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PeopleSoft Enterprise IT Asset Management 9.0 PeopleBook

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About This PeopleBook Preface

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

This preface discusses:

- PeopleSoft Enterprise application prerequisites.
- Application fundamentals.
- Documentation updates and printed documentation.
- Additional resources.
- Typographical conventions and visual cues.
- Comments and suggestions.
- Common elements in PeopleBooks.

Note. PeopleBooks document only elements, such as fields and check boxes, that require additional explanation. If an 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 Enterprise applications are defined in this preface.

PeopleSoft Enterprise 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 Enterprise applications.

You might also want to complete at least one introductory training course, if applicable.

You should be familiar with navigating the system and adding, updating, and deleting information by using PeopleSoft Enterprise menus, pages, or windows. 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 Enterprise applications most effectively.

Application Fundamentals

Each application PeopleBook provides implementation and processing information for your PeopleSoft Enterprise applications.

For some applications, additional, essential information describing the setup and design of your system appears in a companion volume of documentation called the application fundamentals PeopleBook. Most product lines have a version of the application fundamentals PeopleBook. The preface of each PeopleBook identifies the application fundamentals PeopleBooks that are associated with that PeopleBook.

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The application fundamentals PeopleBook consists of important topics that apply to many or all PeopleSoft Enterprise applications. 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 the appropriate application fundamentals PeopleBooks. They provide the starting points for fundamental implementation tasks.

Documentation Updates and Printed Documentation

This section discusses how to:

- Obtain documentation updates.
- Download and order printed documentation.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on Oracle's PeopleSoft Customer Connection website. Through the Documentation section of Oracle's PeopleSoft Customer Connection, you can download files to add to your PeopleBooks Library. You'll find a variety of useful and timely materials, including updates to the full line of PeopleSoft Enterprise documentation that is delivered on your PeopleBooks CD-ROM.

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

See Also

Oracle's PeopleSoft Customer Connection, http://www.oracle.com/support/support_peoplesoft.html

Downloading and Ordering Printed Documentation

In addition to the complete line of documentation that is delivered on your PeopleBook CD-ROM, Oracle makes PeopleSoft Enterprise documentation available to you via Oracle's website. You can:

- Download PDF files.
- Order printed, bound volumes.

Downloading PDF Files

You can download PDF versions of PeopleSoft Enterprise documentation online via the Oracle Technology Network. Oracle makes these PDF files available online for each major release shortly after the software is shipped.

See Oracle Technology Network, http://www.oracle.com/technology/documentation/psftent.html.

Ordering Printed, Bound Volumes

You can order printed, bound volumes of selected documentation via the Oracle Store.

See Oracle Store, http://oraclestore.oracle.com/OA_HTML/ibeCCtpSctDspRte.jsp?section=14021

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Additional Resources

The following resources are located on Oracle's PeopleSoft Customer Connection website:

Resource	Navigation
Application maintenance information	Updates + Fixes
Business process diagrams	Support, Documentation, Business Process Maps
Interactive Services Repository	Support, Documentation, Interactive Services Repository
Hardware and software requirements	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Hardware and Software Requirements
Installation guides	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Installation Guides and Notes
Integration information	Implement, Optimize + Upgrade; Implementation Guide; Implementation Documentation and Software; Pre-Built Integrations for PeopleSoft Enterprise and JD Edwards EnterpriseOne Applications
Minimum technical requirements (MTRs)	Implement, Optimize + Upgrade; Implementation Guide; Supported Platforms
Documentation updates	Support, Documentation, Documentation Updates
PeopleBooks support policy	Support, Support Policy
Prerelease notes	Support, Documentation, Documentation Updates, Category, Release Notes
Product release roadmap	Support, Roadmaps + Schedules
Release notes	Support, Documentation, Documentation Updates, Category, Release Notes
Release value proposition	Support, Documentation, Documentation Updates, Category, Release Value Proposition
Statement of direction	Support, Documentation, Documentation Updates, Category, Statement of Direction
Troubleshooting information	Support, Troubleshooting
Upgrade documentation	Support, Documentation, Upgrade Documentation and Scripts

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Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions.
- Visual cues.
- Country, region, and industry identifiers.
- Currency codes.

Typographical Conventions

This table contains the typographical conventions that are used in PeopleBooks:

Typographical Convention or Visual Cue	Description
Bold	Indicates PeopleCode function names, business function names, event names, system 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 Enterprise 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 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 the W key.
`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.
. . . (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 (|).

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Typographical Convention or Visual Cue	Description
[ ] (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.

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 Enterprise system.

Note. Example of a note.

If the note is preceded by *Important!,* the note 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.

Cross-References

PeopleBooks provide cross-references either under 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.

Country, Region, and Industry Identifiers

Information that applies only to a specific country, region, or industry is preceded by a standard identifier in parentheses. This identifier typically appears at the beginning of a section heading, but it may also appear at the beginning of a note or other text.

Example of a country-specific heading: "(FRA) Hiring an Employee"

Example of a region-specific heading: "(Latin America) Setting Up Depreciation"

Country Identifiers

Countries are identified with the International Organization for Standardization (ISO) country code.

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Region Identifiers

Regions are identified by the region name. The following region identifiers may appear in PeopleBooks:

- Asia Pacific
- Europe
- Latin America
- North America

Industry Identifiers

Industries are identified by the industry name or by an abbreviation for that industry. The following industry identifiers may appear in PeopleBooks:

- USF (U.S. Federal)
- E&G (Education and Government)

Currency Codes

Monetary amounts are identified by the ISO currency code.

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 Oracle reference and training materials. Please send your suggestions to your product line documentation manager at Oracle Corporation, 500 Oracle Parkway, Redwood Shores, CA 94065, U.S.A. Or email us at appsdoc@us.oracle.com.

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

Common Elements Used in 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.

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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.
Process Monitor	Click to access the Process List page, where you can view the status of submitted process requests.
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).
Request ID	An ID that represents a set of selection criteria for a report or process.
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.
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.
User ID	An ID that represents the person who generates a transaction.

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PeopleSoft Enterprise Information Technology 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 Information Technology Asset Management (IT Asset Management) PeopleBook provides you with implementation and processing information for your PeopleSoft IT 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, Asset Lifecycle Management, Enterprise Service Automation, and Supply Chain Management product lines. You should be familiar with the contents of these PeopleBooks.

The following companion PeopleBooks apply to PeopleSoft IT Asset Management:

- *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals*
- *PeopleSoft Enterprise Setting Up Global Options and Reports*
- *PeopleSoft Enterprise Application Fundamentals PeopleBook*

Pages with Deferred Processing

Several pages in PeopleSoft Information Technology Asset Management (IT 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*.

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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 to define regional or departmental units within a larger organization.
Description	Free flow text field up to 30 characters.
Effective Date	Date 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.
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.
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.

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CHAPTER 1

Getting Started with PeopleSoft Information Technology Asset Management

This chapter provides an overview of Information Technology (IT) Asset Management and discusses:

- PeopleSoft IT Asset Management business processes.
- PeopleSoft IT Asset Management integrations.
- PeopleSoft IT Asset Management implementation.

IT Asset Management Overview

PeopleSoft IT Asset Management (ITAM) represents an entire system of integrated management processes, strategies and technologies implemented to provide you with complete control over your IT assets throughout the asset life cycle. PeopleSoft ITAM increases the productivity of the asset base, improves software license compliance, streamlines provisioning of equipment, alerts appropriate personnel about lease end dates to stop lease payments, reduces warranty costs, and provides reliable IT asset data for business and financial analytics.

PeopleSoft Asset Management integrates with PeopleSoft ITAM by sharing assets in the asset repository. PeopleSoft ITAM embeds network discovery tools into PeopleSoft Asset Management to collect perpetual IT asset inventory for reconciliation to the Asset Repository Manager (ARM). PeopleSoft has partnered with a provider of network discovery tools to perpetually inventory IT assets including hardware devices that connect to your network and software licenses installed on these devices. The ITAM interactive workspace collects detailed hardware and software inventory information and authorized versus unauthorized license deployment with access to contract and warranty information relative to IT assets.

When you use PeopleSoft ITAM with PeopleSoft Maintenance Management, the repository also stores organizational asset information including physical and financial definitions, acquisition history and maintenance history.

The asset reconciliation engine compares discovered asset inventory to that stored in the ARM, where all organizational assets are stored with complete business data, acquisition history, maintenance history and financial data. Because IT assets are perpetually inventoried using network discovery tools, IT assets are always accurately reflected in business data and financial reporting.

PeopleSoft ITAM enables you to:

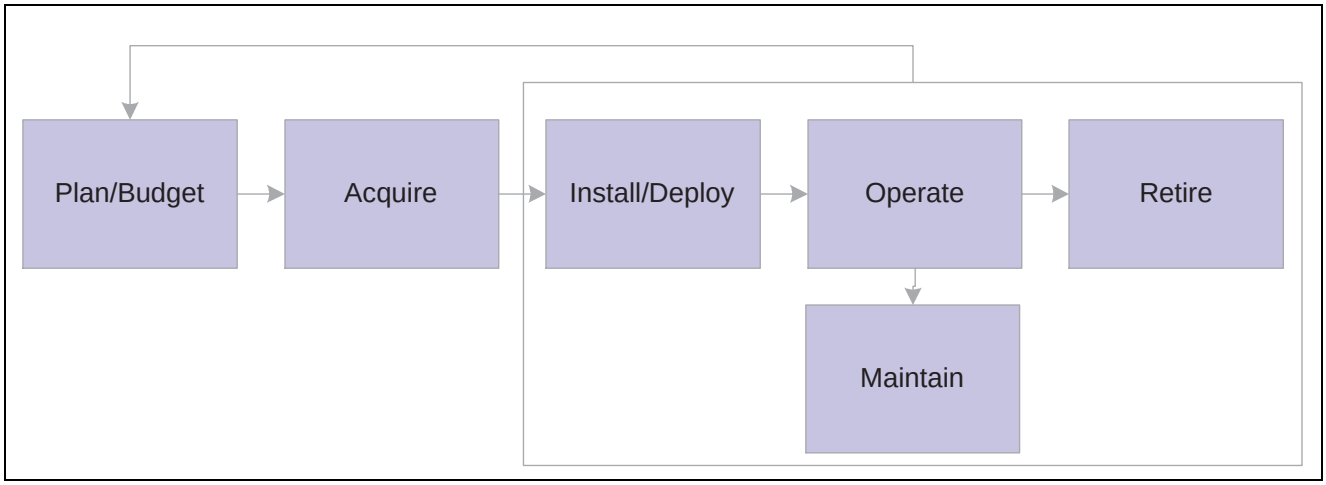
- Discover network IT assets via integration with a third-party vendor.
- Manage discovered and reconciled asset information, monitor collected metrics, and drill down to detailed asset data for problem solving and information gathering activities using a central workspace.
- Perform a configurable rules-based reconciliation of discovered data to the asset repository after the discovery tool has collected usage data.

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- Provide a central, roles-based portal.
- Integrate with PeopleSoft Customer Relationship Management IT Help Desk.
- Provide availability of IT assets to work order job requirements and equipment parts list.
- Configure assets during staging and deployment.
- Complement the asset repository.
- Retire non-financial assets.
- Track unused assets.

PeopleSoft IT Asset Management Business Processes

The following diagram illustrates the PeopleSoft IT Asset Management business processes:



PeopleSoft IT Asset Management business process

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

IT Asset Management Integration

IT Asset Management integrates with the following PeopleSoft and third-party applications:

- PeopleSoft Asset Management
- PeopleSoft Maintenance Management
- PeopleSoft Human Resources
- Third-party asset inventory discovery software
- IT Portal
- PeopleSoft Purchasing
- PeopleSoft Payables

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Discussion of integration considerations are included within the implementation chapters of this PeopleBook.

Supplemental information about third-party application integration is located on the PeopleSoft Customer Connection web site.

PeopleSoft IT Asset Management Implementation

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 Enterprise 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.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, “Getting Started With PeopleSoft Enterprise Asset Management,” Implementing PeopleSoft Asset Management.

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, “Integrating PeopleSoft Asset Management with Other Products”.

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CHAPTER 2

Navigating in PeopleSoft IT Asset Management

This chapter discusses how to navigate in IT Asset Management.

Navigating in PeopleSoft IT Asset Management

PeopleSoft IT 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 IT Asset Management custom navigation center pages, PeopleSoft provides menu navigation, and standard navigation pages.

See Also

Using PeopleSoft Applications

Pages Used to Navigate in PeopleSoft IT Asset Management

These tables list the custom navigation pages that are used to navigate in PeopleSoft IT Asset Management.

IT Asset Definitions Center

The IT Asset Definitions Center custom navigation pages are geared to the person in the organization who is focused on setup and configuration.

Page Name	Navigation	Usage
IT Asset Definitions Center	Main Menu, IT Asset Definitions Center	Access primary Asset Definitions Center menu options and activities.
Application Settings	Click Application Settings on the IT Asset Definitions Center page.	Access the Business Rules, User-Defined Fields, Inventory Age, Rule Attributes and Edit Progress Report Template pages. See Chapter 3, "Setting Up PeopleSoft IT Asset Management Application Settings," page 9.

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Page Name	Navigation	Usage
External Settings	Click External Settings on the IT Asset Definitions Center page.	Access the Code Mappings, IP Addresses, IP Locations, Contract Types, IT Subtypes, and Vendor pages. See Chapter 4, "Setting Up PeopleSoft IT Asset Management External Settings," page 27.
Resource Settings	Click Resource Settings on the IT Asset Definitions Center page.	Access the Device Groups, Notification Options, IT Role Access, Employee Network IDs, Employee Groups, Define User Preferences, Common Search Configuration, and Related Links Definition pages. See Chapter 5, "Setting Up PeopleSoft IT Asset Management Resource Settings," page 35.

IT Asset Management Center

The IT Asset Management Center custom navigation pages are geared to the person in the organization who is focused on financial and tracking functions.

Page Name	Navigation	Usage
IT Asset Management Center	Main Menu, IT Asset Management Center	Access primary Asset Management Center menu options and activities.
Asset Discovery and Validation	Click Asset Discovery and Validation on the IT Asset Management Center page.	Access the Request Discovery Data, Compare Asset Repositories, Manage Exceptions, Manage Assets Not Reporting, View Action Errors, View Asset Log, View Request Status, and Related Links pages. See Chapter 7, "Working with the IT Asset Inventory Tool," page 71. See Chapter 8, "Managing Exceptions," page 81.
Software Attributes	Click Software Attributes on the IT Asset Management Center page.	Access the Define Software Titles/Users, Declare Device Licenses, Resolve Device Licenses, Associate SKU/Software Title, Define Software Contract, and Define Software Inventory pages. See Chapter 6, "Working with the Asset Repository," Setting Up Software in the Asset Repository, page 53.

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Page Name	Navigation	Usage
Inventory Views	Click Inventory Views on the IT Asset Management Center page.	Access the Hardware Inventory, Discovered Software Inventory, Software License Inventory, Software Device Inventory, and Progress Report Detail pages. See Chapter 9, "Using Inventory for IT Assets," page 111.
Financial and Leases	Click Financial and Leases on the IT Asset Management Center page.	Access the Financial List Inquiry, View IT Financial Statistics, Lease Summary by Lessor, Lease Details, and Financial List Archive pages. See Chapter 9, "Using Inventory for IT Assets," page 111.
Asset Add, Find and Print	Click Asset Add, Find and Print on the IT Asset Management Center page.	Access the Basic Add, Express Add, Print an Asset, and Search for an Asset pages. See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets". See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Defining Asset Operational Information.
Portal Setup	Click Portal Setup on the IT Asset Management Center page.	Access the Generate Metrics, Edit Progress Report Template, and Run Progress Report pages. See *PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook*, "Using Pagelets Enabled by PeopleSoft IT Asset Management".
IT Asset Definitions Center	Click IT Asset Definitions Center on the IT Asset Management Center page.	Access pages to set up and configure IT Asset Management.

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CHAPTER 3

Setting Up PeopleSoft IT Asset Management Application Settings

This chapter provides an overview of PeopleSoft IT Asset Management application settings and discusses how to:

- Set up rule attributes.
- Set up user-defined fields.
- Set up financial impact analysis (optional).
- Set up business rules.
- Set up inventory age.

Understanding PeopleSoft IT Asset Management Application Settings

PeopleSoft IT Asset Management application settings establish the basis for reconciling assets stored in your database with assets discovered by the third-party software. You set up rule attributes to represent the characteristics of a record field name within the PeopleSoft database and use the attributes to specify the criteria for defining business rules. In addition, three user-defined fields enable you to reconcile additional attributes from the third-party system. Business rules enable you to establish instructions and definitions for reconciling IT assets stored within your database and the IT assets discovered in the third-party database. Inventory age enables you to define the period to check if the IT asset is being engaged.

Setting Up Rule Attributes

To define rules attributes, use the Rule Attributes component (IT_RULE_ATTR)

This section provides an overview of rule attributes and discusses how to set up rule attributes.

Understanding Rule Attributes

Rule Attributes are used in creating business rules. Business rules within PeopleSoft IT Asset Management are the fundamental tests that determine whether assets need attention, either in the system or in the field. Rule attributes define the detailed data of the tests and associate a business rule with a specified field within a specified record in the PeopleSoft database. Business rules must employ at least one rule attribute and may employ more than one.

For example, to set up an attribute called Serial_ID (data that is stored in the Asset Repository):

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1. Select *Asset* from the Record field.
2. Select the Field Name of Serial_ID.
3. The rule attribute called Serial_ID now represents a detail value from the database - the asset's serial number.
4. Set up a business rule based on the rule attribute, Serial_ID, that evaluates the data in that field for every asset that invokes that business rule.

See Chapter 3, "Setting Up PeopleSoft IT Asset Management Application Settings," Setting Up Business Rules, page 15.

Attributes must be selected from these records only:

- ASSET
- ASSET_CUSTODIAN
- ASSET_LOCATION
- IT_HRDWR_CACHE – 3rd Party IT Asset Repository

Warning! Record names are restricted to the list provided with PeopleSoft software. Any additions or changes to the delivered tables are considered a customization and must be tested thoroughly before deploying into the production environment.

Common Metasql Constructs

Terms such as today's date are not defined as rule attributes. Use metasql constructs for commonly used terms.

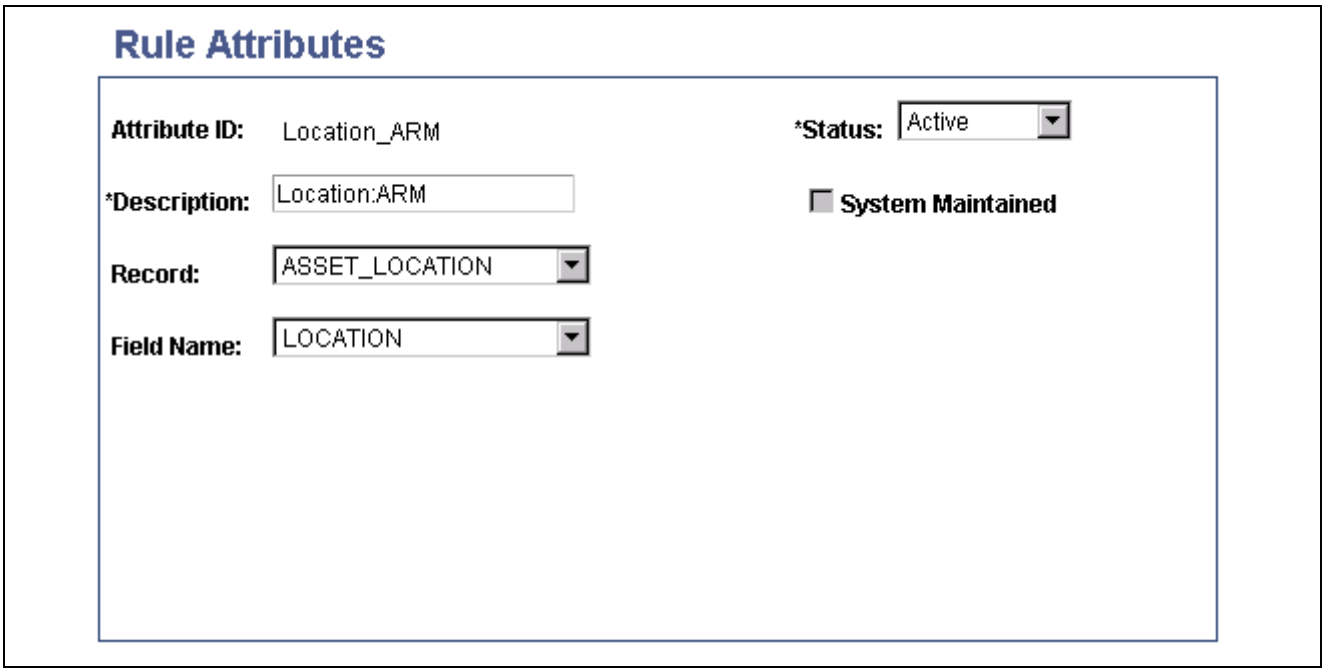
Page Used to Set Up Rule Attributes

Page Name	Object Name	Navigation	Usage
Rule Attributes	IT_RULE_ATTR	Set Up Financials/Supply Chain, Product Related, IT Asset Management, Rule Attributes	Define rule attributes to be used when establishing business rules.

Setting Up Rule Attributes

Access the Rule Attributes page.

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Rule Attributes page

Attribute ID Enter the unique system identifier for the ID.

Description Enter the description for the attribute being defined.

Note. This description appears as an attribute and not the attribute ID.

Record Select a record from the list. The list of records available for defining rule attributes are: *ASSET, ASSET_CUSTODIAN, ASSET_LOCATION,* and *IT_HRDWR_CACHE.*

Field Name Select a field from the list. Values vary depending on the record that you selected.

Note. The Record field and Field Name field have a parent-child relationship. The field names vary depending on record selection.

System Maintained This is a display-only field. ITAM delivers the SOFTWARE attribute that cannot be modified; in that case, theSystem Maintained check box displays as selected.

Setting Up User-Defined Fields

To create user defined fields, access the User-Defined Fields component (IT_UDFIELDS).

This section provides an overview and discusses how to set up user-defined fields.

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Understanding User-Defined Fields

PeopleSoft IT Asset Management provides three user-defined fields that enable you to reconcile additional attributes from the third-party system that are not delivered with the PeopleSoft software. These fields, upon activation, appear on the General Information page. They appear on the manage exceptions list once they are active and have an attribute and rule associated with them. These fields also appear on the Asset and IT_HRDWR_CACHE (table loaded from a third party).

To Change User-Defined Fields

You may decide to stop tracking one attribute and start tracking another. To change user-defined attributes:

1. Inactivate the field in PeopleSoft IT Asset Management.
2. Manually replace all the values in IT_HRDWR_CACHE and PS_ASSET tables to ' '

   You should use a SQL tool to do this.
3. Customize the third-party application to send the new attribute instead of the old attribute.

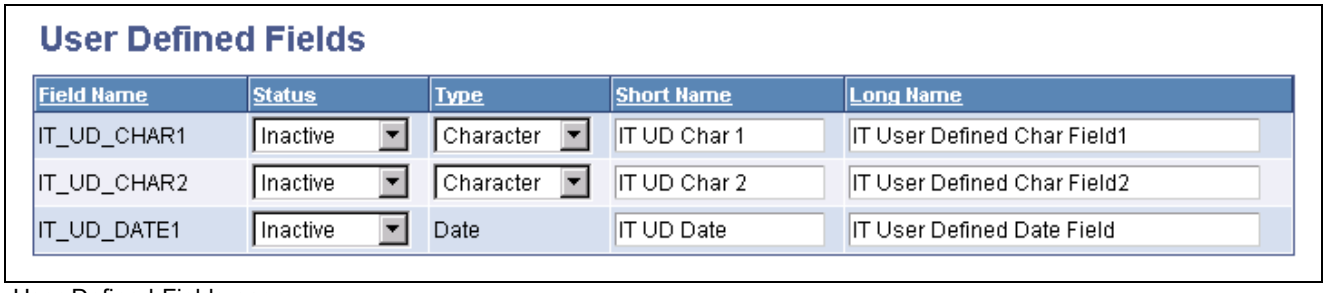
   This replaces the data in IT_HRDWR_CACHE. Refer to the third-party documentation for details.
4. Run the integration between PeopleSoft and the third-party system. Run Asset Compare.

Page Used to Set Up User-Defined Fields

Page Name	Object Name	Navigation	Usage
User-Defined Fields	IT_UDFIELDS	Set Up Financials/Supply Chain, Product Related, IT Asset Management, User-Defined Fields	Define user-defined fields to reconcile IT assets.

Setting Up User-Defined Fields

Access the User Defined Fields page.



User Defined Fields page

Field Name Displays a list of all delivered user-defined fields.

Status Select *Active* or *Inactive.*

Type Specify the type of data for the field. Values are *Character* or *Numeric*.

Short Name and **Long Name** Enter the short and long name for the user defined fields. The names appear as a label name and the fields are required.

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Note. If you do not enter a short name, the system supplies the system name for this field.

Setting Up Financial Impact Analysis

This section provides an overview of financial impact analysis and how to:

- Enable financial impact analysis.
- Set up workflow for financial impact analysis.
- Report financial impact.

Understanding Financial Impact Analysis (FIA)

Financial Impact Analysis is an optional feature that you can enable in order to track the financial impact of asset discrepancies between physical inventory and Asset Repository data. PeopleSoft IT Asset Management (ITAM) combines IT and financial asset management processes into a single repository already embedded in your organizational business processes of procurement, payables, help desk and financial reporting. Financial Impact enables the financial presentation of the fusion of technical and financial asset management policies into a centralized application, ensuring that not only the CFO and the CIO have a single source of aggregate information but also provides management of financial lists that can be tailored to financial asset managers for an immediate look at the impact of pending transactions.

Key components of ITAM are asset reconciliation of exceptions and the presentation of assets that are no longer reporting to the system. Because IT assets are perpetually inventoried, you can utilize the asset reconciliation process to identify book versus physical discrepancies as well as identify assets that are no longer reporting. The FIA feature delivers relevant financial information about those discrepancies that require retirements. With this functionality, ITAM provides a useful tool for immediate disclosure of material changes to financial conditions.

ITAM provides timely visibility into the potential financial impact of transactions that require a retirement as those transactions are routed to Finance. This ensures Finance can immediately react to any material differences, both from an update to the financial records as well as from a forecast and/or external reporting perspective. This is accomplished through workflow notifications to key financial personnel and through financial data provided within inquiries and portal pagelets. The financial calculation can be presented in an aggregate or for a selected number of assets.

When you enable Financial Impact Analysis, the financial impact of discrepancies reported includes:

- Original cost of the asset.
- Net Book Value (NBV) of the asset.
- Fair Market Value (FMV) of the asset.

In addition to providing value to the Finance user, having the financial impact information available as an optional display in the Inventory Exceptions and Assets Not Reporting pagelets, for example, will provide the ITAM user with a data point that will enable them to quickly ascertain the materiality of the retirements needed, thereby helping to prioritize which issues to resolve first.

Enabling Financial Impact Analysis

To enable Financial Impact Analysis:

- Select the Financial Impact check box on the Installation Options - Asset Management page.

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See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Asset Management Installation Options.

- Select the Financial Impact options within User Preferences - IT Asset Management to display financial data for users that are secured for access to the data. Select to Show Net Book Value, Show Cost, and Show Fair Market Value.

  See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining IT Asset Management User Preferences.

- Select the Financial Impact check box in the Business Rule page to display financial data within Manage Exceptions.

  See Chapter 3, "Setting Up PeopleSoft IT Asset Management Application Settings," Setting Up Business Rules, page 15.

Setting Up Workflow for Financial Impact Analysis

You can send messages to the financial asset managers to alert them about transactions that have financial impact that need to be retired. The messages are stored in the Message Catalog and are context-driven. When in the Manage Exceptions page, the Manage Exceptions message is chosen, along with the role specified in the associated Route to Finance action. When in the Assets Not Reporting page, the Assets Not Reporting message is chosen, along with the role specified in the associated Route to Finance action

See Chapter 8, "Managing Exceptions," Managing Exceptions, page 86.

See Chapter 8, "Managing Exceptions," Managing Assets Not Reporting, page 99.

See Appendix B, "Delivered Workflows for PeopleSoft Enterprise IT Asset Management," page 129.

Reporting Financial Impact

From either the Inventory Exceptions or Assets Not Reporting pagelet, you can drill into the Manage Exceptions detail page or Assets Not Reporting detail, respectively. From these detail pages you display, filter, sort and select assets that appear as exceptions or assets not reporting in the comparison between Asset Repository Manager data and data from the field (third-party data).

For Manage Exceptions, identify assets that have financial impact and that are of current interest. You can save the list for a financial asset manager or act on the list from Manage Exceptions in the same manner as with FIA disabled. You can see immediate totals of the selected assets or you can progress to the Select Actions component that allows you to preview the scope of the route to finance action as well as the totals for the financial impact of the that action. This preview is a simple count of the assets against which you act, given the current settings. The count appears in the Scope column in the Select Actions component. Preview Scope allows you to review what is about to happen and compare it to what is expected. Once you are assured of your plan, you Submit Actions to route the transactions to the financial worklist. Alternatively, prior to selecting the actions you can save and store a financial list or you can also modify an existing financial list.

The data content of the Inventory Exceptions pagelet and the Manage Exceptions page is determined by Business Rules. ITAM Business rules are the instructions and definitions that define and describe how an asset and its attributes in one database are similar or dissimilar to the same asset being described in another database. Business rules also specify the actions and processes to be invoked when comparisons fail. Only business rules that are enabled for Financial impact will be used when FIA is enabled.

From the Assets Not Reporting pagelet, you can drill into the Manage Assets Not Reporting page where the format is similar to Manage Exceptions, but does not use a separate Select Actions component. This feature continues to function in a manner consistent with Financial Impact disabled.

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When you save a Financial List in either Manage Exceptions or Assets Not Reporting, the list simultaneously becomes available to the Financial List Inquiry search and detail pages. Review the Financial List Inquiry detail page for a more powerful and simpler look at financial impact.

See Also

Chapter 8, "Managing Exceptions," page 81

Setting Up Business Rules

To define business rules, use the Business Rules component (IT_RULE_DEFN).

This section provides an overview of business rules and discusses how to:

- Define business rules.
- Define business rule subtypes
- Add comments to business rules

Understanding Business Rules

Business rules enable you to establish instructions and definitions for reconciling IT assets stored within your database and the IT assets discovered in the third-party database. You set up the attributes and operators to reconcile IT assets and invoke processes to occur when a comparison of these IT assets fails.

