participant is assigned, enabling the PeopleSoft Enterprise Incentive Management system to find anything that is associated with the node and that is required to perform compensation processing. Each participant, node, and plan combination represents a unique plan context—if three participants are on a compensation structure, each has a different plan context. Configuration plans are identified by plan contexts and are associated with the participants that refer to them.

plan template In PeopleSoft Enterprise Incentive Management, the base from which a plan is created. A plan template contains common sections and variables that are inherited by all plans that are created from the template. A template may contain steps and sections that are not visible in the plan definition.

planned learning In PeopleSoft Enterprise Learning Management, a self-service repository for all of a learner's planned learning activities and programs.

planning instance In PeopleSoft Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

portal registry In PeopleSoft applications, 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.

price list In PeopleSoft Enterprise Pricer, enables you to select products and conditions for which the price list applies to a transaction. During a transaction, the system either determines the product price based on the predefined search hierarchy for the transaction or uses the product's lowest price on any associated, active price lists. This price is used as the basis for any further discounts and surcharges.

price rule In PeopleSoft Enterprise Pricer, defines the conditions that must be met for adjustments to be applied to the base price. Multiple rules can apply when conditions of each rule are met.

price rule condition In PeopleSoft Enterprise Pricer, selects the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields are related to the transaction.

price rule key In PeopleSoft Enterprise Pricer, defines the fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.

process category In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.

process group In PeopleSoft Financials, a group of application processes (performed in a defined order) that users can initiate in real time, directly from a transaction entry page.

process definition Process definitions define each run request.

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 You can link process definitions into a job request and process each request serially or in parallel. You can also initiate subsequent processes based on the return code from each prior request.

process request A single run request, such as a Structured Query Report (SQR), a COBOL or Application Engine program, or a Crystal report that you run through PeopleSoft Process Scheduler.

process run control A PeopleTools variable used to retain PeopleSoft Process Scheduler values needed at runtime for all requests that reference a run control ID. Do not confuse these 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.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

programs In PeopleSoft Enterprise Learning Management, a high-level grouping that guides the learner along a specific learning path through sections of catalog items. PeopleSoft Enterprise Learning Systems provides two types of programs—curricula and certifications.

progress log In PeopleSoft Services Procurement, tracks deliverable-based projects. This is similar to the time sheet in function and process. The service provider contact uses the progress log to record and submit progress on deliverables. The progress can be logged by the activity that is performed, by the percentage of work that is completed, or by the completion of milestone activities that are defined for the project.

project transaction In PeopleSoft Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

record group A set of logically and functionally related control tables and views. Record groups help enable TableSet sharing, which eliminates redundant data entry. Record groups ensure that TableSet sharing is applied consistently across all related tables and views.

record input VAT flag Abbreviation for *record input value-added tax 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 tracked on a transaction, this flag is set to Yes. This flag is not used in PeopleSoft Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Expenses, where it is assumed that you are always recording only input VAT.
record output VAT flag	Abbreviation for *record output value-added tax flag*. See *record input VAT flag*.
reference data	In PeopleSoft Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, channels, and so on.
reference object	In PeopleSoft Enterprise Incentive Management, this dimension-type object further defines the business. Reference objects can have their own hierarchy (for example, product tree, customer tree, industry tree, and geography tree).
reference transaction	In 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.
regional sourcing	In PeopleSoft Purchasing, provides the infrastructure to maintain, display, and select an appropriate vendor and vendor pricing structure that is based on a regional sourcing model where the multiple ship to locations are grouped. Sourcing may occur at a level higher than the ship to location.
relationship object	In PeopleSoft Enterprise Incentive Management, these objects further define a compensation structure to resolve transactions by establishing associations between compensation objects and business objects.
remote data source data	Data that is extracted from a separate database and migrated into the local database.
REN server	Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.
requester	In PeopleSoft eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.
role	Describes how people fit into PeopleSoft 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.
role user	A PeopleSoft Workflow user. A person's role user ID serves much the same purpose as a user ID does in other parts of the system. PeopleSoft Workflow uses role user IDs to determine how to route worklist items to users (through an email address, for example) and to track the roles that users play in the workflow. Role users do not need PeopleSoft user IDs.
roll up	In a tree, to roll up is to total sums based on the information hierarchy.
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 a program that manipulates data.
run control ID	A unique ID to associate each user with his or her own run control table entries.

run-level context In PeopleSoft Enterprise Incentive Management, associates a particular run (and batch ID) with a period context and plan context. Every plan context that participates in a run has a separate run-level context. Because a run cannot span periods, only one run-level context is associated with each plan context.

search query You use this set of objects to pass a query string and operators to the search engine. The search index returns a set of matching results with keys to the source documents.

section In PeopleSoft Enterprise Incentive Management, a collection of incentive rules that operate on transactions of a specific type. Sections enable plans to be segmented to process logical events in different sections.

security event In commitment control, security events trigger security authorization checking, such as budget entries, transfers, and adjustments; exception overrides and notifications; and inquiries.

serial genealogy In PeopleSoft Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

session In PeopleSoft Enterprise Learning Management, a single meeting day of an activity (that is, the period of time between start and finish times within a day). The session stores the specific date, location, meeting time, and instructor. Sessions are used for scheduled training.

session template In PeopleSoft Enterprise Learning Management, enables you to set up common activity characteristics that may be reused while scheduling a PeopleSoft Enterprise Learning Management activity—characteristics such as days of the week, start and end times, facility and room assignments, instructors, and equipment. A session pattern template can be attached to an activity that is being scheduled. Attaching a template to an activity causes all of the default template information to populate the activity session pattern.

setup relationship In PeopleSoft Enterprise Incentive Management, a relationship object type that associates a configuration plan with any structure node.

share driver expression In PeopleSoft Business Planning, a named planning method similar to a driver expression, but which you can set up globally for shared use within a single planning application or to be shared between multiple planning applications through PeopleSoft Enterprise Warehouse.

single signon With single signon, users can, after being authenticated by a PeopleSoft application server, access a second PeopleSoft application server without entering a user ID or password.

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.

SpeedChart A user-defined shorthand key that designates 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.

staging A method of consolidating selected partner offerings with the offerings from the enterprise’s other partners.

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 In PeopleSoft Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Inventory, identifies the level of a material storage location. Material storage locations are made up of a business unit, a storage area, and a storage level. You can set up to four storage levels.

subcustomer qualifier A value that groups customers into a division for which you can generate detailed history, aging, events, and profiles.

Summary ChartField You use summary ChartFields to create 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 ledger An accounting feature used primarily in allocations, inquiries, and PS/nVision reporting to store combined account balances from detail ledgers. Summary ledgers increase 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 time period In PeopleSoft Business Planning, any time period (other than a base time period) that is an aggregate of other time periods, including other summary time periods and base time periods, such as quarter and year total.

summary tree A tree used to roll up accounts for each type of report in summary ledgers. 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.

syndicate To distribute a production version of the enterprise catalog to partners.

system function In PeopleSoft Receivables, an activity that defines how the system generates accounting entries for the general ledger.

TableSet A means of sharing similar sets of values in control tables, where the actual data values are different but the structure of the tables is the same.

TableSet sharing Shared data that is stored in many tables that are based on the same TableSets. Tables that use TableSet sharing contain the SETID field as an additional key or unique identifier.

target currency The value of the entry currency or currencies converted to a single currency for budget viewing and inquiry purposes.

template A template is HTML code associated with a web page. It defines the layout of the page and also where to get HTML for each part of the page. In PeopleSoft, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

territory In PeopleSoft Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

TimeSpan A relative period, 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.
trace usage	In PeopleSoft Manufacturing, enables the control of which components will be traced during the manufacturing process. Serial- and lot-controlled components can be traced. This is maintained in the Item Master record.
transaction allocation	In PeopleSoft Enterprise Incentive Management, the process of identifying the owner of a transaction. When a raw transaction from a batch is allocated to a plan context, the transaction is duplicated in the PeopleSoft Enterprise Incentive Management transaction tables.
transaction state	In PeopleSoft Enterprise Incentive Management, a value assigned by an incentive rule to a transaction. Transaction states enable sections to process only transactions that are at a specific stage in system processing. After being successfully processed, transactions may be promoted to the next transaction state and "picked up" by a different section for further processing.
Translate table	A system edit table that stores codes and translate values for the miscellaneous fields in the database that do not warrant individual edit tables of their own.
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.
unclaimed transaction	In PeopleSoft Enterprise Incentive Management, a transaction that is not claimed by a node or participant after the allocation process has completed, usually due to missing or incomplete data. Unclaimed transactions may be manually assigned to the appropriate node or participant by a compensation administrator.
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.
user interaction object	In PeopleSoft Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All Sales Incentive Management user interface objects and reports are registered as user interaction objects. User interaction objects can be linked to a compensation structure node through a compensation relationship object (individually or as groups).
variable	In PeopleSoft Sales Incentive Management, the intermediate results of calculations. Variables hold the calculation results and are then inputs to other calculations. Variables can be plan variables that persist beyond the run of an engine or local variables that exist only during the processing of a section.
VAT exception	Abbreviation for *value-added tax exception.* A temporary or permanent exemption from paying VAT that is granted to an organization. This terms refers to both VAT exoneration and VAT suspension.
VAT exempt	Abbreviation for *value-added tax exempt.* Describes goods and services that are not subject to VAT. Organizations that supply exempt goods or services are unable to recover the related input VAT. This is also referred to as exempt without recovery.
VAT exoneration	Abbreviation for *value-added tax exoneration.* An organization that has been granted a permanent exemption from paying VAT due to the nature of that organization.
VAT suspension	Abbreviation for *value-added tax suspension.* An organization that has been granted a temporary exemption from paying VAT.
warehouse	A PeopleSoft data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.

work order In PeopleSoft Services Procurement, enables an enterprise to create resource-based and deliverable-based transactions that specify the basic terms and conditions for hiring a specific service provider. When a service provider is hired, the service provider logs time or progress against the work order.

worksheet A way of presenting data through a PeopleSoft Business Analysis Modeler interface that enables users to do in-depth analysis using pivoting tables, charts, notes, and history information.

worklist The automated to-do list that PeopleSoft 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.

XML schema An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.

yield by operation In PeopleSoft Manufacturing, the ability to plan the loss of a manufactured item on an operation-by-operation basis.

zero-rated VAT Abbreviation for *zero-rated value-added tax.* 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. Organizations that supply zero-rated goods and services can still recover the related input VAT. This is also referred to as exempt with recovery.

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PeopleSoft®

PeopleSoft Asset Management 8.8 Reports

December 2003

PeopleSoft Asset Management 8.8 Reports
SKU FSCM88AMP-R 1203
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About This PeopleBook

PeopleBooks provide you with the information that you need to implement and use PeopleSoft applications.

This preface discusses:

- Related documentation.
- Comments and suggestions.

Related Documentation

This section discusses how to:

- Obtain documentation updates.
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While we cannot guarantee to answer every email message, we will pay careful attention to your comments and suggestions.

CHAPTER 1

PeopleSoft Asset Management Reports

This appendix provides an overview of PeopleSoft Asset Management reports, lists common elements, and enables you to:

- View summary tables of all reports.
- View report details and tables accessed.

Note. For samples of these reports, see the Portable Document Format (PDF) fields that are published on CD-ROM with your documentation.

PeopleSoft Asset Management Reports: A to Z

These tables list the PeopleSoft Asset Management reports, sorted alphanumerically by report ID. If you need more information about a report, refer to the report details at the end of this appendix.

This section discusses:

- Transaction reports.
- Capital acquisition planning reports.
- Depreciation reports.
- Account activity reports.
- Accounting entry reports.
- Physical inventory reports.
- Lease reports.
- Retirement reports.
- U.S. tax reports.
- Global reports.

Transaction Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS1100 Asset Categories	Lists Asset Categories (Crystal)	Set Up Financials/Supply Chain, Product Related, Assets, Reports, Asset Categories	RUN_AMAS1100
AMAS1600 Asset Warranties	Lists all of the warranties that are in place for a specified business unit as of a date that you select. (Crystal)	Asset Management, Insurance/Service/Repair, Reports, Warranties Report	RUN_AMAS1600
AMAS1700 Asset Licenses	Lists asset licenses. (Crystal)	Asset Management, Insurance/Service/Repair, Reports, License Information	RUN_AMAS1700
AMAS2000 Cost Activity	Sorts cost activity by ChartField, by Category, or by Account (SQR). Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2021 Cost Activity by Alt Account	Sorts cost activity by Alternate Account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Cost Activity Report	RUN_AMAS2000
AMAS2100 Asset Acquisitions by ChartField	Lists asset information and also includes Cost, LTD and YTD Depreciation and Net Book Value with ChartField, Book and Report totals. (SQR)	Asset Management, Financial Reports, Asset Details, Asset Acquisitions	RUN_AMAS2100
AMAS2110 Asset Acquisitions by In Service Date	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, Financial Reports, Asset Details, Asset Acquisitions	RUN_AMAS2100
AMAS2200 Assets by Location	Lists information on assets by location. (SQR)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMAS2200
AMAS2210 Assets by Asset ID	Sorts assets by Asset ID. (SQR)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMAS2200
AMAS2300 Asset Transfers by ChartField	Lists asset transfers transactions ordered by ChartField. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Transfers	RUN_AMAS2300

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS2400 Asset Reclassifications	Lists asset recategorizations ordered by ChartField. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Reclassifications	RUN_AMAS2400
AMBU1000 Asset Management Units/Books	Lists 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	Lists all auto-retired assets. (SQR)	Asset Management, Financial Reports, Retirement, Auto-Retired Assets	RUN_AMRET001

Capital Acquisition Planning Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMCP2000 Capital Acquisition Plans	Lists capital acquisition planning information. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2010 Capital Acquisition Plans by Department	Lists capital acquisition planning by department. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000
AMCP2100 Capital Acquisition Planning Assets	Lists capital acquisitions planning by asset ID. (SQR)	Asset Management, Financial Management, Capital Acquisition Planning, Run Report	RUN_AMCP2000

Depreciation Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2000 Depreciation Activity	Sorts cost activity by ChartField. (SQR), by Category, or by Account. Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000
AMDP2021 Depreciation Activity by Alternate Account	Sorts depreciation activity by alternate account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Depreciation Activity	RUN_AMDP2000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2100 Net Book Value	Sorts cost activity by ChartField, by Category, Location, or by Account (SQR). Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2121 Asset Net Book Value by Alternate Account	Sorts asset net book value information by alternate account. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDP2150 Group Member Estimated NBV	Lists estimated depreciation accumulation of the member. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Group Member Estimated NBV	RUN_AMDP2150_RQST
AMDP2200 Depreciation by Period	Sorts assets by period depreciation at asset, category, department, book, or project levels. (SQR) Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Period	RUN_AMDP2200
AMDP2300 Depreciation by Fiscal Year	Sorts assets by fiscal year deqpreciation at asset, category, project, department, or book levels. (SQR) Use the PeopleSoft Asset Management report formatting features to include/exclude data and append suffixes to identify report types.	Asset Management, Financial Reports, Cost and Depreciation, Depreciation by Fiscal Year	RUN_AMDP2300
AMGL1000 Crystal - AM to GL Reconciliation by ChartField	Reconciles AM to GL by ChartField. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMGL1010 Crystal - AM to GL Reconciliation by Category	Reconciles AM to GL by category. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMNB1000 Crystal - Asset NBV by ChartField	Sorts net book value by ChartField. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS

Report ID and Report Name	Description	Navigation	Run Control Page
AMNB1010 Crystal - Asset NBV by Category	Lists net book value related amounts sorted by category. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS
AMNB1030 Crystal - Asset NBV by Location	Lists net book value related amounts sorted by location. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, AM/GL and NBV Reports	RUN_RPT_TBLS_REPS

Account Activity Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAS2030 Account Activity Summary - Cost	Lists cost and related transaction amounts per account with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2030 Account Activity Summary - Depreciation	Lists depreciation and related transaction amounts per account with Chartfields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMDP2130 Account Activity Summary - Net Book Value	Lists cost balance, YTD, LTD, depreciation and NBV amount per account. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAS2031 AltAccount Activity Summary - Cost	Lists cost and related transaction amounts per account with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2031 AltAccount Activity Summary - Depreciation	Lists depreciation and related transaction amounts per account with ChartFields, book, and report totals.(SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001
AMDP2131 AltAccount Activity Summary - Net Book Value	Lists 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, Financial Reports, Accounting Entries, Alt Accounting Entry Detail	RUN_AMAE2001

Accounting Entry Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMAE1000 List of Accounting Entry Templates	Lists all accounting entry templates by category. (Crystal)	Set Up Financials/Supply Chain, Product Related, Asset Management, Reports, Accounting Entry Templates	RUN_AMAE1000
AMAE2100 Accounting Entry Detail	Lists accounting entry details. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Entry	RUN_AMAE2100
AMAE2101 Alternate Account Entry Detail	Retrieves 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	Lists cost and related transaction amounts per asset, with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2120 Accounting Entry Detail - Depreciation	Lists depreciation and related transaction amounts per asset, with ChartFields, book, and report totals. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2130 Accounting Entry Detail - Net Book Value	Lists cost balance, YTD, and LTD depreciation and NBV amounts per asset. (SQR)	Asset Management, Financial Reports, Accounting Entries, Account Activity Summary	RUN_AMAE2000
AMAE2111 Alt Acct Entry Detail − All	Gather alternate account entry detail information. Lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2121 Alt Acct Entry Detail − Depr	Gather alternate account entry detail information. Lists cost beginning and ending balance with related transaction amounts. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001
AMAE2131 Alt Acct Entry Detail − NBV	Lists Cost Balance, YTD, and LTD Depreciation and NBV amount per asset. (SQR)	Asset Management, Financial Reports, Accounting Entries, Alt Account Entry Detail	RUN_AMAE2001

Physical Inventory Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMPI2000 Physical Inventory Extract	Gathers PI extract data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000

Report ID and Report Name	Description	Navigation	Run Control Page
AMPI2100 Physical Inventory Scan Data	Gathers PI scan data. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2200 Physical Inventory Results - INVENTORIED	Gathers PI inventoried results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2210 Physical Inventory Results - UNDER	Gathers PI unders results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000
AMPI2220 Physical Inventory Results - OVER	Gathers PI overs results. (SQR)	Asset Management, Physical Inventory, Run Physical Inventory Reports	RUN_AMPI2000

Lease Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMLE2000 Lease Summary Information	Lists lease summary information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2000
AMLE2100 Lease Detail Information	Lists lease detail information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2000
AMLE2200 Lease Amortization Schedule	Lists lease detail information. (SQR)	Asset Management, Financial Reports, Leased Assets, Summary or Detail	RUN_AMLE2200
AMLE2310 Lease Footnote Disclosure Summary	Lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Financial Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2300 Lease Footnote Disclosure Detail	Lists all outstanding lease commitments for five years and provides the monthly lease payment and yearly totals. (SQR)	Asset Management, Financial Reports, Reports, Leased Assets, Lease Footnote Disclosure	RUN_AMLE2300
AMLE2400 Lease Expiration	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, Financial Reports, Leased Assets, Lease Expiration	RUN_AMLE2400

Retirement Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMRT2000 Retirement by ChartField	Sorts retirement information by ChartField. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2010 Retirement by In Service Date	Lists retirement information with totals per in service year/period. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information Report	RUN_AMRT2000
AMRT2100 Retirement Activity	Lists retirement related information. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Activity Report	RUN_AMRT2100
AMRT10AU Retirement Activity (Australia)	Lists retirement related information relevant to Australian Retirements. (SQR)	Asset Management, Financial Reports, Retirement, AUS − Retirement Activity Report	RUN_AMRT10AU
AMRT20AU Retirement Detail by ChartField (Australia)	Lists retirement related information relevant to Australian Retirements sorted by ChartField. (SQR)	Asset Management, Financial Reports, Retirement, AUS − Retirement Information Report	RUN_AMRT20AU
Reconciliation AM/BI AM/Billing Transaction Status	Create the Assets Pending to Bill and Invoiced report. Lists the status of the transactions sent to Billing.	Asset Management, Financial Reports, Retirement, AM/Billing Transaction Status	RUN_AMBI1000

U.S. Tax Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX3000 Tax Acquisitions	Lists acquisition information for tax purposes. (SQR) **Note.** This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3100 Tax Adjustments	Lists adjustment information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3200 Tax Retirements	Lists adjustment information for tax purposes. (SQR) This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3210 Tax Retirements - Capital Gains	Lists retirement capital gains information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3500 Tax Depreciation	Gathers depreciation information for tax purposes. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX3610 Tax Depreciation for Current Year Assets	Similar to Tax Depreciation report, ordered by fiscal year/period or date range. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3620 Tax Depreciation for Prior Year Assets	Similar to Tax Depreciation report, ordered by fiscal year/period or date range. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3630 Tax Depreciation – Listed Property	Gathers depreciation information relevant to listed property. (SQR)	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3640 Generate Bonus Depreciation Tax Reports	This report is used in conjucntion with the bonus depreciation allowed per the U.S. Job Creation and Worker Assistance Act. Use to review bonus depreciation amounts for Non-Listed Property.	Asset Management, Taxes, Reports, Gain/Loss Report	RUN_AMTX3000
AMTX3650 Generate Bonus Depreciation Tax Reports	This report is used in conjucntion with the bonus depreciation allowed per the U.S. Job Creation and Worker Assistance Act. Use to review bonus depreciation amounts for Listed Property with business use over 50%.	Asset Management, Taxes, Reports, Gain/Loss	RUN_AMTX3000
AMTX4000 Alternative Minimum Tax (AMT)	Gathers alternative minimum tax information. (SQR) **Note.** This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4100 Adjusted Current Earnings Worksheet (ACE)	Lists adjusted current earnings information. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4200 40% Rule Analysis Report	Run to comply with the US Tax 40% Rule. (SQR) **Note.** If you add over 40% of your assets in the 4th quarter, you must update the convention from mid-year to mid-quarter under certain US requirements. This report can be run in detail or summary mode.	Asset Management, Taxes, Reports, 40% Rule Analysis	RUN_AMTX4200
AMTX4300 AMT Retirements	Gathers alternative minimum tax information from retirements. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000
AMTX4400 ACE Retirements	Gathers adjusted current earnings information from retirements. (SQR)	Asset Management, Taxes, Reports, Tax AMT/ACE USA	RUN_AMTX4000

Global Reports

Report ID and Report Name	Description	Navigation	Run Control Page
AMTX10AU R&D Tax Deductions by Fiscal Year (Australia)	View the amount of research and development concessions that can be claimed. (SQR)	Asset Management, Taxes, Reports, RD Deductions AUS	RUN_AMTX10AU
AMTX20AU Tax Credits by Category (Australia)	Lists total tax credits by business unit. (SQR)	Asset Management, Taxes, Reports, Tax Credits AUS	RUN_AMTX20AU
AMRT10AU AUS Retirement Activity (Australia)	Lists retirement entries for a business unit and book. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Activity AUS	RUN_AMRT10AU
AMRT20AU Retirement Information AUS (Australia)	Lists assets that have been partially or fully retired in the periods specified for Australia. (SQR)	Asset Management, Financial Reports, Retirement, Retirement Information AUS	RUN_AMRT10AU
AMTX10CA CCA Year End Updates (Canada)	Creates and prints columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Financial Reports, Accounting Entries, CCA Year End CAN	RUN_AMTX10CA
AMTX11CA CCA Report	Creates and prints columns of information required by Revenue Canada and CCA year end results. (Crystal)	Asset Management, Financial Reports, Accounting Entries, CCA Year End CAN	RUN_AMTX10CA
AMTX30AU Tax CCP − AUS	Monitors CCP adjustments and the review process. (SQR)	Asset Management, Taxes, Reports, Tax CCP AUS	RUN_AMTX30AU
AMFR2121 French Net Book Value by Alternate Account	Similar to Asset Net Book Value by Alternate Account, listing French depreciation related information. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMFR2100 French Retirement Activity	Lists retirement related information relevant to French Retirements. (SQR)	Asset Management, Financial Reports, Cost and Depreciation, Asset Net Book Value	RUN_AMDP2100
AMDE1000 Asset History Sheet by Category (Germany)	Shows the original asset cost beginning in year 2 of the asset's life.(Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1001 Asset History Sheet by Account (Germany)	Shows the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1002 Asset History Sheet Summary (Germany)	Shows the original Asset Cost beginning in year 2 of the asset's life. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDE1101 Depreciation History (Germany)	Lists chronological history of asset depreciation, including any extraordinary depreciation. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE1102 Extraordinary Depreciation History (Germany)	Lists chronological detailed history of extraordinary asset depreciation. (Crystal)	Asset Management, Financial Reports, Asset Details, History, Asset History Reports	RUN_AMDE1000
AMDE4001 Inventory Report (Detail Version)	Lists detailed information about assets within inventory. (Crystal)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMDE4001
AMDE4002 Physical Inventory List	Lists summarized information about assets within inventory. (Crystal)	Asset Management, Financial Reports, Asset Details, By Location	RUN_AMDE4001
AMDE5001 Reconciliation AP/AM (Germany)	Reconciles AP Asset Vouchers with AM asset transaction information. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Reconciliation AP/AM	RUN_AMDE5000
AMBT1000 Business Tax	Gathers business tax information on a specific account and location. (SQR)	Asset Management, Taxes, Reports, Business Tax	RUN_AMBT1000
AMBT1010 Business Tax by Alternate Account	Gathers business tax information on a specific alternate account and location. (SQR)	Asset Management, Taxes, Reports, Business Tax	RUN_AMBT1000
AMAD1000 Advanced Depreciation Amount	Obtains the advanced depreciation amount for the specified asset ID range. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMAD1010 Advanced Depreciation Reverse Amount	Obtains reversal amounts for the specified asset ID range. (Crystal)	Asset Management, Financial Reports, Cost and Depreciation, Advanced Depreciation	RUN_AMAD1000
AMSP1000 Reserve Detail by Asset ID	Obtains reversal amounts for the specified Asset ID range. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1010 Reserve Summary by Category	Lists reserve amounts and details for fiscal years by asset ID. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1020 Reverse Detail by Asset ID	Lists reverse amounts and details for fiscal years by Asset ID. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000
AMSP1030 Reverse Summary by Category	Lists summarized reverse information by category. (Crystal)	Asset Management, Financial Reports, Accounting Entries, Reserve and Reverse Amounts	RUN_AMSP1000

Report ID and Report Name	Description	Navigation	Run Control Page
EU_2054 Statutory French report Depreciations 2054A & 2054B by Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x1 Statutory French report Depreciations 2054A & 2054B by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_2055A Statutory French report Depreciation 2055A & 2055B by Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x2 Statutory French report Depreciation 2055A by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
EU_205x3 Statutory French report Depreciation 2055B by Alternate Account	View 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, Financial Reports, Accounting Entries, Statutory Report 2054/2055	EU_AM_RUNCNTRL
AMLT1000 Japanese Local Tax Roll	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1000
AMLT1100 Japanese Local Tax Increase All Asset List	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1100
AMLT1200 Japanese Local Tax Decrease All Asset List	Local tax report for Japan. (SQR)	Asset Management, Taxes, Reports, Local Tax Returns	RUN_AMLT1100
AMNT1000 Japanese National Tax	List 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, Taxes, Reports, National Tax	RUN_AMNT1000

Report ID and Report Name	Description	Navigation	Run Control Page
AMDP2500 Assets Register (ITA)	Run to comply with Italian article 16, D.P.R. 600/73. The fixed asset book lists information relevant to fixed assets. (SQR)	Asset Management, Financial Reports, Cost and Deprecaition, Assets Register (ITA)	RUN_AMDP2500
AMTX2000 Depreciation Balance IND	Calculate the annual tax depreciation balances for India.	Asset Management, Taxes, Reports, Depreciation Balance IND	RUN_AMTX2000
AMDP2510 Assets Register (IND)	Run to generate an historical record of assets over the fiscal year period to comply with The Indian Tax Depreciation Act (Indian Income Tax Act 1961). Can generate by business unit or tax/reporting entity.	Asset Management, Financial Reports, Cost and Depreciation, Assets Register (IND)	RUN_AMDP2510

CHAPTER 2

Report Samples

This chapter provides report samples.

For the online samples of these reports, see the PDF files that are published on CD-ROM with your online documentation.

Advanced Depreciation Amount

Business Unit:

AssetID	Accounting Method	DeptID	Accounting Date	Advanced Amount

End Of Report

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal Id	Journal Dt	Bus Unit	Book	Type	Code	Debit	Credit
								AUTO											
									BIUAM3	IUAM3		ADJ0000062	01/31/2003	US001	CORP	TRF		100,000.00	0.00
Total for	Category	AUTO																100,000.00	0.00
Total for	Project																	100,000.00	0.00
Total for	Produc																	100,000.00	0.00
Total for	Bud Ref																	100,000.00	0.00
Total for	Class																	100,000.00	0.00
Total for	Progr																	100,000.00	0.00
Total for	Dept																	100,000.00	0.00
Total for	Fund																	100,000.00	0.00
Total for	Oper Uni																	100,000.00	0.00
Total for	Account	100204																100,000.00	0.00

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal Id	Journal Dt	Bus Unit	Book	Type	Code	Debit	Credit
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000013	06/30/2003	US001	CORP	RET		200.00	0.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000014	08/31/2003	US001	CORP	REI		0.00	200.00
Total for	Category	AUTO																200.00	200.00
Total for	Project																	200.00	200.00
Total for	Produc																	200.00	200.00
Total for	Bud Ref																	200.00	200.00
Total for	Class																	200.00	200.00
Total for	Progr																	200.00	200.00
Total for	Dept																	200.00	200.00
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		1,975.15	0.00
Total for	Category	AUTO																1,975.15	0.00
Total for	Project																	1,975.15	0.00
Total for	Produc																	1,975.15	0.00
Total for	Bud Ref																	1,975.15	0.00
Total for	Class																	1,975.15	0.00
Total for	Progr																	1,975.15	0.00
Total for	Dept	11000																1,975.15	0.00
		12000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		2,154.70	0.00
Total for	Category	AUTO																2,154.70	0.00
Total for	Project																	2,154.70	0.00
Total for	Produc																	2,154.70	0.00
Total for	Bud Ref																	2,154.70	0.00
Total for	Class																	2,154.70	0.00
Total for	Progr																	2,154.70	0.00
Total for	Dept	12000																2,154.70	0.00
Total for	Fund																	4,329.85	200.00
Total for	Oper Uni																	4,329.85	200.00
Total for	Account	120000																4,329.85	200.00

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal ID	Journal Dt	Bus_Unit	Book	Type	Code	Debit	Credit
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000013	06/30/2003	US001	CORP	RET		200.00	0.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000013	06/30/2003	US001	CORP	RET		0.00	10,000.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000013	06/30/2003	US001	CORP	RET		1,466.65	0.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000013	06/30/2003	US001	CORP	RET		8,333.35	0.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000014	08/31/2003	US001	CORP	REI		0.00	200.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000014	08/31/2003	US001	CORP	REI		10,000.00	0.00
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000014	08/31/2003	US001	CORP	REI		0.00	1,466.65
								AUTO											
									AO_TST_VAT4	Testing VAT Rei		RET0000014	08/31/2003	US001	CORP	REI		0.00	8,333.35
Total for	Category	AUTO																20,000.00	20,000.00
								AUTO											
									BIUAM3	IUAM3		ADJ0000062	01/31/2003	US001	CORP	TRF		100,000.00	0.00
Total for	Category	AUTO																100,000.00	0.00
								LAUTO											
									LEASE009	Capital Leased				US001	CORP	ADD		517.06	0.00
								LAUTO											
									LEASE009	Capital Leased				US001	CORP	ADD		0.00	517.06
								LAUTO											
									LEASE009	Capital Leased				US001	CORP	DPR		0.00	8.35
								LAUTO											
									LEASE009	Capital Leased				US001	CORP	DPR		8.35	0.00
Total for	Category	LAUTO																525.41	525.41
Total for	Project																	120,525.41	20,525.41
Total for	Produc																	120,525.41	20,525.41
Total for	Bud Ref																	120,525.41	20,525.41
Total for	Class																	120,525.41	20,525.41
Total for	Progr																	120,525.41	20,525.41
Total for	Dept																	120,525.41	20,525.41

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal ID	Journal Dt	Bus_Unit	Book	Type	Code	Debit	Credit
		10500						AUTO											
									BIUAM2	IUAM2		ADD0000081	01/31/2003	US001	CORP	ADD		108,360.14	0.00
		10500						AUTO											
									BIUAM2	IUAM2		ADD0000081	01/31/2003	US001	CORP	ADD		0.00	108,360.14
		10500						AUTO											
									BIUAM3	IUAM3		ADD0000081	01/31/2003	US001	CORP	ADD		100,000.00	0.00
		10500						AUTO											
									BIUAM3	IUAM3		ADD0000081	01/31/2003	US001	CORP	ADD		0.00	100,000.00
		10500						AUTO											
									BIUAM3	IUAM3		ADJ0000062	01/31/2003	US001	CORP	TRF		0.00	100,000.00
Total for		Category	AUTO															208,360.14	308,360.14
Total for		Project																208,360.14	308,360.14
Total for		Produc																208,360.14	308,360.14
Total for		Bud Ref																208,360.14	308,360.14
Total for		Class																208,360.14	308,360.14
Total for		Progr																208,360.14	308,360.14
Total for		Dept	10500															208,360.14	308,360.14
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		1,975.15	0.00
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		0.00	2,750.00
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		753.28	0.00
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		0.00	71.00
		11000						AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		92.59	0.00
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624				US001	CORP	DPR		0.00	883.33
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624				US001	CORP	DPR		883.33	0.00
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624				US001	CORP	DPR		883.33	0.00
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624				US001	CORP	DPR		0.00	883.33
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624		ADD0000081	01/31/2003	US001	CORP	ADD		55,000.00	0.00
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624		ADD0000081	01/31/2003	US001	CORP	ADD		0.00	55,000.00
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624		DEPR000082	08/31/2003	US001	CORP	DPR		0.00	883.33
		11000						AUTO											
									AO_TST_RVS1	Testing Rpt 624		DEPR000082	08/31/2003	US001	CORP	DPR		883.33	0.00
Total for		Category	AUTO															60,471.01	60,470.99
Total for		Project																60,471.01	60,470.99
Total for		Produc																60,471.01	60,470.99

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal ID	Journal Dt	Bus_Unit	Book	Type	Code	Debit	Credit
Total for		Bud Ref																60,471.01	60,470.99
Total for		Class																60,471.01	60,470.99
Total for		Progr																60,471.01	60,470.99
Total for		Dept	11000															60,471.01	60,470.99
	12000							AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		2,154.70	0.00
	12000							AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		0.00	3,000.00
	12000							AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		821.73	0.00
	12000							AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		0.00	77.45
	12000							AUTO											
									ADSPWRK01	DW multichart w		RET0000083	08/31/2003	US001	CORP	RET		101.00	0.00
Total for		Category	AUTO															3,077.43	3,077.45
Total for		Project																3,077.43	3,077.45
Total for		Produc																3,077.43	3,077.45
Total for		Bud Ref																3,077.43	3,077.45
	12000				2001			AUTO											
									BUD2001_1	BUD REF2001				US001	CORP	DPR		0.00	333.33
	12000				2001			AUTO											
									BUD2001_1	BUD REF2001				US001	CORP	DPR		333.33	0.00
	12000				2001			AUTO											
									BUD2001_2	BUD REF2001				US001	CORP	DPR		0.00	333.33
	12000				2001			AUTO											
									BUD2001_2	BUD REF2001				US001	CORP	DPR		333.33	0.00
	12000				2001			AUTO											
									BUD2001_3	BUD REF2001				US001	CORP	DPR		0.00	333.33
	12000				2001			AUTO											
									BUD2001_3	BUD REF2001				US001	CORP	DPR		333.33	0.00
	12000				2001			AUTO											
									BUD2001_4	BUD REF2001				US001	CORP	DPR		0.00	333.33
	12000				2001			AUTO											
									BUD2001_4	BUD REF2001				US001	CORP	DPR		333.33	0.00
	12000				2001			AUTO											
									BUD2001_5	BUD REF2001				US001	CORP	DPR		0.00	333.33
	12000				2001			AUTO											
									BUD2001_5	BUD REF2001				US001	CORP	DPR		333.33	0.00
Total for		Category	AUTO															1,666.65	1,666.65
Total for		Project																1,666.65	1,666.65
Total for		Produc																1,666.65	1,666.65
Total for		Bud Ref	2001															1,666.65	1,666.65

From Year 2003 Period 1 Thru Year 2003 Period 12

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal ID	Journal Dt	Bus_Unit	Book	Type	Code	Debit	Credit
		12000			2002			AUTO											
									BUD2002_1	BUD REF2002				US001	CORP	DPR		0.00	333.33
		12000			2002			AUTO											
									BUD2002_1	BUD REF2002				US001	CORP	DPR		333.33	0.00
		12000			2002			AUTO											
									BUD2002_2	BUD REF2002				US001	CORP	DPR		0.00	333.33
		12000			2002			AUTO											
									BUD2002_2	BUD REF2002				US001	CORP	DPR		333.33	0.00
		12000			2002			AUTO											
									BUD2002_3	BUD REF2002				US001	CORP	DPR		0.00	333.33
		12000			2002			AUTO											
									BUD2002_3	BUD REF2002				US001	CORP	DPR		333.33	0.00
		12000			2002			AUTO											
									BUD2002_4	BUD REF2002				US001	CORP	DPR		0.00	333.33
		12000			2002			AUTO											
									BUD2002_4	BUD REF2002				US001	CORP	DPR		333.33	0.00
		12000			2002			AUTO											
									BUD2002_5	BUD REF2002				US001	CORP	DPR		0.00	333.33
		12000			2002			AUTO											
									BUD2002_5	BUD REF2002				US001	CORP	DPR		333.33	0.00
Total for		Category			AUTO													1,666.65	1,666.65
Total for		Project																1,666.65	1,666.65
Total for		Produc																1,666.65	1,666.65
Total for		Bud Ref			2002													1,666.65	1,666.65
		12000			2003			AUTO											
									BUD2001_1	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2001_1	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2001_2	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2001_2	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2001_3	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2001_3	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2001_4	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2001_4	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2001_5	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2001_5	BUD REF2001		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2002_1	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset Id	Description	Type	Journal ID	Journal Dt	Bus_Unit	Book	Type	Code	Debit	Credit
									BUD2002_1	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2002_2	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2002_2	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2002_3	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2002_3	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2002_4	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2002_4	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
		12000			2003			AUTO											
									BUD2002_5	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		0.00	333.33
		12000			2003			AUTO											
									BUD2002_5	BUD REF2002		DEPR000011	10/31/2003	US001	CORP	DPR		333.33	0.00
Total for	Category	AUTO																3,333.30	3,333.30
Total for	Project																	3,333.30	3,333.30
Total for	Produc																	3,333.30	3,333.30
Total for	Bud Ref	2003																3,333.30	3,333.30
Total for	Class																	9,744.03	9,744.05
Total for	Progr																	9,744.03	9,744.05
Total for	Dept	12000																9,744.03	9,744.05
Total for	Fund																	399,100.59	399,100.59
Total for	Oper Uni																	399,100.59	399,100.59
Total for	Alt Account																	399,100.59	399,100.59
Total for	Ledger	LOCAL																399,100.59	399,100.59
Total for	Report																	399,100.59	399,100.59

From Date 01/01/2003 Thru Date 09/30/2003

Oper Uni / Asset Id	Fund / Descrip	Dept / Type	Progr / Class	Bud Ref	Produc	Project	Cat	Beg Cost	Adjust / Add	Transf / Recat	Retire / End Cost
		15000					FF				
BRA001_INTER	BRA001 - TEST							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Category	FF						0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Project							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Produc							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Bud Ref							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Class							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Progr							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Dept	15000						0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Fund							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Oper Uni							0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00
Total for	Account	153000						0.00	0.00	15,000.00	0.00
									0.00	0.00	15,000.00

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat			
Asset Id	Descrip	Type							Beg Cost	Adjust Add	Transf Recat	Retire End Cost
								OFFCE				
AM2BI-01	TESTING AM-SS-BI								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Category	OFFCE							0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Project								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Produc								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Bud Ref								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Class								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Progr								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Dept								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Fund								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Oper Uni								0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00
Total for	Account	154000							0.00	0.00	0.00	-30,000.00
										30,000.00	0.00	0.00

From Date 01/01/2003 Thru Date 09/30/2003

Oper Uni / Asset Id	Fund / Descrip	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Beg Cost	Adjust / Add	Transf / Recat	Retire / End Cost
		10500						AUTO				
AMBI_MC		Mulriple Chartfield							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Category	AUTO						0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Project							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Produc							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Bud Ref							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Class							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Progr							0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
	Total for	Dept	10500						0.00	10,000.00	0.00	-20,000.00
										10,000.00	0.00	0.00
		11000						AUTO				
AMBI_MC		Mulriple Chartfield							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Category	AUTO						0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Project							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Produc							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Bud Ref							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Class							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Progr							0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Dept	11000						0.00	0.00	0.00	0.00
										15,000.00	0.00	15,000.00
	Total for	Fund							0.00	10,000.00	0.00	-20,000.00
										25,000.00	0.00	15,000.00
	Total for	Oper Uni							0.00	10,000.00	0.00	-20,000.00
										25,000.00	0.00	15,000.00
	Total for	Account	155000						0.00	10,000.00	0.00	-20,000.00

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat Asset Id Descrip Type	Beg Cost	Adjust Add	Transf Recat	Retire End Cost
		25,000.00	0.00	15,000.00
Total for Book ID CORP	0.00	10,000.00	15,000.00	-50,000.00
		55,000.00	0.00	30,000.00
Total for Report	0.00	10,000.00	15,000.00	-50,000.00
		55,000.00	0.00	30,000.00

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat Asset Id Descrip Type	Beg Cost	Adjust Add	Transf Recat	Retire End Cost
		AUTO		
BIUAM3 IUAM3	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Category AUTO	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Project	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Produc	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Bud Ref	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Class	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Progr	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
Total for Dept	0.00	0.00	100,000.00	0.00
		0.00	0.00	100,000.00
13000		BLDG		
CAP-001 Building	1,000,000.00	0.00	0.00	0.00
		0.00	0.00	1,000,000.00
13000		BLDG		
CAP-999A Building	1,000,000.00	0.00	0.00	0.00
		0.00	0.00	1,000,000.00
Total for Category BLDG	2,000,000.00	0.00	0.00	0.00
		0.00	0.00	2,000,000.00
13000		FF		
CAP-002 FURNITURE	10,000.00	0.00	0.00	0.00
		0.00	0.00	10,000.00
13000		FF		
CAP-005 FURNITURE	0.00	0.00	0.00	0.00
		0.00	0.00	0.00
13000		FF		
CAP-008 FURNITURE	130,000.00	0.00	0.00	0.00
		0.00	0.00	130,000.00
13000		FF		
CAP-999B FURNITURE	10,000.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset Id	Progr Class Bud Ref Produc Project / Descrip	Type	Beg Cost	Cat	Adjust / Add	Transf / Recat	Retire / End Cost
					0.00	0.00	10,000.00
	13000			FF			
CAP-999E	FURNITURE		70,000.00		0.00	0.00	0.00
					0.00	0.00	70,000.00
	13000			FF			
CAP-999H	FURNITURE		130,000.00		0.00	0.00	0.00
					0.00	0.00	130,000.00
	Total for Category	FF	350,000.00		0.00	0.00	0.00
					0.00	0.00	350,000.00
	Total for Project		2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	Total for Produc		2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	Total for Bud Ref		2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	Total for Class		2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	Total for Progr		2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	Total for Dept	13000	2,350,000.00		0.00	0.00	0.00
					0.00	0.00	2,350,000.00
	10500			OFFCE			
REVER_01	SL Depr Method		103,000.00		0.00	0.00	0.00
					0.00	0.00	103,000.00
	10500			OFFCE			
REVER_02	DB/SL Method		103,000.00		0.00	0.00	0.00
					0.00	0.00	103,000.00
	10500			OFFCE			
REVER_03	DB Method		97,000.00		0.00	0.00	0.00
					0.00	0.00	97,000.00
	10500			OFFCE			
REVER_04	Flat Rate		0.00		0.00	0.00	0.00
					0.00	0.00	0.00
	10500			OFFCE			
REVER_05	DB/SL with Limit		100,000.00		0.00	0.00	0.00
					0.00	0.00	100,000.00

Oper Uni Fund Dept / Asset Id	Descrip	Progr Class Type	Bud Ref	Produc Project	Beg Cost	Cat	Adjust / Add	Transf / Recat	Retire / End Cost
10500						OFFCE			
REVER_05	DB/SL with Limit	R			3,000.00		0.00	0.00	0.00
							0.00	0.00	3,000.00
Total for	Category		OFFCE		406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Project				406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Produc				406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Bud Ref				406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Class				406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Progr				406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
Total for	Dept		10500		406,000.00		0.00	0.00	0.00
							0.00	0.00	406,000.00
11000						OFFCE			
REVER_04	Flat Rate				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Category		OFFCE		100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Project				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Produc				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Bud Ref				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Class				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Progr				100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00
Total for	Dept		11000		100,000.00		0.00	0.00	0.00
							0.00	0.00	100,000.00

Oper Uni / Asset Id	Fund / Descr	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat / Beg Depr	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
		15000						FF				
BRA001_INTER		BRA001 - T						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Category FF						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Project						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Produc						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Bud Ref						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Class						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Progr						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Dept 15000						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Fund						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Oper Uni						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00
	Total for	Account 163000						0.00	0.00	-650.01	0.00	-650.01
									0.00	0.00	0.00	0.00

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat Asset Id Descr Type	Beg Depr	Adjust Add	Transf Recat	Depr Prior Depr	End Depr Retire
OFFCE					
AM2BI-01 TESTING AM	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Category OFFCE	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Project	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Produc	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Bud Ref	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Class	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Progr	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Dept	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Fund	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Oper Uni	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00
Total for Account 164000	0.00	0.00	0.00	-1,250.00	1,250.00
		0.00	0.00	0.00	2,500.00

Oper Uni / Asset Id	Fund / Descr	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Beg Depr	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
		10500						AUTO					
AMBI_MC		Mulriple C							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Category AUTO							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Project							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Produc							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Bud Ref							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Class							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Progr							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Dept 10500							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Fund							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Oper Uni							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Account 165000							0.00	0.00	0.00	0.00	1,940.92
										0.00	0.00	0.00	1,940.92
	Total for	Book ID CORP							0.00	0.00	-650.01	-1,250.00	2,540.91
										0.00	0.00	0.00	4,440.92
	Total for	Report							0.00	0.00	-650.01	-1,250.00	2,540.91
										0.00	0.00	0.00	4,440.92

End of Report

Oper Uni Fund Dept / Asset ID	Progr Class Bud Ref Produc Project C	Beg Depr	Cat	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
13000			BLDG				
CAP-001 Building		-8,333.33		0.00	0.00	0.00	-8,333.33
				0.00	0.00	0.00	0.00
13000			BLDG				
CAP-999A Building		-8,333.33		0.00	0.00	0.00	-8,333.33
				0.00	0.00	0.00	0.00
Category BLDG		-16,666.66		0.00	0.00	0.00	-16,666.66
				0.00	0.00	0.00	0.00
13000			FF				
CAP-002 FURNITURE		-166.67		0.00	0.00	0.00	-166.67
				0.00	0.00	0.00	0.00
Category FF		-166.67		0.00	0.00	0.00	-166.67
				0.00	0.00	0.00	0.00
13000			FF				
CAP-005 FURNITURE		1,166.67		0.00	0.00	0.00	1,166.67
				0.00	0.00	0.00	0.00
Category FF		1,166.67		0.00	0.00	0.00	1,166.67
				0.00	0.00	0.00	0.00
13000			FF				
CAP-005 FURNITURE		-1,166.67		0.00	0.00	0.00	-1,166.67
				0.00	0.00	0.00	0.00
Category FF		-1,166.67		0.00	0.00	0.00	-1,166.67
				0.00	0.00	0.00	0.00
13000			FF				
CAP-008 FURNITURE		-2,166.67		0.00	0.00	0.00	-2,166.67
				0.00	0.00	0.00	0.00
Category FF		-2,166.67		0.00	0.00	0.00	-2,166.67
				0.00	0.00	0.00	0.00
13000			FF				
CAP-999B FURNITURE		-166.67		0.00	0.00	0.00	-166.67
				0.00	0.00	0.00	0.00
Category FF		-166.67		0.00	0.00	0.00	-166.67
				0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Progr Class Bud Ref Produc Project C	Beg Depr	Cat	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
			FF				
CAP-999E	FURNITURE	-1,166.67		0.00	0.00	0.00	-1,166.67
				0.00	0.00	0.00	0.00
	Category FF	-1,166.67		0.00	0.00	0.00	-1,166.67
				0.00	0.00	0.00	0.00
	13000		FF				
CAP-999H	FURNITURE	-2,166.67		0.00	0.00	0.00	-2,166.67
				0.00	0.00	0.00	0.00
	Category FF	-2,166.67		0.00	0.00	0.00	-2,166.67
				0.00	0.00	0.00	0.00
	Project	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	Produc	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	Bud Ref	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	Class	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	Progr	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	Dept 13000	-22,500.01		0.00	0.00	0.00	-22,500.01
				0.00	0.00	0.00	0.00
	10500		OFFCE				
REVER_02	DB/SL Meth	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Category OFFCE	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Project	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Produc	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Bud Ref	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Class	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Progr	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00
	Dept 10500	-2,861.11		0.00	0.00	0.00	-2,861.11
				0.00	0.00	0.00	0.00

Report ID: AMAE2130
Bus. Unit: US002 -- US002 MASSACHUSETTS OPERATIONS
Book: CORP -- Corporate
Account: 153000 -- Furniture and Fixtures
As of Date 09/05/2003

ACCOUNT ENTRY DETAIL - NET BOOK VALUE

Run Date 09/10/2003
Run Time 16:54:03

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
		15000						FF					
BRA001_INTER	BRA001 - TEST								15,000.00	0.00	0.00	650.01	14,349.99
Total for	Category	FF							15,000.00	0.00	0.00	650.01	14,349.99
	Project								15,000.00	0.00	0.00	650.01	14,349.99
	Produc								15,000.00	0.00	0.00	650.01	14,349.99
	Bud Ref								15,000.00	0.00	0.00	650.01	14,349.99
	Class								15,000.00	0.00	0.00	650.01	14,349.99
	Progr								15,000.00	0.00	0.00	650.01	14,349.99
	Dept	15000							15,000.00	0.00	0.00	650.01	14,349.99
	Fund								15,000.00	0.00	0.00	650.01	14,349.99
	Oper Uni								15,000.00	0.00	0.00	650.01	14,349.99
	Account	153000							15,000.00	0.00	0.00	650.01	14,349.99
	Book ID	CORP							15,000.00	0.00	0.00	650.01	14,349.99

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
								OFFCE					
AM2BI-01	TESTING AM-SS-BI								30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Category						OFFCE	30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Project							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Produc							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Bud Ref							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Class							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Progr							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Dept							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Fund							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Oper Uni							30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Account	154000						30,000.00	0.00	1,250.00	1,250.00	28,750.00
		Book ID	CORP						30,000.00	0.00	1,250.00	1,250.00	28,750.00

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr /	Class /	Bud Ref /	Produc /	Project /	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
	10500							AUTO				
AMBI_MC	Mulriple Chartfield							20,000.00	0.00	0.00	0.00	20,000.00
	Category	AUTO						20,000.00	0.00	0.00	0.00	20,000.00
	Project							20,000.00	0.00	0.00	0.00	20,000.00
	Produc							20,000.00	0.00	0.00	0.00	20,000.00
	Bud Ref							20,000.00	0.00	0.00	0.00	20,000.00
	Class							20,000.00	0.00	0.00	0.00	20,000.00
	Progr							20,000.00	0.00	0.00	0.00	20,000.00
	Dept	10500						20,000.00	0.00	0.00	0.00	20,000.00
	Fund							20,000.00	0.00	0.00	0.00	20,000.00
	11000							AUTO				
AMBI_MC	Mulriple Chartfield							15,000.00	0.00	0.00	0.00	15,000.00
	Category	AUTO						15,000.00	0.00	0.00	0.00	15,000.00
	Project							15,000.00	0.00	0.00	0.00	15,000.00
	Produc							15,000.00	0.00	0.00	0.00	15,000.00
	Bud Ref							15,000.00	0.00	0.00	0.00	15,000.00
	Class							15,000.00	0.00	0.00	0.00	15,000.00
	Progr							15,000.00	0.00	0.00	0.00	15,000.00
	Dept	11000						15,000.00	0.00	0.00	0.00	15,000.00
	Fund							15,000.00	0.00	0.00	0.00	15,000.00
	Oper Uni							35,000.00	0.00	0.00	0.00	35,000.00
	Account	155000						35,000.00	0.00	0.00	0.00	35,000.00
	Book ID	CORP						35,000.00	0.00	0.00	0.00	35,000.00
	Report							80,000.00	0.00	1,250.00	1,900.01	78,099.99

End of Report

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / Type	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
			AUTO				
BIUAM3	IUAM3		100,000.00	0.00	0.00	0.00	100,000.00
Total For	Category	AUTO	100,000.00	0.00	0.00	0.00	100,000.00
	Project		100,000.00	0.00	0.00	0.00	100,000.00
	Produc		100,000.00	0.00	0.00	0.00	100,000.00
	Bud Ref		100,000.00	0.00	0.00	0.00	100,000.00
	Class		100,000.00	0.00	0.00	0.00	100,000.00
	Progr		100,000.00	0.00	0.00	0.00	100,000.00
	Dept		100,000.00	0.00	0.00	0.00	100,000.00
	Fund		100,000.00	0.00	0.00	0.00	100,000.00
13000			BLDG				
CAP-001	Building		8,333.33	0.00	0.00	8,333.33	0.00
13000			BLDG				
CAP-999A	Building		8,333.33	0.00	0.00	8,333.33	0.00
	Category	BLDG	16,666.66	0.00	0.00	16,666.66	0.00
13000			FF				
CAP-002	FURNITURE		166.67	0.00	0.00	166.67	0.00
13000			FF				
CAP-005	FURNITURE		1,166.67	0.00	0.00	0.00	0.00
13000			FF				
CAP-008	FURNITURE		2,166.67	0.00	0.00	2,166.67	0.00
13000			FF				
CAP-999B	FURNITURE		166.67	0.00	0.00	166.67	0.00
13000			FF				
CAP-999E	FURNITURE		1,166.67	0.00	0.00	1,166.67	0.00
13000			FF				
CAP-999H	FURNITURE		2,166.67	0.00	0.00	2,166.67	0.00
	Category	FF	7,000.02	0.00	0.00	5,833.35	0.00
	Project		23,666.68	0.00	0.00	22,500.01	0.00
	Produc		23,666.68	0.00	0.00	22,500.01	0.00
	Bud Ref		23,666.68	0.00	0.00	22,500.01	0.00
	Class		23,666.68	0.00	0.00	22,500.01	0.00
	Progr		23,666.68	0.00	0.00	22,500.01	0.00
	Dept	13000	23,666.68	0.00	0.00	22,500.01	0.00
	Fund		23,666.68	0.00	0.00	22,500.01	0.00
10500			OFFCE				
REVER_01	SL Depr Method		103,000.00	0.00	0.00	0.00	103,000.00
10500			OFFCE				
REVER_02	DB/SL Method		2,861.11	0.00	0.00	2,861.11	0.00
10500			OFFCE				
REVER_03	DB Method		2,526.04	0.00	0.00	2,526.04	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project Cat / Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
			OFFCE				
REVER_04	Flat Rate		0.00	0.00	0.00	0.00	0.00
	10500		OFFCE				
REVER_05	DB/SL with Limit		2,777.78	0.00	0.00	2,777.78	0.00
	10500		OFFCE				
REVER_05	DB/SL with Limit	R	83.33	0.00	0.00	83.33	0.00
	Category	OFFCE	111,248.26	0.00	0.00	8,248.26	103,000.00
	Project		111,248.26	0.00	0.00	8,248.26	103,000.00
	Produc		111,248.26	0.00	0.00	8,248.26	103,000.00
	Bud Ref		111,248.26	0.00	0.00	8,248.26	103,000.00
	Class		111,248.26	0.00	0.00	8,248.26	103,000.00
	Progr		111,248.26	0.00	0.00	8,248.26	103,000.00
	Dept	10500	111,248.26	0.00	0.00	8,248.26	103,000.00
	Fund		111,248.26	0.00	0.00	8,248.26	103,000.00
	11000		OFFCE				
REVER_04	Flat Rate		8,333.33	0.00	0.00	8,333.33	0.00
	Category	OFFCE	8,333.33	0.00	0.00	8,333.33	0.00
	Project		8,333.33	0.00	0.00	8,333.33	0.00
	Produc		8,333.33	0.00	0.00	8,333.33	0.00
	Bud Ref		8,333.33	0.00	0.00	8,333.33	0.00
	Class		8,333.33	0.00	0.00	8,333.33	0.00
	Progr		8,333.33	0.00	0.00	8,333.33	0.00
	Dept	11000	8,333.33	0.00	0.00	8,333.33	0.00
	Fund		8,333.33	0.00	0.00	8,333.33	0.00
			AUTO				
AO_TST_VAT4	Testing VAT Reinstat		1,466.65	0.00	0.00	0.00	0.00
	Category	AUTO	1,466.65	0.00	0.00	0.00	0.00
	Project		1,466.65	0.00	0.00	0.00	0.00
	Produc		1,466.65	0.00	0.00	0.00	0.00
	Bud Ref		1,466.65	0.00	0.00	0.00	0.00
	Class		1,466.65	0.00	0.00	0.00	0.00
	Progr		1,466.65	0.00	0.00	0.00	0.00
	Dept		1,466.65	0.00	0.00	0.00	0.00
	Fund		1,466.65	0.00	0.00	0.00	0.00
	10500		AUTO				
BIUAM2	IUAM2		108,360.14	0.00	0.00	0.00	108,360.14
	10500		AUTO				
BIUAM3	IUAM3		0.00	0.00	0.00	0.00	200,000.00
	10500		AUTO				
HAZAR_01	Hazardous SW <> Prof		133.33	0.00	0.00	133.33	0.00
	10500		AUTO				

Oper Uni Fund / Asset ID	Dept / Descrip	Progr Class Bud Ref Produc Project / Type	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
HAZAR_02	Hazardous SW = Profi		277.78	0.00	0.00	555.56	0.00
	10500		AUTO				
HAZAR_03	Override Hazardous S		277.78	0.00	0.00	555.56	0.00
	10500		AUTO				
HAZAR_04	TRF Hazardous Asset		-1,388.90	0.00	0.00	-2,222.24	0.00
	10500		AUTO				
HAZAR_05	RCT Hazardous Asset		-1,388.90	0.00	0.00	-2,222.24	0.00
	10500		AUTO				
HAZAR_06	RET Hazardous Asset		-1,388.90	0.00	0.00	-2,222.24	0.00
	10500		AUTO				
HAZAR_07	Hazardous SW = Profi		277.78	0.00	0.00	555.56	0.00
	10500		AUTO				
HAZAR_08	Partial TRF Hazardou		-694.45	0.00	0.00	-555.56	0.00
	10500		AUTO				
HAZAR_09	InterUnit TRF Hazard		-1,388.90	0.00	0.00	-2,222.24	0.00
	10500		AUTO				
HAZAR_10	Partial RET Hazardou		138.89	0.00	0.00	-555.56	0.00
	Category	AUTO	103,215.65	0.00	0.00	-8,200.07	308,360.14
	Project		103,215.65	0.00	0.00	-8,200.07	308,360.14
	Produc		103,215.65	0.00	0.00	-8,200.07	308,360.14
	Bud Ref		103,215.65	0.00	0.00	-8,200.07	308,360.14
	Class		103,215.65	0.00	0.00	-8,200.07	308,360.14
	Progr		103,215.65	0.00	0.00	-8,200.07	308,360.14
	Dept	10500	103,215.65	0.00	0.00	-8,200.07	308,360.14
	Fund		103,215.65	0.00	0.00	-8,200.07	308,360.14
	11000		AUTO				
ADSPWRK01	DW multichart with a		-753.28	0.00	0.00	-1,506.56	0.00
	11000		AUTO				
ADSPWRK02	DW multichart withou		11,000.00	0.00	0.00	0.00	11,000.00
	11000		AUTO				
AO_TST_RVS1	Testing Rpt 62404000		55,000.00	0.00	0.00	0.00	55,000.00
	11000		AUTO				
HAZAR_04	TRF Hazardous Asset		1,388.90	0.00	0.00	1,666.68	0.00
	11000		AUTO				
HAZAR_08	Partial TRF Hazardou		694.45	0.00	0.00	833.34	0.00
	Category	AUTO	67,330.07	0.00	0.00	993.46	66,000.00
	Project		67,330.07	0.00	0.00	993.46	66,000.00
	Produc		67,330.07	0.00	0.00	993.46	66,000.00
	Bud Ref		67,330.07	0.00	0.00	993.46	66,000.00
	Class		67,330.07	0.00	0.00	993.46	66,000.00
	Progr		67,330.07	0.00	0.00	993.46	66,000.00
	Dept	11000	67,330.07	0.00	0.00	993.46	66,000.00
	Fund		67,330.07	0.00	0.00	993.46	66,000.00
	12000		AUTO				

Oper Uni Fund / Asset ID	Dept / Descrip	Progr Class / Type	Bud Ref	Produc	Project	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
ADSPWRK01	DW multichart with a					-821.73	0.00	0.00	-1,643.46	0.00
	12000					AUTO				
ADSPWRK02	DW multichart withou					12,000.00	0.00	0.00	0.00	12,000.00
	Category	AUTO				11,178.27	0.00	0.00	-1,643.46	12,000.00
	Project					11,178.27	0.00	0.00	-1,643.46	12,000.00
	Produc					11,178.27	0.00	0.00	-1,643.46	12,000.00
	Bud Ref					11,178.27	0.00	0.00	-1,643.46	12,000.00
	Class					11,178.27	0.00	0.00	-1,643.46	12,000.00
	12000		2001			AUTO				
BUD2001_1	BUD REF2001					333.33	0.00	0.00	666.66	0.00
	12000		2001			AUTO				
BUD2001_2	BUD REF2001					333.33	0.00	0.00	666.66	0.00
	12000		2001			AUTO				
BUD2001_3	BUD REF2001					333.33	0.00	0.00	666.66	0.00
	12000		2001			AUTO				
BUD2001_4	BUD REF2001					333.33	0.00	0.00	666.66	0.00
	12000		2001			AUTO				
BUD2001_5	BUD REF2001					333.33	0.00	0.00	666.66	0.00
	Category	AUTO				1,666.65	0.00	0.00	3,333.30	0.00
	Project					1,666.65	0.00	0.00	3,333.30	0.00
	Produc					1,666.65	0.00	0.00	3,333.30	0.00
	Bud Ref		2001			1,666.65	0.00	0.00	3,333.30	0.00
	Class					1,666.65	0.00	0.00	3,333.30	0.00
	12000		2002			AUTO				
BUD2002_1	BUD REF2002					333.33	0.00	0.00	333.33	0.00
	12000		2002			AUTO				
BUD2002_2	BUD REF2002					333.33	0.00	0.00	333.33	0.00
	12000		2002			AUTO				
BUD2002_3	BUD REF2002					333.33	0.00	0.00	333.33	0.00
	12000		2002			AUTO				
BUD2002_4	BUD REF2002					333.33	0.00	0.00	333.33	0.00
	12000		2002			AUTO				
BUD2002_5	BUD REF2002					333.33	0.00	0.00	333.33	0.00
	Category	AUTO				1,666.65	0.00	0.00	1,666.65	0.00
	Project					1,666.65	0.00	0.00	1,666.65	0.00
	Produc					1,666.65	0.00	0.00	1,666.65	0.00
	Bud Ref		2002			1,666.65	0.00	0.00	1,666.65	0.00
	Class					1,666.65	0.00	0.00	1,666.65	0.00
	Progr					14,511.57	0.00	0.00	3,356.49	12,000.00
	Dept	12000				14,511.57	0.00	0.00	3,356.49	12,000.00
	Fund					14,511.57	0.00	0.00	3,356.49	12,000.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project Cat Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
10500			COMP				
HAZAR_05	RCT Hazardous Asset		1,388.90	0.00	0.00	1,666.68	0.00
	Category	COMP	1,388.90	0.00	0.00	1,666.68	0.00
	Project		1,388.90	0.00	0.00	1,666.68	0.00
	Produc		1,388.90	0.00	0.00	1,666.68	0.00
	Bud Ref		1,388.90	0.00	0.00	1,666.68	0.00
	Class		1,388.90	0.00	0.00	1,666.68	0.00
	Progr		1,388.90	0.00	0.00	1,666.68	0.00
	Dept	10500	1,388.90	0.00	0.00	1,666.68	0.00
	Fund		1,388.90	0.00	0.00	1,666.68	0.00
13000			COMP				
CAP-003	COMPUTERS		500.00	0.00	0.00	500.00	0.00
13000			COMP				
CAP-006	COMPUTERS		1,500.00	0.00	0.00	1,500.00	0.00
13000			COMP				
CAP-009	COMPUTERS		2,500.00	0.00	0.00	2,500.00	0.00
13000			COMP				
CAP-999C	COMPUTERS		500.00	0.00	0.00	500.00	0.00
13000			COMP				
CAP-999F	COMPUTERS		1,500.00	0.00	0.00	1,500.00	0.00
	Category	COMP	6,500.00	0.00	0.00	6,500.00	0.00
13000			SOFT				
CAP-004	SOFTWARE		1,388.89	0.00	0.00	0.00	0.00
13000			SOFT				
CAP-007	SOFTWARE		3,055.56	0.00	0.00	3,055.56	0.00
13000			SOFT				
CAP-010	SOFTWARE		4,722.22	0.00	0.00	4,722.22	0.00
13000			SOFT				
CAP-999D	SOFTWARE		1,388.89	0.00	0.00	1,388.89	0.00
13000			SOFT				
CAP-999G	SOFTWARE		3,055.56	0.00	0.00	3,055.56	0.00
	Category	SOFT	13,611.12	0.00	0.00	12,222.23	0.00
	Project		20,111.12	0.00	0.00	18,722.23	0.00
	Produc		20,111.12	0.00	0.00	18,722.23	0.00
	Bud Ref		20,111.12	0.00	0.00	18,722.23	0.00
	Class		20,111.12	0.00	0.00	18,722.23	0.00
	Progr		20,111.12	0.00	0.00	18,722.23	0.00
	Dept	13000	20,111.12	0.00	0.00	18,722.23	0.00
	Fund		20,111.12	0.00	0.00	18,722.23	0.00

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat Asset ID Descrip Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
	LAUTO				
LEASE009 Capital Leased Car	517.06	0.00	0.00	0.00	517.06
Category LAUTO	517.06	0.00	0.00	0.00	517.06
Project	517.06	0.00	0.00	0.00	517.06
Produc	517.06	0.00	0.00	0.00	517.06
Bud Ref	517.06	0.00	0.00	0.00	517.06
Class	517.06	0.00	0.00	0.00	517.06
Progr	517.06	0.00	0.00	0.00	517.06
Dept	517.06	0.00	0.00	0.00	517.06
Fund	517.06	0.00	0.00	0.00	517.06
Oper Uni	451,789.29	0.00	0.00	55,620.39	589,877.20
Alt Account	451,789.29	0.00	0.00	55,620.39	589,877.20

Oper Uni / Asset ID	Fund / Dept / Descrip	Progr / Class / Type	Bud Ref / Produc / Project	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
NEWYORK	13000			LCOMP					
CAP-011	Capital Lease				29,233.66	0.00	0.00	0.00	29,233.66
NEWYORK	13000			LCOMP					
CAP-012	Capital Lease				13,914.86	0.00	0.00	0.00	13,914.86
NEWYORK	13000			LCOMP					
CAP-013	Capital Lease				74,040.96	0.00	0.00	0.00	74,040.96
NEWYORK	13000			LCOMP					
CAP-014	Capital Lease				50,000.00	0.00	0.00	0.00	50,000.00
NEWYORK	13000			LCOMP					
CAP-015	Capital Lease				29,233.66	0.00	0.00	0.00	29,233.66
NEWYORK	13000			LCOMP					
CAP-016	Capital Lease				13,914.86	0.00	0.00	0.00	13,914.86
NEWYORK	13000			LCOMP					
CAP-017	Capital Lease				71,905.01	0.00	0.00	0.00	71,905.01
NEWYORK	13000			LCOMP					
CAP-018	Capital Lease				57,164.65	0.00	0.00	0.00	57,164.65
NEWYORK	13000			LCOMP					
CAP-019	Capital Lease				29,233.66	0.00	0.00	0.00	29,233.66
NEWYORK	13000			LCOMP					
CAP-020	Capital Lease				13,914.86	0.00	0.00	0.00	13,914.86
	Category	LCOMP			382,556.18	0.00	0.00	0.00	382,556.18
	Project				382,556.18	0.00	0.00	0.00	382,556.18
	Produc				382,556.18	0.00	0.00	0.00	382,556.18
	Bud Ref				382,556.18	0.00	0.00	0.00	382,556.18
	Class				382,556.18	0.00	0.00	0.00	382,556.18
	Progr				382,556.18	0.00	0.00	0.00	382,556.18
	Dept	13000			382,556.18	0.00	0.00	0.00	382,556.18
	Fund				382,556.18	0.00	0.00	0.00	382,556.18
	Oper Uni	NEWYORK			382,556.18	0.00	0.00	0.00	382,556.18
	Alt Account				382,556.18	0.00	0.00	0.00	382,556.18
	Book ID	CORP			834,345.47	0.00	0.00	55,620.39	972,433.38
	Report				834,345.47	0.00	0.00	55,620.39	972,433.38

End of Report

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Categ	Beginning Cost	Additions / Adjustments	Transfers / Recategorizes	Retirements / Ending Cost
		14000						BLDG	600,000.00	0.00	0.00	0.00
EX_PARENT005	Building A									0.00	0.00	600,000.00
	Total for	Categ	BLDG						600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Project							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Produc							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Bud Ref							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Class							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Progr							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Dept	14000						600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Fund							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
	Total for	Oper Uni							600,000.00	0.00	0.00	0.00
										0.00	0.00	600,000.00
NEWYORK								BLDG	20,000,000.00	0.00	0.00	0.00
EX_000000498	Building A									0.00	0.00	20,000,000.00
NEWYORK								BLDG	30,000,000.00	0.00	0.00	0.00
EX_000000499	Building B									0.00	0.00	30,000,000.00
NEWYORK								BLDG	16,656,483.00	0.00	0.00	0.00
EX_000000500	Building C									0.00	0.00	16,656,483.00
NEWYORK								BLDG	200,000.00	0.00	0.00	0.00
EX_CHILD0016	Heating/Air									0.00	0.00	200,000.00
	Total for	Categ	BLDG						66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Project							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Produc							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Bud Ref							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Class							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Progr							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
	Total for	Dept							66,856,483.00	0.00	0.00	0.00
										0.00	0.00	66,856,483.00
NEWYORK		12000						BLDG	120,000.00	0.00	0.00	0.00
EX_CHILD0006	Carpeting									0.00	0.00	120,000.00

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Categ	Beginning Cost	Additions / Adjustments	Transfers / Recategorizes	Retirements / Ending Cost
Total for		Categ						BLDG	120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Project							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Produc							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Bud Ref							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Class							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Progr							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Dept	12000						120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
NEWYORK	14000							BLDG	70,000.00	0.00	0.00	0.00
EX_CHILD0017	Plumbing									0.00	0.00	70,000.00
NEWYORK	14000							BLDG	50,000.00	0.00	0.00	0.00
EX_CHILD0018	Electrical									0.00	0.00	50,000.00
Total for		Categ						BLDG	120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Project							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Produc							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Bud Ref							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Class							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Progr							120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Dept	14000						120,000.00	0.00	0.00	0.00
										0.00	0.00	120,000.00
Total for		Fund							67,096,483.00	0.00	0.00	0.00
										0.00	0.00	67,096,483.00
Total for		Oper Uni	NEWYORK						67,096,483.00	0.00	0.00	0.00
										0.00	0.00	67,096,483.00
Total for		Account	151000						67,696,483.00	0.00	0.00	0.00
										0.00	0.00	67,696,483.00

Oper Uni / Asset ID	Fund / Description	Dept / Type	Progr Class / Beginning cost	Bud Ref / Adjustment / Add	Produc / Transfers / Recategorizes	Project / Retirements / Ending Cost
		13000	BLDG			
CAP-001		Building	2,000,000.00	0.00	0.00	0.00
				0.00	0.00	2,000,000.00
		13000	BLDG			
CAP-999A		Building	2,000,000.00	0.00	0.00	0.00
				0.00	0.00	2,000,000.00
	Total for	Category	BLDG			
			4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Project	4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Produc	4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Bud Ref	4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Class	4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Progr	4,000,000.00	0.00	0.00	0.00
				0.00	0.00	4,000,000.00
	Total for	Dept	13000	4,000,000.00	0.00	0.00
				0.00	0.00	4,000,000.00
		14000	BLDG			
EX_PARENT005		Building A	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Category	BLDG			
			1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Project	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Produc	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Bud Ref	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Class	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Progr	1,200,000.00	0.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Dept	14000	1,200,000.00	0.00	0.00
				0.00	0.00	1,200,000.00
	Total for	Fund	5,200,000.00	0.00	0.00	0.00
				0.00	0.00	5,200,000.00
	Total for	Oper Uni	5,200,000.00	0.00	0.00	0.00
				0.00	0.00	5,200,000.00
NEWYORK			BLDG			
EX_000000498		Building A	40,000,000.00	0.00	0.00	0.00
				0.00	0.00	40,000,000.00
NEWYORK			BLDG			