You define business rules within a certain framework provided by the system. This framework is restricted to certain predefined attributes and operators. The attributes provide a simple way of representing record names and field names. For example, Repository Custodian is an attribute. Behind the scenes, this translates to the ASSET_CUSTODIAN.CUSTODIAN table and field name combination. The system also provides the capability to enter free-form SQL where clauses.

Once you have defined your business rules, the reconciliation process evaluates the IT assets in the third-party database and the PeopleSoft IT Asset Management database. If an exception occurs, an action is defined to handle the exception.

For example, if you establish a business rule criteria of Dept ID:ARM <> Dept ID:Disco and *Business Unit:ARM= US001* and the action of *Update ARM, Email Custodian,* and route to the Role of *Finance Dept*, the system suggests the actions for IT assets in the ARM business unit *US001*. The actions include notifying the custodian with an email, explaining the difference, updating the ARM directly, and routing it to the Finance department to transfer the asset.

The rule only suggests the actions and does not execute them during the comparison process.

Note. If no action is selected for a business rule, an error occurs.

Warning! Any additions or changes to business rules are considered a customization and must be tested thoroughly before deploying into the production environment.

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System-Delivered Business Rules

PeopleSoft provides standard business rules as system data. If the rule is system maintained, you cannot change the Reconcile Attribute or the first rule in the rule set. The System Maintained check box is unavailable. You can add, delete, or change actions in the action set.

Note. Only the value *Software* is system maintained.

The Software business rule works in a different way from the other rules. The software rule can only be activated or deactivated in the business rules component. The SQL is not viewable and the logic is based on attributes defined in the software definition. All software rules are defined in Software Attributes.

If you choose not to use the business rule, change the status to *Inactive.*

PeopleSoft provides the following predefined business rules:

Rule ID	Rule Description	Action Set	Apply To
Business Unit	The business unit for the Serial ID of a discovered asset does not match the business unit in the asset repository.	Route to Finance	Route to Role applies to financial assets.
Dept ID	The custodian department ID for a discovered asset does not match the department ID in the asset repository.	1. Update custodian department ID. 2. Route to Finance	1. Updates to the ARM can apply to both financial and non-financial assets. 2. Route to Finance applies to financial assets.
Empl ID	The custodian employee ID for a discovered asset does not match the employee ID in the asset repository.	1. Update custodian in ARM. 2. Email custodian. 3. Email primary user.	All three action options apply to both financial or non-financial assets.
LOCATION	The location for a discovered asset does not match the location in the asset repository.	Update Asset Repository.	Update to the ARM can apply to both financial or non-financial assets.
MFG ID	The manufacturer's ID for a discovered asset does not match the manufacturer's ID in the asset repository.	Update Asset Repository.	Update to the ARM can apply to both financial or non-financial assets.
Model	The model number for a discovered asset does not match the model number in the asset repository.	Update Asset Repository.	Update to the ARM can apply to both financial or non-financial assets.

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Rule ID	Rule Description	Action Set	Apply To
Serial ID-ARM	An asset appearing in the asset repository does not appear in the discovered assets.	1. Update serial ID in ARM. 2. Retire asset. 3. Move to inventory.	1. For this Reconcile Attribute, Serial_ID_ARM, this action can only apply to specific assets that have been manually modified. The application of this action for this attribute disregards the financial status of the asset. 2. Retiring an asset from ITAM applies to only non-financial assets. 3. Moving an asset to inventory can apply to both financial and non-financial assets.
Serial ID-Disco	A discovered asset does not appear in the asset repository.	1. Add asset. 2. Route to Finance.	For the Reconcile Attribute Serial_ID_ Disco, we have no information about the intended status of the asset. Since it has yet to be added to the Asset Repository, there is no financial status associated with the asset yet. For that reason the action applies to all assets for this attribute.
Software	Unauthorized software	1. Email custodian. 2. Email custodian manager 3. Email primary user.	All three actions apply to both financial and non-financial assets.

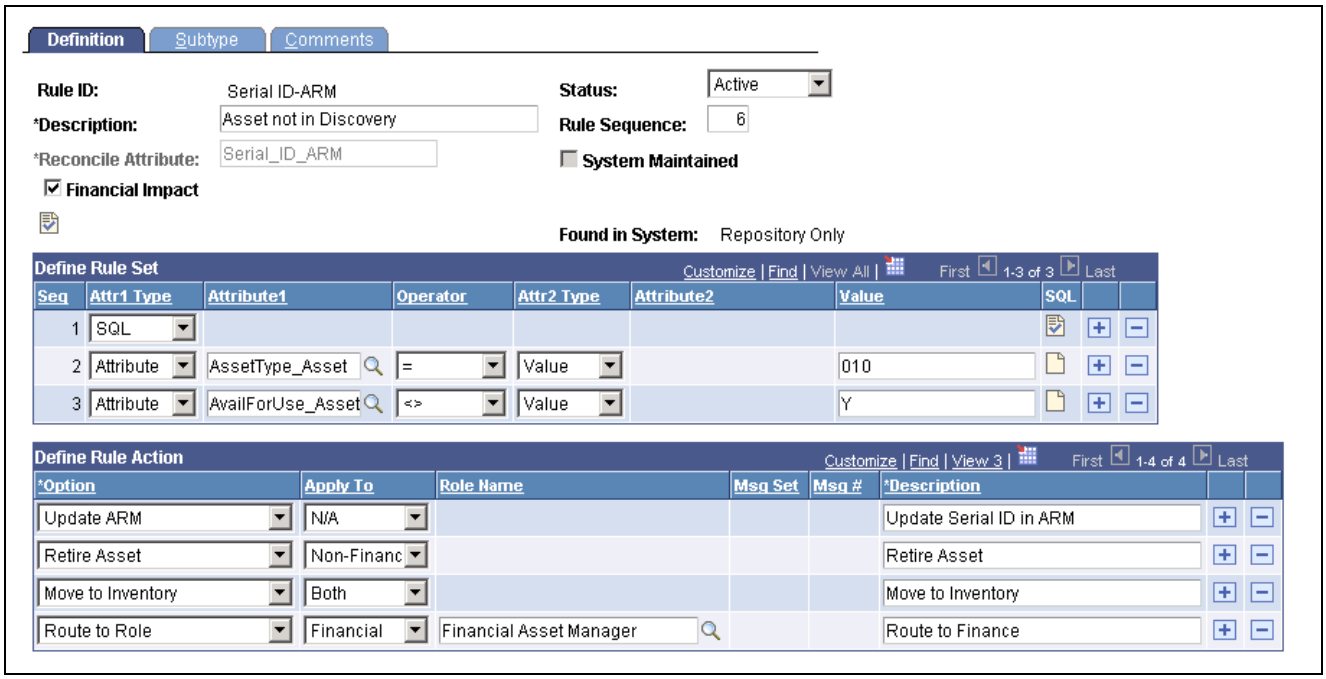
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Pages Used to Set Up Business Rules

Page Name	Object Name	Navigation	Usage
Business Rules – Definition	IT_RULE_DEFN	Set Up Financials/Supply Chain, Product Related, IT Asset Management, Business Rules, Definition	Define business rules for IT asset reconciliation.
Business Rules – Subtype	IT_RULE_STYPE	Set Up Financials/Supply Chain, Product Related, IT Asset Management, Business Rules, Subtype	Define the asset subtypes that map to the business rule.
Business Rules – Comments	IT_RULE_COMMENTS	Set Up Financials/Supply Chain, Product Related, IT Asset Management, Business Rules, Comments	Enter the reason or explanation for defining the business rule.

Defining Business Rules

Access the Business Rules - Definition page.



Business Rules - Definition page

Note. Business rules and the comparison process only apply to IT hardware assets. This criteria is not included in every Business Rule, rather it is hard coded in the processing.

Rule ID Enter the unique rule name or ID for this business rule.

Status Set the status to *Active* or *Inactive.* Inactive rules are not processed by the reconciliation process. However, the Status field could be leveraged as a tool in a phased implementation approach. For instance, you could deploy Serial ID, model, and manufacturer matching in the first phase, and deploy other rules to target specific issues/problems.

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Reconcile Attribute Select the primary attribute for reconciliation from the list of valid values or one of the user-defined fields. Remember that the user-defined attributes must be defined first and the user defined fields must be activated prior to defining the user defined attribute.

 Click the View SQL button to view the SQL criteria created from the rule set.

Rule Sequence The order in which the rules are compared.

System Maintained This is a display-only field. PeopleSoft IT Asset Management provides rules that are fundamental to the business process. For example, the rule for software is defined as a system maintained rule. If the rule is system maintained, you cannot change the Reconcile Attribute or the rule set. However, you can configure actions and update the description of the rule.

Financial Impact Select to display asset financial data in the pagelets. If this check box is cleared, the pagelets will not display financial data for this rule. This option is only visible when Financial Impact Analysis is enabled from the Installation Options - Asset Management page. Further, the check box becomes available for use when the business rule employs a Reconcile Attribute that matches discovery assets to the Asset Repository (ARM), specifically, only those rules that can identify assets that are not in the ARM. In such cases, the page displays: Found in System: Repository Only.

Note. When Financial Impact is selected, an action of Route to Finance should be included. If that action is not included, there are no available actions from which to select in Manage Exceptions when submitting actions for financial impact.

Define Rule Set

Seq Displays the system-assigned number that denotes the sequence in which that row of data was entered into the grid.

Attr1 Type Select the value to define your rule set. Values are:

Attribute: Select to define the attributes for the rule set. You populate the corresponding fields with specific values, which define the criteria for reconciliation of the IT assets.

SQL: Select to create custom criteria for the rule set.

Note. If you select *SQL*, the corresponding fields in the row are not available.

Attribute1 Select to define the rule set conditions. Attributes are user-friendly terms used in lieu of record names and field names.

Operator Use in conjunction with Attributes to create your criteria. Valid values are: *=, <>, >, >=, <, <=, Like,* and *Not Like.*

Attr2 Type Select the attribute type from the list. Values are:

Attribute: Select to populate the corresponding Attribute2 field with additional criteria.

Value: Select to populate the corresponding Value field with additional criteria.

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Attribute2

Select the value to define the rule set conditions. Attributes are user-friendly terms used in lieu of record names and field names.

Note. This field is dynamic and is available only if you selected *Attribute* from the Attr2 Type list.

Value

Enter a value to define the reconciliation rule set. The system reconciles by the value defined.



Click the *SQL* button to enter the custom reconciliation criteria.

Note. The icon only appears if you select *SQL* from Attr1 Type field.

Warning! You must test the *SQL* statement before moving the rule to production.

Note. Special considerations for date evaluations: When using an attribute field that references a date or datetime field, that attribute can only be compared to another date, or datetime attribute. A value cannot be inserted for a date in the Value column. In order to use specific dates, use the SQL attribute.

Note. Special consideration for the Value field: Values entered are automatically changed to uppercase, causing an invalid rule for some attributes such as MODEL. This causes incorrect implementation of the Business Rule; therefore, Manage Exceptions will not show the desired result. To avoid this problem, modify the Business Rule by adding a SQL statement that contains the correct lower case or mixed case value or values. Save the rule and review the value to make sure the appropriate case is reflected properly.

Define Rule Action

Business rule sets establish the attributes and operators to reconcile IT assets; action sets suggest the processes to occur when a comparison of these IT assets fails. If an IT asset is discovered based on the rule set, you establish a set of options for that rule set. Action sets can include notifying the asset manager that an IT asset needs to be updated with the correct custodian, adding the discovered asset to the asset repository, or sending an email asking the custodian to verify if the discovered IT asset is being used by someone else.

Note. The action is the focus of the business rule; applying the correct action to the appropriate assets dramatically reduces errors.

Option

Select one of the following values:

Update ARM: Updates the asset repository.

Add Asset: Adds the asset to the ARM.

Retire Asset: Retires the asset if it is a non-financial asset.

Move to Inventory: Moves the asset to inventory. This asset is now available for reuse.

Email Custodian: Sends an email to the custodian. You can select the message in the message catalog that you wish to send.

Email Manager: Sends an email to the manager. You can select the message in the message catalog that you wish to send.

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Email Primary User: Sends an email to the individual who is using the IT asset. You can select the message in the message catalog that you wish to send.

Email Primary User Manager: Sends an email to the manager of the individual who is using the IT asset. You can select the message in the message catalog that you wish to send.

Email Group Owner: Applies only to software. Emails the group owner of the authorization list of the software title.

Route to Role: Select to route to a particular role. For example, to transfer an asset, select *Route to Role* for a transferable attribute. The discovered IT asset information is routed to the finance department to complete the transfer.

Apply To

Select one of the following values to prevent illogical action selections and specify whether this action line applies to :

Non-Financial assets.

Financial assets.

Both financial and non-financial assets.

N/A indicates that the action does not apply to assets.

Note. The available selections for Apply To are dynamically set based off of the action option that is selected:

When selecting the action option of *Retire Asset*, the only available Apply To option is *Non-Financial* since you can only retire non-financial assets from ITAM.

When selecting the action option of *Route to Role*, the only available Apply To option is *Financial* since additional financial information is needed in order to effectively retire the asset.

The *N/A* option is the only Apply To option available when evaluating the financial status is not logical; for example, when adding an asset, we have no knowledge of what the future financial status of the asset could be.

Role Name

Select the role to receive the notification. When there is a financial impact on a transaction for a discovered IT asset such as: add asset, retire asset or move to inventory, the route to role becomes an option. This option routes the discovered IT asset information to the appropriate department for processing.

Note. This field is dynamic and is only available when you choose *Route to Role* in the Options field.

Msg Set and **Msg #**

Select the message set and number that you wish to send when you select an email option.

Note. The Message Set and Message Number are validated against the message catalog when the page is saved.

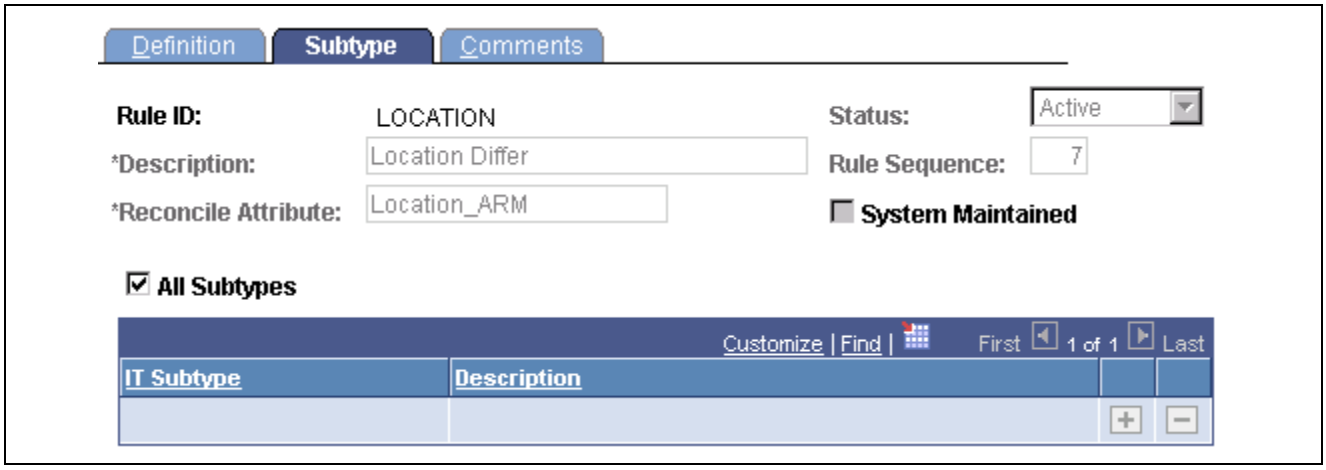
Description

Enter the description for the option. The description displays on the Confirm Actions page of the Manage Exceptions List.

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Defining Business Rule Subtypes

Access the Business Rules - Subtype page.



Business Rules - Subtype page

All Subtypes Select to search for IT assets in all subtype categories. All Subtypes is the default setting for all business rules.

Note. If selected, the Subtype List grid will be hidden. Clear the All Subtypes check box to define individual subtypes you wish to discover.

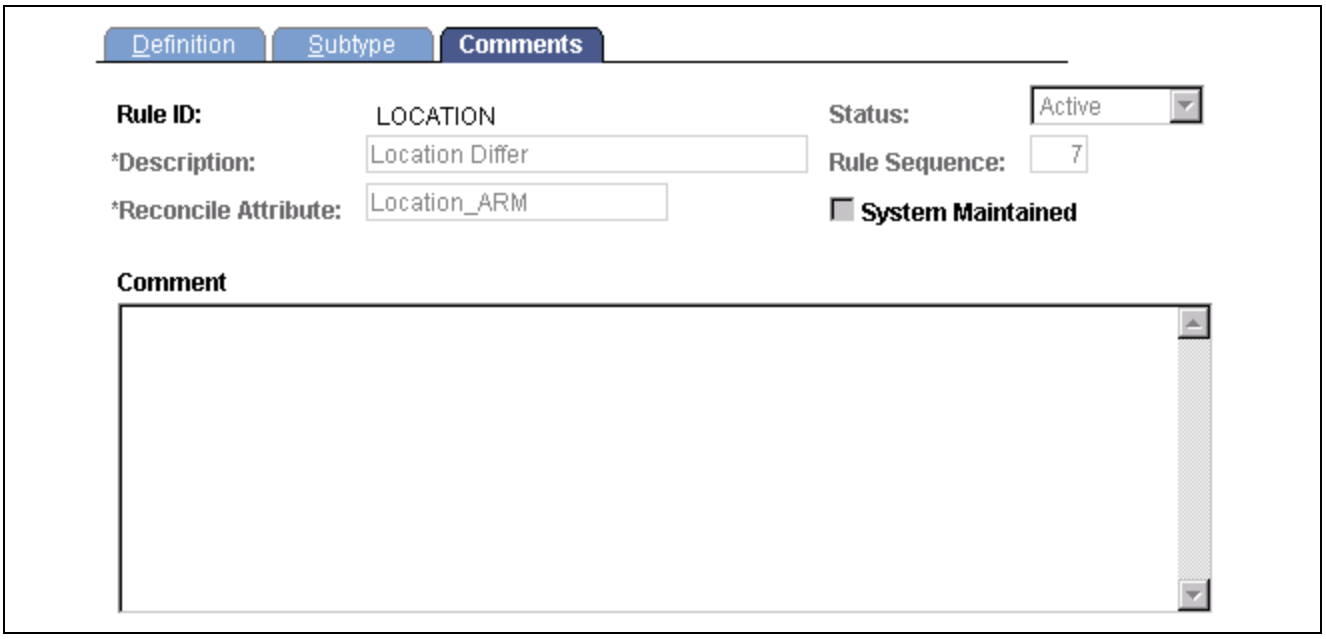
Subtype List

IT Subtype Select the subtype for the business rule defined. The asset's subtype is the only attribute that is actively changed by the comparison process. Even though there is no rule to control the attribute, the attribute will be automatically updated whenever the subtype differs between the ARM and the third-party inventory database.

Adding Comments to Business Rules

Access the Business Rules - Comments page.

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Business Rules - Comments page

Enter comments you wish to capture for this business rule.

Setting Up Inventory Age

To set up inventory age, use the Inventory Age component (IT_TSPAN_DEFN).

This section provides an overview of inventory age and discusses how to:

- Define inventory age.
- Define subtypes for inventory age

Understanding Inventory Age

Inventory age enables you to define the period to check if the IT asset is being engaged. The third-party inventory system obtains periodic reports from computers connected to the host network. The period is likely to be one week, but may be a day or month or another time interval for which the data is obtained. Not all computers are connected to the network and some computers–like laptops– may only be connected on occasion, thus may not be reported in a timely manner.

Therefore, when the third-party system sends data, it includes the period in which the data was obtained. Administrators assign alerts when inventory data gets too old. Old inventory data may indicate a missing computer because that computer failed to report for the period specified. This function enables you to audit on reporting failures and prompt investigations.

You can define more than one inventory age for an asset, however you can only associate one inventory age to a user.

Note. Only one inventory age per asset can be active at one time.

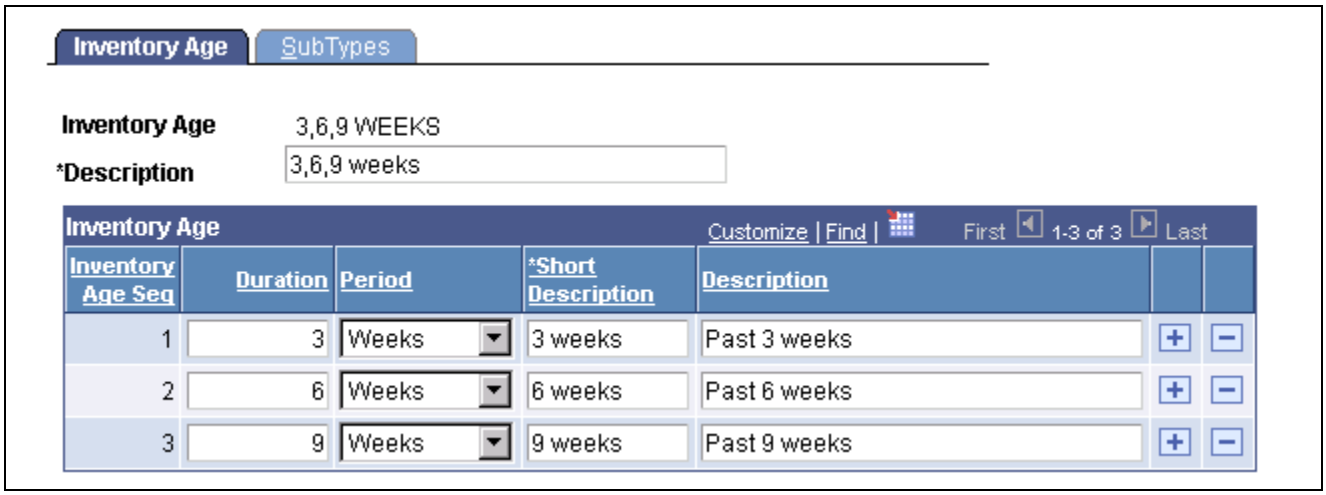
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Pages Used to Set Up Inventory Age

Page Name	Object Name	Navigation	Usage
Inventory Age	IT_TSPAN_DEFN_01	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Inventory Age	Define inventory age.
Sub Types	IT_TSPAN_DEFN_02	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Sub Types	Define subtypes for the inventory age. **Note.** The system sends an error message if you have the same subtype defined in two or more inventory ages.

Defining Inventory Age

Access the Inventory Age page.



Inventory Age page

Inventory Age Seq (Inventory Age Sequence) Displays the order of the Inventory Age criteria. The system uses a sequence number to make them unique.

Duration Enter a numeric value to define the associated period.

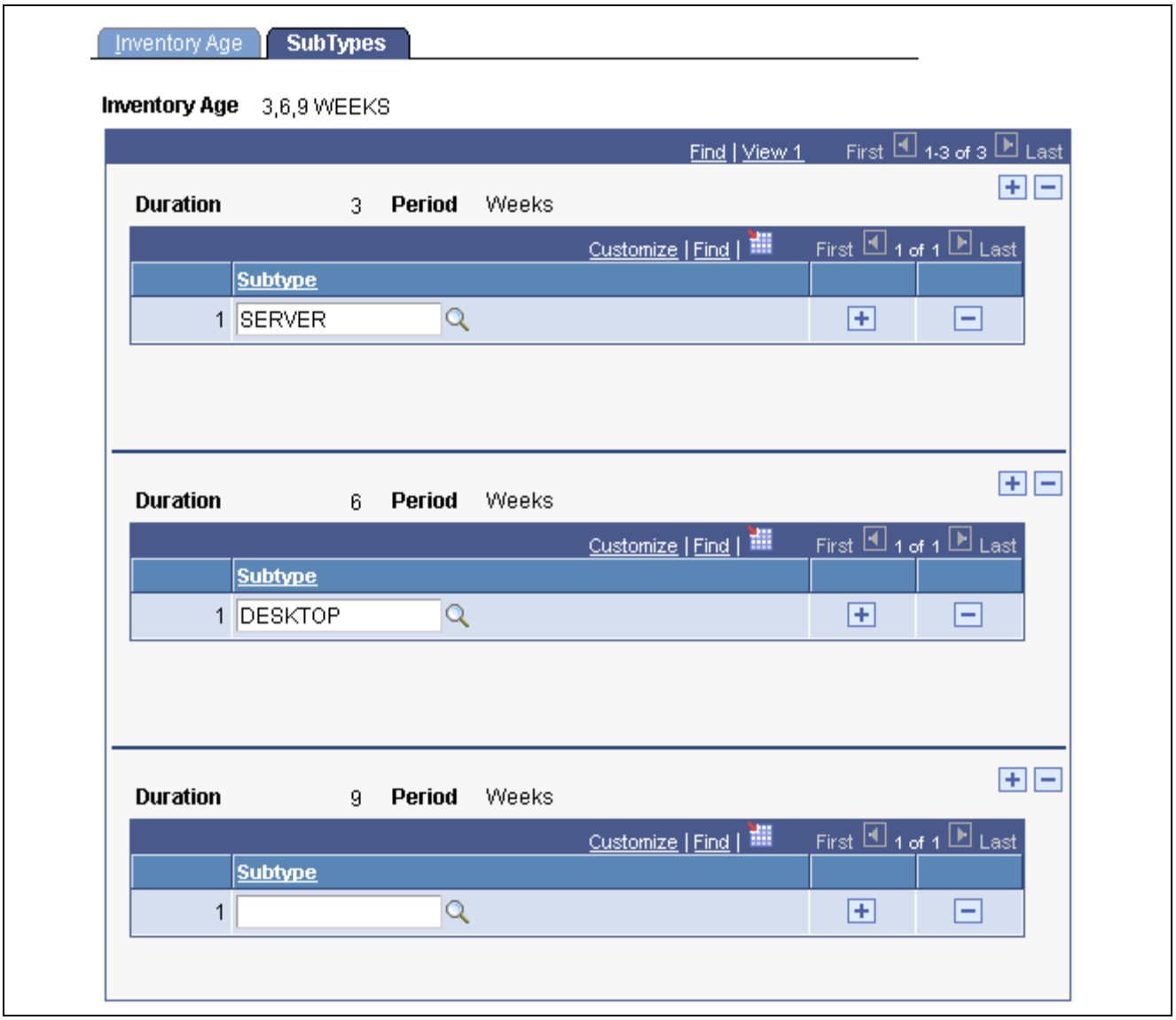
You must enter duration in ascending order, such as 3 weeks, 6 weeks and 9 weeks.
This applies to all inventory age, not duration specifically.
Check the error table for additional assets that may be reporting but are not showing up because of mapping errors.

Period Select from the list of values. Values are: *Days, Months, Weeks,* and *Years.*

Defining Inventory Age Subtypes

Access the Inventory Age - SubTypes page.

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Inventory Age - SubTypes page

Subtype Enter the subtype for the duration and period defined. Subtypes enable you to define specific IT asset types you wish to be reported. If you leave the subtype blank, then all subtypes will be reported.

If you select a subtype for a shorter duration, it is automatically included in the longer durations. If you have created a subtype with a shorter duration and you try and create the same subtype with a longer duration, you will get an error message.

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CHAPTER 4

Setting Up PeopleSoft IT Asset Management External Settings

This chapter provides an overview of PeopleSoft IT Asset Management external settings and discusses how to:

- Set up code mappings.
- Map Internet Protocol (IP) addresses.
- Map IP locations.
- Define IT subtypes.
- Establish contract types.

Understanding PeopleSoft IT Asset Management External Settings

Setting up the options in PeopleSoft IT Asset Management External Settings ensure that the third-party software and PeopleSoft IT Asset Management can communicate effectively. Code mappings ensure consistent terminology in asset reporting. Mapping IP addresses and locations pinpoints assets in an organization. IT subtypes simplify the reconciliation and reporting process. Contract types categorize your software license contracts. PeopleSoft IT Asset Management takes advantage of the PeopleSoft vendor functionality to ensure accuracy.

Setting Up Code Mappings

To define code mapping, use the Code Mapping component (IT_MAP_CODE).

This section provides an overview of code mappings and discusses how to set up code mappings.

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Understanding Code Mappings

Code mappings enable PeopleSoft IT Asset Management to translate two groups of data from the third-party database. Code mappings group manufacturer names provided by the third-party inventory tool with a manufacturer (from the PS_MANUFACTURER table). Software titles from the third party database are similarly grouped or mapped to a software title. There are no standards for the names of manufacturers or software titles obtained from an inventory. For example, one desktop computer may return a value of "DELL" while another model from the same manufacturer could return "Dell, Inc." The values are different even though both are the same manufacturer. Similarly, software titles from version to version may have different titles returned from the third party database. Code mappings allow the groupings to be mapped to a single value, providing for better, more consistent terminology in asset reporting.

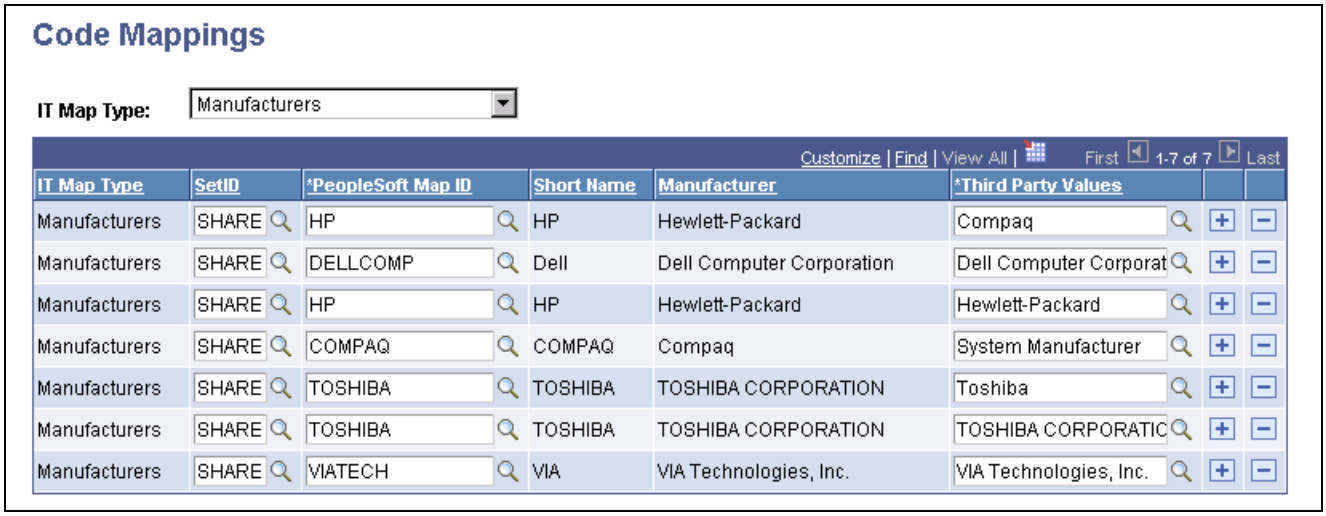
Note. Refer to the documentation for your third-party product for any limitations in data retrieval.

Page Used to Set Up Code Mappings

Page Name	Object Name	Navigation	Usage
Code Mappings	IT_MAP_CODE	Set Up Financials/Supply Chain, Product Related, IT Asset Management, Code Mappings	Map third–party manufacturers and software titles to values in the repository.

Setting Up Code Mappings for Manufacturers

Access the Code Mappings page and select the Manufacturers IT Map Type.

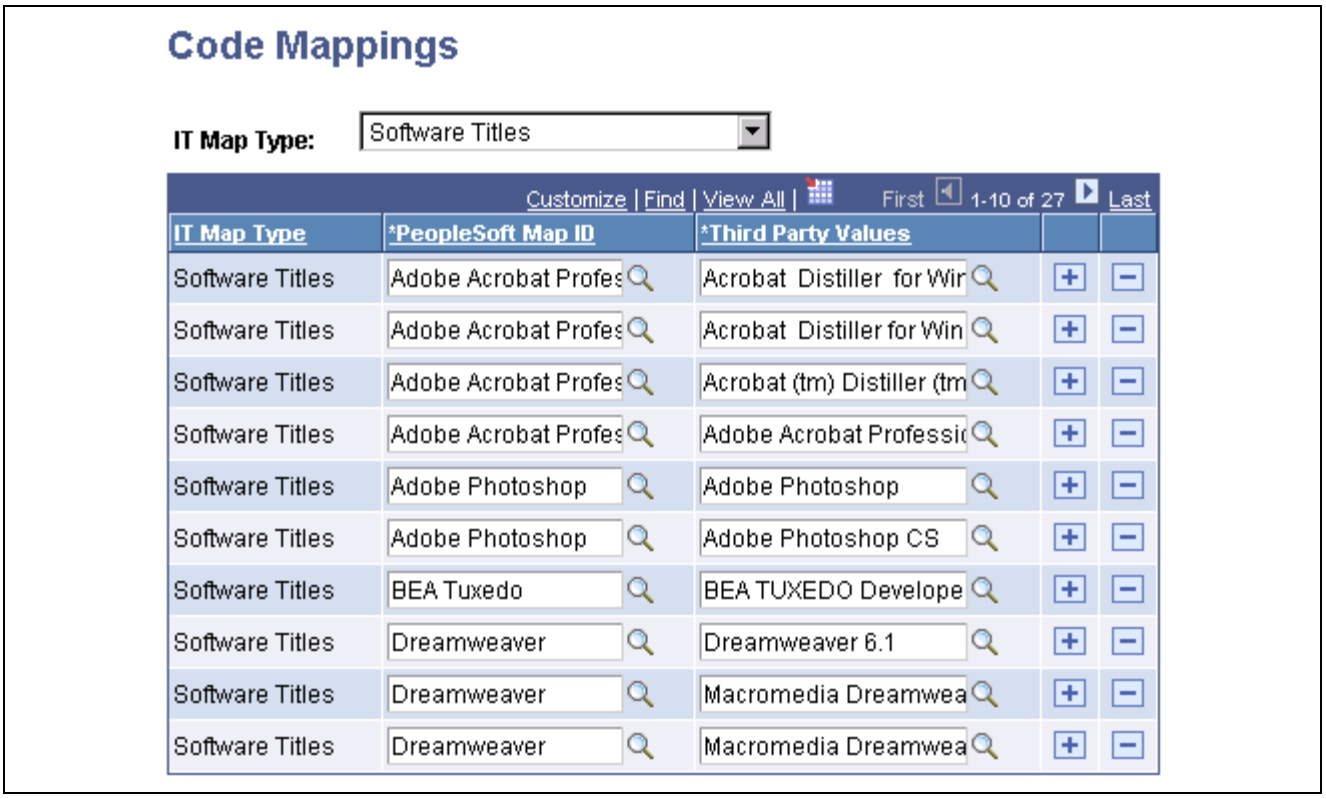


Code Mappings page: Manufacturers IT Map Type

Setting Up Code Mappings for Software

Access the Code Mappings page and select the Software Titles IT Map Type.

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Code Mappings page: Software Titles IT Map Type

IT Map Type Select from the list of values to define mapping to the Asset Repository. Values are: *Manufacturers* or *Software Titles.*

If you select *Manufacturers,* the dynamic prompt consists of manufacturers from Purchasing/Inventory (the PS_MANUFACTURER table). If you select *Software Titles,* the prompt consists of data from PeopleSoft IT Asset Management's Define Software Titles page.

PeopleSoft Map ID Select the manufacturer name or software title.

Note. This field is dynamic. Depending on your selection from the IT Map Type, your choices may vary.

Third Party Values Enter the value from the third-party database you wish to associate to the PeopleSoft Map ID.

When the IT Map Type is *Manufacturer*, this field provides prompt values consisting of manufacturer names that were found to be in error after the previous request for inventory data.

Mapping IP Addresses

To map IP addresses use the IP Address (IT_IP_ADDR) component.

This section discusses how to map IP addresses to physical locations.

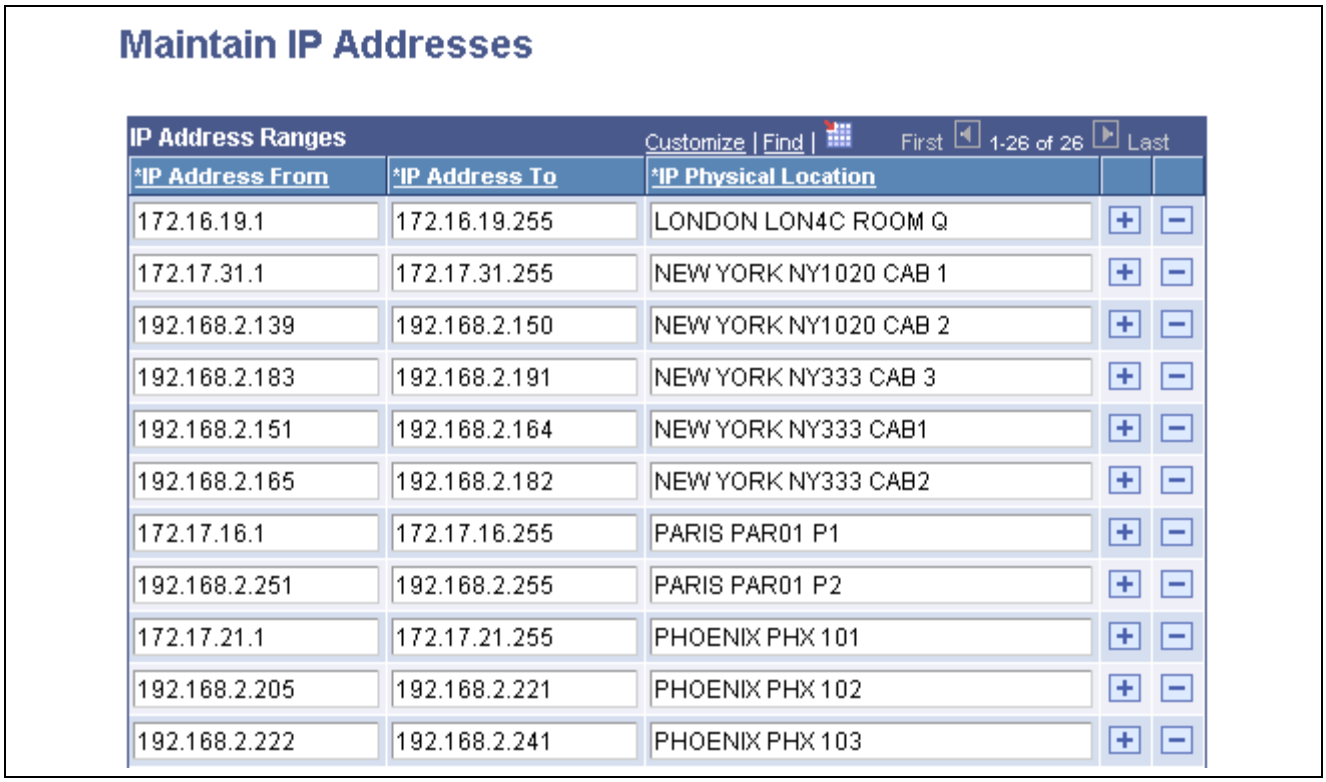
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Page Used to Set Up IP Address

Page Name	Object Name	Navigation	Usage
Maintain IP Addresses	IT_MNT_IP_ADDR	Set Up Financials/Supply Chain, Product Related , IT Asset Management, IP Address	Maintain IP addresses.

Setting Up IP Addresses

Access the Maintain IP Addresses page.



Maintain IP Addresses page

Note. IP Addresses cannot overlap. Addresses in the IP Address From to the IP Address To cannot be included in another range.

Mapping IP Locations

To map physical locations to financial locations, use the Physical Internet Protocol (IP) Locations component (IT_IP_ADDR_MAP).

This section provides an overview of mapping locations and discusses how to map physical IP locations to financial locations.

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Understanding Mapping Physical IP Locations to Financial Locations

Financial records describe real estate locations using one set of names and attributes. Information Technology staff describes these locations using another set of names and attributes–especially important to IT is the way network addresses are distributed through the physical spaces within the enterprise. PeopleSoft IT Asset Management records that distribution describing the physical locations of network (IP) addresses to which assets are attached. The map function translates that IT record into a map of network assets associated with financial locations.

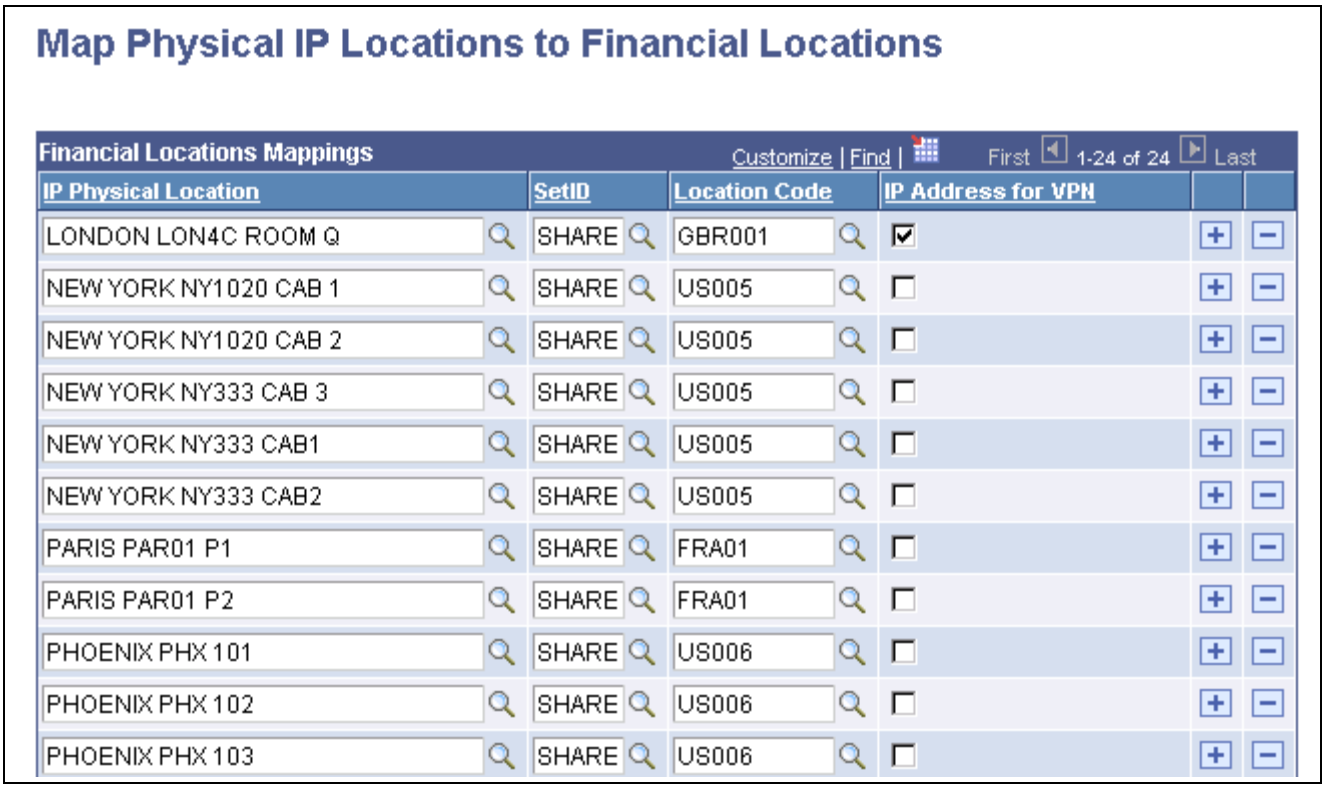
For example, each floor within a building may be assigned a series of IP addresses, by associating the floor where the IP is located to a financial location, you can identify IT assets that are discovered within that IP location and make the necessary charges to the appropriate cost centers.

Page Used to Map Physical IP Locations to Financial Locations

Page Name	Object Name	Navigation	Usage
Map Physical IP Locations to Financial Locations	IT_MNT_IP_ADDR_MAP	Set Up Financials/Supply Chain, Product Related , IT Asset Management, IP Locations	Define the physical IP location for the financial location.

Mapping Physical IP Locations to Financial Locations

Access the Map Physical IP Locations to Financial Locations page.



Map Physical IP Locations to Financial Locations page

IP Physical Location Select the IP physical location for the financial location.

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Location Code Select the location code associated with the financial location.

IP Address for VPN Select if the IP address range is assigned to devices using Virtual Private Networking (VPN).

Note. When the flag is checked, the LOCATION business rule ignores the comparison of the location for that asset. The location can't be inferred from the IP address, because the IP address is issued by the VPN. If the set ID and location are specified, they will be ignored.

Defining IT Subtypes

To define IT subtypes, use the IT Subtype component (IT_SUBTYPE).

This section provides an overview of IT subtypes and discusses how to set up IT subtypes.

Understanding IT Subtypes

IT subtypes identify various types of IT assets within the PeopleSoft Asset Management system. In the PeopleSoft Asset Management system, IT assets are categorized by the Asset Type field. Defining IT subtypes enables you to further identify the IT assets. For example, an asset can be defined as *IT Hardware* for an Asset Type , you can further define the IT asset with an IT subtype of *Monitor, Desktop,* or *Laptop*; simplifying the reconciliation and reporting process.

When defining IT subtypes, you enable the options for tracking how long an asset has been in use. You also enable or disable the reconciliation of that specific IT subtype defined.

Prerequisites

Before setting up IT subtypes, you must set up an asset type and asset subtype in Asset Management. The associated IT subtype must have the same name as its associated asset subtype.

See Chapter 6, "Working with the Asset Repository," IT Subtypes, page 53.

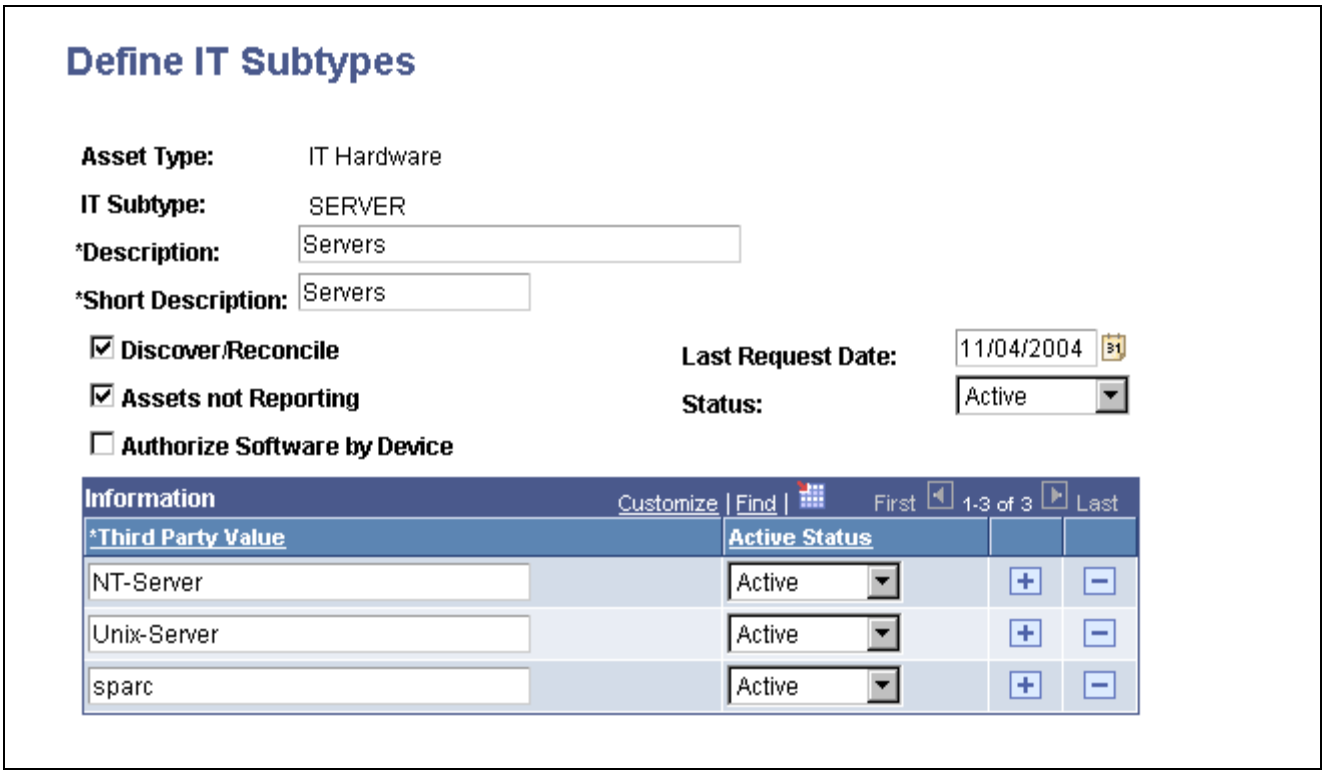
Pages Used to Define IT Subtypes

Page Name	Object Name	Navigation	Usage
Define IT Subtypes	IT_MNT_IT_SUBTYPE	Set Up Financials/Supply Chain, Product Related, IT Asset Management, IT Subtypes	Define the IT subtype for reconciliation and reporting.

Setting Up IT Subtypes

Access the Define IT Subtypes page.

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Define IT Subtypes page

Discover/Reconcile Select to enable reconciliation between the third-party system and PeopleSoft IT Asset Management. By selecting the check box, you enable the system to request and validate data from the third-party system to PeopleSoft IT Asset Management.

This check box determines if the IT Subtype appears in the discovery run control.

Assets not Reporting Select to include the IT Subtype in the Aging Inventory portlet.

Authorize Software by Device Select to specify that this device uses the device (machine)-based software authorization model rather than the employee-based authorization model.

Last Request Date Enter the date to begin inventory tracking of IT assets for this subtype.

The Last Request Date is used to filter the data you are requesting from the third party. Only network IT devices that have had an inventory performed on them after the specified date are returned. For example, the Laptop IT Subtype has a Date of Last Inventory of 02/01/2005. When you request data from the third party, only laptops that have had a inventory performed on them since 02/01/2005 are "discovered and reconciled."

Active Status Select *Active* to activate the IT subtype.

Note. By selecting *Inactive,* you are inactivating the defined IT subtype and the grid below.

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Information

Third Party Value Enter the value the third-party database uses to define the associated IT subtype.

Active Status Select *Active* to activate the third-party value defined. If you inactivate the Third Party value, the next time the Compare Asset Repositories is run it deletes the transaction data associated with this Third Party Value. It also removes the third-party value transactions from the metric pagelets and removes the transaction from the hardware cache tables where there are no software titles of interest for those assets.

Note. You can inactivate the third-party value by selecting *Inactive.* This field affects the associated row only.

Establishing Contract Types

To establish contract types, use the Contract Types component (IT_CNTRCT_TYPE).

This section provides an overview of contract types and discusses how to establish contract types.

Understanding Contract Types

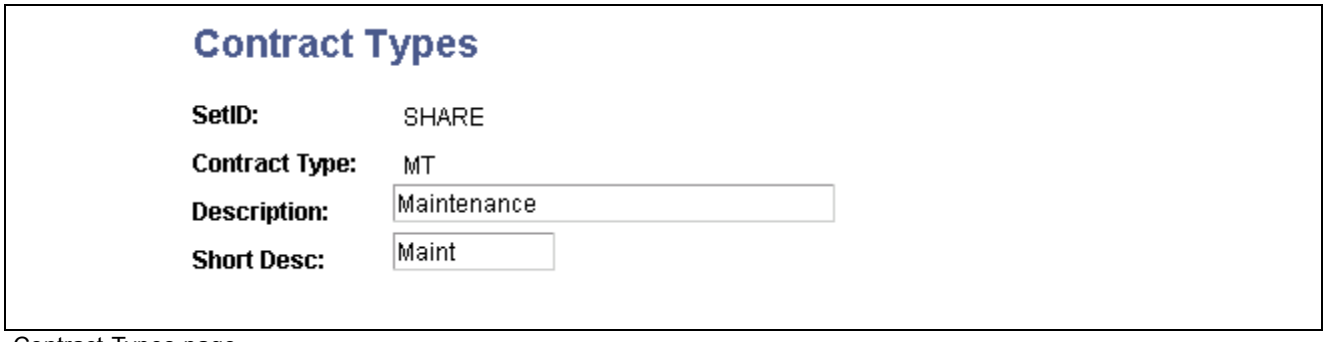
IT asset management uses contract types to categorize your software license contracts. When you define a software contract you associate the contract type with each software contract to help organize contract administration, assign permissions to end users, and anticipate contract expirations.

Page Used to Establish Contract Types

Page Name	Object Name	Navigation	Usage
Contract Types	IT_CNTRCT_TYPE	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Contract Types	Define contract types.

Establishing Contract Types

Access the Contract Types page.



Contract Types page

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CHAPTER 5

Setting Up PeopleSoft IT Asset Management Resource Settings

This chapter provides an overview of PeopleSoft IT Asset Management resource settings and discusses how to:

- Define software device groups.
- Define IT role access.
- Maintain employee network identifications.
- Create employee groups.
- Define user preferences.
- Set up common search configuration.
- Create related links.

Understanding PeopleSoft IT Asset Management Resource Settings

PeopleSoft IT Asset Management resource settings establish access levels for your users and user groups. You can link device serial IDs and network IDs to the Employee IDs (EmplIDs) stored on your system. By setting up device groups and employee groups, you reduce the amount of time it takes to assign permissions to each individual installing software applications on their computers. Common search configurations enable you to view the configuration of various PeopleSoft IT Asset Management search pages. Related links enable you to create links to third-party applications.

Prerequisites

You must complete the following prior to setting up PeopleSoft IT Asset Management resource settings:

- Establish at least one PeopleSoft Asset Management business unit before you create your IT assets.
- Verify that the PeopleSoft IT Management Installed flag is selected on the Installation page.
- Integrate with PeopleSoft Human Capital Management.
- Integrate with your third-party discovery software.

  For details on integration, refer to your third-party software documentation.

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See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Establishing PeopleSoft Asset Management Business Units," Creating PeopleSoft Asset Management Business Units.

Defining Software Device Groups

To define device groups, use the Software Device Group component (IT_SWGRP_DEFN)

This section provides an overview of Software Device Groups and discusses how to define device groups.

Understanding Software Device Groups

IT devices are often maintained by an IT administrator or a content manager rather than the primary user of the device. These devices may have multiple CPUs and may require more than one license to operate certain software, such as Microsoft MSSQL, for example. This is most commonly applicable to devices such as servers.

The software device group links the role of the content manager to these unique IT devices by associating their employee ID (EMPLID) with a Device Group. The Device Group definition contains the Serial IDs of the devices that are maintained by the content manager. This is known as the Serial ID-based Software Authorization model.

These devices or machines have a declared number of licenses required for a given software title. Once you have created the software device group (linking the administrator to the device), associate the device group to the appropriate software titles in the Define Software Titles/Users component, providing an Authorized Licenses value for the device group. The licenses required for each of these devices are counted and their summation is compared to the Authorized Licenses value that is specified for the device group.

To implement the Serial ID-based Software Authorization Model:

1. Select the Authorize Software by Device check box on the Define IT Subtypes page for a particular IT Subtype, such as SERVERS.

   See Chapter 4, "Setting Up PeopleSoft IT Asset Management External Settings," Defining IT Subtypes, page 32.

2. Supply the IT Asset Related Information (CPU) for the asset information within PeopleSoft Asset Management. This stores the number of CPUs that an IT hardware device has installed, physical and/or virtual.

   See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Adding and Maintaining Asset Information.

3. (Optional) Select the Source Device Groups from ARM check box within PeopleSoft Asset Management Installation Options. The check box is selected as the default when IT Asset Management is installed.

   See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Asset Management Installation Options.

4. Define the Software Device Groups, linking administrator with devices.

5. Associate the device groups to software titles.

   See Chapter 6, "Working with the Asset Repository," Defining Software Titles, page 54.

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6. Select the Software Device Monitor check box on the Generate Metrics page. Run the metrics to update device group data for the Software Device Monitor pagelet. This pagelet reports the software titles that are installed, authorized, declared and unresolved for a given device group.

   The Generate Metrics process produces and updates the associations and detail setup that allows you to declare licenses for groups and/or software relationships. Declared licenses should be equal to the number of CPUs the first time that the Metrics engine processes the associations.

7. Specify how many licenses of a particular software that a device requires using the Declare Device Licenses page. The Override check box indicates whether the number of declared licenses has been overridden. The value in the Declared Licenses field is either defaulted from the ASSET table if it has not been overridden, or it displays the override value specified. It is considered overriden if the value is not zero and is greater than or less than the number of CPUs defaulted from the ASSET table.

   See Chapter 6, "Working with the Asset Repository," Defining Software Titles, page 54.

8. After any change to the groups or additions to software relationships, the Generate Metrics process should be run to allow an update of declared licenses and unresolved software. This ensures that the Software Device Monitor pagelet always reports the most up-to-date software titles that are installed, authorized, declared and unresolved. Select the Software Device Monitor check box on the Generate Metrics page and run the metrics to update device group data for the Software Device Monitor pagelet.

9. Limit the device group that a user can access in the Software Device Monitor pagelet by specifying a device group within User Preferences for IT Asset Management.

   See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining IT Asset Management User Preferences.

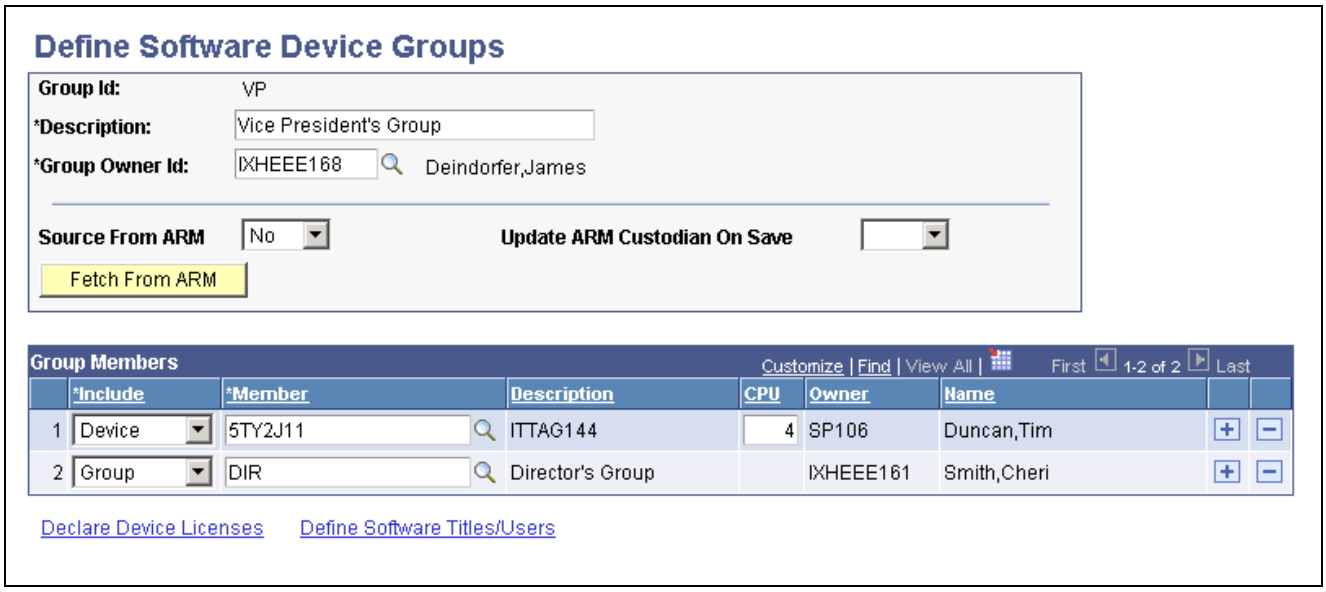
Page Used to Define Device Groups

Page Name	Object Name	Navigation	Usage
Define Software Device Groups	IT_SWGRP_DEFN	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Device Groups, Define Software Device Groups IT Asset Management, IT Asset Definitions Center, Resource Settings, Device Groups	Define software device groups to associate devices (by Serial ID) to an administrator for the ultimate purpose of linking software licenses to assets rather than users.

Defining Device Groups

Access the Define Software Device Groups page.

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Define Software Device Groups page

Group Id Assign a software device Group Id.

Group Owner Id Select the Employee ID of the device group administrator or content manager. The content manager controls the software contents of the machines in the device group.

Source from ARM Select *Yes* to automatically populate this device group with machines in the Asset Repository that belong to an IT Subtype with Authorize Software By Subtype selected. Those that have the Group Owner ID in the Custodian field are added to this device group. If the Custodian field value changes, the machine will drop out of this group. If you select *No* for this field, populate the devices manually.