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat / Asset ID Description Type	Beginning cost	Adjustment / Add	Transfers / Recategorizes	Retirements / Ending Cost
EX_000000499 Building B	60,000,000.00	0.00	0.00	0.00
		0.00	0.00	60,000,000.00
NEWYORK BLDG				
EX_000000500 Building C	33,312,966.00	0.00	0.00	0.00
		0.00	0.00	33,312,966.00
NEWYORK BLDG				
EX_CHILD0016 Heating/Ai	400,000.00	0.00	0.00	0.00
		0.00	0.00	400,000.00
Total for Category BLDG	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Project	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Produc	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Bud Ref	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Class	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Progr	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
Total for Dept	133,712,966.00	0.00	0.00	0.00
		0.00	0.00	133,712,966.00
NEWYORK 12000 BLDG				
EX_CHILD0006 Carpeting	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Category BLDG	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Project	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Produc	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Bud Ref	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Class	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Progr	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
Total for Dept 12000	240,000.00	0.00	0.00	0.00
		0.00	0.00	240,000.00
NEWYORK 14000 BLDG				
EX_CHILD0017 Plumbing	140,000.00	0.00	0.00	0.00
		0.00	0.00	140,000.00

PeopleSoft AM

Report ID: AMAS2030
ACCOUNT ACTIVITY SUMMARY - COST

Bus. Unit: US002 -- US002 MASSACHUSETTS OPERATIONS
Run Date 09/10/2003
Book: CORP -- Corporate
Run Time 16:54:43
From Date 01/01/2003 Thru Date 09/30/2003

Account	Description	Beginning Cost	Additions Adjustments	Transfers Recategorizes	Retirements	Ending Cost
151000	Buildings and Improv	67,000,000.00	0.00 0.00	0.00 0.00	0.00	67,000,000.00
153000	Furniture and Fixtur	30,000.00	0.00 0.00	15,000.00 0.00	-7,500.00	37,500.00
154000	Machinery and Equip	0.00	30,000.00 0.00	0.00 0.00	-30,000.00	0.00
155000	Automobiles	153,000.00	90,000.00 10,000.00	0.00 0.00	-85,000.00	168,000.00
156500	Computer Software	0.00	56,000,000.00 0.00	0.00 0.00	0.00	56,000,000.00
159000	Lease Equip	0.00	150,000.00 0.00	0.00 0.00	0.00	150,000.00
	Total for Book ID CORP	67,183,000.00	56,270,000.00 10,000.00	15,000.00 0.00	-122,500.00	123,355,500.00

Account	Description	Beginning Cost	Additions Adjustments	Transfers Recategorizes	Retirements	Ending Cost
151000	Buildings and Improv	67,000,000.00	0.00 0.00	0.00 0.00	0.00	67,000,000.00
153000	Furniture and Fixtur	30,000.00	0.00 0.00	15,000.00 0.00	-7,500.00	37,500.00
154000	Machinery and Equip	0.00	30,000.00 0.00	0.00 0.00	-30,000.00	0.00
155000	Automobiles	153,000.00	90,000.00 10,000.00	0.00 0.00	-85,000.00	168,000.00
156500	Computer Software	0.00	56,000,000.00 0.00	0.00 0.00	0.00	56,000,000.00
159000	Lease Equip	0.00	150,000.00 0.00	0.00 0.00	0.00	150,000.00
	Total for Book ID FEDERAL	67,183,000.00	56,270,000.00 10,000.00	15,000.00 0.00	-122,500.00	123,355,500.00
	Total for Report	134,366,000.00	112,540,000.00 20,000.00	30,000.00 0.00	-245,000.00	246,711,000.00

End of Report

Report ID: AMAS2031
Bus. Unit: US001 -- US001 NEW YORK OPERATIONS
Book: CORP -- Corporate
From Year 2003 Period 1 Thru Year 2003 Period 12

ALT ACCOUNT ACTIVITY SUMMARY - COST

Alt Account	Description	Beginning Cost	Additions / Adjustments	Transfers / Recategorizes	Retirements	Ending Cost
		76,270,890.33	4,708,309.34	-168,000.00	0.00	80,818,199.67
			7,000.00	0.00		
Total For Book ID	CORP		4,708,309.34	-168,000.00	0.00	80,818,199.67
		76,270,890.33	7,000.00	0.00		
Total For Report			4,708,309.34	-168,000.00	0.00	80,818,199.67
		76,270,890.33	7,000.00	0.00		

End of Report

Report ID: AMAS2100 — ASSET ACQUISITIONS DETAIL BY CHARTFIELD — Page No. 1
Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 08/01/2003
Book: CORP -- Corporate — Run Time 10:15:12
Dept : --
From Year 2003 Period 1 Thru Year 2003 Period 12

Oper Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Categ					
Asset Id	Description			Type	Serv Date	Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value	
							AUTO					
000000000089	Automobile				08/01/2003		60	11,110.00	0.00	0.00	11,110.00	
							AUTO					
AO_TST_DEPR1	Testing Rpt 594				02/02/2003	03/01/2003	60	35,000.00	0.00	0.00	35,000.00	
	Categ			AUTO				46,110.00	0.00	0.00	46,110.00	
	Project							46,110.00	0.00	0.00	46,110.00	
	Produc							46,110.00	0.00	0.00	46,110.00	
	Bud Ref							46,110.00	0.00	0.00	46,110.00	
	Class							46,110.00	0.00	0.00	46,110.00	
	Progr							46,110.00	0.00	0.00	46,110.00	
	Dept							46,110.00	0.00	0.00	46,110.00	

Oper Uni / Asset Id	Fund / Description	Progr / Type	Class / Serv Date	Bud Ref / Depr Date	Produc / Life	Project / Categ	Cost Balance	YTD Depr	LTD Depr	Net Book Value
575021000	Strategic Sourc		01/01/2003	02/01/2003	60	AUTO	10,000.00	0.00	0.00	10,000.00
		Categ	AUTO				10,000.00	0.00	0.00	10,000.00
		Project					10,000.00	0.00	0.00	10,000.00
		Produc					10,000.00	0.00	0.00	10,000.00
		Bud Ref					10,000.00	0.00	0.00	10,000.00
		Class					10,000.00	0.00	0.00	10,000.00
		Progr					10,000.00	0.00	0.00	10,000.00
		Dept	10500				10,000.00	0.00	0.00	10,000.00
		Book ID	CORP				56,110.00	0.00	0.00	56,110.00

Oper Uni / Asset Id	Fund / Description	Progr / Type	Class / Serv Date	Bud Ref / Depr Date	Produc / Life	Project / Categ	Cost Balance	YTD Depr	LTD Depr	Net Book Value
000000000089	Automobile		08/01/2003		60	AUTO	11,110.00	0.00	0.00	11,110.00
AO_TST_DEPR1	Testing Rpt 594		02/02/2003	07/01/2003	60	AUTO	35,000.00	0.00	0.00	35,000.00
	Categ	AUTO					46,110.00	0.00	0.00	46,110.00
	Project						46,110.00	0.00	0.00	46,110.00
	Produc						46,110.00	0.00	0.00	46,110.00
	Bud Ref						46,110.00	0.00	0.00	46,110.00
	Class						46,110.00	0.00	0.00	46,110.00
	Progr						46,110.00	0.00	0.00	46,110.00
	Dept						46,110.00	0.00	0.00	46,110.00

Report ID: AMAS2100 — ASSET ACQUISITIONS DETAIL BY CHARTFIELD — Page No. 4

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 08/01/2003

Book: FEDERAL -- Federal — Run Time 10:15:12

Dept : 10500 -- Benefits

From Year 2003 Period 1 Thru Year 2003 Period 12

Oper Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Categ					
Asset Id	Description			Type	Serv Date	Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value	
							AUTO					
575021000	Strategic Sourc				01/01/2003	07/01/2003	60	10,000.00	0.00	0.00	10,000.00	
				Categ	AUTO			10,000.00	0.00	0.00	10,000.00	
				Project				10,000.00	0.00	0.00	10,000.00	
				Produc				10,000.00	0.00	0.00	10,000.00	
				Bud Ref				10,000.00	0.00	0.00	10,000.00	
				Class				10,000.00	0.00	0.00	10,000.00	
				Progr				10,000.00	0.00	0.00	10,000.00	
				Dept	10500			10,000.00	0.00	0.00	10,000.00	
				Book ID	FEDERAL			56,110.00	0.00	0.00	56,110.00	
				Report				112,220.00	0.00	0.00	112,220.00	

End of Report

-In Service- Year	Period	Cat	Asset Id	Description	Cost Type	Begin Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value
2003	1	AUTO	AIUAM3	IUAM3			60	100,000.00	0.00	0.00	100,000.00
2003	1	AUTO	AO_TST_RVS1	Testing Rpt 624		02/01/2003	60	55,000.00	9,716.67	9,716.67	45,283.33
2003	1	AUTO	BIUAM3	IUAM3		02/01/2003	60	100,000.00	0.00	0.00	100,000.00
2003	1	AUTO	TEST3	Automobile		01/01/2003	400	10,000.00	0.00	0.00	10,000.00
2003	1	AUTO	WRF01	Automobile			60	1,000,000.00	0.00	0.00	1,000,000.00
2003	1	AUTO	WRF02	Automobile			60	1,000,000.00	0.00	0.00	1,000,000.00
		Total for	Category	AUTO				2,265,000.00	9,716.67	9,716.67	2,255,283.33
2003	1	FF	AO_TST_ERR3	Testing Rpt 621		01/01/2003	84	50,000.00	7,142.86	7,142.86	42,857.14
		Total for	Category	FF				50,000.00	7,142.86	7,142.86	42,857.14
2003	1	AUTO	BIUAM2	IUAM2		01/01/2003	60	108,360.14	21,672.03	21,672.03	86,688.11
		Total for	Category	AUTO				108,360.14	21,672.03	21,672.03	86,688.11
		Total for	In Service Period	1				2,423,360.14	38,531.56	38,531.56	2,384,828.58
2003	4	AUTO	TEST	Automobile			213	10,000.00	0.00	0.00	10,000.00
		Total for	Category	AUTO				10,000.00	0.00	0.00	10,000.00
		Total for	In Service Period	4				10,000.00	0.00	0.00	10,000.00
2003	5	FF	AO_TST_ERR1	Testing Xfr err		05/01/2003	84	25,000.00	0.00	0.00	25,000.00
2003	5	FF	AO_TST_ERR2	Testing Rpt 621		05/01/2003	84	40,000.00	476.19	0.00	40,000.00
		Total for	Category	FF				65,000.00	476.19	0.00	65,000.00
2003	5	LAUTO	LEASE_1	LEASE TEST		05/01/2003	48	30,000.00	4,166.67	4,166.67	25,833.33
		Total for	Category	LAUTO				30,000.00	4,166.67	4,166.67	25,833.33
2003	5	OFFCE	NONPAR_CHLD1	NON-PARENT CHIL			36	10,000.00	0.00	0.00	10,000.00
2003	5	OFFCE	PAR_CHLD1	PARENT/CHILD AS			36	20,000.00	0.00	0.00	20,000.00
		Total for	Category	OFFCE				30,000.00	0.00	0.00	30,000.00
		Total for	In Service Period	5				125,000.00	4,642.86	4,166.67	120,833.33

-In Service- Year	Period	Cat	Asset Id	Description	Cost Type	Begin Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value
2003	6	AUTO	000000000091	Automobile		07/01/2003	60	1,000,000.00	99,800.00	99,800.00	900,200.00
	Total for	Category	AUTO					1,000,000.00	99,800.00	99,800.00	900,200.00
	Total for	In Service Period	6					1,000,000.00	99,800.00	99,800.00	900,200.00
2003	7	LAUTO	LEASE009	Capital Leased		07/31/2003	50	517.06	41.98	41.98	475.08
	Total for	Category	LAUTO					517.06	41.98	41.98	475.08
	Total for	In Service Period	7					517.06	41.98	41.98	475.08
2003	8	AUTO	000000000092	Automobile		07/01/2003	60	1,000,000.00	7,660.00	7,660.00	992,340.00
2003	8	AUTO	000000000097	FAF		08/08/2003	60	15,000.00	0.00	0.00	15,000.00
2003	8	AUTO	000000000098	AUTO	C	08/08/2003	60	1,722.15	0.00	0.00	1,722.15
2003	8	AUTO	000000000124	AUTO	C	09/01/2003	60	17,221.47	1,014.76	1,014.76	16,206.71
2003	8	AUTO	AMAS2110_1	TEST AMAS2110 R		09/01/2003	60	10,000.00	533.33	533.33	9,466.67
2003	8	AUTO	AMAS2110_2	AMAS2110 TEST R		09/01/2003	60	20,000.00	1,200.00	1,200.00	18,800.00
	Total for	Category	AUTO					1,063,943.62	10,408.09	10,408.09	1,053,535.53
2003	8	LAUTO	000000000094	Leased Car			36	12,514.47	0.00	0.00	12,514.47
2003	8	LAUTO	000000000095	Leased Car			36	12,514.47	0.00	0.00	12,514.47
	Total for	Category	LAUTO					25,028.94	0.00	0.00	25,028.94
2003	8	OFFCE	000000000125	Long Sleeve Bik		08/09/2003	36	400.00	0.00	0.00	400.00
	Total for	Category	OFFCE					400.00	0.00	0.00	400.00
2003	8	AUTO	ASSET1	big auto 1			60	1,000.00	0.00	0.00	1,000.00
2003	8	AUTO	ASSET22	big dog profile			60	2,000.00	0.00	0.00	2,000.00
	Total for	Category	AUTO					3,000.00	0.00	0.00	3,000.00
2003	8	OFFCE	000000000126	Desktop CPU 450		08/01/2003	36	7,000.00	2,916.66	2,916.66	4,083.34
	Total for	Category	OFFCE					7,000.00	2,916.66	2,916.66	4,083.34
2003	8	ME	000000000128	Testing Split F		08/12/2003	36	800.00	51.61	51.61	748.39
2003	8	ME	000000000128	Testing Split F		08/12/2003	36	800.00	51.61	51.61	748.39
2003	8	ME	000000000130	Testing Split F		08/12/2003	36	400.00	51.61	51.61	348.39
	Total for	Category	ME					2,000.00	154.83	154.83	1,845.17

-In Service- Year	Period	Cat	Asset Id	Description	Cost Type	Begin Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value
2003	8	OFFCE	000000000131	COMPUTERS		08/12/2003	36	2,085.00	0.00	0.00	2,085.00
2003	8	OFFCE	000000000131	COMPUTERS		08/12/2003	36	2,085.00	0.00	0.00	2,085.00
2003	8	OFFCE	000000000132	COMPUTERS		08/12/2003	36	2,085.00	0.00	0.00	2,085.00
2003	8	OFFCE	000000000133	COMPUTERS		08/12/2003	36	1,042.50	0.00	0.00	1,042.50
	Total for	Category	OFFCE					7,297.50	0.00	0.00	7,297.50
2003	8	AUTO	000000000134	Automobile			663	10,000.00	0.00	0.00	10,000.00
2003	8	AUTO	000000000135	Automobile			736	10,000.00	0.00	0.00	10,000.00
2003	8	AUTO	TEST1	Automobile		09/01/2003	255	10,000.00	0.00	0.00	10,000.00
2003	8	AUTO	TEST2	Automobile		09/01/2003	736	10,000.00	0.00	0.00	10,000.00
	Total for	Category	AUTO					40,000.00	0.00	0.00	40,000.00
2003	8	ME	COMPG	Machinery & Equ			84	0.00	0.00	0.00	0.00
	Total for	Category	ME					0.00	0.00	0.00	0.00
	Total for	In Service Period	8					1,148,670.06	13,479.58	13,479.58	1,135,190.48
	Total for	In Service Year	2003					4,707,547.26	156,495.98	156,019.79	4,551,527.47
	Total for	Book ID	CORP					4,707,547.26	156,495.98	156,019.79	4,551,527.47
	Total for	Report						4,707,547.26	156,495.98	156,019.79	4,551,527.47

End of Report

Asset ID	Long Description	St	Parent ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Custodian Employee Id	Custodian Dept	Custodian Proj	Custodian Offs
000000000094	Leased Car	I				08/08/2003						N
000000000094	Leased Car	I				08/08/2003						N
000000000095	Leased Car	I				08/08/2003						N
000000000095	Leased Car	I				08/08/2003						N
000000000098	AUTO	I				08/08/2003						N
000000000098	AUTO	I				08/08/2003						N
000000000124	AUTO	I				08/08/2003						N
000000000124	AUTO	I				08/08/2003						N
000000000131	COMPUTERS	I				08/12/2003				13000		N
000000000131	COMPUTERS	I				08/12/2003				13000		N
000000000132	COMPUTERS	I				08/12/2003				14000		N
000000000132	COMPUTERS	I				08/12/2003				14000		N
000000000133	COMPUTERS	I				08/12/2003				15000		N
000000000133	COMPUTERS	I				08/12/2003				15000		N
ASSET1	big auto 1	I				08/11/2003					**PCAM1**	
ASSET1	big auto 1	I				08/11/2003					**PCAM1**	
ASSET22	big dog profile	I				08/11/2003					**PCAM2**	
ASSET22	big dog profile	I				08/11/2003					**PCAM2**	
COMPG	Machinery & Equipment	I				08/13/2003						N
COMPG	Machinery & Equipment	I				08/13/2003						N
LEASE009	Capital Leased Car	I				07/31/2003						N
LEASE009	Capital Leased Car	I				07/31/2003						N
LEASE_1	LEASE TEST	I				05/01/2003						N
LEASE_1	LEASE TEST	I				05/01/2003						N

Asset			Parent						Custodian			
ID	Long Description	St	ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Employee Id	Dept	Proj	Offs
BIUAM2	IUAM2	I				01/01/2003				10500		N
BIUAM2	IUAM2	I				01/01/2003				10500		N

Asset ID	Long Description	St	Parent ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Custodian Employee Id	Custodian Dept	Custodian Proj	Custodian Offs
000000000091	Automobile	I				06/01/2003						N
000000000091	Automobile	I				06/01/2003						N
000000000092	Automobile	I				08/08/2003						N
000000000092	Automobile	I				08/08/2003						N
000000000097	FAF	I		1222	1111	08/08/2003			IXHEEE102			N
000000000097	FAF	I		1222	1111	08/08/2003			IXHEEE102			N
000000000125	Long Sleeve Biking Jersey,	D				08/09/2003	Bicycle Small Compon			11000		N
000000000125	Long Sleeve Biking Jersey,	D				08/09/2003	Bicycle Small Compon			11000		N
000000000126	Desktop CPU 450Mhz, 128 Mb	I				08/11/2003				51000	ALLPRO	N
000000000126	Desktop CPU 450Mhz, 128 Mb	I				08/11/2003				51000	ALLPRO	N
000000000128	Testing Split Funding	I				08/12/2003				11000		N
000000000128	Testing Split Funding	I				08/12/2003				11000		N
000000000130	Testing Split Funding	I				08/12/2003				13000		N
000000000130	Testing Split Funding	I				08/12/2003				13000		N
000000000134	Automobile	I				08/13/2003						N
000000000134	Automobile	I				08/13/2003						N
000000000135	Automobile	I				08/13/2003						N
000000000135	Automobile	I				08/13/2003						N
AIUAM3	IUAM3	I				01/01/2003						N
AIUAM3	IUAM3	I				01/01/2003						N
AMAS2110_1	TEST AMAS2110 RUN PARAMETE	I				08/08/2003						N
AMAS2110_1	TEST AMAS2110 RUN PARAMETE	I				08/08/2003						N
AMAS2110_2	AMAS2110 TEST RUN PARAMETE	I				08/08/2003						N
AMAS2110_2	AMAS2110 TEST RUN PARAMETE	I				08/08/2003						N

Asset ID	Long Description	St	Parent ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Custodian Employee Id	Custodian Dept	Custodian Proj	Custodian Offs
AO_TST_ERR1	Testing Xfr error message	I				05/01/2003						N
AO_TST_ERR1	Testing Xfr error message	I				05/01/2003						N
AO_TST_ERR2	Testing Rpt 621415000	T				05/01/2003						N
AO_TST_ERR2	Testing Rpt 621415000	T				05/01/2003						N
AO_TST_ERR3	Testing Rpt 621415000	I				01/01/2003						N
AO_TST_ERR3	Testing Rpt 621415000	I				01/01/2003						N
AO_TST_RVS1	Testing Rpt 624040000	I				01/01/2003						N
AO_TST_RVS1	Testing Rpt 624040000	I				01/01/2003						N
AO_TST_VAT4	Testing VAT Reinstate Erro	I				07/01/2002						N
AO_TST_VAT4	Testing VAT Reinstate Erro	I				07/01/2002						N
BIUAM3	IUAM3	T				01/01/2003						N
BIUAM3	IUAM3	T				01/01/2003						N
NONPAR_CHLD1	NON-PARENT CHILD TEST 1	I		NPC_1		05/01/2003			IXHEEE102			N
NONPAR_CHLD1	NON-PARENT CHILD TEST 1	I		NPC_1		05/01/2003			IXHEEE102			N
PAR_CHLD1	PARENT/CHILD ASSET	I	PAR_CHLD	PC-2		05/01/2003			IXHEEE102			N
PAR_CHLD1	PARENT/CHILD ASSET	I	PAR_CHLD	PC-2		05/01/2003			IXHEEE102			N
TEST	Automobile	I				04/01/2003						N
TEST	Automobile	I				04/01/2003						N
TEST1	Automobile	I				08/13/2003						N
TEST1	Automobile	I				08/13/2003						N
TEST2	Automobile	I				08/13/2003						N
TEST2	Automobile	I				08/13/2003						N
TEST3	Automobile	I				01/01/2003						N
TEST3	Automobile	I				01/01/2003						N

Asset ID	Long Description	St	Parent ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Custodian Employee Id	Custodian Dept	Custodian Proj	Custodian Offs
WRF01	Automobile	I				01/01/2003						N
WRF01	Automobile	I				01/01/2003						N
WRF02	Automobile	I				01/01/2003				11000		N
WRF02	Automobile	I				01/01/2003				11000		N

Asset			Parent						Custodian			
ID	Long Description	St	ID	Tag Number	Cap Number	Acq Date	Manufacturer	Performed By	Employee Id	Dept	Proj	Offs
ADSPWRK01	DW multichart with approva	I				01/23/2002						N
ADSPWRK01	DW multichart with approva	I				01/23/2002						N
DSPWRK01	DW multichart with approva	I				01/23/2002						N
DSPWRK01	DW multichart with approva	I				01/23/2002						N
DSPWRK02	DW multichart without appr	I				01/23/2002						N
DSPWRK02	DW multichart without appr	I				01/23/2002						N
DSPWRK02	DW multichart without appr	I				01/23/2002						N

Asset ID	Description	Parent ID	Tag Number	CAP Number	Acq Date	Cost Balance	YTD Depr	LTD Depr	Net Book Value
000000000091	Automobile				06/01/2003	1,000,000.00	99,800.00	99,800.00	900,200.00
000000000092	Automobile				08/08/2003	1,000,000.00	7,660.00	7,660.00	992,340.00
000000000094	Leased Car				08/08/2003	12,514.47	0.00	0.00	12,514.47
000000000095	Leased Car				08/08/2003	12,514.47	0.00	0.00	12,514.47
000000000097	FAF		1222	1111	08/08/2003	15,000.00	0.00	0.00	15,000.00
000000000098	AUTO				08/08/2003	1,722.15	0.00	0.00	1,722.15
000000000124	AUTO				08/08/2003	17,221.47	1,014.76	1,014.76	16,206.71
000000000125	Long Sleeve Biking J				08/09/2003	400.00	0.00	0.00	400.00
000000000126	Desktop CPU 450Mhz,				08/11/2003	7,000.00	2,916.66	2,916.66	4,083.34
000000000128	Testing Split Fundin				08/12/2003	400.00	51.61	51.61	348.39
000000000130	Testing Split Fundin				08/12/2003	400.00	51.61	51.61	348.39
000000000131	COMPUTERS				08/12/2003	1,042.50	0.00	0.00	1,042.50
000000000132	COMPUTERS				08/12/2003	2,085.00	0.00	0.00	2,085.00
000000000133	COMPUTERS				08/12/2003	1,042.50	0.00	0.00	1,042.50
000000000134	Automobile				08/13/2003	10,000.00	0.00	0.00	10,000.00
000000000135	Automobile				08/13/2003	10,000.00	0.00	0.00	10,000.00
AIUAM3	IUAM3				01/01/2003	100,000.00	0.00	0.00	100,000.00
AMAS2110_1	TEST AMAS2110 RUN PA				08/08/2003	10,000.00	533.33	533.33	9,466.67
AMAS2110_2	AMAS2110 TEST RUN PA				08/08/2003	20,000.00	1,200.00	1,200.00	18,800.00
AO_TST_ERR1	Testing Xfr error me				05/01/2003	25,000.00	0.00	0.00	25,000.00
AO_TST_ERR2	Testing Rpt 62141500				05/01/2003	40,000.00	476.19	0.00	40,000.00
AO_TST_ERR3	Testing Rpt 62141500				01/01/2003	50,000.00	7,142.86	7,142.86	42,857.14
AO_TST_RVS1	Testing Rpt 62404000				01/01/2003	55,000.00	9,716.67	9,716.67	45,283.33
ASSET1	big auto 1				08/11/2003	1,000.00	0.00	0.00	1,000.00
ASSET22	big dog profile				08/11/2003	2,000.00	0.00	0.00	2,000.00
BIUAM2	IUAM2				01/01/2003	108,360.14	21,672.03	21,672.03	86,688.11
BIUAM3	IUAM3				01/01/2003	100,000.00	0.00	0.00	100,000.00
COMPG	Machinery & Equipmen				08/13/2003	0.00	0.00	0.00	0.00
LEASE009	Capital Leased Car				07/31/2003	517.06	41.98	41.98	475.08
LEASE_1	LEASE TEST				05/01/2003	30,000.00	4,166.67	4,166.67	25,833.33
NONPAR_CHLD1	NON-PARENT CHILD TES		NPC_1		05/01/2003	10,000.00	0.00	0.00	10,000.00
PAR_CHLD1	PARENT/CHILD ASSET	PAR_CHLD1	PC-2		05/01/2003	20,000.00	0.00	0.00	20,000.00
TEST	Automobile				04/01/2003	10,000.00	0.00	0.00	10,000.00
TEST1	Automobile				08/13/2003	10,000.00	0.00	0.00	10,000.00
TEST2	Automobile				08/13/2003	10,000.00	0.00	0.00	10,000.00
TEST3	Automobile				01/01/2003	10,000.00	0.00	0.00	10,000.00
WRF01	Automobile				01/01/2003	1,000,000.00	0.00	0.00	1,000,000.00
WRF02	Automobile				01/01/2003	1,000,000.00	0.00	0.00	1,000,000.00

End of Report

Oper Uni / Trans	Fund / Asset Id	Progr / Description	Class	Bud Ref / Produc Type	Project / Beg Dep Dte	Categ / Life	Qty	Cost Balance	LTD Depr	Net Book Value
CALIF	1119	P5000	C30	ACCSSR	0000000106	AUTO				
Out	000000000211	2003 BMW Conver			10/01/2003	60	-1	-75,000.00	0.00	-75,000.00
	Total for	Categ		AUTO				-75,000.00	0.00	-75,000.00
	Total for	Project		0000000106				-75,000.00	0.00	-75,000.00
CALIF	1119	P5000	C30	ACCSSR	0000000107	AUTO				
In	000000000211	2003 BMW Conver			10/01/2003	60	1	75,000.00	0.00	75,000.00
	Total for	Categ		AUTO				75,000.00	0.00	75,000.00
	Total for	Project		0000000107				75,000.00	0.00	75,000.00
	Total for	Produc		ACCSSR				0.00	0.00	0.00
	Total for	Bud Ref						0.00	0.00	0.00
	Total for	Class		C30				0.00	0.00	0.00
	Total for	Progr		P5000				0.00	0.00	0.00
	Total for	Fund		1119				0.00	0.00	0.00
	Total for	Oper Uni		CALIF				0.00	0.00	0.00
	Total for	Dept		10200				0.00	0.00	0.00

Oper Uni / Trans	Fund / Asset Id	Progr / Description	Class / Type	Bud Ref / Beg Dep Dte	Produc / Life	Project / Qty	Categ / FF	Cost Balance	LTD Depr	Net Book Value
Out	BRA001	BRA001 - TEST		02/01/2003	60	-1		-15,000.00	0.00	-15,000.00
	Total for	Categ					FF	-15,000.00	0.00	-15,000.00
	Total for	Project						-15,000.00	0.00	-15,000.00
	Total for	Produc						-15,000.00	0.00	-15,000.00
	Total for	Bud Ref						-15,000.00	0.00	-15,000.00
	Total for	Class						-15,000.00	0.00	-15,000.00
	Total for	Progr						-15,000.00	0.00	-15,000.00
	Total for	Fund						-15,000.00	0.00	-15,000.00
	Total for	Oper Uni						-15,000.00	0.00	-15,000.00
	Total for	Dept	12000					-15,000.00	0.00	-15,000.00

Report ID: AMAS2300 — ASSET TRANSFERS DETAIL BY CHARTFIELD — Page No. 3

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 09/09/2003

Book: CORP -- Corporate — Run Time 17:25:41

Dept : 15000 -- Business Services

From Year 2003 Period 1 Thru Year 2003 Period 9

Oper Uni / Trans	Fund / Asset Id	Progr / Description	Class / Type	Bud Ref / Beg Dep Dte	Produc / Life	Project / Qty	Categ	Cost Balance	LTD Depr	Net Book Value
In	BRA001	BRA001 - TEST		02/01/2003	60	1	FF	15,000.00	0.00	15,000.00
Out	BRA001	BRA001 - TEST		02/01/2003	60	-1	FF	-15,000.00	0.00	-15,000.00
	Total for	Categ	FF					0.00	0.00	0.00
	Total for	Project						0.00	0.00	0.00
	Total for	Produc						0.00	0.00	0.00
	Total for	Bud Ref						0.00	0.00	0.00
	Total for	Class						0.00	0.00	0.00
	Total for	Progr						0.00	0.00	0.00
	Total for	Fund						0.00	0.00	0.00
	Total for	Oper Uni						0.00	0.00	0.00
	Total for	Dept	15000					0.00	0.00	0.00
	Total for	Book ID	CORP					-15,000.00	0.00	-15,000.00
	Total for	Report						-15,000.00	0.00	-15,000.00

End of Report

Report ID: AMAS2400 — ASSET RECLASSIFICATION DETAIL BY CHARTFIELD — Page No. 1

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 09/09/2003

Book: CORP -- Corporate — Run Time 17:19:22

Dept : 10200 -- Headquarters

From Year 2003 Period 1 Thru Year 2003 Period 9

Trans	Asset Id	Description	Type	Beg Dep Dte	Life	Qty	Cost Balance	YTD Depr	LTD Depr	Net Book Value
In	TEST_RPT_1	Test reports		08/01/2003	60	1	55,000.00	883.34	1,766.67	53,233.33
Out	TEST_RPT_1	Test reports		08/01/2003	60	-1	-55,000.00	883.33	0.00	-55,000.00
	Total for	Dept	10200				0.00	1,766.67	1,766.67	-1,766.67

Trans	Asset Id	Description	Type	Beg Dep Dte	Life	Qty	Cost Balance	YTD Depr	LTD Depr	Net Book Value
In	BRA001	BRA001 - TEST		02/01/2003	60	1	15,000.00	0.00	0.00	15,000.00
Out	BRA001	BRA001 - TEST		02/01/2003	60	-1	-15,000.00	0.00	0.00	-15,000.00
	Total for	Dept	12000				0.00	0.00	0.00	0.00
	Total for	Book ID	CORP				0.00	1,766.67	1,766.67	-1,766.67
	Total for	Report					0.00	1,766.67	1,766.67	-1,766.67

Report ID: AMBI1000
Busines US002 -- US002 MASSACHUSETTS OPERATIONS List of assets invoiced and pending to bill
BI Unit US001 -- US001 NEW YORK OPERATIONS
From Date 01/01/2003
Through D 12/31/2003

Asset ID	Invoice	Original Invoice	Trans Status	Transaction Proceeds		Proceeds		Trans Date	Acctg Date
AM2BI-01	0000678512		Completed	45,000.000	USD	45,000.000	USD	09/09/2003	09/09/2003
AMBIAP_TEST	0000678525		Completed	15,000.000	USD	15,000.000	USD	09/11/2003	09/11/2003
AMBI_MC	0000678499		Completed	10,000.000	USD	10,000.000	USD	09/08/2003	09/08/2003

Total BI Unit US001 70,000.000 USD

End of Report

Report ID: AMBT1000 — BUSINESS TAX BY ACCOUNT\LOCATION —
Bus. Unit: FRA01 -- FRANCE OPERATIONS — Run Date 09/12/2003
Book: ASSETS_EUR -- Asset Book - EURO — Run Time 10:17:02
Location: FRA01 -- France - Paris
Account: 155000 -- Automobiles
From Date 01/01/2002 Thru Date 12/31/2003

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	000000000014	2002 BMW Convertible	09/12/2002	10,514.41	0.00	0.00
		AUTO	1RPT001	RET: Same day as ADD	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT002	RET: Scrap of Asset	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT003	RET: with trade in	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT004	RET: with Removal cost	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT005	RET: Partial / Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT006	RET: Partial / Amount	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT007	RET: VAT Applicable	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT008	RET: Exempt VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT009	RET: Suspend VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT011	RET: Outside of Scope VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT012	RET: Inclusive VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT013	RET: Diff VAT Transaction	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT014	RET: Diff VAT Code	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT015	RET: Diff Declaration Dat	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT016	RET: Different Rate Type	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT017	RET: Multiple Asset Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT018	RET: Multiple Chartfield	01/01/2002	15,244.90	0.00	0.00
		AUTO	AMBIVA01	VAT	01/23/2002	7,622.45	0.00	0.00
		AUTO	AMBIVA02	InterUnit Asset	01/23/2002	7,622.45	0.00	0.00
		AUTO	AMBIVA03	MultiChartfields	01/23/2002	2,286.74	0.00	0.00
		AUTO	AMBIVA04	Partial Ret	01/23/2002	3,048.98	0.00	0.00
		AUTO	CHILD_01	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	CHILD_02	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	PARNT_01	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	RPT001	RET: Same day as ADD	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT002	RET: Scrap of Asset	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT003	RET: with trade in	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT004	RET: with Removal cost	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT005	RET: Partial / Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT006	RET: Partial / Amount	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT007	RET: VAT Applicable	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT008	RET: Exempt VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT009	RET: Suspend VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT011	RET: Outside of Scope VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT012	RET: Inclusive VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT013	RET: Diff VAT Transaction	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT014	RET: Diff VAT Code	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT015	RET: Diff Declaration Dat	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT016	RET: Different Rate Type	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT017	RET: Multiple Asset Qty	01/01/2002	15,244.90	0.00	0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	RPT018	RET: Multiple Chartfield	01/01/2002	15,244.90	0.00	0.00
				Total for Account 155000		553,995.16		0.00
				Total for FRA01		553,995.16		0.00
				Total for Book ID ASSETS_EUR		553,995.16		0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	000000000014	2002 BMW Convertible	09/12/2002	68,970.00	0.00	0.00
		AUTO	1RPT001	RET: Same day as ADD	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT002	RET: Scrap of Asset	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT003	RET: with trade in	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT004	RET: with Removal cost	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT005	RET: Partial / Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT006	RET: Partial / Amount	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT007	RET: VAT Applicable	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT008	RET: Exempt VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT009	RET: Suspend VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT011	RET: Outside of Scope VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT012	RET: Inclusive VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT013	RET: Diff VAT Transaction	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT014	RET: Diff VAT Code	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT015	RET: Diff Declaration Dat	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT016	RET: Different Rate Type	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT017	RET: Multiple Asset Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT018	RET: Multiple Chartfield	01/01/2002	100,000.00	0.00	0.00
		AUTO	AMBIVA01	VAT	01/23/2002	50,000.00	0.00	0.00
		AUTO	AMBIVA02	InterUnit Asset	01/23/2002	50,000.00	0.00	0.00
		AUTO	AMBIVA03	MultiChartfields	01/23/2002	15,000.00	0.00	0.00
		AUTO	AMBIVA04	Partial Ret	01/23/2002	20,000.00	0.00	0.00
		AUTO	CHILD_01	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	CHILD_02	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	PARNT_01	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	RPT001	RET: Same day as ADD	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT002	RET: Scrap of Asset	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT003	RET: with trade in	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT004	RET: with Removal cost	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT005	RET: Partial / Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT006	RET: Partial / Amount	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT007	RET: VAT Applicable	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT008	RET: Exempt VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT009	RET: Suspend VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT011	RET: Outside of Scope VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT012	RET: Inclusive VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT013	RET: Diff VAT Transaction	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT014	RET: Diff VAT Code	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT015	RET: Diff Declaration Dat	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT016	RET: Different Rate Type	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT017	RET: Multiple Asset Qty	01/01/2002	100,000.00	0.00	0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	RPT018	RET: Multiple Chartfield	01/01/2002	100,000.00	0.00	0.00
				Total for Account 155000		3,633,970.00		0.00
				Total for FRA01		3,633,970.00		0.00
				Total for Book ID ASSETS_FRF		3,633,970.00		0.00
				Total for Report		4,187,965.16		0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	000000000014	2002 BMW Convertible	09/12/2002	10,514.41	0.00	0.00
		AUTO	1RPT001	RET: Same day as ADD	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT002	RET: Scrap of Asset	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT003	RET: with trade in	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT004	RET: with Removal cost	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT005	RET: Partial / Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT006	RET: Partial / Amount	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT007	RET: VAT Applicable	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT008	RET: Exempt VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT009	RET: Suspend VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT011	RET: Outside of Scope VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT012	RET: Inclusive VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT013	RET: Diff VAT Transaction	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT014	RET: Diff VAT Code	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT015	RET: Diff Declaration Dat	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT016	RET: Different Rate Type	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT017	RET: Multiple Asset Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	1RPT018	RET: Multiple Chartfield	01/01/2002	15,244.90	0.00	0.00
		AUTO	AMBIVA01	VAT	01/23/2002	7,622.45	0.00	0.00
		AUTO	AMBIVA02	InterUnit Asset	01/23/2002	7,622.45	0.00	0.00
		AUTO	AMBIVA03	MultiChartfields	01/23/2002	2,286.74	0.00	0.00
		AUTO	AMBIVA04	Partial Ret	01/23/2002	3,048.98	0.00	0.00
		AUTO	CHILD_01	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	CHILD_02	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	PARNT_01	Reinstate with VAT	01/04/2002	1,524.49	0.00	0.00
		AUTO	RPT001	RET: Same day as ADD	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT002	RET: Scrap of Asset	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT003	RET: with trade in	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT004	RET: with Removal cost	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT005	RET: Partial / Qty	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT006	RET: Partial / Amount	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT007	RET: VAT Applicable	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT008	RET: Exempt VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT009	RET: Suspend VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT011	RET: Outside of Scope VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT012	RET: Inclusive VAT	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT013	RET: Diff VAT Transaction	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT014	RET: Diff VAT Code	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT015	RET: Diff Declaration Dat	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT016	RET: Different Rate Type	01/01/2002	15,244.90	0.00	0.00
		AUTO	RPT017	RET: Multiple Asset Qty	01/01/2002	15,244.90	0.00	0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	RPT018	RET: Multiple Chartfield	01/01/2002	15,244.90	0.00	0.00
	Total for	218200				553,995.16		0.00
	Total for	FRA01				553,995.16		0.00
	Total for	Book ID ASSETS_EUR				553,995.16		0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	000000000014	2002 BMW Convertible	09/12/2002	68,970.00	0.00	0.00
		AUTO	1RPT001	RET: Same day as ADD	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT002	RET: Scrap of Asset	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT003	RET: with trade in	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT004	RET: with Removal cost	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT005	RET: Partial / Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT006	RET: Partial / Amount	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT007	RET: VAT Applicable	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT008	RET: Exempt VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT009	RET: Suspend VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT011	RET: Outside of Scope VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT012	RET: Inclusive VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT013	RET: Diff VAT Transaction	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT014	RET: Diff VAT Code	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT015	RET: Diff Declaration Dat	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT016	RET: Different Rate Type	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT017	RET: Multiple Asset Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	1RPT018	RET: Multiple Chartfield	01/01/2002	100,000.00	0.00	0.00
		AUTO	AMBIVA01	VAT	01/23/2002	50,000.00	0.00	0.00
		AUTO	AMBIVA02	InterUnit Asset	01/23/2002	50,000.00	0.00	0.00
		AUTO	AMBIVA03	MultiChartfields	01/23/2002	15,000.00	0.00	0.00
		AUTO	AMBIVA04	Partial Ret	01/23/2002	20,000.00	0.00	0.00
		AUTO	CHILD_01	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	CHILD_02	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	PARNT_01	Reinstate with VAT	01/04/2002	10,000.00	0.00	0.00
		AUTO	RPT001	RET: Same day as ADD	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT002	RET: Scrap of Asset	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT003	RET: with trade in	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT004	RET: with Removal cost	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT005	RET: Partial / Qty	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT006	RET: Partial / Amount	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT007	RET: VAT Applicable	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT008	RET: Exempt VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT009	RET: Suspend VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT011	RET: Outside of Scope VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT012	RET: Inclusive VAT	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT013	RET: Diff VAT Transaction	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT014	RET: Diff VAT Code	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT015	RET: Diff Declaration Dat	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT016	RET: Different Rate Type	01/01/2002	100,000.00	0.00	0.00
		AUTO	RPT017	RET: Multiple Asset Qty	01/01/2002	100,000.00	0.00	0.00

Prod	Proj	Cat	Asset Id	Description	Adquisition Dt	BT Basis	BT Rate	BT Amount
		AUTO	RPT018	RET: Multiple Chartfield	01/01/2002	100,000.00	0.00	0.00
	Total for	218200				3,633,970.00		0.00
	Total for	FRA01				3,633,970.00		0.00
	Total for	Book ID ASSETS_FRF				3,633,970.00		0.00
	Total for	Report				4,187,965.16		0.00

End of Report

	CAP Current		Asset								
CAP Number	Est Cost	Cost Limit	Budgeted	Work-In-Prog	Requisitioned	Committed	Received	In Service	Disposed	Total	Status
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	LIMIT EXCEEDED
Totals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

End of Report

CAP Number	CAP Current Est Cost / Cost Limit	Budgeted / Work-In-Prog	Asset Requisitioned / Committed	Asset Received / In Service	Asset Disposed / Total	Status
	0.00	0.00	0.00	0.00	0.00	LIMIT EXCEEDED
	0.00	0.00	0.00	0.00	0.00	
Totals	0.00	0.00	0.00	0.00	0.00	
	0.00	0.00	0.00	0.00	0.00	

End of Report

Report ID: AMCP2100 — CAPITAL ACQUISITION PLANNING - CAPITALIZED ASSETS — Page No. 1

Bus. Unit: --

CAP Number: --

Run Date 09/10/2003

Run Time 17:03:53

Dept: --

Requestor

Closed Date:

Estimated Completion Date:

Asset Id	Description	Budgeted Work-In-Prog	Requisitioned Committed	Received In Service	Disposed Total
Totals		0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00

End of Report



Report AMDE1000

PeopleSoft Asset Management

ASSET HISTORY SHEET

Report Date: 8/14/2003

Report Time: 2:25:46 PM

Business Unit: US001 **From Fiscal Year:** 2003 **Period:** 1

Asset Book: CORP **Thru Fiscal Year:** 2003 **Period:** 12

Category: AUTO **Account:** 155000 **Automobiles**

Asset	Description	In Serv	Depr.Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr
000000000091	Automobile	6/1/03	SL	60	0.00	1,000,000.00	0.00	0.00	0.00	99,800.00	99,800.00	900,200.00	0.00
000000000092	Automobile	8/8/03	DX	60	0.00	1,000,000.00	0.00	0.00	0.00	7,660.00	7,660.00	992,340.00	0.00
000000000097	FAF	8/8/03	SL	60	0.00	15,000.00	0.00	0.00	0.00	0.00	0.00	15,000.00	0.00
000000000098	AUTO	8/8/03	SL	60	0.00	1,722.15	0.00	0.00	0.00	0.00	0.00	1,722.15	0.00
000000000124	AUTO	8/8/03	SL	60	0.00	17,221.47	0.00	0.00	0.00	1,014.76	1,014.76	16,206.71	0.00
000000000134	Automobile	8/13/03	SP	663	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
000000000135	Automobile	8/13/03	SP	736	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
ADSPWRK01	DW multichart with approval	1/23/02	SL	60	23,000.00	0.00	5,750.00	0.00	0.00	6,037.48	3,762.49	11,212.52	19,150.00
ADSPWRK02	DW multichart without approval	1/23/02	SL	60	23,000.00	0.00	0.00	0.00	0.00	8,050.00	4,200.00	14,950.00	19,150.00
AIUAM3	IUAM3	1/1/03	SL	60	0.00	100,000.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
AMAS2110_1	TEST AMAS2110 RUN PARAME	8/8/03	SL	60	0.00	10,000.00	0.00	0.00	0.00	533.33	533.33	9,466.67	0.00
AMAS2110_2	AMAS2110 TEST RUN PARAM	8/8/03	SL	60	0.00	20,000.00	0.00	0.00	0.00	1,200.00	1,200.00	18,800.00	0.00
AO_TST_RVS1	Testing Rpt 624040000	1/1/03	SL	60	0.00	55,000.00	0.00	0.00	0.00	9,716.67	9,716.67	45,283.33	0.00
AO_TST_VAT4	Testing VAT Reinstate Error	7/1/02	SL	60	10,000.00	10,000.00	10,000.00	0.00	0.00	2,266.65	1,599.98	7,733.35	9,333.33
ASSET1	big auto 1	8/11/03	SL	60	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
ASSET22	big dog profile	8/11/03	Strt Line	60	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00
BIUAM2	IUAM2	1/30/03	Strt Line	60	0.00	108,360.14	0.00	0.00	0.00	21,672.03	21,672.03	86,688.11	0.00
BIUAM3	IUAM3	1/1/03	Strt Line	60	0.00	100,000.00	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00
BUD2001_1	BUD REF2001	2/5/01	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	11,666.67	4,000.00	8,333.33	12,333.33
BUD2001_2	BUD REF2001	2/5/01	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	11,666.67	4,000.00	8,333.33	12,333.33
BUD2001_3	BUD REF2001	2/5/01	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	11,666.67	4,000.00	8,333.33	12,333.33
BUD2001_4	BUD REF2001	2/5/01	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	11,666.67	4,000.00	8,333.33	12,333.33
BUD2001_5	BUD REF2001	2/5/01	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	11,666.67	4,000.00	8,333.33	12,333.33
BUD2002_1	BUD REF2002	2/5/02	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	7,666.67	4,000.00	12,333.33	16,333.33
BUD2002_2	BUD REF2002	2/5/02	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	7,666.67	4,000.00	12,333.33	16,333.33
BUD2002_3	BUD REF2002	2/5/02	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	7,666.67	4,000.00	12,333.33	16,333.33
BUD2002_4	BUD REF2002	2/5/02	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	7,666.67	4,000.00	12,333.33	16,333.33
BUD2002_5	BUD REF2002	2/5/02	Strt Line	60	20,000.00	0.00	0.00	0.00	0.00	7,666.67	4,000.00	12,333.33	16,333.33
DSPWRK01	DW multichart with approval	1/23/02	Strt Line	60	23,000.00	0.00	5,750.00	0.00	0.00	6,037.48	3,762.49	11,212.52	19,150.00

PeopleSoft Asset Management

ASSET HISTORY SHEET

Business Unit: US001 **From Fiscal Year:** 2003 **Period:** 1
Asset Book: CORP **Thru Fiscal Year:** 2003 **Period:** 12

Category: AUTO **Account:** 155000 **Automobiles**

Asset	Description	In Serv	Depr.Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr
DSPWRK02	DW multichart without approval	1/23/02	Strt Line	60	23,000.00	0.00	5,750.00	0.00	0.00	6,037.48	3,762.49	11,212.52	19,150.00
EX_000000001	2000 Chevrolet Tahoe LT 1/2To	1/2/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	14,560.00	1,775.00	24,547.00	26,322.00
EX_000000003	2000 Chevrolet Tahoe LT 1/2To	9/1/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	13,455.35	1,775.00	25,651.65	27,426.65
EX_000000004	Automobile	9/15/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	13,455.35	1,775.00	25,651.65	27,426.65
EX_000000005	2000 Chevrolet Tahoe LT 1/2To	9/17/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	13,455.35	1,775.00	25,651.65	27,426.65
EX_000000006	2000 Chevrolet Tahoe LT 1/2To	9/30/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	13,455.35	1,775.00	25,651.65	27,426.65
EX_000000007	2000 Chevrolet Tahoe LT 1/2To	12/1/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	12,785.00	1,775.00	26,322.00	28,097.00
EX_000000008	2000 Chevrolet Tahoe LT 1/2To	12/15/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	12,785.00	1,775.00	26,322.00	28,097.00
EX_000000009	2000 Chevrolet Tahoe LT 1/2To	12/17/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	12,785.00	1,775.00	26,322.00	28,097.00
EX_000000010	2000 Chevrolet Tahoe LT 1/2To	12/30/99	SL	60	39,107.00	0.00	0.00	0.00	0.00	12,785.00	1,775.00	26,322.00	28,097.00
HAZAR_01	Hazardous SW <> Profile	1/4/02	SL	60	10,000.00	0.00	0.00	0.00	0.00	3,066.67	1,600.00	6,933.33	8,533.33
HAZAR_02	Hazardous SW = Profile	1/4/02	SL	36	10,000.00	0.00	0.00	0.00	0.00	6,666.67	3,333.34	3,333.33	6,666.67
HAZAR_03	Override Hazardous SW <> Pr	1/4/02	SL	36	10,000.00	0.00	0.00	0.00	0.00	6,666.67	3,333.34	3,333.33	6,666.67
HAZAR_04	TRF Hazardous Asset	1/4/02	SL	36	10,000.00	0.00	0.00	0.00	0.00	6,666.67	3,333.34	3,333.33	6,666.67
HAZAR_05	RCT Hazardous Asset	1/4/02	SL	36	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
HAZAR_07	Hazardous SW = Profile	1/4/02	SL	36	10,000.00	0.00	0.00	0.00	0.00	6,666.67	3,333.34	3,333.33	6,666.67
HAZAR_08	Partial TRF Hazardous Asset	1/4/02	Strt Line	36	10,000.00	0.00	0.00	0.00	0.00	6,666.67	3,333.34	3,333.33	6,666.67
HAZAR_10	Partial RET Hazardous Asset	1/4/02	Strt Line	36	5,000.00	0.00	0.00	0.00	0.00	3,333.33	1,666.67	1,666.67	3,333.34
TEST	Automobile	4/1/03	Strt Ln %	213	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
TEST1	Automobile	8/13/03	Strt Ln %	255	0.00	10,000.00	0.00	0.00	0.00	157.00	157.00	9,843.00	0.00
TEST2	Automobile	8/13/03	Strt Ln %	736	0.00	10,000.00	0.00	0.00	0.00	70.52	70.52	9,929.48	0.00
WRF01	Automobile	1/1/03	Strt Line	60	0.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
WRF02	Automobile	1/1/03	Strt Line	60	0.00	1,000,000.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	0.00
Total Category	**AUTO**				**718,963.00**	**4,490,303.76**	**127,250.00**	**0.00**	**0.00**	**426,174.85**	**234,820.13**	**4,655,841.91**	**522,883.25**

Category: BLDG **Account:** 151000 **Buildings and Improvements**

Asset	Description	In Serv	Depr.Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr

PeopleSoft Asset Management

ASSET HISTORY SHEET

Business Unit: **US001** From Fiscal Year: **2003** Period: **1**
Asset Book: **CORP** Thru Fiscal Year **2003** Period: **12**

Account: 151000 Buildings and Improvements

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
CAP-001	Building	12/2/00	SL	120	1,000,000.00	0.00	0.00	0.00	0.00	308,333.33	100,000.00	691,666.67	791,666.67
CAP-999A	Building	12/2/00	SL	120	1,000,000.00	0.00	0.00	0.00	0.00	308,333.33	100,000.00	691,666.67	791,666.67
EX_00000049	Building A	3/30/00	SL	240	20,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	20,000,000.00	20,000,000.00
EX_00000049	Building B	6/1/00	SL	240	30,000,000.00	0.00	0.00	0.00	0.00	0.00	0.00	30,000,000.00	30,000,000.00
EX_00000050	Building C	6/15/00	SL	240	16,656,483.00	0.00	0.00	0.00	0.00	0.00	0.00	16,656,483.00	16,656,483.00
EX_CHILD000	Carpeting	7/1/00	SL	60	120,000.00	0.00	0.00	0.00	0.00	0.00	0.00	120,000.00	120,000.00
EX_CHILD001	Heating/Air	8/15/00	SL	240	200,000.00	0.00	0.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
EX_CHILD001	Plumbing	9/10/00	SL	240	70,000.00	0.00	0.00	0.00	0.00	0.00	0.00	70,000.00	70,000.00
EX_CHILD001	Electrical	12/20/00	SL	240	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	50,000.00	50,000.00
EX_PARENT0	Building A	7/1/00	SL	240	600,000.00	0.00	0.00	0.00	0.00	0.00	0.00	600,000.00	600,000.00
Total Account	**151000**				**69,696,483.00**	**0.00**	**0.00**	**0.00**	**0.00**	**616,666.66**	**200,000.00**	**69,079,816.34**	**69,279,816.34**

Account: 153000 Furniture and Fixtures

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
AO_TST_ERR	Testing Xfr error message	5/1/03	SL	84	0.00	75,000.00	50,000.00	0.00	0.00	2,380.95	2,380.95	22,619.05	0.00
AO_TST_ERR	Testing Rpt 621415000	5/1/03	SL	84	0.00	40,000.00	40,000.00	0.00	0.00	0.00	476.19	0.00	0.00
AO_TST_ERR	Testing Rpt 621415000	1/1/03	SL	84	0.00	50,000.00	28,000.00	0.00	0.00	7,142.86	7,142.86	14,857.14	0.00
CAP-002	FURNITURE	12/2/00	SL	60	10,000.00	0.00	0.00	0.00	0.00	6,166.67	2,000.00	3,833.33	5,833.33
CAP-008	FURNITURE	12/2/00	SL	60	130,000.00	0.00	0.00	0.00	0.00	80,166.67	26,000.00	49,833.33	75,833.33
CAP-999B	FURNITURE	12/2/00	Strt Line	60	10,000.00	0.00	0.00	0.00	0.00	6,166.67	2,000.00	3,833.33	5,833.33
CAP-999E	FURNITURE	12/2/00	Strt Line	60	70,000.00	0.00	0.00	0.00	0.00	43,166.67	14,000.00	26,833.33	40,833.33
CAP-999H	FURNITURE	12/2/00	Strt Line	60	130,000.00	0.00	0.00	0.00	0.00	80,166.67	26,000.00	49,833.33	75,833.33
EX_00000009	Computer Desk	1/2/00	Strt Line	84	3,546.87	0.00	0.00	0.00	0.00	0.00	0.00	3,546.87	3,546.87
EX_00000009	Computer Desk	1/15/00	Strt Line	84	6,360.00	0.00	0.00	0.00	0.00	0.00	0.00	6,360.00	6,360.00
EX_00000009	Computer Desk	1/17/00	Strt Line	84	2,424.00	0.00	0.00	0.00	0.00	0.00	0.00	2,424.00	2,424.00
EX_00000009	Computer Desk	1/30/00	Strt Line	84	1,447.00	0.00	0.00	0.00	0.00	0.00	0.00	1,447.00	1,447.00
EX_00000009	Computer Desk	3/1/00	Strt Line	84	3,100.00	0.00	0.00	0.00	0.00	0.00	0.00	3,100.00	3,100.00

Business Unit: **US001** From Fiscal Year: **2003** Period: **1**

Asset Book: **CORP** Thru Fiscal Year **2003** Period: **12**

Account: 153000 Furniture and Fixtures

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
EX_00000009	Computer Desk	3/15/00	Strt Line	84	1,608.00	0.00	0.00	0.00	0.00	0.00	0.00	1,608.00	1,608.00
EX_00000009	Computer Desk	3/17/00	Strt Line	84	1,442.00	0.00	0.00	0.00	0.00	0.00	0.00	1,442.00	1,442.00
EX_00000009	Computer Desk	3/30/00	Strt Line	84	6,233.00	0.00	0.00	0.00	0.00	0.00	0.00	6,233.00	6,233.00
EX_00000009	Computer Desk	6/1/00	Strt Line	84	723.00	0.00	0.00	0.00	0.00	0.00	0.00	723.00	723.00
EX_00000010	Computer Desk	6/15/00	Strt Line	84	4,596.00	0.00	0.00	0.00	0.00	0.00	0.00	4,596.00	4,596.00
EX_00000010	Computer Desk	6/17/00	Strt Line	84	6,248.00	0.00	0.00	0.00	0.00	0.00	0.00	6,248.00	6,248.00
EX_00000010	Computer Desk	6/30/00	Strt Line	84	783.00	0.00	0.00	0.00	0.00	0.00	0.00	783.00	783.00
EX_00000010	Computer Desk	9/1/00	Strt Line	84	6,597.00	0.00	0.00	0.00	0.00	0.00	0.00	6,597.00	6,597.00
EX_00000010	Computer Desk	9/15/00	Strt Line	84	1,526.00	0.00	0.00	0.00	0.00	0.00	0.00	1,526.00	1,526.00
EX_00000010	Computer Desk	9/17/00	Strt Line	84	6,318.00	0.00	0.00	0.00	0.00	0.00	0.00	6,318.00	6,318.00
EX_00000010	Computer Desk	9/30/00	Strt Line	84	1,532.00	0.00	0.00	0.00	0.00	0.00	0.00	1,532.00	1,532.00
EX_00000010	Computer Desk	12/1/00	Strt Line	84	783.00	0.00	0.00	0.00	0.00	0.00	0.00	783.00	783.00
EX_00000010	Computer Desk	12/15/00	Strt Line	84	7,384.00	0.00	0.00	0.00	0.00	0.00	0.00	7,384.00	7,384.00
EX_00000010	Computer Desk	12/17/00	Strt Line	84	4,596.00	0.00	0.00	0.00	0.00	0.00	0.00	4,596.00	4,596.00
EX_00000011	Computer Desk	12/30/00	Strt Line	84	6,248.00	0.00	0.00	0.00	0.00	0.00	0.00	6,248.00	6,248.00
EX_00000011	Computer Desk	1/2/99	Strt Line	84	2,356.00	0.00	0.00	0.00	0.00	0.00	0.00	2,356.00	2,356.00
EX_00000011	Computer Desk	1/15/99	Strt Line	84	783.00	0.00	0.00	0.00	0.00	0.00	0.00	783.00	783.00
EX_00000011	Computer Desk	1/17/99	Strt Line	84	6,597.00	0.00	0.00	0.00	0.00	0.00	0.00	6,597.00	6,597.00
EX_00000011	Computer Desk	1/30/99	Strt Line	84	1,526.00	0.00	0.00	0.00	0.00	0.00	0.00	1,526.00	1,526.00
EX_00000011	Computer Desk	3/1/99	Strt Line	84	10,530.00	0.00	0.00	0.00	0.00	0.00	0.00	10,530.00	10,530.00
EX_00000011	Computer Desk	3/15/99	Strt Line	84	12,687.00	0.00	0.00	0.00	0.00	0.00	0.00	12,687.00	12,687.00
EX_00000011	Chairs	3/17/99	Strt Line	84	44.29	0.00	0.00	0.00	0.00	0.00	0.00	44.29	44.29
EX_00000011	Chairs	3/30/99	Strt Line	84	37.50	0.00	0.00	0.00	0.00	0.00	0.00	37.50	37.50
EX_00000011	Chairs	6/1/99	Strt Line	84	75.00	0.00	0.00	0.00	0.00	0.00	0.00	75.00	75.00
EX_00000012	Chairs	6/15/99	Strt Line	84	135.00	0.00	0.00	0.00	0.00	0.00	0.00	135.00	135.00
EX_00000012	Chairs	6/17/99	Strt Line	84	1,625.00	0.00	0.00	0.00	0.00	0.00	0.00	1,625.00	1,625.00
EX_00000012	Chairs	6/30/99	Strt Line	84	21,374.33	0.00	0.00	0.00	0.00	0.00	0.00	21,374.33	21,374.33
EX_00000012	Chairs	9/1/99	Strt Line	84	1,105.00	0.00	0.00	0.00	0.00	0.00	0.00	1,105.00	1,105.00

Business Unit: **US001** From Fiscal Year: **2003** Period: **1**

Asset Book: **CORP** Thru Fiscal Year **2003** Period: **12**

Account: 153000 Furniture and Fixtures

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
EX_00000012	Chairs	9/15/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000012	Chairs	9/17/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000012	Chairs	9/30/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000012	Chairs	12/1/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000012	Chairs	12/15/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000012	Chairs	12/17/99	Strt Line	84	2,084.00	0.00	0.00	0.00	0.00	0.00	0.00	2,084.00	2,084.00
EX_00000013	Chairs	12/30/99	Strt Line	84	792.00	0.00	0.00	0.00	0.00	0.00	0.00	792.00	792.00
EX_00000013	Chairs	1/2/99	Strt Line	84	55.44	0.00	0.00	0.00	0.00	0.00	0.00	55.44	55.44
EX_00000013	Chairs	1/15/99	Strt Line	84	2,825.00	0.00	0.00	0.00	0.00	0.00	0.00	2,825.00	2,825.00
EX_00000013	Chairs	1/17/99	SL	84	916.00	0.00	0.00	0.00	0.00	0.00	0.00	916.00	916.00
EX_00000013	Chairs	1/30/99	SL	84	150.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150.00
EX_00000013	Chairs	3/1/99	SL	84	510.00	0.00	0.00	0.00	0.00	0.00	0.00	510.00	510.00
EX_00000013	Chairs	3/15/99	SL	84	435.00	0.00	0.00	0.00	0.00	0.00	0.00	435.00	435.00
EX_00000013	Chairs	3/17/99	SL	84	338.52	0.00	0.00	0.00	0.00	0.00	0.00	338.52	338.52
EX_00000013	Chairs	3/30/99	SL	84	2,599.00	0.00	0.00	0.00	0.00	0.00	0.00	2,599.00	2,599.00
EX_00000013	Chairs	6/1/99	SL	84	182.99	0.00	0.00	0.00	0.00	0.00	0.00	182.99	182.99
EX_00000014	Chairs	6/15/99	SL	84	15,157.40	0.00	0.00	0.00	0.00	0.00	0.00	15,157.40	15,157.40
EX_00000014	Chairs	6/17/99	SL	84	189.47	0.00	0.00	0.00	0.00	0.00	0.00	189.47	189.47
EX_00000014	Bookcase	6/30/99	SL	84	1,684.16	0.00	0.00	0.00	0.00	0.00	0.00	1,684.16	1,684.16
EX_00000014	Bookcase	9/1/99	SL	84	21.05	0.00	0.00	0.00	0.00	0.00	0.00	21.05	21.05
EX_00000014	Bookcase	9/15/99	SL	84	15,157.40	0.00	0.00	0.00	0.00	0.00	0.00	15,157.40	15,157.40
EX_00000014	Bookcase	9/17/99	SL	84	1,216.38	0.00	0.00	0.00	0.00	0.00	0.00	1,216.38	1,216.38
EX_00000014	Bookcase	9/30/99	SL	84	1,684.16	0.00	0.00	0.00	0.00	0.00	0.00	1,684.16	1,684.16
EX_00000014	Bookcase	12/1/99	SL	84	135.15	0.00	0.00	0.00	0.00	0.00	0.00	135.15	135.15
EX_00000014	Bookcase	12/15/99	Strt Line	84	27,414.77	0.00	0.00	0.00	0.00	0.00	0.00	27,414.77	27,414.77
EX_00000014	Bookcase	12/17/99	Strt Line	84	2,196.39	0.00	0.00	0.00	0.00	0.00	0.00	2,196.39	2,196.39
EX_00000015	Bookcase	12/30/99	Strt Line	84	13,898.49	0.00	0.00	0.00	0.00	0.00	0.00	13,898.49	13,898.49
EX_00000015	Bookcase	1/2/99	Strt Line	84	1,115.35	0.00	0.00	0.00	0.00	0.00	0.00	1,115.35	1,115.35

Business Unit: **US001** From Fiscal Year: **2003** Period: **1**

Asset Book: **CORP** Thru Fiscal Year **2003** Period: **12**

Account: 153000 Furniture and Fixtures

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
EX_00000015	Bookcase	1/15/99	Strt Line	84	7,479.64	0.00	0.00	0.00	0.00	0.00	0.00	7,479.64	7,479.64
EX_00000015	Bookcase	1/17/99	Strt Line	84	4,655.52	0.00	0.00	0.00	0.00	0.00	0.00	4,655.52	4,655.52
EX_00000015	Bookcase	1/30/99	Strt Line	84	793.14	0.00	0.00	0.00	0.00	0.00	0.00	793.14	793.14
EX_00000015	Bookcase	3/1/99	Strt Line	84	4,266.55	0.00	0.00	0.00	0.00	0.00	0.00	4,266.55	4,266.55
EX_00000015	Bookcase	3/15/99	Strt Line	84	2,399.40	0.00	0.00	0.00	0.00	0.00	0.00	2,399.40	2,399.40
EX_00000015	Bookcase	3/17/99	Strt Line	84	1,544.60	0.00	0.00	0.00	0.00	0.00	0.00	1,544.60	1,544.60
EX_00000015	Bookcase	3/30/99	Strt Line	84	1,246.00	0.00	0.00	0.00	0.00	0.00	0.00	1,246.00	1,246.00
EX_00000015	Bookcase	6/1/99	Strt Line	84	1,246.00	0.00	0.00	0.00	0.00	0.00	0.00	1,246.00	1,246.00
EX_CHILD000	Desk	3/1/99	Strt Line	84	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
EX_CHILD001	Bookcase	2/3/00	Strt Line	84	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	1,500.00
EX_CHILD001	Chairs	2/3/00	Strt Line	84	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
EX_CHILD001	Lamps	2/3/00	SL	84	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00
EX_PARENT0	Executive Office Set	1/1/00	SL	84	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Account	**153000**				**623,678.96**	**165,000.00**	**118,000.00**	**0.00**	**0.00**	**225,357.16**	**80,000.00**	**445,321.80**	**477,845.61**

Account: 154000 Machinery and Equip

Asset	Description	In Serv	Depr Mth	UL	Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBV Prv.Yr.
000000000001	SOLARIS WORKSTATION	5/1/00	SY	36	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
000000000099	COMPUTERS	9/1/01	SY	36	10,425.00	0.00	0.00	0.00	0.00	0.00	0.00	10,425.00	10,425.00
000000000100	COMPUTERS	9/1/01	SY	36	10,425.00	0.00	0.00	0.00	0.00	0.00	0.00	10,425.00	10,425.00
000000000101	COMPUTERS	9/1/01	SY	36	10,425.00	0.00	0.00	0.00	0.00	0.00	0.00	10,425.00	10,425.00
000000000102	COMPUTERS	9/1/01	SY	36	10,425.00	0.00	0.00	0.00	0.00	0.00	0.00	10,425.00	10,425.00
000000000103	COMPUTERS	9/1/01	SY	36	10,403.75	0.00	0.00	0.00	0.00	0.00	0.00	10,403.75	10,403.75
000000000104	DESKTOPS-AMVCH01	9/1/01	SY	36	1,042.50	0.00	0.00	0.00	0.00	0.00	0.00	1,042.50	1,042.50
000000000105	DESKTOPS-AMVCH01	9/1/01	SY	36	1,042.50	0.00	0.00	0.00	0.00	0.00	0.00	1,042.50	1,042.50
000000000106	DESKTOPS-AMVCH01	9/1/01	SY	36	1,042.50	0.00	0.00	0.00	0.00	0.00	0.00	1,042.50	1,042.50
000000000107	DESKTOPS-AMVCH01	9/1/01	SY	36	1,042.50	0.00	0.00	0.00	0.00	0.00	0.00	1,042.50	1,042.50

PeopleSoft Asset Management

ASSET HISTORY SHEET

Business Unit: US001 From Fiscal Year: **2003** Period: **1**

Asset Book: CORP Thru Fiscal Year: **2003** Period: **12**

Account		Cost	Additions	Retirements	Recategor	Apprec	Acc.Depr	Deprec	NBV	NBVPrv.Yr.
151000	**Buildings and Improvements**	**69,696,483.00**	**0.00**	**0.00**	**0.00**	**0.00**	**616,666.66**	**200,000.00**	**69,079,816.34**	**69,279,816.34**
153000	**Furniture and Fixtures**	**623,678.96**	**165,000.00**	**118,000.00**	**0.00**	**0.00**	**225,357.16**	**80,000.00**	**445,321.80**	**477,845.61**
154000	**Machinery and Equip**	**2,806,749.14**	**50,812.50**	**100.00**	**0.00**	**0.00**	**463,904.83**	**244,467.34**	**2,393,556.81**	**2,587,311.65**
155000	**Automobiles**	**718,963.00**	**4,490,303.76**	**127,250.00**	**0.00**	**0.00**	**426,174.85**	**234,820.13**	**4,655,841.91**	**522,883.25**
156000	**Computer Hardware**	**400,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**247,166.67**	**81,333.34**	**152,833.33**	**234,166.67**
156500	**Computer Software**	**1,458,353.05**	**0.00**	**0.00**	**0.00**	**0.00**	**440,000.00**	**134,444.44**	**1,018,353.05**	**1,152,797.49**
159000	**Lease Equip**	**382,556.18**	**55,546.00**	**0.00**	**0.00**	**0.00**	**250,038.89**	**86,152.06**	**188,063.29**	**218,669.35**
Total Asset Book:	**CORP**	**76,086,783.33**	**4,761,662.26**	**245,350.00**	**0.00**	**0.00**	**2,669,309.06**	**1,061,217.31**	**77,933,786.53**	**74,473,490.36**

End of Report

Business Unit: US001 **From Fiscal Year:** 2003
Asset Book: CORP **Thru Fiscal Year :** 2003

Account: 151000 **Buildings and Improvements**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
CAP-001	Building	12/2/00	Strt Line	120	12/31/2003	1,000,000.00	100,000.00	308,333.33	691,666.67
CAP-999A	Building	12/2/00	Strt Line	120	12/31/2003	1,000,000.00	100,000.00	308,333.33	691,666.67
Total Account:	**151000**						**200,000.00**		

Account: 153000 **Furniture and Fixtures**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
AO_TST_ERR	Testing Xfr error message	5/1/03	Strt Line	84	12/31/2003	25,000.00	2,380.95	2,380.95	22,619.05
AO_TST_ERR	Testing Rpt 621415000	5/1/03	Strt Line	84	12/31/2003	0.00	476.19	476.19	-476.19
AO_TST_ERR	Testing Rpt 621415000	1/1/03	Strt Line	84	12/31/2003	22,000.00	7,142.86	7,142.86	14,857.14
CAP-002	FURNITURE	12/2/00	Strt Line	60	12/31/2003	10,000.00	2,000.00	6,166.67	3,833.33
CAP-008	FURNITURE	12/2/00	Strt Line	60	12/31/2003	130,000.00	26,000.00	80,166.67	49,833.33
CAP-999B	FURNITURE	12/2/00	Strt Line	60	12/31/2003	10,000.00	2,000.00	6,166.67	3,833.33
CAP-999E	FURNITURE	12/2/00	Strt Line	60	12/31/2003	70,000.00	14,000.00	43,166.67	26,833.33
CAP-999H	FURNITURE	12/2/00	Strt Line	60	12/31/2003	130,000.00	26,000.00	80,166.67	49,833.33
Total Account:	**153000**						**80,000.00**		