Note. The page elements that are visible and active on this page depend upon your selection in this field. If you select *Yes* to populate the machines from the Asset Repository, the resulting grid is entitled Group Owner's Devices in ARM and the data appears as display-only. If you select *No* to add your own devices, the resulting grid is entitled Groups. Selecting *No* for an existing group deletes all rows in the group definition grid, leaving one blank row.

Update ARM Custodian On Save Select *Yes* to activate a Component Interface that, upon Save, changes the value of the Custodian field within the Asset Repository to this device group's owner for every "Device" line in the grid. Select *No* to leave the Custodian field in the ARM unchanged.

Note. This field is active only when you select *No* for the Source from ARM value.

Fetch From ARM Click this button to retrieve the assets assigned to this content manager as custodian from the ARM. This is a one-time event and creates a static list. The difference between this and Source from ARM option is that the Source from ARM selection is dynamic and will continue to source from the ARM when the ARM changes. The Fetch from ARM is static and only retrieves the assets

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from the ARM at the instant it is invoked. You may also start with an empty list and build a Fetch from ARM group selecting asset by asset.

The Fetch from Arm button removes assets that have been added to the group manually and replace it with the assets from the ARM. If you wish to have assets sourced from the ARM AND additional assets not associated with this custodian (content manager), select Fetch from ARM first, then manually add additional assets. Fetch from ARM has no impact on groups that have been added to the device group.

Note. This field is active only when you select *No* for the Source from ARM value.

Group Members

This grid appears when selecting *No* as the Source From ARMvalue. If the Source from ARM check box is cleared within Installation Options in Asset Management/IT Asset Management, this mode will be the default.

Include Select the following options for inclusion in the device group:

- *Device* - Select to include an individual machine in the device group.
- *Group* - Select to include another device group as a subset (or child) within the device group.

Note. A device group can belong to only one parent device group; however, a device can belong to many device groups.

Member Select from a list of existing device group names or Serial IDs (if the asset is from the appropriate IT Subtype in the ARM.)

Description The description is automatically supplied from the appropriate record based on the Group Value selection. If it is a device, the description is the tag number from the Asset table. If it is a Group, then the Description from the Software Device Group definition is supplied.

CPU Displays the value from the Asset Repository CPU field. You may change the displayed value, which updates the value in the ARM CPU field within the Asset Basic information component, Operation/Maintenance page (as well as the value displayed in the Define Asset Operational Info component, designed for the Operation/Maintenance user.)

Owner and **Name** Displays the Employee ID and corresponding name of the group owner if the selection is a group. If the selection is a device, this column displays the Employee ID and name of the custodian within the asset repository.

Group Owner's Devices in ARM

This grid appears when selecting *Yes* as the Source From ARMvalue. If the Source Device Groups from ARM check box is cleared within Installation Options in Asset Management/IT Asset Management, this mode is not available. When the Source Device Groups from ARM check box is selected in the Installation Options, it sets the default value of the Source from ARM flag when adding a device group. The default can be overridden.

Serial ID, Tag Number, CPU, Owner These fields are display-only and are populated from the information found within the Asset Repository.

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Defining IT Role Access

To define IT role access, use the IT Role Access component (IT_ROLE_ASSET_GRP).

This section provides an overview of IT role access and discusses how to define IT role access.

Understanding IT Role Access

To establish access within PeopleSoft IT Asset Management, you must decide which level of access to establish throughout the system; that is, which pages, components, and processes to secure. You implement IT Role Access to restrict individual users or roles to specific asset types, business units, departments, or locations. You can also grant access to all assets within the system for each user or a group of users.

Access to pages, components, and processes is driven by Tools security. IT Role Access defines the data (business units, departments, locations, asset subtypes) to which one has access within those pages and processes. Pagelets such as Inventory Exceptions or Hardware Inventory display different data to different users depending upon IT role access. However, pagelets such as Lease End Metrics are not based on IT Role Access and present the same data to all users that have access to it.

The Manage Exception page is also governed by IT Role Access and users are able to view and resolve only those exceptions as permitted by IT Role Access.

Note. Role Access should not be used by those on a Sybase platform.

This table discusses access for functional areas in PeopleSoft IT Asset Management:

Functional Area	Access
Inventory Exceptions	Controlled by IT Role Access
Hardware Inventory	Controlled by IT Role Access
Lease End Metrics	Not controlled by IT Role Access
Manage Exceptions	Controlled by IT Role Access
Financial Statistics	Controlled by User Preference
Software Report	Not controlled by IT Role Access
Lease End Report	Not controlled by IT Role Access

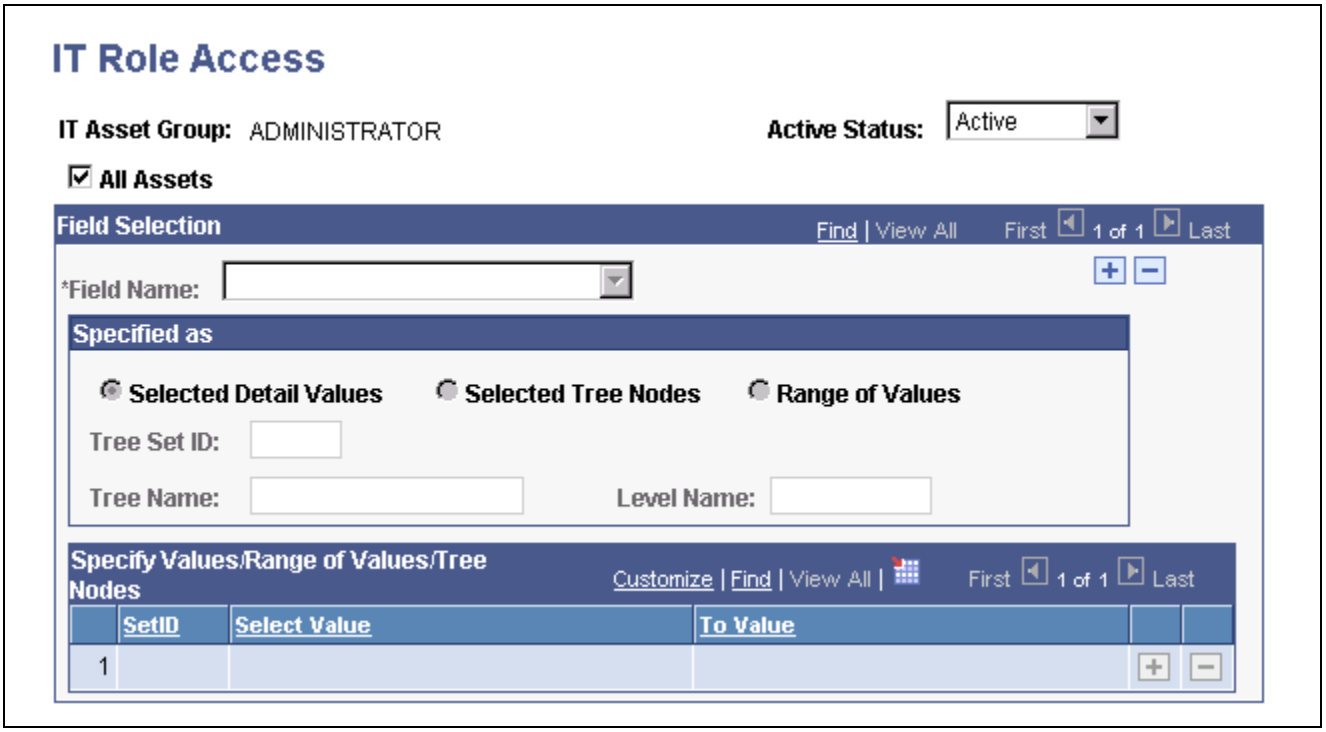
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Page Used to Define IT Role Access

Page Name	Object Name	Navigation	Usage
IT Role Access	IT_ROLE_ASSET_GRP	Set Up Financials/Supply Chain, Product Related , IT Asset Management, IT Role Access, IT Role Access IT Asset Management, IT Asset Definitions Center, Resource Settings, IT Role Access	Define the level of access in IT Asset Management for an IT user.

Establishing IT Role Access

Access the IT Role Access page.



IT Role Access page

Note. When creating IT Role Access, the access granted to a group should be a subset of operator security, as asset groups do not account for operator security. Care is required in creating roles in IT Role Access. Roles must be mutually exclusive. Different roles must administer different assets – assets should not be visible to more than one role. Any metric that depends on IT Role Access depends on the exclusive distribution of assets across roles, otherwise errors are likely in asset counts for those roles.

All Assets Select to enable the IT role access to all assets. Selecting All Assets effectively disables IT Role Access for those users who do not wish to implement it.

Field Selection

Depending on the value you select in the Field Name field, the subsequent fields within that page may vary.

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Field Name Select the value to define the access parameters for the IT Asset Group. The values are:

Asset Subtype: Select to limit access for a specific category of assets. Asset Subtypes are limited to the subset beneath Asset Type of IT Hardware.

See Chapter 4, "Setting Up PeopleSoft IT Asset Management External Settings," Defining IT Subtypes, page 32.

Business Unit: Select to limit access for a specific business unit.

The Business Unit defined in IT Role Access should be a subset of business units defined in PeopleTools level business unit security. The pages that use IT Role Access do not evaluate business unit security.

See *Enterprise PeopleTools 8.48 PeopleBook: Security Administration*

Department: Select to limit access by department code.

Location Code: Select to limit access by location code.

Specified as

This group box enables you to set the parameters for the value defined in the Field Name field. Depending on your selection, the available fields within this group box may vary.

Selected Detail Value Select to define a specific value. You can limit user group access to a specific value you define.

Selected Tree Nodes Select to limit access to a specific table set. Using tree nodes limits the user access to a group of values within that tree node.

Range of Values Enter the range of values to limit access.

Tree Set ID Select to establish the available default set of tables for the IT asset group defined.

Note. Used when Department or Location Code are selected. This value is the default SetID in the grid below.

Tree Name Select to limit access within a tree. A tree provides a hierarchical view of data within the organization.

Level Name Select to limit access to a level within the tree.

Specify Values/Range of Values/Tree Nodes

This grid enables you to set the parameters for the radio button selected in the Specified asgroup box. Depending on your selection, the available fields within this grid may vary.

SetID Displays the value from the Default SetID field selected in the group box.

Select Value Enter a value. This field works in conjunction with the SetID field. Only Department and Location codes require SetIDs.

To Value Enter an end value. This field enables you to provide a range of values when used with Select Value field.

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Maintaining Employee Network Identifications

To define employee network identifications, use the Employee Network Identifications component (IT_LDAP).

This section provides an overview of employee network identifications and discusses how to maintain employee network identifications.

Understanding Employee Network Identifications

All businesses need to associate IT devices like computers with the business units, departments, custodians, and managers who are responsible for those devices and computers. Who owns what? Who is using what? PeopleSoft human resources data includes an employee name, department information, and a unique identifier – the EmplId. We have easy access to that data. On the other hand, PeopleSoft data does not include an employee's unique and mandatory network name. User domain and network name are attributes assigned by network administrators and stored with the EmplId in a network-centric database called Active Directory.

Every time an employee uses a network device or computer, the employee's network name registers on that device. Because both databases store the personal identifiers, it's best to use the person as the common data element between HR-based business data and every network device that has recorded the presence of the employee's network name. We then use the page below to use that common data element present in both databases to connect other information pertinent to that person. For example, you may easily gather all the network devices used by the employees in a specific department, even though no department information is stored on any network device.

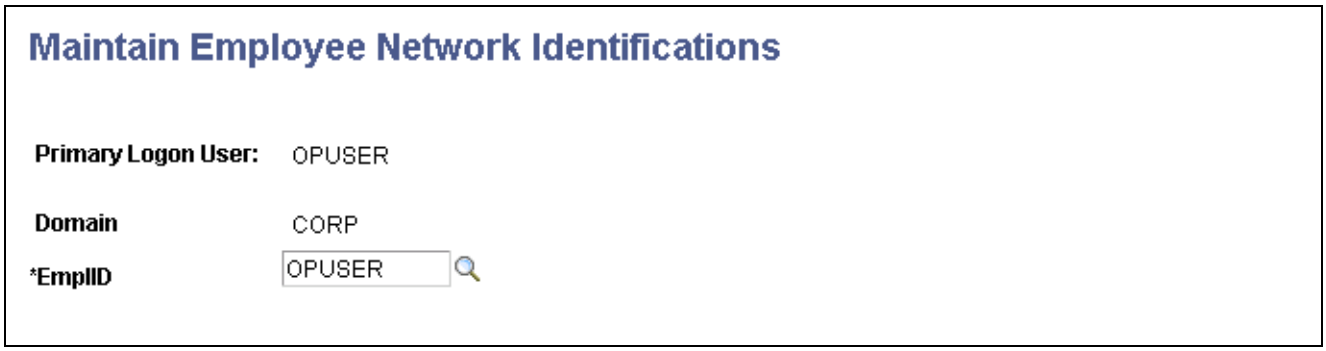
Page Used to Maintain Employee Network Identifications

Page Name	Object Name	Navigation	Usage
Maintain Employee Network Identifications	IT_MNT_LDAP	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Employee Network IDs, Maintain Employee Network Identifications IT Asset Management, IT Asset Definitions Center, Resource Settings, Employee Network IDs	Associate primary user logon with employee identification number.

Maintaining Employee Network Identifications

Access the Maintain Employee Network Identifications page.

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Maintain Employee Network Identifications page

Domain Displays the realm where the user is logged on. A domain and user name uniquely identify a logon user.

EmplID Select the employee identification number to associate to the primary logon user and domain.

Creating Employee Groups

To define employee groups, use the Employee Groups component (IT_EMPL_GRP).

This section provides an overview of employee groups and discusses how to create employee groups.

Understanding Employee Groups

Enabling a large group of individuals access to specific software can become a long and tedious process. By setting up employee groups, you reduce the amount of time it takes to assign permissions to each individual installing software applications on their computers; all you need to do is select the group intended for the software, and every individual assigned to that employee group gains authorization to download the software. You also use employee groups to monitor installations of software against properly acquired inventory.

For example, creating an employee group called Microsoft Office XP, then providing the group permission to possess the Microsoft product called Microsoft Office XP causes the inventory process to ignore individuals of that group who possess Office XP. If an individual who is not a member of that group has Microsoft Office XP, PeopleSoft IT Asset Management raises an alert about that individual as soon as the information arrives.

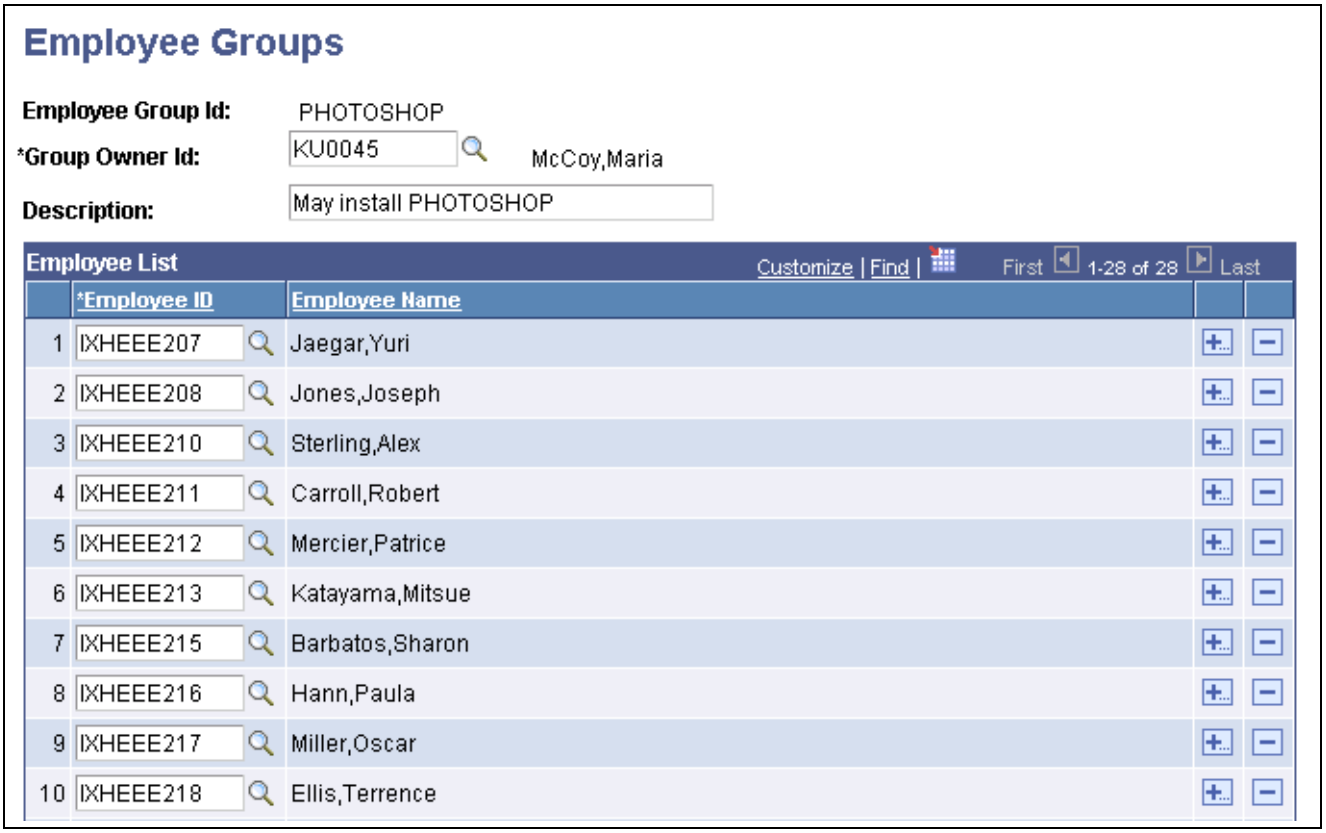
Page Used to Create Employee Groups

Page Name	Object Name	Navigation	Usage
Employee Groups	IT_EMPL_GRP	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Employee Groups, Employee Groups IT Asset Management, IT Asset Definitions Center, Resource Settings, Employee Groups	Specify employees to create an employee group.

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Creating Employee Groups

Access the Employee Groups page.



Employee Groups page

Group Owner Id Select the individual designated as the owner of this group. This can be a team lead, department manager, or another individual from the Personal Data (PERSONAL_DATA) table. Members of a group may have more copies of a software package installed than the group is allowed. The user may choose to email the Group Owner Id to initiate corrective measures.

Group Owner is a mandatory field.

Employee ID Select the individual to assign to the employee group.

Defining User Preferences

To define user preferences, use the User Preference component (OPR_DEFAULT).

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining IT Asset Management User Preferences.

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Setting Up Common Search Configuration

To set up common search configuration, use the Common Search Configuration component (IT_SEARCH_CFG).

This section provides an overview of common search configurations and discusses how to set up search configuration.

Understanding Common Search Configurations

You can use the search configuration component to control the appearance and behavior of the search pages used in IT Asset Management. Additionally, you can give your users the ability to personalize the appearance and behavior of specific search pages.

Using the search configuration, you can:

- Alter the labels on the search pages.
- Inactivate search criteria.
- Simplify the appearance of the search page.

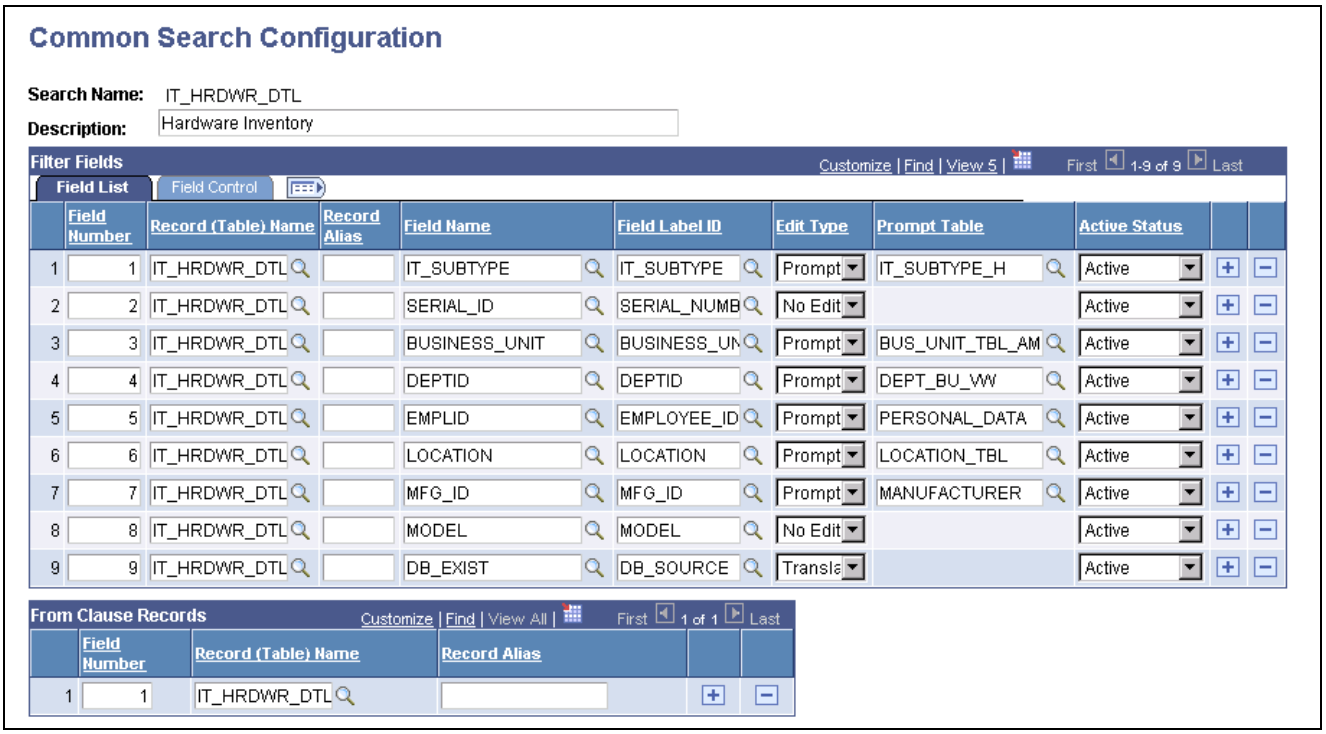
Page Used To Set Up Common Search Configurations

Page Name	Object Name	Navigation	Usage
Common Search Configuration	IT_SEARCH_CFG	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Common Search Configuration, Common Search Configuration IT Asset Management, IT Asset Definitions Center, Resource Settings, Common Search Configuration	Define common search configuration for predefined search pages.

Setting Up Common Search Configuration

Access the Common Search Configuration page.

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Common Search Configuration page: Field List tab

Filter Fields – Field List tab

Field Number Displays a number to define the order of the field.

Record (Table) Name Displays the table name.

Record Alias Displays a record alias. The alias is used in the SQL query for the record name.

Note. The record alias must match the value in the From Clause Records – Record Alias field.

Field Name Displays the field name associated with the Record (Table) Name field.

Field Label ID Select the field label ID associated with the Record (Table) Name field.

Note. Use this field to rename the field label on the search page.

Edit Type Displays the type of edit to be used on the field. Values are:

Cur Cntrld: The field is currency controlled.

No Edit: The system does not edit the data entered.

Prompt: The system uses a prompt table to display the values for that field.

Translate: The system displays a list of system defined values for that field.

Yes/No: The field is a radio button, select for yes, clear for no.

Prompt Table Displays the associated record name with a list of prompt values.

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Note. This field is only available when you select *Prompt* from the Edit Type field.

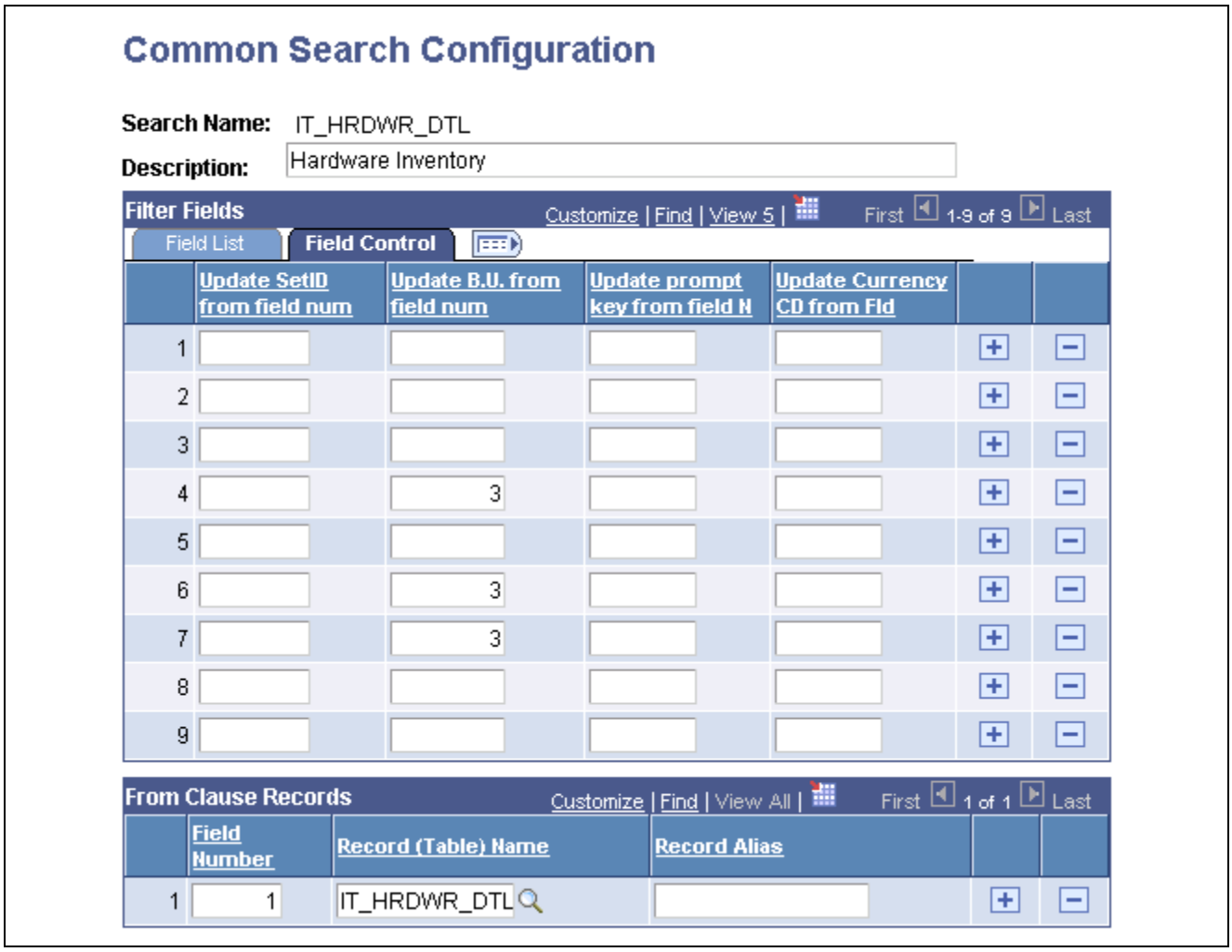
Active Status Select *Active* or *Inactive.*

From Clause Records

The From Clause Records defines which records will be searched. The Record Alias defined in the Filter Field must match the Record Alias specified along with its record in the From Clause Records. The From Clause records, with their aliases, will be used in the generation of the SQL at the search execution time.

Filter Fields – Field Control tab

Select the Field Control tab.



Common Search Configuration page: Field Control tab

All the fields on this page are display only and are used for internal purposes.

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Creating Related Links

To create related links, use the Related Links Definition component (IT_THIRDLINK_CFG).

This section provides an overview and discusses how to create related links.

Understanding Related Links

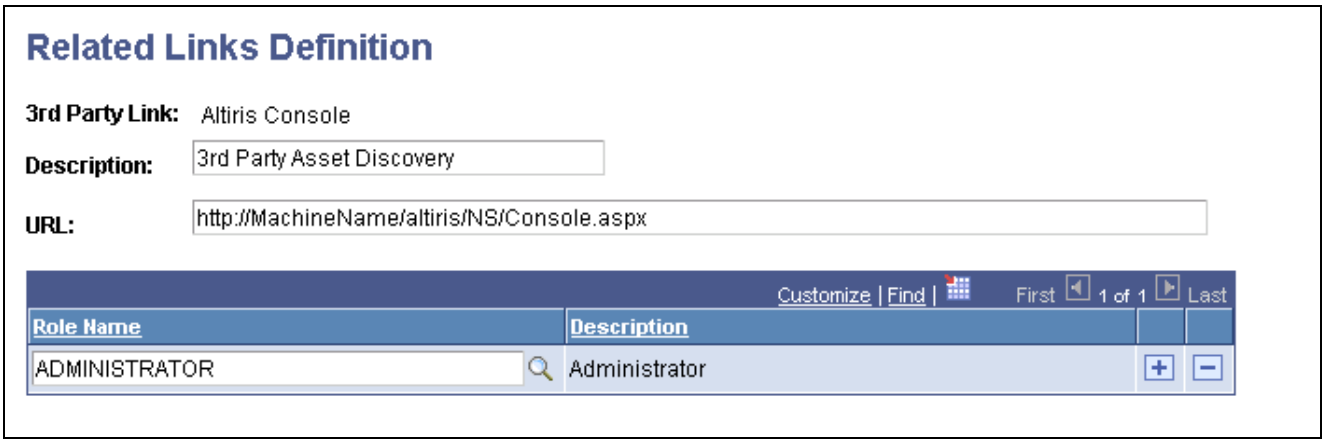
Related links enable you to create links to integration, logging, and console features in the prerequisite third-party application. IT Asset Management delivers, as standard, the link to the Altiris (third-party application for IT asset management/discovery) control page, called the Console and the Altiris Log View. Users must complete the configuration of this link by inserting the name of the Altiris Notification Server. You may add additional third-party links as it relates to this system. When establishing the related link, you can also establish the roles; giving access only to the role defined.

Pages Used To Create Related Links

Page Name	Object Name	Navigation	Usage
Related Links Definition	IT_THIRDLINK_CFG	Set Up Financials/Supply Chain, Product Related , IT Asset Management, Related Links Definition	Create a hyperlink to the third-party database.

Creating Related Links

Access the Related Links Definition page.



Related Links Definition page

URL (Universal Record Locator) Enter the URL for the third-party application.

Role Name Select the role name you wish to grant access. You can also limit user access to the link through security by removing the Permission List containing the component from the Role Definition. You can also unauthorize the Component or page in the Permission list.

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Note. If you assign a role, only the role assigned has access to the link. If no Role Name is entered for the Related Link, the Link will *NOT* appear in the Related Links pagelet.

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CHAPTER 6

Working with the Asset Repository

This chapter provides an overview of information technology (IT) assets and the asset repository and discusses how to:

- Set up software in the asset repository.
- Compare asset repositories.

Understanding IT Assets and the Asset Repository

This section discusses:

- IT assets.
- The asset repository.
- Assets, asset types, and asset subtypes.
- IT subtypes.

IT Assets

PeopleSoft IT Asset Management compares the expected state of IT assets—the state reflected in the PeopleSoft Asset Management database (asset repository)—to the state reported by a third-party inventory process. PeopleSoft IT Asset Management integrates with a third-party application that performs the inventory, and reports the results to PeopleSoft IT Asset Management. PeopleSoft IT Asset Management posts the data to cache tables in the asset repository.

This process provides two images of the IT assets within the enterprise:

- The IT assets that you add to the asset repository using PeopleSoft applications.

  These assets reside in tables in the asset repository.
- The IT assets that are discovered and stored in the cache tables.

PeopleSoft IT Asset Management enables organizations to track their IT assets and reconcile discrepancies between the IT assets maintained in the asset repository and the actual IT assets discovered in the enterprise. Specifically, PeopleSoft IT Asset Management:

- Identifies the IT assets that exist in the enterprise (using a third-party search and inventory application).
- Compares the discovered IT assets to the IT assets stored in the asset repository.
- Provides financial impact analysis and an interface for addressing and reconciling asset discrepancies.

PeopleSoft software tracks IT assets in the same way that it tracks other assets: it stores the attributes of each asset as an entry in the asset repository.

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The Asset Repository

The majority of the transactions between PeopleSoft IT Asset Management and the asset repository occur as the result of scheduled PeopleSoft IT Asset Management processes that you define during setup. IT asset data is stored in the asset repository for both known IT assets and IT assets discovered by your third-party application. PeopleSoft IT Asset Management queries this data to report discrepancies. These discrepancies are then posted to Manage Exceptions, where you can reconcile them as appropriate for your enterprise.

Some of the identified discrepancies may require reconciliation; others may not. It is up to your organization to determine which discrepancies to reconcile and which (if any) to ignore.

The third-party inventory application periodically inventories IT assets (or their absence), and financial action may be necessary in order to reconcile discrepancies. For example, an asset listed in the asset repository may have been taken out of service or transferred from one business unit to another. If, after researching the discrepancy, the PeopleSoft IT Asset Management user determines that a financial attribute for an asset must be updated in the asset repository, they can issue a request for the update. This request becomes a worklist item that is routed to an appropriate PeopleSoft Asset Management user. These indirect changes to the asset repository can include moving an asset to inventory or requesting that an asset be retired. PeopleSoft IT Asset Management also facilitates direct changes to the Asset Repository for some reconciliation actions.

The asset repository stores data about all known enterprise assets, including IT assets, and represents the most current information that exists about the IT assets present within the enterprise.

In addition to the asset tables, there are cache tables dedicated to IT assets. These tables provide a temporary storage space for IT asset data discovered and transmitted by your third-party inventory application. PeopleSoft IT Asset Management compares the data in these cache tables to the data stored in the asset tables, and identifies discrepancies. You can then use PeopleSoft IT Asset Management to reconcile these discrepancies and update the data stored in the asset tables.

Note. The data in the cache tables is not persistent. Once PeopleSoft IT Asset Management has reconciled the data discrepancies, it empties the cache tables in preparation for the next inventory cycle.

You can compare and reconcile the following attributes:

- Business Unit
- Department
- Custodian
- Location
- Manufacturer
- Model
- Serial Number
- Software
- User-defined fields

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, “Understanding PeopleSoft Asset Lifecycle Management,” Understanding the Asset Repository.

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Assets, Asset Types, and Asset Subtypes

The purpose of the asset repository is to store records of all enterprise assets. Enterprise assets include not only IT assets, but all items in the possession of the enterprise. These assets can include items as small as chairs and as large as buildings. Each is an asset, but a different kind or type.

The asset repository differentiates among the various types of assets by assigning them unique asset type and asset subtype attributes. PeopleSoft Asset Management includes a predefined set of asset types and each asset recorded in the asset repository has an asset type attribute. To support PeopleSoft IT Asset Management, the asset repository includes two asset types devoted to IT assets, IT Hardware and IT Software. Typically, a PeopleSoft Asset Management user would also create asset subtypes beneath the IT Hardware asset type to distinguish among different kinds of hardware. For example, the IT Hardware asset type might have asset subtypes of DESKTOP, LAPTOP, and SERVER. Asset subtypes provide a means to differentiate in the asset repository between different kinds of assets that fall under the same general asset type.

Note. You predefine asset types in the asset repository, and you can only create asset subtypes using PeopleSoft Asset Management (as opposed to IT asset subtypes, which are discussed in the next section).

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Establishing Asset Processing".

IT Subtypes

IT asset subtypes differ from asset subtypes in where they are defined and how they are used:

- Asset subtypes are created within PeopleSoft Asset Management and describe assets recorded in the asset repository.
- IT asset subtypes are created within PeopleSoft IT Asset Management and are used to compare and reconcile the IT assets reported by the third-party inventory application with the assets stored in the asset repository.

Note. The IT asset subtypes that you define in PeopleSoft IT Asset Management must match the asset subtypes defined within PeopleSoft Asset Management.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Adding and Maintaining Asset Information.

See Chapter 4, "Setting Up PeopleSoft IT Asset Management External Settings," Defining IT Subtypes, page 32.

Setting Up Software in the Asset Repository

This section discusses how to:

- Define software titles.
- Associate Stock Keeping Units (SKUs with software titles.
- Define software contracts.
- Define software inventory.
- Declare device licenses.

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- Resolve device licenses.

To set up software in the asset repository, use the Define Software Titles/Users (IT_SFTWR_DEFN), Associate SKU with S/W Title (IT_SFTWR_SKU), Define Software Contract (IT_SFTWR_CNTRCT), and Define Software Inventory (IT_SFTWR_ASSET) components.

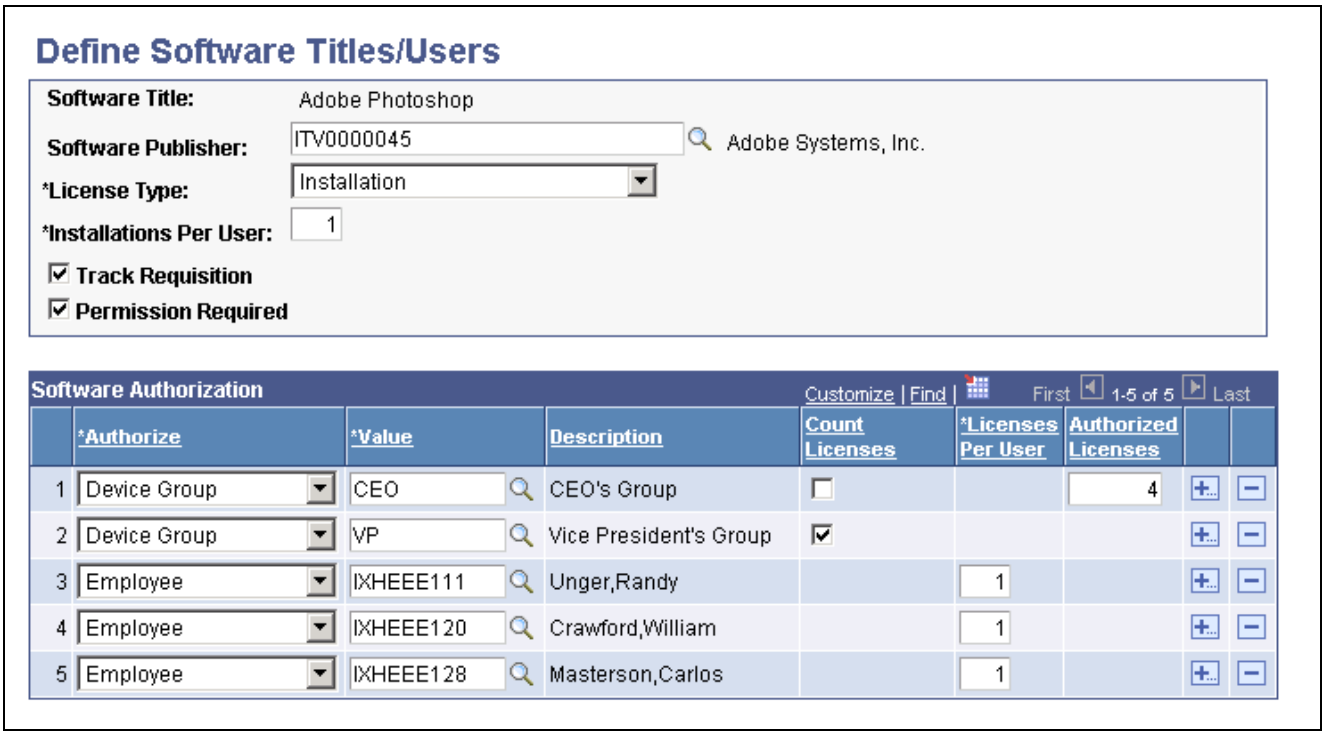
Pages Used to Set Up Software in the Asset Repository

Page Name	Object Name	Navigation	Usage
Define Software Titles/Users	IT_SFTWR_DEFN_01	IT Asset Management, Software Attributes, Define Software Titles/Users, Define Software Titles/Users	Define new software titles to be recognized by PeopleSoft IT Asset Management.
Associate SKU to Software Title	IT_SFTWR_SKU	IT Asset Management, Software Attributes, Associate SKU/Software Title, Associate SKU to Software Title	Associate an SKU with one or more software titles, particularly in cases for which a single license applies to a software bundle.
Define Software Contract	IT_SFTWR_CNTRCT	IT Asset Management, Software Attributes, Define Software Contract, Define Software Contract	Add a new software contract or update an existing one.
SKU/Contract	IT_SFTWR_ASSET	IT Asset Management, Software Attributes, Define Software Inventory, SKU/Contract	View and drill down into the list of IT software assets.
Software Title	IT_SFTWR_TITLE	IT Asset Management, Software Attributes, Define Software Inventory, Software Title	View software title details.
Declare Device Licenses	IT_SWGRP_LICENSE	IT Asset Management, Software Attributes, Declare Device Licenses	Search for software assets by Software Device Group ID, Group Owner ID, Software Title, or Machine Serial Number.
Resolve Device Licenses	IT_SWG_UNRSLV_LIC	IT Asset Management, Software Attributes, Resolve Device Licenses Alternatively, click the unresolved number link from the Software Device Monitor portal pagelet.	Displays all the machines that do not belong to a Software Device Group, are not in the ARM, or belong to a Group but do not have Confirmed licenses yet.

Defining Software Titles

Access the Define Software Titles/Users page.

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Define Software Titles/Users page

Software Title Displays the title of the software asset.

Software Publisher Enter the name of the software publisher or select a vendor ID from the vendor table.

This value may be different from the Purchasing Vendor ID since the software may not have been purchased directly from the publisher. The publisher of the software may be a vendor as well.

License Type Select either *Installation* or *User* to specify the license type.

With a per-seat or per-device license, you pay for every machine on which the software is installed, regardless of how many people actually use the software. With a per-user license, a specific individual is allowed to use the software for each license you purchase. A restriction may exist as to the number of machines on which a user can install the software.

Installations Per User Enter the number of installations allowed per user. This field is required if *User* is selected for the license type.

Track Requisition Tracks requests to install the software, and identifies how many licenses are required. If you select this option, the software title appears on the Pending Requisitions pagelet.

Permission Required Indicates if authorization is required for the title. If this check box is selected, the Software Authorization grid appears.

Only software that requires permission is tracked on the Software Inventory Monitor metric.

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Note. When both the Track Requisition and the Permission Required check boxes are cleared, the associated Software Title data will be deleted during the next Compare Asset Repositories process. The data associated with the Software Title will be removed from both the comparison error table (IT_RECON_SFTWR) and the software cache table (IT_SFTWR_CACHE).

Software Authorization

Authorize

Select one of the following options:

- *Employee:* Only an individual user has authorization to install the software.
- *Employee Group:* Any user in the employee group has authorization to install the software.
- *Device Group:* The group owner or content manager of a group of machines (devices) has authorization to install the software. A device group associates a group owner or content manager (by EmplID) to a group of machines (by their Serial ID.)

Note. You must enter every Device Group with an associated Authorized License value into the software authorizations if you want to create summary level metrics for the Group Id. These summarized values are displayed in the Software Device Monitor pagelet and in the Software Device Inventory page once the Generate Metrics process is run.

See Chapter 5, "Setting Up PeopleSoft IT Asset Management Resource Settings," Defining Software Device Groups, page 36.

Value

Select or enter the Employee, Employee Group ID, or Device Group ID of the employee or group authorized to install the software.

Description

Displays the description of the selected employee or group.

Licenses Per User

Enter the maximum number of licenses authorized for the selected employee or for an individual employee within the selected group. The default is *1*.

PeopleSoft IT Asset Management processing compares software installations reported from third-party inventory with PeopleSoft IT Asset Management software authorizations, first by individual employee, then by employee group, and finally by device group.

The number of licenses per user is important information for both an individual employee and a group. Enter the number of licenses for a specific title that a user is allowed to have, either as part of a group or as an individual. If a user exceeds that license count on the same asset (for example, by installing the same product in multiple locations on the same computer), PeopleSoft IT Asset Management will detect the licenses and recommend a warning message. If a user has exceeded the license count by installing on multiple IT assets, PeopleSoft IT Asset Management identifies the IT Asset Serial ID that has the lowest software usage record, if software usage is tracked.

Lowest software usage is also the metric by which PeopleSoft IT Asset Management selects machines to target when the number of licenses in a group exceeds the total allowed for the group. In the unlikely event of identical software usage data, PeopleSoft IT Asset Management makes a random selection from the identical set.

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For Software Authorization Groups, PeopleSoft IT Asset Management provides the ability to email the group owner with a request to initiate action.

Count Licenses Select this check box to maintain the count of licenses that are inventoried or discovered to be in use on the machine or group of machines. This check box becomes visible when you select *Device Group* for authorization.

Authorized Licenses Enter the number of available licenses for the group. This field is a required field and appears only for employee groups and device groups.

Note. If the Count Licensescheck box is selected, then the Authorized Licenses column becomes disabled for Device Groups. Authorized Licenses cannot be zero.

Note. When an employee is neither authorized individually nor as a part of the group and has a Software Title installed, a warning message appears.

Associating SKUs with Software Titles

Access the Associate SKU to Software Title page.



Associate SKU to Software Title page

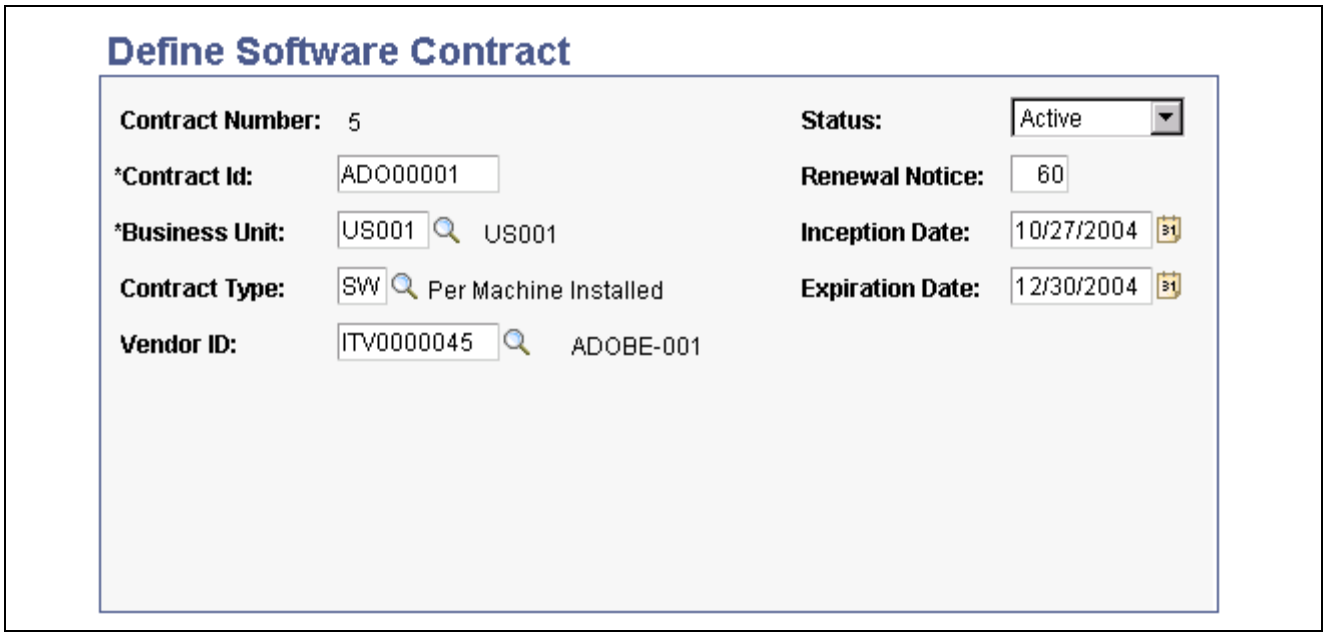
Software Title Enter the title of the software associated with the SKU.

No of Licenses (number of licenses) Enter the number of licenses available for the SKU.

Defining Software Contracts

Access the Define Software Contract page.

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Define Software Contract page

Contract Id Enter the unique identifier for this contract.

Renewal Notice Enter the number of days in advance of contract expiration that PeopleSoft IT Asset Management should display the software title on the Software Renewal portlet.

Business Unit Enter the business unit with which the contract has been made.

Inception Date Specify the date on which the contract comes into force.

Contract Type Select or enter the type of contract.

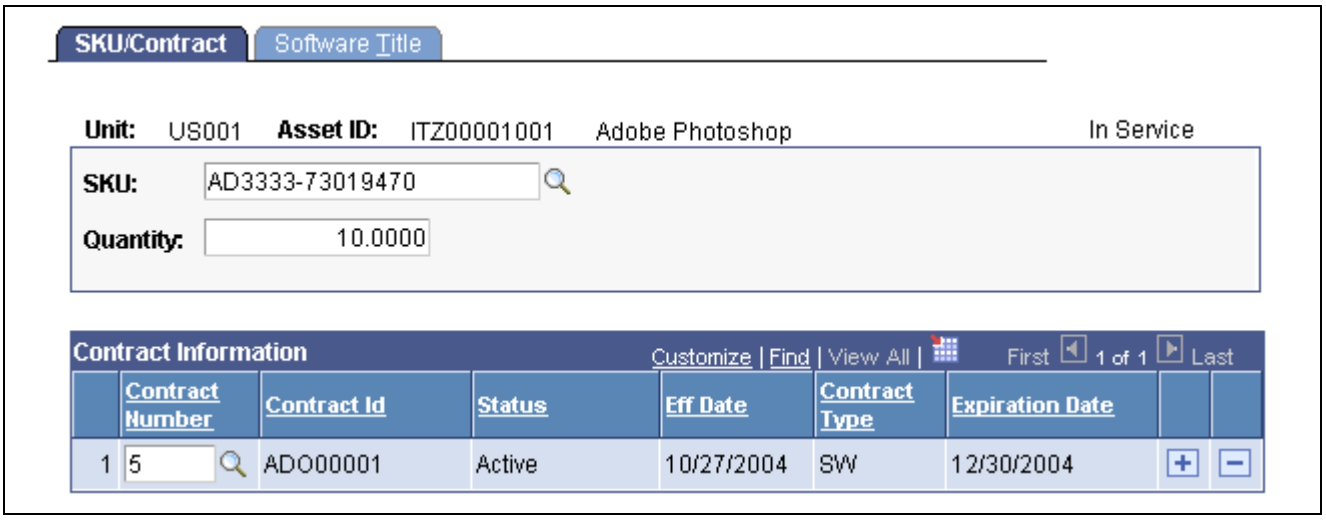
Expiration Date Specify the date on which the contract expires. Expiration date is required if renewal notice days are not equal to zero.

Vendor ID Select or enter the vendor ID for the contract. This value may be different from the software manufacturer or publisher.

Defining Software Inventory

Access the SKU/Contract page.

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SKU/Contract page

Note. The search dialog displays the complete inventory of your software titles.

Asset ID Displays the asset ID for the selected software asset.

SKU Enter or select the SKU of the software asset in the inventory.

Quantity Enter the number of items (one for each instance of the SKU) present in the inventory.

Contract Information

Select a contract to associate with the software title.

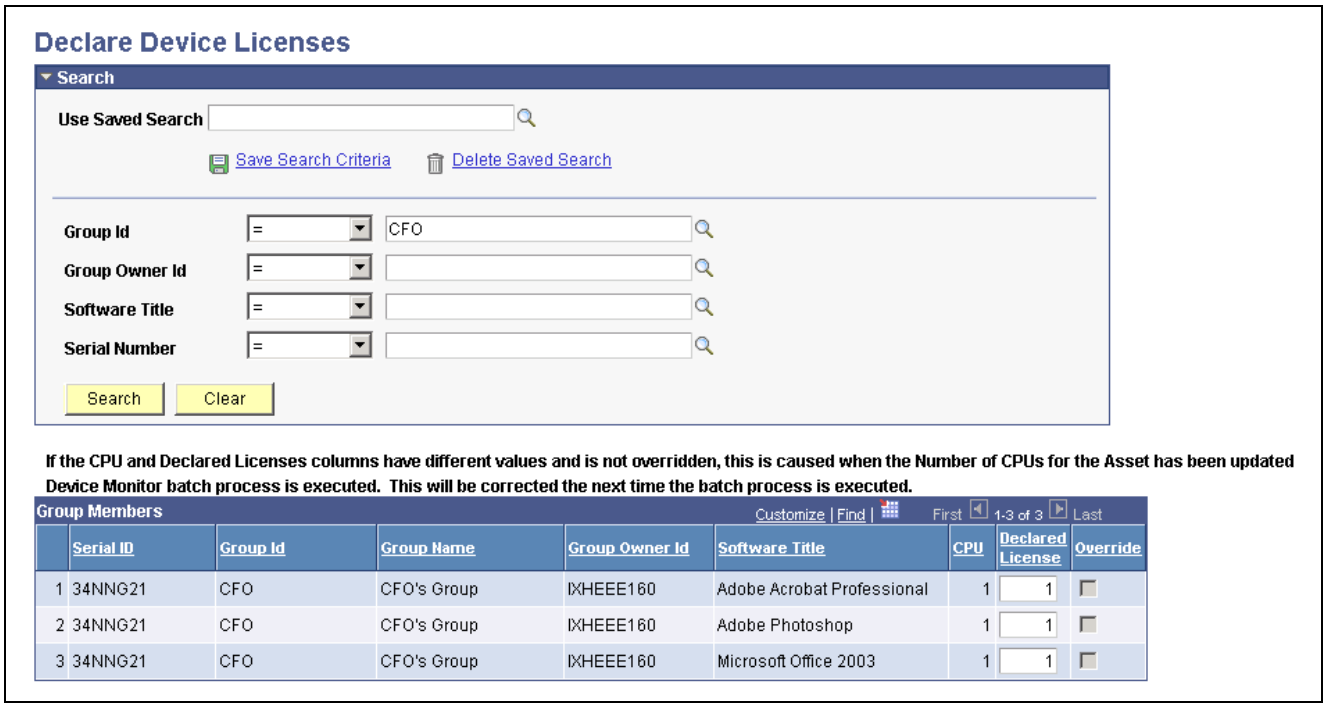
Declaring Device Licenses

Access the Declare Device Licenses page.

Search for software assets by Software Device Group ID, Group Owner ID, Software Title or machine Serial Number. Enter one or more search criteria to limit the results of the search. The search returns all of the machines (by serial number) in the groups that match the criteria that was entered, as well as the confirmed licenses associated with those machines. The number of licenses required for a machine or device can be overridden when authorizing software by device (serial number) rather than by employee. The default for declared licenses is the number of CPUs that the asset has as defined in the asset repository. Any discrepancies that exist between the number of CPUs and the declared licenses can be obtained by running the delivered query, AM_IT_ASSETS_SERIAL_ID.

The data retrieved for this page is created during the execution of the Generate Metrics process. Devices are also added to device groups through the Resolve Licenses page. The Generate Metrics process generates data for declared licenses for every software title for which a device group is defined. It also calculates the number of installed and assigned licenses for the device. You can override the number of declared licenses from this page, if necessary.

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Declare Device Licenses page

Use Saved Search Select a saved search for efficiency with common queries.

Group ID Select a Device Group ID to limit the results to a specific device group.

Group Owner ID Select a device group owner to limit the results to a specific group owner.

Software Title Select a software title to limit the result set to a specific software.

Serial Number Select a serial number to limit the result set to a specific machine or device.

Group Members

Serial ID Click this link to open the Machine Discovery Detail page, which provides the machine name from the PeopleSoft IT Asset Management third-party information cache.

Group ID Displays the Group ID to which the listed Serial ID/device belongs.

Group Name Displays the name or description of the Group ID to which the Serial ID/device belongs.

Group Owner ID Displays the Group Owner Id of the Group ID to which the Serial ID/device belongs.

Software Title Displays the name of the software with which the Group ID is associated. Device Groups can be associated with multiple software titles.

CPU This column displays the number of physical CPUs in the machine by manufacturer's standard. This field is populated from the ASSET record.

Declared License Enter the number of licenses (for a given software title) that the device actually needs to comply with the software agreement for that title and that particular

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machine configuration. Any change in this field will add a check mark in the Override column for that device.

Note. To report those assets that have a CPU number that differs from the declared licences, run the delivered query, AM_IT_ASSET_SW_LICENSE_DEVICES - (Software License for Devices.)

See Chapter 6, "Working with the Asset Repository," Running Delivered Queries for Comparison to the Asset Repository, page 66.

Override This check box indicates that the Declared License field has been edited or overridden. Select this check box manually to accept the default.

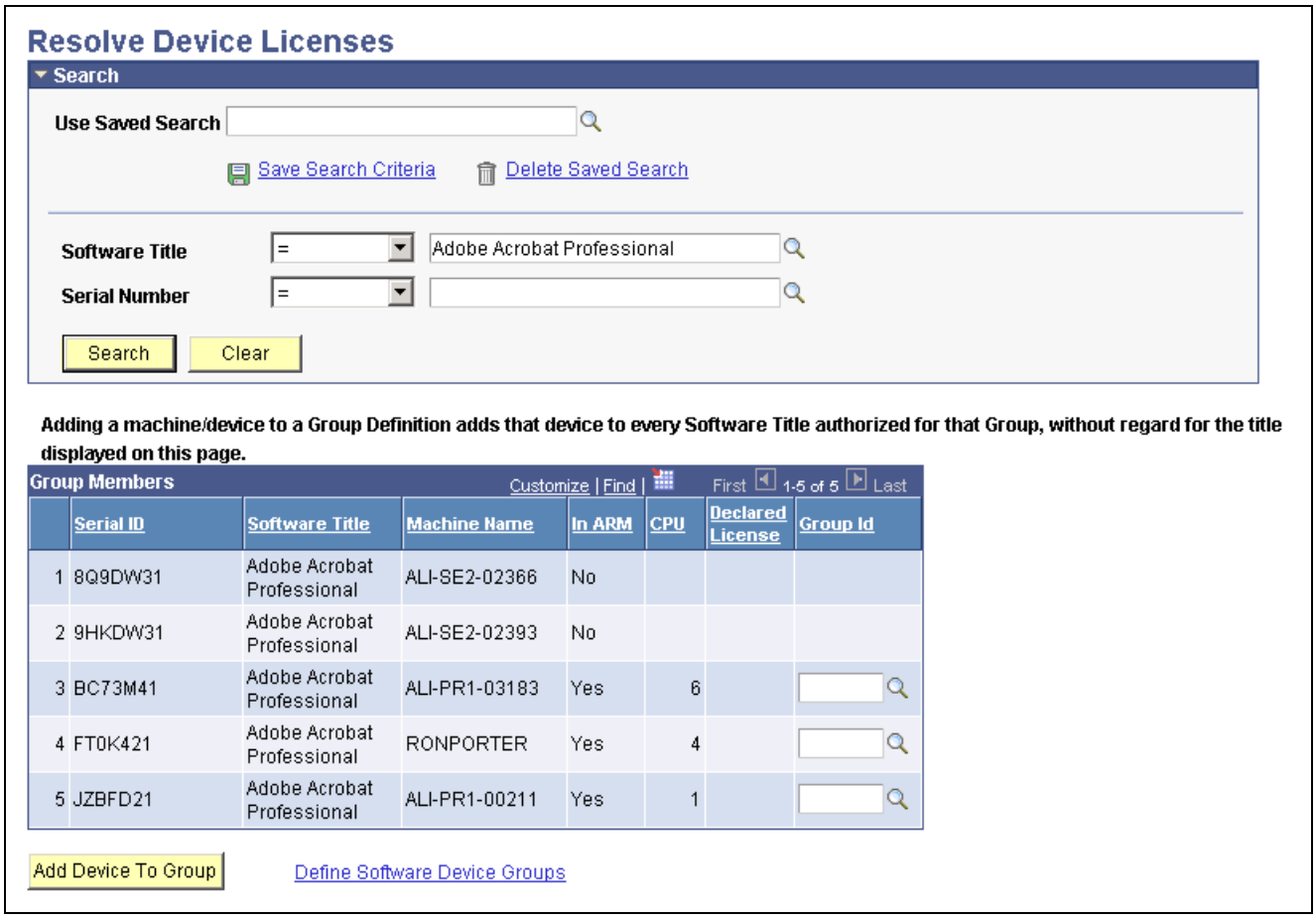
Note. Any value that is entered in the Declared Licensecolumn that differs from the value displayed in the CPU field is considered an override. Zero is not a valid value.

Note. The explanatory text in bold on this page is displayed above the search results grid. It is also displayed below the grid if more than 10 rows are returned in the search results.

Resolving Device Licenses

Access the Resolve Device Licenses page.