Account: 154000 **Machinery and Equip**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
000000000126	Desktop CPU 450Mhz, 128 Mb RAM	8/11/03	Sum	36	12/31/2003	14,000.00	2,916.66	2,916.66	11,083.34
000000000128	Testing Split Funding	8/12/03	Strt Line	36	12/31/2003	800.00	103.22	103.22	696.78
000000000130	Testing Split Funding	8/12/03	Strt Line	36	12/31/2003	400.00	51.61	51.61	348.39
REVER_01	SL Depr Method	8/5/02	Strt Line	24	12/31/2003	103,000.00	51,500.00	72,958.33	30,041.67
REVER_02	DB/SL Method	1/4/02	DB	36	12/31/2003	103,000.00	34,333.34	68,666.67	34,333.33
REVER_03	DB Method	1/4/02	F- DB	48	12/31/2003	97,000.00	22,229.17	52,541.67	44,458.33
REVER_04	Flat Rate	1/4/02	Flat Rate	0	12/31/2003	100,000.00	100,000.00	200,000.00	-100,000.00
REVER_05	DB/SL with Limit	1/4/02	DB	36	12/31/2003	103,000.00	34,333.34	135,333.34	-32,333.34
Total Account:	**154000**						**245,467.34**		

Account: 155000 **Automobiles**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
000000000091	Automobile	6/1/03	Strt Line	60	12/31/2003	1,000,000.00	99,800.00	99,800.00	900,200.00
000000000092	Automobile	8/8/03	DB	60	12/31/2003	1,000,000.00	7,660.00	7,660.00	992,340.00
000000000124	AUTO	8/8/03	Strt Line	60	12/31/2003	17,221.47	1,014.76	1,014.76	16,206.71
ADSPWRK01	DW multichart with approval	1/23/02	Strt Line	60	12/31/2003	17,250.00	3,762.49	7,612.49	9,637.51
ADSPWRK02	DW multichart without approval	1/23/02	Strt Line	60	12/31/2003	23,000.00	4,200.00	8,050.00	14,950.00
AMAS2110_1	TEST AMAS2110 RUN PARAMETER	8/8/03	Strt Line	60	12/31/2003	10,000.00	533.33	533.33	9,466.67
AMAS2110_2	AMAS2110 TEST RUN PARAMETER	8/8/03	Strt Line	60	12/31/2003	20,000.00	1,200.00	1,200.00	18,800.00
AO_TST_RVS	Testing Rpt 624040000	1/1/03	Strt Line	60	12/31/2003	55,000.00	9,716.67	9,716.67	45,283.33
AO_TST_VAT	Testing VAT Reinstate Error	7/1/02	Strt Line	60	12/31/2003	10,000.00	1,599.98	2,266.65	7,733.35
BIUAM2	IUAM2	1/30/03	Strt Line	60	12/31/2003	108,360.14	21,672.03	21,672.03	86,688.11
BUD2001_1	BUD REF2001	2/5/01	Strt Line	60	12/31/2003	20,000.00	4,000.00	11,666.67	8,333.33
BUD2001_2	BUD REF2001	2/5/01	Strt Line	60	12/31/2003	20,000.00	4,000.00	11,666.67	8,333.33

Business Unit: US001 **From Fiscal Year:** 2003
Asset Book: CORP **Thru Fiscal Year :** 2003

Account: 155000 **Automobiles**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
BUD2001_3	BUD REF2001	2/5/01	Strt Line	60	12/31/2003	20,000.00	4,000.00	11,666.67	8,333.33
BUD2001_4	BUD REF2001	2/5/01	Strt Line	60	12/31/2003	20,000.00	4,000.00	11,666.67	8,333.33
BUD2001_5	BUD REF2001	2/5/01	Strt Line	60	12/31/2003	20,000.00	4,000.00	11,666.67	8,333.33
BUD2002_1	BUD REF2002	2/5/02	Strt Line	60	12/31/2003	20,000.00	4,000.00	7,666.67	12,333.33
BUD2002_2	BUD REF2002	2/5/02	Strt Line	60	12/31/2003	20,000.00	4,000.00	7,666.67	12,333.33
BUD2002_3	BUD REF2002	2/5/02	Strt Line	60	12/31/2003	20,000.00	4,000.00	7,666.67	12,333.33
BUD2002_4	BUD REF2002	2/5/02	Strt Line	60	12/31/2003	20,000.00	4,000.00	7,666.67	12,333.33
BUD2002_5	BUD REF2002	2/5/02	Strt Line	60	12/31/2003	20,000.00	4,000.00	7,666.67	12,333.33
DSPWRK01	DW multichart with approval	1/23/02	Strt Line	60	12/31/2003	17,250.00	3,762.49	7,612.49	9,637.51
DSPWRK02	DW multichart without approval	1/23/02	Strt Line	60	12/31/2003	17,250.00	3,762.49	7,612.49	9,637.51
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	1/2/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	14,560.00	24,547.00
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	9/1/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	13,455.35	25,651.65
EX_00000000	Automobile	9/15/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	13,455.35	25,651.65
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	9/17/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	13,455.35	25,651.65
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	9/30/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	13,455.35	25,651.65
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	12/1/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	12,785.00	26,322.00
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	12/15/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	12,785.00	26,322.00
EX_00000000	2000 Chevrolet Tahoe LT 1/2Ton	12/17/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	12,785.00	26,322.00
EX_00000001	2000 Chevrolet Tahoe LT 1/2Ton	12/30/99	Strt Line	60	12/31/2003	39,107.00	1,775.00	12,785.00	26,322.00
HAZAR_01	Hazardous SW <> Profile	1/4/02	Strt Line	60	12/31/2003	10,000.00	1,600.00	3,066.67	6,933.33
HAZAR_02	Hazardous SW = Profile	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	6,666.67	3,333.33
HAZAR_03	Override Hazardous SW <> Profi	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	6,666.67	3,333.33
HAZAR_04	TRF Hazardous Asset	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	6,666.67	3,333.33
HAZAR_07	Hazardous SW = Profile	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	6,666.67	3,333.33
HAZAR_08	Partial TRF Hazardous Asset	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	6,666.67	3,333.33
HAZAR_10	Partial RET Hazardous Asset	1/4/02	Strt Line	36	12/31/2003	5,000.00	1,666.67	4,027.78	972.22
TEST1	Automobile	8/13/03	Strt Ln %	255	12/31/2003	10,000.00	157.00	157.00	9,843.00
TEST2	Automobile	8/13/03	Strt Ln %	736	12/31/2003	10,000.00	70.52	70.52	9,929.48

Total Account: **155000** **234,820.13**

Account: **156000** **Computer Hardware**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
CAP-003	COMPUTERS	12/2/00	Strt Line	60	12/31/2003	30,000.00	6,000.00	18,500.00	11,500.00
CAP-006	COMPUTERS	12/2/00	Strt Line	60	12/31/2003	90,000.00	18,000.00	55,500.00	34,500.00
CAP-009	COMPUTERS	12/2/00	Strt Line	60	12/31/2003	150,000.00	30,000.00	92,500.00	57,500.00
CAP-999C	COMPUTERS	12/2/00	Strt Line	60	12/31/2003	30,000.00	6,000.00	18,500.00	11,500.00
CAP-999F	COMPUTERS	12/2/00	Strt Line	60	12/31/2003	90,000.00	18,000.00	55,500.00	34,500.00
HAZAR_05	RCT Hazardous Asset	1/4/02	Strt Line	36	12/31/2003	10,000.00	3,333.34	5,277.77	4,722.23

Total Account: **156000** **81,333.34**

Account: **156500** **Computer Software**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
CAP-007	SOFTWARE	12/2/00	Strt Line	36	12/31/2003	110,000.00	33,611.11	110,000.00	0.00
CAP-010	SOFTWARE	12/2/00	Strt Line	36	12/31/2003	170,000.00	51,944.44	170,000.00	0.00

Business Unit: US001 **From Fiscal Year:** 2003
Asset Book: CORP **Thru Fiscal Year :** 2003

Account: 156500 **Computer Software**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
CAP-999D	SOFTWARE	12/2/00	Strt Line	36	12/31/2003	50,000.00	15,277.78	50,000.00	0.00
CAP-999G	SOFTWARE	12/2/00	Strt Line	36	12/31/2003	110,000.00	33,611.11	110,000.00	0.00
Total Account:	**156500**						**134,444.44**		

Account: 159000 **Lease Equip**

Asset	Description	In Serv	Depr Mth	UL	As of date	Cost	Deprec	Acc Depr	NBV
CAP-011	Capital Lease	12/2/00	Strt Line	36	12/31/2003	29,233.66	9,744.55	29,233.66	0.00
CAP-012	Capital Lease	12/2/00	Strt Line	60	12/31/2003	13,914.86	2,782.97	8,348.91	5,565.95
CAP-013	Capital Lease	12/2/00	Strt Line	60	12/31/2003	74,040.96	14,808.19	44,424.57	29,616.39
CAP-014	Capital Lease	12/2/00	Strt Line	84	12/31/2003	50,000.00	7,142.86	21,428.58	28,571.42
CAP-015	Capital Lease	12/2/00	Strt Line	36	12/31/2003	29,233.66	8,911.22	26,733.66	2,500.00
CAP-016	Capital Lease	12/2/00	Strt Line	48	12/31/2003	13,914.86	3,478.72	10,436.15	3,478.71
CAP-017	Capital Lease	12/2/00	Strt Line	60	12/31/2003	71,905.01	14,381.00	43,143.00	28,762.01
CAP-018	Capital Lease	12/2/00	Strt Line	84	12/31/2003	57,164.65	8,166.38	24,499.14	32,665.51
CAP-019	Capital Lease	12/2/00	Strt Line	36	12/31/2003	29,233.66	9,744.55	29,233.66	0.00
CAP-020	Capital Lease	12/2/00	Strt Line	60	12/31/2003	13,914.86	2,782.97	8,348.91	5,565.95
LEASE_1	LEASE TEST	5/1/03	Strt Line	48	12/31/2003	30,000.00	4,166.67	4,166.67	25,833.33
LEASE009	Capital Leased Car	7/31/03	Strt Line	50	12/31/2003	517.06	41.98	41.98	475.08
Total Account:	**159000**						**86,152.06**		

Total Asset Book: **CORP** **1,062,217.31**

PeopleSoft Asset Management

ASSET DEPRECIATION HISTORY

Business Unit: US001
Asset Book: CORP

From Fiscal Year: 2003
Thru Fiscal Year : 2003

End of Report

PeopleSoft Asset Management

EXTRAORDINARY DEPRECIATION HISTORY

Business Unit:
Asset Book:

From Fiscal Yea
Thru Fiscal Year:

Account:

Asset	Description	In Serv	As of date	Cost	Initial Depr	NBV

Total Account:

Total Asset Book:

Business Unit:
Asset Book:

From Fiscal Yea
Thru Fiscal Year:

End of Report



Report: AMDE4002

PeopleSoft Asset Management

PHYSICAL INVENTORY LIST

Report Date: 8/14/2003

Report Time: 2:14:45 PM

Business Unit: US001

Asset Book: CORP

Asset:	Description:	Acquisition Date:	In Serv.:	Status:	Life:	Cost:	Department:	Project:
000000000001	SOLARIS WORKSTATION	05/01/2000	05/01/2000	I	36	30,000.00	13000	
000000000091	Automobile	06/01/2003	06/01/2003	I	60	1,000,000.00		
000000000092	Automobile	08/08/2003	08/08/2003	I	60	1,000,000.00		
000000000097	FAF	08/08/2003	08/08/2003	I	60	15,000.00		
000000000098	AUTO	08/08/2003	08/08/2003	I	60	1,722.15		
000000000099	COMPUTERS	09/01/2001	09/01/2001	I	36	10,425.00	10000	
000000000100	COMPUTERS	09/01/2001	09/01/2001	I	36	10,425.00	10000	
000000000101	COMPUTERS	09/01/2001	09/01/2001	I	36	10,425.00	10000	
000000000102	COMPUTERS	09/01/2001	09/01/2001	I	36	10,425.00	10000	
000000000103	COMPUTERS	09/01/2001	09/01/2001	I	36	10,403.75	10000	
000000000104	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	ALLPROJECT
000000000105	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000106	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000107	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000108	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000109	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000110	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000111	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000112	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000113	DESKTOPS-AMVCH01	09/01/2001	09/01/2001	I	36	1,042.50	10000	
000000000114	DESKTOPS-AMVCH03	09/01/2001	09/01/2001	I	36	2,067.15	10000	
000000000115	DESKTOPS-AMVCH03	09/01/2001	09/01/2001	I	36	2,067.15	10000	
000000000116	DESKTOPS-AMVCH03	09/01/2001	09/01/2001	I	36	2,067.15	10000	
000000000117	DESKTOPS-AMVCH03	09/01/2001	09/01/2001	I	36	2,067.15	10000	
000000000118	DESKTOPS-AMVCH03	09/01/2001	09/01/2001	I	36	2,067.15	10000	

Oper Uni / ASSET ID	Fund / Descrip	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Categ	Beg Depr / Additions	Prior Depr / Transf	Recat / Retire	Depr / End Depr
		14000						BLDG	0.00	0.00	0.00	0.00
EX_PARENT005		Building A							0.00	0.00	0.00	0.00
	Total for	Categ		BLDG					0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Project							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Produc							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Bud Ref							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Class							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Progr							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Dept	14000						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Fund							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Oper Uni							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
NEWYORK								BLDG	0.00	0.00	0.00	0.00
EX_000000498		Building A							0.00	0.00	0.00	0.00
NEWYORK								BLDG	0.00	0.00	0.00	0.00
EX_000000499		Building B							0.00	0.00	0.00	0.00
NEWYORK								BLDG	0.00	0.00	0.00	0.00
EX_000000500		Building C							0.00	0.00	0.00	0.00
NEWYORK								BLDG	0.00	0.00	0.00	0.00
EX_CHILD0016		Heating/Air							0.00	0.00	0.00	0.00
	Total for	Categ		BLDG					0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Project							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Produc							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Bud Ref							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Class							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Progr							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
	Total for	Dept							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
NEWYORK		12000						BLDG	0.00	0.00	0.00	0.00
EX_CHILD0006		Carpeting							0.00	0.00	0.00	0.00

Oper Uni / ASSET ID	Fund / Descrip	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Categ	Beg Depr / Additions	Prior Depr / Transf	Recat / Retire	Depr / End Depr
Total for		Categ	BLDG						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Project							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Produc							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Bud Ref							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Class							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Progr							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Dept	12000						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
NEWYORK	14000							BLDG	0.00	0.00	0.00	0.00
EX_CHILD0017	Plumbing								0.00	0.00	0.00	0.00
NEWYORK	14000							BLDG	0.00	0.00	0.00	0.00
EX_CHILD0018	Electrical								0.00	0.00	0.00	0.00
Total for		Categ	BLDG						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Project							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Produc							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Bud Ref							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Class							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Progr							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Dept	14000						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Fund							0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Oper Uni	NEWYORK						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00
Total for		Account	151000						0.00	0.00	0.00	0.00
									0.00	0.00	0.00	0.00

Report ID: AMDP2021 — DEPRECIATION ACTIVITY DETAIL BY ALTERNATE ACCOUNT — Page No. 1

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 08/14/2003

Book: CORP -- Corporate — Run Time 17:11:03

Account: --

From Year 2003 Period 1 Thru Year 2003 Period 12

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref / CT	Produc Project / Beg Depr	Cat	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
				AUTO				
000000000091	Automobile		0.00		0.00	0.00	99,800.00	99,800.00
					0.00	0.00	0.00	0.00
				AUTO				
000000000092	Automobile		0.00		0.00	0.00	-243,616.67	7,660.00
					0.00	0.00	251,276.67	0.00
				AUTO				
AO_TST_VAT4	Testing VA		666.67		0.00	0.00	1,466.65	2,266.65
					0.00	0.00	133.33	0.00
	Category AUTO		666.67		0.00	0.00	-142,350.02	109,726.65
					0.00	0.00	251,410.00	0.00
	Project		666.67		0.00	0.00	-142,350.02	109,726.65
					0.00	0.00	251,410.00	0.00
			AEROSPACE	AUTO				
AMAS2110_2	AMAS2110 T		0.00		0.00	0.00	1,200.00	1,200.00
					0.00	0.00	0.00	0.00
	Category AUTO		0.00		0.00	0.00	1,200.00	1,200.00
					0.00	0.00	0.00	0.00
	Project AEROSPACE		0.00		0.00	0.00	1,200.00	1,200.00
					0.00	0.00	0.00	0.00
	Produc		666.67		0.00	0.00	-141,150.02	110,926.65
					0.00	0.00	251,410.00	0.00
	Bud Ref		666.67		0.00	0.00	-141,150.02	110,926.65
					0.00	0.00	251,410.00	0.00
	Class		666.67		0.00	0.00	-141,150.02	110,926.65
					0.00	0.00	251,410.00	0.00
	Progr		666.67		0.00	0.00	-141,150.02	110,926.65
					0.00	0.00	251,410.00	0.00
	Dept		666.67		0.00	0.00	-141,150.02	110,926.65
					0.00	0.00	251,410.00	0.00
	10500			AUTO				
BIUAM2	IUAM2		0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
10500				AUTO				
BIUAM3	IUAM3		0.00		0.00	0.00	0.00	0.00
					0.00	0.00	0.00	0.00
Category AUTO			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Project			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Produc			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Bud Ref			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Class			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Progr			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
Dept 10500			0.00		0.00	0.00	21,672.03	21,672.03
					0.00	0.00	0.00	0.00
11000				AUTO				
ADSPWRK01	DW multich		1,841.30		0.00	0.00	1,799.47	2,887.49
					0.00	0.00	0.00	-753.28
11000				AUTO				
AO_TST_RVS1	Testing Rp		0.00		0.00	0.00	9,716.67	9,716.67
					0.00	0.00	0.00	0.00
11000				AUTO				
DSPWRK01	DW multich		1,841.30		0.00	0.00	1,799.47	2,887.49
					0.00	0.00	0.00	-753.28
11000				AUTO				
DSPWRK02	DW multich		1,841.30		0.00	0.00	1,799.47	2,887.49
					0.00	0.00	0.00	-753.28
Category AUTO			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Project			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Produc			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Bud Ref			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Class			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Progr			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
Dept 11000			5,523.90		0.00	0.00	15,115.08	18,379.14
					0.00	0.00	0.00	-2,259.84
12000				AUTO				
ADSPWRK01	DW multich		2,008.70		0.00	0.00	1,963.02	3,149.99

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
					0.00	0.00	0.00	-821.73
12000				AUTO				
DSPWRK01	DW multich		2,008.70		0.00	0.00	1,963.02	3,149.99
					0.00	0.00	0.00	-821.73
12000				AUTO				
DSPWRK02	DW multich		2,008.70		0.00	0.00	1,963.02	3,149.99
					0.00	0.00	0.00	-821.73
	Category AUTO		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Project		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Produc		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Bud Ref		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Class		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Progr		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
	Dept 12000		6,026.10		0.00	0.00	5,889.06	9,449.97
					0.00	0.00	0.00	-2,465.19
70110				AUTO				
AMAS2110_1	TEST AMAS2		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Category AUTO		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Project		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Produc		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Bud Ref		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Class		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Progr		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00
	Dept 70110		0.00		0.00	0.00	533.33	533.33
					0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat / Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
				AUTO			
000000000124	AUTO	C	0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Category AUTO		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Project		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Produc		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Bud Ref		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Class		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Progr		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	Dept		0.00	0.00	0.00	1,014.76	1,014.76
				0.00	0.00	0.00	0.00
	11000			FF			
AO_TST_ERR1	Testing Xf		0.00	0.00	-297.62	297.62	0.00
				0.00	0.00	0.00	0.00
	11000			FF			
AO_TST_ERR2	Testing Rp		0.00	0.00	-476.19	476.19	0.00
				0.00	0.00	0.00	0.00
	11000			FF			
AO_TST_ERR3	Testing Rp		0.00	0.00	0.00	7,142.86	7,142.86
				0.00	0.00	0.00	0.00
	Category FF		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Project		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Produc		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Bud Ref		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Class		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Progr		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00
	Dept 11000		0.00	0.00	-773.81	7,916.67	7,142.86
				0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat / Adjust Add	Transf Recat	Depr Prior Depr	End Depr Retire
12000				FF			
AO_TST_ERR1	Testing Xf		0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Category FF			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Project			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Produc			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Bud Ref			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Class			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Progr			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
Dept 12000			0.00	0.00	297.62	2,083.33	2,380.95
				0.00	0.00	0.00	0.00
13000				FF			
AO_TST_ERR1	Testing Xf		0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Category FF			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Project			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Produc			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Bud Ref			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Class			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Progr			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
Dept 13000			0.00	0.00	0.00	0.00	0.00
				0.00	0.00	0.00	0.00
				LAUTO			
LEASE009	Capital Le		0.00	0.00	0.00	41.98	41.98
				0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat / Adjust Add	Transf Recat	Depr Prior Depr	End Depr Retire
				LAUTO			
LEASE_1	LEASE TEST		0.00	0.00	0.00	4,166.67	4,166.67
				0.00	0.00	0.00	0.00
	Category	LAUTO	0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Project		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Produc		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Bud Ref		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Class		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Progr		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	Dept		0.00	0.00	0.00	4,208.65	4,208.65
				0.00	0.00	0.00	0.00
	11000			ME			
000000000128	Testing Sp		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Category	ME	0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Project		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Produc		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Bud Ref		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Class		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Progr		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
	Dept	11000	0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Cat / Adjust Add	Transf Recat	Depr Prior Depr	End Depr Retire
12000				ME			
000000000128	Testing Sp		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Category	ME		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Project			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Produc			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Bud Ref			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Class			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Progr			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Dept 12000			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
13000				ME			
000000000130	Testing Sp		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Category	ME		0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Project			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Produc			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Bud Ref			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Class			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Progr			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00
Dept 13000			0.00	0.00	0.00	51.61	51.61
				0.00	0.00	0.00	0.00

Oper Uni Fund Dept / Asset ID	Descrip	Progr Class Bud Ref Produc Project / CT	Beg Depr	Adjust / Add	Transf / Recat	Depr / Prior Depr	End Depr / Retire
51000		ALLPROJECTS OFFCE					
000000000126	Desktop CP		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Category OFFCE		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Project ALLPROJECTS		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Produc		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Bud Ref		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Class		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Progr		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Dept 51000		0.00	0.00	0.00	2,916.66	2,916.66
				0.00	0.00	0.00	0.00
	Fund		12,216.67	0.00	-476.19	-79,645.62	178,779.83
				0.00	0.00	251,410.00	-4,725.03
	Oper Uni		12,216.67	0.00	-476.19	-79,645.62	178,779.83
				0.00	0.00	251,410.00	-4,725.03
	Alt Account		12,216.67	0.00	-476.19	-79,645.62	178,779.83
				0.00	0.00	251,410.00	-4,725.03
	Book ID CORP		12,216.67	0.00	-476.19	-79,645.62	178,779.83
				0.00	0.00	251,410.00	-4,725.03

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Categ / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
		14000						BLDG				
EX_PARENT005		Building A						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Categ	BLDG					600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Project						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Produc						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Bud Ref						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Class						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Progr						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Dept	14000					600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Fund						600,000.00	0.00	0.00	0.00	600,000.00
	Total for	Oper Uni						600,000.00	0.00	0.00	0.00	600,000.00
NEWYORK								BLDG				
EX_000000498		Building A						20,000,000.00	0.00	0.00	0.00	20,000,000.00
NEWYORK								BLDG				
EX_000000499		Building B						30,000,000.00	0.00	0.00	0.00	30,000,000.00
NEWYORK								BLDG				
EX_000000500		Building C						16,656,483.00	0.00	0.00	0.00	16,656,483.00
NEWYORK								BLDG				
EX_CHILD0016		Heating/Air						200,000.00	0.00	0.00	0.00	200,000.00
	Total for	Categ	BLDG					66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Project						66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Produc						66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Bud Ref						66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Class						66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Progr						66,856,483.00	0.00	0.00	0.00	66,856,483.00
	Total for	Dept						66,856,483.00	0.00	0.00	0.00	66,856,483.00
NEWYORK		12000						BLDG				
EX_CHILD0006		Carpeting						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Categ	BLDG					120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Project						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Produc						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Bud Ref						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Class						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Progr						120,000.00	0.00	0.00	0.00	120,000.00
	Total for	Dept	12000					120,000.00	0.00	0.00	0.00	120,000.00
NEWYORK		14000						BLDG				
EX_CHILD0017		Plumbing						70,000.00	0.00	0.00	0.00	70,000.00
NEWYORK		14000						BLDG				
EX_CHILD0018		Electrical						50,000.00	0.00	0.00	0.00	50,000.00

Oper Uni / Fund / Dept / Progr / Class / Bud Ref / Produc / Project / Categ / Asset Id / Description / Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
Total for Categ BLDG	120,000.00	0.00	0.00	0.00	120,000.00
Total for Project	120,000.00	0.00	0.00	0.00	120,000.00
Total for Produc	120,000.00	0.00	0.00	0.00	120,000.00
Total for Bud Ref	120,000.00	0.00	0.00	0.00	120,000.00
Total for Class	120,000.00	0.00	0.00	0.00	120,000.00
Total for Progr	120,000.00	0.00	0.00	0.00	120,000.00
Total for Dept 14000	120,000.00	0.00	0.00	0.00	120,000.00
Total for Fund	67,096,483.00	0.00	0.00	0.00	67,096,483.00
Total for Oper Uni NEWYORK	67,096,483.00	0.00	0.00	0.00	67,096,483.00
Total for Account 151000	67,696,483.00	0.00	0.00	0.00	67,696,483.00

Oper Uni Fund Dept / Asset ID	Description	Progr Class Bud Ref Produc Project / Type	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book value
			AUTO					
000000000091				1,000,000.00	16,633.33	33,266.66	33,266.66	966,733.34
			AUTO					
000000000092				1,000,000.00	202,553.34	202,553.34	202,553.34	797,446.66
			AUTO					
AO_TST_VAT4				10,000.00	266.66	1,066.64	1,733.31	8,266.69
Total for	Category	AUTO		2,010,000.00	219,453.33	0.00	237,553.31	1,772,446.69
	Project			2,010,000.00	219,453.33	236,886.64	237,553.31	1,772,446.69
			AEROSPACE AUTO					
AMAS2110_2				20,000.00	0.00	0.00	0.00	20,000.00
Total for	Category	AUTO		20,000.00	0.00	0.00	0.00	20,000.00
	Project	AEROSPACE		20,000.00	0.00	0.00	0.00	20,000.00
	Produc			2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
	Bud Ref			2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
	Class			2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
	Progr			2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
	Dept			2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
10500			AUTO					
BIUAM2				108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
Total for	Category	AUTO		108,360.14	1,806.00	0.00	14,448.00	93,912.14
	Project			108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
	Produc			108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
	Bud Ref			108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
	Class			108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
	Progr			108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
	Dept	10500		108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
11000			AUTO					
ADSPWRK01				8,250.00	125.54	1,297.27	2,385.29	5,864.71
11000			AUTO					
AO_TST_RVS1				55,000.00	883.33	6,183.31	6,183.31	48,816.69
11000			AUTO					
DSPWRK01				8,250.00	125.54	1,297.27	2,385.29	5,864.71

Oper Uni Fund Dept / Asset ID	Description	Progr Class Bud Ref Produc Project / Type	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book value
11000			AUTO				
DSPWRK02			8,250.00	125.54	1,297.27	2,385.29	5,864.71
Total for	Category	AUTO	79,750.00	1,259.95	0.00	13,339.18	66,410.82
	Project		79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
	Produc		79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
	Bud Ref		79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
	Class		79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
	Progr		79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
	Dept	11000	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
12000			AUTO				
ADSPWRK01			9,000.00	136.95	1,415.22	2,602.19	6,397.81
12000			AUTO				
DSPWRK01			9,000.00	136.95	1,415.22	2,602.19	6,397.81
12000			AUTO				
DSPWRK02			9,000.00	136.95	1,415.22	2,602.19	6,397.81
Total for	Category	AUTO	27,000.00	410.85	0.00	7,806.57	19,193.43
	Project		27,000.00	410.85	4,245.66	7,806.57	19,193.43
	Produc		27,000.00	410.85	4,245.66	7,806.57	19,193.43
	Bud Ref		27,000.00	410.85	4,245.66	7,806.57	19,193.43
	Class		27,000.00	410.85	4,245.66	7,806.57	19,193.43
	Progr		27,000.00	410.85	4,245.66	7,806.57	19,193.43
	Dept	12000	27,000.00	410.85	4,245.66	7,806.57	19,193.43
70110			AUTO				
AMAS2110_1			10,000.00	0.00	0.00	0.00	10,000.00
Total for	Category	AUTO	10,000.00	0.00	0.00	0.00	10,000.00
	Project		10,000.00	0.00	0.00	0.00	10,000.00
	Produc		10,000.00	0.00	0.00	0.00	10,000.00
	Bud Ref		10,000.00	0.00	0.00	0.00	10,000.00
	Class		10,000.00	0.00	0.00	0.00	10,000.00
	Progr		10,000.00	0.00	0.00	0.00	10,000.00
	Dept	70110	10,000.00	0.00	0.00	0.00	10,000.00

Oper Uni Fund Dept / Asset ID	Description	Progr Class Bud Ref Produc Project / Type	Cat / Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book value
			AUTO				
000000000124		C	17,221.47	0.00	0.00	0.00	17,221.47
Total for	Category	AUTO	17,221.47	0.00	0.00	0.00	17,221.47
	Project		17,221.47	0.00	0.00	0.00	17,221.47
	Produc		17,221.47	0.00	0.00	0.00	17,221.47
	Bud Ref		17,221.47	0.00	0.00	0.00	17,221.47
	Class		17,221.47	0.00	0.00	0.00	17,221.47
	Progr		17,221.47	0.00	0.00	0.00	17,221.47
	Dept		17,221.47	0.00	0.00	0.00	17,221.47
11000			FF				
AO_TST_ERR1			0.00	0.00	297.62	0.00	0.00
11000			FF				
AO_TST_ERR2			0.00	0.00	476.19	0.00	0.00
11000			FF				
AO_TST_ERR3			22,000.00	595.24	4,761.92	4,761.92	17,238.08
Total for	Category	FF	22,000.00	595.24	0.00	4,761.92	17,238.08
	Project		22,000.00	595.24	5,535.73	4,761.92	17,238.08
	Produc		22,000.00	595.24	5,535.73	4,761.92	17,238.08
	Bud Ref		22,000.00	595.24	5,535.73	4,761.92	17,238.08
	Class		22,000.00	595.24	5,535.73	4,761.92	17,238.08
	Progr		22,000.00	595.24	5,535.73	4,761.92	17,238.08
	Dept	11000	22,000.00	595.24	5,535.73	4,761.92	17,238.08
12000			FF				
AO_TST_ERR1			0.00	297.62	892.86	1,190.48	-1,190.48
Total for	Category	FF	0.00	297.62	0.00	1,190.48	-1,190.48
	Project		0.00	297.62	892.86	1,190.48	-1,190.48
	Produc		0.00	297.62	892.86	1,190.48	-1,190.48
	Bud Ref		0.00	297.62	892.86	1,190.48	-1,190.48
	Class		0.00	297.62	892.86	1,190.48	-1,190.48
	Progr		0.00	297.62	892.86	1,190.48	-1,190.48
	Dept	12000	0.00	297.62	892.86	1,190.48	-1,190.48

Oper Uni Fund Dept / Asset ID	Description	Progr Class Bud Ref Produc Project / Type	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book value
13000			FF					
AO_TST_ERR1				25,000.00	0.00	0.00	0.00	25,000.00
Total for	Category	FF		25,000.00	0.00	0.00	0.00	25,000.00
	Project			25,000.00	0.00	0.00	0.00	25,000.00
	Produc			25,000.00	0.00	0.00	0.00	25,000.00
	Bud Ref			25,000.00	0.00	0.00	0.00	25,000.00
	Class			25,000.00	0.00	0.00	0.00	25,000.00
	Progr			25,000.00	0.00	0.00	0.00	25,000.00
	Dept	13000		25,000.00	0.00	0.00	0.00	25,000.00
			LAUTO					
LEASE009				517.06	8.34	8.61	8.61	508.45
			LAUTO					
LEASE_1				30,000.00	520.83	2,083.32	2,083.32	27,916.68
Total for	Category	LAUTO		30,517.06	529.17	0.00	2,091.93	28,425.13
	Project			30,517.06	529.17	2,091.93	2,091.93	28,425.13
	Produc			30,517.06	529.17	2,091.93	2,091.93	28,425.13
	Bud Ref			30,517.06	529.17	2,091.93	2,091.93	28,425.13
	Class			30,517.06	529.17	2,091.93	2,091.93	28,425.13
	Progr			30,517.06	529.17	2,091.93	2,091.93	28,425.13
	Dept			30,517.06	529.17	2,091.93	2,091.93	28,425.13
11000			ME					
000000000128				400.00	7.17	7.17	7.17	392.83
Total for	Category	ME		400.00	7.17	0.00	7.17	392.83
	Project			400.00	7.17	7.17	7.17	392.83
	Produc			400.00	7.17	7.17	7.17	392.83
	Bud Ref			400.00	7.17	7.17	7.17	392.83
	Class			400.00	7.17	7.17	7.17	392.83
	Progr			400.00	7.17	7.17	7.17	392.83
	Dept	11000		400.00	7.17	7.17	7.17	392.83
12000			ME					
000000000128				400.00	7.17	7.17	7.17	392.83
Total for	Category	ME		400.00	7.17	0.00	7.17	392.83
	Project			400.00	7.17	7.17	7.17	392.83
	Produc			400.00	7.17	7.17	7.17	392.83
	Bud Ref			400.00	7.17	7.17	7.17	392.83
	Class			400.00	7.17	7.17	7.17	392.83
	Progr			400.00	7.17	7.17	7.17	392.83
	Dept	12000		400.00	7.17	7.17	7.17	392.83

Oper Uni / Asset ID	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book value
13000								ME					
000000000130									400.00	7.17	7.17	7.17	392.83
Total for	Category	ME							400.00	7.17	0.00	7.17	392.83
	Project								400.00	7.17	7.17	7.17	392.83
	Produc								400.00	7.17	7.17	7.17	392.83
	Bud Ref								400.00	7.17	7.17	7.17	392.83
	Class								400.00	7.17	7.17	7.17	392.83
	Progr								400.00	7.17	7.17	7.17	392.83
	Dept	13000							400.00	7.17	7.17	7.17	392.83
51000							ALLPROJECTS	OFFCE					
000000000126									14,000.00	583.33	583.33	583.33	13,416.67
Total for	Category	OFFCE							14,000.00	583.33	0.00	583.33	13,416.67
	Project	ALLPROJECTS							14,000.00	583.33	583.33	583.33	13,416.67
	Produc								14,000.00	583.33	583.33	583.33	13,416.67
	Bud Ref								14,000.00	583.33	583.33	583.33	13,416.67
	Class								14,000.00	583.33	583.33	583.33	13,416.67
	Progr								14,000.00	583.33	583.33	583.33	13,416.67
	Dept	51000							14,000.00	583.33	583.33	583.33	13,416.67
	Fund								2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44
	Oper Uni								2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44
Total for	Alt Account								2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44
Total for	Book ID	CORP							2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44

Report ID: AMDP2130
Bus. Unit: US002 -- US002 MASSACHUSETTS OPERATIONS
Book: CORP -- Corporate
As of Date 09/05/2003

ACCOUNT ACTIVITY SUMMARY - NET BOOK VALUE

Account	Description	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
153000	Furniture and Fixtur	7,500.00	108.33	541.67	650.01	6,849.99
154000	Machinery and Equip	0.00	0.00	2,500.00	0.00	0.00
155000	Automobiles	15,000.00	61,561.90	64,780.92	1,840.00	13,160.00
	Total for Book ID CORP	22,500.00	61,670.23	67,822.59	2,490.01	20,009.99

Account	Description	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
153000	Furniture and Fixtur	7,500.00	250.00	750.00	750.00	6,750.00
154000	Machinery and Equip	0.00	0.00	2,000.00	0.00	0.00
155000	Automobiles	15,000.00	-276.86	918.00	918.00	14,082.00
	Total for Book ID FEDERAL	22,500.00	-26.86	3,668.00	1,668.00	20,832.00
	Total for Report	45,000.00	61,643.37	71,490.59	4,158.01	40,841.99

End of Report

Alt Account	Description	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
		2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44
Total for	Book ID CORP	2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44
Total for	Report	2,365,048.67	224,957.00	274,780.78	281,796.23	2,083,252.44

End of Report

Report ID: AMDP2150 — GROUP MEMBER ESTIMATED NET BOOK VALUE — Page No. 1
Bus. Unit: US003 -- US003 CALIFORNIA OPERATIONS — Run Date 09/10/2003
Book: CORP -- Corporate — Run Time 09:25:12
As Of Date: 09/30/2003

Group Asset: GRPID_CABLE Group ID for Cable

Oper Uni	Fund	Dept	Progr	Class	Bud Ref	Produc	Project	Cat	Asset ID	Description	Type	Cost Balance	Salvage Value	LTD Depr	Net Book Value
								ME							
									GRP_1	Group Member 1		25,000.00	0.00	938.00	24,062.00

End of Report

Report ID: AMDP2200 — DEPRECIATION BY PERIOD - CATEGORY DETAIL — Page No. 1

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 09/04/2003

Book: CORP -- Corporate — Run Time 16:33:35

Dept: --

From Year 2003 Period 1 Thru Year 2003 Period 12

Oper Uni Fund Progr Class Bud Ref Produc Project Cat

AUTO

	2003	2004	2005	2006	2007
1	128.88				
2	128.88				
3	128.88				
4	128.88				
5	128.88				
6	-257.79				
7	0.00				
8	0.00				
9	0.00				
10	0.00				
11	0.00				
12	0.00				
	386.61	0.00	0.00	0.00	0.00

From Year 2003 Thru Year 2003

Oper	Uni	Fund	Progr	Class	Bud	Ref	Produc	Project	Cat	
									AUTO	
2003	:									386.61
									FF	
2003	:									1,428.57

Oper	Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Cat
								AUTO
2003 :							2,933.34	

Report ID: AMDP2300
DEPRECIATION BY FISCAL YEAR - CATEGORY DETAIL

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS

Book: CORP -- Corporate

Dept: 11000 -- Information Services
From Year 2003 Thru Year 2003

Oper	Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Cat	
									ME
2003	:							2,596.05	

Oper	Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Cat
NEWYORK								AUTO
	2003	:					15,975.00	

Report ID: AMDP2300
DEPRECIATION BY FISCAL YEAR - CATEGORY DETAIL

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS

Book: CORP -- Corporate

Dept: 64000 -- Finished Goods Stores
From Year 2003 Thru Year 2003

Oper	Uni	Fund	Progr	Class	Bud Ref	Produc	Project	Cat
CALIF		0192	P1001	C12		ALLPRD	0000000106	FF
	2003 :					11,674.35		

End of Report

Report ID: AMDP2500
Bus. Unit: ITL01 -- ITALIAN OPERATIONS
Book: ASSETS_ITL -- Asset Book in ITL
Category: AUTO -- Automobile
As of Year 2003 Period 9

Run Date 09/10/2003
Run Time 09:49:33

000000000001 2003 Mercedes **Acquisition Date: 09/03/2003** **Standard Depr: FL** **Reg #**
Fiscal Year 2003 **In Service Date: 09/03/2003** **Anticipated_Depr: None**

Year Beginning Values				Current Year Activity			Year End Values		
Original Cost	Depr Accum	Reversed Std Accum	Reversed Ant Accum	Original Cost	Depr Accum	Anticipated Accum	Original Cost	Depr Accum	Anticipated Accum
Revaluation Cost	Reval Depr Accum	Reval Rev Std Accum	Reval Rev Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum
0	0	0	0	125,000	7,812	0	125,000	7,812	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	125,000	7,812	0	125,000	7,812	0

Net Book Value: 117,188

Total For Category AUTO

Year Beginning Values				Current Year Activity			Year End Values		
Original Cost	Depr Accum	Reversed Std Accum	Reversed Ant Accum	Original Cost	Depr Accum	Anticipated Accum	Original Cost	Depr Accum	Anticipated Accum
Revaluation Cost	Reval Depr Accum	Reval Rev Std Accum	Reval Rev Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum
0	0	0	0	125,000	7,812	0	125,000	7,812	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	125,000	7,812	0	125,000	7,812	0

Net Book Value: 117,188

Total For Book ID ASSETS_ITL

Year Beginning Values				Current Year Activity			Year End Values		
Original Cost	Depr Accum	Reversed Std Accum	Reversed Ant Accum	Original Cost	Depr Accum	Anticipated Accum	Original Cost	Depr Accum	Anticipated Accum
Revaluation Cost	Reval Depr Accum	Reval Rev Std Accum	Reval Rev Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum	Revaluation Cost	Reval Depr Accum	Reval Ant Accum
0	0	0	0	125,000	7,812	0	125,000	7,812	0
0	0	0	0	0	0	0	0	0	0
0	0	0	0	125,000	7,812	0	125,000	7,812	0

Net Book Value: 117,188

End of Report

PeopleSoft AM

Report ID: AMDP2510 — ASSETS REGISTER DETAIL — Page No. 1

Report Entity INDIA -- India Tax/Reporting Entity — Run Date 08/15/2003

Entity Book TAX -- — Run Time 15:25:19

Unit IND01 -- India BU 1

Book TAX --

Fiscal Year 2003

Category	Gross Book: As at 03/31/2003	Gross Book: Additions/ Adjustments	Gross Book: Deductions	Gross Book: As at 03/31/2004	Depreciation Amortization: As at 03/31/2003	Depreciation Amortization: For the Year	Depreciation Amortization: Deductions/ Adjustments	Depreciation Amortization: As at 03/31/2004	Net Book Value: As at 03/31/2004	Net Book Value: As at 03/31/2003
BUILD	0.00	100,000.00	0.00	100,000.00	0.00	19,024.78	-475.40	18,549.38	81,450.62	0.00
MP	10,000.00	20,000.00	0.00	30,000.00	3,158.60	11,754.03	0.00	14,912.63	15,087.37	6,841.40
As at 03/31/2004	10,000.00	120,000.00	0.00	130,000.00	3,158.60	30,778.81	-475.40	33,462.01	96,537.99	6,841.40
Previuos Year	0.00	10,000.00	0.00	10,000.00	0.00	3,333.33	-174.73	3,158.60	6,841.40	

Category	Gross Book As at 03/31/2003	Additions/ Adjustments	Deductions	Gross Book As at 03/31/2004	Depreciation Amortization As at 03/31/2003	For the Year	Deductions/ Adjustments	Depreciation Amortization As at 03/31/2004	Net Book Value As at 03/31/2004	Net Book Value As at 03/31/2003
MP	10,000.00	0.00	0.00	10,000.00	3,158.60	3,420.70	0.00	6,579.30	3,420.70	6,841.40
As at 03/31/2004	10,000.00	0.00	0.00	10,000.00	3,158.60	3,420.70	0.00	6,579.30	3,420.70	6,841.40
Previuos Year	0.00	10,000.00	0.00	10,000.00	0.00	3,333.33	-174.73	3,158.60	6,841.40	

Category	Gross Book				Depreciation Amortization				Net Book Value	
	As at 03/31/2003	Additions/ Adjustments	Deductions	As at 03/31/2004	As at 03/31/2003	For the Year	Deductions/ Adjustments	As at 03/31/2004	As at 03/31/2004	As at 03/31/2003
BUILD	0.00	100,000.00	0.00	100,000.00	0.00	19,024.78	-475.40	18,549.38	81,450.62	0.00
MP	20,000.00	20,000.00	0.00	40,000.00	6,317.20	15,174.73	0.00	21,491.93	18,508.07	13,682.80
As at 03/31/2004	20,000.00	120,000.00	0.00	140,000.00	6,317.20	34,199.51	-475.40	40,041.31	99,958.69	13,682.80
Previuos Year	0.00	20,000.00	0.00	20,000.00	0.00	6,666.66	-349.46	6,317.20	13,682.80	

End of Report

Asset Id	Description	Acquisition Date	Retirement Date	Conv	End Depr Date	D C	Retire Ty	St	Reference	Qty	Amount	Proceeds	Removal Cost	Reserve
	LTD Depr	Gain/Loss												
000000000211	2003 BMW Conver	09/01/2003	09/09/2003	FM	09/30/2008	S	O	C		-0	10,000.00	0.00	0.00	0.00
	62,779.98	-10,000.00												
Total for Book CORP											10,000.00	0.00	0.00	0.00
	62,779.98	-10,000.00												

End of Report

Oper Uni Fund Dept Progr Class Bud Ref Produc Project Cat Asset ID Description Type	Cost Balance	Current Depr	YTD Depr Derogatory Depr	LTD Depr YTD Decling Dep	Net Book Value
	AUTO				
000000000091	1,000,000.00	16,633.33	33,266.66	33,266.66	966,733.34
			16,633.33	0.00	
	AUTO				
000000000092	1,000,000.00	202,553.34	202,553.34	202,553.34	797,446.66
			202,553.34	0.00	
	AUTO				
AO_TST_VAT4	10,000.00	266.66	1,066.64	1,733.31	8,266.69
			266.66	0.00	
Total for Category AUTO	2,010,000.00	219,453.33	236,886.64	237,553.31	1,772,446.69
			0.00	0.00	
Project	2,010,000.00	219,453.33	236,886.64	237,553.31	1,772,446.69
			219,453.33	0.00	
AEROS	AUTO				
AMAS2110_2	20,000.00	0.00	0.00	0.00	20,000.00
			0.00	0.00	
Total for Category AUTO	20,000.00	0.00	0.00	0.00	20,000.00
			0.00	0.00	
Project AEROSPACE	20,000.00	0.00	0.00	0.00	20,000.00
			0.00	0.00	
Produc	2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
			219,453.33	0.00	
Bud Ref	2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
			219,453.33	0.00	
Class	2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
			219,453.33	0.00	
Progr	2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
			219,453.33	0.00	
Dept	2,030,000.00	219,453.33	236,886.64	237,553.31	1,792,446.69
			219,453.33	0.00	
10500	AUTO				
BIUAM2	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			1,806.00	0.00	
Total for Category AUTO	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			0.00	0.00	
Project	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			1,806.00	0.00	
Produc	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			1,806.00	0.00	
Bud Ref	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			1,806.00	0.00	
Class	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
			1,806.00	0.00	

Oper Uni Fund Dept / Asset ID	Description	Progr Class Bud Ref Produc Project / Type	Cat / Cost Balance	Current Depr	YTD Depr / Derogatory Depr	LTD Depr / YTD Decling Dep	Net Book Value
		Progr	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
					1,806.00	0.00	
		Dept 10500	108,360.14	1,806.00	14,448.00	14,448.00	93,912.14
					1,806.00	0.00	
11000			AUTO				
ADSPWRK01			8,250.00	125.54	1,297.27	2,385.29	5,864.71
					125.54	0.00	
11000			AUTO				
AO_TST_RVS1			55,000.00	883.33	6,183.31	6,183.31	48,816.69
					883.33	0.00	
11000			AUTO				
DSPWRK01			8,250.00	125.54	1,297.27	2,385.29	5,864.71
					125.54	0.00	
11000			AUTO				
DSPWRK02			8,250.00	125.54	1,297.27	2,385.29	5,864.71
					125.54	0.00	
Total for	Category	AUTO	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					0.00	0.00	
		Project	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
		Produc	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
		Bud Ref	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
		Class	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
		Progr	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
		Dept 11000	79,750.00	1,259.95	10,075.12	13,339.18	66,410.82
					1,259.95	0.00	
12000			AUTO				
ADSPWRK01			9,000.00	136.95	1,415.22	2,602.19	6,397.81
					136.95	0.00	
12000			AUTO				
DSPWRK01			9,000.00	136.95	1,415.22	2,602.19	6,397.81
					136.95	0.00	

Asset Id	Description	Lease Type	Start Date	Last Date Paid	Lease Obligation	Interest Expense	Obligation Reduced	Remaining Obligation
CAP-011	Capital Lease	Capital	01/01/2001	01/01/2003	29,233.66	3,039.07	26,960.93	2,272.73
CAP-012	Capital Lease	Capital	01/01/2001	08/01/2003	13,914.86	2,507.57	8,692.43	5,222.43
CAP-013	Capital Lease	Capital	01/01/2001	07/01/2003	74,040.96	14,062.11	35,437.89	38,603.07
CAP-014	Capital Lease	Capital	01/01/2001	07/01/2003	50,000.00	9,804.52	20,195.48	29,804.52
CAP-015	Capital Lease	Capital	01/01/2001	01/01/2003	29,233.66	3,039.07	26,960.93	2,272.73
CAP-016	Capital Lease	Capital	01/01/2001	08/01/2003	13,914.86	2,507.57	8,692.43	5,222.43
CAP-017	Capital Lease	Capital	01/01/2001	07/01/2003	71,905.01	13,463.90	36,036.10	35,868.91
CAP-018	Capital Lease	Capital	01/01/2001	07/01/2003	57,164.65	11,383.01	21,616.99	35,547.66
CAP-019	Capital Lease	Capital	01/01/2001	01/01/2003	29,233.66	3,039.07	26,960.93	2,272.73
CAP-020	Capital Lease	Capital	01/01/2001	08/01/2003	13,914.86	2,507.57	8,692.43	5,222.43
LEASE009	Capital Leased Car	Capital	03/15/2002	08/01/2003	3,130.02	0.00	1,753.33	1,376.69
LEASE_1	LEASE TEST	Capital	05/01/2003	08/01/2003	30,000.00	145.44	2,431.88	27,568.12
Total for Business Unit US001					415,686.20	65,498.90	224,431.75	191,254.45

End of Report

		Lease Info							
Asset Id	Description	Type	Date	Term	Int. Rate	----Date-----	Payment Amount	Interest Expense	Obligation Reduced
CAP-012	Capital Lease	Capital	12/02/2000	48	10.000	CURRENT MONTH	350.00	46.05	303.95
CAP-016	Capital Lease	Capital	12/02/2000	48	10.000	CURRENT MONTH	350.00	46.05	303.95
CAP-020	Capital Lease	Capital	12/02/2000	48	10.000	CURRENT MONTH	350.00	46.05	303.95
CAP-022	Operating Lease Asset	Operating	12/02/2000	48	0.000	CURRENT MONTH	350.00	0.00	350.00
CAP-026	Operating Lease Asset	Operating	12/02/2000	48	0.000	CURRENT MONTH	350.00	0.00	350.00
LEASE009	Capital Leased Car	Capital	03/16/2002	36	2.000	CURRENT MONTH	1,000.00	0.00	100.00
LEASE_1	LEASE TEST	Capital	05/01/2003	48	1.500	CURRENT MONTH	644.33	35.22	609.11
Total for Business Unit US001						CURRENT MONTH	3,394.33	173.37	2,320.96

End of Report

		Lease Info							
Asset Id	Description	Type	Date	Term	Int. Rate	----Date-----	Payment Amount	Interest Expense	Obligation Reduced
CAP-012	Capital Lease	Capital	12/02/2000	48	10.000				
						2003-08-01	350.00	46.05	303.95
CAP-016	Capital Lease	Capital	12/02/2000	48	10.000	2003-08-01	350.00	46.05	303.95
CAP-020	Capital Lease	Capital	12/02/2000	48	10.000	2003-08-01	350.00	46.05	303.95
CAP-022	Operating Lease Asset	Operating	12/02/2000	48	0.000	2003-08-01	350.00	0.00	350.00
CAP-026	Operating Lease Asset	Operating	12/02/2000	48	0.000	2003-08-01	350.00	0.00	350.00
LEASE009	Capital Leased Car	Capital	03/16/2002	36	2.000	2003-08-01	1,000.00	0.00	100.00
LEASE_1	LEASE TEST	Capital	05/01/2003	48	1.500	2003-08-01	644.33	35.22	609.11
						2003-08-01	644.33	35.22	609.11

End of Report

Asset ID	Description	Lease MRP Info 2004 2005	2006	2007	2008	Thereafter
000000000094	Leased Car	4,880.00 4,880.00	3,660.00	0.00	0.00	0.00
000000000095	Leased Car	4,880.00 4,880.00	3,660.00	0.00	0.00	0.00
CAP-012	Capital Lease	4,200.00 0.00	0.00	0.00	0.00	0.00
CAP-013	Capital Lease	18,000.00 18,000.00	0.00	0.00	0.00	0.00
CAP-014	Capital Lease	10,000.00 10,000.00	10,000.00	10,000.00	0.00	0.00
CAP-016	Capital Lease	4,200.00 0.00	0.00	0.00	0.00	0.00
CAP-017	Capital Lease	18,000.00 18,000.00	0.00	0.00	0.00	0.00
CAP-018	Capital Lease	11,000.00 11,000.00	11,000.00	11,000.00	0.00	0.00
CAP-020	Capital Lease	4,200.00 0.00	0.00	0.00	0.00	0.00
LEASE009	Capital Leased Car	1,000.00 1,000.00	1,000.00	0.00	0.00	0.00
LEASE_1	LEASE TEST	7,731.96 7,731.96	7,731.96	2,577.32	0.00	0.00
Totals		88,091.96 75,491.96	37,051.96	23,577.32	0.00	0.00

Asset ID	Description	Lease MRP Info 2004 / 2005	2006	2007	2008	Thereafter
000000000096	FAF	4,880.00 4,880.00	3,660.00	0.00	0.00	0.00
CAP-022	Operating Lease Asset	4,200.00 0.00	0.00	0.00	0.00	0.00
CAP-023	Operating Lease Asset	18,000.00 18,000.00	0.00	0.00	0.00	0.00
CAP-024	Operating Lease Asset	11,000.00 11,000.00	11,000.00	11,000.00	0.00	0.00
CAP-026	Operating Lease Asset	4,200.00 0.00	0.00	0.00	0.00	0.00
CAP-027	Operating Lease Asset	18,000.00 18,000.00	0.00	0.00	0.00	0.00
CAP-028	Operating Lease Asset	11,000.00 11,000.00	11,000.00	11,000.00	0.00	0.00

End of Report

Year	Lease MRP Info	
	Operating	Capital
2004	71,280.00	88,091.96
2005	62,880.00	75,491.96
2006	25,660.00	37,051.96
2007	22,000.00	23,577.32
2008	0.00	0.00
Thereafter	0.00	0.00
Total Minimum Rental Commitments	181,820.00	224,213.20

End of Report

From Date 01/01/2000 Through Date 12/31/2010

Asset ID	Description	Expiration Date	Tag Number	Lease ID	Capitalized Cost
STEP_LEASE_1	Step Lease Test 1	12/31/2005	118888963		3,335.72

Lease Type Operating

From Date 01/01/2000 Through Date 12/31/2010

Asset ID	Description	Expiration Date	Tag Number	Lease ID	Capitalized Cost
000000000190		09/30/2006			0.00

End of Report

1 Address

2 Name

3 Business Category
Capital Of Amount 0

4 Business Beginning Date /

5 Reply Person

6 Licensed Tax Accountant

Owner Code

7 Life Reduction No

8 Increased Depr Notice No

9 Tax Free Asset No

10 Tax Exception No

11 Spec/Adv Depreciaiton No

12 Tax Account Depreciation

13 Blue Returns No

14 Location

15 Rental Asset Lessor Name

No

16 Building Category Rental

17 Remark

Asset Category	Beginning Balance	Decreased the YEAR_BEFORE	Increased_the YEAR_BEFORE	Ending Balance
1 Structure	25,000,000	10,000	-5,000,000	19,990,000
2 Machinery	0	0	0	0
3 Ship	0	0	0	0
4 Airplane	0	0	0	0
5 VEHICLE	0	0	0	0
6 Tool & Equipment	0	0	0	0
7 Total	25,000,000	10,000	-5,000,000	19,990,000

Asset Category	Theoretical Net Book Value	Assessment Value	Applied Amount	Taxable Standard Amount
1 Structure	19,509,241	17,805,450	19,509,241	19,509,241
2 Machinery	0	0	0	0
3 Ship	0	0	0	0
4 Airplane	0	0	0	0
5 VEHICLE	0	0	0	0
6 Tool & Equipment	0	0	0	0

7 Total	19,509,241	17,805,450	19,509,241	19,509,241	

DS_1

End of Report

Report ID: AMLT1101
Bus. Unit: JPN01 -- JAPAN OPERATIONS
As Of Date:

ASSET DETAIL REPORT(INCREASED ASSETS / ALL ASSETS)

Run Date 09/10/2003
Run Time 14:07:16

Owner Code

Owner Name

Return Type	AssetID	Asset Name	Qty	Acq Date	Acquisition Cost	Life	Residual Rate	Cost	Exception Rate	Taxable Std Amt	Increased Reason
1	JAD_01	Test Japan Local Tax	1.00	H.13.01.02	25,000,000	10	0.794	17,805,450	/	19,509,241	
				Total	25,000,000			17,805,450		19,509,241	

DS_1

End of Report

Owner Code Owner Name

	Asset ID	Asset Name	Qty	Acq Date	Cost	Life	Decreased Reason 1 Sale 2 Loss 1 Complete 3 Transfer 4 Other 2 Partial
1	JAD_01	Test Japan Local Tax	1	H.13.01.02	5,000,000	10	2
1	JAD_01	Test Japan Local Tax	1	H.13.01.02	10,000	10	1 2
				Total	5,010,000		

DS_1

End of Report

AMNT1000 Depreciation Calculation Report (Declining Balance)

JPN01 -- JAPAN OPERATIONS

Business Year From: H.14.04.01 To : H.15.03.31

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End of Report

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
		EX_CHILD0019	Sony Monitor				US001		14,400.00	14,400.00
		EX_CHILD0020	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0021	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0022	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0023	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0024	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0025	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0026	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0027	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0028	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0029	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0030	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0031	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0032	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0033	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0034	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0035	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0036	Sony Monitor				US001		1,200.00	1,200.00
		EX_CHILD0037	Sony Monitor				US001		1,200.00	1,200.00
		EX_000000498	Building A	6663123452813			US001		20,000,000.00	20,000,000.00
		EX_000000499	Building B	6663123452805			US001		30,000,000.00	30,000,000.00
		EX_000000500	Building C	6663123452797			US001		16,656,483.00	16,656,483.00
				Totals for Department					66,692,483.00	66,692,483.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
10500	P00000000311	EX_000000311	Misc. Office Equipme	6663123454309			US001	10500	1,858.23	1,858.23
10500	P00000000312	EX_000000312	Misc. Office Equipme	6663123454301			US001	10500	113.13	113.13
10500	P00000000313	EX_000000313	Misc. Office Equipme	6663123454293			US001	10500	7,573.53	7,573.53
10500	P00000000314	EX_000000314	Misc. Office Equipme	6663123454285			US001	10500	4,670.87	4,670.87
10500	P00000000315	EX_000000315	Misc. Office Equipme	6663123454277			US001	10500	4,181.98	4,181.98
10500	P00000000316	EX_000000316	Misc. Office Equipme	6663123454269			US001	10500	3,676.00	3,676.00
10500	P00000000317	EX_000000317	Misc. Office Equipme	6663123454261			US001	10500	7,104.72	7,104.72
10500	P00000000318	EX_000000318	Misc. Office Equipme	6663123454253			US001	10500	14,863.64	14,863.64
10500	P00000000319	EX_000000319	Misc. Office Equipme	6663123454245			US001	10500	2,902.13	2,902.13
				Totals for Department 10500					46,944.23	46,944.23
11000	P00000000011	EX_000000011	Toshiba Tecra 8100 P	6663123456709		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000012	EX_000000012	Toshiba Tecra 8100 P	6663123456701		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000013	EX_000000013	Toshiba Tecra 8100 P	6663123456693		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000015	EX_000000015	Toshiba Tecra 8100 P	6663123456677		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000016	EX_000000016	Toshiba Tecra 8100 P	6663123456669		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000017	EX_000000017	Toshiba Tecra 8100 P	6663123456661		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000018	EX_000000018	Toshiba Tecra 8100 P	6663123456653		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000019	EX_000000019	Toshiba Tecra 8100 P	6663123456645		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000020	EX_000000020	Toshiba Tecra 8100 P	6663123456637		KU0005	US001	11000	2,084.00	2,084.00
11000	P00000000021	EX_000000021	Toshiba Tecra 8100 P	6663123456629		IXHEEE102	US001	11000	2,084.00	2,084.00
11000	P00000000022	EX_000000022	Toshiba Tecra 8100 P	6663123456621		IXHEEE102	US001	11000	2,084.00	2,084.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
11000	P00000000071	EX_000000071	Compaq DeskPro EN SF	6663123456229			US001	11000	1,324.00	1,324.00
11000	P00000000073	EX_000000073	Compaq DeskPro EN SF	6663123456213			US001	11000	1,324.00	1,324.00
11000	P00000000074	EX_000000074	Compaq DeskPro EN SF	6663123456205			US001	11000	1,324.00	1,324.00
11000	P00000000075	EX_000000075	Compaq DeskPro EN SF	6663123456197			US001	11000	1,324.00	1,324.00
11000	P00000000076	EX_000000076	Compaq DeskPro EN SF	6663123456189			US001	11000	4,131.00	4,131.00
11000	P00000000077	EX_000000077	Compaq DeskPro EN SF	6663123456181			US001	11000	4,131.00	4,131.00
11000	P00000000079	EX_000000079	Compaq DeskPro EN SF	6663123456165			US001	11000	4,131.00	4,131.00
11000	P00000000081	EX_000000081	Compaq DeskPro EN SF	6663123456149			US001	11000	4,131.00	4,131.00
11000	P00000000082	EX_000000082	Toshiba Equium 7100S	6663123456141			US001	11000	4,131.00	4,131.00
11000	P00000000083	EX_000000083	Toshiba Equium 7100S	6663123456133			US001	11000	4,131.00	4,131.00
11000	P00000000084	EX_000000084	Toshiba Equium 7100S	6663123456125			US001	11000	4,131.00	4,131.00
11000	P00000000085	EX_000000085	Toshiba Equium 7100S	6663123456117			US001	11000	4,131.00	4,131.00
11000	P00000000086	EX_000000086	Toshiba Equium 7100S	6663123456109			US001	11000	4,131.00	4,131.00
11000	P00000000087	EX_000000087	Toshiba Equium 7100S	6663123456101			US001	11000	4,131.00	4,131.00
11000	P00000000088	EX_000000088	Toshiba Equium 7100S	6663123456093			US001	11000	4,131.00	4,131.00
11000	P00000000089	EX_000000089	Toshiba Equium 7100S	6663123456085			US001	11000	4,131.00	4,131.00
11000	P00000000090	EX_000000090	Toshiba Equium 7100S	6663123456077			US001	11000	4,131.00	4,131.00
11000	P00000000320	EX_000000320	Misc. Office Equipme	6663123454237			US001	11000	1,450.06	1,450.06
11000	P00000000321	EX_000000321	Misc. Office Equipme	6663123454229			US001	11000	4,468.52	4,468.52
11000	P00000000322	EX_000000322	Misc. Office Equipme	6663123454221			US001	11000	12,501.02	12,501.02
11000	P00000000323	EX_000000323	Misc. Office Equipme	6663123454213			US001	11000	16,895.34	16,895.34
11000	P00000000324	EX_000000324	Misc. Office Equipme	6663123454205			US001	11000	2,892.10	2,892.10
11000	P00000000325	EX_000000325	Misc. Office Equipme	6663123454197			US001	11000	6,217.42	6,217.42

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
11000	P00000000326	EX_000000326	Misc. Office Equipme	6663123454189			US001	11000	1,454.99	1,454.99
11000	P00000000327	EX_000000327	Misc. Office Equipme	6663123454181			US001	11000	1,555.54	1,555.54
11000	P00000000328	EX_000000328	Misc. Office Equipme	6663123454173			US001	11000	1,866.25	1,866.25
11000	P00000000329	EX_000000329	Misc. Office Equipme	6663123454165			US001	11000	726.99	726.99
11000	P00000000330	EX_000000330	Misc. Office Equipme	6663123454157			US001	11000	6,267.42	6,267.42
11000	P00000000331	EX_000000331	Misc. Office Equipme	6663123454149			US001	11000	1,449.96	1,449.96
11000	P00000000332	EX_000000332	Misc. Office Equipme	6663123454141			US001	11000	2,823.51	2,823.51
11000	P00000000333	EX_000000333	Misc. Office Equipme	6663123454133			US001	11000	1,455.45	1,455.45
11000	P00000000334	EX_000000334	Misc. Office Equipme	6663123454125			US001	11000	3,119.11	3,119.11
11000	P00000000335	EX_000000335	Misc. Office Equipme	6663123454117			US001	11000	1,617.39	1,617.39
11000	P00000000336	EX_000000336	Misc. Office Equipme	6663123454109			US001	11000	727.22	727.22
11000	P00000000337	EX_000000337	Misc. Office Equipme	6663123454101			US001	11000	12,732.64	12,732.64
11000	P00000000338	EX_000000338	Misc. Office Equipme	6663123454093			US001	11000	4,356.62	4,356.62
11000	P00000000339	EX_000000339	Misc. Office Equipme	6663123454085			US001	11000	1,613.79	1,613.79
11000	P00000000340	EX_000000340	Misc. Office Equipme	6663123454077			US001	11000	1,447.19	1,447.19
11000	P00000000341	EX_000000341	Misc. Office Equipme	6663123454069			US001	11000	6,255.43	6,255.43
11000	P00000000342	EX_000000342	Misc. Office Equipme	6663123454061			US001	11000	725.60	725.60
11000	P00000000392	EX_000000392	Sun Ultra Memory 256	6663123453661			US001	11000	1,673.00	1,673.00
11000	P00000000393	EX_000000393	Sun Ultra Memory 256	6663123453653			US001	11000	1,673.00	1,673.00
11000	P00000000394	EX_000000394	Sun Ultra Memory 256	6663123453645			US001	11000	1,673.00	1,673.00
11000	P00000000395	EX_000000395	Sun Ultra Memory 256	6663123453637			US001	11000	1,673.00	1,673.00
11000	P00000000396	EX_000000396	Sun Ultra Memory 256	6663123453629			US001	11000	1,673.00	1,673.00
11000	P00000000397	EX_000000397	Sun Ultra Memory 256	6663123453621			US001	11000	1,673.00	1,673.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
11000	P00000000398	EX_000000398	Sun Ultra Memory 256	6663123453613			US001	11000	1,673.00	1,673.00
11000	P00000000399	EX_000000399	Sun Ultra Memory 256	6663123453605			US001	11000	1,673.00	1,673.00
11000	P00000000400	EX_000000400	Sun Ultra Memory 256	6663123453597			US001	11000	1,673.00	1,673.00
11000	P00000000401	EX_000000401	Sun Ultra Memory 256	6663123453589			US001	11000	1,673.00	1,673.00
11000	P00000000402	EX_000000402	Sun Ultra Memory 256	6663123453581			US001	11000	1,673.00	1,673.00
11000	P00000000403	EX_000000403	Sun Ultra Memory 256	6663123453573			US001	11000	1,673.00	1,673.00
11000	P00000000404	EX_000000404	Sun Ultra Memory 256	6663123453565			US001	11000	1,673.00	1,673.00
11000	P00000000405	EX_000000405	Sun Ultra Memory 256	6663123453557			US001	11000	1,673.00	1,673.00
11000	P00000000406	EX_000000406	Sun Ultra Memory 256	6663123453549			US001	11000	1,673.00	1,673.00
11000	P00000000407	EX_000000407	Sun Ultra Memory 256	6663123453541			US001	11000	1,673.00	1,673.00
11000	P00000000408	EX_000000408	Sun Ultra Memory 256	6663123453533			US001	11000	1,673.00	1,673.00
11000	P00000000409	EX_000000409	Sun Ultra Memory 256	6663123453525			US001	11000	1,673.00	1,673.00
11000	P00000000410	EX_000000410	Sun Ultra Memory 256	6663123453517			US001	11000	1,673.00	1,673.00
11000	P00000000411	EX_000000411	Sun Ultra Memory 256	6663123453509			US001	11000	1,673.00	1,673.00
11000	P00000000412	EX_000000412	Sun Ultra Memory 256	6663123453501			US001	11000	1,673.00	1,673.00
11000	P00000000413	EX_000000413	Sun Ultra Memory 256	6663123453493			US001	11000	1,673.00	1,673.00
11000	P00000000414	EX_000000414	Sun Ultra Memory 256	6663123453485			US001	11000	1,673.00	1,673.00
11000	P00000000415	EX_000000415	Sun Ultra Memory 256	6663123453477			US001	11000	1,673.00	1,673.00
11000	P00000000417	EX_000000417	Solaris 2.6 Standard	6663123453461			US001	11000	1,673.00	1,673.00
11000	P00000000418	EX_000000418	Solaris 2.6 Standard	6663123453453			US001	11000	1,673.00	1,673.00
11000	P00000000419	EX_000000419	Solaris 2.6 Standard	6663123453445			US001	11000	1,673.00	1,673.00
11000	P00000000420	EX_000000420	Solaris 2.6 Standard	6663123453437			US001	11000	1,673.00	1,673.00
11000	P00000000421	EX_000000421	Solaris 2.6 Standard	6663123453429			US001	11000	1,673.00	1,673.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
11000	P00000000422	EX_000000422	Solaris 2.6 Standard	6663123453421			US001	11000	4,479.00	4,479.00
				Totals for Department 11000					229,538.56	229,538.56
13000	P00000000100	EX_000000100	Computer Desk	6663123455997			US001	13000	4,596.00	4,596.00
13000	P00000000101	EX_000000101	Computer Desk	6663123455989			US001	13000	6,248.00	6,248.00
13000	P00000000102	EX_000000102	Computer Desk	6663123455981			US001	13000	783.00	783.00
				Totals for Department 13000					11,627.00	11,627.00
14000	P00000000003	EX_000000003	2000 Chevrolet Tahoe	6663123456773			US001	14000	39,107.00	32,568.29
14000	P00000000004	EX_000000004	Automobile	6663123456765			US001	14000	39,107.00	32,568.29
14000	P00000000005	EX_000000005	2000 Chevrolet Tahoe	6663123456757			US001	14000	39,107.00	32,568.29
14000	P00000000006	EX_000000006	2000 Chevrolet Tahoe	6663123456749			US001	14000	39,107.00	32,568.29
14000	P00000000007	EX_000000007	2000 Chevrolet Tahoe	6663123456741			US001	14000	39,107.00	36,302.00
14000	P00000000008	EX_000000008	2000 Chevrolet Tahoe	6663123456733			US001	14000	39,107.00	36,302.00
14000	P00000000009	EX_000000009	2000 Chevrolet Tahoe	6663123456725			US001	14000	39,107.00	36,302.00
14000	P00000000010	EX_000000010	2000 Chevrolet Tahoe	6663123456717			US001	14000	39,107.00	36,302.00
14000	P00000000092	EX_000000092	Computer Desk	6663123456061			US001	14000	6,360.00	6,360.00
14000	P00000000093	EX_000000093	Computer Desk	6663123456053			US001	14000	2,424.00	2,424.00
14000	P00000000094	EX_000000094	Computer Desk	6663123456045			US001	14000	1,447.00	1,447.00
14000	P00000000095	EX_000000095	Computer Desk	6663123456037			US001	14000	3,100.00	3,100.00
14000	P00000000096	EX_000000096	Computer Desk	6663123456029			US001	14000	1,608.00	1,608.00
14000	P00000000097	EX_000000097	Computer Desk	6663123456021			US001	14000	1,442.00	1,442.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
14000	P00000000098	EX_000000098	Computer Desk	6663123456013			US001	14000	6,233.00	6,233.00
14000	P00000000099	EX_000000099	Computer Desk	6663123456005			US001	14000	723.00	723.00
14000	P00000000232	EX_000000232	Machinery Equipment	6663123454941			US001	14000	15,819.36	15,819.36
14000	P00000000233	EX_000000233	Machinery Equipment	6663123454933			US001	14000	18,238.05	18,238.05
14000	P00000000234	EX_000000234	Machinery Equipment	6663123454925			US001	14000	7,306.05	7,306.05
14000	P00000000235	EX_000000235	Machinery Equipment	6663123454917			US001	14000	225.50	225.50
14000	P00000000236	EX_000000236	Machinery Equipment	6663123454909			US001	14000	112.75	112.75
14000	P00000000237	EX_000000237	Machinery Equipment	6663123454901			US001	14000	823.06	823.06
14000	P00000000238	EX_000000238	Machinery Equipment	6663123454893			US001	14000	45.10	45.10
14000	P00000000239	EX_000000239	Machinery Equipment	6663123454885			US001	14000	100.22	100.22
14000	P00000000240	EX_000000240	Machinery Equipment	6663123454877			US001	14000	75.17	75.17
14000	P00000000241	EX_000000241	Machinery Equipment	6663123454869			US001	14000	1,509.24	1,509.24
14000	P00000000242	EX_000000242	Machinery Equipment	6663123454861			US001	14000	358.90	358.90
14000	P00000000243	EX_000000243	Machinery Equipment	6663123454853			US001	14000	4,023.78	4,023.78
14000	P00000000244	EX_000000244	Machinery Equipment	6663123454845			US001	14000	234.46	234.46
14000	P00000000245	EX_000000245	Machinery Equipment	6663123454837			US001	14000	12.25	12.25
14000	P00000000246	EX_000000246	Machinery Equipment	6663123454829			US001	14000	2,250.00	2,250.00
14000	P00000000247	EX_000000247	Machinery Equipment	6663123454821			US001	14000	15,979.52	15,979.52
14000	P00000000248	EX_000000248	Machinery Equipment	6663123454813			US001	14000	21,380.42	21,380.42
14000	P00000000249	EX_000000249	Machinery Equipment	6663123454805			US001	14000	0.00	0.00
14000	P00000000250	EX_000000250	Machinery Equipment	6663123454797			US001	14000	135.10	135.10
14000	P00000000251	EX_000000251	Machinery Equipment	6663123454789			US001	14000	300.22	300.22
14000	P00000000252	EX_000000252	Machinery Equipment	6663123454781			US001	14000	600.44	600.44