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Resolve Device Licenses page

This page displays the machines that do not belong to a Software Device Group, are not in the Asset Repository, or belong to a Device Group but the Group has not yet been authorized for the Software Title. (Groups are defined and authorized in the Software Title/Users page.) If they have controlled software titles associated with them, these machines appear in the Unresolved column in the Software Device Monitor. The Resolve Device Licenses page can be accessed from the link in the Software Device Monitor or by direct navigation.

Use Saved Search Select a saved search for efficiency with common queries.

Software Title Select a software title to limit the result set to a specific software.

Serial Number Select a serial number to limit the result set to a specific machine.

Group Members

Serial ID Displays the serial number of the device that needs resolution.

Software Title Displays the software title that was discovered on the device that made the device eligible for this data set.

Machine Name Displays the device network name obtained from the third-party discovery tool.

In ARM Indicates whether the device is already in the Asset Repository. Devices already in the Asset Repository may be added to a Software Device Group. Assets not already in the Asset Repository must first be added as assets.

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CPU Displays the number of CPUs on the device from Asset Basic Information. This column displays as blank for assets that are not in the Asset Repository; however, it is considered to be 1 for processing and aggregation of total licenses.

Declared License Select a Group ID to which to add the device and click the Add Device to Group button. The CPU field value then defaults from the Asset Repository as the Declared License value and the Group to which the device was added is displayed in the Group ID column.

Group ID Select a group to which eligible machines may be added. This component includes explanatory text. Adding a machine to a group definition adds that machine to every software title authorized for that group, without regard for the title that appears here. You must then remove the machine from any group or groups to which it does not belong.

Note. The explanatory text in bold on this page is displayed above the search results grid. It is also displayed below the grid if more than 10 rows are returned in the search results.

Note. You may not add to a Source from ARM group using this method. Source from ARM groups do not appear in the prompt list.

Comparing Asset Repositories

This section provides overviews of the comparison process and the Compare Asset Repositories process and discusses how to compare asset repositories.

Use the Compare Asset Repositories (IT_RECON_RUN) component to compare asset repositories.

See *PeopleSoft Enterprise Asset Lifecycle Management Fundamentals 9.0 PeopleBook*, "Understanding PeopleSoft Asset Lifecycle Management," Understanding the Asset Repository.

Understanding the Comparison Process

The third-party integration process includes a run control page that enables you to request the data to be returned to PeopleSoft ITAM for comparison. This process may also be scheduled to run at specific intervals, for example, nightly. You can run the comparison process for all assets that you have already identified as reconcilable, or you can run the process by IT asset type—hardware or software. You can narrow the asset selection further by specifying asset subtypes for hardware or specific titles for software. In this way, you can structure the process to refresh the Manage Exceptions lists based on your business needs. For example, you might want to reconcile only those asset discrepancies that were created by a mass rebuilding of old laptops. Using the appropriate comparison setup, you can do this without running a complete asset comparison.

The comparison creates the initial discrepancy information that populates reconciliation transaction tables. A portlet displays the comparison transaction summary by the business rules that you define. This high-level summary portlet allows you to drill down to see the details of the comparison exceptions. The assets that are found to be in discrepancy based on your business rules will show as exceptions in the detail Manage Exceptions pagelet. To reconcile the differences generated by the comparison of the Asset Repository and the inventory tool, access Manage Exceptions.

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If no differences are found between the asset repository and the third-party database, the asset is considered in balance and is not added to the reconciliation transaction tables. Assets found to have differences are grouped together with their counterpart from both the third-party database and the asset repository and added to a header reconciliation discrepancy table. The sub-component or attribute with the discrepancy is added to a detail exceptions table that tracks the assets' individual comparison exceptions, including the comparison rule that was broken.

The comparison process is dependent on accurate and up-to-date information about an employee, such as job, department, supervisor, name, language, and e-mail addresses. This information is brought into PeopleSoft IT Asset Management via a full-sync message from the PeopleSoft HRMS application and the third-party applications. The comparison process is also dependent on definitions and the status of business rules. The Compare Asset Repositories process applies all active business rules to generate the list of exceptions.

As part of system data, business rules data has been delivered to identify exceptions for the following attributes:

- Business Unit.
- Department.
- Custodian.
- Location.
- Manufacturer.
- Model.
- Serial Number for assets that were not discovered by third-party software but exist in the Asset Repository.
- Serial Number for assets that were discovered by third-party software but do not exist in the Asset Repository.
- Software with Unauthorized Install and Over Limit Installs.

Understanding the Compare Asset Repositories Process

The Compare Asset Repositories process, when run by itself, performs a portion of the Load (IT_LOAD_PROC) process to bring back assets that had validation or translation errors but have since been corrected. When the Compare Asset Repositories process is run as part of a streamlined process, immediately after the Load process, the portion of the Load process mentioned above is not performed.

This process cleans up previous exceptions for assets that were corrected and identifies new exceptions or previous exceptions that are yet to be corrected and records them. These transactions are referenced on the Manage Exception page. If this process is run as a part of a streamlined process, it initiates the Generate Metrics process to present the latest picture of inventory exceptions.

Note. The Compare Asset Repositories process provides users with the ability to process multiple streams in parallel. Users can divide the processing load among different IT subtypes so that one stream can process all desktops, a second can process all Laptops, and a third can process all Servers.

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Pages Used to Compare Asset Repositories

Page Name	Object Name	Navigation	Usage
Compare Asset Repositories	IT_RECON_RUN	IT Asset Management, Asset Discovery and Validation, Compare Asset Repositories, Compare Asset Repositories	Compare discovered data with asset repository data.
Query Manager	AM_IT_ASSETS_SERIAL_ID	Reporting Tools, Query, Query Manager	Run the delivered query to detect duplicate and blank Serial IDs.

Comparing Asset Repositories

Access the Compare Asset Repositories page.



Compare Asset Repositories page

Streamline Batch Process Select this option to automatically create the run control for the Generate Metrics process. If you select this option, a dialog box gives you the choice of creating the run controls automatically or manually.

If the run control for Generate Metrics is created automatically, it is created with the same Run Control ID shown previously: *ABC*. Conversely, if you choose to create the Generate Metrics run control manually, then for the Streamline batch process to work, the new run control for Metrics must have the same Run Control ID.

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Process Frequency Select the frequency for the process to be run. Select *Always* to allow the process to run every time it is called. Select *Once* to allow it to be run one time only, after which it resets to *Don't,* preventing restarts.

Reconcile Delta Only Select this option to reconcile delta discoveries only. During the comparison process, assets that have been processed are marked. When reconcile delta discoveries is selected, the comparison processes only the changes that were made in the Asset Repository. If changes have been made to assets or if mapping errors have been corrected, this option cleans up those items without doing a complete reconciliation.

When Reconcile Delta Only is selected, the comparison process only processes rows that have never been processed before. When this option is not selected, the system processes both sets of rows; those that have been processed before as well as those never processed.

Asset Type You can select *Hardware* or *Software* to narrow the reconciliation. If you select *Hardware,* the IT Subtype field is available. If you select *Software,* the Software Title field is available.

If the Asset Type is left blank, the Compare Asset Repositories process reconciles all available IT assets in the cache tables. It evaluates both hardware and software-related business rules, which can greatly affect performance.

When the Asset Type is *Hardware* and the IT Subtype is left blank, then all hardware assets are processed. All active business rules are applied to determine exceptions. When an IT subtype is specified, then all active business rules are applied to hardware assets belonging to the specified IT subtype. Software rows are not evaluated for possible exceptions.

When the Asset Type is *Software* and Software Title is left blank, then all software rows that require permission or authorization to install are evaluated for exceptions. When a Software Title is specified, then all rows belonging to the specified software title are evaluated. When the asset type is *Software,* business rules for hardware attributes such as model, manufacturer, and so on are not evaluated.

IT Subtype Indicate which IT subtypes are to be processed. If you do not select a specific IT subtype, all hardware assets are processed.

Software Title Indicate which software title should be processed. If you do not select a specific title, all software titles are processed.

Running Delivered Queries for Comparison to the Asset Repository

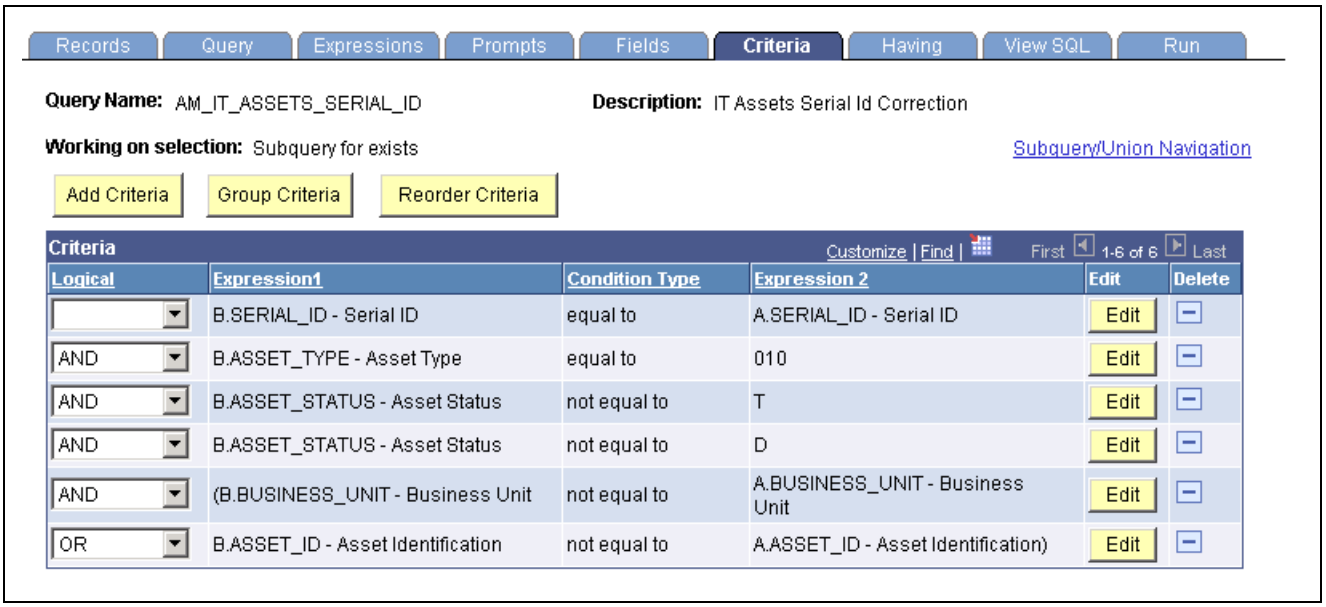
PeopleSoft IT Asset Management delivers two queries for comparison to the Asset Repository:

- AM_IT_ASSETS_SERIAL_ID - (IT Assets Serial Id Correction) - This delivered query detects duplicate and blank Serial IDs.
- AM_IT_ASSET_SW_LICENSE_DEVICES - (Software License for Devices) - This delivered query reports those assets that have a CPU number that is different than the declared licenses.

Serial Id Correction

Access the AM_IT_ASSETS_SERIAL_ID query from the Query Manager page.

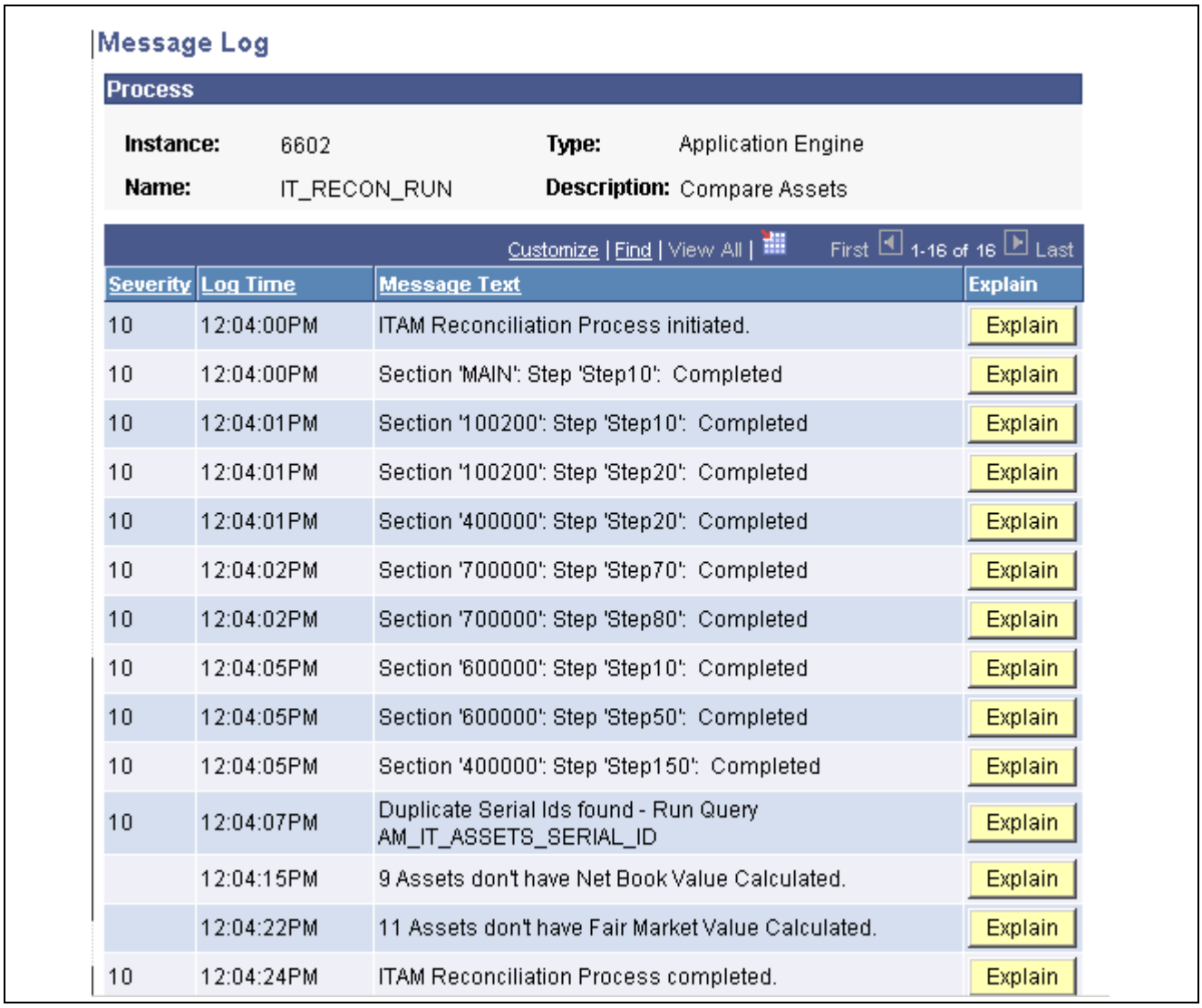
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AM_IT_ASSETS_SERIAL_ID query

Run the query and view the detail results to find duplicate or blank Serial IDs. The message log in the Process Monitor reports if there were discrepancies:

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Message Log

Process

Instance: 6602 Type: Application Engine

Name: IT_RECON_RUN Description: Compare Assets

Customize | Find | View All | First 1-16 of 16 Last

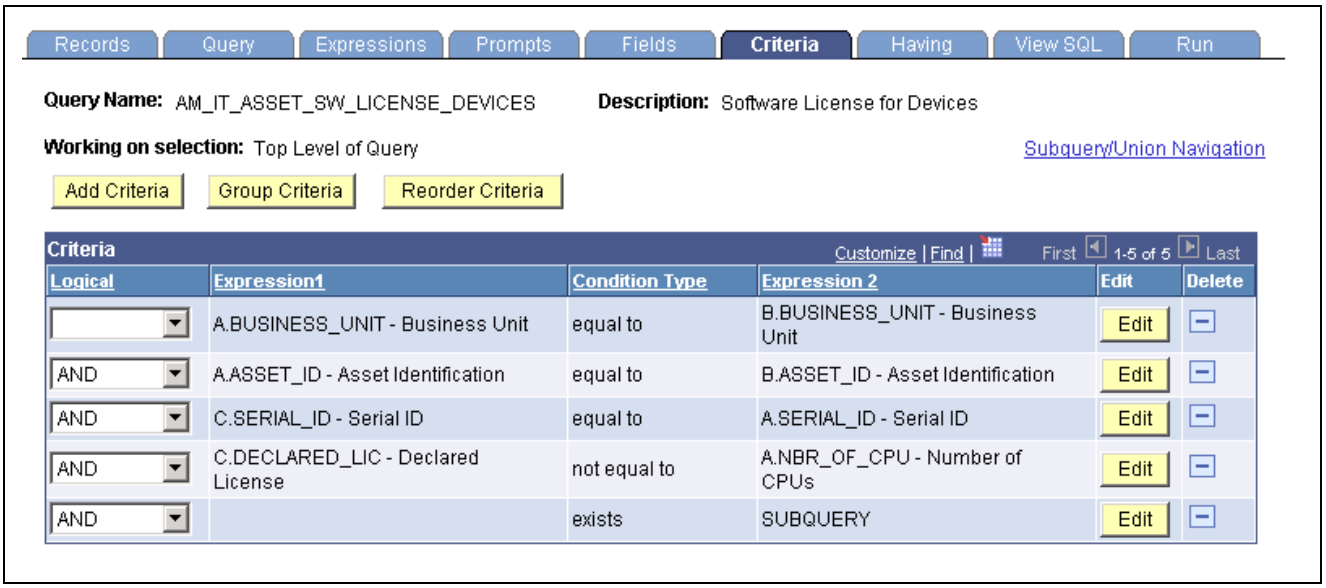
Severity	Log Time	Message Text	Explain
10	12:04:00PM	ITAM Reconciliation Process initiated.	Explain
10	12:04:00PM	Section 'MAIN': Step 'Step10': Completed	Explain
10	12:04:01PM	Section '100200': Step 'Step10': Completed	Explain
10	12:04:01PM	Section '100200': Step 'Step20': Completed	Explain
10	12:04:01PM	Section '400000': Step 'Step20': Completed	Explain
10	12:04:02PM	Section '700000': Step 'Step70': Completed	Explain
10	12:04:02PM	Section '700000': Step 'Step80': Completed	Explain
10	12:04:05PM	Section '600000': Step 'Step10': Completed	Explain
10	12:04:05PM	Section '600000': Step 'Step50': Completed	Explain
10	12:04:05PM	Section '400000': Step 'Step150': Completed	Explain
10	12:04:07PM	Duplicate Serial Ids found - Run Query AM_IT_ASSETS_SERIAL_ID	Explain
	12:04:15PM	9 Assets don't have Net Book Value Calculated.	Explain
	12:04:22PM	11 Assets don't have Fair Market Value Calculated.	Explain
10	12:04:24PM	ITAM Reconciliation Process completed.	Explain

AM_IT_ASSETS_SERIAL_ID Message Log

Software License for Devices

Access the AM_IT_ASSET_SW_LICENSE_DEVICES query from the Query Manager page.

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AM_IT_ASSET_SW_LICENSE_DEVICES query

This delivered query reports those assets that have a CPU number that is different than the declared licenses.

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CHAPTER 7

Working with the IT Asset Inventory Tool

This chapter provides an overview of the IT Asset Inventory Tool and the load process and discusses how to:

- Set up the third-party integration.
- Request third-party inventory data.

Understanding the IT Asset Inventory Tool

To manage your IT assets effectively, you need an accurate and comprehensive inventory of your hardware and software environments.

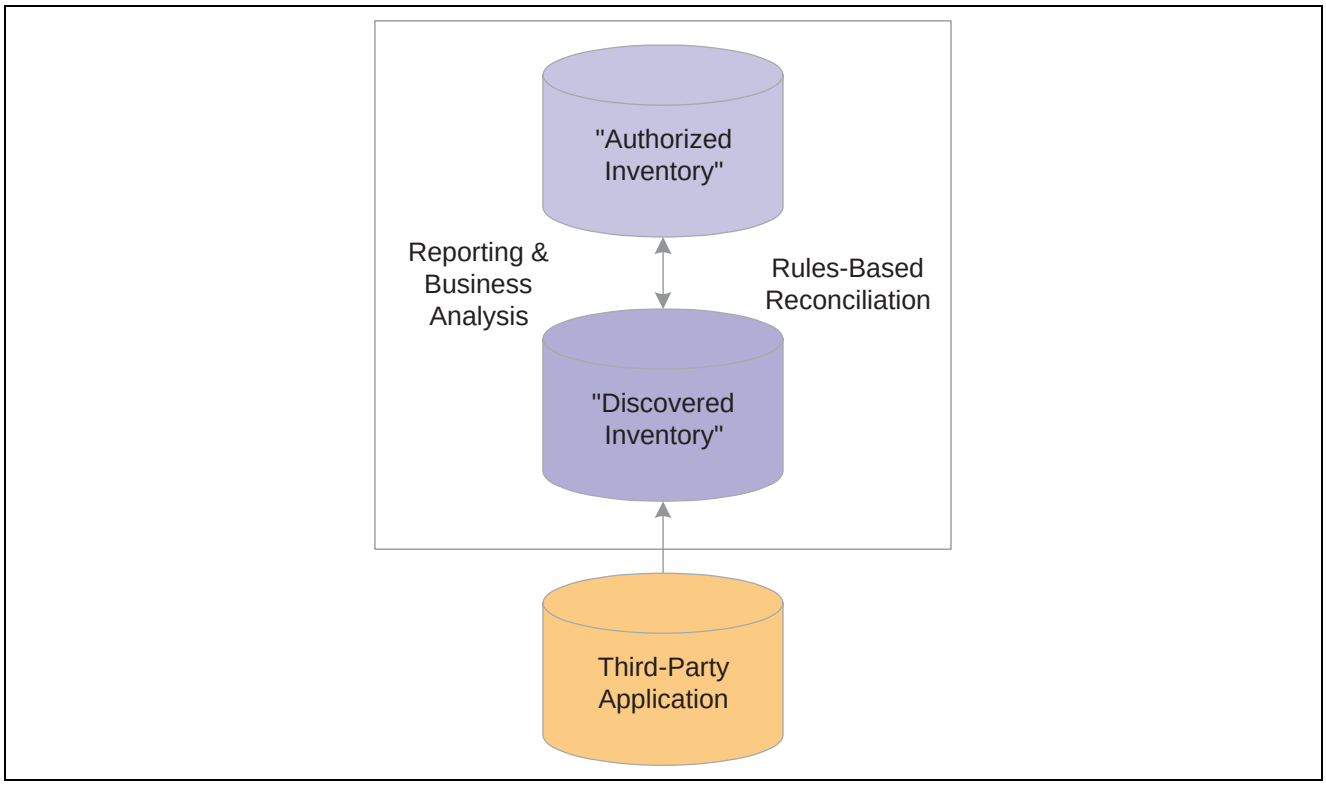
PeopleSoft IT Asset Management uses third-party software to discover and track hardware information and installed software packages. In addition to managing discoverable assets, the inventory tool, in conjunction with the PeopleSoft IT Asset Management solution, helps identify assets that are non-reporting (or non-discovered).

The information that the third-party software provides is the cornerstone of the asset management solution. PeopleSoft IT Asset Management takes the information and validates it against the asset repository, providing a high level of accuracy and authenticity to the repository. The reconciliation process enables you to synchronize your asset records with what actually exists on your network.

The third-party software collects inventory and usage data while the asset repository stores asset relationships. PeopleSoft IT Asset Management gives you the ability to reconcile and verify the relationships between your assets and users, locations, departments, cost centers, and associated contracts.

This diagram illustrates the process flow from the third-party software to the PeopleSoft IT Asset Management asset repository.

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Asset discovery process flow

See Also

Chapter 4, “Setting Up PeopleSoft IT Asset Management External Settings,” Defining IT Subtypes, page 32

Understanding Data Integration

PeopleSoft IT Asset Management is set up to communicate with the third-party inventory database using XML messages. The XML messages are handled through Integration Broker. The process flow for requesting third party inventory data consists of three steps:

1. PeopleSoft IT Asset Management sends an XML message to the third-party software requesting inventory data.
2. The third-party software returns an XML response message indicating that the request was received or if there was a problem processing the request in the third-party system.
3. The third-party software returns the requested data in an XML file formatted for PeopleSoft IT Asset Management.
4. Once that response is received, an application engine Load process, IT_LOAD_PROC, is initiated to process the data that is returned from the third party. The Load process validates the data and interprets the actual values converting them into meaningful values that the Asset Repository can understand.

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Understanding the Load Process

Once all the requested data (Message GET_DISCOVERYDATA_ACK) has been received, the View Request Status page displays “Success”. All of the data from the XML has been received and written to application staging tables during subscription. An Application Engine process (IT_LOAD_PROC) is automatically submitted and uses the staging tables as input to produce translated data in the cache and error tables.

This cache data is then used by the compare process.

Note. You can view the results of the data integration via PeopleSoft Integration Broker Message Details. Check the status of the following Messages: GET_DISCOVERYDATA, GET_DISCOVERYDATA_STATUS_ACK, GET_DISCOVERYDATA_ACK.

The Load Process validates and translates the third-party data, consisting of. Serial Number, Manufacturer, Computer Type (IT Resource), Model, Primary User, Primary User Domain, Machine Name, IP Address, Date of Last Inventory, Software Titles, and Total Run Time. The Load Process translates the data from the third-party into data that is familiar to the asset repository (for example, Primary User + Domain = Employee ID). When this translation is successful, data is inserted into the cache table. Errors occurring during these translation edits will prohibit the IT device or software title from being inserted into the cache tables. Instead errors encountered will be inserted into the error tables with the applicable error code as well as a table that preserves the original third-party values. This is done to allow later processing of the data either by the comparison process or again by Load once a valid translation for the data has been created.

This table lists the order of processing the translation edits:

Application Engine: IT_LOAD_PROC	IT_ERR_CODE	Comment	Reference
Checks for Duplicate Serial Numbers	010	Duplicate Serial ID Error	ASSET
Checks for the existence of a mapping of the primary user and domain to an employee ID	050	Unmapped Primary User/Domain - EMPLID	IT_LDAP
Retrieves DEPTID and HR Business Unit for an EMPLID from PS_JOB table for Employees “Primary Job”.		HCM Integrated data	JOB
Retrieves the mapped GL Business Unit value for the HR Business Unit		HCM to GL Business Unit	BUS_UNIT_TBL_HR
Checks for unmapped/blank GL Business Unit value for the HR Business Unit	070	No GL BU Mapped to HR BU	BUS_UNIT_TBL_HR
Check for no HR Business Unit value in PS_JOB table	070	No GL BU Mapped to HR BU	BUS_UNIT_TBL_HR

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Application Engine: IT_LOAD_PROC	IT_ERR_CODE	Comment	Reference
Retrieves the max AM Business Unit value in the BU_BOOK_TBL table for the GL Business Unit			BU_BOOK_TBL
Retrieves the SETIDs for Asset Subtype (AM_SUBTYPE), Manufacturer (MANUFACTURER), Location (LOCATION_TBL) where there is a MFG_ID			SET_CNTRL_REC
Retrieves the SETIDs for Asset Subtype (AM_SUBTYPE), Manufacturer (MANUFACTURER), Location (LOCATION_TBL) where MFG_ID is blank.			SET_CNTRL_REC
Retrieves the Manufacturer when provided. Error if provided value is not in mappings.	040	Unmapped Manufacturer Error	IT_MAP_CD
Retrieves the IT_SUBTYPE and AM_SUBTYPE from the 3rd party value. Error if no mapping.	060	Unmapped Asset Subtype	AM_SUBTYPE, IT_SUBTYPE_LN
Retrieves the Location for IP Addresses that are not VPN. Error if not in mapping.	030	Unmapped IP Address Error	IT_IP_ADDR, IT_IP_ADDR_MAP

When no MFG_ID is returned from the third-party application , PeopleSoft IT Asset Management stores a blank MFG_ID to the IT_HRDWR_CACHE table.

Once completed, the system sets the “Last Request Date” to the current date for the IT Subtypes and reprocesses errors from prior requests unless more current data comes from the third-party application.

Setting Up the Third-Party Integration

This section discusses how to set up the integration between the third-party inventory software and PeopleSoft IT Asset Management.

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Using the Data Discovery Integration Point

PeopleSoft IT Asset Management supports the Data Discovery integration point (GET_DISCOVERYDATA), an application message that is used to request information about discovered IT hardware and IT software in your organization's network.

When implemented, the GET_DISCOVERYDATA application messages sends IT Subtypes and Software Titles to the third-party software when the Request Discovery Data process is submitted. IT subtypes are synonymous with the network devices, and represent items such as laptops, desktops, and servers. The Subtypes are mapped to values that exist in the third-party inventory database. So depending on the manufacturer of the device, the inventory information may indicate that the laptop is officially a "notebook". Therefore a laptop subtype could be defined to have third-party values of laptop, notebook, or portable.

See Also

Chapter 4, "Setting Up PeopleSoft IT Asset Management External Settings," Defining IT Subtypes, page 32

Using the Discovery Data Status Integration Point

PeopleSoft IT Asset Management supports the Discovery Data Status integration point (GET_DISCOVERYDATA_STATUS_ACK), an application message that is used to monitor and display the status of the discovery request. The status can be viewed in the View Request Status page.

This table illustrates the steps in the process and the status displayed:

Steps	Status
Request is sent to the third-party system.	When the request is sent to the third-party system, the discovery request monitor displays the request with a status of *Request Sent*.

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Steps	Status
The third-party system returns a status acknowledgement of the request.	Once the acknowledgement is received, the request status is updated to *Request received* or *Third party error.* If the error code is returned, the error is displayed.
The third-party system processes the request and returns inventory data.	The file size is specified in the sending request (the file size can be changed in People Tools Options page. The Navigation is: PeopleTools > Utilities > Administration > PeopleTools Options). The inventory data may be returned in one or more files. The last file contains information regarding the total file count that is to be received for the request. While the files are being returned, the discovery request monitor displays a status of *Receiving.* The monitor updates the date and time to reflect when the last file was received. If the files are not transmitted, the status is updated to *Error in Transmission* after a user specified time period has elapsed. If the last file is received before all the other files are received, the request errors out. The monitor shows the status of *Error in Transmission* and the stage table is cleared. If the last file is received successfully, the status is updated to *Success*.

Using the Discovery Data Acknowledgement Integration Point

PeopleSoft IT Asset Management supports the Discovery Data Acknowledgement integration point (GET_DISCOVERYDATA_ACK), an application message that is used to receive the inventory data that you requested. The message consists of IT Hardware and IT Software data elements that are stored in the third-party database.

Requesting Discovery Data

This section discusses how to:

- Define PeopleSoft IT Asset Management options for discovery requests.
- Request discovery data.
- Monitor discovery data requests.

Use the Request Discovery Data (IT_DISCO_RUN) component to request third-party inventory data.

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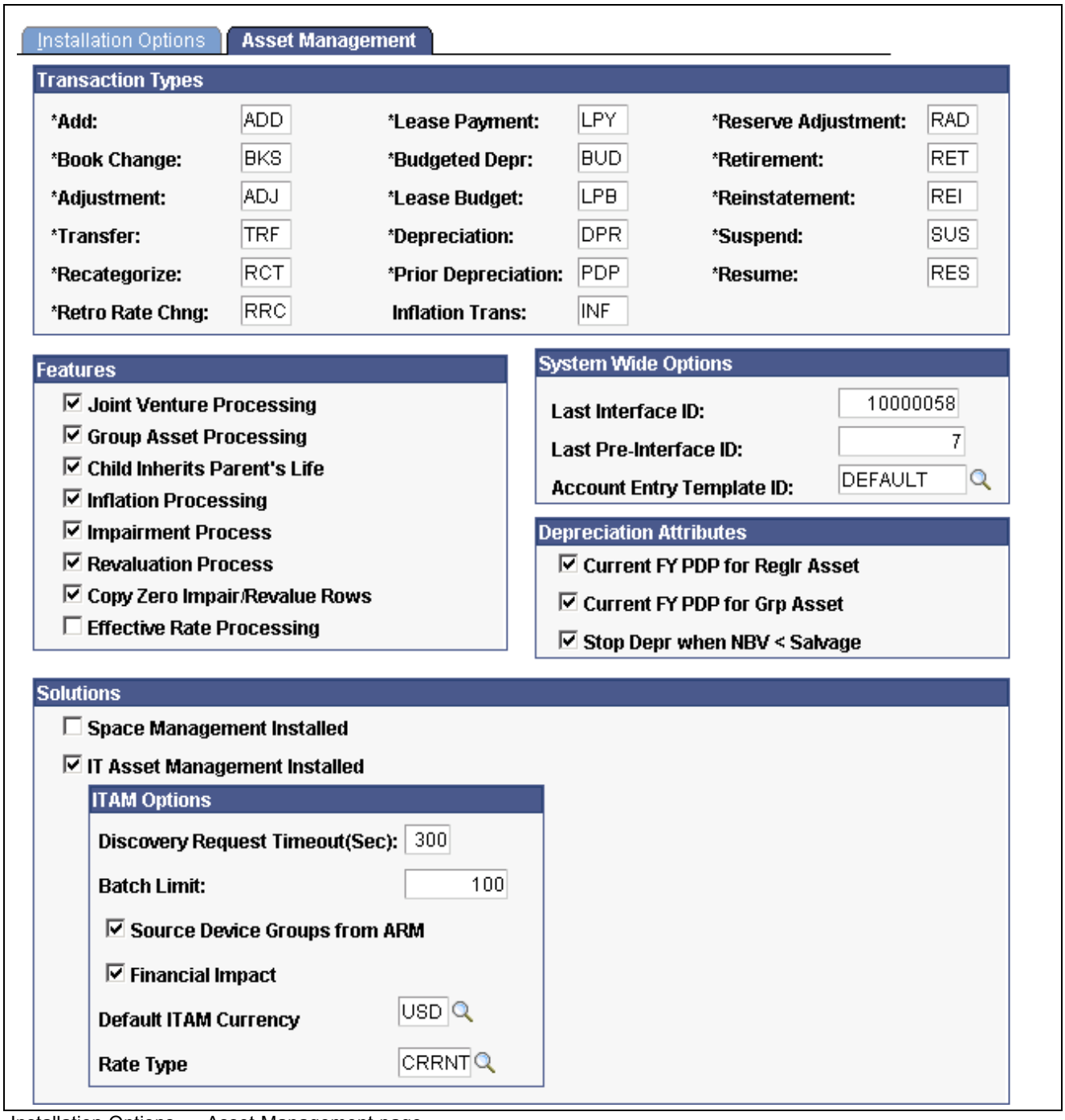
Pages Used to Request Discovery Data

Page Name	Object Name	Navigation	Usage
Installation Options — Asset Management	INSTALLATION_AM	Setup Financials/Supply Chain, Install, Installation Options Click the Asset Management link.	Define the timeout period for discovery requests.
Request Discovery Data	IT_DISCO_RUN	IT Asset Management, Asset Discovery and Validation, Request Discovery Data, Request Discovery Data	Set run control options to publish XML requests for inventory data.
View Request Status	IT_RQST_STATUS	IT Asset Management, Asset Discovery and Validation, View Request Status, View Request Status	View the status of the request made to the third-party application.

Defining IT Asset Management Options

Access the Installation Options — Asset Management page.

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Installation Options — Asset Management page

See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Setting Installation Options for PeopleSoft Applications," Defining Asset Management Installation Options.

Solutions

IT Asset Management Installed Select if you have installed IT Asset Management. The ITAM Options group box is displayed.

Discovery Request Timeout (Sec) Enter the number of seconds that processing will wait for a response from a request for inventory data from the third party. This interval applies to both the

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first response as well as subsequent responses in a single message transaction, in the case where the message contains more than one message file.

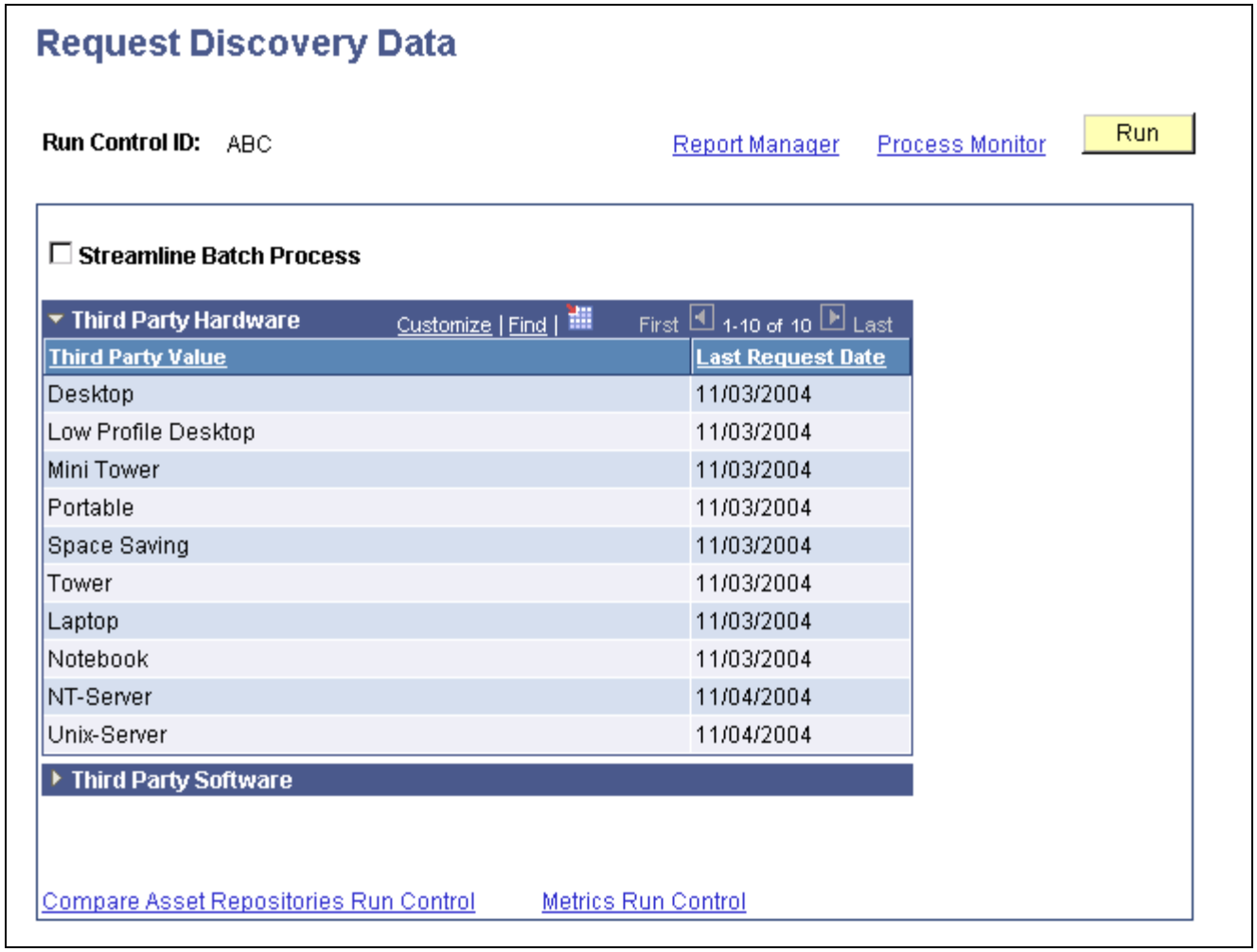
Batch Limit Used for Manage Exceptions.

See Chapter 8, "Managing Exceptions," Setting the Batch Limit, page 89.

Source Device Groups from ARM This option is used as a default for the Software Device Groups page. Newly created Device Groups will use this as the value for the Source From ARM field.

Requesting Discovery Data

Access the Request Discovery Data page.



Request Discovery Data page

Streamline Batch Process Select to run Compare Asset Repository automatically after the third-party data is processed. If you select Streamline Batch Process, and a Run Control for Compare Asset Repository does not exist, a dialog gives you the choice of having the run controls created automatically or manually. If you choose to create the run controls manually, respond by clicking the Cancel button. This clears the check box so that you can save the page. You can then navigate to

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the other Run Control pages to manually create them. Both run control pages can be accessed by using the links at the bottom of the page.

When run controls are created automatically for the Compare Asset Repositories and Metrics processes, they are created with same Run Control ID. In above example the run controls will be created with Run Control ID of *ABC*. Conversely, if the user wants to create the run controls manually but wishes to streamline batch processes, the user needs to manually create two run controls with same Run Control ID. Streamline Batch Process will not be implemented with run controls that have different Run Control IDs.

Third Party Value

Third Party Hardware displays all IT subtypes that have the Discover/Reconcile flag selected on the IT Subtypes page.

Third Party Software displays all software titles with Track Requisition or Permission Required selected on the Define Software Title page.

Last Request Date

Displays the date of the last asset inventory data request for each third-party value.

Compare Asset Repositories Run Control

Click to view, create, or edit the Compare Asset Repositories run control.

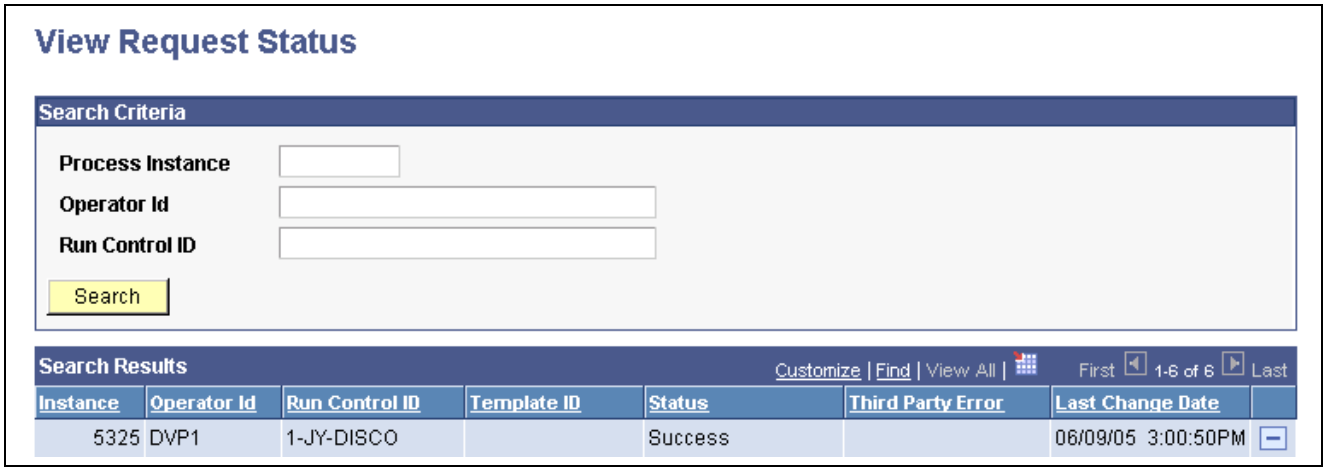
Metrics Run Control

Click to view, create, or edit the Metrics run control.

Note. Remember to check Integration Broker for message details.

Viewing Request Status

Access the View Request Status page.



View Request Status page

The View Request Status page displays the status of requests for inventory data from the third-party system. All fields in the grid are display only.

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CHAPTER 8

Managing Exceptions

This chapter provides an overview of exception management and discusses how to:

- Access exceptions.
- Manage exceptions
- Manage assets not reporting.
- View action errors.
- Manage financial lists.
- Work with the asset log.

Understanding Exception Management

Assets specific to Information Technology (IT), such as computers, are able to describe themselves via network messages. These messages are stored in the third-party inventory database. Matching these network messages to assets in the asset repository is a process that compares assets in the asset repository to inventory retrieved from the field. The comparison process (IT_RECON_RUN) generates a list of discrepancies or exceptions.

PeopleSoft IT Asset Management automates a portion of IT asset activity by comparing the databases, asset by asset, and determining which changes need to be brought to the attention of a manager. Many IT assets differ day by day and for asset management purposes, you compare a very small group of key attributes in each asset record. While some of the attributes you track can also change day by day, PeopleSoft provides business rules to manipulate what is compared and ultimately presented for reconciliation.

Exceptions between the asset repository and the third-party inventory database are stored in discrepancy transaction tables. The exceptions are displayed in a component that allows you to sort, display on certain assets, group, and act on the changes that are required for those assets to bring them into balance. There is a suggested action associated with each exception, as defined in the business rule, and that action is presented once you have defined the assets that should be corrected. Once that action set is submitted, online or batch processing will apply the predefined actions, and will route, update the ARM, or notify persons of interest, or a combination of those actions.

Assets Not Reporting

To exercise tighter control over IT assets, the IT asset manager needs to track assets that have not reported an inventory for a user-defined time period. Associating these assets with their custodians, department managers or content managers can help the IT asset manager trace the whereabouts of these assets in a reasonable amount of time. The IT asset manager can also ensure that corporate IT governance policies are followed adequately in the enterprise. IT assets represent a significant number of assets, so by tracking them and their individual financial impact effectively, the enterprise can realize significant cost savings in terms of redeployment of the assets instead of new acquisitions. By retiring the appropriate assets, if they have indeed been stolen and/or are missing, the Accounting department may benefit as well by reflecting accurate asset value on the balance sheet.

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You can select assets of interest from the Manage Exceptions search results or from the Manage Assets Not Reporting results and save them in Financial Lists. The lists simultaneously become available to the Financial List Inquiry search and detail pages. This presents the saved data through a simple and powerful format where you can sort, select, remove assets and refresh financial totals based on selection changes. Route the selections to the Finance worklist or retire financial assets using the Financial List Inquiry detail page, which provides a link to the PeopleSoft Asset Management Retire Assets page. This provides an added convenience that minimizes multiple reviews of the same data if there is a small number of assets on the list.

Accessing Exceptions

This section discusses how to access exceptions.

Note. You can also access exceptions through the Inventory Exceptions pagelet.

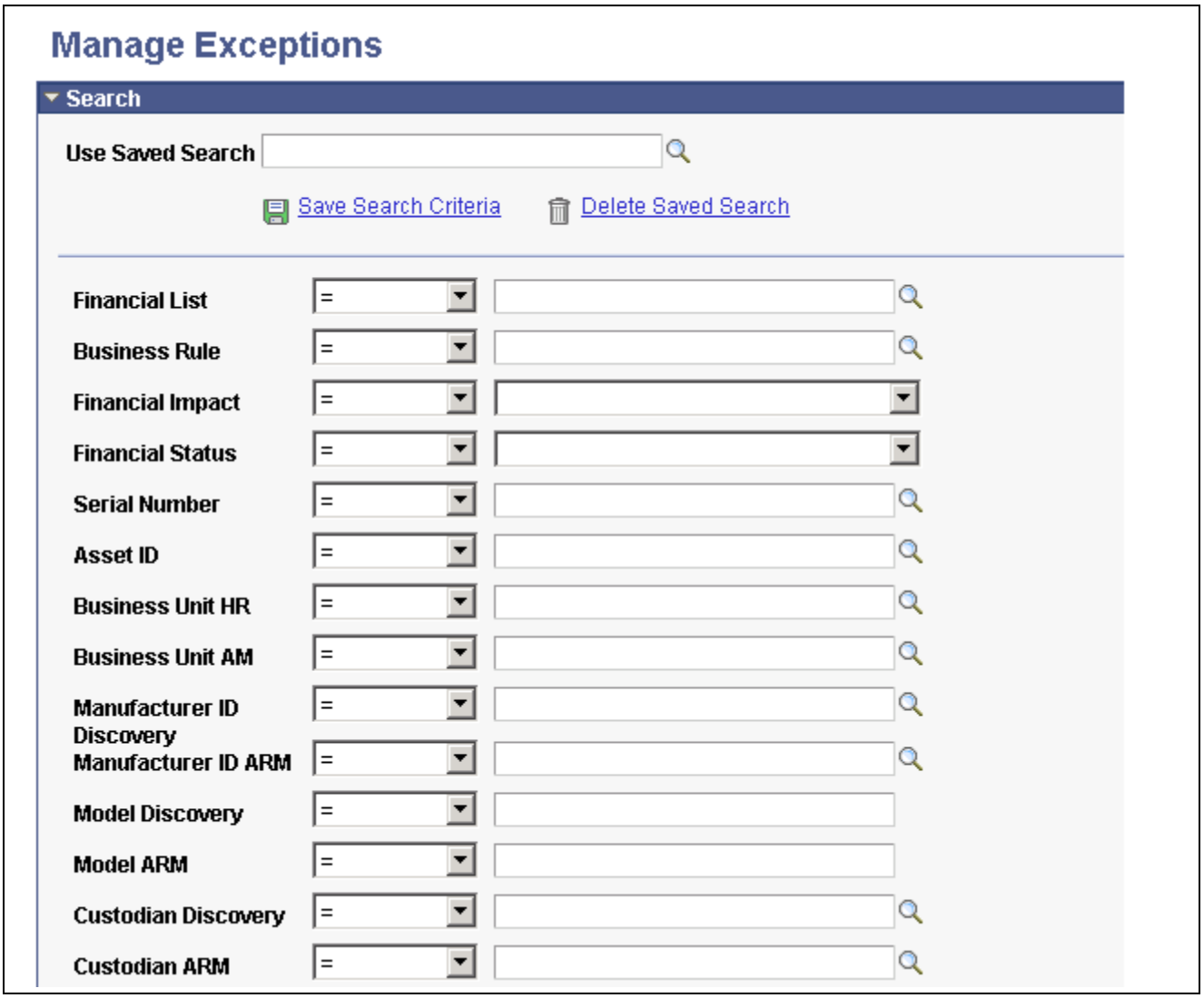
Page Used to Access Exceptions

Page Name	Object Name	Navigation	Usage
Manage Exceptions	IT_EXCPT_SEL	IT Asset Management, Asset Discovery and Validation, Manage Exceptions, Manage Exceptions	Access exceptions.

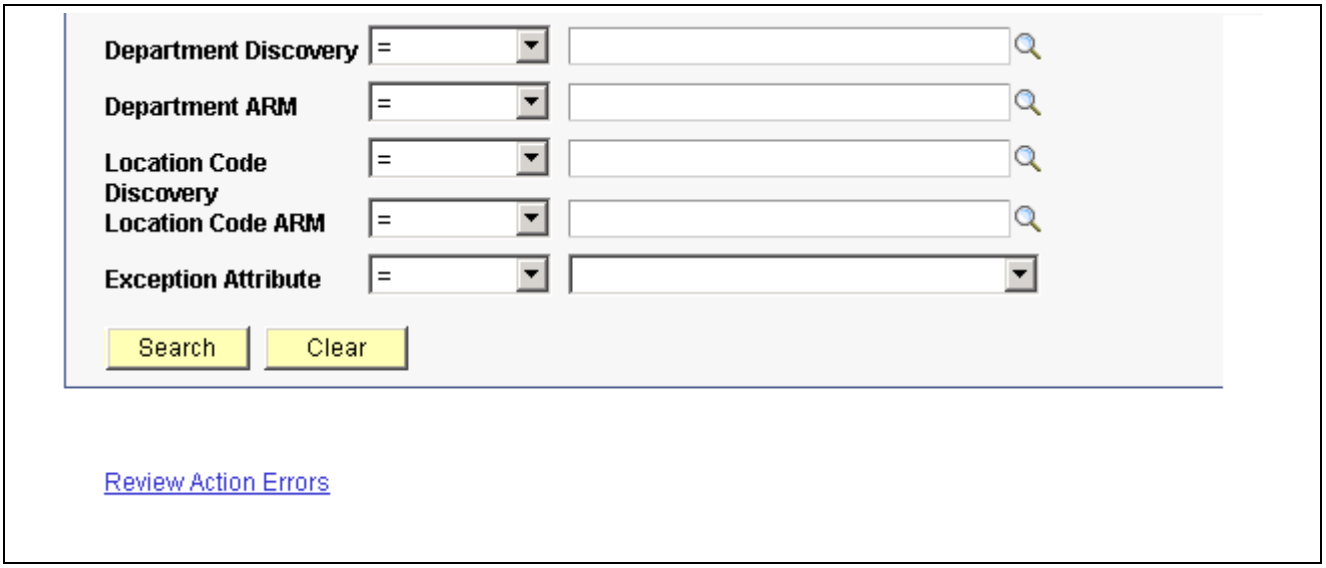
Accessing Exceptions

Access the Manage Exceptions page.

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Manage Exceptions page (1 of 2)



Manage Exceptions page (2 of 2)

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General Information on Searching for Exceptions

The system displays a list of all searchable fields. The available search options are displayed based on whether there are business rules for the criteria. Search options can include three user-defined fields if you have created them. For each field, you can enter a search operator and the search text.

The dataset returned by the search is limited by your asset group as defined in IT Role Access, as well as the search criteria provided. When you navigate to this page via the portal pagelet, the search options are populated, but do not display the results in the Assets with Rule Exceptions grid until you click the Search button. You have the option to further narrow the search by adding search criteria before clicking Search to display the data. Click the search button to return all assets for the asset group and search criteria that have at least one attribute in exceptions.

When you have an asset group (role access) defined for an attribute, exceptions with null or blank values for that attribute are returned. For example, if the asset group is defined to include Business Unit *US001* and there are exceptions for either Business Unit HR or Business Unit AM with blank, those are returned as well. The search includes blank or null values because some users of the Manage Exceptions page might be looking for certain assets that should be in their result set. By including null or blank business units in the search criteria, they still appear as assets. This applies to business unit, location, and department values.

If you choose to show the financial impact of assets, the Search Results grid is altered to display financial information by asset, such as the asset cost, net book value (NBV) and fair market value (FMV), as well as the total financial impact of the assets that you select from the grid. You can create an asset list showing related financial information, sort, filter and delete rows and save the financial list for later use. As the IT Asset Manager, you also have the ability to send an automated notification to the Financial Asset Manager for review of the proposed actions. The Financial Asset Manager is then able to initiate action by referring to the financial list, which contains the necessary summary and detailed financial information.

See Chapter 3, "Setting Up PeopleSoft IT Asset Management Application Settings," Setting Up Financial Impact Analysis, page 13.

When there are more than 300 rows to return in the result set, you are able to retrieve the next set of assets using Search Next. However, any selections or changes made to the current set will be lost upon clicking Search Next.

Note. The Search only returns those assets that have attributes that are not in a *Processed* or *Reconciled* status.

This table lists the search operators that are available for field-level searching:

Operator	Description
<	The field value is less than the value you enter.
<=	The field value is less than or equal to the value that you enter.
<>	The field value is not equal to the value that you enter.
=	The field value is equal to the value that you enter.
>	The field value is greater than the value you enter.
>=	The field value is greater than or equal to the value that you enter.
Between	The field value is between the two values that you enter. You must enter two values. For example, suppose that you select *Between* and enter *100 and 200,* the search returns values between 100 and 200 inclusive.

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Operator	Description
Is Empty	The field value that you are asking the system to search is blank.
Like	The field value is like the value that you enter.
No between	The field value is not between the two values that you enter. You must enter two values. For example, suppose that you select *No between* and enter *100 and 200,* the search returns values below 100 and above 200.
Not like	The field value is not like the value that you enter.

Note. The search options Business Rule and Exception Attribute can only be used with the = operator. Both of these options are deciphered behind the scenes and only one value can be understood.

Searches

Use Saved Search Provides access to all saved searches.

Save Search Criteria Click to save the current search criteria as a saved search (either as a new saved search or as a modification to an existing saved search), enter the name of the saved search in the Save Search As field, and click Save Search.

Delete Saved Search Click to delete a saved search, select the name of the search that you want to delete, and click Delete.

Search Criteria Fields

The search criteria fields on the Manage Exceptions page are dynamic. An attribute will be hidden if there is no active business rule associated with that attribute. User-defined fields must have an attribute created and must have an active rule to display. The label of a user-defined field is based on the value in the Long Name field on the User Defined Fields page.

Financial Search Criteria Fields

Financial List Search for an existing Financial List to retrieve, review or edit. You can also enter a name in the field. If the Financial List name already exists, upon saving, you are asked if you want to overwrite the existing list or choose a new name. If the name you supply is new, you can create and save a new Financial List based on the assets you select.

Note. This field is visible only if the Financial Impact check box is selected within the Installation Options - Asset Management page.

Note. Validation occurs when a Financial List is selected as a search option. A list can only be retrieved without additional search refinement. All other search options are cleared.

Financial Impact Select *Yes* to filter the result set to include only assets that exhibit Financial Business Rule exceptions. This selection may be used independently of the Financial Statusvalue that you select. The system automatically checks to see if a Financial List is selected as well.

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Note. This field is visible only if the Financial Impact check box is selected within the Installation Options - Asset Management page.

Financial Status Select to retrieve *Financial Assets* or *Non-Financial Assets*. This selection may be used independently of the Financial Impact selection. The difference between Financial Status and Financial Impact is that the Financial Status may be used to select all Financial Assets that have exceptions, including Financial Business Rule exceptions. This value defaults to *Financial Assets* if either Financial List or Financial Impact is selected.

Note. When Financial Impact is set to *Yes,* a search validation is executed upon clicking the Search button. As part of this validation, search options may be populated or cleared. This is done to assist you in making searches that are meaningful. For example, when the Financial Impact value is *Yes* but you select a Financial Status of *Non-financial,* the search yields no results. Non-financial assets, by definition do not have financial impact. Additionally when Financial Impact is set to Yes, the only business rules that can be selected are those for Financial Impact Analysis and the only rule attributes that are allowed are Serial ID.

Search Commands

Search Click to perform a search. The system searches for all possible matches and displays the results in the Assets with Rule Exceptions grid.

Clear Click to clear data from the search criteria fields.

Search Next When there are more than 300 rows to return in the result set, you can retrieve the next set of assets using Search Next. However any selections or changes made to the current set will be lost upon clicking Search Next.

Managing Exceptions

This section provides an overview of exceptions and discusses how to:

- Set the batch limit.
- Manage exceptions.
- View custodian details.
- View software exceptions.
- Confirm actions.
- Use advanced sort.

Understanding Exceptions

The reconciliation process between the third-party inventory database and the asset repository generates a list of exceptions. The list of exceptions allows sorting and filtering in numerous ways, enabling the investigation of exceptions and eventual reconciliation of databases.

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The list shows attributes that exist in the third-party inventory database as well as the asset repository, such as serial numbers, for a group of assets, plus other important attributes where differences may be found. A shared serial number means the databases are talking about the same asset, so values in discovery (those values copied directly from the device) should match some of the values in the asset repository. Asset repository data may have typos or other errors, while automated device readings do not have typos. The attribute columns are sortable and there are filter parameters in the top half of the screen. The Advanced Sort Option leads to an additional sort page.

You can select one, many, or all rows of data using buttons or the check boxes at the left edge of the display. You can then choose to act upon the selected data.

Identifying Exceptions

The system displays disabled rows when an action on the asset is in process. This prevents assets that are currently being worked by the exception action process from being displayed and worked again. There is one row for each asset with all exceptions for that asset displayed in the row. For each exception there is a visual flag to identify it as a discrepancy.

Each attribute has its own status. Each status is associated with an icon so that you can visually identify the problem. Status columns are not sortable. Use advanced sort and sort by the exception of interest, for example "Department Exception."

Action Settings

The Select Actions page displays all the rules and actions that are associated with the selected assets from the Manage Exceptions page. The purpose of this page is to show the actions that are available to be processed for the assets selected and to define the scope of the action the user is about to submit. The available action set can be optionally applied to a scope larger than the rows than were selected. The selected rows simply allow you to select the attributes you want to reconcile. Once you are on the Select Actions page, you select the individual actions for the attributes and the asset set (scope) for which you want the action to apply.

The display shows the rule description and the action associated with the rule. Where the actions are email, they are shown as hyperlinks.

Note. When a search is executed with Financial Impact selected, the only available action that will be displayed is *Route to Finance*. Route to Finance must also be included on the business rule in order for this action to display.

Understanding Batch Limits

Batch limits are established to determine whether or not to process the exception actions online, which launches processing of the actions immediately, or in a batch process, which starts the transactions in the background and returns control to the user before waiting for the process to complete. The high volume decision is made by counting the total number of actions that apply to the total number of assets that were selected by the user on the Manage Exceptions page. The default value is 100. Adjust this number higher or lower as your processing system performance requires or allows. Batch limit is set within the Installation Options - Asset Management page.