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
14000	P00000000253	EX_000000253	Machinery Equipment	6663123454773			US001	14000	30,000.00	30,000.00
14000	P00000000254	EX_000000254	Machinery Equipment	6663123454765			US001	14000	11,744.90	11,744.90
14000	P00000000255	EX_000000255	Machinery Equipment	6663123454757			US001	14000	20,815.78	20,815.78
14000	P00000000256	EX_000000256	Machinery Equipment	6663123454749			US001	14000	19,214.56	19,214.56
14000	P00000000257	EX_000000257	Machinery Equipment	6663123454741			US001	14000	3,522.67	3,522.67
14000	P00000000258	EX_000000258	Machinery Equipment	6663123454733			US001	14000	472.36	472.36
14000	P00000000259	EX_000000259	Machinery Equipment	6663123454725			US001	14000	120.09	120.09
14000	P00000000260	EX_000000260	Machinery Equipment	6663123454717			US001	14000	12,964.45	12,964.45
14000	P00000000261	EX_000000261	Machinery Equipment	6663123454709			US001	14000	8,064.16	8,064.16
14000	P00000000262	EX_000000262	Machinery Equipment	6663123454701			US001	14000	11,642.05	11,642.05
14000	P00000000472	EX_000000472	Siemens Phone System	6663123453021			US001	14000	1,673.00	1,673.00
14000	P00000000473	EX_000000473	Siemens Phone System	6663123453013			US001	14000	1,673.00	1,673.00
14000	P00000000474	EX_000000474	Siemens Phone System	6663123453005			US001	14000	1,673.00	1,673.00
14000	P00000000475	EX_000000475	Siemens Phone System	6663123452997			US001	14000	1,673.00	1,673.00
14000	P00000000476	EX_000000476	Siemens Phone System	6663123452989			US001	14000	1,673.00	1,673.00
14000	P00000000477	EX_000000477	Siemens Phone System	6663123452981			US001	14000	1,673.00	1,673.00
14000	P00000000478	EX_000000478	Siemens Phone System	6663123452973			US001	14000	8,536.91	8,536.91
14000	P00000000479	EX_000000479	Siemens Phone System	6663123452965			US001	14000	7,722.62	7,722.62
14000	P00000000480	EX_000000480	Siemens Phone System	6663123452957			US001	14000	34,670.90	34,670.90
14000	P00000000481	EX_000000481	Siemens Phone System	6663123452949			US001	14000	1,978.00	1,978.00
14000	P00000000482	EX_000000482	Siemens Phone System	6663123452941			US001	14000	4,356.62	4,356.62
14000	P00000000483	EX_000000483	Siemens Phone System	6663123452933			US001	14000	1,613.79	1,613.79
14000	P00000000484	EX_000000484	Siemens Phone System	6663123452925			US001	14000	1,447.19	1,447.19

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
14000	P00000000485	EX_000000485	Siemens Phone System	6663123452917			US001	14000	6,255.43	6,255.43
14000	P00000000486	EX_000000486	Siemens Phone System	6663123452909			US001	14000	725.60	725.60
14000	P00000000487	EX_000000487	Siemens Phone System	6663123452901			US001	14000	2,633.73	2,633.73
14000	P00000000488	EX_000000488	Siemens Phone System	6663123452893			US001	14000	4,032.68	4,032.68
14000	P00000000489	EX_000000489	Siemens Phone System	6663123452885			US001	14000	9,439.01	9,439.01
14000	P00000000490	EX_000000490	Siemens Phone System	6663123452877			US001	14000	3,290.72	3,290.72
14000	P00000000491	EX_000000491	Siemens Phone System	6663123452869			US001	14000	12,073.98	12,073.98
14000	P00000000492	EX_000000492	Siemens Phone System	6663123452861			US001	14000	4,620.24	4,620.24
14000	P00000000493	EX_000000493	Siemens Phone System	6663123452853			US001	14000	1,695.49	1,695.49
14000	P00000000494	EX_000000494	Siemens Phone System	6663123452845			US001	14000	25,485.85	25,485.85
14000	P00000000495	EX_000000495	Siemens Phone System	6663123452837			US001	14000	25,485.85	25,485.85
14000	P00000000496	EX_000000496	Siemens Phone System	6663123452829			US001	14000	25,485.85	25,485.85
14000	P00000000497	EX_000000497	Siemens Phone System	6663123452821			US001	14000	25,485.85	25,485.85
				Totals for Department 14000					761,357.92	723,983.08
15000		EX_PARENT003	Executive Office Set				US001	15000	0.00	0.00
15000	P00000000506	EX_CHILD0013	Bookcase				US001	15000	1,500.00	1,500.00
15000	P00000000507	EX_CHILD0014	Chairs				US001	15000	5,000.00	5,000.00
15000	P00000000508	EX_CHILD0015	Lamps				US001	15000	2,500.00	2,500.00
				Totals for Department 15000					9,000.00	9,000.00
25000	P00000000152	EX_000000152	Bookcase	6663123455581			US001	25000	7,479.64	7,479.64

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
25000	P00000000153	EX_000000153	Bookcase	6663123455573			US001	25000	4,655.52	4,655.52
25000	P00000000154	EX_000000154	Bookcase	6663123455565			US001	25000	793.14	793.14
25000	P00000000155	EX_000000155	Bookcase	6663123455557			US001	25000	4,266.55	4,266.55
25000	P00000000156	EX_000000156	Bookcase	6663123455549			US001	25000	2,399.40	2,399.40
25000	P00000000157	EX_000000157	Bookcase	6663123455541			US001	25000	1,544.60	1,544.60
25000	P00000000158	EX_000000158	Bookcase	6663123455533			US001	25000	1,246.00	1,246.00
25000	P00000000159	EX_000000159	Bookcase	6663123455525			US001	25000	1,246.00	1,246.00
				Totals for Department 25000					23,630.85	23,630.85
41000	P00000000161	EX_000000161	PeopleSoft 8.0 Finan	6663123455509			US001	41000	10,605.96	10,605.96
41000	P00000000162	EX_000000162	PeopleSoft 8.0 Finan	6663123455501			US001	41000	19,578.54	19,578.54
41000	P00000000163	EX_000000163	PeopleSoft 8.0 Finan	6663123455493			US001	41000	6,356.96	6,356.96
41000	P00000000164	EX_000000164	PeopleSoft 8.0 Finan	6663123455485			US001	41000	12,426.97	12,426.97
41000	P00000000165	EX_000000165	PeopleSoft 8.0 Finan	6663123455477			US001	41000	662.18	662.18
41000	P00000000166	EX_000000166	PeopleSoft 8.0 Finan	6663123455469			US001	41000	24,000.00	24,000.00
41000	P00000000167	EX_000000167	PeopleSoft 8.0 Finan	6663123455461			US001	41000	30,000.00	30,000.00
41000	P00000000168	EX_000000168	PeopleSoft 8.0 Finan	6663123455453			US001	41000	11,242.50	11,242.50
41000	P00000000169	EX_000000169	PeopleSoft 8.0 Finan	6663123455445			US001	41000	765.00	765.00
41000	P00000000170	EX_000000170	PeopleSoft 8.0 Finan	6663123455437			US001	41000	9,858.75	9,858.75
41000	P00000000171	EX_000000171	PeopleSoft 8.0 Finan	6663123455429			US001	41000	3,300.00	3,300.00
41000	P00000000172	EX_000000172	PeopleSoft 8.0 Finan	6663123455421			US001	41000	8,250.00	8,250.00
41000	P00000000173	EX_000000173	PeopleSoft 8.0 Finan	6663123455413			US001	41000	7,425.00	7,425.00
41000	P00000000174	EX_000000174	PeopleSoft 8.0 Finan	6663123455405			US001	41000	14,520.00	14,520.00

Department	Tag Number	Asset ID	Description	Serial Id	Model	Custodian	Old Loc	Old Dept	Cost	NBV
41000	P00000000175	EX_000000175	PeopleSoft 8.0 Finan	6663123455397			US001	41000	13,045.00	13,045.00
41000	P00000000176	EX_000000176	PeopleSoft 8.0 Finan	6663123455389			US001	41000	7,242.00	7,242.00
41000	P00000000177	EX_000000177	PeopleSoft 8.0 Finan	6663123455381			US001	41000	3,456.00	3,456.00
41000	P00000000178	EX_000000178	PeopleSoft 8.0 Finan	6663123455373			US001	41000	6,248.00	6,248.00
41000	P00000000179	EX_000000179	PeopleSoft 8.0 Finan	6663123455365			US001	41000	1,530.00	1,530.00
41000	P00000000180	EX_000000180	PeopleSoft 8.0 Finan	6663123455357			US001	41000	9,192.00	9,192.00
41000	P00000000181	EX_000000181	PeopleSoft 8.0 Finan	6663123455349			US001	41000	6,414.00	6,414.00
41000	P00000000182	EX_000000182	PeopleSoft 8.0 Finan	6663123455341			US001	41000	8,145.00	8,145.00
								Totals for Department 41000	214,263.86	214,263.86
42000	P00000000500	EX_CHILD0001	Base				US001	42000	5,000.00	5,000.00
								Totals for Department 42000	5,000.00	5,000.00
								Totals for Location US001	67,993,845.42	67,956,470.58
								Totals for Physical Inventory PI2000	67,993,845.42	67,956,470.58

End of Report

PeopleSoft AM

Report ID: AMRET001 — AUTO-RETIRED ASSETS REPORT — Page No. 1

Bus. Unit: DEU01 -- GERMANY OPERATIONS — Run Date 09/11/2003

Book: ASSETS_DEM -- Asset Book - DEM — Run Time 15:25:05

Category: GSOFT -- German Software

Asset	Begin Depr Dt	End Depr Dt	Life	Retirement Trans Dt	Retirement Acct Dt	Retirement Amount	Retirement Reserve	Convention / Transaction Code	Low Value	Clustered Asset	/ Reference
000000000003	**Software**							AD			
	06/01/1999	05/31/2002	36	09/11/2003	09/11/2003	-6,800,000.00	-6,800,000.00	R - Scrap	N	N	AUTO RETIRE
000000000004	**Software**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-200,000.00	-200,000.00	R - Scrap	N	N	AUTO RETIRE
000000000005	**AUTO RETIRE TEST**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-568,000,000.00	-568,000,000.00	R - Scrap	N	N	AUTO RETIRE
	Total For Category		**GSOFT**			-575,000,000.00	-575,000,000.00				
	Total For Book ID		**ASSETS_DEM**			-575,000,000.00	-575,000,000.00				

Asset	Begin Depr Dt	End Depr Dt	Life	Retirement Trans Dt	Retirement Acct Dt	Retirement Amount	Retirement Reserve	Convention / Transaction Code	Low Value	Clustered Asset	/ Reference
000000000003	**Software**							AD			
	06/01/1999	05/31/2002	36	09/11/2003	09/11/2003	-3,476,784.79	-3,476,784.79	R - Scrap	N	N	AUTO RETIRE
000000000004	**Software**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-102,258.38	-102,258.38	R - Scrap	N	N	AUTO RETIRE
000000000005	**AUTO RETIRE TEST**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-290,413,788.52	-290,413,788.52	R - Scrap	N	N	AUTO RETIRE
	Total For Category		**GSOFT**			-293,992,831.69	-293,992,831.69				
	Total For Book ID		**ASSETS_EUR**			-293,992,831.69	-293,992,831.69				

Asset	Begin Depr Dt	End Depr Dt	Life	Retirement Trans Dt	Retirement Acct Dt	Retirement Amount	Retirement Reserve	Convention / Transaction Code	Low Value	Clustered Asset	/ Reference
000000000003	**Software**							AD			
	06/01/1999	05/31/2002	36	09/11/2003	09/11/2003	-4,007,689.83	-4,007,689.83	R - Scrap	N	N	AUTO RETIRE
000000000004	**Software**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-117,873.23	-117,873.23	R - Scrap	N	N	AUTO RETIRE
000000000005	**AUTO RETIRE TEST**							AD			
	02/01/1999	01/31/2002	36	09/11/2003	09/11/2003	-334,759,974.03	-334,759,974.03	R - Scrap	N	N	AUTO RETIRE
	Total For Category		**GSOFT**			-338,885,537.09	-338,885,537.09				
	Total For Book ID		**ASSETS_USD**			-338,885,537.09	-338,885,537.09				

Asset	Begin Depr Dt	End Depr Dt	Life	Retirement Trans Dt	Retirement Acct Dt	Retirement Amount	Retirement Reserve	Convention / Transaction Code	Low Value	Clustered Asset	/ Reference
000000000005	**AUTO RETIRE TEST**							AD			
	02/01/1999	01/31/2004	60	09/11/2003	09/11/2003	-568,000,000.00	-568,000,000.00	R - Scrap	N	N	AUTO RETIRE
	Total For Category		**GSOFT**			-568,000,000.00	-568,000,000.00				
	Total For Book ID		**COMPANY_DM**			-568,000,000.00	-568,000,000.00				

End of Report

Asset Id	Description	Retirement Date	Conv	End Depr Date	C	D Retire Ty	St	Reference	Qty	Amount	Proceeds	Removal Cost	Reserve	Gain/Loss	Cap. G/L
000000000003	Auto	09/11/2003	AM	06/30/2012	S	O	C		-0	-2,000.00	2,000.00	0.00	-233.36	233.36	0.00
000000000004	Computer	09/11/2003	AM	02/28/2002	R	O	C		-1	-4,500.00	0.00	0.00	-4,500.00	0.00	0.00
Total for Book ACCNT_AUD										-6,500.00	2,000.00	0.00	-4,733.36	233.36	0.00

Asset Id	Description	Retirement Date	Conv	End Depr Date	D C	Retire Ty	St	Reference	Qty	Amount	Proceeds	Removal Cost	Reserve	Gain/Loss	Cap. G/L
000000000003	Auto	09/11/2003	AM	06/30/2012	S	O	C		-0	-1,420.76	1,484.46	0.00	-165.76	229.46	0.00
000000000004	Computer	09/11/2003	AM	02/28/2002	R	O	C		-1	-3,406.61	0.00	0.00	-3,406.61	0.00	0.00
Total for Book CORP_USD										-4,827.37	1,484.46	0.00	-3,572.37	229.46	0.00

Asset Id	Description	Retirement Date	Conv	End Depr Date	D C	Retire Ty	St	Reference	Qty	Amount	Proceeds	Removal Cost	Reserve	Gain/Loss	Cap. G/L
000000000003	Auto	09/11/2003	AM	06/30/2012	S	O	C		-0	-2,000.00	2,000.00	0.00	-233.36	233.36	0.00
000000000004	Computer	09/11/2003	AM	02/28/2002	R	O	C		-1	-4,500.00	0.00	0.00	-4,500.00	0.00	0.00
Total for Book TAX_AUD										-6,500.00	2,000.00	0.00	-4,733.36	233.36	0.00

End of Report

Oper Uni / Asset Id	Fund / Description	Progr / Type	Class	Bud Ref	Produc	Project	Cat	Cost Balance	Reserve	Proceeds	Removal Cost	Gain/Loss
CALIF	1119	P5000	C30		ACCSSR	0000000107	AUTO					
000000000211	2003 BMW Convertible							10,000.00	0.00	0.00	0.00	-10,000.00
Total for	Category	AUTO						10,000.00	0.00	0.00	0.00	-10,000.00
	Project	0000000107						10,000.00	0.00	0.00	0.00	-10,000.00
	Produc	ACCSSR						10,000.00	0.00	0.00	0.00	-10,000.00
	Bud Ref							10,000.00	0.00	0.00	0.00	-10,000.00
	Class	C30						10,000.00	0.00	0.00	0.00	-10,000.00
	Progr	P5000						10,000.00	0.00	0.00	0.00	-10,000.00
	Fund	1119						10,000.00	0.00	0.00	0.00	-10,000.00
	Oper Uni	CALIF						10,000.00	0.00	0.00	0.00	-10,000.00
	Dept	10200						10,000.00	0.00	0.00	0.00	-10,000.00

Oper Uni Fund Progr Class Bud Ref Produc Project / Asset Id	Description	Type	Cat	Cost Balance	Reserve	Proceeds	Removal Cost	Gain/Loss
NEWYORK			AUTO					
EX_000000002	2000 Chevrolet Tahoe LT 1			39,107.00	5,143.35	0.00	0.00	-33,963.65
Total for	Category	AUTO		39,107.00	5,143.35	0.00	0.00	-33,963.65
	Project			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Produc			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Bud Ref			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Class			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Progr			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Fund			39,107.00	5,143.35	0.00	0.00	-33,963.65
	Oper Uni	NEWYORK		39,107.00	5,143.35	0.00	0.00	-33,963.65
	Dept	14000		39,107.00	5,143.35	0.00	0.00	-33,963.65
Total for	Book ID	CORP		49,107.00	5,143.35	0.00	0.00	-43,963.65
Total for	Report			49,107.00	5,143.35	0.00	0.00	-43,963.65

End of Report

-In Service- Year	Period	Cat	Asset Id	Description	Cost Type	Begin Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value
1999		AUTO	EX_000000002	2000 Chevrolet		07/01/1999	60	39,107.00	0.00	5,143.34	33,963.66
Total for	Category	AUTO						39,107.00	0.00	5,143.34	33,963.66
Total for	In Service Period	6						39,107.00	0.00	5,143.34	33,963.66
Total for	In Service Year	1999						39,107.00	0.00	5,143.34	33,963.66

-In Service- Year	Period	Cat	Asset Id	Description	Cost Type	Begin Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Net Book Value
2003		AUTO	000000000211	2003 BMW Conver		10/01/2003	60	10,000.00	2,676.66	0.00	10,000.00
	Total for	Category	AUTO					10,000.00	2,676.66	0.00	10,000.00
	Total for	In Service Period	9					10,000.00	2,676.66	0.00	10,000.00
	Total for	In Service Year	2003					10,000.00	2,676.66	0.00	10,000.00
	Total for	Book ID	CORP					49,107.00	2,676.66	5,143.34	43,963.66
	Total for	Report						49,107.00	2,676.66	5,143.34	43,963.66

End of Report

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat	Cost Balance	Reserve	Proceeds	Removal Cost	Gain/Loss	Capital G/L
CGT-01-01	Retire asset								-2,400.00	-1,400.00	1,000.00	0.00	0.00	0.00
CGT-01-02	Retire asset								-2,400.00	-360.00	1,000.00	0.00	-1,040.00	0.00
CGT-01-03	Retire gain/z								-6,000.00	-3,500.00	1,000.00	0.00	-1,500.00	0.00
CGT-01-04	Retire asset								-6,000.00	-3,500.00	1,000.00	0.00	-1,500.00	0.00
CGT-01-05	Retire asset								-11,000.00	-8,345.87	1,000.00	0.00	-1,654.13	0.00
CGT-01-06	Asset 9/21/99								-2,400.00	-960.00	1,000.00	0.00	-440.00	0.00
CGT-01-07	Asset after 9								-2,400.00	-600.00	1,000.00	0.00	-800.00	0.00
CGT-01-01	Retire asset								-1,816.86	-1,059.82	757.03	0.00	-0.01	0.00
CGT-01-02	Retire asset								-1,816.86	-272.52	757.03	0.00	-787.31	0.00
CGT-01-03	Retire gain/z								-4,542.15	-2,649.56	757.03	0.00	-1,135.56	0.00
CGT-01-04	Retire asset								-4,542.15	-2,649.56	757.03	0.00	-1,135.56	0.00
CGT-01-05	Retire asset								-8,327.28	-6,318.01	757.03	0.00	-1,252.24	0.00
CGT-01-06	Asset 9/21/99								-1,816.86	-726.74	730.61	0.00	-359.51	0.00
CGT-01-07	Asset after 9								-1,816.86	-454.21	742.23	0.00	-620.42	0.00
CGT-01-01	Retire asset								-2,400.00	-1,400.00	1,000.00	0.00	0.00	0.00
CGT-01-02	Retire asset								-2,400.00	-360.00	1,000.00	0.00	-1,040.00	0.00
CGT-01-03	Retire gain/z								-6,000.00	-3,500.00	1,000.00	0.00	-1,500.00	0.00
CGT-01-04	Retire asset								-6,000.00	-3,500.00	1,000.00	0.00	-1,500.00	0.00
CGT-01-05	Retire asset								-11,000.00	-8,345.87	1,000.00	0.00	-1,654.13	0.00
CGT-01-06	Asset 9/21/99								-2,400.00	-960.00	1,000.00	0.00	-440.00	0.00

Oper Uni / Asset Id	Fund / Description	Dept / Type	Progr	Class	Bud Ref	Produc	Project	Cat / Cost Balance	Reserve	Proceeds	Removal Cost	Gain/Loss	Capital G/L
CGT-01-07	Asset after 9							-2,400.00	-600.00	1,000.00	0.00	-800.00	0.00
Total for	Category	COMP						-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Project							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Produc							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Bud Ref							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Class							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Progr							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Dept							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Fund							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
	Oper Uni							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
Total for	Book ID	ACCNT_AUD						-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00
Total for	Report							-89,879.02	-51,462.16	19,257.99	0.00	-19,158.87	0.00

End of Report

Report ID: AMRT2100 — RETIREMENT ACTIVITY — Page No. 1

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 09/10/2003

Book: CORP -- Corporate — Run Time 10:49:45

As Of Date: 2003-09-30

Asset Id	Description	Retirement Date	Conv	End Depr Date	D C	Retire Ty	St	Reference	Qty	Amount	Proceeds	Removal Cost	Reserve	Gain/Loss
000000000211	2003 BMW Convertible	09/09/2003	FM	09/30/2008	S	O	C		-0.133	10,000.00	0.00	0.00	0.00	-10,000.00
EX_000000002	2000 Chevrolet Tahoe	05/01/2000	FM	06/30/2004	S	O	C		-1.000	39,107.00	0.00	0.00	5,143.35	-33,963.65
Total for Book CORP										49,107.00	0.00	0.00	5,143.35	-43,963.65

End of Report

Report ID: AMSP1000

PeopleSoft Asset Management

RESERVE FOR SPECIAL DEPRECIATION (BY ASSET)

Page No: 1
Run Date: 8/14/2003
Run Time: PM 4:52:33

Business Unit: JPN01 JAPAN OPERATIONS

Book: CORP_USD

AssetID	Description	Category	Type	Fiscal Year	Reserve Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Initial		
				2000	12,601
				2001	12,601

Business Unit: JPN01 JAPAN OPERATIONS

Book: LOCAL_JPY

AssetID	Description	Category	Type	Fiscal Year	Reserve Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Initial		
				2001	2,500,000
				2000	2,500,000

RESERVE FOR SPECIAL DEPRECIATION (BY ASSET)

Business Unit: JPN01 JAPAN OPERATIONS

Book: TAX_JPY

AssetID	Description	Category	Type	Fiscal Year	Reserve Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Initial		
				2001	2,500,000
				2000	2,500,000

End Of Report

RESERVE FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: CORP_USD

Category	Fiscal Year	Reserve Amount
COMP		
	2000	12,601
	2001	12,601

RESERVE FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: LOCAL_JPY

Category	Fiscal Year	Reserve Amount
COMP		
	2000	2,500,000
	2001	2,500,000

RESERVE FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: TAX_JPY

Category	Fiscal Year	Reserve Amount
COMP		
	2000	2,500,000
	2001	2,500,000

End Of Report

REVERSAL FOR SPECIAL DEPRECIATION (BY ASSET)

Business Unit: JPN01 JAPAN OPERATIONS
Book: CORP_USD

Asset ID	Description	Category	Type	Year	Reserve Amount	Reversal Year	Reversal Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Reserve	2000			
					12,601	2001	1,800
						2002	1,800
						2003	1,800
						2004	1,800
						2005	1,800
						2006	1,800
						2007	1,801
					12,601	2002	1,800
						2003	1,800
						2004	1,800
						2005	1,800
						2006	1,800
						2007	1,800
						2008	1,801

Business Unit: JPN01 JAPAN OPERATIONS
Book: LOCAL_JPY

Asset ID	Description	Category	Type	Year	Reserve Amount	Reversal Year	Reversal Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Reserve	2001			
					2,500,000	2002	357,142
						2003	357,142
						2004	357,142
						2005	357,142
						2006	357,142
						2007	357,142
						2008	357,148
					2,500,000	2001	357,142
						2002	357,142
						2003	357,142
						2004	357,142
						2005	357,142
						2006	357,142
						2007	357,148

Business Unit: JPN01 JAPAN OPERATIONS
Book: TAX_JPY

Asset ID	Description	Category	Type	Year	Reserve Amount	Reversal Year	Reversal Amount
JAD_01	JAPAN LOCAL TAX ASSET 1	COMP	Reserve	2001			
					2,500,000	2002	357,142
						2003	357,142
						2004	357,142
						2005	357,142
						2006	357,142
						2007	357,142
						2008	357,148
					2,500,000	2001	357,142
						2002	357,142
						2003	357,142
						2004	357,142
						2005	357,142
						2006	357,142
						2007	357,148

End Of Report

REVERSAL FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: CORP_USD

Category	Fiscal Year	Reserve Amount	Reversal Year	Reversal Amount
COMP				
	2000	12,601	2001	1,800
			2002	1,800
			2003	1,800
			2004	1,800
			2005	1,800
			2006	1,800
			2007	1,801
	2001	12,601	2002	1,800
			2003	1,800
			2004	1,800
			2005	1,800
			2006	1,800
			2007	1,800
			2008	1,801

REVERSAL FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: LOCAL_JPY

Category	Fiscal Year	Reserve Amount	Reversal Year	Reversal Amount
COMP				
	2000	2,500,000	2001	357,142
			2002	357,142
			2003	357,142
			2004	357,142
			2005	357,142
			2006	357,142
			2007	357,148
	2001	2,500,000	2002	357,142
			2003	357,142
			2004	357,142
			2005	357,142
			2006	357,142
			2007	357,142
			2008	357,148

REVERSAL FOR SPECIAL DEPRECIATION (BY CATEGORY)

Business Unit: JPN01 JAPAN OPS
Book: TAX_JPY

Category	Fiscal Year	Reserve Amount	Reversal Year	Reversal Amount
COMP				
	2000	2,500,000	2001	357,142
			2002	357,142
			2003	357,142
			2004	357,142
			2005	357,142
			2006	357,142
			2007	357,148
	2001	2,500,000	2002	357,142
			2003	357,142
			2004	357,142
			2005	357,142
			2006	357,142
			2007	357,142
			2008	357,148

End Of Report

ID	Description	Acq Date	R&D Start Date	Expenditure	% Deductible	Deduction Amount
	Total for Category			0.00		0.00
	Total for Business Unit			0.00		0.00
	Total for Fiscal Year			0.00		0.00

End of Report

Business Unit:

Book	Fiscal Year	CCA Tax Class	Acquisitions	Adjustments	Transfers	Net Proceeds	Capital Gains	Currency Code

End of Report

Business Unit:

Book :

Fiscal Year :

1	2	3	4	5	6	7	8	9	10	11	12	13
Class number	UCC at the begining of the year	Cost of acquisitions during the year	Net adjustments	Proceeds of dispositions during the year	Undepreciated capital cost	50% rule	Reduced undepreciated capital cost	CCA rate %	Recapture of CCA	Terminal loss	Capital cost allowance	Undepreciated capital cost at end of year

End of Report

Tax Entity: for (Fiscal Year)

Block Of Assets	Open WDV	Sold During the Year	Additions/Adjustments during the year			Rate	Depreciation during the year			Closing WDV
			180 days and above	Less than 180s days	Total Additions		On opening WDV and Additions 180	On additions less than 180 days	Total Depreciation	

Report ID: AMTX20AU
Bus. Unit: AUS01 -- AUSTRALIA OPERATIONS
Book: CORP_USD -- Corporate Book - USD
Code: --
From Date 01/01/2000 Thru Date 12/31/2003

TAX CREDITS BY CATEGORY

Run Date 09/10/2003
Run Time 15:47:22

ID	Description	Acq Date	In Serv Date	Status	Book Cost	Basis Red %	Basis Red Amt	Tax Cr %	Tax Credit Amt
Total for Type					0.00		0.00		0.00
Total for Book ID					0.00		0.00		0.00
Total for Report					0.00		0.00		0.00

End of Report

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
000000000001	SOLARIS WORKSTATION		0		Y	05/01/2000		36	SY-	AM	7,500.00	0.00	0.00
000000000089	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000090	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000091	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000092	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000093	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000094	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000095	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000096	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000097	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000098	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000099	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000100	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000101	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000102	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000103	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000104	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000105	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000106	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000107	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000108	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000109	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000110	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000111	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000112	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000113	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000114	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000115	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000116	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000117	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000118	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000119	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000120	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000121	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000122	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000123	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000124	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000125	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000126	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000127	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000128	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000129	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000130	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000131	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000132	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000133	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000134	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000135	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000136	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000137	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
000000000138	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000139	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000140	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000141	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000142	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000143	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000144	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000145	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000146	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000147	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000148	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000149	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000150	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000151	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000152	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000153	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000154	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000155	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000156	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000157	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000158	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000159	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000160	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000161	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000162	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000163	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000164	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000165	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000166	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000167	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000168	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000169	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000170	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000171	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000172	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000173	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000174	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000175	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000176	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000177	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000178	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000179	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000180	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000181	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000182	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000183	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000184	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000185	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000186	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000187	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
000000000188	afds		0	P	Y	09/05/2003		60	SL-	FM	1,000.00	0.00	0.00
000000000192	Split_Line_1		0	P	Y	09/08/2003		36	SY-	AM	7,000.00	0.00	0.00
000000000193	Aluminum Pressure Co		0	P	Y	09/08/2003		84	SL-	AM	4,587.00	0.00	0.00
000000000195	TEST PO TO AM		0	P	Y	09/08/2003		36	SY-	AM	4,000.00	0.00	0.00
000000000196	Classic 9820 Compass		0	P	Y	09/08/2003		84	SL-	AM	5,004.00	0.00	0.00
000000000197	This field is requir		0	P	Y	09/08/2003		36	SY-	AM	1,500.00	0.00	0.00
000000000198	AUTO		0	P	Y	09/08/2003		60	SL-	FM	3,127.50	0.00	0.00
000000000199	AUTO		0	P	Y	09/08/2003		60	SL-	FM	10,425.00	0.00	0.00
000000000200	AUTO		0	P	Y	09/08/2003		60	SL-	FM	7,297.50	0.00	0.00
000000000201	Deluxe Sports Stove,		0	P	Y	09/09/2003		84	SL-	AM	2,981.55	0.00	0.00
000000000202	Deluxe Sports Stove,		0	P	Y	09/09/2003		84	SL-	AM	1,146.75	0.00	0.00
000000000203	Deluxe Sports Stove,		0	P	Y	09/09/2003		84	SL-	AM	458.70	0.00	0.00
000000000204	Cookie's Chow Kit Ut		0	P	Y	09/09/2003		84	SL-	AM	2,085.00	0.00	0.00
000000000207	Sierra 1 Burner Stov		0	P	Y	09/09/2003		84	SL-	AM	4,691.25	0.00	0.00
000000000208	COMPUTERS		0	P	Y	09/09/2003		36	SY-	AM	1,042.50	0.00	0.00
000000000211	2003 BMW Convertible		0	P	Y	09/01/2003		60	SL-	FM	75,000.00	0.00	0.00
000000000216	COMPUTERS		0	P	Y	09/10/2003		36	SY-	AM	521.25	0.00	0.00
000000000217	COMPUTERS		0	P	Y	09/10/2003		36	SY-	AM	521.25	0.00	0.00
000000000218	COMPUTERS		0	P	Y	09/10/2003		36	SY-	AM	521.25	0.00	0.00
000000000219	COMPUTERS		0	P	Y	09/10/2003		36	SY-	AM	521.25	0.00	0.00
AIUAM3	IUAM3		0	P	Y	01/01/2003		60	SL-	FM	100,000.00	0.00	0.00
BIUAM2	IUAM2		0	P	Y	01/30/2003		60	SL-	AM	108,360.14	0.00	0.00
BIUAM3	IUAM3		0	P	Y	01/01/2003		60	SL-	FM	100,000.00	0.00	0.00
BRA001	BRA001 - TEST		0	P	Y	01/01/2003		60	SL-	FM	15,000.00	1,000.00	0.00
DSPWRK01	DW multichart with a		0	P	Y	01/23/2002		60	SL-	FM	23,000.00	0.00	0.00
DSPWRK02	DW multichart withou		0	P	Y	01/23/2002		60	SL-	FM	23,000.00	0.00	0.00
EDGAR02	Building Test 2		0	P	Y	05/15/2002		240	SL-	AM	30,000.00	0.00	0.00
EX_000000011	Toshiba Tecra 8100 P		0		Y	01/02/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000012	Toshiba Tecra 8100 P		0		Y	01/15/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000013	Toshiba Tecra 8100 P		0		Y	01/17/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000015	Toshiba Tecra 8100 P		0		Y	03/01/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000016	Toshiba Tecra 8100 P		0		Y	03/15/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000017	Toshiba Tecra 8100 P		0		Y	03/17/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000018	Toshiba Tecra 8100 P		0		Y	03/30/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000019	Toshiba Tecra 8100 P		0		Y	06/01/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000020	Toshiba Tecra 8100 P		0		Y	06/15/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000021	Toshiba Tecra 8100 P		0		Y	06/17/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000022	Toshiba Tecra 8100 P		0		Y	06/30/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000023	Toshiba Tecra 8100 P		0		Y	09/01/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000024	Toshiba Tecra 8100 P		0		Y	09/15/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000025	Toshiba Tecra 8100 P		0		Y	09/17/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000026	Toshiba Tecra 8100 P		0		Y	09/30/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000027	Toshiba Tecra 8100 P		0		Y	12/01/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000028	Toshiba Tecra 8100 P		0		Y	12/15/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000029	Toshiba Tecra 8100 P		0		Y	12/17/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000030	Toshiba Tecra 8100 P		0		Y	12/30/2000		36	SY-	AM	2,084.00	0.00	0.00
EX_000000091	Computer Desk		0		Y	01/02/2000		84	SL-	AD	3,546.87	0.00	0.00
EX_000000092	Computer Desk		0		Y	01/15/2000		84	SL-	AD	6,360.00	0.00	0.00
EX_000000093	Computer Desk		0		Y	01/17/2000		84	SL-	AD	2,424.00	0.00	0.00
EX_000000094	Computer Desk		0		Y	01/30/2000		84	SL-	AD	1,447.00	0.00	0.00

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
EX_000000095	Computer Desk		0		Y	03/01/2000		84	SL-	AD	3,100.00	0.00	0.00
EX_000000096	Computer Desk		0		Y	03/15/2000		84	SL-	AD	1,608.00	0.00	0.00
EX_000000097	Computer Desk		0		Y	03/17/2000		84	SL-	AD	1,442.00	0.00	0.00
EX_000000098	Computer Desk		0		Y	03/30/2000		84	SL-	AD	6,233.00	0.00	0.00
EX_000000099	Computer Desk		0		Y	06/01/2000		84	SL-	AD	723.00	0.00	0.00
EX_000000100	Computer Desk		0		Y	06/15/2000		84	SL-	AD	4,596.00	0.00	0.00
EX_000000101	Computer Desk		0		Y	06/17/2000		84	SL-	AD	6,248.00	0.00	0.00
EX_000000102	Computer Desk		0		Y	06/30/2000		84	SL-	AD	783.00	0.00	0.00
EX_000000103	Computer Desk		0		Y	09/01/2000		84	SL-	AD	6,597.00	0.00	0.00
EX_000000104	Computer Desk		0		Y	09/15/2000		84	SL-	AD	1,526.00	0.00	0.00
EX_000000105	Computer Desk		0		Y	09/17/2000		84	SL-	AD	6,318.00	0.00	0.00
EX_000000106	Computer Desk		0		Y	09/30/2000		84	SL-	AD	1,532.00	0.00	0.00
EX_000000107	Computer Desk		0		Y	12/01/2000		84	SL-	AD	783.00	0.00	0.00
EX_000000108	Computer Desk		0		Y	12/15/2000		84	SL-	AD	7,384.00	0.00	0.00
EX_000000109	Computer Desk		0		Y	12/17/2000		84	SL-	AD	4,596.00	0.00	0.00
EX_000000110	Computer Desk		0		Y	12/30/2000		84	SL-	AD	6,248.00	0.00	0.00
EX_000000171	PeopleSoft 8.0 Finan		0		Y	01/02/2000		24	SY-	AM	3,300.00	0.00	0.00
EX_000000172	PeopleSoft 8.0 Finan		0		Y	01/15/2000		24	SY-	AM	8,250.00	0.00	0.00
EX_000000173	PeopleSoft 8.0 Finan		0		Y	01/17/2000		24	SY-	AM	7,425.00	0.00	0.00
EX_000000174	PeopleSoft 8.0 Finan		0		Y	01/30/2000		24	SY-	AM	14,520.00	0.00	0.00
EX_000000175	PeopleSoft 8.0 Finan		0		Y	03/01/2000		24	SY-	AM	13,045.00	0.00	0.00
EX_000000176	PeopleSoft 8.0 Finan		0		Y	03/15/2000		24	SY-	AM	7,242.00	0.00	0.00
EX_000000177	PeopleSoft 8.0 Finan		0		Y	03/17/2000		24	SY-	AM	3,456.00	0.00	0.00
EX_000000178	PeopleSoft 8.0 Finan		0		Y	03/30/2000		24	SY-	AM	6,248.00	0.00	0.00
EX_000000179	PeopleSoft 8.0 Finan		0		Y	06/01/2000		24	SY-	AM	1,530.00	0.00	0.00
EX_000000180	PeopleSoft 8.0 Finan		0		Y	06/15/2000		24	SY-	AM	9,192.00	0.00	0.00
EX_000000181	PeopleSoft 8.0 Finan		0		Y	06/17/2000		24	SY-	AM	6,414.00	0.00	0.00
EX_000000182	PeopleSoft 8.0 Finan		0		Y	06/30/2000		24	SY-	AM	8,145.00	0.00	0.00
EX_000000183	PeopleSoft 8.0 Finan		0		Y	09/01/2000		24	SY-	AM	22,485.00	0.00	0.00
EX_000000184	PeopleSoft 8.0 Finan		0		Y	09/15/2000		24	SY-	AM	14,985.00	0.00	0.00
EX_000000185	PeopleSoft 8.0 Finan		0		Y	09/17/2000		24	SY-	AM	1,530.00	0.00	0.00
EX_000000186	PeopleSoft 8.0 Finan		0		Y	09/30/2000		24	SY-	AM	7,384.00	0.00	0.00
EX_000000187	PeopleSoft 8.0 Finan		0		Y	12/01/2000		24	SY-	AM	4,596.00	0.00	0.00
EX_000000188	PeopleSoft 8.0 Finan		0		Y	12/15/2000		24	SY-	AM	6,248.00	0.00	0.00
EX_000000189	PeopleSoft 8.0 Finan		0		Y	12/17/2000		24	SY-	AM	2,356.00	0.00	0.00
EX_000000190	PeopleSoft 8.0 Finan		0		Y	12/30/2000		24	SY-	AM	783.00	0.00	0.00
EX_000000251	Machinery Equipment		0		Y	01/02/2000		84	SL-	AM	300.22	0.00	0.00
EX_000000252	Machinery Equipment		0		Y	01/15/2000		84	SL-	AM	600.44	0.00	0.00
EX_000000253	Machinery Equipment		0		Y	01/17/2000		84	SL-	AM	30,000.00	0.00	0.00
EX_000000254	Machinery Equipment		0		Y	01/30/2000		84	SL-	AM	11,744.90	0.00	0.00
EX_000000255	Machinery Equipment		0		Y	03/01/2000		84	SL-	AM	20,815.78	0.00	0.00
EX_000000256	Machinery Equipment		0		Y	03/15/2000		84	SL-	AM	19,214.56	0.00	0.00
EX_000000257	Machinery Equipment		0		Y	03/17/2000		84	SL-	AM	3,522.67	0.00	0.00
EX_000000258	Machinery Equipment		0		Y	03/30/2000		84	SL-	AM	472.36	0.00	0.00
EX_000000259	Machinery Equipment		0		Y	06/01/2000		84	SL-	AM	120.09	0.00	0.00
EX_000000260	Machinery Equipment		0		Y	06/15/2000		84	SL-	AM	12,964.45	0.00	0.00
EX_000000261	Machinery Equipment		0		Y	06/17/2000		84	SL-	AM	8,064.16	0.00	0.00
EX_000000262	Machinery Equipment		0		Y	06/30/2000		84	SL-	AM	11,642.05	0.00	0.00
EX_000000263	Machinery Equipment		0		Y	09/01/2000		84	SL-	AM	574.69	0.00	0.00
EX_000000264	Machinery Equipment		0		Y	09/15/2000		84	SL-	AM	1,724.06	0.00	0.00

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
EX_000000265	Machinery Equipment		0		Y	09/17/2000		84	SL-	AM	225,055.31	0.00	0.00
EX_000000266	Machinery Equipment		0		Y	09/30/2000		84	SL-	AM	4,647.44	0.00	0.00
EX_000000267	Machinery Equipment		0		Y	12/01/2000		84	SL-	AM	1,677.00	0.00	0.00
EX_000000268	Machinery Equipment		0		Y	12/15/2000		84	SL-	AM	2,724.47	0.00	0.00
EX_000000269	Machinery Equipment		0		Y	12/17/2000		84	SL-	AM	380.49	0.00	0.00
EX_000000270	Machinery Equipment		0		Y	12/30/2000		84	SL-	AM	56,721.00	0.00	0.00
EX_000000331	Misc. Office Equipme		0		Y	01/02/2000		36	SL-	FM	1,449.96	0.00	0.00
EX_000000332	Misc. Office Equipme		0		Y	01/15/2000		36	SL-	FM	2,823.51	0.00	0.00
EX_000000333	Misc. Office Equipme		0		Y	01/17/2000		36	SL-	FM	1,455.45	0.00	0.00
EX_000000334	Misc. Office Equipme		0		Y	01/30/2000		36	SL-	FM	3,119.11	0.00	0.00
EX_000000335	Misc. Office Equipme		0		Y	03/01/2000		36	SL-	FM	1,617.39	0.00	0.00
EX_000000336	Misc. Office Equipme		0		Y	03/15/2000		36	SL-	FM	727.22	0.00	0.00
EX_000000337	Misc. Office Equipme		0		Y	03/17/2000		36	SL-	FM	12,732.64	0.00	0.00
EX_000000338	Misc. Office Equipme		0		Y	03/30/2000		36	SL-	FM	4,356.62	0.00	0.00
EX_000000339	Misc. Office Equipme		0		Y	06/01/2000		36	SL-	FM	1,613.79	0.00	0.00
EX_000000340	Misc. Office Equipme		0		Y	06/15/2000		36	SL-	FM	1,447.19	0.00	0.00
EX_000000341	Misc. Office Equipme		0		Y	06/17/2000		36	SL-	FM	6,255.43	0.00	0.00
EX_000000342	Misc. Office Equipme		0		Y	06/30/2000		36	SL-	FM	725.60	0.00	0.00
EX_000000343	Misc. Office Equipme		0		Y	09/01/2000		36	SL-	FM	2,633.73	0.00	0.00
EX_000000344	Misc. Office Equipme		0		Y	09/15/2000		36	SL-	FM	12,732.64	0.00	0.00
EX_000000345	Misc. Office Equipme		0		Y	09/17/2000		36	SL-	FM	10,104.68	0.00	0.00
EX_000000346	Misc. Office Equipme		0		Y	09/30/2000		36	SL-	FM	4,140.75	0.00	0.00
EX_000000347	Misc. Office Equipme		0		Y	12/01/2000		36	SL-	FM	3,810.78	0.00	0.00
EX_000000348	Misc. Office Equipme		0		Y	12/15/2000		36	SL-	FM	1,514.22	0.00	0.00
EX_000000349	Misc. Office Equipme		0		Y	12/17/2000		36	SL-	FM	20,184.00	0.00	0.00
EX_000000350	Misc. Office Equipme		0		Y	12/30/2000		36	SL-	FM	16,907.66	0.00	0.00
EX_000000411	Sun Ultra Memory 256		0		Y	01/02/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000412	Sun Ultra Memory 256		0		Y	01/15/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000413	Sun Ultra Memory 256		0		Y	01/17/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000414	Sun Ultra Memory 256		0		Y	01/30/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000415	Sun Ultra Memory 256		0		Y	03/01/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000416	Solaris 2.6 Standard		0		Y	03/15/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000417	Solaris 2.6 Standard		0		Y	03/17/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000418	Solaris 2.6 Standard		0		Y	03/30/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000419	Solaris 2.6 Standard		0		Y	06/01/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000420	Solaris 2.6 Standard		0		Y	06/15/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000421	Solaris 2.6 Standard		0		Y	06/17/2000		36	SL-	AD	1,673.00	0.00	0.00
EX_000000422	Solaris 2.6 Standard		0		Y	06/30/2000		36	SL-	AD	4,479.00	0.00	0.00
EX_000000423	Solaris 2.6 Standard		0		Y	09/01/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000424	Solaris 2.6 Standard		0		Y	09/15/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000425	Solaris 2.6 Standard		0		Y	09/17/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000426	Solaris 2.6 Standard		0		Y	09/30/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000427	Solaris 2.6 Standard		0		Y	12/01/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000428	Solaris 2.6 Standard		0		Y	12/15/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000429	Solaris 2.6 Standard		0		Y	12/17/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000430	Solaris 2.6 Standard		0		Y	12/30/2000		36	SL-	AD	4,131.00	0.00	0.00
EX_000000491	Siemens Phone System		0		Y	01/02/2000		60	SL-	FM	12,073.98	0.00	0.00
EX_000000492	Siemens Phone System		0		Y	01/15/2000		60	SL-	FM	4,620.24	0.00	0.00
EX_000000493	Siemens Phone System		0		Y	01/17/2000		60	SL-	FM	1,695.49	0.00	0.00
EX_000000494	Siemens Phone System		0		Y	01/30/2000		60	SL-	FM	25,485.85	0.00	0.00

Asset Id	Description	Reg	Rec. Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
EX_000000495	Siemens Phone System		0		Y	03/01/2000		60	SL-	FM	25,485.85	0.00	0.00
EX_000000496	Siemens Phone System		0		Y	03/15/2000		60	SL-	FM	25,485.85	0.00	0.00
EX_000000497	Siemens Phone System		0		Y	03/17/2000		60	SL-	FM	25,485.85	0.00	0.00
EX_000000498	Building A		0		Y	03/30/2000		240	SL-	AM	20,000,000.00	0.00	0.00
EX_000000499	Building B		0		Y	06/01/2000		240	SL-	AM	30,000,000.00	0.00	0.00
EX_000000500	Building C		0		Y	06/15/2000		240	SL-	AM	16,656,483.00	0.00	0.00
EX_CHILD0001	Base		0		Y	03/31/2000		120	SL-	MM	5,000.00	0.00	0.00
EX_CHILD0006	Carpeting		0		Y	07/01/2000		60	SL-	MM	120,000.00	0.00	0.00
EX_CHILD0013	Bookcase		0		Y	02/03/2000		84	SL-	AD	1,500.00	0.00	0.00
EX_CHILD0014	Chairs		0		Y	02/03/2000		84	SL-	AD	5,000.00	0.00	0.00
EX_CHILD0015	Lamps		0		Y	02/03/2000		84	SL-	AD	2,500.00	0.00	0.00
EX_CHILD0016	Heating/Air		0		Y	08/15/2000		240	SL-	AM	200,000.00	0.00	0.00
EX_CHILD0017	Plumbing		0		Y	09/10/2000		240	SL-	AM	70,000.00	0.00	0.00
EX_CHILD0018	Electrical		0		Y	12/20/2000		240	SL-	AM	50,000.00	0.00	0.00
EX_CHILD0019	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	14,400.00	0.00	0.00
EX_CHILD0020	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0021	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0022	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0023	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0024	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0025	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0026	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0027	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0028	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0029	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0030	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0031	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0032	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0033	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0034	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0035	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0036	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_CHILD0037	Sony Monitor		0		Y	04/27/2000		36	SY-	AM	1,200.00	0.00	0.00
EX_PARENT003	Executive Office Set		0		Y	01/01/2000		84	SL-	AD	0.00	0.00	0.00
EX_PARENT005	Building A		0		Y	07/01/2000		240	SL-	AM	600,000.00	0.00	0.00
ICE06	614246000		0	P	Y	05/28/2003		60	SL-	HY	62,000.00	0.00	0.00
ICE07	Automobile		0	P	Y	02/28/2003		60	SL-	HY	62,000.00	0.00	0.00
MC_RETIRE	Multichartfield Reti		0	P	Y	01/01/2003		60	SL-	FM	25,000.00	0.00	0.00
PARTIAL1	Computer		0	P	Y	09/09/2003		36	SY-	AM	52,000.00	0.00	0.00
PTP-02-02A	PTP-02-02A-Design		0	P	Y	09/08/2003		36	SY-	AM	2,500.00	0.00	0.00
PTP-02-02B	PTP-02-02B-Implement		0	P	Y	09/08/2003		36	SY-	AM	17,500.00	0.00	0.00
PTP-02-02C	PTP-02-02C-Install		0	P	Y	09/08/2003		36	SY-	AM	9,000.00	0.00	0.00
PTP-02-02D	PTP-02-02D-Design		0	P	Y	09/08/2003		24	SY-	AM	1,034.84	0.00	0.00
PTP-02-02E	PTP-02-02E-Implement		0	P	Y	09/08/2003		24	SY-	AM	5,000.00	0.00	0.00
PTP-02-02F	PTP-02-02F-Install		0	P	Y	09/08/2003		24	SY-	AM	2,695.98	0.00	0.00
PTP-03-02A	Computer		0	P	Y	09/08/2003		36	SY-	AM	2,500.00	0.00	0.00
STEP_LEASE_1	Step Lease Test 1		50	P	Y	03/16/2002		50	SL-	AD	3,335.72	0.00	0.00
TEST01	Express Add Asset		0	P	Y	12/31/2001		84	SL-	AM	1,757.28	20.00	0.00
TEST02	Acctg Date > Trans D		0	P	Y	09/24/2001		36	SY-	AM	3,147.29	0.00	0.00
TEST04	Accum Depr in curren		0	P	Y	09/24/2001		84	SL-	AD	10,235.47	5,000.00	0.00

Asset Id	Description	Rec. Reg	Life	Prop Type	N U	In Service Dt	Tran Code	Est. Life	Meth-Sched	Conv	Cost Basis	Accum Depr	Basis Reduction
TEST05	Accum booked to prio	0		P	Y	09/24/2001		84	SL-	AD	50,000.00	5,000.00	0.00
TEST06	Cost < Cap. Limit	0		P	Y	09/24/2001		84	SL-	AD	499.00	0.00	0.00
TEST07	No Deprec below cost	0		P	Y	09/24/2001		84	SL-	AD	70,000.00	0.00	0.00
TEST08	MultCurr	0		P	Y	09/24/2001	R	84	SL-	AD	7,620.85	0.00	0.00
TEST09	No deprec > than lim	0		P	Y	09/24/2001		60	SL-	FM	90,000.00	0.00	0.00
TEST10	Deprec start on In S	0		P	Y	01/01/2001		84	SL-	AD	100,000.00	0.00	0.00
TEST11	Change Convention	0		P	Y	09/24/2001		84	SL-	FM	110,000.00	0.00	0.00
TEST12	Change Estimated Lif	0		P	Y	09/24/2001		36	SL-	AD	120,000.00	0.00	0.00
TEST13	Change Method	0		P	Y	09/24/2001		84	SY-	AD	130,000.00	0.00	0.00
TEST14	Non Deprec. Asset, R	0		P	Y	09/24/2001		240	SL-	AM	10,000,000.00	0.00	0.00
TEST15	LKE Addition	0		P	Y	09/24/2001		84	SL-	AD	234,500.00	0.00	0.00
TEST16	R-ABRENN-695YY1	0		P	Y	09/01/2001		60	SL-	FM	6,000.00	0.00	0.00
TEST17	R-ABRENN-695YY2	0		P	Y	09/01/2001		60	SL-	FM	6,000.00	0.00	0.00
TEST18	R-ABRENN-695YY3	0		P	Y	09/01/2001		60	SL-	FM	6,000.00	1,500.00	0.00
TEST_RPT_1	Test reports	0		P	Y	08/01/2003		60	SL-	AM	55,000.00	0.00	0.00
	Book ID CORP										80,592,907.81	12,520.00	0.00
	Report										80,592,907.81	12,520.00	0.00

End of Report

Asset Id	Description	Capitalized Cost Net Book Value	Acq Date	Adj Prd	Last GST Review Dt	Last GST Adjust Dt	GST - Goods & Service Tax Merchandise Amt	GST Cost	Non-Recovery	Recovery	GST%
				0							0.00 %

Total for Category

Total for Book ID

Total for Report

Asset Id	Description	Reg	Rec. Life	In Service Dt	Tran Code	Beginning Balance	Adjust Amount	Ending Balance
000000000001	SOLARIS WORKSTATIO		0	05/01/2000		7,500.00	0.00	7,500.00
000000000089	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000090	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000091	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000092	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000093	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000094	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000095	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000096	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000097	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000098	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000099	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000100	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000101	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000102	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000103	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000104	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000105	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000106	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000107	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000108	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000109	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000110	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000111	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000112	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000113	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000114	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000115	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000116	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000117	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000118	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000119	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000120	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000121	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000122	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000123	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000124	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000125	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000126	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000127	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000128	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000129	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000130	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000131	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000132	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000133	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000134	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000135	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000136	afds		0	09/05/2003		1,000.00	10.00	1,010.00
000000000137	afds		0	09/05/2003		1,000.00	10.00	1,010.00

Report ID: AMTX3100 — TAX ADJUSTMENTS DETAIL — Page No.

Bus. Unit: US001 -- US001 NEW YORK OPERATIONS — Run Date 09/10/2003

Book: CORP -- Corporate — Run Time 14:17:47

From Date 01/01/2000 Thru Date 12/31/2003

Asset Id	Description	Reg	Rec. Life	In Service Dt	Tran Code	Beginning Balance	Adjust Amount	Ending Balance
TEST18	R-ABRENN-695YY3		0	09/01/2001		6,000.00	0.00	6,000.00
TEST_RPT_1	Test reports		0	08/01/2003		55,000.00	0.00	55,000.00
	Report					83,311,858.78	1,000.00	83,312,858.78

End of Report

Asset Id	Description	Reg	Rec. Life	Disp Code	Tran Code	In-Service Date	Disposal Date	Cost Basis / Gain/Loss	Accumulated Depreciation	Basis Reduction Amount	Net Proceeds
000000000211	2003 BMW Conver		0	S		09/01/2003	09/09/2003	10,000.00	0.00	0.00	0.00
								-10,000.00			
EX_000000002	2000 Chevrolet		0	S		06/30/1999	05/01/2000	39,107.00	5,143.35	0.00	0.00
								-33,963.65			
	Book ID CORP							49,107.00	5,143.35	0.00	0.00
								-43,963.65			
	Business Unit US001							49,107.00	5,143.35	0.00	0.00
								-43,963.65			
	Report							49,107.00	5,143.35	0.00	0.00
								-43,963.65			

End of Report

Asset Id	Description	Life Asset	Code Prop.	Life In Use	Meth.	Date In Service	Date Disposal	Cost Basis Ord-Loss	Accumulated Depreciation Ord-Gain	Net Proceeds Sec1231 Loss	Gain/Loss Sec1231 Gain
EX_000000002	2000 Chevrolet	60		0.00	SL	06/30/1999	05/01/2000	39,107.00	5,143.35	0.00	-33,963.65
								-33,963.65	0.00	0.00	0.00
000000000211	2003 BMW Conver	60	1	0.00	SL	09/01/2003	09/09/2003	10,000.00	0.00	0.00	-10,000.00
								-10,000.00	0.00	0.00	0.00
Total for Property Code 1245											
								10,000.00	0.00	0.00	-10,000.00
								-10,000.00	0.00	0.00	0.00
Total for Property Code 1250											
								0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00
Total for In Service Less Than A Year											
								49,107.00	5,143.35	0.00	-43,963.65
								-43,963.65	0.00	0.00	0.00
Total for Property Code 1245											
								0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00
Total for Property Code 1250											
								0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00
Total for In Service More Than A Year											
								0.00	0.00	0.00	0.00
								0.00	0.00	0.00	0.00
Total for Book ID CORP											
								49,107.00	5,143.35	0.00	-43,963.65
								-43,963.65	0.00	0.00	0.00
Total for Business Unit US001											
								49,107.00	5,143.35	0.00	-43,963.65
								-43,963.65	0.00	0.00	0.00
Total for Report											
								49,107.00	5,143.35	0.00	-43,963.65
								-43,963.65	0.00	0.00	0.00

End of Report

Asset ID	Description	Reg	Rec. Life	Est. Life	Meth/Sched	Conv	In-Service	Sec.179 Exp	Basis Reduct.	Basis for Depr	Depr Deduction
000000000001	SOLARIS WORKSTA		0	36	SY-	AM	05/01/2000	0.00	0.00	7,500.00	0.00
000000000192	Split_Line_1		0	36	SY-	AM	09/08/2003	0.00	0.00	7,000.00	0.00
000000000195	TEST PO TO AM		0	36	SY-	AM	09/08/2003	0.00	0.00	4,000.00	0.00
000000000197	This field is r		0	36	SY-	AM	09/08/2003	0.00	0.00	1,500.00	0.00
000000000198	AUTO		0	60	SL-	FM	09/08/2003	0.00	0.00	3,127.50	0.00
000000000199	AUTO		0	60	SL-	FM	09/08/2003	0.00	0.00	10,425.00	0.00
000000000200	AUTO		0	60	SL-	FM	09/08/2003	0.00	0.00	7,297.50	0.00
000000000201	Deluxe Sports S		0	84	SL-	AM	09/09/2003	0.00	0.00	2,981.55	0.00
000000000202	Deluxe Sports S		0	84	SL-	AM	09/09/2003	0.00	0.00	1,146.75	0.00
000000000203	Deluxe Sports S		0	84	SL-	AM	09/09/2003	0.00	0.00	458.70	0.00
000000000204	Cookie's Chow K		0	84	SL-	AM	09/09/2003	0.00	0.00	2,085.00	0.00
000000000207	Sierra 1 Burner		0	84	SL-	AM	09/09/2003	0.00	0.00	4,691.25	0.00
000000000208	COMPUTERS		0	36	SY-	AM	09/09/2003	0.00	0.00	1,042.50	0.00
000000000216	COMPUTERS		0	36	SY-	AM	09/10/2003	0.00	0.00	521.25	0.00
000000000217	COMPUTERS		0	36	SY-	AM	09/10/2003	0.00	0.00	521.25	0.00
000000000218	COMPUTERS		0	36	SY-	AM	09/10/2003	0.00	0.00	521.25	0.00
000000000219	COMPUTERS		0	36	SY-	AM	09/10/2003	0.00	0.00	521.25	0.00
AIUAM3	IUAM3		0	60	SL-	FM	01/01/2003	0.00	0.00	100,000.00	0.00
EX_000000011	Toshiba Tecra 8		0	36	SY-	AM	01/02/2000	0.00	0.00	2,084.00	0.00
EX_000000012	Toshiba Tecra 8		0	36	SY-	AM	01/15/2000	0.00	0.00	2,084.00	0.00
EX_000000013	Toshiba Tecra 8		0	36	SY-	AM	01/17/2000	0.00	0.00	2,084.00	0.00
EX_000000015	Toshiba Tecra 8		0	36	SY-	AM	03/01/2000	0.00	0.00	2,084.00	0.00
EX_000000016	Toshiba Tecra 8		0	36	SY-	AM	03/15/2000	0.00	0.00	2,084.00	0.00
EX_000000017	Toshiba Tecra 8		0	36	SY-	AM	03/17/2000	0.00	0.00	2,084.00	0.00
EX_000000018	Toshiba Tecra 8		0	36	SY-	AM	03/30/2000	0.00	0.00	2,084.00	0.00
EX_000000019	Toshiba Tecra 8		0	36	SY-	AM	06/01/2000	0.00	0.00	2,084.00	0.00
EX_000000020	Toshiba Tecra 8		0	36	SY-	AM	06/15/2000	0.00	0.00	2,084.00	0.00
EX_000000021	Toshiba Tecra 8		0	36	SY-	AM	06/17/2000	0.00	0.00	2,084.00	0.00
EX_000000022	Toshiba Tecra 8		0	36	SY-	AM	06/30/2000	0.00	0.00	2,084.00	0.00
EX_000000023	Toshiba Tecra 8		0	36	SY-	AM	09/01/2000	0.00	0.00	2,084.00	0.00
EX_000000024	Toshiba Tecra 8		0	36	SY-	AM	09/15/2000	0.00	0.00	2,084.00	0.00
EX_000000025	Toshiba Tecra 8		0	36	SY-	AM	09/17/2000	0.00	0.00	2,084.00	0.00
EX_000000026	Toshiba Tecra 8		0	36	SY-	AM	09/30/2000	0.00	0.00	2,084.00	0.00
EX_000000027	Toshiba Tecra 8		0	36	SY-	AM	12/01/2000	0.00	0.00	2,084.00	0.00
EX_000000028	Toshiba Tecra 8		0	36	SY-	AM	12/15/2000	0.00	0.00	2,084.00	0.00
EX_000000029	Toshiba Tecra 8		0	36	SY-	AM	12/17/2000	0.00	0.00	2,084.00	0.00
EX_000000030	Toshiba Tecra 8		0	36	SY-	AM	12/30/2000	0.00	0.00	2,084.00	0.00
EX_000000031	Toshiba Tecra 8		0	36	SY-	AM	01/02/1999	0.00	0.00	2,084.00	0.00
EX_000000032	Toshiba Tecra 8		0	36	SY-	AM	01/15/1999	0.00	0.00	2,084.00	0.00
EX_000000033	Toshiba Tecra 8		0	36	SY-	AM	01/17/1999	0.00	0.00	2,084.00	0.00
EX_000000034	Toshiba Tecra 8		0	36	SY-	AM	01/30/1999	0.00	0.00	2,084.00	0.00
EX_000000035	Toshiba Tecra 8		0	36	SY-	AM	03/01/1999	0.00	0.00	2,084.00	0.00
EX_000000036	Toshiba Portege		0	36	SY-	AM	03/15/1999	0.00	0.00	2,084.00	0.00
EX_000000037	Toshiba Portege		0	36	SY-	AM	03/17/1999	0.00	0.00	2,084.00	0.00
EX_000000038	Toshiba Portege		0	36	SY-	AM	03/30/1999	0.00	0.00	2,084.00	0.00
EX_000000039	Toshiba Portege		0	36	SY-	AM	06/01/1999	0.00	0.00	2,084.00	0.00
EX_000000040	Toshiba Portege		0	36	SY-	AM	06/15/1999	0.00	0.00	1,169.00	0.00
EX_000000041	Toshiba Portege		0	36	SY-	AM	06/17/1999	0.00	0.00	1,169.00	0.00
EX_000000042	Toshiba Portege		0	36	SY-	AM	06/30/1999	0.00	0.00	1,169.00	0.00
EX_000000043	Toshiba Portege		0	36	SY-	AM	09/01/1999	0.00	0.00	1,169.00	0.00

Asset ID	Description	Reg	Rec. Life	Est. Life	Meth/Sched	Conv	In-Service	Sec.179 Exp	Basis Reduct.	Basis for Depr	Depr Deduction
000000000176	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000177	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000178	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000179	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000180	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000181	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000182	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000183	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000184	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000185	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000186	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000187	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000188	afds		0	60	SL-	FM	09/05/2003	0.00	0.00	1,010.00	0.00
000000000193	Aluminum Pressu		0	84	SL-	AM	09/08/2003	0.00	0.00	4,587.00	0.00
000000000196	Classic 9820 Co		0	84	SL-	AM	09/08/2003	0.00	0.00	5,004.00	0.00
000000000211	2003 BMW Conver		0	60	SL-	FM	09/01/2003	0.00	0.00	65,000.00	2,676.66
BIUAM2	IUAM2		0	60	SL-	AM	01/30/2003	0.00	0.00	108,360.14	0.00
BIUAM3	IUAM3		0	60	SL-	FM	01/01/2003	0.00	0.00	0.00	0.00
BRA001	BRA001 - TEST		0	60	SL-	FM	01/01/2003	0.00	0.00	0.00	0.00
ICE06	614246000		0	60	SL-	HY	05/28/2003	0.00	0.00	62,000.00	0.00
ICE07	Automobile		0	60	SL-	HY	02/28/2003	0.00	0.00	62,000.00	0.00
MC_RETIRE	Multichartfield		0	60	SL-	FM	01/01/2003	0.00	0.00	25,000.00	0.00
PARTIAL1	Computer		0	36	SY-	AM	09/09/2003	0.00	0.00	52,000.00	0.00
PTP-02-02A	PTP-02-02A-Desi		0	36	SY-	AM	09/08/2003	0.00	0.00	2,500.00	0.00
PTP-02-02B	PTP-02-02B-Impl		0	36	SY-	AM	09/08/2003	0.00	0.00	17,500.00	0.00
PTP-02-02C	PTP-02-02C-Inst		0	36	SY-	AM	09/08/2003	0.00	0.00	9,000.00	0.00
PTP-02-02D	PTP-02-02D-Desi		0	24	SY-	AM	09/08/2003	0.00	0.00	1,034.84	0.00
PTP-02-02E	PTP-02-02E-Impl		0	24	SY-	AM	09/08/2003	0.00	0.00	5,000.00	0.00
PTP-02-02F	PTP-02-02F-Inst		0	24	SY-	AM	09/08/2003	0.00	0.00	2,695.98	0.00
TEST_RPT_1	Test reports		0	60	SL-	AM	08/01/2003	0.00	0.00	55,000.00	4,416.67

MACRS GDS = 0.00
MACRS ADS = 0.00
ACRS GDS = 0.00
ACRS ADS = 0.00
other/Sec168 = 7,093.33

In Service Fiscal Year 2003	0.00	0.00	577,681.96	7,093.33
Regulation	0.00	0.00	83,312,858.78	7,093.33
Book ID CORP	0.00	0.00	83,312,858.78	7,093.33
Report	0.00	0.00	83,312,858.78	7,093.33

End of Report

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
000000000089	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000090	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000091	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000092	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000093	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000094	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000095	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000096	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000097	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000098	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000099	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000100	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000101	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000102	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000103	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000104	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000105	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000106	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000107	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000108	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000109	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000110	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000111	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000112	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000113	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000114	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000115	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000116	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000117	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000118	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000119	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000120	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000121	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000122	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000123	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000124	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000125	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000126	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000127	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000128	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000129	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000130	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000131	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000132	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000133	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000134	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000135	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000136	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000137	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000138	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
000000000139	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000140	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000141	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000142	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000143	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000144	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000145	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000146	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000147	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000148	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000149	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000150	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000151	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000152	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000153	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000154	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000155	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000156	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000157	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000158	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000159	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000160	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000161	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000162	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000163	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000164	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000165	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000166	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000167	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000168	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000169	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000170	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000171	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000172	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000173	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000174	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000175	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000176	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000177	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000178	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000179	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000180	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000181	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000182	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000183	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000184	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000185	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000186	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000187	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00
000000000188	afds		0	60	SL	FM	09/05/2003	1,010.00	1,010.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
000000000193	Aluminum Pressure Cooker		0	84	SL	AM	09/08/2003	4,587.00	4,587.00	0.00
000000000196	Classic 9820 Compass		0	84	SL	AM	09/08/2003	5,004.00	5,004.00	0.00
000000000211	2003 BMW Convertible		0	60	SL	FM	09/01/2003	65,000.00	65,000.00	2,676.66
BIUAM2	IUAM2		0	60	SL	AM	01/30/2003	108,360.14	108,360.14	0.00
BIUAM3	IUAM3		0	60	SL	FM	01/01/2003	0.00	0.00	0.00
BRA001	BRA001 - TEST		0	60	SL	FM	01/01/2003	0.00	0.00	0.00
DSPWRK01	DW multichart with approval		0	60	SL	FM	01/23/2002	23,000.00	23,000.00	0.00
DSPWRK02	DW multichart without approval		0	60	SL	FM	01/23/2002	23,000.00	23,000.00	0.00
EDGAR02	Building Test 2		0	240	SL	AM	05/15/2002	30,000.00	30,000.00	0.00
ICE06	614246000		0	60	SL	HY	05/28/2003	62,000.00	62,000.00	0.00
ICE07	Automobile		0	60	SL	HY	02/28/2003	62,000.00	62,000.00	0.00
MC_RETIRE	Multichartfield Retire Issue		0	60	SL	FM	01/01/2003	25,000.00	25,000.00	0.00
PARTIAL1	Computer		0	36	SY	AM	09/09/2003	52,000.00	52,000.00	0.00
PTP-02-02A	PTP-02-02A-Design		0	36	SY	AM	09/08/2003	2,500.00	2,500.00	0.00
PTP-02-02B	PTP-02-02B-Implementl		0	36	SY	AM	09/08/2003	17,500.00	17,500.00	0.00
PTP-02-02C	PTP-02-02C-Install		0	36	SY	AM	09/08/2003	9,000.00	9,000.00	0.00
PTP-02-02D	PTP-02-02D-Design		0	24	SY	AM	09/08/2003	1,034.84	1,034.84	0.00
PTP-02-02E	PTP-02-02E-Implementl		0	24	SY	AM	09/08/2003	5,000.00	5,000.00	0.00
PTP-02-02F	PTP-02-02F-Install		0	24	SY	AM	09/08/2003	2,695.98	2,695.98	0.00
STEP_LEASE_1	Step Lease Test 1		50	50	SL	AD	03/16/2002	3,335.72	3,335.72	0.00
TEST01	Express Add Asset		0	84	SL	AM	12/31/2001	1,757.28	1,757.28	0.00
TEST02	Acctg Date > Trans Date		0	36	SY	AM	09/24/2001	3,147.29	3,147.29	0.00
TEST04	Accum Depr in current Pd.		0	84	SL	AD	09/24/2001	10,235.47	10,235.47	0.00
TEST05	Accum booked to prior acctg pd		0	84	SL	AD	09/24/2001	50,000.00	50,000.00	0.00
TEST06	Cost < Cap. Limit		0	84	SL	AD	09/24/2001	499.00	499.00	0.00
TEST07	No Deprec below cost basis lim		0	84	SL	AD	09/24/2001	70,000.00	70,000.00	0.00
TEST08	MultCurr		0	84	SL	AD	09/24/2001	7,620.85	7,620.85	0.00
TEST09	No deprec > than limit on Depr		0	60	SL	FM	09/24/2001	90,000.00	90,000.00	0.00
TEST10	Deprec start on In Service dat		0	84	SL	AD	01/01/2001	100,000.00	100,000.00	0.00
TEST11	Change Convention		0	84	SL	FM	09/24/2001	110,000.00	110,000.00	0.00
TEST12	Change Estimated Life		0	36	SL	AD	09/24/2001	120,000.00	120,000.00	0.00
TEST13	Change Method		0	84	SY	AD	09/24/2001	130,000.00	130,000.00	0.00
TEST15	LKE Addition		0	84	SL	AD	09/24/2001	234,500.00	234,500.00	0.00
TEST16	R-ABRENN-695YY1		0	60	SL	FM	09/01/2001	6,000.00	6,000.00	0.00
TEST17	R-ABRENN-695YY2		0	60	SL	FM	09/01/2001	6,000.00	6,000.00	0.00
TEST18	R-ABRENN-695YY3		0	60	SL	FM	09/01/2001	6,000.00	6,000.00	0.00
TEST_RPT_1	Test reports		0	60	SL	AM	08/01/2003	55,000.00	55,000.00	4,416.67

MACRS GDS = 0.00

MACRS ADS = 0.00

ACRS GDS = 0.00

ACRS ADS = 0.00

other/Sec168 = 7,093.33

Reg	1,602,777.57	1,602,777.57	7,093.33
Book CORP	1,602,777.57	1,602,777.57	7,093.33
Report	1,602,777.57	1,602,777.57	7,093.33

End of Report

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
000000000001	SOLARIS WORKSTATION		0	36	SY	AM	05/01/2000	7,500.00	7,500.00	0.00
000000000192	Split_Line_1		0	36	SY	AM	09/08/2003	7,000.00	7,000.00	0.00
000000000195	TEST PO TO AM		0	36	SY	AM	09/08/2003	4,000.00	4,000.00	0.00
000000000197	This field is required on PO		0	36	SY	AM	09/08/2003	1,500.00	1,500.00	0.00
000000000198	AUTO		0	60	SL	FM	09/08/2003	3,127.50	3,127.50	0.00
000000000199	AUTO		0	60	SL	FM	09/08/2003	10,425.00	10,425.00	0.00
000000000200	AUTO		0	60	SL	FM	09/08/2003	7,297.50	7,297.50	0.00
000000000201	Deluxe Sports Stove, Double Bu		0	84	SL	AM	09/09/2003	2,981.55	2,981.55	0.00
000000000202	Deluxe Sports Stove, Double Bu		0	84	SL	AM	09/09/2003	1,146.75	1,146.75	0.00
000000000203	Deluxe Sports Stove, Double Bu		0	84	SL	AM	09/09/2003	458.70	458.70	0.00
000000000204	Cookie's Chow Kit Utensils		0	84	SL	AM	09/09/2003	2,085.00	2,085.00	0.00
000000000207	Sierra 1 Burner Stove		0	84	SL	AM	09/09/2003	4,691.25	4,691.25	0.00
000000000208	COMPUTERS		0	36	SY	AM	09/09/2003	1,042.50	1,042.50	0.00
000000000216	COMPUTERS		0	36	SY	AM	09/10/2003	521.25	521.25	0.00
000000000217	COMPUTERS		0	36	SY	AM	09/10/2003	521.25	521.25	0.00
000000000218	COMPUTERS		0	36	SY	AM	09/10/2003	521.25	521.25	0.00
000000000219	COMPUTERS		0	36	SY	AM	09/10/2003	521.25	521.25	0.00
AIUAM3	IUAM3		0	60	SL	FM	01/01/2003	100,000.00	100,000.00	0.00
EX_000000011	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/02/2000	2,084.00	2,084.00	0.00
EX_000000012	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/15/2000	2,084.00	2,084.00	0.00
EX_000000013	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/17/2000	2,084.00	2,084.00	0.00
EX_000000015	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	03/01/2000	2,084.00	2,084.00	0.00
EX_000000016	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	03/15/2000	2,084.00	2,084.00	0.00
EX_000000017	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	03/17/2000	2,084.00	2,084.00	0.00
EX_000000018	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	03/30/2000	2,084.00	2,084.00	0.00
EX_000000019	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	06/01/2000	2,084.00	2,084.00	0.00
EX_000000020	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	06/15/2000	2,084.00	2,084.00	0.00
EX_000000021	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	06/17/2000	2,084.00	2,084.00	0.00
EX_000000022	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	06/30/2000	2,084.00	2,084.00	0.00
EX_000000023	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	09/01/2000	2,084.00	2,084.00	0.00
EX_000000024	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	09/15/2000	2,084.00	2,084.00	0.00
EX_000000025	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	09/17/2000	2,084.00	2,084.00	0.00
EX_000000026	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	09/30/2000	2,084.00	2,084.00	0.00
EX_000000027	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	12/01/2000	2,084.00	2,084.00	0.00
EX_000000028	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	12/15/2000	2,084.00	2,084.00	0.00
EX_000000029	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	12/17/2000	2,084.00	2,084.00	0.00
EX_000000030	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	12/30/2000	2,084.00	2,084.00	0.00
EX_000000031	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/02/1999	2,084.00	2,084.00	0.00
EX_000000032	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/15/1999	2,084.00	2,084.00	0.00
EX_000000033	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/17/1999	2,084.00	2,084.00	0.00
EX_000000034	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	01/30/1999	2,084.00	2,084.00	0.00
EX_000000035	Toshiba Tecra 8100 PIII 650		0	36	SY	AM	03/01/1999	2,084.00	2,084.00	0.00
EX_000000036	Toshiba Portege 3110, PII300 6		0	36	SY	AM	03/15/1999	2,084.00	2,084.00	0.00
EX_000000037	Toshiba Portege 3110, PII300 6		0	36	SY	AM	03/17/1999	2,084.00	2,084.00	0.00
EX_000000038	Toshiba Portege 3110, PII300 6		0	36	SY	AM	03/30/1999	2,084.00	2,084.00	0.00
EX_000000039	Toshiba Portege 3110, PII300 6		0	36	SY	AM	06/01/1999	2,084.00	2,084.00	0.00
EX_000000040	Toshiba Portege 3110, PII300 6		0	36	SY	AM	06/15/1999	1,169.00	1,169.00	0.00
EX_000000041	Toshiba Portege 3110, PII300 6		0	36	SY	AM	06/17/1999	1,169.00	1,169.00	0.00
EX_000000042	Toshiba Portege 3110, PII300 6		0	36	SY	AM	06/30/1999	1,169.00	1,169.00	0.00
EX_000000043	Toshiba Portege 3110, PII300 6		0	36	SY	AM	09/01/1999	1,169.00	1,169.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000044	Toshiba Portege 3110, PII300 6		0	36	SY	AM	09/15/1999	1,169.00	1,169.00	0.00
EX_000000045	Toshiba Portege 3110, PII300 6		0	36	SY	AM	09/17/1999	1,169.00	1,169.00	0.00
EX_000000046	Toshiba Portege 3110, PII300 6		0	36	SY	AM	09/30/1999	1,169.00	1,169.00	0.00
EX_000000047	Toshiba Portege 3110, PII300 6		0	36	SY	AM	12/01/1999	1,169.00	1,169.00	0.00
EX_000000048	Toshiba Portege 3110, PII300 6		0	36	SY	AM	12/15/1999	1,169.00	1,169.00	0.00
EX_000000049	Toshiba Portege 3110, PII300 6		0	36	SY	AM	12/17/1999	1,169.00	1,169.00	0.00
EX_000000050	Toshiba Portege 3110, PII300 6		0	36	SY	AM	12/30/1999	1,169.00	1,169.00	0.00
EX_000000051	Toshiba Portege 3110, PII300 6		0	36	SY	AM	01/02/1999	1,169.00	1,169.00	0.00
EX_000000052	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/15/1999	1,169.00	1,169.00	0.00
EX_000000053	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/17/1999	1,169.00	1,169.00	0.00
EX_000000054	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/30/1999	1,169.00	1,169.00	0.00
EX_000000055	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/01/1999	1,169.00	1,169.00	0.00
EX_000000056	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/15/1999	1,169.00	1,169.00	0.00
EX_000000057	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/17/1999	1,169.00	1,169.00	0.00
EX_000000058	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/30/1999	1,169.00	1,169.00	0.00
EX_000000059	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/01/1999	1,169.00	1,169.00	0.00
EX_000000060	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/15/1999	1,169.00	1,169.00	0.00
EX_000000061	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/17/1999	1,169.00	1,169.00	0.00
EX_000000062	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/30/1999	1,169.00	1,169.00	0.00
EX_000000063	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	09/01/1999	1,169.00	1,169.00	0.00
EX_000000064	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	09/15/1999	1,169.00	1,169.00	0.00
EX_000000065	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	09/17/1999	1,169.00	1,169.00	0.00
EX_000000066	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	09/30/1999	1,324.00	1,324.00	0.00
EX_000000067	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	12/01/1999	1,324.00	1,324.00	0.00
EX_000000068	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	12/15/1999	1,324.00	1,324.00	0.00
EX_000000069	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	12/17/1999	1,324.00	1,324.00	0.00
EX_000000070	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	12/30/1999	1,324.00	1,324.00	0.00
EX_000000071	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/02/1999	1,324.00	1,324.00	0.00
EX_000000072	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/15/1999	1,324.00	1,324.00	0.00
EX_000000073	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/17/1999	1,324.00	1,324.00	0.00
EX_000000074	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	01/30/1999	1,324.00	1,324.00	0.00
EX_000000075	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/01/1999	1,324.00	1,324.00	0.00
EX_000000076	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/15/1999	4,131.00	4,131.00	0.00
EX_000000077	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/17/1999	4,131.00	4,131.00	0.00
EX_000000078	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	03/30/1999	4,131.00	4,131.00	0.00
EX_000000079	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/01/1999	4,131.00	4,131.00	0.00
EX_000000080	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/15/1999	4,131.00	4,131.00	0.00
EX_000000081	Compaq DeskPro EN SFF PIII500		0	36	SY	AM	06/17/1999	4,131.00	4,131.00	0.00
EX_000000082	Toshiba Equium 7100S PIII 450		0	36	SY	AM	06/30/1999	4,131.00	4,131.00	0.00
EX_000000083	Toshiba Equium 7100S PIII 450		0	36	SY	AM	09/01/1999	4,131.00	4,131.00	0.00
EX_000000084	Toshiba Equium 7100S PIII 450		0	36	SY	AM	09/15/1999	4,131.00	4,131.00	0.00
EX_000000085	Toshiba Equium 7100S PIII 450		0	36	SY	AM	09/17/1999	4,131.00	4,131.00	0.00
EX_000000086	Toshiba Equium 7100S PIII 450		0	36	SY	AM	09/30/1999	4,131.00	4,131.00	0.00
EX_000000087	Toshiba Equium 7100S PIII 450		0	36	SY	AM	12/01/1999	4,131.00	4,131.00	0.00
EX_000000088	Toshiba Equium 7100S PIII 450		0	36	SY	AM	12/15/1999	4,131.00	4,131.00	0.00
EX_000000089	Toshiba Equium 7100S PIII 450		0	36	SY	AM	12/17/1999	4,131.00	4,131.00	0.00
EX_000000090	Toshiba Equium 7100S PIII 450		0	36	SY	AM	12/30/1999	4,131.00	4,131.00	0.00
EX_000000091	Computer Desk		0	84	SL	AD	01/02/2000	3,546.87	3,546.87	0.00
EX_000000092	Computer Desk		0	84	SL	AD	01/15/2000	6,360.00	6,360.00	0.00
EX_000000093	Computer Desk		0	84	SL	AD	01/17/2000	2,424.00	2,424.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000094	Computer Desk		0	84	SL	AD	01/30/2000	1,447.00	1,447.00	0.00
EX_000000095	Computer Desk		0	84	SL	AD	03/01/2000	3,100.00	3,100.00	0.00
EX_000000096	Computer Desk		0	84	SL	AD	03/15/2000	1,608.00	1,608.00	0.00
EX_000000097	Computer Desk		0	84	SL	AD	03/17/2000	1,442.00	1,442.00	0.00
EX_000000098	Computer Desk		0	84	SL	AD	03/30/2000	6,233.00	6,233.00	0.00
EX_000000099	Computer Desk		0	84	SL	AD	06/01/2000	723.00	723.00	0.00
EX_000000100	Computer Desk		0	84	SL	AD	06/15/2000	4,596.00	4,596.00	0.00
EX_000000101	Computer Desk		0	84	SL	AD	06/17/2000	6,248.00	6,248.00	0.00
EX_000000102	Computer Desk		0	84	SL	AD	06/30/2000	783.00	783.00	0.00
EX_000000103	Computer Desk		0	84	SL	AD	09/01/2000	6,597.00	6,597.00	0.00
EX_000000104	Computer Desk		0	84	SL	AD	09/15/2000	1,526.00	1,526.00	0.00
EX_000000105	Computer Desk		0	84	SL	AD	09/17/2000	6,318.00	6,318.00	0.00
EX_000000106	Computer Desk		0	84	SL	AD	09/30/2000	1,532.00	1,532.00	0.00
EX_000000107	Computer Desk		0	84	SL	AD	12/01/2000	783.00	783.00	0.00
EX_000000108	Computer Desk		0	84	SL	AD	12/15/2000	7,384.00	7,384.00	0.00
EX_000000109	Computer Desk		0	84	SL	AD	12/17/2000	4,596.00	4,596.00	0.00
EX_000000110	Computer Desk		0	84	SL	AD	12/30/2000	6,248.00	6,248.00	0.00
EX_000000111	Computer Desk		0	84	SL	AD	01/02/1999	2,356.00	2,356.00	0.00
EX_000000112	Computer Desk		0	84	SL	AD	01/15/1999	783.00	783.00	0.00
EX_000000113	Computer Desk		0	84	SL	AD	01/17/1999	6,597.00	6,597.00	0.00
EX_000000114	Computer Desk		0	84	SL	AD	01/30/1999	1,526.00	1,526.00	0.00
EX_000000115	Computer Desk		0	84	SL	AD	03/01/1999	10,530.00	10,530.00	0.00
EX_000000116	Computer Desk		0	84	SL	AD	03/15/1999	12,687.00	12,687.00	0.00
EX_000000117	Chairs		0	84	SL	AD	03/17/1999	44.29	44.29	0.00
EX_000000118	Chairs		0	84	SL	AD	03/30/1999	37.50	37.50	0.00
EX_000000119	Chairs		0	84	SL	AD	06/01/1999	75.00	75.00	0.00
EX_000000120	Chairs		0	84	SL	AD	06/15/1999	135.00	135.00	0.00
EX_000000121	Chairs		0	84	SL	AD	06/17/1999	1,625.00	1,625.00	0.00
EX_000000122	Chairs		0	84	SL	AD	06/30/1999	21,374.33	21,374.33	0.00
EX_000000123	Chairs		0	84	SL	AD	09/01/1999	1,105.00	1,105.00	0.00
EX_000000124	Chairs		0	84	SL	AD	09/15/1999	2,084.00	2,084.00	0.00
EX_000000125	Chairs		0	84	SL	AD	09/17/1999	2,084.00	2,084.00	0.00
EX_000000126	Chairs		0	84	SL	AD	09/30/1999	2,084.00	2,084.00	0.00
EX_000000127	Chairs		0	84	SL	AD	12/01/1999	2,084.00	2,084.00	0.00
EX_000000128	Chairs		0	84	SL	AD	12/15/1999	2,084.00	2,084.00	0.00
EX_000000129	Chairs		0	84	SL	AD	12/17/1999	2,084.00	2,084.00	0.00
EX_000000130	Chairs		0	84	SL	AD	12/30/1999	792.00	792.00	0.00
EX_000000131	Chairs		0	84	SL	AD	01/02/1999	55.44	55.44	0.00
EX_000000132	Chairs		0	84	SL	AD	01/15/1999	2,825.00	2,825.00	0.00
EX_000000133	Chairs		0	84	SL	AD	01/17/1999	916.00	916.00	0.00
EX_000000134	Chairs		0	84	SL	AD	01/30/1999	150.00	150.00	0.00
EX_000000135	Chairs		0	84	SL	AD	03/01/1999	510.00	510.00	0.00
EX_000000136	Chairs		0	84	SL	AD	03/15/1999	435.00	435.00	0.00
EX_000000137	Chairs		0	84	SL	AD	03/17/1999	338.52	338.52	0.00
EX_000000138	Chairs		0	84	SL	AD	03/30/1999	2,599.00	2,599.00	0.00
EX_000000139	Chairs		0	84	SL	AD	06/01/1999	182.99	182.99	0.00
EX_000000140	Chairs		0	84	SL	AD	06/15/1999	15,157.40	15,157.40	0.00
EX_000000141	Chairs		0	84	SL	AD	06/17/1999	189.47	189.47	0.00
EX_000000142	Bookcase		0	84	SL	AD	06/30/1999	1,684.16	1,684.16	0.00
EX_000000143	Bookcase		0	84	SL	AD	09/01/1999	21.05	21.05	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000144	Bookcase		0	84	SL	AD	09/15/1999	15,157.40	15,157.40	0.00
EX_000000145	Bookcase		0	84	SL	AD	09/17/1999	1,216.38	1,216.38	0.00
EX_000000146	Bookcase		0	84	SL	AD	09/30/1999	1,684.16	1,684.16	0.00
EX_000000147	Bookcase		0	84	SL	AD	12/01/1999	135.15	135.15	0.00
EX_000000148	Bookcase		0	84	SL	AD	12/15/1999	27,414.77	27,414.77	0.00
EX_000000149	Bookcase		0	84	SL	AD	12/17/1999	2,196.39	2,196.39	0.00
EX_000000150	Bookcase		0	84	SL	AD	12/30/1999	13,898.49	13,898.49	0.00
EX_000000151	Bookcase		0	84	SL	AD	01/02/1999	1,115.35	1,115.35	0.00
EX_000000152	Bookcase		0	84	SL	AD	01/15/1999	7,479.64	7,479.64	0.00
EX_000000153	Bookcase		0	84	SL	AD	01/17/1999	4,655.52	4,655.52	0.00
EX_000000154	Bookcase		0	84	SL	AD	01/30/1999	793.14	793.14	0.00
EX_000000155	Bookcase		0	84	SL	AD	03/01/1999	4,266.55	4,266.55	0.00
EX_000000156	Bookcase		0	84	SL	AD	03/15/1999	2,399.40	2,399.40	0.00
EX_000000157	Bookcase		0	84	SL	AD	03/17/1999	1,544.60	1,544.60	0.00
EX_000000158	Bookcase		0	84	SL	AD	03/30/1999	1,246.00	1,246.00	0.00
EX_000000159	Bookcase		0	84	SL	AD	06/01/1999	1,246.00	1,246.00	0.00
EX_000000160	PeopleSoft 8.0 Financials		0	24	SY	AM	06/15/1999	29,224.34	29,224.34	0.00
EX_000000161	PeopleSoft 8.0 Financials		0	24	SY	AM	06/17/1999	10,605.96	10,605.96	0.00
EX_000000162	PeopleSoft 8.0 Financials		0	24	SY	AM	06/30/1999	19,578.54	19,578.54	0.00
EX_000000163	PeopleSoft 8.0 Financials		0	24	SY	AM	09/01/1999	6,356.96	6,356.96	0.00
EX_000000164	PeopleSoft 8.0 Financials		0	24	SY	AM	09/15/1999	12,426.97	12,426.97	0.00
EX_000000165	PeopleSoft 8.0 Financials		0	24	SY	AM	09/17/1999	662.18	662.18	0.00
EX_000000166	PeopleSoft 8.0 Financials		0	24	SY	AM	09/30/1999	24,000.00	24,000.00	0.00
EX_000000167	PeopleSoft 8.0 Financials		0	24	SY	AM	12/01/1999	30,000.00	30,000.00	0.00
EX_000000168	PeopleSoft 8.0 Financials		0	24	SY	AM	12/15/1999	11,242.50	11,242.50	0.00
EX_000000169	PeopleSoft 8.0 Financials		0	24	SY	AM	12/17/1999	765.00	765.00	0.00
EX_000000170	PeopleSoft 8.0 Financials		0	24	SY	AM	12/30/1999	9,858.75	9,858.75	0.00
EX_000000171	PeopleSoft 8.0 Financials		0	24	SY	AM	01/02/2000	3,300.00	3,300.00	0.00
EX_000000172	PeopleSoft 8.0 Financials		0	24	SY	AM	01/15/2000	8,250.00	8,250.00	0.00
EX_000000173	PeopleSoft 8.0 Financials		0	24	SY	AM	01/17/2000	7,425.00	7,425.00	0.00
EX_000000174	PeopleSoft 8.0 Financials		0	24	SY	AM	01/30/2000	14,520.00	14,520.00	0.00
EX_000000175	PeopleSoft 8.0 Financials		0	24	SY	AM	03/01/2000	13,045.00	13,045.00	0.00
EX_000000176	PeopleSoft 8.0 Financials		0	24	SY	AM	03/15/2000	7,242.00	7,242.00	0.00
EX_000000177	PeopleSoft 8.0 Financials		0	24	SY	AM	03/17/2000	3,456.00	3,456.00	0.00
EX_000000178	PeopleSoft 8.0 Financials		0	24	SY	AM	03/30/2000	6,248.00	6,248.00	0.00
EX_000000179	PeopleSoft 8.0 Financials		0	24	SY	AM	06/01/2000	1,530.00	1,530.00	0.00
EX_000000180	PeopleSoft 8.0 Financials		0	24	SY	AM	06/15/2000	9,192.00	9,192.00	0.00
EX_000000181	PeopleSoft 8.0 Financials		0	24	SY	AM	06/17/2000	6,414.00	6,414.00	0.00
EX_000000182	PeopleSoft 8.0 Financials		0	24	SY	AM	06/30/2000	8,145.00	8,145.00	0.00
EX_000000183	PeopleSoft 8.0 Financials		0	24	SY	AM	09/01/2000	22,485.00	22,485.00	0.00
EX_000000184	PeopleSoft 8.0 Financials		0	24	SY	AM	09/15/2000	14,985.00	14,985.00	0.00
EX_000000185	PeopleSoft 8.0 Financials		0	24	SY	AM	09/17/2000	1,530.00	1,530.00	0.00
EX_000000186	PeopleSoft 8.0 Financials		0	24	SY	AM	09/30/2000	7,384.00	7,384.00	0.00
EX_000000187	PeopleSoft 8.0 Financials		0	24	SY	AM	12/01/2000	4,596.00	4,596.00	0.00
EX_000000188	PeopleSoft 8.0 Financials		0	24	SY	AM	12/15/2000	6,248.00	6,248.00	0.00
EX_000000189	PeopleSoft 8.0 Financials		0	24	SY	AM	12/17/2000	2,356.00	2,356.00	0.00
EX_000000190	PeopleSoft 8.0 Financials		0	24	SY	AM	12/30/2000	783.00	783.00	0.00
EX_000000191	PeopleSoft 8.0 Financials		0	24	SY	AM	01/02/1999	6,597.00	6,597.00	0.00
EX_000000192	PeopleSoft 8.0 Financials		0	24	SY	AM	01/15/1999	1,526.00	1,526.00	0.00
EX_000000193	PeopleSoft 8.0 Financials		0	24	SY	AM	01/17/1999	4,212.00	4,212.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000194	PeopleSoft 8.0 Financials		0	24	SY	AM	01/30/1999	5,586.00	5,586.00	0.00
EX_000000195	PeopleSoft 8.0 Financials		0	24	SY	AM	03/01/1999	2,230.19	2,230.19	0.00
EX_000000196	PeopleSoft 8.0 Financials		0	24	SY	AM	03/15/1999	42,407.23	42,407.23	0.00
EX_000000197	PeopleSoft 8.0 Financials		0	24	SY	AM	03/17/1999	14,558.47	14,558.47	0.00
EX_000000198	PeopleSoft 8.0 Financials		0	24	SY	AM	03/30/1999	14,590.13	14,590.13	0.00
EX_000000199	PeopleSoft 8.0 Financials		0	24	SY	AM	06/01/1999	10,118.59	10,118.59	0.00
EX_000000200	PeopleSoft 8.0 Financials		0	24	SY	AM	06/15/1999	89,321.11	89,321.11	0.00
EX_000000201	PeopleSoft 8.0 Financials		0	24	SY	AM	06/17/1999	2,084.00	2,084.00	0.00
EX_000000202	PeopleSoft 8.0 Financials		0	24	SY	AM	06/30/1999	2,084.00	2,084.00	0.00
EX_000000203	PeopleSoft 8.0 Financials		0	24	SY	AM	09/01/1999	2,084.00	2,084.00	0.00
EX_000000204	PeopleSoft 8.0 Financials		0	24	SY	AM	09/15/1999	25,485.85	25,485.85	0.00
EX_000000205	PeopleSoft 8.0 Financials		0	24	SY	AM	09/17/1999	6,663.33	6,663.33	0.00
EX_000000206	PeopleSoft 8.0 Financials		0	24	SY	AM	09/30/1999	6,663.33	6,663.33	0.00
EX_000000207	PeopleSoft 8.0 Financials		0	24	SY	AM	12/01/1999	6,663.33	6,663.33	0.00
EX_000000208	PeopleSoft 8.0 Financials		0	24	SY	AM	12/15/1999	6,663.33	6,663.33	0.00
EX_000000209	PeopleSoft 8.0 Financials		0	24	SY	AM	12/17/1999	6,663.33	6,663.33	0.00
EX_000000210	PeopleSoft 8.0 Financials		0	24	SY	AM	12/30/1999	6,663.33	6,663.33	0.00
EX_000000211	PeopleSoft 8.0 Financials		0	24	SY	AM	01/02/1999	6,663.33	6,663.33	0.00
EX_000000212	PeopleSoft 8.0 Financials		0	24	SY	AM	01/15/1999	6,663.33	6,663.33	0.00
EX_000000213	PeopleSoft 8.0 Financials		0	24	SY	AM	01/17/1999	6,663.33	6,663.33	0.00
EX_000000214	PeopleSoft 8.0 Financials		0	24	SY	AM	01/30/1999	6,663.33	6,663.33	0.00
EX_000000215	PeopleSoft 8.0 Financials		0	24	SY	AM	03/01/1999	6,663.33	6,663.33	0.00
EX_000000216	PeopleSoft 8.0 Financials		0	24	SY	AM	03/15/1999	6,663.33	6,663.33	0.00
EX_000000217	PeopleSoft 8.0 Financials		0	24	SY	AM	03/17/1999	6,663.33	6,663.33	0.00
EX_000000218	PeopleSoft 8.0 Financials		0	24	SY	AM	03/30/1999	6,663.33	6,663.33	0.00
EX_000000219	PeopleSoft 8.0 Financials		0	24	SY	AM	06/01/1999	6,663.33	6,663.33	0.00
EX_000000220	PeopleSoft 8.0 Financials		0	24	SY	AM	06/15/1999	6,663.33	6,663.33	0.00
EX_000000221	Machinery Equipment		0	84	SL	AM	06/17/1999	1,455.82	1,455.82	0.00
EX_000000222	Machinery Equipment		0	84	SL	AM	06/30/1999	3,118.89	3,118.89	0.00
EX_000000223	Machinery Equipment		0	84	SL	AM	09/01/1999	1,617.80	1,617.80	0.00
EX_000000224	Machinery Equipment		0	84	SL	AM	09/15/1999	1,450.78	1,450.78	0.00
EX_000000225	Machinery Equipment		0	84	SL	AM	09/17/1999	6,270.97	6,270.97	0.00
EX_000000226	Machinery Equipment		0	84	SL	AM	09/30/1999	727.40	727.40	0.00
EX_000000227	Machinery Equipment		0	84	SL	AM	12/01/1999	1,688.70	1,688.70	0.00
EX_000000228	Machinery Equipment		0	84	SL	AM	12/15/1999	161.00	161.00	0.00
EX_000000229	Machinery Equipment		0	84	SL	AM	12/17/1999	2,163.00	2,163.00	0.00
EX_000000230	Machinery Equipment		0	84	SL	AM	12/30/1999	2,678.78	2,678.78	0.00
EX_000000231	Machinery Equipment		0	84	SL	AM	01/02/1999	11,580.26	11,580.26	0.00
EX_000000232	Machinery Equipment		0	84	SL	AM	01/15/1999	15,819.36	15,819.36	0.00
EX_000000233	Machinery Equipment		0	84	SL	AM	01/17/1999	18,238.05	18,238.05	0.00
EX_000000234	Machinery Equipment		0	84	SL	AM	01/30/1999	7,306.05	7,306.05	0.00
EX_000000235	Machinery Equipment		0	84	SL	AM	03/01/1999	225.50	225.50	0.00
EX_000000236	Machinery Equipment		0	84	SL	AM	03/15/1999	112.75	112.75	0.00
EX_000000237	Machinery Equipment		0	84	SL	AM	03/17/1999	823.06	823.06	0.00
EX_000000238	Machinery Equipment		0	84	SL	AM	03/30/1999	45.10	45.10	0.00
EX_000000239	Machinery Equipment		0	84	SL	AM	06/01/1999	100.22	100.22	0.00
EX_000000240	Machinery Equipment		0	84	SL	AM	06/15/1999	75.17	75.17	0.00
EX_000000241	Machinery Equipment		0	84	SL	AM	06/17/1999	1,509.24	1,509.24	0.00
EX_000000242	Machinery Equipment		0	84	SL	AM	06/30/1999	358.90	358.90	0.00
EX_000000243	Machinery Equipment		0	84	SL	AM	09/01/1999	4,023.78	4,023.78	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000244	Machinery Equipment		0	84	SL	AM	09/15/1999	234.46	234.46	0.00
EX_000000245	Machinery Equipment		0	84	SL	AM	09/17/1999	12.25	12.25	0.00
EX_000000246	Machinery Equipment		0	84	SL	AM	09/30/1999	2,250.00	2,250.00	0.00
EX_000000247	Machinery Equipment		0	84	SL	AM	12/01/1999	15,979.52	15,979.52	0.00
EX_000000248	Machinery Equipment		0	84	SL	AM	12/15/1999	21,380.42	21,380.42	0.00
EX_000000249	Machinery Equipment		0	84	SL	AM	12/17/1999	0.00	0.00	0.00
EX_000000250	Machinery Equipment		0	84	SL	AM	12/30/1999	135.10	135.10	0.00
EX_000000251	Machinery Equipment		0	84	SL	AM	01/02/2000	300.22	300.22	0.00
EX_000000252	Machinery Equipment		0	84	SL	AM	01/15/2000	600.44	600.44	0.00
EX_000000253	Machinery Equipment		0	84	SL	AM	01/17/2000	30,000.00	30,000.00	0.00
EX_000000254	Machinery Equipment		0	84	SL	AM	01/30/2000	11,744.90	11,744.90	0.00
EX_000000255	Machinery Equipment		0	84	SL	AM	03/01/2000	20,815.78	20,815.78	0.00
EX_000000256	Machinery Equipment		0	84	SL	AM	03/15/2000	19,214.56	19,214.56	0.00
EX_000000257	Machinery Equipment		0	84	SL	AM	03/17/2000	3,522.67	3,522.67	0.00
EX_000000258	Machinery Equipment		0	84	SL	AM	03/30/2000	472.36	472.36	0.00
EX_000000259	Machinery Equipment		0	84	SL	AM	06/01/2000	120.09	120.09	0.00
EX_000000260	Machinery Equipment		0	84	SL	AM	06/15/2000	12,964.45	12,964.45	0.00
EX_000000261	Machinery Equipment		0	84	SL	AM	06/17/2000	8,064.16	8,064.16	0.00
EX_000000262	Machinery Equipment		0	84	SL	AM	06/30/2000	11,642.05	11,642.05	0.00
EX_000000263	Machinery Equipment		0	84	SL	AM	09/01/2000	574.69	574.69	0.00
EX_000000264	Machinery Equipment		0	84	SL	AM	09/15/2000	1,724.06	1,724.06	0.00
EX_000000265	Machinery Equipment		0	84	SL	AM	09/17/2000	225,055.31	225,055.31	0.00
EX_000000266	Machinery Equipment		0	84	SL	AM	09/30/2000	4,647.44	4,647.44	0.00
EX_000000267	Machinery Equipment		0	84	SL	AM	12/01/2000	1,677.00	1,677.00	0.00
EX_000000268	Machinery Equipment		0	84	SL	AM	12/15/2000	2,724.47	2,724.47	0.00
EX_000000269	Machinery Equipment		0	84	SL	AM	12/17/2000	380.49	380.49	0.00
EX_000000270	Machinery Equipment		0	84	SL	AM	12/30/2000	56,721.00	56,721.00	0.00
EX_000000271	Machinery Equipment		0	84	SL	AM	01/02/1999	405.00	405.00	0.00
EX_000000272	Machinery Equipment		0	84	SL	AM	01/15/1999	183.22	183.22	0.00
EX_000000273	Machinery Equipment		0	84	SL	AM	01/17/1999	14.25	14.25	0.00
EX_000000274	Machinery Equipment		0	84	SL	AM	01/30/1999	195.00	195.00	0.00
EX_000000275	Machinery Equipment		0	84	SL	AM	03/01/1999	650.00	650.00	0.00
EX_000000276	Machinery Equipment		0	84	SL	AM	03/15/1999	390.00	390.00	0.00
EX_000000277	Machinery Equipment		0	84	SL	AM	03/17/1999	202.50	202.50	0.00
EX_000000278	Machinery Equipment		0	84	SL	AM	03/30/1999	260.00	260.00	0.00
EX_000000279	Machinery Equipment		0	84	SL	AM	06/01/1999	130.00	130.00	0.00
EX_000000280	Machinery Equipment		0	84	SL	AM	06/15/1999	37.50	37.50	0.00
EX_000000281	Machinery Equipment		0	84	SL	AM	06/17/1999	135.00	135.00	0.00
EX_000000282	Machinery Equipment		0	84	SL	AM	06/30/1999	37.50	37.50	0.00
EX_000000283	Misc. Office Equipment		0	36	SL	FM	09/01/1999	8,536.91	8,536.91	0.00
EX_000000284	Misc. Office Equipment		0	36	SL	FM	09/15/1999	7,722.62	7,722.62	0.00
EX_000000285	Misc. Office Equipment		0	36	SL	FM	09/17/1999	34,670.90	34,670.90	0.00
EX_000000286	Misc. Office Equipment		0	36	SL	FM	09/30/1999	1,978.00	1,978.00	0.00
EX_000000287	Misc. Office Equipment		0	36	SL	FM	12/01/1999	4,356.62	4,356.62	0.00
EX_000000288	Misc. Office Equipment		0	36	SL	FM	12/15/1999	1,613.79	1,613.79	0.00
EX_000000289	Misc. Office Equipment		0	36	SL	FM	12/17/1999	1,447.19	1,447.19	0.00
EX_000000290	Misc. Office Equipment		0	36	SL	FM	12/30/1999	6,255.43	6,255.43	0.00
EX_000000291	Misc. Office Equipment		0	36	SL	FM	01/02/1999	725.60	725.60	0.00
EX_000000292	Misc. Office Equipment		0	36	SL	FM	01/15/1999	2,633.73	2,633.73	0.00
EX_000000293	Misc. Office Equipment		0	36	SL	FM	01/17/1999	4,032.68	4,032.68	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000294	Misc. Office Equipment		0	36	SL	FM	01/30/1999	9,439.01	9,439.01	0.00
EX_000000295	Misc. Office Equipment		0	36	SL	FM	03/01/1999	3,290.72	3,290.72	0.00
EX_000000296	Misc. Office Equipment		0	36	SL	FM	03/15/1999	12,073.98	12,073.98	0.00
EX_000000297	Misc. Office Equipment		0	36	SL	FM	03/17/1999	4,620.24	4,620.24	0.00
EX_000000298	Misc. Office Equipment		0	36	SL	FM	03/30/1999	1,695.49	1,695.49	0.00
EX_000000299	Misc. Office Equipment		0	36	SL	FM	06/01/1999	235.62	235.62	0.00
EX_000000300	Misc. Office Equipment		0	36	SL	FM	06/15/1999	640.00	640.00	0.00
EX_000000301	Misc. Office Equipment		0	36	SL	FM	06/17/1999	38.10	38.10	0.00
EX_000000302	Misc. Office Equipment		0	36	SL	FM	06/30/1999	108.29	108.29	0.00
EX_000000303	Misc. Office Equipment		0	36	SL	FM	09/01/1999	74.20	74.20	0.00
EX_000000304	Misc. Office Equipment		0	36	SL	FM	09/15/1999	1,248.31	1,248.31	0.00
EX_000000305	Misc. Office Equipment		0	36	SL	FM	09/17/1999	2,493.42	2,493.42	0.00
EX_000000306	Misc. Office Equipment		0	36	SL	FM	09/30/1999	15,899.05	15,899.05	0.00
EX_000000307	Misc. Office Equipment		0	36	SL	FM	12/01/1999	10,141.16	10,141.16	0.00
EX_000000308	Misc. Office Equipment		0	36	SL	FM	12/15/1999	3,237.31	3,237.31	0.00
EX_000000309	Misc. Office Equipment		0	36	SL	FM	12/17/1999	1,598.75	1,598.75	0.00
EX_000000310	Misc. Office Equipment		0	36	SL	FM	12/30/1999	2,914.51	2,914.51	0.00
EX_000000311	Misc. Office Equipment		0	36	SL	FM	01/02/1999	1,858.23	1,858.23	0.00
EX_000000312	Misc. Office Equipment		0	36	SL	FM	01/15/1999	113.13	113.13	0.00
EX_000000313	Misc. Office Equipment		0	36	SL	FM	01/17/1999	7,573.53	7,573.53	0.00
EX_000000314	Misc. Office Equipment		0	36	SL	FM	01/30/1999	4,670.87	4,670.87	0.00
EX_000000315	Misc. Office Equipment		0	36	SL	FM	03/01/1999	4,181.98	4,181.98	0.00
EX_000000316	Misc. Office Equipment		0	36	SL	FM	03/15/1999	3,676.00	3,676.00	0.00
EX_000000317	Misc. Office Equipment		0	36	SL	FM	03/17/1999	7,104.72	7,104.72	0.00
EX_000000318	Misc. Office Equipment		0	36	SL	FM	03/30/1999	14,863.64	14,863.64	0.00
EX_000000319	Misc. Office Equipment		0	36	SL	FM	06/01/1999	2,902.13	2,902.13	0.00
EX_000000320	Misc. Office Equipment		0	36	SL	FM	06/15/1999	1,450.06	1,450.06	0.00
EX_000000321	Misc. Office Equipment		0	36	SL	FM	06/17/1999	4,468.52	4,468.52	0.00
EX_000000322	Misc. Office Equipment		0	36	SL	FM	06/30/1999	12,501.02	12,501.02	0.00
EX_000000323	Misc. Office Equipment		0	36	SL	FM	09/01/1999	16,895.34	16,895.34	0.00
EX_000000324	Misc. Office Equipment		0	36	SL	FM	09/15/1999	2,892.10	2,892.10	0.00
EX_000000325	Misc. Office Equipment		0	36	SL	FM	09/17/1999	6,217.42	6,217.42	0.00
EX_000000326	Misc. Office Equipment		0	36	SL	FM	09/30/1999	1,454.99	1,454.99	0.00
EX_000000327	Misc. Office Equipment		0	36	SL	FM	12/01/1999	1,555.54	1,555.54	0.00
EX_000000328	Misc. Office Equipment		0	36	SL	FM	12/15/1999	1,866.25	1,866.25	0.00
EX_000000329	Misc. Office Equipment		0	36	SL	FM	12/17/1999	726.99	726.99	0.00
EX_000000330	Misc. Office Equipment		0	36	SL	FM	12/30/1999	6,267.42	6,267.42	0.00
EX_000000331	Misc. Office Equipment		0	36	SL	FM	01/02/2000	1,449.96	1,449.96	0.00
EX_000000332	Misc. Office Equipment		0	36	SL	FM	01/15/2000	2,823.51	2,823.51	0.00
EX_000000333	Misc. Office Equipment		0	36	SL	FM	01/17/2000	1,455.45	1,455.45	0.00
EX_000000334	Misc. Office Equipment		0	36	SL	FM	01/30/2000	3,119.11	3,119.11	0.00
EX_000000335	Misc. Office Equipment		0	36	SL	FM	03/01/2000	1,617.39	1,617.39	0.00
EX_000000336	Misc. Office Equipment		0	36	SL	FM	03/15/2000	727.22	727.22	0.00
EX_000000337	Misc. Office Equipment		0	36	SL	FM	03/17/2000	12,732.64	12,732.64	0.00
EX_000000338	Misc. Office Equipment		0	36	SL	FM	03/30/2000	4,356.62	4,356.62	0.00
EX_000000339	Misc. Office Equipment		0	36	SL	FM	06/01/2000	1,613.79	1,613.79	0.00
EX_000000340	Misc. Office Equipment		0	36	SL	FM	06/15/2000	1,447.19	1,447.19	0.00
EX_000000341	Misc. Office Equipment		0	36	SL	FM	06/17/2000	6,255.43	6,255.43	0.00
EX_000000342	Misc. Office Equipment		0	36	SL	FM	06/30/2000	725.60	725.60	0.00
EX_000000343	Misc. Office Equipment		0	36	SL	FM	09/01/2000	2,633.73	2,633.73	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000344	Misc. Office Equipment		0	36	SL	FM	09/15/2000	12,732.64	12,732.64	0.00
EX_000000345	Misc. Office Equipment		0	36	SL	FM	09/17/2000	10,104.68	10,104.68	0.00
EX_000000346	Misc. Office Equipment		0	36	SL	FM	09/30/2000	4,140.75	4,140.75	0.00
EX_000000347	Misc. Office Equipment		0	36	SL	FM	12/01/2000	3,810.78	3,810.78	0.00
EX_000000348	Misc. Office Equipment		0	36	SL	FM	12/15/2000	1,514.22	1,514.22	0.00
EX_000000349	Misc. Office Equipment		0	36	SL	FM	12/17/2000	20,184.00	20,184.00	0.00
EX_000000350	Misc. Office Equipment		0	36	SL	FM	12/30/2000	16,907.66	16,907.66	0.00
EX_000000351	Misc. Office Equipment		0	36	SL	FM	01/02/1999	14,665.00	14,665.00	0.00
EX_000000352	Misc. Office Equipment		0	36	SL	FM	01/15/1999	30,229.86	30,229.86	0.00
EX_000000353	Misc. Office Equipment		0	36	SL	FM	01/17/1999	2,162.14	2,162.14	0.00
EX_000000354	Misc. Office Equipment		0	36	SL	FM	01/30/1999	30,987.67	30,987.67	0.00
EX_000000355	Misc. Office Equipment		0	36	SL	FM	03/01/1999	9,080.58	9,080.58	0.00
EX_000000356	Misc. Office Equipment		0	36	SL	FM	03/15/1999	15,992.07	15,992.07	0.00
EX_000000357	Misc. Office Equipment		0	36	SL	FM	03/17/1999	19,209.71	19,209.71	0.00
EX_000000358	Misc. Office Equipment		0	36	SL	FM	03/30/1999	908.46	908.46	0.00
EX_000000359	Misc. Office Equipment		0	36	SL	FM	06/01/1999	848.43	848.43	0.00
EX_000000360	Misc. Office Equipment		0	36	SL	FM	06/15/1999	4,802.42	4,802.42	0.00
EX_000000361	Misc. Office Equipment		0	36	SL	FM	06/17/1999	417.21	417.21	0.00
EX_000000362	Misc. Office Equipment		0	36	SL	FM	06/30/1999	236.12	236.12	0.00
EX_000000363	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/01/1999	236.13	236.13	0.00
EX_000000364	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/15/1999	140,895.36	140,895.36	0.00
EX_000000365	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/17/1999	348.00	348.00	0.00
EX_000000366	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/30/1999	147,076.32	147,076.32	0.00
EX_000000367	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/01/1999	696.00	696.00	0.00
EX_000000368	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/15/1999	44,992.50	44,992.50	0.00
EX_000000369	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/17/1999	44,992.51	44,992.51	0.00
EX_000000370	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/30/1999	44,992.52	44,992.52	0.00
EX_000000371	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	01/02/1999	3,656.00	3,656.00	0.00
EX_000000372	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	01/15/1999	3,656.00	3,656.00	0.00
EX_000000373	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	01/17/1999	909.00	909.00	0.00
EX_000000374	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	01/30/1999	225.00	225.00	0.00
EX_000000375	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	03/01/1999	1,391.00	1,391.00	0.00
EX_000000376	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	03/15/1999	1,391.00	1,391.00	0.00
EX_000000377	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	03/17/1999	1,391.00	1,391.00	0.00
EX_000000378	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	03/30/1999	1,391.00	1,391.00	0.00
EX_000000379	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	06/01/1999	1,391.00	1,391.00	0.00
EX_000000380	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	06/15/1999	1,391.00	1,391.00	0.00
EX_000000381	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	06/17/1999	1,391.00	1,391.00	0.00
EX_000000382	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	06/30/1999	1,391.00	1,391.00	0.00
EX_000000383	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/01/1999	1,391.00	1,391.00	0.00
EX_000000384	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/15/1999	1,391.00	1,391.00	0.00
EX_000000385	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/17/1999	1,391.00	1,391.00	0.00
EX_000000386	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	09/30/1999	1,391.00	1,391.00	0.00
EX_000000387	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/01/1999	1,391.00	1,391.00	0.00
EX_000000388	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/15/1999	1,391.00	1,391.00	0.00
EX_000000389	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/17/1999	1,391.00	1,391.00	0.00
EX_000000390	Cisco 2-Port Serial WAN Interf		0	36	SL	AD	12/30/1999	1,391.00	1,391.00	0.00
EX_000000391	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/02/1999	15,000.00	15,000.00	0.00
EX_000000392	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/15/1999	1,673.00	1,673.00	0.00
EX_000000393	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/17/1999	1,673.00	1,673.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000394	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/30/1999	1,673.00	1,673.00	0.00
EX_000000395	Sun Ultra Memory 256MB memory		0	36	SL	AD	03/01/1999	1,673.00	1,673.00	0.00
EX_000000396	Sun Ultra Memory 256MB memory		0	36	SL	AD	03/15/1999	1,673.00	1,673.00	0.00
EX_000000397	Sun Ultra Memory 256MB memory		0	36	SL	AD	03/17/1999	1,673.00	1,673.00	0.00
EX_000000398	Sun Ultra Memory 256MB memory		0	36	SL	AD	03/30/1999	1,673.00	1,673.00	0.00
EX_000000399	Sun Ultra Memory 256MB memory		0	36	SL	AD	06/01/1999	1,673.00	1,673.00	0.00
EX_000000400	Sun Ultra Memory 256MB memory		0	36	SL	AD	06/15/1999	1,673.00	1,673.00	0.00
EX_000000401	Sun Ultra Memory 256MB memory		0	36	SL	AD	06/17/1999	1,673.00	1,673.00	0.00
EX_000000402	Sun Ultra Memory 256MB memory		0	36	SL	AD	06/30/1999	1,673.00	1,673.00	0.00
EX_000000403	Sun Ultra Memory 256MB memory		0	36	SL	AD	09/01/1999	1,673.00	1,673.00	0.00
EX_000000404	Sun Ultra Memory 256MB memory		0	36	SL	AD	09/15/1999	1,673.00	1,673.00	0.00
EX_000000405	Sun Ultra Memory 256MB memory		0	36	SL	AD	09/17/1999	1,673.00	1,673.00	0.00
EX_000000406	Sun Ultra Memory 256MB memory		0	36	SL	AD	09/30/1999	1,673.00	1,673.00	0.00
EX_000000407	Sun Ultra Memory 256MB memory		0	36	SL	AD	12/01/1999	1,673.00	1,673.00	0.00
EX_000000408	Sun Ultra Memory 256MB memory		0	36	SL	AD	12/15/1999	1,673.00	1,673.00	0.00
EX_000000409	Sun Ultra Memory 256MB memory		0	36	SL	AD	12/17/1999	1,673.00	1,673.00	0.00
EX_000000410	Sun Ultra Memory 256MB memory		0	36	SL	AD	12/30/1999	1,673.00	1,673.00	0.00
EX_000000411	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/02/2000	1,673.00	1,673.00	0.00
EX_000000412	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/15/2000	1,673.00	1,673.00	0.00
EX_000000413	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/17/2000	1,673.00	1,673.00	0.00
EX_000000414	Sun Ultra Memory 256MB memory		0	36	SL	AD	01/30/2000	1,673.00	1,673.00	0.00
EX_000000415	Sun Ultra Memory 256MB memory		0	36	SL	AD	03/01/2000	1,673.00	1,673.00	0.00
EX_000000416	Solaris 2.6 Standard		0	36	SL	AD	03/15/2000	1,673.00	1,673.00	0.00
EX_000000417	Solaris 2.6 Standard		0	36	SL	AD	03/17/2000	1,673.00	1,673.00	0.00
EX_000000418	Solaris 2.6 Standard		0	36	SL	AD	03/30/2000	1,673.00	1,673.00	0.00
EX_000000419	Solaris 2.6 Standard		0	36	SL	AD	06/01/2000	1,673.00	1,673.00	0.00
EX_000000420	Solaris 2.6 Standard		0	36	SL	AD	06/15/2000	1,673.00	1,673.00	0.00
EX_000000421	Solaris 2.6 Standard		0	36	SL	AD	06/17/2000	1,673.00	1,673.00	0.00
EX_000000422	Solaris 2.6 Standard		0	36	SL	AD	06/30/2000	4,479.00	4,479.00	0.00
EX_000000423	Solaris 2.6 Standard		0	36	SL	AD	09/01/2000	4,131.00	4,131.00	0.00
EX_000000424	Solaris 2.6 Standard		0	36	SL	AD	09/15/2000	4,131.00	4,131.00	0.00
EX_000000425	Solaris 2.6 Standard		0	36	SL	AD	09/17/2000	4,131.00	4,131.00	0.00
EX_000000426	Solaris 2.6 Standard		0	36	SL	AD	09/30/2000	4,131.00	4,131.00	0.00
EX_000000427	Solaris 2.6 Standard		0	36	SL	AD	12/01/2000	4,131.00	4,131.00	0.00
EX_000000428	Solaris 2.6 Standard		0	36	SL	AD	12/15/2000	4,131.00	4,131.00	0.00
EX_000000429	Solaris 2.6 Standard		0	36	SL	AD	12/17/2000	4,131.00	4,131.00	0.00
EX_000000430	Solaris 2.6 Standard		0	36	SL	AD	12/30/2000	4,131.00	4,131.00	0.00
EX_000000431	Solaris 2.6 Standard		0	36	SL	AD	01/02/1999	4,131.00	4,131.00	0.00
EX_000000432	Solaris 2.6 Standard		0	36	SL	AD	01/15/1999	4,131.00	4,131.00	0.00
EX_000000433	Solaris 2.6 Standard		0	36	SL	AD	01/17/1999	4,131.00	4,131.00	0.00
EX_000000434	Solaris 2.6 Standard		0	36	SL	AD	01/30/1999	4,131.00	4,131.00	0.00
EX_000000435	Solaris 2.6 Standard		0	36	SL	AD	03/01/1999	4,131.00	4,131.00	0.00
EX_000000436	Solaris 2.6 Standard		0	36	SL	AD	03/15/1999	4,131.00	4,131.00	0.00
EX_000000437	Solaris 2.6 Standard		0	36	SL	AD	03/17/1999	4,131.00	4,131.00	0.00
EX_000000438	Solaris 2.6 Standard		0	36	SL	AD	03/30/1999	4,131.00	4,131.00	0.00
EX_000000439	Solaris 2.6 Standard		0	36	SL	AD	06/01/1999	4,131.00	4,131.00	0.00
EX_000000440	Solaris 2.6 Standard		0	36	SL	AD	06/15/1999	4,131.00	4,131.00	0.00
EX_000000441	Solaris 2.6 Standard		0	36	SL	AD	06/17/1999	4,131.00	4,131.00	0.00
EX_000000442	Solaris 2.6 Standard		0	36	SL	AD	06/30/1999	5,035.00	5,035.00	0.00
EX_000000443	Siemens Phone Systems		0	60	SL	FM	09/01/1999	1,919.00	1,919.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000444	Siemens Phone Systems		0	60	SL	FM	09/15/1999	1,673.00	1,673.00	0.00
EX_000000445	Siemens Phone Systems		0	60	SL	FM	09/17/1999	1,673.00	1,673.00	0.00
EX_000000446	Siemens Phone Systems		0	60	SL	FM	09/30/1999	1,673.00	1,673.00	0.00
EX_000000447	Siemens Phone Systems		0	60	SL	FM	12/01/1999	1,673.00	1,673.00	0.00
EX_000000448	Siemens Phone Systems		0	60	SL	FM	12/15/1999	1,673.00	1,673.00	0.00
EX_000000449	Siemens Phone Systems		0	60	SL	FM	12/17/1999	1,673.00	1,673.00	0.00
EX_000000450	Siemens Phone Systems		0	60	SL	FM	12/30/1999	1,673.00	1,673.00	0.00
EX_000000451	Siemens Phone Systems		0	60	SL	FM	01/02/1999	1,673.00	1,673.00	0.00
EX_000000452	Siemens Phone Systems		0	60	SL	FM	01/15/1999	1,673.00	1,673.00	0.00
EX_000000453	Siemens Phone Systems		0	60	SL	FM	01/17/1999	1,673.00	1,673.00	0.00
EX_000000454	Siemens Phone Systems		0	60	SL	FM	01/30/1999	1,673.00	1,673.00	0.00
EX_000000455	Siemens Phone Systems		0	60	SL	FM	03/01/1999	1,673.00	1,673.00	0.00
EX_000000456	Siemens Phone Systems		0	60	SL	FM	03/15/1999	1,673.00	1,673.00	0.00
EX_000000457	Siemens Phone Systems		0	60	SL	FM	03/17/1999	1,673.00	1,673.00	0.00
EX_000000458	Siemens Phone Systems		0	60	SL	FM	03/30/1999	1,673.00	1,673.00	0.00
EX_000000459	Siemens Phone Systems		0	60	SL	FM	06/01/1999	1,673.00	1,673.00	0.00
EX_000000460	Siemens Phone Systems		0	60	SL	FM	06/15/1999	1,673.00	1,673.00	0.00
EX_000000461	Siemens Phone Systems		0	60	SL	FM	06/17/1999	1,673.00	1,673.00	0.00
EX_000000462	Siemens Phone Systems		0	60	SL	FM	06/30/1999	1,673.00	1,673.00	0.00
EX_000000463	Siemens Phone Systems		0	60	SL	FM	09/01/1999	1,673.00	1,673.00	0.00
EX_000000464	Siemens Phone Systems		0	60	SL	FM	09/15/1999	1,673.00	1,673.00	0.00
EX_000000465	Siemens Phone Systems		0	60	SL	FM	09/17/1999	1,673.00	1,673.00	0.00
EX_000000466	Siemens Phone Systems		0	60	SL	FM	09/30/1999	1,673.00	1,673.00	0.00
EX_000000467	Siemens Phone Systems		0	60	SL	FM	12/01/1999	1,673.00	1,673.00	0.00
EX_000000468	Siemens Phone Systems		0	60	SL	FM	12/15/1999	1,673.00	1,673.00	0.00
EX_000000469	Siemens Phone Systems		0	60	SL	FM	12/17/1999	1,673.00	1,673.00	0.00
EX_000000470	Siemens Phone Systems		0	60	SL	FM	12/30/1999	1,673.00	1,673.00	0.00
EX_000000471	Siemens Phone Systems		0	60	SL	FM	01/02/1999	1,673.00	1,673.00	0.00
EX_000000472	Siemens Phone Systems		0	60	SL	FM	01/15/1999	1,673.00	1,673.00	0.00
EX_000000473	Siemens Phone Systems		0	60	SL	FM	01/17/1999	1,673.00	1,673.00	0.00
EX_000000474	Siemens Phone Systems		0	60	SL	FM	01/30/1999	1,673.00	1,673.00	0.00
EX_000000475	Siemens Phone Systems		0	60	SL	FM	03/01/1999	1,673.00	1,673.00	0.00
EX_000000476	Siemens Phone Systems		0	60	SL	FM	03/15/1999	1,673.00	1,673.00	0.00
EX_000000477	Siemens Phone Systems		0	60	SL	FM	03/17/1999	1,673.00	1,673.00	0.00
EX_000000478	Siemens Phone Systems		0	60	SL	FM	03/30/1999	8,536.91	8,536.91	0.00
EX_000000479	Siemens Phone Systems		0	60	SL	FM	06/01/1999	7,722.62	7,722.62	0.00
EX_000000480	Siemens Phone Systems		0	60	SL	FM	06/15/1999	34,670.90	34,670.90	0.00
EX_000000481	Siemens Phone Systems		0	60	SL	FM	06/17/1999	1,978.00	1,978.00	0.00
EX_000000482	Siemens Phone Systems		0	60	SL	FM	06/30/1999	4,356.62	4,356.62	0.00
EX_000000483	Siemens Phone Systems		0	60	SL	FM	09/01/1999	1,613.79	1,613.79	0.00
EX_000000484	Siemens Phone Systems		0	60	SL	FM	09/15/1999	1,447.19	1,447.19	0.00
EX_000000485	Siemens Phone Systems		0	60	SL	FM	09/17/1999	6,255.43	6,255.43	0.00
EX_000000486	Siemens Phone Systems		0	60	SL	FM	09/30/1999	725.60	725.60	0.00
EX_000000487	Siemens Phone Systems		0	60	SL	FM	12/01/1999	2,633.73	2,633.73	0.00
EX_000000488	Siemens Phone Systems		0	60	SL	FM	12/15/1999	4,032.68	4,032.68	0.00
EX_000000489	Siemens Phone Systems		0	60	SL	FM	12/17/1999	9,439.01	9,439.01	0.00
EX_000000490	Siemens Phone Systems		0	60	SL	FM	12/30/1999	3,290.72	3,290.72	0.00
EX_000000491	Siemens Phone Systems		0	60	SL	FM	01/02/2000	12,073.98	12,073.98	0.00
EX_000000492	Siemens Phone Systems		0	60	SL	FM	01/15/2000	4,620.24	4,620.24	0.00
EX_000000493	Siemens Phone Systems		0	60	SL	FM	01/17/2000	1,695.49	1,695.49	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
EX_000000494	Siemens Phone Systems		0	60	SL	FM	01/30/2000	25,485.85	25,485.85	0.00
EX_000000495	Siemens Phone Systems		0	60	SL	FM	03/01/2000	25,485.85	25,485.85	0.00
EX_000000496	Siemens Phone Systems		0	60	SL	FM	03/15/2000	25,485.85	25,485.85	0.00
EX_000000497	Siemens Phone Systems		0	60	SL	FM	03/17/2000	25,485.85	25,485.85	0.00
EX_000000498	Building A		0	240	SL	AM	03/30/2000	20,000,000.00	20,000,000.00	0.00
EX_000000499	Building B		0	240	SL	AM	06/01/2000	30,000,000.00	30,000,000.00	0.00
EX_000000500	Building C		0	240	SL	AM	06/15/2000	16,656,483.00	16,656,483.00	0.00
EX_CHILD0001	Base		0	120	SL	MM	03/31/2000	5,000.00	5,000.00	0.00
EX_CHILD0002	Desk		0	84	SL	FM	03/01/1999	7,500.00	7,500.00	0.00
EX_CHILD0003	License Fee		0	24	SL	HY	12/31/1999	125,000.00	125,000.00	0.00
EX_CHILD0004	Training Fees		0	36	SL	HY	12/31/1999	7,500.00	7,500.00	0.00
EX_CHILD0005	Consulting		0	36	SL	HY	12/31/1999	2,500.00	2,500.00	0.00
EX_CHILD0006	Carpeting		0	60	SL	MM	07/01/2000	120,000.00	120,000.00	0.00
EX_CHILD0007	Monitor		0	36	SY	AM	05/10/1999	1,000.00	1,000.00	0.00
EX_CHILD0008	Speakers		0	36	SY	AM	05/10/1999	300.00	300.00	0.00
EX_CHILD0009	Memory		0	36	SY	AM	05/10/1999	300.00	300.00	0.00
EX_CHILD0010	Cable		0	84	SL	AM	05/30/1999	5,000.00	5,000.00	0.00
EX_CHILD0011	Wrecking Ball		0	84	SL	AM	08/26/1999	10,000.00	10,000.00	0.00
EX_CHILD0012	Assembly		0	84	SL	AM	10/15/1999	30,000.00	30,000.00	0.00
EX_CHILD0013	Bookcase		0	84	SL	AD	02/03/2000	1,500.00	1,500.00	0.00
EX_CHILD0014	Chairs		0	84	SL	AD	02/03/2000	5,000.00	5,000.00	0.00
EX_CHILD0015	Lamps		0	84	SL	AD	02/03/2000	2,500.00	2,500.00	0.00
EX_CHILD0016	Heating/Air		0	240	SL	AM	08/15/2000	200,000.00	200,000.00	0.00
EX_CHILD0017	Plumbing		0	240	SL	AM	09/10/2000	70,000.00	70,000.00	0.00
EX_CHILD0018	Electrical		0	240	SL	AM	12/20/2000	50,000.00	50,000.00	0.00
EX_CHILD0019	Sony Monitor		0	36	SY	AM	04/27/2000	14,400.00	14,400.00	0.00
EX_CHILD0020	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0021	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0022	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0023	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0024	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0025	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0026	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0027	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0028	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0029	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0030	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0031	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0032	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0033	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0034	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0035	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0036	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_CHILD0037	Sony Monitor		0	36	SY	AM	04/27/2000	1,200.00	1,200.00	0.00
EX_PARENT001	Toshiba Equim7100D		0	36	SY	AM	05/10/1999	5,000.00	5,000.00	0.00
EX_PARENT002	Crane		0	84	SL	AM	03/31/1999	20,000.00	20,000.00	0.00
EX_PARENT003	Executive Office Set		0	84	SL	AD	01/01/2000	0.00	0.00	0.00
EX_PARENT004	PeopleSoft 8.0		0	24	SY	AM	12/31/1999	250,000.00	250,000.00	0.00
EX_PARENT005	Building A		0	240	SL	AM	07/01/2000	600,000.00	600,000.00	0.00
PTP-03-02A	Computer		0	36	SY	AM	09/08/2003	2,500.00	2,500.00	0.00

Asset_Id	Description	Reg	Rec. Life	Est. Life	Method	Conv	In Serv Date	Cost	Depr Basis	Depr Ded
TEST14	Non Deprec. Asset, R-CHOW-7D3D		0	240	SL	AM	09/24/2001	10,000,000.00	10,000,000.00	0.00
	In Serv FY 0							81,320,870.40	81,320,870.40	0.00
ICE05	607926000		0	36	SY	MM	03/16/1986	3,477.94	3,477.94	0.00
	In Serv FY 1986							3,477.94	3,477.94	0.00
ICE02	ice 581697000		0	60	SL	MM	01/12/1993	20,000.00	20,000.00	0.00
	In Serv FY 1993							20,000.00	20,000.00	0.00
ICE03	Computer		0	60	SC A0505GHY	HY	10/16/1994	7,615.80	7,615.80	0.00
ICE04	Automobile		0	60	SL	FM	09/16/1994	6,154.07	6,154.07	0.00
	In Serv FY 1994							13,769.87	13,769.87	0.00
EX_000000001	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	01/02/1999	39,107.00	39,107.00	0.00
EX_000000002	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	06/30/1999	0.00	0.00	0.00
EX_000000003	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	09/01/1999	39,107.00	39,107.00	0.00
EX_000000004	Automobile		0	60	SL	FM	09/15/1999	39,107.00	39,107.00	0.00
EX_000000005	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	09/17/1999	39,107.00	39,107.00	0.00
EX_000000006	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	09/30/1999	39,107.00	39,107.00	0.00
EX_000000007	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	12/01/1999	39,107.00	39,107.00	0.00
EX_000000008	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	12/15/1999	39,107.00	39,107.00	0.00
EX_000000009	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	12/17/1999	39,107.00	39,107.00	0.00
EX_000000010	2000 Chevrolet Tahoe LT 1/2Ton		0	60	SL	FM	12/30/1999	39,107.00	39,107.00	0.00

MACRS GDS = 0.00
MACRS ADS = 0.00
ACRS GDS = 0.00
ACRS ADS = 0.00
other/Sec168 = 0.00

In Serv FY 1999	351,963.00	351,963.00	0.00
Reg	81,710,081.21	81,710,081.21	0.00
Book CORP	81,710,081.21	81,710,081.21	0.00
Report	81,710,081.21	81,710,081.21	0.00

End of Report

	Asset_Id	Description	Rec. Life	Est. Life	Method	Conv	In Serv Date	Bus Use%	Cost	Depr Basis	Depr Ded	Sec179 Amt
	PROP_2	Building	40	468	SL	MM	08/01/2002	100	2,680,000.00	2,680,000.00	0.00	0.00
	PROP_3	Furniture	7	84	SL	HY	10/01/2002	100	790,000.00	790,000.00	0.00	0.00
		List Prop Type							3,470,000.00	3,470,000.00	0.00	0.00
A	PROP TAX	Auto	5	60	DX	HY	09/12/2002	100	58,000.00	58,000.00	0.00	0.00

	ABOVE 50% BUSINESS USE	DEPR DEDUCTION	SEC 179 AMOUNT
		0.00	0.00
	50% AND BELOW BUSINESS USE	DEPR DEDUCTION	SEC 179 AMOUNT
		0.00	0.00

		List Prop Type	A						58,000.00	58,000.00	0.00	0.00
		Book FEDERAL							3,528,000.00	3,528,000.00	0.00	0.00
		Report							3,528,000.00	3,528,000.00	0.00	0.00

End of Report

Report ID: AMTX3640
Bus. Unit: US001 -- US001 NEW YORK OPERATIONS
Book: FEDERAL -- Federal
From Date 01/01/2002 Thru Date 12/31/2003

PROP_4	machinery	0.00	0.00	0.00	0.00	11/01/2002	NYLZ	30.00	897,000.00	897,000.00	269,100.00

End of Report

Asset Id	Description	Reg	Rec Life	In-Service	Est. Life	Depr Method	Conv	Cost Basis	Alt. Min. Accum Depr	Alt. Min. YTD Depr.	Regular YTD Depr.	Post-1986 Adjustment
000000000211	2003 BMW Conver	M	5	09/01/2003	60	DX-	HY	0.00	0.00	0.00	3,060.00	-3,060.00
TEST_RPT_1	Test reports	M	5	08/01/2003	60	DX-	HY	0.00	0.00	0.00	1,020.00	-1,020.00
Total for Book ID AMT								0.00	0.00	0.00	4,080.00	-4,080.00
Total for Bus. Unit US001								0.00	0.00	0.00	4,080.00	-4,080.00
Total for Report								0.00	0.00	0.00	4,080.00	-4,080.00

End of Report

Report ID: AMTX4100
Bus. Unit: US001 --
Book: --
From Date 01/01/2000 Thru Date 12/31/2003

ADJUSTED CURRENT EARNINGS DETAIL

Asset Id	Description	Reg	Rec Life	In-Service	Est. Life	Depr Method	Add Year	Cost Basis	Adj Curr Earn Accum Depr	Adj Curr Earn YTD Depr.	Alternate YTD Depr.	Adjustment
			0		0		0	0.00	0.00	0.00	0.00	0.00
	Total for Year							0.00	0.00	0.00	0.00	0.00
	Total for Regulation							0.00	0.00	0.00	0.00	0.00
	Total for Book ID							0.00	0.00	0.00	0.00	0.00
	Total for Bus. Unit							0.00	0.00	0.00	0.00	0.00
	Total for Report							0.00	0.00	0.00	0.00	0.00

End of Report

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
01/01/2000	EX_PARENT003	Executive Office Set	M	84	SL-	HY	0.00	0.00	0.00
01/02/2000	EX_000000011	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
01/02/2000	EX_000000091	Computer Desk	M	84	SL-	HY	3,546.87	0.00	3,546.87
01/02/2000	EX_000000171	PeopleSoft 8.0 Financials	M	60	DX-	HY	3,300.00	0.00	3,300.00
01/02/2000	EX_000000251	Machinery Equipment	M	84	SL-	HY	300.22	0.00	300.22
01/02/2000	EX_000000331	Misc. Office Equipment	M	60	DX-	HY	1,449.96	0.00	1,449.96
01/02/2000	EX_000000411	Sun Ultra Memory 256MB memory	M	60	SL-	HY	1,673.00	0.00	1,673.00
01/02/2000	EX_000000491	Siemens Phone Systems	M	60	DX-	HY	12,073.98	0.00	12,073.98
01/15/2000	EX_000000012	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
01/15/2000	EX_000000092	Computer Desk	M	84	SL-	HY	6,360.00	0.00	6,360.00
01/15/2000	EX_000000172	PeopleSoft 8.0 Financials	M	60	DX-	HY	8,250.00	0.00	8,250.00
01/15/2000	EX_000000252	Machinery Equipment	M	84	SL-	HY	600.44	0.00	600.44
01/15/2000	EX_000000332	Misc. Office Equipment	M	60	DX-	HY	2,823.51	0.00	2,823.51
01/15/2000	EX_000000412	Sun Ultra Memory 256MB memory	M	60	SL-	HY	1,673.00	0.00	1,673.00
01/15/2000	EX_000000492	Siemens Phone Systems	M	60	DX-	HY	4,620.24	0.00	4,620.24
01/17/2000	EX_000000013	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
01/17/2000	EX_000000093	Computer Desk	M	84	SL-	HY	2,424.00	0.00	2,424.00
01/17/2000	EX_000000173	PeopleSoft 8.0 Financials	M	60	DX-	HY	7,425.00	0.00	7,425.00
01/17/2000	EX_000000253	Machinery Equipment	M	84	SL-	HY	30,000.00	0.00	30,000.00
01/17/2000	EX_000000333	Misc. Office Equipment	M	60	DX-	HY	1,455.45	0.00	1,455.45
01/17/2000	EX_000000413	Sun Ultra Memory 256MB memory	M	60	SL-	HY	1,673.00	0.00	1,673.00
01/17/2000	EX_000000493	Siemens Phone Systems	M	60	DX-	HY	1,695.49	0.00	1,695.49
01/30/2000	EX_000000094	Computer Desk	M	84	SL-	HY	1,447.00	0.00	1,447.00
01/30/2000	EX_000000174	PeopleSoft 8.0 Financials	M	60	DX-	HY	14,520.00	0.00	14,520.00
01/30/2000	EX_000000254	Machinery Equipment	M	84	SL-	HY	11,744.90	0.00	11,744.90
01/30/2000	EX_000000334	Misc. Office Equipment	M	60	DX-	HY	3,119.11	0.00	3,119.11
01/30/2000	EX_000000414	Sun Ultra Memory 256MB memory	M	60	SL-	HY	1,673.00	0.00	1,673.00
01/30/2000	EX_000000494	Siemens Phone Systems	M	60	DX-	HY	25,485.85	0.00	25,485.85
02/03/2000	EX_CHILD0013	Bookcase	M	84	SL-	HY	1,500.00	0.00	1,500.00
02/03/2000	EX_CHILD0014	Chairs	M	84	SL-	HY	5,000.00	0.00	5,000.00
02/03/2000	EX_CHILD0015	Lamps	M	84	SL-	HY	2,500.00	0.00	2,500.00
03/01/2000	EX_000000015	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
03/01/2000	EX_000000095	Computer Desk	M	84	SL-	HY	3,100.00	0.00	3,100.00
03/01/2000	EX_000000175	PeopleSoft 8.0 Financials	M	60	DX-	HY	13,045.00	0.00	13,045.00
03/01/2000	EX_000000255	Machinery Equipment	M	84	SL-	HY	20,815.78	0.00	20,815.78
03/01/2000	EX_000000335	Misc. Office Equipment	M	60	DX-	HY	1,617.39	0.00	1,617.39
03/01/2000	EX_000000415	Sun Ultra Memory 256MB memory	M	60	SL-	HY	1,673.00	0.00	1,673.00
03/01/2000	EX_000000495	Siemens Phone Systems	M	60	DX-	HY	25,485.85	0.00	25,485.85
03/15/2000	EX_000000016	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
03/15/2000	EX_000000096	Computer Desk	M	84	SL-	HY	1,608.00	0.00	1,608.00
03/15/2000	EX_000000176	PeopleSoft 8.0 Financials	M	60	DX-	HY	7,242.00	0.00	7,242.00
03/15/2000	EX_000000256	Machinery Equipment	M	84	SL-	HY	19,214.56	0.00	19,214.56
03/15/2000	EX_000000336	Misc. Office Equipment	M	60	DX-	HY	727.22	0.00	727.22
03/15/2000	EX_000000416	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
03/15/2000	EX_000000496	Siemens Phone Systems	M	60	DX-	HY	25,485.85	0.00	25,485.85
03/17/2000	EX_000000017	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
03/17/2000	EX_000000097	Computer Desk	M	84	SL-	HY	1,442.00	0.00	1,442.00
03/17/2000	EX_000000177	PeopleSoft 8.0 Financials	M	60	DX-	HY	3,456.00	0.00	3,456.00
03/17/2000	EX_000000257	Machinery Equipment	M	84	SL-	HY	3,522.67	0.00	3,522.67
03/17/2000	EX_000000337	Misc. Office Equipment	M	60	DX-	HY	12,732.64	0.00	12,732.64

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
03/17/2000	EX_000000417	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
03/17/2000	EX_000000497	Siemens Phone Systems	M	60	DX-	HY	25,485.85	0.00	25,485.85
03/30/2000	EX_000000018	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
03/30/2000	EX_000000098	Computer Desk	M	84	SL-	HY	6,233.00	0.00	6,233.00
03/30/2000	EX_000000178	PeopleSoft 8.0 Financials	M	60	DX-	HY	6,248.00	0.00	6,248.00
03/30/2000	EX_000000258	Machinery Equipment	M	84	SL-	HY	472.36	0.00	472.36
03/30/2000	EX_000000338	Misc. Office Equipment	M	60	DX-	HY	4,356.62	0.00	4,356.62
03/30/2000	EX_000000418	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
03/31/2000	EX_CHILD0001	Base	M	84	SL-	HY	5,000.00	0.00	5,000.00
04/27/2000	EX_CHILD0019	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0020	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0021	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0022	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0023	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0024	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0025	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0026	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0027	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0028	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0029	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0030	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0031	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0032	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0033	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0034	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0035	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0036	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
04/27/2000	EX_CHILD0037	Sony Monitor	M	60	DX-	HY	0.00	0.00	0.00
05/01/2000	000000000001	SOLARIS WORKSTATION	M	60	DX-	HY	7,500.00	0.00	7,500.00
06/01/2000	EX_000000019	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
06/01/2000	EX_000000099	Computer Desk	M	84	SL-	HY	723.00	0.00	723.00
06/01/2000	EX_000000179	PeopleSoft 8.0 Financials	M	60	DX-	HY	1,530.00	0.00	1,530.00
06/01/2000	EX_000000259	Machinery Equipment	M	84	SL-	HY	120.09	0.00	120.09
06/01/2000	EX_000000339	Misc. Office Equipment	M	60	DX-	HY	1,613.79	0.00	1,613.79
06/01/2000	EX_000000419	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
06/15/2000	EX_000000020	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
06/15/2000	EX_000000100	Computer Desk	M	84	SL-	HY	4,596.00	0.00	4,596.00
06/15/2000	EX_000000180	PeopleSoft 8.0 Financials	M	60	DX-	HY	9,192.00	0.00	9,192.00
06/15/2000	EX_000000260	Machinery Equipment	M	84	SL-	HY	12,964.45	0.00	12,964.45
06/15/2000	EX_000000340	Misc. Office Equipment	M	60	DX-	HY	1,447.19	0.00	1,447.19
06/15/2000	EX_000000420	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
06/17/2000	EX_000000021	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
06/17/2000	EX_000000101	Computer Desk	M	84	SL-	HY	6,248.00	0.00	6,248.00
06/17/2000	EX_000000181	PeopleSoft 8.0 Financials	M	60	DX-	HY	6,414.00	0.00	6,414.00
06/17/2000	EX_000000261	Machinery Equipment	M	84	SL-	HY	8,064.16	0.00	8,064.16
06/17/2000	EX_000000341	Misc. Office Equipment	M	60	DX-	HY	6,255.43	0.00	6,255.43
06/17/2000	EX_000000421	Solaris 2.6 Standard	M	60	SL-	HY	1,673.00	0.00	1,673.00
06/30/2000	EX_000000022	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
06/30/2000	EX_000000102	Computer Desk	M	84	SL-	HY	783.00	0.00	783.00
06/30/2000	EX_000000182	PeopleSoft 8.0 Financials	M	60	DX-	HY	8,145.00	0.00	8,145.00

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
06/30/2000	EX_000000262	Machinery Equipment	M	84	SL-	HY	11,642.05	0.00	11,642.05
06/30/2000	EX_000000342	Misc. Office Equipment	M	60	DX-	HY	725.60	0.00	725.60
06/30/2000	EX_000000422	Solaris 2.6 Standard	M	60	SL-	HY	4,479.00	0.00	4,479.00
09/01/2000	EX_000000023	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
09/01/2000	EX_000000103	Computer Desk	M	84	SL-	HY	6,597.00	0.00	6,597.00
09/01/2000	EX_000000183	PeopleSoft 8.0 Financials	M	60	DX-	HY	22,485.00	0.00	22,485.00
09/01/2000	EX_000000263	Machinery Equipment	M	84	SL-	HY	574.69	0.00	574.69
09/01/2000	EX_000000343	Misc. Office Equipment	M	60	DX-	HY	2,633.73	0.00	2,633.73
09/01/2000	EX_000000423	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
09/15/2000	EX_000000024	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
09/15/2000	EX_000000104	Computer Desk	M	84	SL-	HY	1,526.00	0.00	1,526.00
09/15/2000	EX_000000184	PeopleSoft 8.0 Financials	M	60	DX-	HY	14,985.00	0.00	14,985.00
09/15/2000	EX_000000264	Machinery Equipment	M	84	SL-	HY	1,724.06	0.00	1,724.06
09/15/2000	EX_000000344	Misc. Office Equipment	M	60	DX-	HY	12,732.64	0.00	12,732.64
09/15/2000	EX_000000424	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
09/17/2000	EX_000000025	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
09/17/2000	EX_000000105	Computer Desk	M	84	SL-	HY	6,318.00	0.00	6,318.00
09/17/2000	EX_000000185	PeopleSoft 8.0 Financials	M	60	DX-	HY	1,530.00	0.00	1,530.00
09/17/2000	EX_000000265	Machinery Equipment	M	84	SL-	HY	225,055.31	0.00	225,055.31
09/17/2000	EX_000000345	Misc. Office Equipment	M	60	DX-	HY	10,104.68	0.00	10,104.68
09/17/2000	EX_000000425	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
09/30/2000	EX_000000026	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
09/30/2000	EX_000000106	Computer Desk	M	84	SL-	HY	1,532.00	0.00	1,532.00
09/30/2000	EX_000000186	PeopleSoft 8.0 Financials	M	60	DX-	HY	7,384.00	0.00	7,384.00
09/30/2000	EX_000000266	Machinery Equipment	M	84	SL-	HY	4,647.44	0.00	4,647.44
09/30/2000	EX_000000346	Misc. Office Equipment	M	60	DX-	HY	4,140.75	0.00	4,140.75
09/30/2000	EX_000000426	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
12/01/2000	EX_000000027	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
12/01/2000	EX_000000107	Computer Desk	M	84	SL-	HY	783.00	0.00	783.00
12/01/2000	EX_000000187	PeopleSoft 8.0 Financials	M	60	DX-	HY	4,596.00	0.00	4,596.00
12/01/2000	EX_000000267	Machinery Equipment	M	84	SL-	HY	1,677.00	0.00	1,677.00
12/01/2000	EX_000000347	Misc. Office Equipment	M	60	DX-	HY	3,810.78	0.00	3,810.78
12/01/2000	EX_000000427	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
12/15/2000	EX_000000028	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
12/15/2000	EX_000000108	Computer Desk	M	84	SL-	HY	7,384.00	0.00	7,384.00
12/15/2000	EX_000000188	PeopleSoft 8.0 Financials	M	60	DX-	HY	6,248.00	0.00	6,248.00
12/15/2000	EX_000000268	Machinery Equipment	M	84	SL-	HY	2,724.47	0.00	2,724.47
12/15/2000	EX_000000348	Misc. Office Equipment	M	60	DX-	HY	1,514.22	0.00	1,514.22
12/15/2000	EX_000000428	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
12/17/2000	EX_000000029	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
12/17/2000	EX_000000109	Computer Desk	M	84	SL-	HY	4,596.00	0.00	4,596.00
12/17/2000	EX_000000189	PeopleSoft 8.0 Financials	M	60	DX-	HY	2,356.00	0.00	2,356.00
12/17/2000	EX_000000269	Machinery Equipment	M	84	SL-	HY	380.49	0.00	380.49
12/17/2000	EX_000000349	Misc. Office Equipment	M	60	DX-	HY	20,184.00	0.00	20,184.00
12/17/2000	EX_000000429	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
12/30/2000	EX_000000030	Toshiba Tecra 8100 PIII 650	M	60	DX-	HY	2,084.00	0.00	2,084.00
12/30/2000	EX_000000110	Computer Desk	M	84	SL-	HY	6,248.00	0.00	6,248.00
12/30/2000	EX_000000190	PeopleSoft 8.0 Financials	M	60	DX-	HY	783.00	0.00	783.00
12/30/2000	EX_000000270	Machinery Equipment	M	84	SL-	HY	56,721.00	0.00	56,721.00
12/30/2000	EX_000000350	Misc. Office Equipment	M	60	DX-	HY	16,907.66	0.00	16,907.66

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
12/30/2000	EX_000000430	Solaris 2.6 Standard	M	60	SL-	HY	4,131.00	0.00	4,131.00
09/01/2001	TEST16	R-ABRENN-695YY1	M	84	SL-	HY	6,000.00	0.00	6,000.00
09/01/2001	TEST17	R-ABRENN-695YY2	M	84	SL-	HY	6,000.00	0.00	6,000.00
09/01/2001	TEST18	R-ABRENN-695YY3	M	84	SL-	HY	6,000.00	0.00	6,000.00
09/24/2001	TEST02	Acctg Date > Trans Date	M	60	DX-	HY	3,147.29	0.00	3,147.29
09/24/2001	TEST04	Accum Depr in current Pd.	M	84	SL-	HY	10,235.47	0.00	10,235.47
09/24/2001	TEST05	Accum booked to prior acctg pd	M	84	SL-	HY	50,000.00	0.00	50,000.00
09/24/2001	TEST06	Cost < Cap. Limit	M	84	SL-	HY	499.00	0.00	499.00
09/24/2001	TEST07	No Deprec below cost basis lim	M	84	SL-	HY	70,000.00	0.00	70,000.00
09/24/2001	TEST08	MultCurr	M	84	SL-	HY	7,620.85	0.00	7,620.85
09/24/2001	TEST09	No deprec > than limit on Depr	M	60	DX-	HY	90,000.00	0.00	90,000.00
09/24/2001	TEST10	Deprec start on In Service dat	M	84	SL-	HY	100,000.00	0.00	100,000.00
09/24/2001	TEST11	Change Convention	M	84	SL-	HY	110,000.00	0.00	110,000.00
09/24/2001	TEST12	Change Estimated Life	M	84	SL-	HY	120,000.00	0.00	120,000.00
09/24/2001	TEST13	Change Method	M	84	SL-	HY	130,000.00	0.00	130,000.00
09/24/2001	TEST15	LKE Addition	M	84	SL-	HY	234,500.00	0.00	234,500.00
01/23/2002	DSPWRK01	DW multichart with approval	M	60	DX-	HY	30,000.00	0.00	30,000.00
01/23/2002	DSPWRK02	DW multichart without approval	M	60	DX-	HY	30,000.00	0.00	30,000.00
03/16/2002	STEP_LEASE_1	Step Lease Test 1	M	60	DX-	HY	6,671.44	0.00	6,671.44
04/24/2002	TEST01	Express Add Asset	M	84	SL-	HY	1,494.51	0.00	1,494.51
11/20/2002	ICE02	ice 581697000	M	60	DX-	HY	20,000.00	0.00	20,000.00
01/01/2003	AIUAM3	IUAM3	M	60	DX-	HY	100,000.00	0.00	100,000.00
01/01/2003	ICE03	Computer	M	60	DX-	HY	7,615.80	0.00	7,615.80
01/01/2003	MC_RETIRE	Multichartfield Retire Issue	M	60	DX-	HY	25,000.00	0.00	25,000.00
01/30/2003	BIUAM2	IUAM2	M	60	DX-	AM	108,360.14	0.00	108,360.14
05/28/2003	ICE06	614246000	M	60	DX-	HY	62,000.00	0.00	62,000.00
05/28/2003	ICE07	Automobile	M	60	DX-	HY	62,000.00	0.00	62,000.00
08/01/2003	TEST_RPT_1	Test reports	M	60	DX-	HY	55,000.00	0.00	55,000.00
09/01/2003	000000000211	2003 BMW Convertible	M	60	DX-	HY	65,000.00	0.00	65,000.00
09/05/2003	000000000089	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000090	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000091	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000092	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000093	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000094	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000095	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000096	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000097	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000098	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000099	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000100	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000101	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000102	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000103	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000104	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000105	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000106	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000107	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000108	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000109	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
09/05/2003	000000000110	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000111	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000112	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000113	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000114	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000115	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000116	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000117	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000118	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000119	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000120	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000121	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000122	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000123	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000124	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000125	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000126	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000127	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000128	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000129	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000130	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000131	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000132	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000133	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000134	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000135	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000136	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000137	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000138	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000139	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000140	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000141	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000142	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000143	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000144	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000145	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000146	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000147	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000148	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000149	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000150	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000151	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000152	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000153	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000154	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000155	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000156	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000157	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000158	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000159	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
09/05/2003	000000000160	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000161	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000162	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000163	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000164	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000165	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000166	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000167	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000168	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000169	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000170	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000171	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000172	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000173	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000174	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000175	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000176	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000177	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000178	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000179	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000180	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000181	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000182	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000183	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000184	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000185	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000186	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000187	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/05/2003	000000000188	afds	M	60	DX-	HY	1,010.00	0.00	1,010.00
09/08/2003	000000000192	Split_Line_1	M	60	DX-	HY	7,000.00	0.00	7,000.00
09/08/2003	000000000193	Aluminum Pressure Cooker	M	84	SL-	HY	4,587.00	0.00	4,587.00
09/08/2003	000000000195	TEST PO TO AM	M	60	DX-	HY	4,000.00	0.00	4,000.00
09/08/2003	000000000196	Classic 9820 Compass	M	84	SL-	HY	5,004.00	0.00	5,004.00
09/08/2003	000000000197	This field is required on PO	M	60	DX-	HY	1,500.00	0.00	1,500.00
09/08/2003	000000000198	AUTO	M	60	DX-	HY	3,127.50	0.00	3,127.50
09/08/2003	000000000199	AUTO	M	60	DX-	HY	10,425.00	0.00	10,425.00
09/08/2003	000000000200	AUTO	M	60	DX-	HY	7,297.50	0.00	7,297.50
09/08/2003	PTP-02-02A	PTP-02-02A-Design	M	60	DX-	HY	2,500.00	0.00	2,500.00
09/08/2003	PTP-02-02B	PTP-02-02B-Implementl	M	60	DX-	HY	17,500.00	0.00	17,500.00
09/08/2003	PTP-02-02C	PTP-02-02C-Install	M	60	DX-	HY	9,000.00	0.00	9,000.00
09/08/2003	PTP-02-02D	PTP-02-02D-Design	M	60	DX-	HY	1,034.84	0.00	1,034.84
09/08/2003	PTP-02-02E	PTP-02-02E-Implementl	M	60	DX-	HY	5,000.00	0.00	5,000.00
09/08/2003	PTP-02-02F	PTP-02-02F-Install	M	60	DX-	HY	2,695.98	0.00	2,695.98
09/08/2003	PTP-03-02A	Computer	M	60	DX-	HY	2,500.00	0.00	2,500.00
09/09/2003	000000000201	Deluxe Sports Stove, Double Bu	M	84	SL-	HY	2,981.55	0.00	2,981.55
09/09/2003	000000000202	Deluxe Sports Stove, Double Bu	M	84	SL-	HY	1,146.75	0.00	1,146.75
09/09/2003	000000000203	Deluxe Sports Stove, Double Bu	M	84	SL-	HY	458.70	0.00	458.70
09/09/2003	000000000204	Cookie's Chow Kit Utensils	M	84	SL-	HY	2,085.00	0.00	2,085.00
09/09/2003	000000000207	Sierra 1 Burner Stove	M	84	SL-	HY	4,691.25	0.00	4,691.25
09/09/2003	000000000208	COMPUTERS	M	60	DX-	HY	1,042.50	0.00	1,042.50

In Service	Asset ID	Description	Reg	Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
09/09/2003	PARTIAL1	Computer	M	60	DX-	HY	52,000.00	0.00	52,000.00
09/10/2003	000000000216	COMPUTERS	M	60	DX-	HY	521.25	0.00	521.25
09/10/2003	000000000217	COMPUTERS	M	60	DX-	HY	521.25	0.00	521.25
09/10/2003	000000000218	COMPUTERS	M	60	DX-	HY	521.25	0.00	521.25
09/10/2003	000000000219	COMPUTERS	M	60	DX-	HY	521.25	0.00	521.25
Total for Date Range 01/01/2000 - 09/30/2003							2,751,113.56	0.00	2,751,113.56

In Service	Asset ID	Description	Reg Life	Method	Conv	Cost Basis	Basis Red Total	Net Cost
Total for Date Range 09/30/2003 - 12/31/2003						0.00	0.00	0.00
Total for Book ID FEDERAL						2,751,113.56	0.00	2,751,113.56
40% Rule NOT Met - 0.00 of total asset value placed in service since 09/30/2003								
Total for Bus. Unit US001						2,751,113.56	0.00	2,751,113.56
40% Rule NOT Met - 0.00 of total asset value placed in service since 09/30/2003								
Total for Report Date Range 01/01/2000 - 09/30/2003						2,751,113.56	0.00	2,751,113.56
Total for Report Date Range 09/30/2003 - 12/31/2003						0.00	0.00	0.00
Total for Report						2,751,113.56	0.00	2,751,113.56
40% Rule NOT Met - 0.00 of total asset value placed in service since 09/30/2003								

End of Report

Asset Id	Description	Reg	Rec. Life	In Serv	Est. Life	Method	Ret Amount	Reserve	Proceeds	AMT G/L	Reg G/L	Adjustment
000000000211	2003 BMW Conver	M	5	09/01/2003	60	DX	0.00	0.00	0.00	0.00	-9,864.00	9,864.00
EX_000000002	2000 Chevrolet	M	5	06/30/1999	60	DX	0.00	0.00	0.00	0.00	-33,546.98	33,546.98
TEST_RPT_1	Test reports	M	5	08/01/2003	60	DX	0.00	0.00	0.00	0.00	6,020.00	-6,020.00
	Total for Bus. Unit US001						0.00	0.00	0.00	0.00	-37,390.98	37,390.98
	Total for Report						0.00	0.00	0.00	0.00	-37,390.98	37,390.98

End of Report

Asset Id	Description	Rec. Reg	Life	In Serv	Est. Life	Method	Ret Amount	Reserve	Proceeds	ACE G/L	AMT G/L	Adjustment
			0		0		0.00	0.00	0.00	0.00	0.00	0.00
	Total for Bus. Unit						0.00	0.00	0.00	0.00	0.00	0.00
	Total for Report						0.00	0.00	0.00	0.00	0.00	0.00

End of Report



Report ID: AMAD1010

PeopleSoft Asset Management

Advanced Depreciation Reversal Schedule

Business Unit:

AssetID	DeptID	Fiscal Year	Reversal Amount

End Of Report

PeopleSoft Asset Management

AP/AM RECONCILIATION REPORT

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL

Voucher ID	Ln	Inv Date	AP Status	AP Cost	AssetID	AM Dist Stat	AM Cost
Category:							
00000085	1	7/7/10	Posted	400.00	NEXT	Not Distributed	0.00
00000102	1	7/10/10	Posted	3,127.50	NEXT555	Not Distributed	0.00
00000102	2	7/10/10	Posted	7,297.50	NEXT555	Not Distributed	0.00
00000121	1	7/11/10	Posted	275.00	NEXT	Not Distributed	0.00
00000121	2	7/11/10	Posted	250.00	NEXT	Not Distributed	0.00
00000121	3	7/11/10	Posted	480.00	NEXT	Not Distributed	0.00
PTP0202A	1	7/10/10	Posted	0.69	NEXT	Not Distributed	0.00
PTP0202A	1	7/10/10	Posted	2,500.00	NEXT	Not Distributed	0.00
PTP0202A	2	7/10/10	Posted	2.47	NEXT	Not Distributed	0.00
PTP0202A	2	7/10/10	Posted	9,000.00	NEXT	Not Distributed	0.00
PTP0202A	3	7/10/10	Posted	4.80	NEXT	Not Distributed	0.00
PTP0202A	3	7/10/10	Posted	17,500.00	NEXT	Not Distributed	0.00
PTP0202B	2	7/10/10	Posted	0.58	NEXT	Not Distributed	0.00
PTP0202B	2	7/10/10	Posted	2,100.00	NEXT	Not Distributed	0.00
PTP0202B	3	7/10/10	Posted	1.37	NEXT	Not Distributed	0.00
PTP0202B	3	7/10/10	Posted	5,000.00	NEXT	Not Distributed	0.00
PTP0202C	1	7/10/10	Posted	1,034.84	NEXT	Not Distributed	0.00
PTP0202D	1	7/10/10	Posted	595.98	NEXT	Not Distributed	0.00
PTP0301	1	7/7/10	Posted	0.69	NEXT	Not Distributed	0.00
PTP0301	1	7/7/10	Posted	2,500.00	NEXT	Not Distributed	0.00
PTP0301	2	7/7/10	Posted	2.47	NEXT	Not Distributed	0.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL
Category:

PTP0301	2	7/7/10	Posted	9,000.00	NEXT	Not Distributed	0.00
PTP0301	3	7/7/10	Posted	4.80	NEXT	Not Distributed	0.00
PTP0301	3	7/7/10	Posted	17,500.00	NEXT	Not Distributed	0.00
PTP0302	1	7/10/10	Posted	2,500.00	NEXT	Not Distributed	0.00
PTP0302	2	7/10/10	Posted	9,000.00	NEXT	Not Distributed	0.00
PTP0302	3	7/10/10	Posted	17,500.00	NEXT	Not Distributed	0.00
Total for Category: AUTO				**107,578.69**			**0.00**
00000084	1	7/7/10	Posted	101,000.00	000000000089	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000090	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000091	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000092	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000093	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000094	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000095	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000096	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000097	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000098	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000099	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000100	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000101	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000102	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000103	Capitalized	1,000.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL
Category: AUTO

00000084	1	7/7/10	Posted	101,000.00	000000000104	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000105	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000106	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000107	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000108	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000109	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000110	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000111	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000112	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000113	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000114	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000115	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000116	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000117	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000118	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000119	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000120	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000121	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000122	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000123	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000124	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000125	Capitalized	1,000.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL
Category: AUTO

00000084	1	7/7/10	Posted	101,000.00	000000000126	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000127	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000128	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000129	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000130	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000131	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000132	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000133	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000134	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000135	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000136	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000137	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000138	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000139	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000140	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000141	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000142	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000143	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000144	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000145	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000146	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000147	Capitalized	1,000.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL
Category: AUTO

00000084	1	7/7/10	Posted	101,000.00	000000000148	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000149	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000150	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000151	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000152	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000153	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000154	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000155	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000156	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000157	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000158	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000159	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000160	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000161	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000162	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000163	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000164	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000165	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000166	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000167	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000168	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000169	Capitalized	1,000.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL
Category: AUTO

00000084	1	7/7/10	Posted	101,000.00	000000000170	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000171	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000172	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000173	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000174	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000175	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000176	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000177	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000178	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000179	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000180	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000181	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000182	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000183	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000184	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000185	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000186	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000187	Capitalized	1,000.00
00000084	1	7/7/10	Posted	101,000.00	000000000188	Capitalized	1,000.00
00000105	1	7/10/10	Posted	3,127.50	000000000198	Capitalized	3,127.50
00000105	1	7/10/10	Posted	7,297.50	000000000200	Capitalized	7,297.50
00000105	2	7/10/10	Posted	10,425.00	000000000199	Capitalized	10,425.00

AP Business Unit: US001
AM Business Unit: US001
Ledger Group: RECORDING
Ledger: LOCAL

Total for AUTO				**10,120,850.00**			**120,850.00**
Category: ME							
00000100	1	7/10/10	Posted	4,587.00	000000000193	Capitalized	4,587.00
00000103	1	7/10/10	Posted	4,908.00	000000000196	Capitalized	5,004.00
00000106	1	7/11/10	Posted	2,981.55	000000000201	Capitalized	2,981.55
00000106	1	7/11/10	Posted	458.70	000000000203	Capitalized	458.70
00000106	1	7/11/10	Posted	1,146.75	000000000202	Capitalized	1,146.75
00000107	1	7/11/10	Posted	834.00	000000000204	Capitalized	834.00
00000107	1	7/11/10	Posted	1,668.00	000000000204	Capitalized	625.50
00000107	1	7/11/10	Posted	625.50	000000000204	Capitalized	834.00
00000107	1	7/11/10	Posted	1,251.00	000000000204	Capitalized	625.50
00000107	1	7/11/10	Posted	625.50	000000000204	Capitalized	834.00
00000107	1	7/11/10	Posted	1,251.00	000000000204	Capitalized	625.50
00000118	1	7/11/10	Posted	4,691.25	000000000207	Capitalized	4,691.25
Total for ME				**25,028.25**			**23,247.75**
Category: OFFCE							
VOUCHER1	1	7/11/10	Posted	1,042.50	000000000208	Capitalized	1,042.50
VOUCHER9	1	7/12/10	Posted	521.25	000000000216	Capitalized	521.25
VOUCHER9	1	7/12/10	Posted	521.25	000000000217	Capitalized	521.25
VOUCHER9	1	7/12/10	Posted	521.25	000000000218	Capitalized	521.25
VOUCHER9	1	7/12/10	Posted	521.25	000000000219	Capitalized	521.25
Total for OFFCE				**3,127.50**			**3,127.50**
Total by Ledger:				**10,256,584.44**			**147,225.25**

AP Business Unit: US001

AM Business Unit: US001

Ledger Group: RECORDING

Ledger: LOCAL

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Book: CORP						
Deptid:						
EX_000000498	Building A NEWYORK		BLDG	20,000,000.00	0.00	0.00
EX_000000499	Building B NEWYORK		BLDG	30,000,000.00	0.00	0.00
EX_000000500	Building C NEWYORK		BLDG	16,656,483.00	0.00	0.00
EX_CHILD0016	Heating/Air NEWYORK		BLDG	200,000.00	0.00	0.00
EX_CHILD0019	Sony Monitor		OFFCE	14,400.00	0.00	0.00
EX_CHILD0020	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0021	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0022	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0023	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0024	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0025	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0026	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0027	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0028	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0029	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0030	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0031	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0032	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0033	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0034	Sony Monitor		OFFCE	1,200.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:						
EX_CHILD0035	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0036	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0037	Sony Monitor		OFFCE	1,200.00	0.00	0.00
ICE02	ice 581697000		AUTO	20,000.00	0.00	18,000.00
ICE03	Computer		OFFCE	7,615.80	761.58	7,615.80
ICE04	Automobile		AUTO	6,154.07	172.31	6,154.07
ICE05	607926000		OFFCE	3,477.94	313.23	3,477.94
ICE06	614246000		AUTO	62,000.00	3,750.00	3,750.00
ICE07	Automobile		AUTO	62,000.00	4,363.65	4,363.65
PTP-03-02A	Computer		OFFCE PTP-03-02	2,500.00	0.00	0.00
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	582.39	1,198.22
Total for				**67,059,566.53**	**9,943.16**	**44,559.68**
Deptid:10000						
EDGAR02	Building Test 2	10000	BLDG	30,000.00	1,125.00	2,125.00
EX_000000283	Misc. Office Equipment NEWYORK	10000	OFFCE	8,536.91	0.00	0.00
EX_000000284	Misc. Office Equipment NEWYORK	10000	OFFCE	7,722.62	0.00	0.00
EX_000000285	Misc. Office Equipment NEWYORK	10000	OFFCE	34,670.90	0.00	0.00
EX_000000286	Misc. Office Equipment NEWYORK	10000	OFFCE	1,978.00	0.00	0.00
EX_000000287	Misc. Office Equipment NEWYORK	10000	OFFCE	4,356.62	0.00	0.00
EX_000000288	Misc. Office Equipment NEWYORK	10000	OFFCE	1,613.79	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 10000						
EX_000000289	Misc. Office Equipment NEWYORK	10000	OFFCE	1,447.19	0.00	0.00
EX_000000290	Misc. Office Equipment NEWYORK	10000	OFFCE	6,255.43	0.00	0.00
EX_000000291	Misc. Office Equipment NEWYORK	10000	OFFCE	725.60	0.00	0.00
EX_000000292	Misc. Office Equipment NEWYORK	10000	OFFCE	2,633.73	0.00	0.00
EX_000000293	Misc. Office Equipment NEWYORK	10000	OFFCE	4,032.68	0.00	0.00
EX_000000294	Misc. Office Equipment NEWYORK	10000	OFFCE	9,439.01	0.00	0.00
EX_000000295	Misc. Office Equipment NEWYORK	10000	OFFCE	3,290.72	0.00	0.00
EX_000000296	Misc. Office Equipment NEWYORK	10000	OFFCE	12,073.98	0.00	0.00
EX_000000297	Misc. Office Equipment NEWYORK	10000	OFFCE	4,620.24	0.00	0.00
EX_000000298	Misc. Office Equipment NEWYORK	10000	OFFCE	1,695.49	0.00	0.00
EX_000000299	Misc. Office Equipment NEWYORK	10000	OFFCE	235.62	0.00	0.00
EX_000000300	Misc. Office Equipment NEWYORK	10000	OFFCE	640.00	0.00	0.00
EX_000000301	Misc. Office Equipment NEWYORK	10000	OFFCE	38.10	0.00	0.00
EX_000000302	Misc. Office Equipment NEWYORK	10000	OFFCE	108.29	0.00	0.00
EX_000000303	Misc. Office Equipment NEWYORK	10000	OFFCE	74.20	0.00	0.00
PTP-02-02A	PTP-02-02A-Design NEWYORK	10000	OFFCE PTP-02-02	2,500.00	104.17	104.17
PTP-02-02B	PTP-02-02B-Implementl NEWYORK	10000	OFFCE PTP-02-02	17,500.00	729.17	729.17
PTP-02-02C	PTP-02-02C-Install NEWYORK	10000	OFFCE PTP-02-02	9,000.00	375.00	375.00
PTP-02-02D	PTP-02-02D-Design NEWYORK	10000	SOFT PTP-02-02	1,034.84	57.49	57.49
PTP-02-02E	PTP-02-02E-Implementl NEWYORK	10000	SOFT PTP-02-02	5,000.00	277.78	277.78

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 10000						
PTP-02-02F	PTP-02-02F-Install NEWYORK	10000	SOFT PTP-02-02	2,695.98	149.78	149.78
Total for 10000				**173,919.94**	**2,818.39**	**3,818.39**
Deptid: 10200						
000000000198	AUTO	10200	AUTO	3,127.50	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000106	0.00	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000107	65,000.00	0.00	0.00
TEST_RPT_1	Test reports	10200 ALLPRD	AUTO 0000000106	0.00	883.33	883.33
TEST_RPT_1	Test reports	10200 ALLPRD	LAUTO 0000000106	55,000.00	883.34	883.34
Total for 10200				**123,127.50**	**1,766.67**	**1,766.67**
Deptid: 10500						
EX_000000304	Misc. Office Equipment NEWYORK	10500	OFFCE	1,248.31	0.00	0.00
EX_000000305	Misc. Office Equipment NEWYORK	10500	OFFCE	2,493.42	0.00	0.00
EX_000000306	Misc. Office Equipment NEWYORK	10500	OFFCE	15,899.05	0.00	0.00
EX_000000307	Misc. Office Equipment NEWYORK	10500	OFFCE	10,141.16	0.00	0.00
EX_000000308	Misc. Office Equipment NEWYORK	10500	OFFCE	3,237.31	0.00	0.00
EX_000000309	Misc. Office Equipment NEWYORK	10500	OFFCE	1,598.75	0.00	0.00
EX_000000310	Misc. Office Equipment NEWYORK	10500	OFFCE	2,914.51	0.00	0.00
EX_000000311	Misc. Office Equipment NEWYORK	10500	OFFCE	1,858.23	0.00	0.00
EX_000000312	Misc. Office Equipment NEWYORK	10500	OFFCE	113.13	0.00	0.00
EX_000000313	Misc. Office Equipment NEWYORK	10500	OFFCE	7,573.53	0.00	0.00
EX_000000314	Misc. Office Equipment NEWYORK	10500	OFFCE	4,670.87	0.00	0.00
EX_000000315	Misc. Office Equipment NEWYORK	10500	OFFCE	4,181.98	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:10500						
EX_000000316	Misc. Office Equipment NEWYORK	10500	OFFCE	3,676.00	0.00	0.00
EX_000000317	Misc. Office Equipment NEWYORK	10500	OFFCE	7,104.72	0.00	0.00
EX_000000318	Misc. Office Equipment NEWYORK	10500	OFFCE	14,863.64	0.00	0.00
EX_000000319	Misc. Office Equipment NEWYORK	10500	OFFCE	2,902.13	0.00	0.00
MC_RETIRE	Multichartfield Retire Issue	10500	AUTO	10,000.00	1,226.68	1,226.68
Total for 10500				**94,476.74**	**1,226.68**	**1,226.68**
Deptid:11000						
000000000089	afds	11000	AUTO	1,010.00	0.00	0.00
000000000090	afds	11000	AUTO	1,010.00	0.00	0.00
000000000091	afds	11000	AUTO	1,010.00	0.00	0.00
000000000092	afds	11000	AUTO	1,010.00	0.00	0.00
000000000093	afds	11000	AUTO	1,010.00	0.00	0.00
000000000094	afds	11000	AUTO	1,010.00	0.00	0.00
000000000095	afds	11000	AUTO	1,010.00	0.00	0.00
000000000096	afds	11000	AUTO	1,010.00	0.00	0.00
000000000097	afds	11000	AUTO	1,010.00	0.00	0.00
000000000098	afds	11000	AUTO	1,010.00	0.00	0.00
000000000099	afds	11000	AUTO	1,010.00	0.00	0.00
000000000100	afds	11000	AUTO	1,010.00	0.00	0.00
000000000101	afds	11000	AUTO	1,010.00	0.00	0.00
000000000102	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 11000						
000000000103	afds	11000	AUTO	1,010.00	0.00	0.00
000000000104	afds	11000	AUTO	1,010.00	0.00	0.00
000000000105	afds	11000	AUTO	1,010.00	0.00	0.00
000000000106	afds	11000	AUTO	1,010.00	0.00	0.00
000000000107	afds	11000	AUTO	1,010.00	0.00	0.00
000000000108	afds	11000	AUTO	1,010.00	0.00	0.00
000000000109	afds	11000	AUTO	1,010.00	0.00	0.00
000000000110	afds	11000	AUTO	1,010.00	0.00	0.00
000000000111	afds	11000	AUTO	1,010.00	0.00	0.00
000000000112	afds	11000	AUTO	1,010.00	0.00	0.00
000000000113	afds	11000	AUTO	1,010.00	0.00	0.00
000000000114	afds	11000	AUTO	1,010.00	0.00	0.00
000000000115	afds	11000	AUTO	1,010.00	0.00	0.00
000000000116	afds	11000	AUTO	1,010.00	0.00	0.00
000000000117	afds	11000	AUTO	1,010.00	0.00	0.00
000000000118	afds	11000	AUTO	1,010.00	0.00	0.00
000000000119	afds	11000	AUTO	1,010.00	0.00	0.00
000000000120	afds	11000	AUTO	1,010.00	0.00	0.00
000000000121	afds	11000	AUTO	1,010.00	0.00	0.00
000000000122	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000123	afds	11000	AUTO	1,010.00	0.00	0.00
000000000124	afds	11000	AUTO	1,010.00	0.00	0.00
000000000125	afds	11000	AUTO	1,010.00	0.00	0.00
000000000126	afds	11000	AUTO	1,010.00	0.00	0.00
000000000127	afds	11000	AUTO	1,010.00	0.00	0.00
000000000128	afds	11000	AUTO	1,010.00	0.00	0.00
000000000129	afds	11000	AUTO	1,010.00	0.00	0.00
000000000130	afds	11000	AUTO	1,010.00	0.00	0.00
000000000131	afds	11000	AUTO	1,010.00	0.00	0.00
000000000132	afds	11000	AUTO	1,010.00	0.00	0.00
000000000133	afds	11000	AUTO	1,010.00	0.00	0.00
000000000134	afds	11000	AUTO	1,010.00	0.00	0.00
000000000135	afds	11000	AUTO	1,010.00	0.00	0.00
000000000136	afds	11000	AUTO	1,010.00	0.00	0.00
000000000137	afds	11000	AUTO	1,010.00	0.00	0.00
000000000138	afds	11000	AUTO	1,010.00	0.00	0.00
000000000139	afds	11000	AUTO	1,010.00	0.00	0.00
000000000140	afds	11000	AUTO	1,010.00	0.00	0.00
000000000141	afds	11000	AUTO	1,010.00	0.00	0.00
000000000142	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000143	afds	11000	AUTO	1,010.00	0.00	0.00
000000000144	afds	11000	AUTO	1,010.00	0.00	0.00
000000000145	afds	11000	AUTO	1,010.00	0.00	0.00
000000000146	afds	11000	AUTO	1,010.00	0.00	0.00
000000000147	afds	11000	AUTO	1,010.00	0.00	0.00
000000000148	afds	11000	AUTO	1,010.00	0.00	0.00
000000000149	afds	11000	AUTO	1,010.00	0.00	0.00
000000000150	afds	11000	AUTO	1,010.00	0.00	0.00
000000000151	afds	11000	AUTO	1,010.00	0.00	0.00
000000000152	afds	11000	AUTO	1,010.00	0.00	0.00
000000000153	afds	11000	AUTO	1,010.00	0.00	0.00
000000000154	afds	11000	AUTO	1,010.00	0.00	0.00
000000000155	afds	11000	AUTO	1,010.00	0.00	0.00
000000000156	afds	11000	AUTO	1,010.00	0.00	0.00
000000000157	afds	11000	AUTO	1,010.00	0.00	0.00
000000000158	afds	11000	AUTO	1,010.00	0.00	0.00
000000000159	afds	11000	AUTO	1,010.00	0.00	0.00
000000000160	afds	11000	AUTO	1,010.00	0.00	0.00
000000000161	afds	11000	AUTO	1,010.00	0.00	0.00
000000000162	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000163	afds	11000	AUTO	1,010.00	0.00	0.00
000000000164	afds	11000	AUTO	1,010.00	0.00	0.00
000000000165	afds	11000	AUTO	1,010.00	0.00	0.00
000000000166	afds	11000	AUTO	1,010.00	0.00	0.00
000000000167	afds	11000	AUTO	1,010.00	0.00	0.00
000000000168	afds	11000	AUTO	1,010.00	0.00	0.00
000000000169	afds	11000	AUTO	1,010.00	0.00	0.00
000000000170	afds	11000	AUTO	1,010.00	0.00	0.00
000000000171	afds	11000	AUTO	1,010.00	0.00	0.00
000000000172	afds	11000	AUTO	1,010.00	0.00	0.00
000000000173	afds	11000	AUTO	1,010.00	0.00	0.00
000000000174	afds	11000	AUTO	1,010.00	0.00	0.00
000000000175	afds	11000	AUTO	1,010.00	0.00	0.00
000000000176	afds	11000	AUTO	1,010.00	0.00	0.00
000000000177	afds	11000	AUTO	1,010.00	0.00	0.00
000000000178	afds	11000	AUTO	1,010.00	0.00	0.00
000000000179	afds	11000	AUTO	1,010.00	0.00	0.00
000000000180	afds	11000	AUTO	1,010.00	0.00	0.00
000000000181	afds	11000	AUTO	1,010.00	0.00	0.00
000000000182	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000183	afds	11000	AUTO	1,010.00	0.00	0.00
000000000184	afds	11000	AUTO	1,010.00	0.00	0.00
000000000185	afds	11000	AUTO	1,010.00	0.00	0.00
000000000186	afds	11000	AUTO	1,010.00	0.00	0.00
000000000187	afds	11000	AUTO	1,010.00	0.00	0.00
000000000188	afds	11000	AUTO	1,010.00	0.00	0.00
000000000193	Aluminum Pressure Cooker	11000	ME	4,587.00	54.61	54.61
000000000195	TEST PO TO AM	11000	OFFCE	4,000.00	0.00	0.00
000000000196	Classic 9820 Compass	11000	ME	5,004.00	59.57	59.57
000000000197	This field is required on PO	11000	OFFCE	1,500.00	0.00	0.00
000000000201	Deluxe Sports Stove, Double	11000	ME	2,981.55	0.00	0.00
000000000202	Deluxe Sports Stove, Double	11000	ME	1,146.75	0.00	0.00
000000000203	Deluxe Sports Stove, Double	11000	ME	458.70	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	11000	ME	834.00	0.00	0.00
000000000207	Sierra 1 Burner Stove	11000	ME	4,691.25	0.00	0.00
DSPWRK01	DW multichart with approva	11000	AUTO	11,000.00	1,506.51	3,347.81
DSPWRK02	DW multichart without appr	11000	AUTO	11,000.00	1,506.51	3,347.81
EX_000000011	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000012	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000013	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000015	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000016	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000017	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000018	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000019	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000020	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000021	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000022	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000023	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000024	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000025	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000026	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000027	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000028	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000029	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000030	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000031	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000032	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000033	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000034	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000035	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000036	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000037	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000038	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000039	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000040	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000041	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000042	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000043	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000044	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000045	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000046	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000047	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000048	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000049	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000050	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000051	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000052	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000053	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000054	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000055	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000056	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000057	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000058	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000059	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000060	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000061	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000062	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000063	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000064	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000065	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000066	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000067	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000068	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000069	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000070	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000071	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000073	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000074	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000075	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000076	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000077	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000078	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000079	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000081	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000082	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000083	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000084	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000085	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000086	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000087	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000088	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000089	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000090	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000320	Misc. Office Equipment NEWYORK	11000	OFFCE	1,450.06	0.00	0.00
EX_000000321	Misc. Office Equipment NEWYORK	11000	OFFCE	4,468.52	0.00	0.00
EX_000000322	Misc. Office Equipment NEWYORK	11000	OFFCE	12,501.02	0.00	0.00
EX_000000323	Misc. Office Equipment NEWYORK	11000	OFFCE	16,895.34	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000324	Misc. Office Equipment NEWYORK	11000	OFFCE	2,892.10	0.00	0.00
EX_000000325	Misc. Office Equipment NEWYORK	11000	OFFCE	6,217.42	0.00	0.00
EX_000000326	Misc. Office Equipment NEWYORK	11000	OFFCE	1,454.99	0.00	0.00
EX_000000327	Misc. Office Equipment NEWYORK	11000	OFFCE	1,555.54	0.00	0.00
EX_000000328	Misc. Office Equipment NEWYORK	11000	OFFCE	1,866.25	0.00	0.00
EX_000000329	Misc. Office Equipment NEWYORK	11000	OFFCE	726.99	0.00	0.00
EX_000000330	Misc. Office Equipment NEWYORK	11000	OFFCE	6,267.42	0.00	0.00
EX_000000331	Misc. Office Equipment NEWYORK	11000	OFFCE	1,449.96	0.00	0.00
EX_000000332	Misc. Office Equipment NEWYORK	11000	OFFCE	2,823.51	0.00	0.00
EX_000000333	Misc. Office Equipment NEWYORK	11000	OFFCE	1,455.45	0.00	0.00
EX_000000334	Misc. Office Equipment NEWYORK	11000	OFFCE	3,119.11	0.00	0.00
EX_000000335	Misc. Office Equipment NEWYORK	11000	OFFCE	1,617.39	0.00	0.00
EX_000000336	Misc. Office Equipment NEWYORK	11000	OFFCE	727.22	0.00	0.00
EX_000000337	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000338	Misc. Office Equipment NEWYORK	11000	OFFCE	4,356.62	0.00	0.00
EX_000000339	Misc. Office Equipment NEWYORK	11000	OFFCE	1,613.79	0.00	0.00
EX_000000340	Misc. Office Equipment NEWYORK	11000	OFFCE	1,447.19	0.00	0.00
EX_000000341	Misc. Office Equipment NEWYORK	11000	OFFCE	6,255.43	0.00	0.00
EX_000000342	Misc. Office Equipment NEWYORK	11000	OFFCE	725.60	0.00	0.00
EX_000000343	Misc. Office Equipment NEWYORK	11000	OFFCE	2,633.73	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000344	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000345	Misc. Office Equipment NEWYORK	11000	OFFCE	10,104.68	0.00	0.00
EX_000000346	Misc. Office Equipment NEWYORK	11000	OFFCE	4,140.75	0.00	0.00
EX_000000347	Misc. Office Equipment NEWYORK	11000	OFFCE	3,810.78	0.00	0.00
EX_000000348	Misc. Office Equipment NEWYORK	11000	OFFCE	1,514.22	0.00	0.00
EX_000000363	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	236.13	0.00	0.00
EX_000000364	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	140,895.36	0.00	0.00
EX_000000365	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	348.00	0.00	0.00
EX_000000366	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	147,076.32	0.00	0.00
EX_000000367	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	696.00	0.00	0.00
EX_000000368	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.50	0.00	0.00
EX_000000369	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.51	0.00	0.00
EX_000000370	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.52	0.00	0.00
EX_000000371	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000372	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000373	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	909.00	0.00	0.00
EX_000000374	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	225.00	0.00	0.00
EX_000000375	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000376	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000377	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000378	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000379	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000380	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000381	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000382	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000383	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000384	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000385	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000386	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000387	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000388	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000389	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000390	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000391	Sun Ultra Memory 256MB r NEWYORK	11000	ME	15,000.00	0.00	0.00
EX_000000392	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000393	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000394	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000395	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000396	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000397	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000398	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000399	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000400	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000401	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000402	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000403	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000404	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000405	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000406	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000407	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000408	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000409	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000410	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000411	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000412	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000413	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000414	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000415	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000416	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000417	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000418	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000419	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000420	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000421	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000422	Solaris 2.6 Standard NEWYORK	11000	ME	4,479.00	0.00	0.00
EX_000000423	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000424	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000425	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000426	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000427	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000428	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000429	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000430	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000431	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000432	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000433	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000434	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000435	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000436	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000437	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000438	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000439	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000440	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000441	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000442	Solaris 2.6 Standard NEWYORK	11000	ME	5,035.00	0.00	0.00
EX_CHILD0003	License Fee NEWYORK	11000	SOFT	125,000.00	0.00	0.00
EX_CHILD0004	Training Fees NEWYORK	11000	SOFT	7,500.00	0.00	0.00
EX_CHILD0005	Consulting NEWYORK	11000	SOFT	2,500.00	0.00	0.00
EX_CHILD0007	Monitor NEWYORK	11000	OFFCE	1,000.00	0.00	0.00
EX_CHILD0008	Speakers NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0009	Memory NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_PARENT001	Toshiba Equim7100D NEWYORK	11000	OFFCE	5,000.00	0.00	0.00
EX_PARENT004	PeopleSoft 8.0	11000	SOFT	250,000.00	0.00	0.00
MC_RETIRE	Multichartfield Retire Issue	11000	AUTO	15,000.00	1,840.00	1,840.00
Total for 11000				**1,450,979.95**	**4,967.20**	**8,649.80**
Deptid:12000						
000000000192	Split_Line_1	12000	OFFCE	5,000.00	0.00	0.00
000000000200	AUTO	12000	AUTO	7,297.50	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	12000	ME	625.50	0.00	0.00
000000000208	COMPUTERS	12000	OFFCE	1,042.50	0.00	0.00
BRA001	BRA001 - TEST	12000	AUTO	0.00	-566.66	433.34

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:12000						
BRA001	BRA001 - TEST	12000	FF	0.00	0.00	0.00
DSPWRK01	DW multichart with approva	12000	AUTO	12,000.00	1,643.49	3,652.19
DSPWRK02	DW multichart without appr	12000	AUTO	12,000.00	1,643.49	3,652.19
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	12000	OFFCE	1,324.00	0.00	0.00
EX_000000349	Misc. Office Equipment NEWYORK	12000	OFFCE	20,184.00	0.00	0.00
EX_000000350	Misc. Office Equipment NEWYORK	12000	OFFCE	16,907.66	0.00	0.00
EX_000000351	Misc. Office Equipment NEWYORK	12000	OFFCE	14,665.00	0.00	0.00
EX_000000352	Misc. Office Equipment NEWYORK	12000	OFFCE	30,229.86	0.00	0.00
EX_000000353	Misc. Office Equipment NEWYORK	12000	OFFCE	2,162.14	0.00	0.00
EX_000000354	Misc. Office Equipment NEWYORK	12000	OFFCE	30,987.67	0.00	0.00
EX_000000355	Misc. Office Equipment NEWYORK	12000	OFFCE	9,080.58	0.00	0.00
EX_CHILD0006	Carpeting NEWYORK	12000	BLDG	120,000.00	0.00	0.00
PARTIAL1	Computer	12000	OFFCE	50,000.00	2,083.33	2,083.33
TEST01	Express Add Asset NEWYORK	12000 NOPROD	FF AEROSPACE	1,757.28	194.31	408.63
TEST02	Acctg Date > Trans Date NEWYORK	12000	OFFCE	3,147.29	655.65	2,578.99
TEST04	Accum Depr in current Pd. NEWYORK	12000	FF	10,235.47	560.97	6,510.41
TEST05	Accum booked to prior acctg NEWYORK	12000	FF	50,000.00	4,821.39	17,982.10
TEST06	Cost < Cap. Limit NEWYORK	12000	FF	499.00	53.46	143.96
TEST07	No Deprec below cost basis NEWYORK	12000	FF	70,000.00	7,499.97	20,194.41
TEST08	MultCurr NEWYORK	12000	FF	7,620.85	816.48	2,198.51

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:12000						
TEST09	No deprec > than limit on D NEWYORK	12000	AUTO	90,000.00	13,200.03	35,200.03
TEST10	Deprec start on In Service d NEWYORK	12000	FF	100,000.00	10,714.32	39,285.75
TEST11	Change Convention NEWYORK	12000	FF	110,000.00	11,785.68	31,428.54
TEST12	Change Estimated Life NEWYORK	12000	FF	120,000.00	29,999.97	80,777.75
TEST13	Change Method NEWYORK	12000	FF	130,000.00	19,954.62	59,960.57
TEST14	Non Deprec. Asset, R-CHO NEWYORK	12000	LAND	10,000,000.00	0.00	0.00
TEST15	LKE Addition NEWYORK	12000	FF	234,500.00	25,125.03	67,651.42
TEST16	R-ABRENN-695YY1 NEWYORK	12000	ME	6,000.00	900.00	2,400.00
TEST17	R-ABRENN-695YY2 NEWYORK	12000	ME	6,000.00	900.00	2,400.00
TEST18	R-ABRENN-695YY3 NEWYORK	12000	ME	6,000.00	675.00	3,300.00
Total for 12000				**11,279,266.30**	**132,660.53**	**382,242.12**
Deptid:13000						
000000000001	SOLARIS WORKSTATIO NEWYORK	13000	OFFCE	7,500.00	0.00	0.00
000000000199	AUTO	13000	AUTO	10,425.00	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	13000	ME	625.50	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	13000	OFFCE	4,131.00	0.00	0.00
EX_000000100	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000101	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000102	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000103	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000104	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:13000						
EX_000000105	Computer Desk NEWYORK	13000	FF	6,318.00	0.00	0.00
EX_000000106	Computer Desk NEWYORK	13000	FF	1,532.00	0.00	0.00
EX_000000107	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000108	Computer Desk NEWYORK	13000	FF	7,384.00	0.00	0.00
EX_000000109	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000110	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000111	Computer Desk NEWYORK	13000	FF	2,356.00	0.00	0.00
EX_000000112	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000113	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000114	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000115	Computer Desk NEWYORK	13000	FF	10,530.00	0.00	0.00
EX_000000116	Computer Desk NEWYORK	13000	FF	12,687.00	0.00	0.00
EX_000000117	Chairs NEWYORK	13000	FF	44.29	0.00	0.00
EX_000000118	Chairs NEWYORK	13000	FF	37.50	0.00	0.00
EX_000000119	Chairs NEWYORK	13000	FF	75.00	0.00	0.00
EX_000000120	Chairs NEWYORK	13000	FF	135.00	0.00	0.00
EX_000000121	Chairs NEWYORK	13000	FF	1,625.00	0.00	0.00
EX_000000122	Chairs NEWYORK	13000	FF	21,374.33	0.00	0.00
EX_000000123	Chairs NEWYORK	13000	FF	1,105.00	0.00	0.00
EX_000000124	Chairs NEWYORK	13000	FF	2,084.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:13000						
EX_000000133	Chairs NEWYORK	13000	FF	916.00	0.00	0.00
EX_000000134	Chairs NEWYORK	13000	FF	150.00	0.00	0.00
EX_000000356	Misc. Office Equipment NEWYORK	13000	OFFCE	15,992.07	0.00	0.00
EX_000000357	Misc. Office Equipment NEWYORK	13000	OFFCE	19,209.71	0.00	0.00
Total for 13000				**166,519.40**	**0.00**	**0.00**
Deptid:14000						
000000000192	Split_Line_1	14000	OFFCE	2,000.00	0.00	0.00
EX_000000001	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000002	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	0.00	0.00	5,143.35
EX_000000003	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000004	Automobile NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000005	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000006	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000007	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000008	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000009	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000010	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000091	Computer Desk NEWYORK	14000	FF	3,546.87	0.00	0.00
EX_000000092	Computer Desk NEWYORK	14000	FF	6,360.00	0.00	0.00
EX_000000093	Computer Desk NEWYORK	14000	FF	2,424.00	0.00	0.00
EX_000000094	Computer Desk NEWYORK	14000	FF	1,447.00	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 14000						
EX_000000095	Computer Desk NEWYORK	14000	FF	3,100.00	0.00	0.00
EX_000000096	Computer Desk NEWYORK	14000	FF	1,608.00	0.00	0.00
EX_000000097	Computer Desk NEWYORK	14000	FF	1,442.00	0.00	0.00
EX_000000098	Computer Desk NEWYORK	14000	FF	6,233.00	0.00	0.00
EX_000000099	Computer Desk NEWYORK	14000	FF	723.00	0.00	0.00
EX_000000221	Machinery Equipment NEWYORK	14000	ME	1,455.82	0.00	0.00
EX_000000222	Machinery Equipment NEWYORK	14000	ME	3,118.89	0.00	0.00
EX_000000223	Machinery Equipment NEWYORK	14000	ME	1,617.80	0.00	0.00
EX_000000224	Machinery Equipment NEWYORK	14000	ME	1,450.78	0.00	0.00
EX_000000225	Machinery Equipment NEWYORK	14000	ME	6,270.97	0.00	0.00
EX_000000226	Machinery Equipment NEWYORK	14000	ME	727.40	0.00	0.00
EX_000000227	Machinery Equipment NEWYORK	14000	ME	1,688.70	0.00	0.00
EX_000000228	Machinery Equipment NEWYORK	14000	ME	161.00	0.00	0.00
EX_000000229	Machinery Equipment NEWYORK	14000	ME	2,163.00	0.00	0.00
EX_000000230	Machinery Equipment NEWYORK	14000	ME	2,678.78	0.00	0.00
EX_000000231	Machinery Equipment NEWYORK	14000	ME	11,580.26	0.00	0.00
EX_000000232	Machinery Equipment NEWYORK	14000	ME	15,819.36	0.00	0.00
EX_000000233	Machinery Equipment NEWYORK	14000	ME	18,238.05	0.00	0.00
EX_000000234	Machinery Equipment NEWYORK	14000	ME	7,306.05	0.00	0.00
EX_000000235	Machinery Equipment NEWYORK	14000	ME	225.50	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000236	Machinery Equipment NEWYORK	14000	ME	112.75	0.00	0.00
EX_000000237	Machinery Equipment NEWYORK	14000	ME	823.06	0.00	0.00
EX_000000238	Machinery Equipment NEWYORK	14000	ME	45.10	0.00	0.00
EX_000000239	Machinery Equipment NEWYORK	14000	ME	100.22	0.00	0.00
EX_000000240	Machinery Equipment NEWYORK	14000	ME	75.17	0.00	0.00
EX_000000241	Machinery Equipment NEWYORK	14000	ME	1,509.24	0.00	0.00
EX_000000242	Machinery Equipment NEWYORK	14000	ME	358.90	0.00	0.00
EX_000000243	Machinery Equipment NEWYORK	14000	ME	4,023.78	0.00	0.00
EX_000000244	Machinery Equipment NEWYORK	14000	ME	234.46	0.00	0.00
EX_000000245	Machinery Equipment NEWYORK	14000	ME	12.25	0.00	0.00
EX_000000246	Machinery Equipment NEWYORK	14000	ME	2,250.00	0.00	0.00
EX_000000247	Machinery Equipment NEWYORK	14000	ME	15,979.52	0.00	0.00
EX_000000248	Machinery Equipment NEWYORK	14000	ME	21,380.42	0.00	0.00
EX_000000249	Machinery Equipment NEWYORK	14000	ME	0.00	0.00	0.00
EX_000000250	Machinery Equipment NEWYORK	14000	ME	135.10	0.00	0.00
EX_000000251	Machinery Equipment NEWYORK	14000	ME	300.22	0.00	0.00
EX_000000252	Machinery Equipment NEWYORK	14000	ME	600.44	0.00	0.00
EX_000000253	Machinery Equipment NEWYORK	14000	ME	30,000.00	0.00	0.00
EX_000000254	Machinery Equipment NEWYORK	14000	ME	11,744.90	0.00	0.00
EX_000000255	Machinery Equipment NEWYORK	14000	ME	20,815.78	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000256	Machinery Equipment NEWYORK	14000	ME	19,214.56	0.00	0.00
EX_000000257	Machinery Equipment NEWYORK	14000	ME	3,522.67	0.00	0.00
EX_000000258	Machinery Equipment NEWYORK	14000	ME	472.36	0.00	0.00
EX_000000259	Machinery Equipment NEWYORK	14000	ME	120.09	0.00	0.00
EX_000000260	Machinery Equipment NEWYORK	14000	ME	12,964.45	0.00	0.00
EX_000000261	Machinery Equipment NEWYORK	14000	ME	8,064.16	0.00	0.00
EX_000000262	Machinery Equipment NEWYORK	14000	ME	11,642.05	0.00	0.00
EX_000000263	Machinery Equipment NEWYORK	14000	ME	574.69	0.00	0.00
EX_000000264	Machinery Equipment NEWYORK	14000	ME	1,724.06	0.00	0.00
EX_000000265	Machinery Equipment NEWYORK	14000	ME	225,055.31	0.00	0.00
EX_000000266	Machinery Equipment NEWYORK	14000	ME	4,647.44	0.00	0.00
EX_000000267	Machinery Equipment NEWYORK	14000	ME	1,677.00	0.00	0.00
EX_000000268	Machinery Equipment NEWYORK	14000	ME	2,724.47	0.00	0.00
EX_000000269	Machinery Equipment NEWYORK	14000	ME	380.49	0.00	0.00
EX_000000270	Machinery Equipment NEWYORK	14000	ME	56,721.00	0.00	0.00
EX_000000271	Machinery Equipment NEWYORK	14000	ME	405.00	0.00	0.00
EX_000000272	Machinery Equipment NEWYORK	14000	ME	183.22	0.00	0.00
EX_000000273	Machinery Equipment NEWYORK	14000	ME	14.25	0.00	0.00
EX_000000274	Machinery Equipment NEWYORK	14000	ME	195.00	0.00	0.00
EX_000000275	Machinery Equipment NEWYORK	14000	ME	650.00	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 14000						
EX_000000276	Machinery Equipment NEWYORK	14000	ME	390.00	0.00	0.00
EX_000000277	Machinery Equipment NEWYORK	14000	ME	202.50	0.00	0.00
EX_000000278	Machinery Equipment NEWYORK	14000	ME	260.00	0.00	0.00
EX_000000279	Machinery Equipment NEWYORK	14000	ME	130.00	0.00	0.00
EX_000000280	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000281	Machinery Equipment NEWYORK	14000	ME	135.00	0.00	0.00
EX_000000282	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000443	Siemens Phone Systems NEWYORK	14000	ME	1,919.00	0.00	0.00
EX_000000444	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000445	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000446	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000447	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000448	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000449	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000450	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000451	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000452	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000453	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000454	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000455	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000456	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000457	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000458	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000459	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000460	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000461	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000462	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000463	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000464	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000465	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000466	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000467	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000468	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000469	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000470	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000471	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000472	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000473	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000474	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000475	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000476	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000477	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000478	Siemens Phone Systems NEWYORK	14000	ME	8,536.91	0.00	0.00
EX_000000479	Siemens Phone Systems NEWYORK	14000	ME	7,722.62	0.00	0.00
EX_000000480	Siemens Phone Systems NEWYORK	14000	ME	34,670.90	0.00	0.00
EX_000000481	Siemens Phone Systems NEWYORK	14000	ME	1,978.00	0.00	0.00
EX_000000482	Siemens Phone Systems NEWYORK	14000	ME	4,356.62	0.00	0.00
EX_000000483	Siemens Phone Systems NEWYORK	14000	ME	1,613.79	0.00	0.00
EX_000000484	Siemens Phone Systems NEWYORK	14000	ME	1,447.19	0.00	0.00
EX_000000485	Siemens Phone Systems NEWYORK	14000	ME	6,255.43	0.00	0.00
EX_000000486	Siemens Phone Systems NEWYORK	14000	ME	725.60	0.00	0.00
EX_000000487	Siemens Phone Systems NEWYORK	14000	ME	2,633.73	0.00	0.00
EX_000000488	Siemens Phone Systems NEWYORK	14000	ME	4,032.68	0.00	0.00
EX_000000489	Siemens Phone Systems NEWYORK	14000	ME	9,439.01	0.00	0.00
EX_000000490	Siemens Phone Systems NEWYORK	14000	ME	3,290.72	0.00	0.00
EX_000000491	Siemens Phone Systems NEWYORK	14000	ME	12,073.98	0.00	0.00
EX_000000492	Siemens Phone Systems NEWYORK	14000	ME	4,620.24	0.00	0.00
EX_000000493	Siemens Phone Systems NEWYORK	14000	ME	1,695.49	0.00	0.00
EX_000000494	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000495	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 14000						
EX_000000496	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000497	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_CHILD0017	Plumbing NEWYORK	14000	BLDG	70,000.00	0.00	0.00
EX_CHILD0018	Electrical NEWYORK	14000	BLDG	50,000.00	0.00	0.00
EX_PARENT005	Building A	14000	BLDG	600,000.00	0.00	0.00
PARTIAL1	Computer	14000	OFFCE	2,000.00	83.33	83.33
Total for 14000				**1,905,832.62**	**12,064.85**	**120,754.60**
Deptid: 15000						
BRA001	BRA001 - TEST	15000	FF	0.00	216.67	216.67
EX_000000125	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000126	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000127	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000128	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000129	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000130	Chairs NEWYORK	15000	FF	792.00	0.00	0.00
EX_000000131	Chairs NEWYORK	15000	FF	55.44	0.00	0.00
EX_000000132	Chairs NEWYORK	15000	FF	2,825.00	0.00	0.00
EX_CHILD0002	Desk NEWYORK	15000	FF	7,500.00	0.00	0.00
EX_CHILD0013	Bookcase NEWYORK	15000	FF	1,500.00	0.00	0.00
EX_CHILD0014	Chairs NEWYORK	15000	FF	5,000.00	0.00	0.00
EX_CHILD0015	Lamps NEWYORK	15000	FF	2,500.00	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:15000						
EX_PARENT003	Executive Office Set NEWYORK	15000	FF	0.00	0.00	0.00
Total for 15000				**30,592.44**	**216.67**	**216.67**
Deptid:20000						
EX_000000358	Misc. Office Equipment NEWYORK	20000	OFFCE	908.46	0.00	0.00
EX_000000359	Misc. Office Equipment NEWYORK	20000	OFFCE	848.43	0.00	0.00
EX_000000360	Misc. Office Equipment NEWYORK	20000	OFFCE	4,802.42	0.00	0.00
EX_000000361	Misc. Office Equipment NEWYORK	20000	OFFCE	417.21	0.00	0.00
EX_000000362	Misc. Office Equipment NEWYORK	20000	OFFCE	236.12	0.00	0.00
Total for 20000				**7,212.64**	**0.00**	**0.00**
Deptid:25000						
EX_000000135	Chairs NEWYORK	25000	FF	510.00	0.00	0.00
EX_000000136	Chairs NEWYORK	25000	FF	435.00	0.00	0.00
EX_000000137	Chairs NEWYORK	25000	FF	338.52	0.00	0.00
EX_000000138	Chairs NEWYORK	25000	FF	2,599.00	0.00	0.00
EX_000000139	Chairs NEWYORK	25000	FF	182.99	0.00	0.00
EX_000000140	Chairs NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000141	Chairs NEWYORK	25000	FF	189.47	0.00	0.00
EX_000000142	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000143	Bookcase NEWYORK	25000	FF	21.05	0.00	0.00
EX_000000144	Bookcase NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000145	Bookcase NEWYORK	25000	FF	1,216.38	0.00	0.00
EX_000000146	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:25000						
EX_000000147	Bookcase NEWYORK	25000	FF	135.15	0.00	0.00
EX_000000148	Bookcase NEWYORK	25000	FF	27,414.77	0.00	0.00
EX_000000149	Bookcase NEWYORK	25000	FF	2,196.39	0.00	0.00
EX_000000150	Bookcase NEWYORK	25000	FF	13,898.49	0.00	0.00
EX_000000151	Bookcase NEWYORK	25000	FF	1,115.35	0.00	0.00
EX_000000152	Bookcase NEWYORK	25000	FF	7,479.64	0.00	0.00
EX_000000153	Bookcase NEWYORK	25000	FF	4,655.52	0.00	0.00
EX_000000154	Bookcase NEWYORK	25000	FF	793.14	0.00	0.00
EX_000000155	Bookcase NEWYORK	25000	FF	4,266.55	0.00	0.00
EX_000000156	Bookcase NEWYORK	25000	FF	2,399.40	0.00	0.00
EX_000000157	Bookcase NEWYORK	25000	FF	1,544.60	0.00	0.00
EX_000000158	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_000000159	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
Total for 25000				**107,566.53**	**0.00**	**0.00**
Deptid:41000						
EX_000000160	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	29,224.34	0.00	0.00
EX_000000161	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,605.96	0.00	0.00
EX_000000162	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	19,578.54	0.00	0.00
EX_000000163	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,356.96	0.00	0.00
EX_000000164	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	12,426.97	0.00	0.00
EX_000000165	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	662.18	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000166	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	24,000.00	0.00	0.00
EX_000000167	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	30,000.00	0.00	0.00
EX_000000168	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	11,242.50	0.00	0.00
EX_000000169	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	765.00	0.00	0.00
EX_000000170	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,858.75	0.00	0.00
EX_000000171	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,300.00	0.00	0.00
EX_000000172	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,250.00	0.00	0.00
EX_000000173	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,425.00	0.00	0.00
EX_000000174	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,520.00	0.00	0.00
EX_000000175	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	13,045.00	0.00	0.00
EX_000000176	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,242.00	0.00	0.00
EX_000000177	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,456.00	0.00	0.00
EX_000000178	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000179	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000180	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,192.00	0.00	0.00
EX_000000181	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,414.00	0.00	0.00
EX_000000182	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,145.00	0.00	0.00
EX_000000183	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	22,485.00	0.00	0.00
EX_000000184	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,985.00	0.00	0.00
EX_000000185	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000186	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,384.00	0.00	0.00
EX_000000187	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,596.00	0.00	0.00
EX_000000188	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000189	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,356.00	0.00	0.00
EX_000000190	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	783.00	0.00	0.00
EX_000000191	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,597.00	0.00	0.00
EX_000000192	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,526.00	0.00	0.00
EX_000000193	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,212.00	0.00	0.00
EX_000000194	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	5,586.00	0.00	0.00
EX_000000195	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,230.19	0.00	0.00
EX_000000196	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	42,407.23	0.00	0.00
EX_000000197	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,558.47	0.00	0.00
EX_000000198	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,590.13	0.00	0.00
EX_000000199	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,118.59	0.00	0.00
EX_000000200	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	89,321.11	0.00	0.00
EX_000000201	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000202	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000203	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000204	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	25,485.85	0.00	0.00
EX_000000205	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000206	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000207	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000208	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000209	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000210	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000211	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000212	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000213	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000214	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000215	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000216	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000217	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000218	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000219	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000220	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
Total for 41000				**633,353.05**	**0.00**	**0.00**
Deptid:42000						
EX_CHILD0001	Base NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0010	Cable NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0011	Wrecking Ball NEWYORK	42000	ME	10,000.00	0.00	0.00
EX_CHILD0012	Assembly NEWYORK	42000	ME	30,000.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:42000						
EX_PARENT002	Crane NEWYORK	42000	ME	20,000.00	0.00	0.00
Total for 42000				**70,000.00**	**0.00**	**0.00**
Total for CORP				**83,102,413.64**	**165,664.15**	**563,234.61**
Book: FEDERAL						
Deptid:						
EX_000000498	Building A NEWYORK		BLDG	20,000,000.00	0.00	0.00
EX_000000499	Building B NEWYORK		BLDG	30,000,000.00	0.00	0.00
EX_000000500	Building C NEWYORK		BLDG	16,656,483.00	0.00	0.00
EX_CHILD0016	Heating/Air NEWYORK		BLDG	200,000.00	0.00	0.00
EX_CHILD0019	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0020	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0021	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0022	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0023	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0024	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0025	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0026	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0027	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0028	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0029	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0030	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0031	Sony Monitor		OFFCE	0.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:						
EX_CHILD0032	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0033	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0034	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0035	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0036	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0037	Sony Monitor		OFFCE	0.00	0.00	0.00
ICE02	ice 581697000		AUTO	20,000.00	3,674.97	6,734.97
ICE03	Computer		OFFCE	7,615.80	761.58	7,615.80
ICE04	Automobile		AUTO	6,154.07	172.31	6,154.07
ICE05	607926000		OFFCE	3,477.94	106.11	3,270.82
ICE06	614246000		AUTO	62,000.00	1,530.00	1,530.00
ICE07	Automobile		AUTO	62,000.00	1,530.00	1,530.00
PTP-03-02A	Computer		OFFCE PTP-03-02	2,500.00	0.00	0.00
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	1,275.93	2,276.65
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	1,275.93	2,276.65
Total for				**67,026,902.25**	**10,326.83**	**31,388.96**
Deptid:10000						
EDGAR02	Building Test 2	10000	BLDG	60,000.00	1,153.89	2,115.43
EX_000000283	Misc. Office Equipment NEWYORK	10000	OFFCE	8,536.91	0.00	0.00
EX_000000284	Misc. Office Equipment NEWYORK	10000	OFFCE	7,722.62	0.00	0.00
EX_000000285	Misc. Office Equipment	10000	OFFCE	34,670.90	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 10000						
	NEWYORK					
EX_000000286	Misc. Office Equipment NEWYORK	10000	OFFCE	1,978.00	0.00	0.00
EX_000000287	Misc. Office Equipment NEWYORK	10000	OFFCE	4,356.62	0.00	0.00
EX_000000288	Misc. Office Equipment NEWYORK	10000	OFFCE	1,613.79	0.00	0.00
EX_000000289	Misc. Office Equipment NEWYORK	10000	OFFCE	1,447.19	0.00	0.00
EX_000000290	Misc. Office Equipment NEWYORK	10000	OFFCE	6,255.43	0.00	0.00
EX_000000291	Misc. Office Equipment NEWYORK	10000	OFFCE	725.60	0.00	0.00
EX_000000292	Misc. Office Equipment NEWYORK	10000	OFFCE	2,633.73	0.00	0.00
EX_000000293	Misc. Office Equipment NEWYORK	10000	OFFCE	4,032.68	0.00	0.00
EX_000000294	Misc. Office Equipment NEWYORK	10000	OFFCE	9,439.01	0.00	0.00
EX_000000295	Misc. Office Equipment NEWYORK	10000	OFFCE	3,290.72	0.00	0.00
EX_000000296	Misc. Office Equipment NEWYORK	10000	OFFCE	12,073.98	0.00	0.00
EX_000000297	Misc. Office Equipment NEWYORK	10000	OFFCE	4,620.24	0.00	0.00
EX_000000298	Misc. Office Equipment NEWYORK	10000	OFFCE	1,695.49	0.00	0.00
EX_000000299	Misc. Office Equipment NEWYORK	10000	OFFCE	235.62	0.00	0.00
EX_000000300	Misc. Office Equipment NEWYORK	10000	OFFCE	640.00	0.00	0.00
EX_000000301	Misc. Office Equipment NEWYORK	10000	OFFCE	38.10	0.00	0.00
EX_000000302	Misc. Office Equipment NEWYORK	10000	OFFCE	108.29	0.00	0.00
EX_000000303	Misc. Office Equipment NEWYORK	10000	OFFCE	74.20	0.00	0.00
PTP-02-02A	PTP-02-02A-Design NEWYORK	10000	OFFCE PTP-02-02	2,500.00	250.00	250.00
PTP-02-02B	PTP-02-02B-Implementl	10000	OFFCE	17,500.00	1,750.00	1,750.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:10000						
	NEWYORK		PTP-02-02			
PTP-02-02C	PTP-02-02C-Install NEWYORK	10000	OFFCE PTP-02-02	9,000.00	900.00	900.00
PTP-02-02D	PTP-02-02D-Design NEWYORK	10000	SOFT PTP-02-02	1,034.84	103.49	103.49
PTP-02-02E	PTP-02-02E-Implementl NEWYORK	10000	SOFT PTP-02-02	5,000.00	500.01	500.01
PTP-02-02F	PTP-02-02F-Install NEWYORK	10000	SOFT PTP-02-02	2,695.98	229.87	229.87
Total for 10000				**203,919.94**	**4,887.26**	**5,848.80**
Deptid:10200						
000000000198	AUTO	10200	AUTO	3,127.50	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000106	0.00	1,020.00	1,020.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000107	65,000.00	510.00	510.00
TEST_RPT_1	Test reports	10200 ALLPRD	AUTO 0000000106	0.00	1,020.00	1,020.00
TEST_RPT_1	Test reports	10200 ALLPRD	LAUTO 0000000106	55,000.00	510.00	510.00
Total for 10200				**123,127.50**	**3,060.00**	**3,060.00**
Deptid:10500						
EX_000000304	Misc. Office Equipment NEWYORK	10500	OFFCE	1,248.31	0.00	0.00
EX_000000305	Misc. Office Equipment NEWYORK	10500	OFFCE	2,493.42	0.00	0.00
EX_000000306	Misc. Office Equipment NEWYORK	10500	OFFCE	15,899.05	0.00	0.00
EX_000000307	Misc. Office Equipment NEWYORK	10500	OFFCE	10,141.16	0.00	0.00
EX_000000308	Misc. Office Equipment NEWYORK	10500	OFFCE	3,237.31	0.00	0.00
EX_000000309	Misc. Office Equipment NEWYORK	10500	OFFCE	1,598.75	0.00	0.00
EX_000000310	Misc. Office Equipment NEWYORK	10500	OFFCE	2,914.51	0.00	0.00
EX_000000311	Misc. Office Equipment NEWYORK	10500	OFFCE	1,858.23	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:10500						
EX_000000312	Misc. Office Equipment NEWYORK	10500	OFFCE	113.13	0.00	0.00
EX_000000313	Misc. Office Equipment NEWYORK	10500	OFFCE	7,573.53	0.00	0.00
EX_000000314	Misc. Office Equipment NEWYORK	10500	OFFCE	4,670.87	0.00	0.00
EX_000000315	Misc. Office Equipment NEWYORK	10500	OFFCE	4,181.98	0.00	0.00
EX_000000316	Misc. Office Equipment NEWYORK	10500	OFFCE	3,676.00	0.00	0.00
EX_000000317	Misc. Office Equipment NEWYORK	10500	OFFCE	7,104.72	0.00	0.00
EX_000000318	Misc. Office Equipment NEWYORK	10500	OFFCE	14,863.64	0.00	0.00
EX_000000319	Misc. Office Equipment NEWYORK	10500	OFFCE	2,902.13	0.00	0.00
MC_RETIRE	Multichartfield Retire Issue	10500	AUTO	10,000.00	612.00	612.00
Total for 10500				**94,476.74**	**612.00**	**612.00**
Deptid:11000						
000000000089	afds	11000	AUTO	1,010.00	100.00	100.00
000000000090	afds	11000	AUTO	1,010.00	100.00	100.00
000000000091	afds	11000	AUTO	1,010.00	100.00	100.00
000000000092	afds	11000	AUTO	1,010.00	100.00	100.00
000000000093	afds	11000	AUTO	1,010.00	100.00	100.00
000000000094	afds	11000	AUTO	1,010.00	100.00	100.00
000000000095	afds	11000	AUTO	1,010.00	100.00	100.00
000000000096	afds	11000	AUTO	1,010.00	100.00	100.00
000000000097	afds	11000	AUTO	1,010.00	100.00	100.00
000000000098	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000099	afds	11000	AUTO	1,010.00	100.00	100.00
000000000100	afds	11000	AUTO	1,010.00	100.00	100.00
000000000101	afds	11000	AUTO	1,010.00	100.00	100.00
000000000102	afds	11000	AUTO	1,010.00	100.00	100.00
000000000103	afds	11000	AUTO	1,010.00	100.00	100.00
000000000104	afds	11000	AUTO	1,010.00	100.00	100.00
000000000105	afds	11000	AUTO	1,010.00	100.00	100.00
000000000106	afds	11000	AUTO	1,010.00	100.00	100.00
000000000107	afds	11000	AUTO	1,010.00	100.00	100.00
000000000108	afds	11000	AUTO	1,010.00	100.00	100.00
000000000109	afds	11000	AUTO	1,010.00	100.00	100.00
000000000110	afds	11000	AUTO	1,010.00	100.00	100.00
000000000111	afds	11000	AUTO	1,010.00	100.00	100.00
000000000112	afds	11000	AUTO	1,010.00	100.00	100.00
000000000113	afds	11000	AUTO	1,010.00	100.00	100.00
000000000114	afds	11000	AUTO	1,010.00	100.00	100.00
000000000115	afds	11000	AUTO	1,010.00	100.00	100.00
000000000116	afds	11000	AUTO	1,010.00	100.00	100.00
000000000117	afds	11000	AUTO	1,010.00	100.00	100.00
000000000118	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000119	afds	11000	AUTO	1,010.00	100.00	100.00
000000000120	afds	11000	AUTO	1,010.00	100.00	100.00
000000000121	afds	11000	AUTO	1,010.00	100.00	100.00
000000000122	afds	11000	AUTO	1,010.00	100.00	100.00
000000000123	afds	11000	AUTO	1,010.00	100.00	100.00
000000000124	afds	11000	AUTO	1,010.00	100.00	100.00
000000000125	afds	11000	AUTO	1,010.00	100.00	100.00
000000000126	afds	11000	AUTO	1,010.00	100.00	100.00
000000000127	afds	11000	AUTO	1,010.00	100.00	100.00
000000000128	afds	11000	AUTO	1,010.00	100.00	100.00
000000000129	afds	11000	AUTO	1,010.00	100.00	100.00
000000000130	afds	11000	AUTO	1,010.00	100.00	100.00
000000000131	afds	11000	AUTO	1,010.00	100.00	100.00
000000000132	afds	11000	AUTO	1,010.00	100.00	100.00
000000000133	afds	11000	AUTO	1,010.00	100.00	100.00
000000000134	afds	11000	AUTO	1,010.00	100.00	100.00
000000000135	afds	11000	AUTO	1,010.00	100.00	100.00
000000000136	afds	11000	AUTO	1,010.00	100.00	100.00
000000000137	afds	11000	AUTO	1,010.00	100.00	100.00
000000000138	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000139	afds	11000	AUTO	1,010.00	100.00	100.00
000000000140	afds	11000	AUTO	1,010.00	100.00	100.00
000000000141	afds	11000	AUTO	1,010.00	100.00	100.00
000000000142	afds	11000	AUTO	1,010.00	100.00	100.00
000000000143	afds	11000	AUTO	1,010.00	100.00	100.00
000000000144	afds	11000	AUTO	1,010.00	100.00	100.00
000000000145	afds	11000	AUTO	1,010.00	100.00	100.00
000000000146	afds	11000	AUTO	1,010.00	100.00	100.00
000000000147	afds	11000	AUTO	1,010.00	100.00	100.00
000000000148	afds	11000	AUTO	1,010.00	100.00	100.00
000000000149	afds	11000	AUTO	1,010.00	100.00	100.00
000000000150	afds	11000	AUTO	1,010.00	100.00	100.00
000000000151	afds	11000	AUTO	1,010.00	100.00	100.00
000000000152	afds	11000	AUTO	1,010.00	100.00	100.00
000000000153	afds	11000	AUTO	1,010.00	100.00	100.00
000000000154	afds	11000	AUTO	1,010.00	100.00	100.00
000000000155	afds	11000	AUTO	1,010.00	100.00	100.00
000000000156	afds	11000	AUTO	1,010.00	100.00	100.00
000000000157	afds	11000	AUTO	1,010.00	100.00	100.00
000000000158	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000159	afds	11000	AUTO	1,010.00	100.00	100.00
000000000160	afds	11000	AUTO	1,010.00	100.00	100.00
000000000161	afds	11000	AUTO	1,010.00	100.00	100.00
000000000162	afds	11000	AUTO	1,010.00	100.00	100.00
000000000163	afds	11000	AUTO	1,010.00	100.00	100.00
000000000164	afds	11000	AUTO	1,010.00	100.00	100.00
000000000165	afds	11000	AUTO	1,010.00	100.00	100.00
000000000166	afds	11000	AUTO	1,010.00	100.00	100.00
000000000167	afds	11000	AUTO	1,010.00	100.00	100.00
000000000168	afds	11000	AUTO	1,010.00	100.00	100.00
000000000169	afds	11000	AUTO	1,010.00	100.00	100.00
000000000170	afds	11000	AUTO	1,010.00	100.00	100.00
000000000171	afds	11000	AUTO	1,010.00	100.00	100.00
000000000172	afds	11000	AUTO	1,010.00	100.00	100.00
000000000173	afds	11000	AUTO	1,010.00	100.00	100.00
000000000174	afds	11000	AUTO	1,010.00	100.00	100.00
000000000175	afds	11000	AUTO	1,010.00	100.00	100.00
000000000176	afds	11000	AUTO	1,010.00	100.00	100.00
000000000177	afds	11000	AUTO	1,010.00	100.00	100.00
000000000178	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
000000000179	afds	11000	AUTO	1,010.00	100.00	100.00
000000000180	afds	11000	AUTO	1,010.00	100.00	100.00
000000000181	afds	11000	AUTO	1,010.00	100.00	100.00
000000000182	afds	11000	AUTO	1,010.00	100.00	100.00
000000000183	afds	11000	AUTO	1,010.00	100.00	100.00
000000000184	afds	11000	AUTO	1,010.00	100.00	100.00
000000000185	afds	11000	AUTO	1,010.00	100.00	100.00
000000000186	afds	11000	AUTO	1,010.00	100.00	100.00
000000000187	afds	11000	AUTO	1,010.00	100.00	100.00
000000000188	afds	11000	AUTO	1,010.00	100.00	100.00
000000000193	Aluminum Pressure Cooker	11000	ME	4,587.00	163.83	163.83
000000000195	TEST PO TO AM	11000	OFFCE	4,000.00	0.00	0.00
000000000196	Classic 9820 Compass	11000	ME	5,004.00	178.71	178.71
000000000197	This field is required on PO	11000	OFFCE	1,500.00	0.00	0.00
000000000201	Deluxe Sports Stove, Double	11000	ME	2,981.55	0.00	0.00
000000000202	Deluxe Sports Stove, Double	11000	ME	1,146.75	0.00	0.00
000000000203	Deluxe Sports Stove, Double	11000	ME	458.70	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	11000	ME	834.00	0.00	0.00
000000000207	Sierra 1 Burner Stove	11000	ME	4,691.25	0.00	0.00
DSPWRK01	DW multichart with approva	11000	AUTO	10,000.00	1,224.99	2,244.99

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
DSPWRK02	DW multichart without appr	11000	AUTO	10,000.00	1,224.99	2,244.99
EX_000000011	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000012	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000013	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000015	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000016	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000017	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000018	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000019	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000020	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000021	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000022	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000023	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000024	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000025	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000026	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000027	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000028	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000029	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000030	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000031	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000032	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000033	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000034	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000035	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000036	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000037	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000038	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000039	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000040	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000041	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000042	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000043	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000044	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000045	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000046	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000047	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000048	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000049	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000050	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000051	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000052	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000053	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000054	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000055	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000056	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000057	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000058	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000059	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000060	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000061	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000062	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000063	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000064	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000065	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000066	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000067	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000068	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000069	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000070	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000071	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000073	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000074	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000075	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000076	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000077	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000078	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000079	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000081	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000082	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000083	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000084	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000085	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000086	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000087	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000088	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000089	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000090	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000320	Misc. Office Equipment NEWYORK	11000	OFFCE	1,450.06	0.00	0.00
EX_000000321	Misc. Office Equipment NEWYORK	11000	OFFCE	4,468.52	0.00	0.00
EX_000000322	Misc. Office Equipment NEWYORK	11000	OFFCE	12,501.02	0.00	0.00
EX_000000323	Misc. Office Equipment NEWYORK	11000	OFFCE	16,895.34	0.00	0.00
EX_000000324	Misc. Office Equipment NEWYORK	11000	OFFCE	2,892.10	0.00	0.00
EX_000000325	Misc. Office Equipment NEWYORK	11000	OFFCE	6,217.42	0.00	0.00
EX_000000326	Misc. Office Equipment NEWYORK	11000	OFFCE	1,454.99	0.00	0.00
EX_000000327	Misc. Office Equipment NEWYORK	11000	OFFCE	1,555.54	0.00	0.00
EX_000000328	Misc. Office Equipment NEWYORK	11000	OFFCE	1,866.25	0.00	0.00
EX_000000329	Misc. Office Equipment NEWYORK	11000	OFFCE	726.99	0.00	0.00
EX_000000330	Misc. Office Equipment NEWYORK	11000	OFFCE	6,267.42	0.00	0.00
EX_000000331	Misc. Office Equipment NEWYORK	11000	OFFCE	1,449.96	0.00	0.00
EX_000000332	Misc. Office Equipment NEWYORK	11000	OFFCE	2,823.51	0.00	0.00
EX_000000333	Misc. Office Equipment NEWYORK	11000	OFFCE	1,455.45	0.00	0.00
EX_000000334	Misc. Office Equipment NEWYORK	11000	OFFCE	3,119.11	0.00	0.00
EX_000000335	Misc. Office Equipment NEWYORK	11000	OFFCE	1,617.39	0.00	0.00
EX_000000336	Misc. Office Equipment NEWYORK	11000	OFFCE	727.22	0.00	0.00
EX_000000337	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000338	Misc. Office Equipment NEWYORK	11000	OFFCE	4,356.62	0.00	0.00
EX_000000339	Misc. Office Equipment NEWYORK	11000	OFFCE	1,613.79	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000340	Misc. Office Equipment NEWYORK	11000	OFFCE	1,447.19	0.00	0.00
EX_000000341	Misc. Office Equipment NEWYORK	11000	OFFCE	6,255.43	0.00	0.00
EX_000000342	Misc. Office Equipment NEWYORK	11000	OFFCE	725.60	0.00	0.00
EX_000000343	Misc. Office Equipment NEWYORK	11000	OFFCE	2,633.73	0.00	0.00
EX_000000344	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000345	Misc. Office Equipment NEWYORK	11000	OFFCE	10,104.68	0.00	0.00
EX_000000346	Misc. Office Equipment NEWYORK	11000	OFFCE	4,140.75	0.00	0.00
EX_000000347	Misc. Office Equipment NEWYORK	11000	OFFCE	3,810.78	0.00	0.00
EX_000000348	Misc. Office Equipment NEWYORK	11000	OFFCE	1,514.22	0.00	0.00
EX_000000363	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	236.13	0.00	0.00
EX_000000364	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	140,895.36	0.00	0.00
EX_000000365	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	348.00	0.00	0.00
EX_000000366	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	147,076.32	0.00	0.00
EX_000000367	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	696.00	0.00	0.00
EX_000000368	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.50	0.00	0.00
EX_000000369	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.51	0.00	0.00
EX_000000370	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	44,992.52	0.00	0.00
EX_000000371	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000372	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000373	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	909.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000374	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	225.00	0.00	0.00
EX_000000375	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000376	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000377	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000378	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000379	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000380	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000381	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000382	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000383	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000384	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000385	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000386	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000387	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000388	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000389	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000390	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000391	Sun Ultra Memory 256MB r NEWYORK	11000	ME	15,000.00	0.00	0.00
EX_000000392	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000393	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000394	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000395	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000396	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000397	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000398	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000399	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000400	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000401	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000402	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000403	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000404	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000405	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000406	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000407	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000408	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000409	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000410	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000411	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000412	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000413	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000414	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000415	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000416	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000417	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000418	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000419	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000420	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000421	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000422	Solaris 2.6 Standard NEWYORK	11000	ME	4,479.00	0.00	0.00
EX_000000423	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000424	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000425	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000426	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000427	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000428	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000429	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000430	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000431	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000432	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000433	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:11000						
EX_000000434	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000435	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000436	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000437	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000438	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000439	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000440	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000441	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000442	Solaris 2.6 Standard NEWYORK	11000	ME	5,035.00	0.00	0.00
EX_CHILD0003	License Fee NEWYORK	11000	SOFT	125,000.00	0.00	0.00
EX_CHILD0004	Training Fees NEWYORK	11000	SOFT	7,500.00	0.00	0.00
EX_CHILD0005	Consulting NEWYORK	11000	SOFT	2,500.00	0.00	0.00
EX_CHILD0007	Monitor NEWYORK	11000	OFFCE	1,000.00	0.00	0.00
EX_CHILD0008	Speakers NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0009	Memory NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_PARENT001	Toshiba Equim7100D NEWYORK	11000	OFFCE	5,000.00	0.00	0.00
EX_PARENT004	PeopleSoft 8.0	11000	SOFT	250,000.00	0.00	0.00
MC_RETIRE	Multichartfield Retire Issue	11000	AUTO	15,000.00	918.00	918.00
Total for 11000				**1,448,979.95**	**13,710.52**	**15,750.52**
Deptid:12000						
000000000192	Split_Line_1	12000	OFFCE	5,000.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:12000						
000000000200	AUTO	12000	AUTO	7,297.50	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	12000	ME	625.50	0.00	0.00
000000000208	COMPUTERS	12000	OFFCE	1,042.50	0.00	0.00
BRA001	BRA001 - TEST	12000	AUTO	0.00	-500.00	500.00
BRA001	BRA001 - TEST	12000	FF	0.00	0.00	0.00
DSPWRK01	DW multichart with approva	12000	AUTO	20,000.00	2,449.98	4,489.98
DSPWRK02	DW multichart without appr	12000	AUTO	20,000.00	2,449.98	4,489.98
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	12000	OFFCE	1,324.00	0.00	0.00
EX_000000349	Misc. Office Equipment NEWYORK	12000	OFFCE	20,184.00	0.00	0.00
EX_000000350	Misc. Office Equipment NEWYORK	12000	OFFCE	16,907.66	0.00	0.00
EX_000000351	Misc. Office Equipment NEWYORK	12000	OFFCE	14,665.00	0.00	0.00
EX_000000352	Misc. Office Equipment NEWYORK	12000	OFFCE	30,229.86	0.00	0.00
EX_000000353	Misc. Office Equipment NEWYORK	12000	OFFCE	2,162.14	0.00	0.00
EX_000000354	Misc. Office Equipment NEWYORK	12000	OFFCE	30,987.67	0.00	0.00
EX_000000355	Misc. Office Equipment NEWYORK	12000	OFFCE	9,080.58	0.00	0.00
EX_CHILD0006	Carpeting NEWYORK	12000	BLDG	120,000.00	0.00	0.00
PARTIAL1	Computer	12000	OFFCE	50,000.00	5,000.01	5,000.01
TEST01	Express Add Asset NEWYORK	12000 NOPROD	FF AEROSPACE	1,494.51	157.95	283.27
TEST02	Acctg Date > Trans Date NEWYORK	12000	OFFCE	3,147.29	453.24	2,089.83
TEST04	Accum Depr in current Pd. NEWYORK	12000	FF	10,235.47	560.97	6,682.85

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:12000						
TEST05	Accum booked to prior acctg NEWYORK	12000	FF	50,000.00	4,821.39	19,464.25
TEST06	Cost < Cap. Limit NEWYORK	12000	FF	499.00	53.46	160.39
TEST07	No Deprec below cost basis NEWYORK	12000	FF	70,000.00	7,499.97	22,499.97
TEST08	MultCurr NEWYORK	12000	FF	7,620.85	816.48	2,449.52
TEST09	No deprec > than limit on D NEWYORK	12000	AUTO	90,000.00	2,212.47	10,172.47
TEST10	Deprec start on In Service da NEWYORK	12000	FF	100,000.00	10,714.32	32,142.89
TEST11	Change Convention NEWYORK	12000	FF	110,000.00	11,785.68	35,357.11
TEST12	Change Estimated Life NEWYORK	12000	FF	120,000.00	12,857.13	38,571.42
TEST13	Change Method NEWYORK	12000	FF	130,000.00	13,928.58	41,785.72
TEST14	Non Deprec. Asset, R-CHO NEWYORK	12000	LAND	10,000,000.00	0.00	0.00
TEST15	LKE Addition NEWYORK	12000	FF	234,500.00	25,125.03	75,375.03
TEST16	R-ABRENN-695YY1 NEWYORK	12000	ME	6,000.00	642.87	1,928.58
TEST17	R-ABRENN-695YY2 NEWYORK	12000	ME	6,000.00	642.87	1,928.58
TEST18	R-ABRENN-695YY3 NEWYORK	12000	ME	6,000.00	482.13	2,946.42
Total for 12000				**11,295,003.53**	**102,154.51**	**308,318.27**
Deptid:13000						
000000000001	SOLARIS WORKSTATION NEWYORK	13000	OFFCE	7,500.00	0.00	0.00
000000000199	AUTO	13000	AUTO	10,425.00	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	13000	ME	625.50	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	13000	OFFCE	4,131.00	0.00	0.00
EX_000000100	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:13000						
EX_000000101	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000102	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000103	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000104	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000105	Computer Desk NEWYORK	13000	FF	6,318.00	0.00	0.00
EX_000000106	Computer Desk NEWYORK	13000	FF	1,532.00	0.00	0.00
EX_000000107	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000108	Computer Desk NEWYORK	13000	FF	7,384.00	0.00	0.00
EX_000000109	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000110	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000111	Computer Desk NEWYORK	13000	FF	2,356.00	0.00	0.00
EX_000000112	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000113	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000114	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000115	Computer Desk NEWYORK	13000	FF	10,530.00	0.00	0.00
EX_000000116	Computer Desk NEWYORK	13000	FF	12,687.00	0.00	0.00
EX_000000117	Chairs NEWYORK	13000	FF	44.29	0.00	0.00
EX_000000118	Chairs NEWYORK	13000	FF	37.50	0.00	0.00
EX_000000119	Chairs NEWYORK	13000	FF	75.00	0.00	0.00
EX_000000120	Chairs NEWYORK	13000	FF	135.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:13000						
EX_000000121	Chairs NEWYORK	13000	FF	1,625.00	0.00	0.00
EX_000000122	Chairs NEWYORK	13000	FF	21,374.33	0.00	0.00
EX_000000123	Chairs NEWYORK	13000	FF	1,105.00	0.00	0.00
EX_000000124	Chairs NEWYORK	13000	FF	2,084.00	0.00	0.00
EX_000000133	Chairs NEWYORK	13000	FF	916.00	0.00	0.00
EX_000000134	Chairs NEWYORK	13000	FF	150.00	0.00	0.00
EX_000000356	Misc. Office Equipment NEWYORK	13000	OFFCE	15,992.07	0.00	0.00
EX_000000357	Misc. Office Equipment NEWYORK	13000	OFFCE	19,209.71	0.00	0.00
Total for 13000				**166,519.40**	**0.00**	**0.00**
Deptid:14000						
000000000192	Split_Line_1	14000	OFFCE	2,000.00	0.00	0.00
EX_000000001	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000002	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	0.00	0.00	5,560.02
EX_000000003	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000004	Automobile NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000005	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000006	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000007	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000008	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000009	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000010	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid: 14000						
EX_000000091	Computer Desk NEWYORK	14000	FF	3,546.87	0.00	0.00
EX_000000092	Computer Desk NEWYORK	14000	FF	6,360.00	0.00	0.00
EX_000000093	Computer Desk NEWYORK	14000	FF	2,424.00	0.00	0.00
EX_000000094	Computer Desk NEWYORK	14000	FF	1,447.00	0.00	0.00
EX_000000095	Computer Desk NEWYORK	14000	FF	3,100.00	0.00	0.00
EX_000000096	Computer Desk NEWYORK	14000	FF	1,608.00	0.00	0.00
EX_000000097	Computer Desk NEWYORK	14000	FF	1,442.00	0.00	0.00
EX_000000098	Computer Desk NEWYORK	14000	FF	6,233.00	0.00	0.00
EX_000000099	Computer Desk NEWYORK	14000	FF	723.00	0.00	0.00
EX_000000221	Machinery Equipment NEWYORK	14000	ME	1,455.82	0.00	0.00
EX_000000222	Machinery Equipment NEWYORK	14000	ME	3,118.89	0.00	0.00
EX_000000223	Machinery Equipment NEWYORK	14000	ME	1,617.80	0.00	0.00
EX_000000224	Machinery Equipment NEWYORK	14000	ME	1,450.78	0.00	0.00
EX_000000225	Machinery Equipment NEWYORK	14000	ME	6,270.97	0.00	0.00
EX_000000226	Machinery Equipment NEWYORK	14000	ME	727.40	0.00	0.00
EX_000000227	Machinery Equipment NEWYORK	14000	ME	1,688.70	0.00	0.00
EX_000000228	Machinery Equipment NEWYORK	14000	ME	161.00	0.00	0.00
EX_000000229	Machinery Equipment NEWYORK	14000	ME	2,163.00	0.00	0.00
EX_000000230	Machinery Equipment NEWYORK	14000	ME	2,678.78	0.00	0.00
EX_000000231	Machinery Equipment NEWYORK	14000	ME	11,580.26	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000232	Machinery Equipment NEWYORK	14000	ME	15,819.36	0.00	0.00
EX_000000233	Machinery Equipment NEWYORK	14000	ME	18,238.05	0.00	0.00
EX_000000234	Machinery Equipment NEWYORK	14000	ME	7,306.05	0.00	0.00
EX_000000235	Machinery Equipment NEWYORK	14000	ME	225.50	0.00	0.00
EX_000000236	Machinery Equipment NEWYORK	14000	ME	112.75	0.00	0.00
EX_000000237	Machinery Equipment NEWYORK	14000	ME	823.06	0.00	0.00
EX_000000238	Machinery Equipment NEWYORK	14000	ME	45.10	0.00	0.00
EX_000000239	Machinery Equipment NEWYORK	14000	ME	100.22	0.00	0.00
EX_000000240	Machinery Equipment NEWYORK	14000	ME	75.17	0.00	0.00
EX_000000241	Machinery Equipment NEWYORK	14000	ME	1,509.24	0.00	0.00
EX_000000242	Machinery Equipment NEWYORK	14000	ME	358.90	0.00	0.00
EX_000000243	Machinery Equipment NEWYORK	14000	ME	4,023.78	0.00	0.00
EX_000000244	Machinery Equipment NEWYORK	14000	ME	234.46	0.00	0.00
EX_000000245	Machinery Equipment NEWYORK	14000	ME	12.25	0.00	0.00
EX_000000246	Machinery Equipment NEWYORK	14000	ME	2,250.00	0.00	0.00
EX_000000247	Machinery Equipment NEWYORK	14000	ME	15,979.52	0.00	0.00
EX_000000248	Machinery Equipment NEWYORK	14000	ME	21,380.42	0.00	0.00
EX_000000249	Machinery Equipment NEWYORK	14000	ME	0.00	0.00	0.00
EX_000000250	Machinery Equipment NEWYORK	14000	ME	135.10	0.00	0.00
EX_000000251	Machinery Equipment NEWYORK	14000	ME	300.22	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000252	Machinery Equipment NEWYORK	14000	ME	600.44	0.00	0.00
EX_000000253	Machinery Equipment NEWYORK	14000	ME	30,000.00	0.00	0.00
EX_000000254	Machinery Equipment NEWYORK	14000	ME	11,744.90	0.00	0.00
EX_000000255	Machinery Equipment NEWYORK	14000	ME	20,815.78	0.00	0.00
EX_000000256	Machinery Equipment NEWYORK	14000	ME	19,214.56	0.00	0.00
EX_000000257	Machinery Equipment NEWYORK	14000	ME	3,522.67	0.00	0.00
EX_000000258	Machinery Equipment NEWYORK	14000	ME	472.36	0.00	0.00
EX_000000259	Machinery Equipment NEWYORK	14000	ME	120.09	0.00	0.00
EX_000000260	Machinery Equipment NEWYORK	14000	ME	12,964.45	0.00	0.00
EX_000000261	Machinery Equipment NEWYORK	14000	ME	8,064.16	0.00	0.00
EX_000000262	Machinery Equipment NEWYORK	14000	ME	11,642.05	0.00	0.00
EX_000000263	Machinery Equipment NEWYORK	14000	ME	574.69	0.00	0.00
EX_000000264	Machinery Equipment NEWYORK	14000	ME	1,724.06	0.00	0.00
EX_000000265	Machinery Equipment NEWYORK	14000	ME	225,055.31	0.00	0.00
EX_000000266	Machinery Equipment NEWYORK	14000	ME	4,647.44	0.00	0.00
EX_000000267	Machinery Equipment NEWYORK	14000	ME	1,677.00	0.00	0.00
EX_000000268	Machinery Equipment NEWYORK	14000	ME	2,724.47	0.00	0.00
EX_000000269	Machinery Equipment NEWYORK	14000	ME	380.49	0.00	0.00
EX_000000270	Machinery Equipment NEWYORK	14000	ME	56,721.00	0.00	0.00
EX_000000271	Machinery Equipment NEWYORK	14000	ME	405.00	0.00	0.00

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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000272	Machinery Equipment NEWYORK	14000	ME	183.22	0.00	0.00
EX_000000273	Machinery Equipment NEWYORK	14000	ME	14.25	0.00	0.00
EX_000000274	Machinery Equipment NEWYORK	14000	ME	195.00	0.00	0.00
EX_000000275	Machinery Equipment NEWYORK	14000	ME	650.00	0.00	0.00
EX_000000276	Machinery Equipment NEWYORK	14000	ME	390.00	0.00	0.00
EX_000000277	Machinery Equipment NEWYORK	14000	ME	202.50	0.00	0.00
EX_000000278	Machinery Equipment NEWYORK	14000	ME	260.00	0.00	0.00
EX_000000279	Machinery Equipment NEWYORK	14000	ME	130.00	0.00	0.00
EX_000000280	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000281	Machinery Equipment NEWYORK	14000	ME	135.00	0.00	0.00
EX_000000282	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000443	Siemens Phone Systems NEWYORK	14000	ME	1,919.00	0.00	0.00
EX_000000444	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000445	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000446	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000447	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000448	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000449	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000450	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000451	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000452	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000453	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000454	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000455	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000456	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000457	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000458	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000459	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000460	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000461	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000462	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000463	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000464	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000465	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000466	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000467	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000468	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000469	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000470	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000471	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000472	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000473	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000474	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000475	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000476	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000477	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000478	Siemens Phone Systems NEWYORK	14000	ME	8,536.91	0.00	0.00
EX_000000479	Siemens Phone Systems NEWYORK	14000	ME	7,722.62	0.00	0.00
EX_000000480	Siemens Phone Systems NEWYORK	14000	ME	34,670.90	0.00	0.00
EX_000000481	Siemens Phone Systems NEWYORK	14000	ME	1,978.00	0.00	0.00
EX_000000482	Siemens Phone Systems NEWYORK	14000	ME	4,356.62	0.00	0.00
EX_000000483	Siemens Phone Systems NEWYORK	14000	ME	1,613.79	0.00	0.00
EX_000000484	Siemens Phone Systems NEWYORK	14000	ME	1,447.19	0.00	0.00
EX_000000485	Siemens Phone Systems NEWYORK	14000	ME	6,255.43	0.00	0.00
EX_000000486	Siemens Phone Systems NEWYORK	14000	ME	725.60	0.00	0.00
EX_000000487	Siemens Phone Systems NEWYORK	14000	ME	2,633.73	0.00	0.00
EX_000000488	Siemens Phone Systems NEWYORK	14000	ME	4,032.68	0.00	0.00
EX_000000489	Siemens Phone Systems NEWYORK	14000	ME	9,439.01	0.00	0.00
EX_000000490	Siemens Phone Systems NEWYORK	14000	ME	3,290.72	0.00	0.00
EX_000000491	Siemens Phone Systems NEWYORK	14000	ME	12,073.98	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:14000						
EX_000000492	Siemens Phone Systems NEWYORK	14000	ME	4,620.24	0.00	0.00
EX_000000493	Siemens Phone Systems NEWYORK	14000	ME	1,695.49	0.00	0.00
EX_000000494	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000495	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000496	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000497	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_CHILD0017	Plumbing NEWYORK	14000	BLDG	70,000.00	0.00	0.00
EX_CHILD0018	Electrical NEWYORK	14000	BLDG	50,000.00	0.00	0.00
EX_PARENT005	Building A	14000	BLDG	600,000.00	0.00	0.00
PARTIAL1	Computer	14000	OFFCE	2,000.00	200.01	200.01
Total for 14000				**1,905,832.62**	**12,181.53**	**132,806.55**
Deptid:15000						
BRA001	BRA001 - TEST	15000	FF	0.00	500.00	500.00
EX_000000125	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000126	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000127	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000128	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000129	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000130	Chairs NEWYORK	15000	FF	792.00	0.00	0.00
EX_000000131	Chairs NEWYORK	15000	FF	55.44	0.00	0.00
EX_000000132	Chairs NEWYORK	15000	FF	2,825.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:15000						
EX_CHILD0002	Desk NEWYORK	15000	FF	7,500.00	0.00	0.00
EX_CHILD0013	Bookcase NEWYORK	15000	FF	1,500.00	0.00	0.00
EX_CHILD0014	Chairs NEWYORK	15000	FF	5,000.00	0.00	0.00
EX_CHILD0015	Lamps NEWYORK	15000	FF	2,500.00	0.00	0.00
EX_PARENT003	Executive Office Set NEWYORK	15000	FF	0.00	0.00	0.00
Total for 15000				**30,592.44**	**500.00**	**500.00**
Deptid:20000						
EX_000000358	Misc. Office Equipment NEWYORK	20000	OFFCE	908.46	0.00	0.00
EX_000000359	Misc. Office Equipment NEWYORK	20000	OFFCE	848.43	0.00	0.00
EX_000000360	Misc. Office Equipment NEWYORK	20000	OFFCE	4,802.42	0.00	0.00
EX_000000361	Misc. Office Equipment NEWYORK	20000	OFFCE	417.21	0.00	0.00
EX_000000362	Misc. Office Equipment NEWYORK	20000	OFFCE	236.12	0.00	0.00
Total for 20000				**7,212.64**	**0.00**	**0.00**
Deptid:25000						
EX_000000135	Chairs NEWYORK	25000	FF	510.00	0.00	0.00
EX_000000136	Chairs NEWYORK	25000	FF	435.00	0.00	0.00
EX_000000137	Chairs NEWYORK	25000	FF	338.52	0.00	0.00
EX_000000138	Chairs NEWYORK	25000	FF	2,599.00	0.00	0.00
EX_000000139	Chairs NEWYORK	25000	FF	182.99	0.00	0.00
EX_000000140	Chairs NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000141	Chairs NEWYORK	25000	FF	189.47	0.00	0.00
EX_000000142	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:25000						
EX_000000143	Bookcase NEWYORK	25000	FF	21.05	0.00	0.00
EX_000000144	Bookcase NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000145	Bookcase NEWYORK	25000	FF	1,216.38	0.00	0.00
EX_000000146	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000147	Bookcase NEWYORK	25000	FF	135.15	0.00	0.00
EX_000000148	Bookcase NEWYORK	25000	FF	27,414.77	0.00	0.00
EX_000000149	Bookcase NEWYORK	25000	FF	2,196.39	0.00	0.00
EX_000000150	Bookcase NEWYORK	25000	FF	13,898.49	0.00	0.00
EX_000000151	Bookcase NEWYORK	25000	FF	1,115.35	0.00	0.00
EX_000000152	Bookcase NEWYORK	25000	FF	7,479.64	0.00	0.00
EX_000000153	Bookcase NEWYORK	25000	FF	4,655.52	0.00	0.00
EX_000000154	Bookcase NEWYORK	25000	FF	793.14	0.00	0.00
EX_000000155	Bookcase NEWYORK	25000	FF	4,266.55	0.00	0.00
EX_000000156	Bookcase NEWYORK	25000	FF	2,399.40	0.00	0.00
EX_000000157	Bookcase NEWYORK	25000	FF	1,544.60	0.00	0.00
EX_000000158	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_000000159	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
Total for 25000				**107,566.53**	**0.00**	**0.00**
Deptid:41000						
EX_000000160	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	29,224.34	0.00	0.00
EX_000000161	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,605.96	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000162	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	19,578.54	0.00	0.00
EX_000000163	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,356.96	0.00	0.00
EX_000000164	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	12,426.97	0.00	0.00
EX_000000165	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	662.18	0.00	0.00
EX_000000166	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	24,000.00	0.00	0.00
EX_000000167	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	30,000.00	0.00	0.00
EX_000000168	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	11,242.50	0.00	0.00
EX_000000169	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	765.00	0.00	0.00
EX_000000170	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,858.75	0.00	0.00
EX_000000171	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,300.00	0.00	0.00
EX_000000172	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,250.00	0.00	0.00
EX_000000173	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,425.00	0.00	0.00
EX_000000174	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,520.00	0.00	0.00
EX_000000175	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	13,045.00	0.00	0.00
EX_000000176	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,242.00	0.00	0.00
EX_000000177	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,456.00	0.00	0.00
EX_000000178	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000179	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000180	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,192.00	0.00	0.00
EX_000000181	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,414.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000182	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,145.00	0.00	0.00
EX_000000183	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	22,485.00	0.00	0.00
EX_000000184	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,985.00	0.00	0.00
EX_000000185	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000186	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,384.00	0.00	0.00
EX_000000187	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,596.00	0.00	0.00
EX_000000188	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000189	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,356.00	0.00	0.00
EX_000000190	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	783.00	0.00	0.00
EX_000000191	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,597.00	0.00	0.00
EX_000000192	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,526.00	0.00	0.00
EX_000000193	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,212.00	0.00	0.00
EX_000000194	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	5,586.00	0.00	0.00
EX_000000195	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,230.19	0.00	0.00
EX_000000196	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	42,407.23	0.00	0.00
EX_000000197	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,558.47	0.00	0.00
EX_000000198	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,590.13	0.00	0.00
EX_000000199	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,118.59	0.00	0.00
EX_000000200	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	89,321.11	0.00	0.00
EX_000000201	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:41000						
EX_000000202	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000203	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000204	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	25,485.85	0.00	0.00
EX_000000205	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000206	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000207	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000208	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000209	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000210	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000211	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000212	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000213	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000214	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000215	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000216	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000217	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000218	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000219	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000220	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
Total for 41000				**633,353.05**	**0.00**	**0.00**
Deptid:42000						

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating_Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Deptid:42000						
EX_CHILD0001	Base NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0010	Cable NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0011	Wrecking Ball NEWYORK	42000	ME	10,000.00	0.00	0.00
EX_CHILD0012	Assembly NEWYORK	42000	ME	30,000.00	0.00	0.00
EX_PARENT002	Crane NEWYORK	42000	ME	20,000.00	0.00	0.00
Total for 42000				**70,000.00**	**0.00**	**0.00**
Total for FEDERAL				**83,113,486.59**	**147,432.65**	**498,285.10**
Total for US001				**166,215,900.23**	**313,096.80**	**1,061,519.71**
Total for Report				**166,215,900.23**	**313,096.80**	**1,061,519.71**

End of Report

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Book: CORP** **Category AUTO**						
000000000089	afds	11000	AUTO	1,010.00	0.00	0.00
000000000090	afds	11000	AUTO	1,010.00	0.00	0.00
000000000091	afds	11000	AUTO	1,010.00	0.00	0.00
000000000092	afds	11000	AUTO	1,010.00	0.00	0.00
000000000093	afds	11000	AUTO	1,010.00	0.00	0.00
000000000094	afds	11000	AUTO	1,010.00	0.00	0.00
000000000095	afds	11000	AUTO	1,010.00	0.00	0.00
000000000096	afds	11000	AUTO	1,010.00	0.00	0.00
000000000097	afds	11000	AUTO	1,010.00	0.00	0.00
000000000098	afds	11000	AUTO	1,010.00	0.00	0.00
000000000099	afds	11000	AUTO	1,010.00	0.00	0.00
000000000100	afds	11000	AUTO	1,010.00	0.00	0.00
000000000101	afds	11000	AUTO	1,010.00	0.00	0.00
000000000102	afds	11000	AUTO	1,010.00	0.00	0.00
000000000103	afds	11000	AUTO	1,010.00	0.00	0.00
000000000104	afds	11000	AUTO	1,010.00	0.00	0.00
000000000105	afds	11000	AUTO	1,010.00	0.00	0.00
000000000106	afds	11000	AUTO	1,010.00	0.00	0.00
000000000107	afds	11000	AUTO	1,010.00	0.00	0.00
000000000108	afds	11000	AUTO	1,010.00	0.00	0.00
000000000109	afds	11000	AUTO	1,010.00	0.00	0.00
000000000110	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000111	afds	11000	AUTO	1,010.00	0.00	0.00
000000000112	afds	11000	AUTO	1,010.00	0.00	0.00
000000000113	afds	11000	AUTO	1,010.00	0.00	0.00
000000000114	afds	11000	AUTO	1,010.00	0.00	0.00
000000000115	afds	11000	AUTO	1,010.00	0.00	0.00
000000000116	afds	11000	AUTO	1,010.00	0.00	0.00
000000000117	afds	11000	AUTO	1,010.00	0.00	0.00
000000000118	afds	11000	AUTO	1,010.00	0.00	0.00
000000000119	afds	11000	AUTO	1,010.00	0.00	0.00
000000000120	afds	11000	AUTO	1,010.00	0.00	0.00
000000000121	afds	11000	AUTO	1,010.00	0.00	0.00
000000000122	afds	11000	AUTO	1,010.00	0.00	0.00
000000000123	afds	11000	AUTO	1,010.00	0.00	0.00
000000000124	afds	11000	AUTO	1,010.00	0.00	0.00
000000000125	afds	11000	AUTO	1,010.00	0.00	0.00
000000000126	afds	11000	AUTO	1,010.00	0.00	0.00
000000000127	afds	11000	AUTO	1,010.00	0.00	0.00
000000000128	afds	11000	AUTO	1,010.00	0.00	0.00
000000000129	afds	11000	AUTO	1,010.00	0.00	0.00
000000000130	afds	11000	AUTO	1,010.00	0.00	0.00
000000000131	afds	11000	AUTO	1,010.00	0.00	0.00
000000000132	afds	11000	AUTO	1,010.00	0.00	0.00
000000000133	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category AUTO**						
000000000134	afds	11000	AUTO	1,010.00	0.00	0.00
000000000135	afds	11000	AUTO	1,010.00	0.00	0.00
000000000136	afds	11000	AUTO	1,010.00	0.00	0.00
000000000137	afds	11000	AUTO	1,010.00	0.00	0.00
000000000138	afds	11000	AUTO	1,010.00	0.00	0.00
000000000139	afds	11000	AUTO	1,010.00	0.00	0.00
000000000140	afds	11000	AUTO	1,010.00	0.00	0.00
000000000141	afds	11000	AUTO	1,010.00	0.00	0.00
000000000142	afds	11000	AUTO	1,010.00	0.00	0.00
000000000143	afds	11000	AUTO	1,010.00	0.00	0.00
000000000144	afds	11000	AUTO	1,010.00	0.00	0.00
000000000145	afds	11000	AUTO	1,010.00	0.00	0.00
000000000146	afds	11000	AUTO	1,010.00	0.00	0.00
000000000147	afds	11000	AUTO	1,010.00	0.00	0.00
000000000148	afds	11000	AUTO	1,010.00	0.00	0.00
000000000149	afds	11000	AUTO	1,010.00	0.00	0.00
000000000150	afds	11000	AUTO	1,010.00	0.00	0.00
000000000151	afds	11000	AUTO	1,010.00	0.00	0.00
000000000152	afds	11000	AUTO	1,010.00	0.00	0.00
000000000153	afds	11000	AUTO	1,010.00	0.00	0.00
000000000154	afds	11000	AUTO	1,010.00	0.00	0.00
000000000155	afds	11000	AUTO	1,010.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000156	afds	11000	AUTO	1,010.00	0.00	0.00
000000000157	afds	11000	AUTO	1,010.00	0.00	0.00
000000000158	afds	11000	AUTO	1,010.00	0.00	0.00
000000000159	afds	11000	AUTO	1,010.00	0.00	0.00
000000000160	afds	11000	AUTO	1,010.00	0.00	0.00
000000000161	afds	11000	AUTO	1,010.00	0.00	0.00
000000000162	afds	11000	AUTO	1,010.00	0.00	0.00
000000000163	afds	11000	AUTO	1,010.00	0.00	0.00
000000000164	afds	11000	AUTO	1,010.00	0.00	0.00
000000000165	afds	11000	AUTO	1,010.00	0.00	0.00
000000000166	afds	11000	AUTO	1,010.00	0.00	0.00
000000000167	afds	11000	AUTO	1,010.00	0.00	0.00
000000000168	afds	11000	AUTO	1,010.00	0.00	0.00
000000000169	afds	11000	AUTO	1,010.00	0.00	0.00
000000000170	afds	11000	AUTO	1,010.00	0.00	0.00
000000000171	afds	11000	AUTO	1,010.00	0.00	0.00
000000000172	afds	11000	AUTO	1,010.00	0.00	0.00
000000000173	afds	11000	AUTO	1,010.00	0.00	0.00
000000000174	afds	11000	AUTO	1,010.00	0.00	0.00
000000000175	afds	11000	AUTO	1,010.00	0.00	0.00
000000000176	afds	11000	AUTO	1,010.00	0.00	0.00
000000000177	afds	11000	AUTO	1,010.00	0.00	0.00
000000000178	afds	11000	AUTO	1,010.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category AUTO**						
000000000179	afds	11000	AUTO	1,010.00	0.00	0.00
000000000180	afds	11000	AUTO	1,010.00	0.00	0.00
000000000181	afds	11000	AUTO	1,010.00	0.00	0.00
000000000182	afds	11000	AUTO	1,010.00	0.00	0.00
000000000183	afds	11000	AUTO	1,010.00	0.00	0.00
000000000184	afds	11000	AUTO	1,010.00	0.00	0.00
000000000185	afds	11000	AUTO	1,010.00	0.00	0.00
000000000186	afds	11000	AUTO	1,010.00	0.00	0.00
000000000187	afds	11000	AUTO	1,010.00	0.00	0.00
000000000188	afds	11000	AUTO	1,010.00	0.00	0.00
000000000198	AUTO	10200	AUTO	3,127.50	0.00	0.00
000000000199	AUTO	13000	AUTO	10,425.00	0.00	0.00
000000000200	AUTO	12000	AUTO	7,297.50	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000106	0.00	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000107	65,000.00	0.00	0.00
BRA001	BRA001 - TEST	12000	AUTO	0.00	-566.66	433.34
DSPWRK01	DW multichart with approva	11000	AUTO	11,000.00	1,506.51	3,347.81
DSPWRK01	DW multichart with approva	12000	AUTO	12,000.00	1,643.49	3,652.19
DSPWRK02	DW multichart without appr	11000	AUTO	11,000.00	1,506.51	3,347.81
DSPWRK02	DW multichart without appr	12000	AUTO	12,000.00	1,643.49	3,652.19
EX_000000001	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000002	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	0.00	0.00	5,143.35

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
EX_000000003	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000004	Automobile NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000005	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000006	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	13,011.63
EX_000000007	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000008	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000009	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
EX_000000010	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	12,341.28
ICE02	ice 581697000		AUTO	20,000.00	0.00	18,000.00
ICE04	Automobile		AUTO	6,154.07	172.31	6,154.07
ICE06	614246000		AUTO	62,000.00	3,750.00	3,750.00
ICE07	Automobile		AUTO	62,000.00	4,363.65	4,363.65
MC_RETIRE	Multichartfield Retire Issue	10500	AUTO	10,000.00	1,226.68	1,226.68
MC_RETIRE	Multichartfield Retire Issue	11000	AUTO	15,000.00	1,840.00	1,840.00
TEST_RPT_1	Test reports	10200 ALLPRD	AUTO 0000000106	0.00	883.33	883.33
TEST09	No deprec > than limit on D NEWYORK	12000	AUTO	90,000.00	13,200.03	35,200.03
Total for AUTO				**849,967.07**	**43,150.86**	**206,522.37**
Category BLDG						
EDGAR02	Building Test 2	10000	BLDG	30,000.00	1,125.00	2,125.00
EX_000000498	Building A NEWYORK		BLDG	20,000,000.00	0.00	0.00
EX_000000499	Building B NEWYORK		BLDG	30,000,000.00	0.00	0.00
EX_000000500	Building C NEWYORK		BLDG	16,656,483.00	0.00	0.00
EX_CHILD0006	Carpeting NEWYORK	12000	BLDG	120,000.00	0.00	0.00
EX_CHILD0016	Heating/Air		BLDG	200,000.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category BLDG						
	NEWYORK					
EX_CHILD0017	Plumbing NEWYORK	14000	BLDG	70,000.00	0.00	0.00
EX_CHILD0018	Electrical NEWYORK	14000	BLDG	50,000.00	0.00	0.00
EX_PARENT005	Building A	14000	BLDG	600,000.00	0.00	0.00
Total for BLDG				**67,726,483.00**	**1,125.00**	**2,125.00**
Category FF						
BRA001	BRA001 - TEST	12000	FF	0.00	0.00	0.00
BRA001	BRA001 - TEST	15000	FF	0.00	216.67	216.67
EX_000000091	Computer Desk NEWYORK	14000	FF	3,546.87	0.00	0.00
EX_000000092	Computer Desk NEWYORK	14000	FF	6,360.00	0.00	0.00
EX_000000093	Computer Desk NEWYORK	14000	FF	2,424.00	0.00	0.00
EX_000000094	Computer Desk NEWYORK	14000	FF	1,447.00	0.00	0.00
EX_000000095	Computer Desk NEWYORK	14000	FF	3,100.00	0.00	0.00
EX_000000096	Computer Desk NEWYORK	14000	FF	1,608.00	0.00	0.00
EX_000000097	Computer Desk NEWYORK	14000	FF	1,442.00	0.00	0.00
EX_000000098	Computer Desk NEWYORK	14000	FF	6,233.00	0.00	0.00
EX_000000099	Computer Desk NEWYORK	14000	FF	723.00	0.00	0.00
EX_000000100	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000101	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000102	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000103	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000104	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000105	Computer Desk NEWYORK	13000	FF	6,318.00	0.00	0.00
EX_000000106	Computer Desk NEWYORK	13000	FF	1,532.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
EX_000000107	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000108	Computer Desk NEWYORK	13000	FF	7,384.00	0.00	0.00
EX_000000109	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000110	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000111	Computer Desk NEWYORK	13000	FF	2,356.00	0.00	0.00
EX_000000112	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000113	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000114	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000115	Computer Desk NEWYORK	13000	FF	10,530.00	0.00	0.00
EX_000000116	Computer Desk NEWYORK	13000	FF	12,687.00	0.00	0.00
EX_000000117	Chairs NEWYORK	13000	FF	44.29	0.00	0.00
EX_000000118	Chairs NEWYORK	13000	FF	37.50	0.00	0.00
EX_000000119	Chairs NEWYORK	13000	FF	75.00	0.00	0.00
EX_000000120	Chairs NEWYORK	13000	FF	135.00	0.00	0.00
EX_000000121	Chairs NEWYORK	13000	FF	1,625.00	0.00	0.00
EX_000000122	Chairs NEWYORK	13000	FF	21,374.33	0.00	0.00
EX_000000123	Chairs NEWYORK	13000	FF	1,105.00	0.00	0.00
EX_000000124	Chairs NEWYORK	13000	FF	2,084.00	0.00	0.00
EX_000000125	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000126	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000127	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000128	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000129	Chairs	15000	FF	2,084.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
	NEWYORK					
EX_000000130	Chairs NEWYORK	15000	FF	792.00	0.00	0.00
EX_000000131	Chairs NEWYORK	15000	FF	55.44	0.00	0.00
EX_000000132	Chairs NEWYORK	15000	FF	2,825.00	0.00	0.00
EX_000000133	Chairs NEWYORK	13000	FF	916.00	0.00	0.00
EX_000000134	Chairs NEWYORK	13000	FF	150.00	0.00	0.00
EX_000000135	Chairs NEWYORK	25000	FF	510.00	0.00	0.00
EX_000000136	Chairs NEWYORK	25000	FF	435.00	0.00	0.00
EX_000000137	Chairs NEWYORK	25000	FF	338.52	0.00	0.00
EX_000000138	Chairs NEWYORK	25000	FF	2,599.00	0.00	0.00
EX_000000139	Chairs NEWYORK	25000	FF	182.99	0.00	0.00
EX_000000140	Chairs NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000141	Chairs NEWYORK	25000	FF	189.47	0.00	0.00
EX_000000142	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000143	Bookcase NEWYORK	25000	FF	21.05	0.00	0.00
EX_000000144	Bookcase NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000145	Bookcase NEWYORK	25000	FF	1,216.38	0.00	0.00
EX_000000146	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000147	Bookcase NEWYORK	25000	FF	135.15	0.00	0.00
EX_000000148	Bookcase NEWYORK	25000	FF	27,414.77	0.00	0.00
EX_000000149	Bookcase NEWYORK	25000	FF	2,196.39	0.00	0.00
EX_000000150	Bookcase NEWYORK	25000	FF	13,898.49	0.00	0.00
EX_000000151	Bookcase NEWYORK	25000	FF	1,115.35	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
EX_000000152	Bookcase NEWYORK	25000	FF	7,479.64	0.00	0.00
EX_000000153	Bookcase NEWYORK	25000	FF	4,655.52	0.00	0.00
EX_000000154	Bookcase NEWYORK	25000	FF	793.14	0.00	0.00
EX_000000155	Bookcase NEWYORK	25000	FF	4,266.55	0.00	0.00
EX_000000156	Bookcase NEWYORK	25000	FF	2,399.40	0.00	0.00
EX_000000157	Bookcase NEWYORK	25000	FF	1,544.60	0.00	0.00
EX_000000158	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_000000159	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_CHILD0002	Desk NEWYORK	15000	FF	7,500.00	0.00	0.00
EX_CHILD0013	Bookcase NEWYORK	15000	FF	1,500.00	0.00	0.00
EX_CHILD0014	Chairs NEWYORK	15000	FF	5,000.00	0.00	0.00
EX_CHILD0015	Lamps NEWYORK	15000	FF	2,500.00	0.00	0.00
EX_PARENT003	Executive Office Set NEWYORK	15000	FF	0.00	0.00	0.00
TEST01	Express Add Asset NEWYORK	12000 NOPROD	FF AEROSPACE	1,757.28	194.31	408.63
TEST04	Accum Depr in current Pd. NEWYORK	12000	FF	10,235.47	560.97	6,510.41
TEST05	Accum booked to prior acctg NEWYORK	12000	FF	50,000.00	4,821.39	17,982.10
TEST06	Cost < Cap. Limit NEWYORK	12000	FF	499.00	53.46	143.96
TEST07	No Deprec below cost basis NEWYORK	12000	FF	70,000.00	7,499.97	20,194.41
TEST08	MultCurr NEWYORK	12000	FF	7,620.85	816.48	2,198.51
TEST10	Deprec start on In Service da NEWYORK	12000	FF	100,000.00	10,714.32	39,285.75
TEST11	Change Convention NEWYORK	12000	FF	110,000.00	11,785.68	31,428.54
TEST12	Change Estimated Life NEWYORK	12000	FF	120,000.00	29,999.97	80,777.75
TEST13	Change Method	12000	FF	130,000.00	19,954.62	59,960.57

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
	NEWYORK					
TEST15	LKE Addition NEWYORK	12000	FF	234,500.00	25,125.03	67,651.42
Total for FF				**1,108,291.56**	**111,742.87**	**326,758.72**
Category LAND						
TEST14	Non Deprec. Asset, R-CHO NEWYORK	12000	LAND	10,000,000.00	0.00	0.00
Total for LAND				**10,000,000.00**	**0.00**	**0.00**
Category LAUTO						
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	582.39	1,198.22
TEST_RPT_1	Test reports	10200 ALLPRD	LAUTO 0000000106	55,000.00	883.34	883.34
Total for LAUTO				**58,335.72**	**1,465.73**	**2,081.56**
Category ME						
000000000193	Aluminum Pressure Cooker	11000	ME	4,587.00	54.61	54.61
000000000196	Classic 9820 Compass	11000	ME	5,004.00	59.57	59.57
000000000201	Deluxe Sports Stove, Double	11000	ME	2,981.55	0.00	0.00
000000000202	Deluxe Sports Stove, Double	11000	ME	1,146.75	0.00	0.00
000000000203	Deluxe Sports Stove, Double	11000	ME	458.70	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	11000	ME	834.00	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	12000	ME	625.50	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	13000	ME	625.50	0.00	0.00
000000000207	Sierra 1 Burner Stove	11000	ME	4,691.25	0.00	0.00
EX_000000221	Machinery Equipment NEWYORK	14000	ME	1,455.82	0.00	0.00
EX_000000222	Machinery Equipment NEWYORK	14000	ME	3,118.89	0.00	0.00
EX_000000223	Machinery Equipment NEWYORK	14000	ME	1,617.80	0.00	0.00
EX_000000224	Machinery Equipment NEWYORK	14000	ME	1,450.78	0.00	0.00
EX_000000225	Machinery Equipment NEWYORK	14000	ME	6,270.97	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000226	Machinery Equipment NEWYORK	14000	ME	727.40	0.00	0.00
EX_000000227	Machinery Equipment NEWYORK	14000	ME	1,688.70	0.00	0.00
EX_000000228	Machinery Equipment NEWYORK	14000	ME	161.00	0.00	0.00
EX_000000229	Machinery Equipment NEWYORK	14000	ME	2,163.00	0.00	0.00
EX_000000230	Machinery Equipment NEWYORK	14000	ME	2,678.78	0.00	0.00
EX_000000231	Machinery Equipment NEWYORK	14000	ME	11,580.26	0.00	0.00
EX_000000232	Machinery Equipment NEWYORK	14000	ME	15,819.36	0.00	0.00
EX_000000233	Machinery Equipment NEWYORK	14000	ME	18,238.05	0.00	0.00
EX_000000234	Machinery Equipment NEWYORK	14000	ME	7,306.05	0.00	0.00
EX_000000235	Machinery Equipment NEWYORK	14000	ME	225.50	0.00	0.00
EX_000000236	Machinery Equipment NEWYORK	14000	ME	112.75	0.00	0.00
EX_000000237	Machinery Equipment NEWYORK	14000	ME	823.06	0.00	0.00
EX_000000238	Machinery Equipment NEWYORK	14000	ME	45.10	0.00	0.00
EX_000000239	Machinery Equipment NEWYORK	14000	ME	100.22	0.00	0.00
EX_000000240	Machinery Equipment NEWYORK	14000	ME	75.17	0.00	0.00
EX_000000241	Machinery Equipment NEWYORK	14000	ME	1,509.24	0.00	0.00
EX_000000242	Machinery Equipment NEWYORK	14000	ME	358.90	0.00	0.00
EX_000000243	Machinery Equipment NEWYORK	14000	ME	4,023.78	0.00	0.00
EX_000000244	Machinery Equipment NEWYORK	14000	ME	234.46	0.00	0.00
EX_000000245	Machinery Equipment NEWYORK	14000	ME	12.25	0.00	0.00
EX_000000246	Machinery Equipment NEWYORK	14000	ME	2,250.00	0.00	0.00
EX_000000247	Machinery Equipment NEWYORK	14000	ME	15,979.52	0.00	0.00
EX_000000248	Machinery Equipment	14000	ME	21,380.42	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
	NEWYORK					
EX_000000249	Machinery Equipment NEWYORK	14000	ME	0.00	0.00	0.00
EX_000000250	Machinery Equipment NEWYORK	14000	ME	135.10	0.00	0.00
EX_000000251	Machinery Equipment NEWYORK	14000	ME	300.22	0.00	0.00
EX_000000252	Machinery Equipment NEWYORK	14000	ME	600.44	0.00	0.00
EX_000000253	Machinery Equipment NEWYORK	14000	ME	30,000.00	0.00	0.00
EX_000000254	Machinery Equipment NEWYORK	14000	ME	11,744.90	0.00	0.00
EX_000000255	Machinery Equipment NEWYORK	14000	ME	20,815.78	0.00	0.00
EX_000000256	Machinery Equipment NEWYORK	14000	ME	19,214.56	0.00	0.00
EX_000000257	Machinery Equipment NEWYORK	14000	ME	3,522.67	0.00	0.00
EX_000000258	Machinery Equipment NEWYORK	14000	ME	472.36	0.00	0.00
EX_000000259	Machinery Equipment NEWYORK	14000	ME	120.09	0.00	0.00
EX_000000260	Machinery Equipment NEWYORK	14000	ME	12,964.45	0.00	0.00
EX_000000261	Machinery Equipment NEWYORK	14000	ME	8,064.16	0.00	0.00
EX_000000262	Machinery Equipment NEWYORK	14000	ME	11,642.05	0.00	0.00
EX_000000263	Machinery Equipment NEWYORK	14000	ME	574.69	0.00	0.00
EX_000000264	Machinery Equipment NEWYORK	14000	ME	1,724.06	0.00	0.00
EX_000000265	Machinery Equipment NEWYORK	14000	ME	225,055.31	0.00	0.00
EX_000000266	Machinery Equipment NEWYORK	14000	ME	4,647.44	0.00	0.00
EX_000000267	Machinery Equipment NEWYORK	14000	ME	1,677.00	0.00	0.00
EX_000000268	Machinery Equipment NEWYORK	14000	ME	2,724.47	0.00	0.00
EX_000000269	Machinery Equipment NEWYORK	14000	ME	380.49	0.00	0.00
EX_000000270	Machinery Equipment NEWYORK	14000	ME	56,721.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000271	Machinery Equipment NEWYORK	14000	ME	405.00	0.00	0.00
EX_000000272	Machinery Equipment NEWYORK	14000	ME	183.22	0.00	0.00
EX_000000273	Machinery Equipment NEWYORK	14000	ME	14.25	0.00	0.00
EX_000000274	Machinery Equipment NEWYORK	14000	ME	195.00	0.00	0.00
EX_000000275	Machinery Equipment NEWYORK	14000	ME	650.00	0.00	0.00
EX_000000276	Machinery Equipment NEWYORK	14000	ME	390.00	0.00	0.00
EX_000000277	Machinery Equipment NEWYORK	14000	ME	202.50	0.00	0.00
EX_000000278	Machinery Equipment NEWYORK	14000	ME	260.00	0.00	0.00
EX_000000279	Machinery Equipment NEWYORK	14000	ME	130.00	0.00	0.00
EX_000000280	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000281	Machinery Equipment NEWYORK	14000	ME	135.00	0.00	0.00
EX_000000282	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000363	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	236.13	0.00	0.00
EX_000000364	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	140,895.36	0.00	0.00
EX_000000365	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	348.00	0.00	0.00
EX_000000366	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	147,076.32	0.00	0.00
EX_000000367	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	696.00	0.00	0.00
EX_000000368	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.50	0.00	0.00
EX_000000369	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.51	0.00	0.00
EX_000000370	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.52	0.00	0.00
EX_000000371	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000372	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000373	Cisco 2-Port Serial WAN In	11000	ME	909.00	0.00	0.00

Business Unit: US001
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Asset Id	Description	Department	Category	Cost	YTD Depr	LTD Depr
	Operating Unit	Product	Project Id			
BU: US001						
Category ME						
	NEWYORK					
EX_000000374	Cisco 2-Port Serial WAN Int	11000	ME	225.00	0.00	0.00
	NEWYORK					
EX_000000375	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000376	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000377	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000378	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000379	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000380	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000381	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000382	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000383	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000384	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000385	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000386	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000387	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000388	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000389	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000390	Cisco 2-Port Serial WAN Int	11000	ME	1,391.00	0.00	0.00
	NEWYORK					
EX_000000391	Sun Ultra Memory 256MB r	11000	ME	15,000.00	0.00	0.00
	NEWYORK					
EX_000000392	Sun Ultra Memory 256MB r	11000	ME	1,673.00	0.00	0.00
	NEWYORK					
EX_000000393	Sun Ultra Memory 256MB r	11000	ME	1,673.00	0.00	0.00
	NEWYORK					
EX_000000394	Sun Ultra Memory 256MB r	11000	ME	1,673.00	0.00	0.00
	NEWYORK					
EX_000000395	Sun Ultra Memory 256MB r	11000	ME	1,673.00	0.00	0.00
	NEWYORK					

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000396	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000397	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000398	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000399	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000400	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000401	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000402	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000403	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000404	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000405	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000406	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000407	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000408	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000409	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000410	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000411	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000412	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000413	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000414	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000415	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000416	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000417	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000418	Solaris 2.6 Standard	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
	NEWYORK					
EX_000000419	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000420	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000421	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000422	Solaris 2.6 Standard NEWYORK	11000	ME	4,479.00	0.00	0.00
EX_000000423	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000424	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000425	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000426	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000427	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000428	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000429	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000430	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000431	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000432	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000433	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000434	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000435	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000436	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000437	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000438	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000439	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000440	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000441	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000442	Solaris 2.6 Standard NEWYORK	11000	ME	5,035.00	0.00	0.00
EX_000000443	Siemens Phone Systems NEWYORK	14000	ME	1,919.00	0.00	0.00
EX_000000444	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000445	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000446	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000447	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000448	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000449	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000450	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000451	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000452	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000453	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000454	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000455	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000456	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000457	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000458	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000459	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000460	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000461	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000462	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000463	Siemens Phone Systems	14000	ME	1,673.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
	NEWYORK					
EX_000000464	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000465	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000466	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000467	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000468	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000469	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000470	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000471	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000472	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000473	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000474	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000475	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000476	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000477	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000478	Siemens Phone Systems NEWYORK	14000	ME	8,536.91	0.00	0.00
EX_000000479	Siemens Phone Systems NEWYORK	14000	ME	7,722.62	0.00	0.00
EX_000000480	Siemens Phone Systems NEWYORK	14000	ME	34,670.90	0.00	0.00
EX_000000481	Siemens Phone Systems NEWYORK	14000	ME	1,978.00	0.00	0.00
EX_000000482	Siemens Phone Systems NEWYORK	14000	ME	4,356.62	0.00	0.00
EX_000000483	Siemens Phone Systems NEWYORK	14000	ME	1,613.79	0.00	0.00
EX_000000484	Siemens Phone Systems NEWYORK	14000	ME	1,447.19	0.00	0.00
EX_000000485	Siemens Phone Systems NEWYORK	14000	ME	6,255.43	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000486	Siemens Phone Systems NEWYORK	14000	ME	725.60	0.00	0.00
EX_000000487	Siemens Phone Systems NEWYORK	14000	ME	2,633.73	0.00	0.00
EX_000000488	Siemens Phone Systems NEWYORK	14000	ME	4,032.68	0.00	0.00
EX_000000489	Siemens Phone Systems NEWYORK	14000	ME	9,439.01	0.00	0.00
EX_000000490	Siemens Phone Systems NEWYORK	14000	ME	3,290.72	0.00	0.00
EX_000000491	Siemens Phone Systems NEWYORK	14000	ME	12,073.98	0.00	0.00
EX_000000492	Siemens Phone Systems NEWYORK	14000	ME	4,620.24	0.00	0.00
EX_000000493	Siemens Phone Systems NEWYORK	14000	ME	1,695.49	0.00	0.00
EX_000000494	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000495	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000496	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000497	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_CHILD0001	Base NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0010	Cable NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0011	Wrecking Ball NEWYORK	42000	ME	10,000.00	0.00	0.00
EX_CHILD0012	Assembly NEWYORK	42000	ME	30,000.00	0.00	0.00
EX_PARENT002	Crane NEWYORK	42000	ME	20,000.00	0.00	0.00
TEST16	R-ABRENN-695YY1 NEWYORK	12000	ME	6,000.00	900.00	2,400.00
TEST17	R-ABRENN-695YY2 NEWYORK	12000	ME	6,000.00	900.00	2,400.00
TEST18	R-ABRENN-695YY3 NEWYORK	12000	ME	6,000.00	675.00	3,300.00
Total for ME				**1,520,064.34**	**2,589.18**	**8,214.18**
Category OFFCE						
000000000001	SOLARIS WORKSTATION NEWYORK	13000	OFFCE	7,500.00	0.00	0.00
000000000192	Split_Line_1	12000	OFFCE	5,000.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category OFFCE**						
000000000192	Split_Line_1	14000	OFFCE	2,000.00	0.00	0.00
000000000195	TEST PO TO AM	11000	OFFCE	4,000.00	0.00	0.00
000000000197	This field is required on PO	11000	OFFCE	1,500.00	0.00	0.00
000000000208	COMPUTERS	12000	OFFCE	1,042.50	0.00	0.00
EX_000000011	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000012	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000013	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000015	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000016	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000017	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000018	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000019	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000020	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000021	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000022	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000023	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000024	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000025	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000026	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000027	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000028	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000029	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000030	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000031	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000032	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000033	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000034	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000035	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000036	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000037	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000038	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000039	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000040	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000041	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000042	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000043	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000044	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000045	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000046	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000047	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000048	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000049	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000050	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000051	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000052	Compaq DeskPro EN SFF P	11000	OFFCE	1,169.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
	NEWYORK					
EX_000000053	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000054	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000055	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000056	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000057	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000058	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000059	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000060	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000061	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000062	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000063	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000064	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000065	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000066	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000067	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000068	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000069	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000070	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000071	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	12000	OFFCE	1,324.00	0.00	0.00
EX_000000073	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000074	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000075	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000076	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000077	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000078	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000079	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	13000	OFFCE	4,131.00	0.00	0.00
EX_000000081	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000082	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000083	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000084	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000085	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000086	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000087	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000088	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000089	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000090	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000283	Misc. Office Equipment NEWYORK	10000	OFFCE	8,536.91	0.00	0.00
EX_000000284	Misc. Office Equipment NEWYORK	10000	OFFCE	7,722.62	0.00	0.00
EX_000000285	Misc. Office Equipment NEWYORK	10000	OFFCE	34,670.90	0.00	0.00
EX_000000286	Misc. Office Equipment NEWYORK	10000	OFFCE	1,978.00	0.00	0.00
EX_000000287	Misc. Office Equipment	10000	OFFCE	4,356.62	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
	NEWYORK					
EX_000000288	Misc. Office Equipment NEWYORK	10000	OFFCE	1,613.79	0.00	0.00
EX_000000289	Misc. Office Equipment NEWYORK	10000	OFFCE	1,447.19	0.00	0.00
EX_000000290	Misc. Office Equipment NEWYORK	10000	OFFCE	6,255.43	0.00	0.00
EX_000000291	Misc. Office Equipment NEWYORK	10000	OFFCE	725.60	0.00	0.00
EX_000000292	Misc. Office Equipment NEWYORK	10000	OFFCE	2,633.73	0.00	0.00
EX_000000293	Misc. Office Equipment NEWYORK	10000	OFFCE	4,032.68	0.00	0.00
EX_000000294	Misc. Office Equipment NEWYORK	10000	OFFCE	9,439.01	0.00	0.00
EX_000000295	Misc. Office Equipment NEWYORK	10000	OFFCE	3,290.72	0.00	0.00
EX_000000296	Misc. Office Equipment NEWYORK	10000	OFFCE	12,073.98	0.00	0.00
EX_000000297	Misc. Office Equipment NEWYORK	10000	OFFCE	4,620.24	0.00	0.00
EX_000000298	Misc. Office Equipment NEWYORK	10000	OFFCE	1,695.49	0.00	0.00
EX_000000299	Misc. Office Equipment NEWYORK	10000	OFFCE	235.62	0.00	0.00
EX_000000300	Misc. Office Equipment NEWYORK	10000	OFFCE	640.00	0.00	0.00
EX_000000301	Misc. Office Equipment NEWYORK	10000	OFFCE	38.10	0.00	0.00
EX_000000302	Misc. Office Equipment NEWYORK	10000	OFFCE	108.29	0.00	0.00
EX_000000303	Misc. Office Equipment NEWYORK	10000	OFFCE	74.20	0.00	0.00
EX_000000304	Misc. Office Equipment NEWYORK	10500	OFFCE	1,248.31	0.00	0.00
EX_000000305	Misc. Office Equipment NEWYORK	10500	OFFCE	2,493.42	0.00	0.00
EX_000000306	Misc. Office Equipment NEWYORK	10500	OFFCE	15,899.05	0.00	0.00
EX_000000307	Misc. Office Equipment NEWYORK	10500	OFFCE	10,141.16	0.00	0.00
EX_000000308	Misc. Office Equipment NEWYORK	10500	OFFCE	3,237.31	0.00	0.00
EX_000000309	Misc. Office Equipment NEWYORK	10500	OFFCE	1,598.75	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000310	Misc. Office Equipment NEWYORK	10500	OFFCE	2,914.51	0.00	0.00
EX_000000311	Misc. Office Equipment NEWYORK	10500	OFFCE	1,858.23	0.00	0.00
EX_000000312	Misc. Office Equipment NEWYORK	10500	OFFCE	113.13	0.00	0.00
EX_000000313	Misc. Office Equipment NEWYORK	10500	OFFCE	7,573.53	0.00	0.00
EX_000000314	Misc. Office Equipment NEWYORK	10500	OFFCE	4,670.87	0.00	0.00
EX_000000315	Misc. Office Equipment NEWYORK	10500	OFFCE	4,181.98	0.00	0.00
EX_000000316	Misc. Office Equipment NEWYORK	10500	OFFCE	3,676.00	0.00	0.00
EX_000000317	Misc. Office Equipment NEWYORK	10500	OFFCE	7,104.72	0.00	0.00
EX_000000318	Misc. Office Equipment NEWYORK	10500	OFFCE	14,863.64	0.00	0.00
EX_000000319	Misc. Office Equipment NEWYORK	10500	OFFCE	2,902.13	0.00	0.00
EX_000000320	Misc. Office Equipment NEWYORK	11000	OFFCE	1,450.06	0.00	0.00
EX_000000321	Misc. Office Equipment NEWYORK	11000	OFFCE	4,468.52	0.00	0.00
EX_000000322	Misc. Office Equipment NEWYORK	11000	OFFCE	12,501.02	0.00	0.00
EX_000000323	Misc. Office Equipment NEWYORK	11000	OFFCE	16,895.34	0.00	0.00
EX_000000324	Misc. Office Equipment NEWYORK	11000	OFFCE	2,892.10	0.00	0.00
EX_000000325	Misc. Office Equipment NEWYORK	11000	OFFCE	6,217.42	0.00	0.00
EX_000000326	Misc. Office Equipment NEWYORK	11000	OFFCE	1,454.99	0.00	0.00
EX_000000327	Misc. Office Equipment NEWYORK	11000	OFFCE	1,555.54	0.00	0.00
EX_000000328	Misc. Office Equipment NEWYORK	11000	OFFCE	1,866.25	0.00	0.00
EX_000000329	Misc. Office Equipment NEWYORK	11000	OFFCE	726.99	0.00	0.00
EX_000000330	Misc. Office Equipment NEWYORK	11000	OFFCE	6,267.42	0.00	0.00
EX_000000331	Misc. Office Equipment NEWYORK	11000	OFFCE	1,449.96	0.00	0.00
EX_000000332	Misc. Office Equipment	11000	OFFCE	2,823.51	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
	NEWYORK					
EX_000000333	Misc. Office Equipment NEWYORK	11000	OFFCE	1,455.45	0.00	0.00
EX_000000334	Misc. Office Equipment NEWYORK	11000	OFFCE	3,119.11	0.00	0.00
EX_000000335	Misc. Office Equipment NEWYORK	11000	OFFCE	1,617.39	0.00	0.00
EX_000000336	Misc. Office Equipment NEWYORK	11000	OFFCE	727.22	0.00	0.00
EX_000000337	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000338	Misc. Office Equipment NEWYORK	11000	OFFCE	4,356.62	0.00	0.00
EX_000000339	Misc. Office Equipment NEWYORK	11000	OFFCE	1,613.79	0.00	0.00
EX_000000340	Misc. Office Equipment NEWYORK	11000	OFFCE	1,447.19	0.00	0.00
EX_000000341	Misc. Office Equipment NEWYORK	11000	OFFCE	6,255.43	0.00	0.00
EX_000000342	Misc. Office Equipment NEWYORK	11000	OFFCE	725.60	0.00	0.00
EX_000000343	Misc. Office Equipment NEWYORK	11000	OFFCE	2,633.73	0.00	0.00
EX_000000344	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000345	Misc. Office Equipment NEWYORK	11000	OFFCE	10,104.68	0.00	0.00
EX_000000346	Misc. Office Equipment NEWYORK	11000	OFFCE	4,140.75	0.00	0.00
EX_000000347	Misc. Office Equipment NEWYORK	11000	OFFCE	3,810.78	0.00	0.00
EX_000000348	Misc. Office Equipment NEWYORK	11000	OFFCE	1,514.22	0.00	0.00
EX_000000349	Misc. Office Equipment NEWYORK	12000	OFFCE	20,184.00	0.00	0.00
EX_000000350	Misc. Office Equipment NEWYORK	12000	OFFCE	16,907.66	0.00	0.00
EX_000000351	Misc. Office Equipment NEWYORK	12000	OFFCE	14,665.00	0.00	0.00
EX_000000352	Misc. Office Equipment NEWYORK	12000	OFFCE	30,229.86	0.00	0.00
EX_000000353	Misc. Office Equipment NEWYORK	12000	OFFCE	2,162.14	0.00	0.00
EX_000000354	Misc. Office Equipment NEWYORK	12000	OFFCE	30,987.67	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000355	Misc. Office Equipment NEWYORK	12000	OFFCE	9,080.58	0.00	0.00
EX_000000356	Misc. Office Equipment NEWYORK	13000	OFFCE	15,992.07	0.00	0.00
EX_000000357	Misc. Office Equipment NEWYORK	13000	OFFCE	19,209.71	0.00	0.00
EX_000000358	Misc. Office Equipment NEWYORK	20000	OFFCE	908.46	0.00	0.00
EX_000000359	Misc. Office Equipment NEWYORK	20000	OFFCE	848.43	0.00	0.00
EX_000000360	Misc. Office Equipment NEWYORK	20000	OFFCE	4,802.42	0.00	0.00
EX_000000361	Misc. Office Equipment NEWYORK	20000	OFFCE	417.21	0.00	0.00
EX_000000362	Misc. Office Equipment NEWYORK	20000	OFFCE	236.12	0.00	0.00
EX_CHILD0007	Monitor NEWYORK	11000	OFFCE	1,000.00	0.00	0.00
EX_CHILD0008	Speakers NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0009	Memory NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0019	Sony Monitor		OFFCE	14,400.00	0.00	0.00
EX_CHILD0020	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0021	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0022	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0023	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0024	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0025	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0026	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0027	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0028	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0029	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0030	Sony Monitor		OFFCE	1,200.00	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_CHILD0031	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0032	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0033	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0034	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0035	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0036	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_CHILD0037	Sony Monitor		OFFCE	1,200.00	0.00	0.00
EX_PARENT001	Toshiba Equim7100D NEWYORK	11000	OFFCE	5,000.00	0.00	0.00
ICE03	Computer		OFFCE	7,615.80	761.58	7,615.80
ICE05	607926000		OFFCE	3,477.94	313.23	3,477.94
PARTIAL1	Computer	12000	OFFCE	50,000.00	2,083.33	2,083.33
PARTIAL1	Computer	14000	OFFCE	2,000.00	83.33	83.33
PTP-02-02A	PTP-02-02A-Design NEWYORK	10000	OFFCE PTP-02-02	2,500.00	104.17	104.17
PTP-02-02B	PTP-02-02B-Implementl NEWYORK	10000	OFFCE PTP-02-02	17,500.00	729.17	729.17
PTP-02-02C	PTP-02-02C-Install NEWYORK	10000	OFFCE PTP-02-02	9,000.00	375.00	375.00
PTP-03-02A	Computer		OFFCE PTP-03-02	2,500.00	0.00	0.00
TEST02	Acctg Date > Trans Date NEWYORK	12000	OFFCE	3,147.29	655.65	2,578.99
Total for OFFCE				**812,188.08**	**5,105.46**	**17,047.73**
Category SOFT						
EX_000000160	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	29,224.34	0.00	0.00
EX_000000161	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,605.96	0.00	0.00
EX_000000162	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	19,578.54	0.00	0.00
EX_000000163	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,356.96	0.00	0.00

Business Unit: US001
Book: CORP As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category SOFT						
EX_000000164	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	12,426.97	0.00	0.00
EX_000000165	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	662.18	0.00	0.00
EX_000000166	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	24,000.00	0.00	0.00
EX_000000167	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	30,000.00	0.00	0.00
EX_000000168	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	11,242.50	0.00	0.00
EX_000000169	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	765.00	0.00	0.00
EX_000000170	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,858.75	0.00	0.00
EX_000000171	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,300.00	0.00	0.00
EX_000000172	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,250.00	0.00	0.00
EX_000000173	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,425.00	0.00	0.00
EX_000000174	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,520.00	0.00	0.00
EX_000000175	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	13,045.00	0.00	0.00
EX_000000176	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,242.00	0.00	0.00
EX_000000177	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,456.00	0.00	0.00
EX_000000178	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000179	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000180	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,192.00	0.00	0.00
EX_000000181	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,414.00	0.00	0.00
EX_000000182	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,145.00	0.00	0.00
EX_000000183	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	22,485.00	0.00	0.00
EX_000000184	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,985.00	0.00	0.00
EX_000000185	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000186	PeopleSoft 8.0 Financials	41000	SOFT	7,384.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category SOFT**						
	NEWYORK					
EX_000000187	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,596.00	0.00	0.00
EX_000000188	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000189	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,356.00	0.00	0.00
EX_000000190	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	783.00	0.00	0.00
EX_000000191	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,597.00	0.00	0.00
EX_000000192	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,526.00	0.00	0.00
EX_000000193	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,212.00	0.00	0.00
EX_000000194	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	5,586.00	0.00	0.00
EX_000000195	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,230.19	0.00	0.00
EX_000000196	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	42,407.23	0.00	0.00
EX_000000197	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,558.47	0.00	0.00
EX_000000198	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,590.13	0.00	0.00
EX_000000199	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,118.59	0.00	0.00
EX_000000200	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	89,321.11	0.00	0.00
EX_000000201	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000202	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000203	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000204	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	25,485.85	0.00	0.00
EX_000000205	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000206	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000207	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000208	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category SOFT						
EX_000000209	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000210	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000211	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000212	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000213	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000214	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000215	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000216	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000217	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000218	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000219	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000220	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_CHILD0003	License Fee NEWYORK	11000	SOFT	125,000.00	0.00	0.00
EX_CHILD0004	Training Fees NEWYORK	11000	SOFT	7,500.00	0.00	0.00
EX_CHILD0005	Consulting NEWYORK	11000	SOFT	2,500.00	0.00	0.00
EX_PARENT004	PeopleSoft 8.0	11000	SOFT	250,000.00	0.00	0.00
PTP-02-02D	PTP-02-02D-Design NEWYORK	10000	SOFT PTP-02-02	1,034.84	57.49	57.49
PTP-02-02E	PTP-02-02E-Implementl NEWYORK	10000	SOFT PTP-02-02	5,000.00	277.78	277.78
PTP-02-02F	PTP-02-02F-Install NEWYORK	10000	SOFT PTP-02-02	2,695.98	149.78	149.78
Total for SOFT				**1,027,083.87**	**485.05**	**485.05**
Total for CORP				**83,102,413.64**	**165,664.15**	**563,234.61**
Book: FEDERAL						
Category AUTO						
000000000089	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000090	afds	11000	AUTO	1,010.00	100.00	100.00
000000000091	afds	11000	AUTO	1,010.00	100.00	100.00
000000000092	afds	11000	AUTO	1,010.00	100.00	100.00
000000000093	afds	11000	AUTO	1,010.00	100.00	100.00
000000000094	afds	11000	AUTO	1,010.00	100.00	100.00
000000000095	afds	11000	AUTO	1,010.00	100.00	100.00
000000000096	afds	11000	AUTO	1,010.00	100.00	100.00
000000000097	afds	11000	AUTO	1,010.00	100.00	100.00
000000000098	afds	11000	AUTO	1,010.00	100.00	100.00
000000000099	afds	11000	AUTO	1,010.00	100.00	100.00
000000000100	afds	11000	AUTO	1,010.00	100.00	100.00
000000000101	afds	11000	AUTO	1,010.00	100.00	100.00
000000000102	afds	11000	AUTO	1,010.00	100.00	100.00
000000000103	afds	11000	AUTO	1,010.00	100.00	100.00
000000000104	afds	11000	AUTO	1,010.00	100.00	100.00
000000000105	afds	11000	AUTO	1,010.00	100.00	100.00
000000000106	afds	11000	AUTO	1,010.00	100.00	100.00
000000000107	afds	11000	AUTO	1,010.00	100.00	100.00
000000000108	afds	11000	AUTO	1,010.00	100.00	100.00
000000000109	afds	11000	AUTO	1,010.00	100.00	100.00
000000000110	afds	11000	AUTO	1,010.00	100.00	100.00
000000000111	afds	11000	AUTO	1,010.00	100.00	100.00
000000000112	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category AUTO**						
000000000113	afds	11000	AUTO	1,010.00	100.00	100.00
000000000114	afds	11000	AUTO	1,010.00	100.00	100.00
000000000115	afds	11000	AUTO	1,010.00	100.00	100.00
000000000116	afds	11000	AUTO	1,010.00	100.00	100.00
000000000117	afds	11000	AUTO	1,010.00	100.00	100.00
000000000118	afds	11000	AUTO	1,010.00	100.00	100.00
000000000119	afds	11000	AUTO	1,010.00	100.00	100.00
000000000120	afds	11000	AUTO	1,010.00	100.00	100.00
000000000121	afds	11000	AUTO	1,010.00	100.00	100.00
000000000122	afds	11000	AUTO	1,010.00	100.00	100.00
000000000123	afds	11000	AUTO	1,010.00	100.00	100.00
000000000124	afds	11000	AUTO	1,010.00	100.00	100.00
000000000125	afds	11000	AUTO	1,010.00	100.00	100.00
000000000126	afds	11000	AUTO	1,010.00	100.00	100.00
000000000127	afds	11000	AUTO	1,010.00	100.00	100.00
000000000128	afds	11000	AUTO	1,010.00	100.00	100.00
000000000129	afds	11000	AUTO	1,010.00	100.00	100.00
000000000130	afds	11000	AUTO	1,010.00	100.00	100.00
000000000131	afds	11000	AUTO	1,010.00	100.00	100.00
000000000132	afds	11000	AUTO	1,010.00	100.00	100.00
000000000133	afds	11000	AUTO	1,010.00	100.00	100.00
000000000134	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000135	afds	11000	AUTO	1,010.00	100.00	100.00
000000000136	afds	11000	AUTO	1,010.00	100.00	100.00
000000000137	afds	11000	AUTO	1,010.00	100.00	100.00
000000000138	afds	11000	AUTO	1,010.00	100.00	100.00
000000000139	afds	11000	AUTO	1,010.00	100.00	100.00
000000000140	afds	11000	AUTO	1,010.00	100.00	100.00
000000000141	afds	11000	AUTO	1,010.00	100.00	100.00
000000000142	afds	11000	AUTO	1,010.00	100.00	100.00
000000000143	afds	11000	AUTO	1,010.00	100.00	100.00
000000000144	afds	11000	AUTO	1,010.00	100.00	100.00
000000000145	afds	11000	AUTO	1,010.00	100.00	100.00
000000000146	afds	11000	AUTO	1,010.00	100.00	100.00
000000000147	afds	11000	AUTO	1,010.00	100.00	100.00
000000000148	afds	11000	AUTO	1,010.00	100.00	100.00
000000000149	afds	11000	AUTO	1,010.00	100.00	100.00
000000000150	afds	11000	AUTO	1,010.00	100.00	100.00
000000000151	afds	11000	AUTO	1,010.00	100.00	100.00
000000000152	afds	11000	AUTO	1,010.00	100.00	100.00
000000000153	afds	11000	AUTO	1,010.00	100.00	100.00
000000000154	afds	11000	AUTO	1,010.00	100.00	100.00
000000000155	afds	11000	AUTO	1,010.00	100.00	100.00
000000000156	afds	11000	AUTO	1,010.00	100.00	100.00
000000000157	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000158	afds	11000	AUTO	1,010.00	100.00	100.00
000000000159	afds	11000	AUTO	1,010.00	100.00	100.00
000000000160	afds	11000	AUTO	1,010.00	100.00	100.00
000000000161	afds	11000	AUTO	1,010.00	100.00	100.00
000000000162	afds	11000	AUTO	1,010.00	100.00	100.00
000000000163	afds	11000	AUTO	1,010.00	100.00	100.00
000000000164	afds	11000	AUTO	1,010.00	100.00	100.00
000000000165	afds	11000	AUTO	1,010.00	100.00	100.00
000000000166	afds	11000	AUTO	1,010.00	100.00	100.00
000000000167	afds	11000	AUTO	1,010.00	100.00	100.00
000000000168	afds	11000	AUTO	1,010.00	100.00	100.00
000000000169	afds	11000	AUTO	1,010.00	100.00	100.00
000000000170	afds	11000	AUTO	1,010.00	100.00	100.00
000000000171	afds	11000	AUTO	1,010.00	100.00	100.00
000000000172	afds	11000	AUTO	1,010.00	100.00	100.00
000000000173	afds	11000	AUTO	1,010.00	100.00	100.00
000000000174	afds	11000	AUTO	1,010.00	100.00	100.00
000000000175	afds	11000	AUTO	1,010.00	100.00	100.00
000000000176	afds	11000	AUTO	1,010.00	100.00	100.00
000000000177	afds	11000	AUTO	1,010.00	100.00	100.00
000000000178	afds	11000	AUTO	1,010.00	100.00	100.00
000000000179	afds	11000	AUTO	1,010.00	100.00	100.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
000000000180	afds	11000	AUTO	1,010.00	100.00	100.00
000000000181	afds	11000	AUTO	1,010.00	100.00	100.00
000000000182	afds	11000	AUTO	1,010.00	100.00	100.00
000000000183	afds	11000	AUTO	1,010.00	100.00	100.00
000000000184	afds	11000	AUTO	1,010.00	100.00	100.00
000000000185	afds	11000	AUTO	1,010.00	100.00	100.00
000000000186	afds	11000	AUTO	1,010.00	100.00	100.00
000000000187	afds	11000	AUTO	1,010.00	100.00	100.00
000000000188	afds	11000	AUTO	1,010.00	100.00	100.00
000000000198	AUTO	10200	AUTO	3,127.50	0.00	0.00
000000000199	AUTO	13000	AUTO	10,425.00	0.00	0.00
000000000200	AUTO	12000	AUTO	7,297.50	0.00	0.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000106	0.00	1,020.00	1,020.00
000000000211	2003 BMW Convertible CALIF	10200 ACCSSR	AUTO 0000000107	65,000.00	510.00	510.00
BRA001	BRA001 - TEST	12000	AUTO	0.00	-500.00	500.00
DSPWRK01	DW multichart with approva	11000	AUTO	10,000.00	1,224.99	2,244.99
DSPWRK01	DW multichart with approva	12000	AUTO	20,000.00	2,449.98	4,489.98
DSPWRK02	DW multichart without appr	11000	AUTO	10,000.00	1,224.99	2,244.99
DSPWRK02	DW multichart without appr	12000	AUTO	20,000.00	2,449.98	4,489.98
EX_000000001	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000002	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	0.00	0.00	5,560.02
EX_000000003	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000004	Automobile	14000	AUTO	39,107.00	1,331.28	14,116.28

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category AUTO						
	NEWYORK					
EX_000000005	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000006	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000007	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000008	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000009	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
EX_000000010	2000 Chevrolet Tahoe LT 1/ NEWYORK	14000	AUTO	39,107.00	1,331.28	14,116.28
ICE02	ice 581697000		AUTO	20,000.00	3,674.97	6,734.97
ICE04	Automobile		AUTO	6,154.07	172.31	6,154.07
ICE06	614246000		AUTO	62,000.00	1,530.00	1,530.00
ICE07	Automobile		AUTO	62,000.00	1,530.00	1,530.00
MC_RETIRE	Multichartfield Retire Issue	10500	AUTO	10,000.00	612.00	612.00
MC_RETIRE	Multichartfield Retire Issue	11000	AUTO	15,000.00	918.00	918.00
TEST_RPT_1	Test reports	10200 ALLPRD	AUTO 0000000106	0.00	1,020.00	1,020.00
TEST09	No deprec > than limit on D NEWYORK	12000	AUTO	90,000.00	2,212.47	10,172.47
Total for AUTO				**863,967.07**	**42,031.21**	**186,777.99**
Category BLDG						
EDGAR02	Building Test 2	10000	BLDG	60,000.00	1,153.89	2,115.43
EX_000000498	Building A NEWYORK		BLDG	20,000,000.00	0.00	0.00
EX_000000499	Building B NEWYORK		BLDG	30,000,000.00	0.00	0.00
EX_000000500	Building C NEWYORK		BLDG	16,656,483.00	0.00	0.00
EX_CHILD0006	Carpeting NEWYORK	12000	BLDG	120,000.00	0.00	0.00
EX_CHILD0016	Heating/Air NEWYORK		BLDG	200,000.00	0.00	0.00
EX_CHILD0017	Plumbing NEWYORK	14000	BLDG	70,000.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category BLDG						
EX_CHILD0018	Electrical NEWYORK	14000	BLDG	50,000.00	0.00	0.00
EX_PARENT005	Building A	14000	BLDG	600,000.00	0.00	0.00
Total for BLDG				**67,756,483.00**	**1,153.89**	**2,115.43**
Category FF						
BRA001	BRA001 - TEST	12000	FF	0.00	0.00	0.00
BRA001	BRA001 - TEST	15000	FF	0.00	500.00	500.00
EX_000000091	Computer Desk NEWYORK	14000	FF	3,546.87	0.00	0.00
EX_000000092	Computer Desk NEWYORK	14000	FF	6,360.00	0.00	0.00
EX_000000093	Computer Desk NEWYORK	14000	FF	2,424.00	0.00	0.00
EX_000000094	Computer Desk NEWYORK	14000	FF	1,447.00	0.00	0.00
EX_000000095	Computer Desk NEWYORK	14000	FF	3,100.00	0.00	0.00
EX_000000096	Computer Desk NEWYORK	14000	FF	1,608.00	0.00	0.00
EX_000000097	Computer Desk NEWYORK	14000	FF	1,442.00	0.00	0.00
EX_000000098	Computer Desk NEWYORK	14000	FF	6,233.00	0.00	0.00
EX_000000099	Computer Desk NEWYORK	14000	FF	723.00	0.00	0.00
EX_000000100	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000101	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000102	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000103	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000104	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000105	Computer Desk NEWYORK	13000	FF	6,318.00	0.00	0.00
EX_000000106	Computer Desk NEWYORK	13000	FF	1,532.00	0.00	0.00
EX_000000107	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
EX_000000108	Computer Desk NEWYORK	13000	FF	7,384.00	0.00	0.00
EX_000000109	Computer Desk NEWYORK	13000	FF	4,596.00	0.00	0.00
EX_000000110	Computer Desk NEWYORK	13000	FF	6,248.00	0.00	0.00
EX_000000111	Computer Desk NEWYORK	13000	FF	2,356.00	0.00	0.00
EX_000000112	Computer Desk NEWYORK	13000	FF	783.00	0.00	0.00
EX_000000113	Computer Desk NEWYORK	13000	FF	6,597.00	0.00	0.00
EX_000000114	Computer Desk NEWYORK	13000	FF	1,526.00	0.00	0.00
EX_000000115	Computer Desk NEWYORK	13000	FF	10,530.00	0.00	0.00
EX_000000116	Computer Desk NEWYORK	13000	FF	12,687.00	0.00	0.00
EX_000000117	Chairs NEWYORK	13000	FF	44.29	0.00	0.00
EX_000000118	Chairs NEWYORK	13000	FF	37.50	0.00	0.00
EX_000000119	Chairs NEWYORK	13000	FF	75.00	0.00	0.00
EX_000000120	Chairs NEWYORK	13000	FF	135.00	0.00	0.00
EX_000000121	Chairs NEWYORK	13000	FF	1,625.00	0.00	0.00
EX_000000122	Chairs NEWYORK	13000	FF	21,374.33	0.00	0.00
EX_000000123	Chairs NEWYORK	13000	FF	1,105.00	0.00	0.00
EX_000000124	Chairs NEWYORK	13000	FF	2,084.00	0.00	0.00
EX_000000125	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000126	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000127	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000128	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000129	Chairs NEWYORK	15000	FF	2,084.00	0.00	0.00
EX_000000130	Chairs	15000	FF	792.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
	NEWYORK					
EX_000000131	Chairs NEWYORK	15000	FF	55.44	0.00	0.00
EX_000000132	Chairs NEWYORK	15000	FF	2,825.00	0.00	0.00
EX_000000133	Chairs NEWYORK	13000	FF	916.00	0.00	0.00
EX_000000134	Chairs NEWYORK	13000	FF	150.00	0.00	0.00
EX_000000135	Chairs NEWYORK	25000	FF	510.00	0.00	0.00
EX_000000136	Chairs NEWYORK	25000	FF	435.00	0.00	0.00
EX_000000137	Chairs NEWYORK	25000	FF	338.52	0.00	0.00
EX_000000138	Chairs NEWYORK	25000	FF	2,599.00	0.00	0.00
EX_000000139	Chairs NEWYORK	25000	FF	182.99	0.00	0.00
EX_000000140	Chairs NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000141	Chairs NEWYORK	25000	FF	189.47	0.00	0.00
EX_000000142	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000143	Bookcase NEWYORK	25000	FF	21.05	0.00	0.00
EX_000000144	Bookcase NEWYORK	25000	FF	15,157.40	0.00	0.00
EX_000000145	Bookcase NEWYORK	25000	FF	1,216.38	0.00	0.00
EX_000000146	Bookcase NEWYORK	25000	FF	1,684.16	0.00	0.00
EX_000000147	Bookcase NEWYORK	25000	FF	135.15	0.00	0.00
EX_000000148	Bookcase NEWYORK	25000	FF	27,414.77	0.00	0.00
EX_000000149	Bookcase NEWYORK	25000	FF	2,196.39	0.00	0.00
EX_000000150	Bookcase NEWYORK	25000	FF	13,898.49	0.00	0.00
EX_000000151	Bookcase NEWYORK	25000	FF	1,115.35	0.00	0.00
EX_000000152	Bookcase NEWYORK	25000	FF	7,479.64	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
EX_000000153	Bookcase NEWYORK	25000	FF	4,655.52	0.00	0.00
EX_000000154	Bookcase NEWYORK	25000	FF	793.14	0.00	0.00
EX_000000155	Bookcase NEWYORK	25000	FF	4,266.55	0.00	0.00
EX_000000156	Bookcase NEWYORK	25000	FF	2,399.40	0.00	0.00
EX_000000157	Bookcase NEWYORK	25000	FF	1,544.60	0.00	0.00
EX_000000158	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_000000159	Bookcase NEWYORK	25000	FF	1,246.00	0.00	0.00
EX_CHILD0002	Desk NEWYORK	15000	FF	7,500.00	0.00	0.00
EX_CHILD0013	Bookcase NEWYORK	15000	FF	1,500.00	0.00	0.00
EX_CHILD0014	Chairs NEWYORK	15000	FF	5,000.00	0.00	0.00
EX_CHILD0015	Lamps NEWYORK	15000	FF	2,500.00	0.00	0.00
EX_PARENT003	Executive Office Set NEWYORK	15000	FF	0.00	0.00	0.00
TEST01	Express Add Asset NEWYORK	12000 NOPROD	FF AEROSPACE	1,494.51	157.95	283.27
TEST04	Accum Depr in current Pd. NEWYORK	12000	FF	10,235.47	560.97	6,682.85
TEST05	Accum booked to prior acctg NEWYORK	12000	FF	50,000.00	4,821.39	19,464.25
TEST06	Cost < Cap. Limit NEWYORK	12000	FF	499.00	53.46	160.39
TEST07	No Deprec below cost basis NEWYORK	12000	FF	70,000.00	7,499.97	22,499.97
TEST08	MultCurr NEWYORK	12000	FF	7,620.85	816.48	2,449.52
TEST10	Deprec start on In Service da NEWYORK	12000	FF	100,000.00	10,714.32	32,142.89
TEST11	Change Convention NEWYORK	12000	FF	110,000.00	11,785.68	35,357.11
TEST12	Change Estimated Life NEWYORK	12000	FF	120,000.00	12,857.13	38,571.42
TEST13	Change Method NEWYORK	12000	FF	130,000.00	13,928.58	41,785.72
TEST15	LKE Addition	12000	FF	234,500.00	25,125.03	75,375.03

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category FF						
	NEWYORK					
Total for FF				**1,108,028.79**	**88,820.96**	**275,272.42**
Category LAND						
TEST14	Non Deprec. Asset, R-CHO\ NEWYORK	12000	LAND	10,000,000.00	0.00	0.00
Total for LAND				**10,000,000.00**	**0.00**	**0.00**
Category LAUTO						
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	1,275.93	2,276.65
STEP_LEASE_1	Step Lease Test 1		LAUTO	3,335.72	1,275.93	2,276.65
TEST_RPT_1	Test reports	10200 ALLPRD	LAUTO 0000000106	55,000.00	510.00	510.00
Total for LAUTO				**61,671.44**	**3,061.86**	**5,063.30**
Category ME						
000000000193	Aluminum Pressure Cooker	11000	ME	4,587.00	163.83	163.83
000000000196	Classic 9820 Compass	11000	ME	5,004.00	178.71	178.71
000000000201	Deluxe Sports Stove, Double	11000	ME	2,981.55	0.00	0.00
000000000202	Deluxe Sports Stove, Double	11000	ME	1,146.75	0.00	0.00
000000000203	Deluxe Sports Stove, Double	11000	ME	458.70	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	11000	ME	834.00	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	12000	ME	625.50	0.00	0.00
000000000204	Cookie's Chow Kit Utensils	13000	ME	625.50	0.00	0.00
000000000207	Sierra 1 Burner Stove	11000	ME	4,691.25	0.00	0.00
EX_000000221	Machinery Equipment NEWYORK	14000	ME	1,455.82	0.00	0.00
EX_000000222	Machinery Equipment NEWYORK	14000	ME	3,118.89	0.00	0.00
EX_000000223	Machinery Equipment NEWYORK	14000	ME	1,617.80	0.00	0.00
EX_000000224	Machinery Equipment NEWYORK	14000	ME	1,450.78	0.00	0.00
EX_000000225	Machinery Equipment NEWYORK	14000	ME	6,270.97	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000226	Machinery Equipment NEWYORK	14000	ME	727.40	0.00	0.00
EX_000000227	Machinery Equipment NEWYORK	14000	ME	1,688.70	0.00	0.00
EX_000000228	Machinery Equipment NEWYORK	14000	ME	161.00	0.00	0.00
EX_000000229	Machinery Equipment NEWYORK	14000	ME	2,163.00	0.00	0.00
EX_000000230	Machinery Equipment NEWYORK	14000	ME	2,678.78	0.00	0.00
EX_000000231	Machinery Equipment NEWYORK	14000	ME	11,580.26	0.00	0.00
EX_000000232	Machinery Equipment NEWYORK	14000	ME	15,819.36	0.00	0.00
EX_000000233	Machinery Equipment NEWYORK	14000	ME	18,238.05	0.00	0.00
EX_000000234	Machinery Equipment NEWYORK	14000	ME	7,306.05	0.00	0.00
EX_000000235	Machinery Equipment NEWYORK	14000	ME	225.50	0.00	0.00
EX_000000236	Machinery Equipment NEWYORK	14000	ME	112.75	0.00	0.00
EX_000000237	Machinery Equipment NEWYORK	14000	ME	823.06	0.00	0.00
EX_000000238	Machinery Equipment NEWYORK	14000	ME	45.10	0.00	0.00
EX_000000239	Machinery Equipment NEWYORK	14000	ME	100.22	0.00	0.00
EX_000000240	Machinery Equipment NEWYORK	14000	ME	75.17	0.00	0.00
EX_000000241	Machinery Equipment NEWYORK	14000	ME	1,509.24	0.00	0.00
EX_000000242	Machinery Equipment NEWYORK	14000	ME	358.90	0.00	0.00
EX_000000243	Machinery Equipment NEWYORK	14000	ME	4,023.78	0.00	0.00
EX_000000244	Machinery Equipment NEWYORK	14000	ME	234.46	0.00	0.00
EX_000000245	Machinery Equipment NEWYORK	14000	ME	12.25	0.00	0.00
EX_000000246	Machinery Equipment NEWYORK	14000	ME	2,250.00	0.00	0.00
EX_000000247	Machinery Equipment NEWYORK	14000	ME	15,979.52	0.00	0.00
EX_000000248	Machinery Equipment	14000	ME	21,380.42	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category ME**						
	NEWYORK					
EX_000000249	Machinery Equipment NEWYORK	14000	ME	0.00	0.00	0.00
EX_000000250	Machinery Equipment NEWYORK	14000	ME	135.10	0.00	0.00
EX_000000251	Machinery Equipment NEWYORK	14000	ME	300.22	0.00	0.00
EX_000000252	Machinery Equipment NEWYORK	14000	ME	600.44	0.00	0.00
EX_000000253	Machinery Equipment NEWYORK	14000	ME	30,000.00	0.00	0.00
EX_000000254	Machinery Equipment NEWYORK	14000	ME	11,744.90	0.00	0.00
EX_000000255	Machinery Equipment NEWYORK	14000	ME	20,815.78	0.00	0.00
EX_000000256	Machinery Equipment NEWYORK	14000	ME	19,214.56	0.00	0.00
EX_000000257	Machinery Equipment NEWYORK	14000	ME	3,522.67	0.00	0.00
EX_000000258	Machinery Equipment NEWYORK	14000	ME	472.36	0.00	0.00
EX_000000259	Machinery Equipment NEWYORK	14000	ME	120.09	0.00	0.00
EX_000000260	Machinery Equipment NEWYORK	14000	ME	12,964.45	0.00	0.00
EX_000000261	Machinery Equipment NEWYORK	14000	ME	8,064.16	0.00	0.00
EX_000000262	Machinery Equipment NEWYORK	14000	ME	11,642.05	0.00	0.00
EX_000000263	Machinery Equipment NEWYORK	14000	ME	574.69	0.00	0.00
EX_000000264	Machinery Equipment NEWYORK	14000	ME	1,724.06	0.00	0.00
EX_000000265	Machinery Equipment NEWYORK	14000	ME	225,055.31	0.00	0.00
EX_000000266	Machinery Equipment NEWYORK	14000	ME	4,647.44	0.00	0.00
EX_000000267	Machinery Equipment NEWYORK	14000	ME	1,677.00	0.00	0.00
EX_000000268	Machinery Equipment NEWYORK	14000	ME	2,724.47	0.00	0.00
EX_000000269	Machinery Equipment NEWYORK	14000	ME	380.49	0.00	0.00
EX_000000270	Machinery Equipment NEWYORK	14000	ME	56,721.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000271	Machinery Equipment NEWYORK	14000	ME	405.00	0.00	0.00
EX_000000272	Machinery Equipment NEWYORK	14000	ME	183.22	0.00	0.00
EX_000000273	Machinery Equipment NEWYORK	14000	ME	14.25	0.00	0.00
EX_000000274	Machinery Equipment NEWYORK	14000	ME	195.00	0.00	0.00
EX_000000275	Machinery Equipment NEWYORK	14000	ME	650.00	0.00	0.00
EX_000000276	Machinery Equipment NEWYORK	14000	ME	390.00	0.00	0.00
EX_000000277	Machinery Equipment NEWYORK	14000	ME	202.50	0.00	0.00
EX_000000278	Machinery Equipment NEWYORK	14000	ME	260.00	0.00	0.00
EX_000000279	Machinery Equipment NEWYORK	14000	ME	130.00	0.00	0.00
EX_000000280	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000281	Machinery Equipment NEWYORK	14000	ME	135.00	0.00	0.00
EX_000000282	Machinery Equipment NEWYORK	14000	ME	37.50	0.00	0.00
EX_000000363	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	236.13	0.00	0.00
EX_000000364	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	140,895.36	0.00	0.00
EX_000000365	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	348.00	0.00	0.00
EX_000000366	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	147,076.32	0.00	0.00
EX_000000367	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	696.00	0.00	0.00
EX_000000368	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.50	0.00	0.00
EX_000000369	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.51	0.00	0.00
EX_000000370	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	44,992.52	0.00	0.00
EX_000000371	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000372	Cisco 2-Port Serial WAN In NEWYORK	11000	ME	3,656.00	0.00	0.00
EX_000000373	Cisco 2-Port Serial WAN In	11000	ME	909.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category ME**						
	NEWYORK					
EX_000000374	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	225.00	0.00	0.00
EX_000000375	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000376	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000377	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000378	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000379	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000380	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000381	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000382	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000383	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000384	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000385	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000386	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000387	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000388	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000389	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000390	Cisco 2-Port Serial WAN Int NEWYORK	11000	ME	1,391.00	0.00	0.00
EX_000000391	Sun Ultra Memory 256MB r NEWYORK	11000	ME	15,000.00	0.00	0.00
EX_000000392	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000393	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000394	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000395	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000396	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000397	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000398	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000399	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000400	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000401	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000402	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000403	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000404	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000405	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000406	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000407	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000408	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000409	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000410	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000411	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000412	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000413	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000414	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000415	Sun Ultra Memory 256MB r NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000416	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000417	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000418	Solaris 2.6 Standard	11000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
	NEWYORK					
EX_000000419	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000420	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000421	Solaris 2.6 Standard NEWYORK	11000	ME	1,673.00	0.00	0.00
EX_000000422	Solaris 2.6 Standard NEWYORK	11000	ME	4,479.00	0.00	0.00
EX_000000423	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000424	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000425	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000426	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000427	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000428	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000429	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000430	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000431	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000432	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000433	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000434	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000435	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000436	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000437	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000438	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000439	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000440	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000441	Solaris 2.6 Standard NEWYORK	11000	ME	4,131.00	0.00	0.00
EX_000000442	Solaris 2.6 Standard NEWYORK	11000	ME	5,035.00	0.00	0.00
EX_000000443	Siemens Phone Systems NEWYORK	14000	ME	1,919.00	0.00	0.00
EX_000000444	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000445	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000446	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000447	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000448	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000449	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000450	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000451	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000452	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000453	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000454	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000455	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000456	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000457	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000458	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000459	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000460	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000461	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000462	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000463	Siemens Phone Systems	14000	ME	1,673.00	0.00	0.00

Business Unit: US001
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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
	NEWYORK					
EX_000000464	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000465	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000466	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000467	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000468	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000469	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000470	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000471	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000472	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000473	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000474	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000475	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000476	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000477	Siemens Phone Systems NEWYORK	14000	ME	1,673.00	0.00	0.00
EX_000000478	Siemens Phone Systems NEWYORK	14000	ME	8,536.91	0.00	0.00
EX_000000479	Siemens Phone Systems NEWYORK	14000	ME	7,722.62	0.00	0.00
EX_000000480	Siemens Phone Systems NEWYORK	14000	ME	34,670.90	0.00	0.00
EX_000000481	Siemens Phone Systems NEWYORK	14000	ME	1,978.00	0.00	0.00
EX_000000482	Siemens Phone Systems NEWYORK	14000	ME	4,356.62	0.00	0.00
EX_000000483	Siemens Phone Systems NEWYORK	14000	ME	1,613.79	0.00	0.00
EX_000000484	Siemens Phone Systems NEWYORK	14000	ME	1,447.19	0.00	0.00
EX_000000485	Siemens Phone Systems NEWYORK	14000	ME	6,255.43	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category ME						
EX_000000486	Siemens Phone Systems NEWYORK	14000	ME	725.60	0.00	0.00
EX_000000487	Siemens Phone Systems NEWYORK	14000	ME	2,633.73	0.00	0.00
EX_000000488	Siemens Phone Systems NEWYORK	14000	ME	4,032.68	0.00	0.00
EX_000000489	Siemens Phone Systems NEWYORK	14000	ME	9,439.01	0.00	0.00
EX_000000490	Siemens Phone Systems NEWYORK	14000	ME	3,290.72	0.00	0.00
EX_000000491	Siemens Phone Systems NEWYORK	14000	ME	12,073.98	0.00	0.00
EX_000000492	Siemens Phone Systems NEWYORK	14000	ME	4,620.24	0.00	0.00
EX_000000493	Siemens Phone Systems NEWYORK	14000	ME	1,695.49	0.00	0.00
EX_000000494	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000495	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000496	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_000000497	Siemens Phone Systems NEWYORK	14000	ME	25,485.85	0.00	0.00
EX_CHILD0001	Base NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0010	Cable NEWYORK	42000	ME	5,000.00	0.00	0.00
EX_CHILD0011	Wrecking Ball NEWYORK	42000	ME	10,000.00	0.00	0.00
EX_CHILD0012	Assembly NEWYORK	42000	ME	30,000.00	0.00	0.00
EX_PARENT002	Crane NEWYORK	42000	ME	20,000.00	0.00	0.00
TEST16	R-ABRENN-695YY1 NEWYORK	12000	ME	6,000.00	642.87	1,928.58
TEST17	R-ABRENN-695YY2 NEWYORK	12000	ME	6,000.00	642.87	1,928.58
TEST18	R-ABRENN-695YY3 NEWYORK	12000	ME	6,000.00	482.13	2,946.42
Total for ME				**1,520,064.34**	**2,110.41**	**7,146.12**
Category OFFCE						
000000000001	SOLARIS WORKSTATION NEWYORK	13000	OFFCE	7,500.00	0.00	0.00
000000000192	Split_Line_1	12000	OFFCE	5,000.00	0.00	0.00

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Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category OFFCE**						
000000000192	Split_Line_1	14000	OFFCE	2,000.00	0.00	0.00
000000000195	TEST PO TO AM	11000	OFFCE	4,000.00	0.00	0.00
000000000197	This field is required on PO	11000	OFFCE	1,500.00	0.00	0.00
000000000208	COMPUTERS	12000	OFFCE	1,042.50	0.00	0.00
EX_000000011	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000012	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000013	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000015	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000016	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000017	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000018	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000019	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000020	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000021	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000022	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000023	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000024	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000025	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000026	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000027	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000028	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000029	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000030	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000031	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000032	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000033	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000034	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000035	Toshiba Tecra 8100 PIII 650 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000036	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000037	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000038	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000039	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	2,084.00	0.00	0.00
EX_000000040	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000041	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000042	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000043	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000044	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000045	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000046	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000047	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000048	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000049	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000050	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000051	Toshiba Portege 3110, PII30 NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000052	Compaq DeskPro EN SFF P	11000	OFFCE	1,169.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category OFFCE**						
	NEWYORK					
EX_000000053	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000054	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000055	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000056	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000057	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000058	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000059	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000060	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000061	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000062	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000063	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000064	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000065	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,169.00	0.00	0.00
EX_000000066	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000067	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000068	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000069	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000070	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000071	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000072	Compaq DeskPro EN SFF P NEWYORK	12000	OFFCE	1,324.00	0.00	0.00
EX_000000073	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000074	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000075	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	1,324.00	0.00	0.00
EX_000000076	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000077	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000078	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000079	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	0.00	0.00	0.00
EX_000000080	Compaq DeskPro EN SFF P NEWYORK	13000	OFFCE	4,131.00	0.00	0.00
EX_000000081	Compaq DeskPro EN SFF P NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000082	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000083	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000084	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000085	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000086	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000087	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000088	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000089	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000090	Toshiba Equium 7100S PIII NEWYORK	11000	OFFCE	4,131.00	0.00	0.00
EX_000000283	Misc. Office Equipment NEWYORK	10000	OFFCE	8,536.91	0.00	0.00
EX_000000284	Misc. Office Equipment NEWYORK	10000	OFFCE	7,722.62	0.00	0.00
EX_000000285	Misc. Office Equipment NEWYORK	10000	OFFCE	34,670.90	0.00	0.00
EX_000000286	Misc. Office Equipment NEWYORK	10000	OFFCE	1,978.00	0.00	0.00
EX_000000287	Misc. Office Equipment	10000	OFFCE	4,356.62	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category OFFCE**						
	NEWYORK					
EX_000000288	Misc. Office Equipment NEWYORK	10000	OFFCE	1,613.79	0.00	0.00
EX_000000289	Misc. Office Equipment NEWYORK	10000	OFFCE	1,447.19	0.00	0.00
EX_000000290	Misc. Office Equipment NEWYORK	10000	OFFCE	6,255.43	0.00	0.00
EX_000000291	Misc. Office Equipment NEWYORK	10000	OFFCE	725.60	0.00	0.00
EX_000000292	Misc. Office Equipment NEWYORK	10000	OFFCE	2,633.73	0.00	0.00
EX_000000293	Misc. Office Equipment NEWYORK	10000	OFFCE	4,032.68	0.00	0.00
EX_000000294	Misc. Office Equipment NEWYORK	10000	OFFCE	9,439.01	0.00	0.00
EX_000000295	Misc. Office Equipment NEWYORK	10000	OFFCE	3,290.72	0.00	0.00
EX_000000296	Misc. Office Equipment NEWYORK	10000	OFFCE	12,073.98	0.00	0.00
EX_000000297	Misc. Office Equipment NEWYORK	10000	OFFCE	4,620.24	0.00	0.00
EX_000000298	Misc. Office Equipment NEWYORK	10000	OFFCE	1,695.49	0.00	0.00
EX_000000299	Misc. Office Equipment NEWYORK	10000	OFFCE	235.62	0.00	0.00
EX_000000300	Misc. Office Equipment NEWYORK	10000	OFFCE	640.00	0.00	0.00
EX_000000301	Misc. Office Equipment NEWYORK	10000	OFFCE	38.10	0.00	0.00
EX_000000302	Misc. Office Equipment NEWYORK	10000	OFFCE	108.29	0.00	0.00
EX_000000303	Misc. Office Equipment NEWYORK	10000	OFFCE	74.20	0.00	0.00
EX_000000304	Misc. Office Equipment NEWYORK	10500	OFFCE	1,248.31	0.00	0.00
EX_000000305	Misc. Office Equipment NEWYORK	10500	OFFCE	2,493.42	0.00	0.00
EX_000000306	Misc. Office Equipment NEWYORK	10500	OFFCE	15,899.05	0.00	0.00
EX_000000307	Misc. Office Equipment NEWYORK	10500	OFFCE	10,141.16	0.00	0.00
EX_000000308	Misc. Office Equipment NEWYORK	10500	OFFCE	3,237.31	0.00	0.00
EX_000000309	Misc. Office Equipment NEWYORK	10500	OFFCE	1,598.75	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000310	Misc. Office Equipment NEWYORK	10500	OFFCE	2,914.51	0.00	0.00
EX_000000311	Misc. Office Equipment NEWYORK	10500	OFFCE	1,858.23	0.00	0.00
EX_000000312	Misc. Office Equipment NEWYORK	10500	OFFCE	113.13	0.00	0.00
EX_000000313	Misc. Office Equipment NEWYORK	10500	OFFCE	7,573.53	0.00	0.00
EX_000000314	Misc. Office Equipment NEWYORK	10500	OFFCE	4,670.87	0.00	0.00
EX_000000315	Misc. Office Equipment NEWYORK	10500	OFFCE	4,181.98	0.00	0.00
EX_000000316	Misc. Office Equipment NEWYORK	10500	OFFCE	3,676.00	0.00	0.00
EX_000000317	Misc. Office Equipment NEWYORK	10500	OFFCE	7,104.72	0.00	0.00
EX_000000318	Misc. Office Equipment NEWYORK	10500	OFFCE	14,863.64	0.00	0.00
EX_000000319	Misc. Office Equipment NEWYORK	10500	OFFCE	2,902.13	0.00	0.00
EX_000000320	Misc. Office Equipment NEWYORK	11000	OFFCE	1,450.06	0.00	0.00
EX_000000321	Misc. Office Equipment NEWYORK	11000	OFFCE	4,468.52	0.00	0.00
EX_000000322	Misc. Office Equipment NEWYORK	11000	OFFCE	12,501.02	0.00	0.00
EX_000000323	Misc. Office Equipment NEWYORK	11000	OFFCE	16,895.34	0.00	0.00
EX_000000324	Misc. Office Equipment NEWYORK	11000	OFFCE	2,892.10	0.00	0.00
EX_000000325	Misc. Office Equipment NEWYORK	11000	OFFCE	6,217.42	0.00	0.00
EX_000000326	Misc. Office Equipment NEWYORK	11000	OFFCE	1,454.99	0.00	0.00
EX_000000327	Misc. Office Equipment NEWYORK	11000	OFFCE	1,555.54	0.00	0.00
EX_000000328	Misc. Office Equipment NEWYORK	11000	OFFCE	1,866.25	0.00	0.00
EX_000000329	Misc. Office Equipment NEWYORK	11000	OFFCE	726.99	0.00	0.00
EX_000000330	Misc. Office Equipment NEWYORK	11000	OFFCE	6,267.42	0.00	0.00
EX_000000331	Misc. Office Equipment NEWYORK	11000	OFFCE	1,449.96	0.00	0.00
EX_000000332	Misc. Office Equipment	11000	OFFCE	2,823.51	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category OFFCE**						
	NEWYORK					
EX_000000333	Misc. Office Equipment NEWYORK	11000	OFFCE	1,455.45	0.00	0.00
EX_000000334	Misc. Office Equipment NEWYORK	11000	OFFCE	3,119.11	0.00	0.00
EX_000000335	Misc. Office Equipment NEWYORK	11000	OFFCE	1,617.39	0.00	0.00
EX_000000336	Misc. Office Equipment NEWYORK	11000	OFFCE	727.22	0.00	0.00
EX_000000337	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000338	Misc. Office Equipment NEWYORK	11000	OFFCE	4,356.62	0.00	0.00
EX_000000339	Misc. Office Equipment NEWYORK	11000	OFFCE	1,613.79	0.00	0.00
EX_000000340	Misc. Office Equipment NEWYORK	11000	OFFCE	1,447.19	0.00	0.00
EX_000000341	Misc. Office Equipment NEWYORK	11000	OFFCE	6,255.43	0.00	0.00
EX_000000342	Misc. Office Equipment NEWYORK	11000	OFFCE	725.60	0.00	0.00
EX_000000343	Misc. Office Equipment NEWYORK	11000	OFFCE	2,633.73	0.00	0.00
EX_000000344	Misc. Office Equipment NEWYORK	11000	OFFCE	12,732.64	0.00	0.00
EX_000000345	Misc. Office Equipment NEWYORK	11000	OFFCE	10,104.68	0.00	0.00
EX_000000346	Misc. Office Equipment NEWYORK	11000	OFFCE	4,140.75	0.00	0.00
EX_000000347	Misc. Office Equipment NEWYORK	11000	OFFCE	3,810.78	0.00	0.00
EX_000000348	Misc. Office Equipment NEWYORK	11000	OFFCE	1,514.22	0.00	0.00
EX_000000349	Misc. Office Equipment NEWYORK	12000	OFFCE	20,184.00	0.00	0.00
EX_000000350	Misc. Office Equipment NEWYORK	12000	OFFCE	16,907.66	0.00	0.00
EX_000000351	Misc. Office Equipment NEWYORK	12000	OFFCE	14,665.00	0.00	0.00
EX_000000352	Misc. Office Equipment NEWYORK	12000	OFFCE	30,229.86	0.00	0.00
EX_000000353	Misc. Office Equipment NEWYORK	12000	OFFCE	2,162.14	0.00	0.00
EX_000000354	Misc. Office Equipment NEWYORK	12000	OFFCE	30,987.67	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_000000355	Misc. Office Equipment NEWYORK	12000	OFFCE	9,080.58	0.00	0.00
EX_000000356	Misc. Office Equipment NEWYORK	13000	OFFCE	15,992.07	0.00	0.00
EX_000000357	Misc. Office Equipment NEWYORK	13000	OFFCE	19,209.71	0.00	0.00
EX_000000358	Misc. Office Equipment NEWYORK	20000	OFFCE	908.46	0.00	0.00
EX_000000359	Misc. Office Equipment NEWYORK	20000	OFFCE	848.43	0.00	0.00
EX_000000360	Misc. Office Equipment NEWYORK	20000	OFFCE	4,802.42	0.00	0.00
EX_000000361	Misc. Office Equipment NEWYORK	20000	OFFCE	417.21	0.00	0.00
EX_000000362	Misc. Office Equipment NEWYORK	20000	OFFCE	236.12	0.00	0.00
EX_CHILD0007	Monitor NEWYORK	11000	OFFCE	1,000.00	0.00	0.00
EX_CHILD0008	Speakers NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0009	Memory NEWYORK	11000	OFFCE	300.00	0.00	0.00
EX_CHILD0019	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0020	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0021	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0022	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0023	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0024	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0025	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0026	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0027	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0028	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0029	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0030	Sony Monitor		OFFCE	0.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category OFFCE						
EX_CHILD0031	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0032	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0033	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0034	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0035	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0036	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_CHILD0037	Sony Monitor		OFFCE	0.00	0.00	0.00
EX_PARENT001	Toshiba Equim7100D NEWYORK	11000	OFFCE	5,000.00	0.00	0.00
ICE03	Computer		OFFCE	7,615.80	761.58	7,615.80
ICE05	607926000		OFFCE	3,477.94	106.11	3,270.82
PARTIAL1	Computer	12000	OFFCE	50,000.00	5,000.01	5,000.01
PARTIAL1	Computer	14000	OFFCE	2,000.00	200.01	200.01
PTP-02-02A	PTP-02-02A-Design NEWYORK	10000	OFFCE PTP-02-02	2,500.00	250.00	250.00
PTP-02-02B	PTP-02-02B-Implementl NEWYORK	10000	OFFCE PTP-02-02	17,500.00	1,750.00	1,750.00
PTP-02-02C	PTP-02-02C-Install NEWYORK	10000	OFFCE PTP-02-02	9,000.00	900.00	900.00
PTP-03-02A	Computer		OFFCE PTP-03-02	2,500.00	0.00	0.00
TEST02	Acctg Date > Trans Date NEWYORK	12000	OFFCE	3,147.29	453.24	2,089.83
Total for OFFCE				**776,188.08**	**9,420.95**	**21,076.47**
Category SOFT						
EX_000000160	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	29,224.34	0.00	0.00
EX_000000161	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,605.96	0.00	0.00
EX_000000162	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	19,578.54	0.00	0.00
EX_000000163	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,356.96	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category SOFT						
EX_000000164	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	12,426.97	0.00	0.00
EX_000000165	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	662.18	0.00	0.00
EX_000000166	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	24,000.00	0.00	0.00
EX_000000167	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	30,000.00	0.00	0.00
EX_000000168	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	11,242.50	0.00	0.00
EX_000000169	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	765.00	0.00	0.00
EX_000000170	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,858.75	0.00	0.00
EX_000000171	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,300.00	0.00	0.00
EX_000000172	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,250.00	0.00	0.00
EX_000000173	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,425.00	0.00	0.00
EX_000000174	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,520.00	0.00	0.00
EX_000000175	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	13,045.00	0.00	0.00
EX_000000176	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	7,242.00	0.00	0.00
EX_000000177	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	3,456.00	0.00	0.00
EX_000000178	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000179	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000180	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	9,192.00	0.00	0.00
EX_000000181	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,414.00	0.00	0.00
EX_000000182	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	8,145.00	0.00	0.00
EX_000000183	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	22,485.00	0.00	0.00
EX_000000184	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,985.00	0.00	0.00
EX_000000185	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,530.00	0.00	0.00
EX_000000186	PeopleSoft 8.0 Financials	41000	SOFT	7,384.00	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001 **Category SOFT**						
	NEWYORK					
EX_000000187	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,596.00	0.00	0.00
EX_000000188	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,248.00	0.00	0.00
EX_000000189	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,356.00	0.00	0.00
EX_000000190	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	783.00	0.00	0.00
EX_000000191	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,597.00	0.00	0.00
EX_000000192	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	1,526.00	0.00	0.00
EX_000000193	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	4,212.00	0.00	0.00
EX_000000194	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	5,586.00	0.00	0.00
EX_000000195	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,230.19	0.00	0.00
EX_000000196	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	42,407.23	0.00	0.00
EX_000000197	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,558.47	0.00	0.00
EX_000000198	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	14,590.13	0.00	0.00
EX_000000199	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	10,118.59	0.00	0.00
EX_000000200	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	89,321.11	0.00	0.00
EX_000000201	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000202	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000203	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	2,084.00	0.00	0.00
EX_000000204	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	25,485.85	0.00	0.00
EX_000000205	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000206	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000207	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000208	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
BU: US001						
Category SOFT						
EX_000000209	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000210	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000211	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000212	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000213	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000214	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000215	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000216	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000217	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000218	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000219	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_000000220	PeopleSoft 8.0 Financials NEWYORK	41000	SOFT	6,663.33	0.00	0.00
EX_CHILD0003	License Fee NEWYORK	11000	SOFT	125,000.00	0.00	0.00
EX_CHILD0004	Training Fees NEWYORK	11000	SOFT	7,500.00	0.00	0.00
EX_CHILD0005	Consulting NEWYORK	11000	SOFT	2,500.00	0.00	0.00
EX_PARENT004	PeopleSoft 8.0	11000	SOFT	250,000.00	0.00	0.00
PTP-02-02D	PTP-02-02D-Design NEWYORK	10000	SOFT PTP-02-02	1,034.84	103.49	103.49
PTP-02-02E	PTP-02-02E-Implementl NEWYORK	10000	SOFT PTP-02-02	5,000.00	500.01	500.01
PTP-02-02F	PTP-02-02F-Install NEWYORK	10000	SOFT PTP-02-02	2,695.98	229.87	229.87
Total for SOFT				**1,027,083.87**	**833.37**	**833.37**
Total for FEDERAL				**83,113,486.59**	**147,432.65**	**498,285.10**
Total for US001				**166,215,900.23**	**313,096.80**	**1,061,519.71**

Business Unit: US001
Book: FEDERAL As of : 9/30/2003

Asset Id	Description Operating Unit	Department Product	Category Project Id	Cost	YTD Depr	LTD Depr
Total for Report				**166,215,900.23**	**313,096.80**	**1,061,519.71**

End of Report

Business Unit: CAN01
Book: ASSETS_CAD

Asset Id	Description	Department	Cost	Period Depr	YTD Depr	LTD Depr	NBV
Category COMP							
000000000002	Toshiba Laptop	21000	5,000.00	138.89	138.89	138.89	4,861.11
Total for COMP			**5,000.00**	**138.89**	**138.89**	**138.89**	**4,861.11**
Total for ASSETS_CAD			**5,000.00**	**138.89**	**138.89**	**138.89**	**4,861.11**
Category COMP							
000000000002	Toshiba Laptop	21000	3,930.10	109.17	109.17	109.17	3,820.93
Total for COMP			**3,930.10**	**109.17**	**109.17**	**109.17**	**3,820.93**
Total for ASSETS_USD			**3,930.10**	**109.17**	**109.17**	**109.17**	**3,820.93**

Business Unit: US001
Book: CORP

Asset Id	Description	Department	Cost	Period Depr	YTD Depr	LTD Depr	NBV
Category AUTO							
000000000211	2003 BMW Convertible	10200	0.00	0.00	0.00	0.00	0.00
000000000211	2003 BMW Convertible	10200	65,000.00	0.00	0.00	0.00	65,000.00
TEST_RPT_1	Test reports	10200	0.00	0.00	883.33	0.00	0.00
Total for AUTO			**65,000.00**	**0.00**	**883.33**	**0.00**	**65,000.00**
Category FF							
BRA001_INTER	BRA001 - TEST	15000	7,500.00	108.33	541.67	650.01	6,849.99
Total for FF			**7,500.00**	**108.33**	**541.67**	**650.01**	**6,849.99**
Category LAUTO							
TEST_RPT_1	Test reports	10200	55,000.00	883.34	883.34	1,766.67	53,233.33
Total for LAUTO			**55,000.00**	**883.34**	**883.34**	**1,766.67**	**53,233.33**
Total for CORP			**127,500.00**	**991.67**	**2,308.34**	**2,416.68**	**125,083.32**

Business Unit: US001
Book: FEDERAL

Asset Id	Description	Department	Cost	Period Depr	YTD Depr	LTD Depr	NBV
Category AUTO							
000000000211	2003 BMW Convertible	10200	0.00	0.00	1,020.00	0.00	0.00
000000000211	2003 BMW Convertible	10200	65,000.00	510.00	510.00	1,394.00	63,606.00
TEST_RPT_1	Test reports	10200	0.00	0.00	1,020.00	0.00	0.00
Total for AUTO			**65,000.00**	**510.00**	**2,550.00**	**1,394.00**	**63,606.00**
Category LAUTO							
TEST_RPT_1	Test reports	10200	55,000.00	510.00	510.00	1,530.00	53,470.00
Total for LAUTO			**55,000.00**	**510.00**	**510.00**	**1,530.00**	**53,470.00**
Total for FEDERAL			**120,000.00**	**1,020.00**	**3,060.00**	**2,924.00**	**117,076.00**
Total for Report			**256,430.10**	**2,259.73**	**5,616.40**	**5,588.74**	**250,841.36**

End of Report

Business Unit: CAN01
Book: ASSETS_CAD

Asset Id	Description	Category	Cost	Period Depr	YTD Depr	LTD Depr	NBV
Deptid 21000							
000000000002	Toshiba Laptop	COMP	5,000.00	138.89	138.89	138.89	4,861.11
Total for Deptid 21000			**5,000.00**	**138.89**	**138.89**	**138.89**	**4,861.11**
Total for Book: ASSETS_CAD			**5,000.00**	**138.89**	**138.89**	**138.89**	**4,861.11**
Deptid 21000							
000000000002	Toshiba Laptop	COMP	3,930.10	109.17	109.17	109.17	3,820.93
Total for Deptid 21000			**3,930.10**	**109.17**	**109.17**	**109.17**	**3,820.93**
Total for Book: ASSETS_USD			**3,930.10**	**109.17**	**109.17**	**109.17**	**3,820.93**
Deptid 10200							
000000000211	2003 BMW Convertible	AUTO	0.00	0.00	0.00	0.00	0.00
000000000211	2003 BMW Convertible	AUTO	65,000.00	0.00	0.00	0.00	65,000.00
TEST_RPT_1	Test reports	AUTO	0.00	0.00	883.33	0.00	0.00
TEST_RPT_1	Test reports	LAUTO	55,000.00	883.34	883.34	1,766.67	53,233.33
Total for Deptid 10200			**120,000.00**	**883.34**	**1,766.67**	**1,766.67**	**118,233.33**
Deptid 15000							
BRA001_INTER	BRA001 - TEST	FF	7,500.00	108.33	541.67	650.01	6,849.99
Total for Deptid 15000			**7,500.00**	**108.33**	**541.67**	**650.01**	**6,849.99**
Total for Book: CORP			**127,500.00**	**991.67**	**2,308.34**	**2,416.68**	**125,083.32**

Business Unit: US001
Book: FEDERAL

Asset Id	Description	Category	Cost	Period Depr	YTD Depr	LTD Depr	NBV
Deptid 10200							
000000000211	2003 BMW Convertible	AUTO	0.00	0.00	1,020.00	0.00	0.00
000000000211	2003 BMW Convertible	AUTO	65,000.00	510.00	510.00	1,394.00	63,606.00
TEST_RPT_1	Test reports	AUTO	0.00	0.00	1,020.00	0.00	0.00
TEST_RPT_1	Test reports	LAUTO	55,000.00	510.00	510.00	1,530.00	53,470.00
Total for Deptid 10200			**120,000.00**	**1,020.00**	**3,060.00**	**2,924.00**	**117,076.00**
Total for Book: FEDERAL			**120,000.00**	**1,020.00**	**3,060.00**	**2,924.00**	**117,076.00**
Total for Report			**256,430.10**	**2,259.73**	**5,616.40**	**5,588.74**	**250,841.36**

End of Report

Applications for eBusiness™

DEPRECIATIONS 2054A et 2054 B

Parameters :

Business Unit GL	*FRA01*	***Fiscal Year:***	*2003*
Book:	*ASSETS_FRF*	***Begin Period***	*1*
		End Period	*12*

		FISCAL DECLARATION 2054A			FISCAL DECLARATION 2054 B			
ASSET		Assets Cost Beginning of Period	INCREASE: Revaluation or Equivalence	INCREASE: Assets acquisitions, creations, transfers, merge	DECREASE: Asset Recategorizations	DECREASE: Assets Retirements, External Transfers	Assets Cost: End Period	Original cost
153								
153000	Furniture and Fixtures	200,000.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
		200,000.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
155								
155000	Automobiles	2,201,120.00	0.00	0.00	0.00	0.00	2,201,120.00	2,201,120.00
		2,201,120.00	0.00	0.00	0.00	0.00	2,201,120.00	2,201,120.00
156								
156000	Computer Hardware	189,552.00	0.00	0.00	0.00	0.00	189,552.00	189,552.00
156500	Computer Software	500,000.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00
		689,552.00	0.00	0.00	0.00	0.00	689,552.00	689,552.00
		3,090,672.00	0.00	0.00	0.00	0.00	3,090,672.00	3,090,672.00

Parameters :

Business Unit GL : *FRA01*
Book: *ASSETS_FRF*

Fiscal Year: *2,003*
From Period: *1*
To Period: *12*

DEPRECIABLE ASSET		Accumulated Depreciation Beginning of Period	Increases : Actual Depreciation	Decreases : Depreciation for Retired Assets	Accumulated Depreciation End of Period
163					
163000	Acc Depreciation-Furn and Fix	6,438.17	0.00	0.00	6,438.17
		6,438.17	0.00	0.00	6,438.17
165					
165000	Acc Depreciation-Automobiles	58,366.57	0.00	28,764.36	29,602.21
		58,366.57	0.00	28,764.36	29,602.21
166					
166500	Acc Depr - Computer Software	6,720.45	0.00	0.00	6,720.45
		6,720.45	0.00	0.00	6,720.45
		71,525.19	0.00	28,764.36	42,760.83

Parameters :

Business Unit GL : *FRA01*
Book: *ASSETS_FRF*

Fiscal Year: *2,003*
From Period *1*
To Period *12*

DEPRECIABLE ASSET		Accumulated Depreciation Beginning of Period	Increases : Actual Depreciation	Decreases : Depreciation for	Accumulated Depreciation End of Period
280					
280500	Amortissement des concessions	6,720.45	0.00	0.00	6,720.45
		6,720.45	0.00	0.00	6,720.45
281					
281820	Amortissmt Materiel Transport	58,366.57	0.00	28,764.36	29,602.21
281840	Amortissement du mobilier (fur	6,438.17	0.00	0.00	6,438.17
		64,804.74	0.00	28,764.36	36,040.38
		71,525.19	0.00	28,764.36	42,760.83

Applications for eBusiness™

DEPRECIATIONS 2054A et 2054 B

Parameters :

Business Unit GL	*FRA01*	***Fiscal Year:***	*2003*
Book:	*ASSETS_FRF*	***Begin Period***	*1*
		End Period	*12*

		FISCAL DECLARATION 2054A				FISCAL DECLARATION 2054 B		
ASSET		Assets Cost Beginning of Period	INCREASE: Revaluation or Equivalence	INCREASE: Assets acquisitions, creations, transfers, merge	DECREASE: Asset Recategorizations	DECREASE: Assets Retirements, External Transfers	Assets Cost: End Period	Original cost
205								
205000	Concessions, licences marqu	500,000.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00
		500,000.00	0.00	0.00	0.00	0.00	500,000.00	500,000.00
218								
218200	Materiel de transport	2,201,120.00	0.00	0.00	0.00	0.00	2,201,120.00	2,201,120.00
218300	Materiel Informatique	189,552.00	0.00	0.00	0.00	0.00	189,552.00	189,552.00
218400	Mobilier (furnitures)	200,000.00	0.00	0.00	0.00	0.00	200,000.00	200,000.00
		2,590,672.00	0.00	0.00	0.00	0.00	2,590,672.00	2,590,672.00
		3,090,672.00	0.00	0.00	0.00	0.00	3,090,672.00	3,090,672.00

Applications for eBusiness™

DEPRECIATIONS 2055B & C

Parameters :

Business Unit GL :	*FRA01*	***Fiscal Year:***	*2,003*
Book:	*ASSETS_FRF*	***From Period***	*1*
		To Period	*12*

DEPRECIABLE ASSETS		2055 B				2055 C	
		Increases : Actual Depreciation	Depreciation Straight Line Method	Depreciation Declining Balance Method	Exceptional depreciation	Derogatory Depreciation : Increases	Derogatory Depreciation : Reversal
280							
280500	Amortissement des concessions	2,777.78	2,777.78	0.00	0.00	0.00	0.00
AM014	Software	0.00	0.00	0.00	0.00	0.00	0.00
FRAADD003	SL/SL with longer life on E	2,777.78	2,777.78	0.00	0.00	0.00	0.00
		2,777.78	2,777.78	0.00	0.00	0.00	0.00
281							
281300	Amortissement Constructions	833.34	833.34	0.00	0.00	0.00	0.00
FRAADD001	SL/FD 240per In service 11	416.67	416.67	0.00	0.00	0.00	0.00
FRAADD012	SL/FD 240per In service 11	416.67	416.67	0.00	0.00	0.00	0.00
281540	Amortissmt Mat. Industriel	9,001.04	9,001.04	0.00	0.00	0.00	0.00
FRAAD2001	2001 DB Rate Change	1,666.67	1,666.67	0.00	0.00	0.00	0.00
FRAADD005	SL/SL same Life no Derog	1,666.67	1,666.67	0.00	0.00	0.00	0.00
FRAADD006	Check Off Derog Boxes	1,666.67	1,666.67	0.00	0.00	0.00	0.00
FRAADD009	Convent Modif-AM instead	1,666.67	1,666.67	0.00	0.00	0.00	0.00
FRAADD010	With Useful Life Modificati	1,388.89	1,388.89	0.00	0.00	0.00	0.00
FRACON005	Convers. Midyear life year	945.47	945.47	0.00	0.00	0.00	0.00
281820	Amortissmt Materiel Transpor	132,095.25	132,095.25	0.00	0.00	0.00	0.00
AM001	Automobile	0.00	0.00	0.00	0.00	0.00	0.00
AM002	Automobile	0.00	0.00	0.00	0.00	0.00	0.00

DEPRECIABLE ASSETS		2055 B				2055 C	
		Increases : Actual Depreciation	Depreciation Straight Line Method	Depreciation Declining Balance Method	Exceptional depreciation	Derogatory Depreciation : Increases	Derogatory Depreciation : Reversal
AM027	Automobile	62,750.92	62,750.92	0.00	0.00	0.00	0.00
AM044	Automobile	62,750.92	62,750.92	0.00	0.00	0.00	0.00
AMBIVA02	InterUnit Asset	0.00	0.00	0.00	0.00	0.00	0.00
FRACON001	Convers. Remain. Value	777.77	777.77	0.00	0.00	0.00	0.00
FRACON002	Convers. Life to date Opt.	777.77	777.77	0.00	0.00	0.00	0.00
FRACON003	Convers. Acc. Dep in Perio	777.77	777.77	0.00	0.00	0.00	0.00
FRACON004	Convers. Midyear life year	1,926.79	1,926.79	0.00	0.00	0.00	0.00
FRACON008	Convers. Remain. Value	777.77	777.77	0.00	0.00	0.00	0.00
FRACON009	Convers. Life to date Opt.	777.77	777.77	0.00	0.00	0.00	0.00
FRACON010	Convers. Acc. Dep in Perio	777.77	777.77	0.00	0.00	0.00	0.00
281840	Amortissement du mobilier (fu	4,288.65	3,916.77	371.88	0.00	0.00	0.00
FRAADD002	SL/FD 80 periods not year	1,250.00	1,250.00	0.00	0.00	0.00	0.00
FRAADD004	FD/FD with higher % on E	371.88	0.00	371.88	0.00	0.00	0.00
FRACON006	Conv.Midyear life not year	1,416.77	1,416.77	0.00	0.00	0.00	0.00
FRACON007	Conv.Midyear life not year	1,250.00	1,250.00	0.00	0.00	0.00	0.00
		146,218.28	145,846.40	371.88	0.00	0.00	0.00
687							
687250	Prov Amortissmts Derogatoire	0.00	0.00	0.00	0.00	695.26	0.00
FRAADD001	SL/FD 240per In service 11	0.00	0.00	0.00	0.00	347.63	0.00
FRAADD012	SL/FD 240per In service 11	0.00	0.00	0.00	0.00	347.63	0.00
		0.00	0.00	0.00	0.00	695.26	0.00
787							
787250	Rep Amortissemts Derogatoire	0.00	0.00	0.00	0.00	0.00	-20,418.24
AM001	Automobile	0.00	0.00	0.00	0.00	0.00	0.00
AM002	Automobile	0.00	0.00	0.00	0.00	0.00	0.00
AM027	Automobile	0.00	0.00	0.00	0.00	0.00	-16,129.08
AM044	Automobile	0.00	0.00	0.00	0.00	0.00	-16,129.08
AMBIVA02	InterUnit Asset	0.00	0.00	0.00	0.00	0.00	0.00
FRAAD2001	2001 DB Rate Change	0.00	0.00	0.00	0.00	0.00	379.08
FRAADD002	SL/FD 80 periods not year	0.00	0.00	0.00	0.00	0.00	178.12

DEPRECIABLE ASSETS		2055 B				2055 C	
		Increases : Actual Depreciation	Depreciation Straight Line Method	Depreciation Declining Balance Method	Exceptional depreciation	Derogatory Depreciation : Increases	Derogatory Depreciation : Reversal
FRAADD003	SL/SL with longer life on E	0.00	0.00	0.00	0.00	0.00	2,777.78
FRAADD004	FD/FD with higher % on E	0.00	0.00	0.00	0.00	0.00	194.10
FRAADD006	Check Off Derog Boxes	0.00	0.00	0.00	0.00	0.00	416.67
FRAADD009	Convent Modif-AM instead	0.00	0.00	0.00	0.00	0.00	416.67
FRAADD010	With Useful Life Modificati	0.00	0.00	0.00	0.00	0.00	325.79
FRACON001	Convers. Remain. Value	0.00	0.00	0.00	0.00	0.00	777.77
FRACON002	Convers. Life to date Opt.	0.00	0.00	0.00	0.00	0.00	777.77
FRACON003	Convers. Acc. Dep in Perio	0.00	0.00	0.00	0.00	0.00	777.77
FRACON004	Convers. Midyear life year	0.00	0.00	0.00	0.00	0.00	536.51
FRACON005	Convers. Midyear life year	0.00	0.00	0.00	0.00	0.00	945.47
FRACON006	Conv.Midyear life not year	0.00	0.00	0.00	0.00	0.00	583.81
FRACON007	Conv.Midyear life not year	0.00	0.00	0.00	0.00	0.00	419.30
FRACON008	Convers. Remain. Value	0.00	0.00	0.00	0.00	0.00	777.77
FRACON009	Convers. Life to date Opt.	0.00	0.00	0.00	0.00	0.00	777.77
FRACON010	Convers. Acc. Dep in Perio	0.00	0.00	0.00	0.00	0.00	777.77
		0.00	0.00	0.00	0.00	0.00	-20,418.24
		148,996.06	148,624.18	371.88	0.00	695.26	-20,418.24