This table shows the exception actions and related processing:

Exception Action	Processing
Update ARM	Set processing

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Exception Action	Processing
Add	Online – row by row Batch – set processing
Retire	Row by row
Email	Row by row
Route to Finance	Row by row
Move to Inventory	Row by row

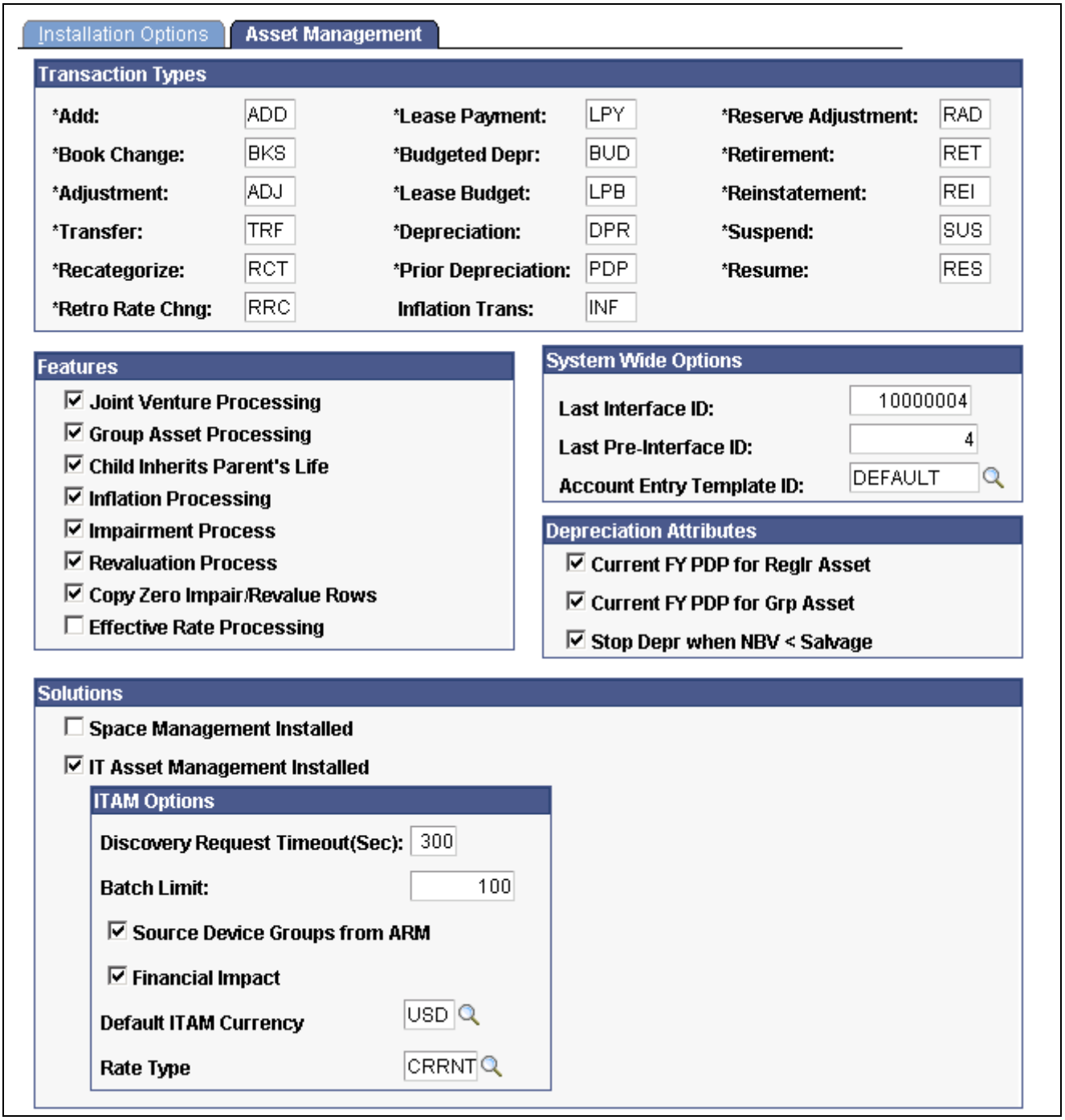
Pages Used to Manage Exceptions

Page Name	Object Name	Navigation	Usage
Installation Options — Asset Management	INSTALLATION_AM	Set Up Financials/Supply Chain, Install, Installation Options Click the Asset Management link.	Set the batch limit for PeopleSoft IT Asset Management and choose whether to display the financial impact of assets within PeopleSoft IT Asset Management.
Manage Exceptions	IT_EXCPT_SEL	IT Asset Management, Asset Discovery and Validation, Manage Exceptions, Manage Exceptions	Search for exceptions and perform reconciliations on the displayed exception list.
Custodian Detail	IT_EMPL_INFO	Click the EmplID link in the Custodian Discovery or Custodian ARM column on the Manage Exceptions page.	View custodian information associated with the asset. This page is display only.
Software Exceptions	IT_EXCPT_SFTWR	Click the Details link in the Software column on the Manage Exceptions page.	View details on software exceptions found on the asset. This page is display only.
Select Actions	IT_EXCPT_ACTN	Click the Select Actions link on the Manage Exceptions page.	Select actions and scope for specific business rules. Preview the scope for the action and scope combination.
Comments	IT_EXCPT_LOG	Click the Comments button on the Confirm Actions page.	View the comments added by the reconciliation process.
Sort	IT_EXCPT_SORT	Click the Advanced Sort link on the Manage Exceptions page.	Configure sort parameters to be used on the Manage Exceptions page.

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Setting the Batch Limit

Access the Installation Options - Asset Management page.



Installation Options - Asset Management page

Select the IT Asset Management Installed check box to access the ITAM Options group box.

Batch Limit Run Manage Exceptions in either a batch or online mode. Batch mode is the appropriate choice for large numbers of exception transactions. The batch limit specifies the threshold for switching from online to batch processing. In

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this example, if there are 100 or more transactions to process, the processing will occur in batch; if there are fewer than 100, processing will occur online.

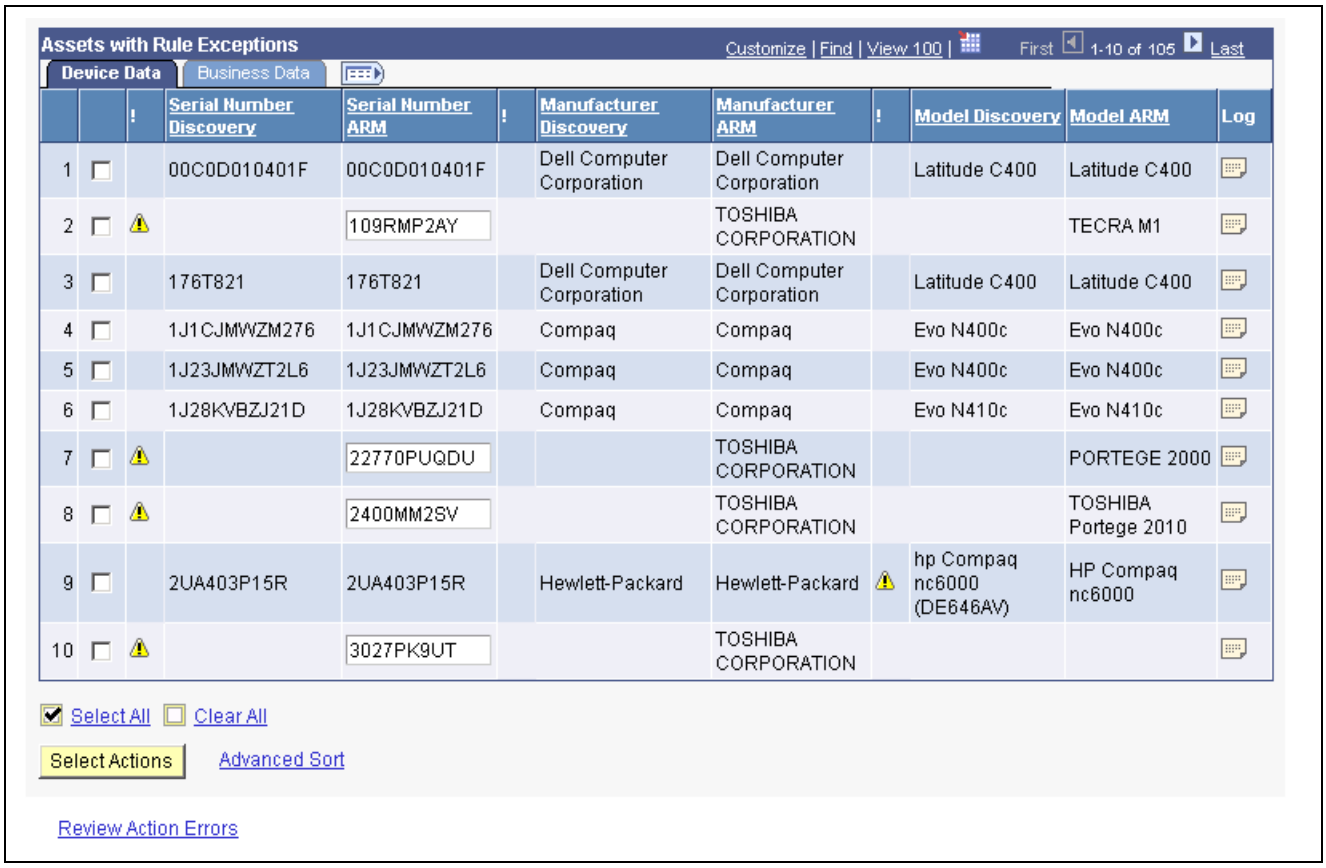
Enter the threshold to determine whether or not to process the exception actions online or in a batch process.

Financial Impact

Select this check box to display the financial search options and financial information within Manage Exceptions. When this check box is selected, the Financial List and Financial Impact appear on the Manage Exceptions and the Manage Assets Not Reporting pages as search criteria fields. Additionally, when there are assets that have exceptions, there is an additional tab that appears in the components called Financial Information.

Managing Exceptions

Access the Assets with Rule Exceptions page.



		!	Serial Number Discovery	Serial Number ARM	!	Manufacturer Discovery	Manufacturer ARM	!	Model Discovery	Model ARM	Log
1	☐		00C0D010401F	00C0D010401F		Dell Computer Corporation	Dell Computer Corporation		Latitude C400	Latitude C400	
2	☐	⚠		109RMP2AY			TOSHIBA CORPORATION			TECRA M1	
3	☐		176T821	176T821		Dell Computer Corporation	Dell Computer Corporation		Latitude C400	Latitude C400	
4	☐		1J1CJMWZM276	1J1CJMWZM276		Compaq	Compaq		Evo N400c	Evo N400c	
5	☐		1J23JMWZT2L6	1J23JMWZT2L6		Compaq	Compaq		Evo N400c	Evo N400c	
6	☐		1J28KVBZJ21D	1J28KVBZJ21D		Compaq	Compaq		Evo N410c	Evo N410c	
7	☐	⚠		22770PUQDU			TOSHIBA CORPORATION			PORTEGE 2000	
8	☐	⚠		2400MM2SV			TOSHIBA CORPORATION			TOSHIBA Portege 2010	
9	☐		2UA403P15R	2UA403P15R		Hewlett-Packard	Hewlett-Packard	⚠	hp Compaq nc6000 (DE646AV)	HP Compaq nc6000	
10	☐	⚠		3027PK9UT			TOSHIBA CORPORATION				

Assets with Rule Exceptions page: Device Data tab



The system displays the exception icon beside each discrepancy that is found for the asset.



This icon appears if the attribute has already had an action performed for that attribute. Once an attribute for the asset has been processed it can't be processed again. This is true even if there is more than one action to take for that attribute. Once the first action has been applied in a session, a second action can't be applied for that attribute in a subsequent session. In order to apply further actions, a new Asset Comparison must take place.

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Device Data Tab

Select the Device Data tab.

Note. The following definitions apply specifically to the business rules delivered with the system. The suggestions for reconciling this information may be different in your environment.

Serial Number Discovery and **Serial Number ARM**

Displays the serial number of the asset found in third-party inventory and the serial number of the asset in the asset repository.

If the serial numbers match, you do not need to take any action regarding the serial number, so investigate the exception(s) that caused the asset to appear in Manage Exceptions.

If the serial number (asset) appears in discovery, but not in the asset repository, the appropriate action choice might be Add Asset. If investigation reveals that an asset already in ARM is the same as that asset in third-party inventory, reconciliation allows you to update the serial number in the asset repository through the Manage Exceptions grid. Typos are not uncommon in Serial Numbers. Manage Exceptions deals with them effectively.

In this scenario, there should also be an entry where the serial number appears in the asset repository, but not in the third-party database, and it is at that entry where you can update the ARM number on the grid to match the correct asset from the third-party inventory. If the new serial ID is updated, the exception associated with the third-party asset which is to be reconciled is removed from reconciliation because the updated serial id exception replaces the exception for the asset found in discovery, not found in the ARM. If you have also selected the third-party asset for processing, it will not be processed.

Note. The system displays only those assets that are in your asset group.

Manufacturer Discovery and **Manufacturer ARM**

Displays the manufacturer of the asset found in the third-party database and the manufacturer of the asset in the asset repository.

If the manufacturers match, you do not need to take any action.

If the manufacturer appears in third-party data, but not in the asset repository, or there is a difference in the values, the default reconciliation action is to update the manufacturer in the asset repository.

The values that are displayed are the descriptions of the Manufacturer field. Both the manufacturer description and the manufacturer ID will be updated in the ARM, if that action is executed.

Model Discovery and **Model ARM**

Displays the model designation of the asset found in the third-party database and the model designation of the asset in the asset repository.

If the model designations match, you do not need to take any action.

If the model designation appears in third-party data, but not in the asset repository, or there is a difference in the values, the default reconciliation action is to update the model designation in the asset repository.

Select Actions

Click this button to display the actions you may take on the selected assets. For each selected row, all of the asset's discrepancies and the rules and actions associated with those discrepancies are determined. Once determined, the rules and actions are presented on the Select Actions page.

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Advanced Sort The assets are sortable with the delivered grid sort (using the header column name.) so you can sort on all columns other than the exception flag columns. The advanced sort allows you to define a sort order by field hierarchy.

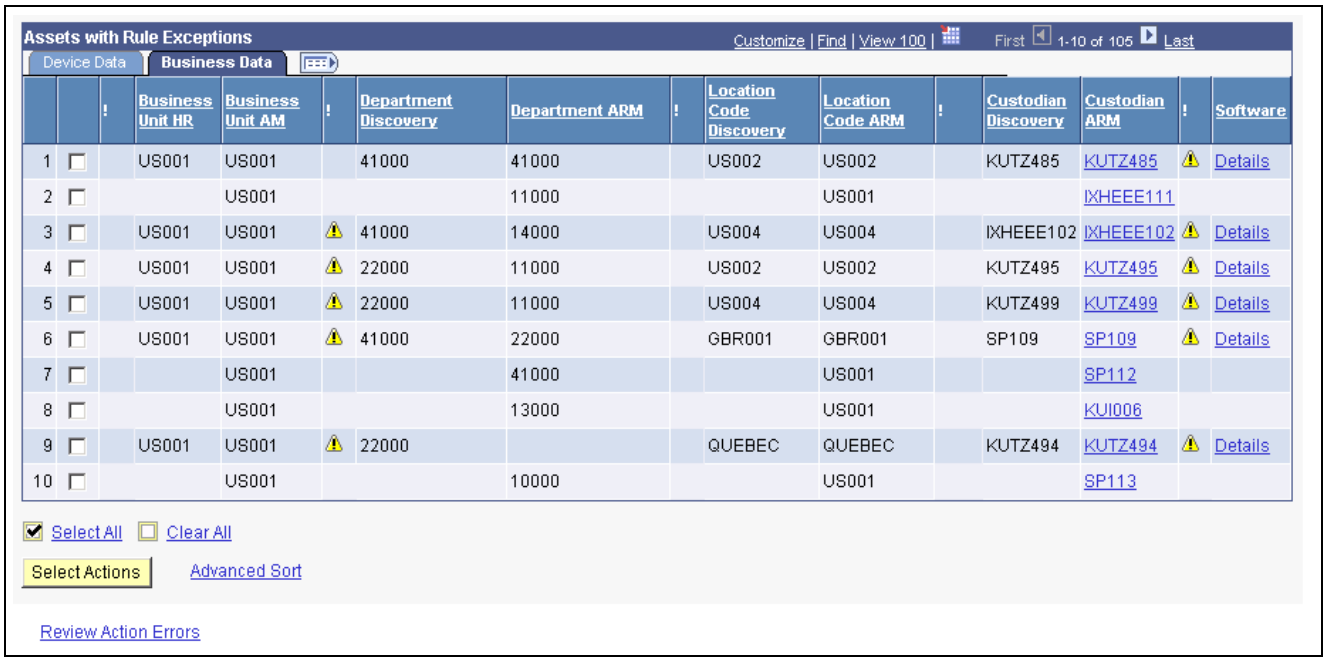
Review Action Errors Click to view any action errors that may have occurred during the reconciliation. Action errors will show from previous reconciliations as well as from this reconciliation after the Submit Actions button is pressed on the Select Actions page. There may be some delay in generating action errors when processing in batch mode.



Click the Log icon to access the asset log. The log is keyed by asset ID, so assets not appearing in the asset repository – i.e. those that appear only in third party data – have no log.

Business Data Tab

Select the Business Data tab.



		!	Business Unit HR	Business Unit AM	!	Department Discovery	Department ARM	!	Location Code Discovery	Location Code ARM	!	Custodian Discovery	Custodian ARM	!	Software
1			US001	US001		41000	41000		US002	US002		KUTZ485	KUTZ485	⚠	Details
2				US001			11000			US001			IXHEEE111		
3			US001	US001	⚠	41000	14000		US004	US004		IXHEEE102	IXHEEE102	⚠	Details
4			US001	US001	⚠	22000	11000		US002	US002		KUTZ495	KUTZ495	⚠	Details
5			US001	US001	⚠	22000	11000		US004	US004		KUTZ499	KUTZ499	⚠	Details
6			US001	US001	⚠	41000	22000		GBR001	GBR001		SP109	SP109	⚠	Details
7				US001			41000			US001			SP112		
8				US001			13000			US001			KUI006		
9			US001	US001	⚠	22000			QUEBEC	QUEBEC		KUTZ494	KUTZ494	⚠	Details
10				US001			10000			US001			SP113		

Assets with Rule Exceptions page: Business Data tab

Note. Resolving the custodian exceptions through your standard asset transfer processes for the Asset Repository may resolve department or business unit issues during the next asset comparison process.

Business Unit HR and **Business Unit AM** The system displays the business unit associated with the primary user of the asset found in the third-party database and the business unit of the asset in the asset repository.

If the business units match, you do not need to take any action.

If the business unit appears in third-party data, but not in the asset repository, or there is a difference in the values, the default reconciliation action is to route the transaction to a financial asset manager for transfer.

Department Discovery and **Department ARM** The system displays the department of the primary user of the asset found in the third-party database and the department of the custodian of the asset in the asset repository.

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If the departments match, you do not need to take any action.

If the department appears in third-party data, but not in the asset repository, or there is a difference in the values, the default reconciliation action is to update the department in the asset repository, where the new department resides in the assets current SetID, or route the transaction to a financial asset manager for transfer.

Location Code Discovery and **Location Code ARM**

The system displays the location code that is derived from the IP address of the asset found in the third-party database and the location code of the asset in the asset repository.

If the location codes match, you do not need to take any action.

If the location code appears in third-party data, but not in the asset repository, or there is a difference in the values, the default reconciliation action is to update the location code in the asset repository.

Custodian Discovery and **Custodian ARM**

The system displays the custodian (also known as the primary user) of the asset found in the third-party database and the custodian of the asset in the asset repository.

If the custodians match, you do not need to take any action.

If the custodian appears in third-party data, but not in the asset repository, or there is a difference in the values, the suggested reconciliation action is to update the custodian in the asset repository, email the custodian, or email the primary user.

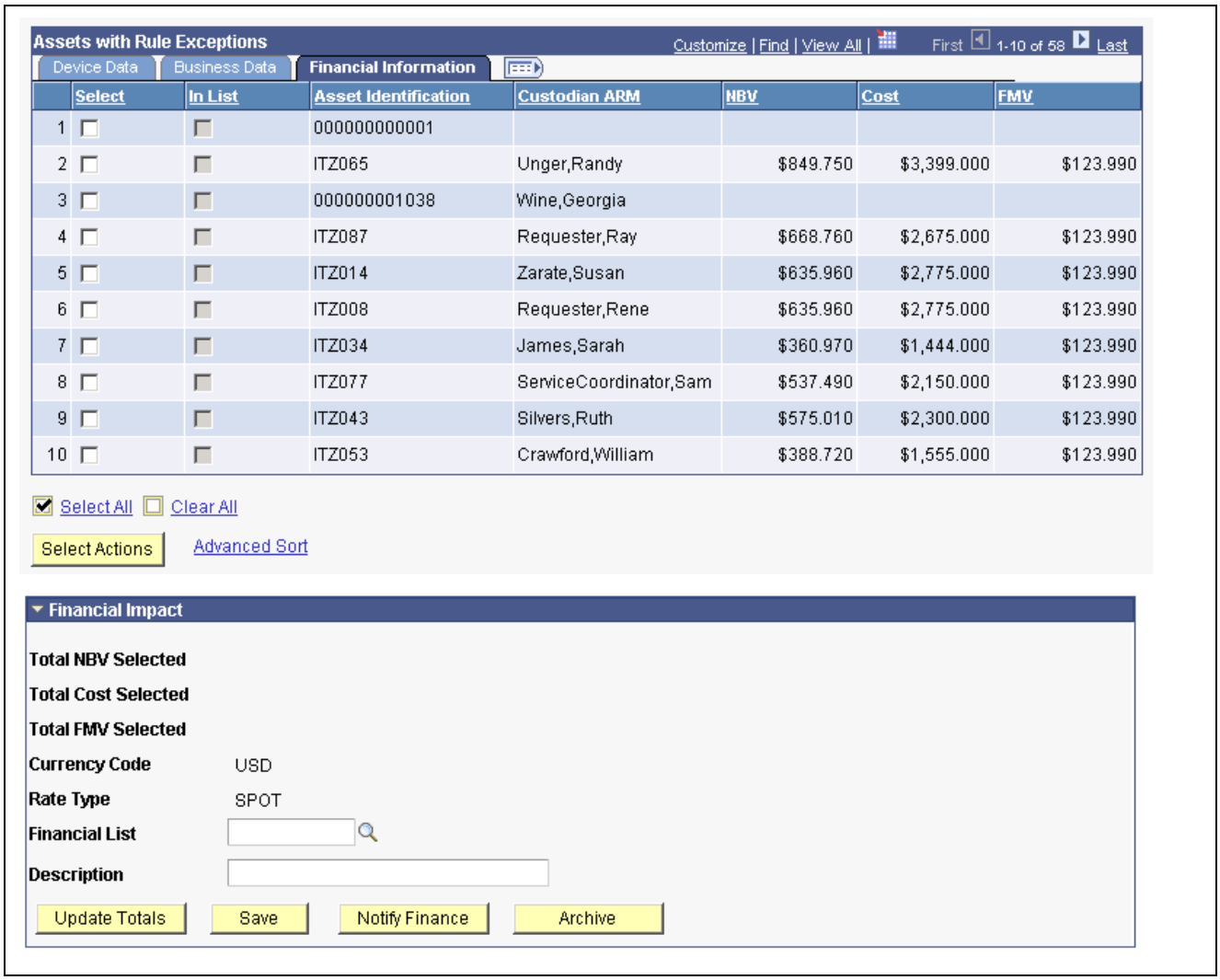
Software

If there is a software exception on the asset, the system displays the exception icon, and a link to the details of the exception. Click Details to access the Software Exceptions page. The suggested reconciliation actions are to email the custodian, email the custodian manager, email the primary user, email the primary user manager, or email software group owner.

Financial Information Tab

Select the Financial Information tab.

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Assets with Rule Exceptions page: Financial Information tab

The Financial Information tab is displayed when the Financial Impact check box is selected in Installation Options and one or more of the financial search criteria are selected.

In List This check box indicates that this asset has been saved to any financial impact list

Select This check box indicates that the asset is a target for action on the Manage Exceptions page or for addition to a Financial List. If you click the Save button in the Financial Impact section, and this box is checked, another check will appear in the In List column beside the existing check. At this point, you can take action on the asset from either the Assets with Rule Exceptions grid or the Financial Impact section, if the Financial List is not yet saved.

NBV (net book value) Net book value is calculated by obtaining the asset cost and the associated accumulated depreciation from the current effective row of the PeopleSoft Asset Management record, PS_DEPR_RPT. The calculated NBV is original asset cost less life-to-date depreciation (COST – DEPR_LTD.)

Cost Asset cost is derived from the PeopleSoft Asset Management record, PS_DEPR_RPT.

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FMV (fair market value)	Fair market value is derived from the PeopleSoft Asset Management record, PS_AM_FMV_DTL, accessing the current effective row.
Total NBV Selected,**Total Cost Selected** and **Total FMV Selected**	Respective totals are displayed when you select one or more assets from the Assets with Rule Exceptions grid.
Currency Code and **Rate Type**	Values default from those values supplied within User Preferences. See *PeopleSoft Enterprise Application Fundamentals 9.0 PeopleBook*, "Defining User Preferences," Defining IT Asset Management User Preferences.
Save List As and **Description**	Supply a name and description for the newly created Financial List, which includes the selected assets and their corresponding financial information.
Update Totals	Select to calculate or recalculate the NBV, Cost and FMV totals after selecting or altering the assets for inclusion in the list.
Save	Click to save the Financial List once you have provided a name and description and updated financial totals.
Notify Finance	Displays a notification page to alert the Financial Asset Manager that there is a Financial List in need of attention.
Archive	Select to archive the selected Financial List, along with Business Unit, Asset ID, and header information. You may select to archive a financial list when it becomes obsolete. The list then becomes a read-only document.

User-Defined Data Tab

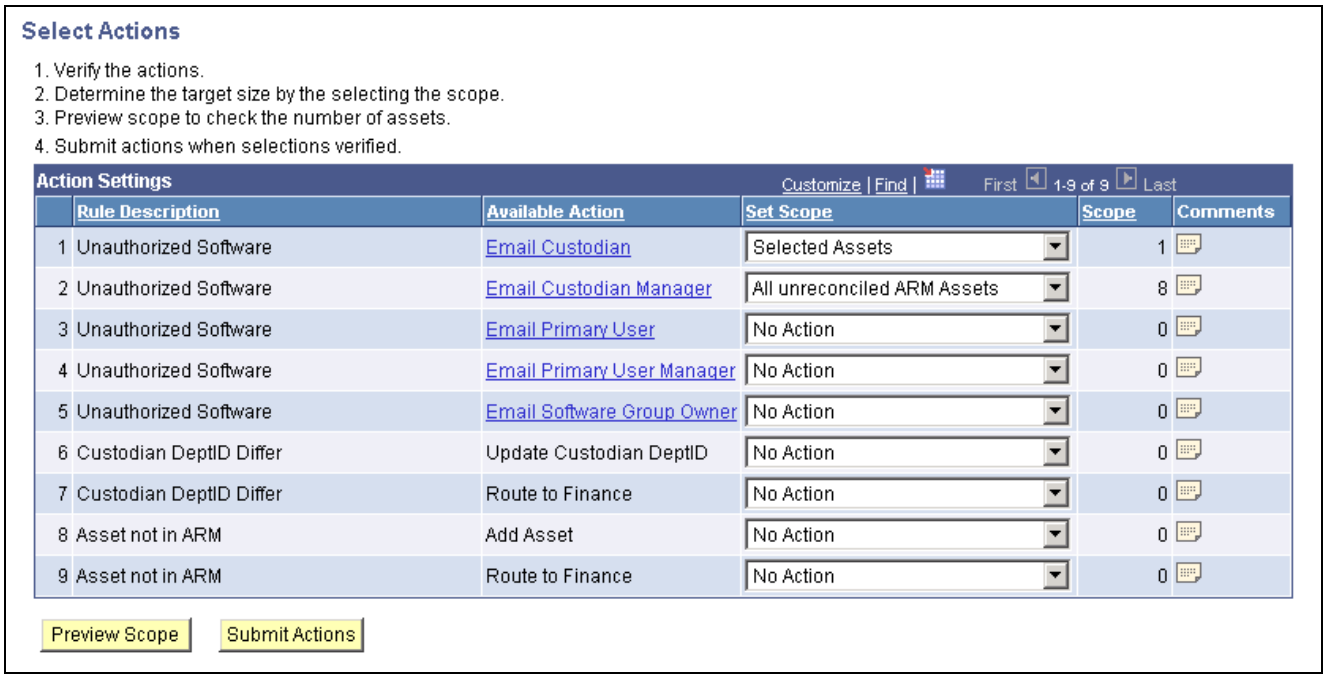
Select the User Defined tab.

User-defined exceptions are displayed on the User-Defined tab. If you have no active user-defined rules, this tab is not displayed.

Selecting Actions

Access the Select Actions page.

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Select Actions

1. Verify the actions.
2. Determine the target size by the selecting the scope.
3. Preview scope to check the number of assets.
4. Submit actions when selections verified.

Action Settings — Customize | Find | First 1-9 of 9 Last

	Rule Description	Available Action	Set Scope	Scope	Comments
1	Unauthorized Software	Email Custodian	Selected Assets	1	
2	Unauthorized Software	Email Custodian Manager	All unreconciled ARM Assets	8	
3	Unauthorized Software	Email Primary User	No Action	0	
4	Unauthorized Software	Email Primary User Manager	No Action	0	
5	Unauthorized Software	Email Software Group Owner	No Action	0	
6	Custodian DeptID Differ	Update Custodian DeptID	No Action	0	
7	Custodian DeptID Differ	Route to Finance	No Action	0	
8	Asset not in ARM	Add Asset	No Action	0	
9	Asset not in ARM	Route to Finance	No Action	0	

Preview Scope Submit Actions

Select Actions page

Action Settings

Rule Description This field displays the rule exceptions found in the comparison process with the available actions for each exception.

Available Action Actions associated with email show as enabled hyperlinks. Click the link to view the message associated with the email. The message is display-only and will include sample data also stored in the message catalog. This preview message shows you what email string will be generated when the emails are sent out, once the actions are submitted. The messages will contain these parameters: Machine Name, Serial Number, Primary User Name, and Primary User EmplID. The software email includes those fields plus the software title.

Available action values are:

Update Asset Repository: This action generates simple updates or inserts into the Asset tables for the following attributes in exception:

- Model
- Manufacturer
- User-defined fields
- Serial ID
- Custodian
- Department
- Location

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Note. Because Department and Location are SetID controlled fields, the Business Unit associated with the asset may need to be updated prior to updating these attributes. If the Business Unit HR, which is derived from discovery, is associated with a different SetID than the department and location, then they can't be changed until the Business Unit is changed, otherwise the department and location would not be valid. If the update action is applied to these assets, it results in an action error.

Retire Asset: This action only applies to non-financial transactions. These transactions are processed on a row-by-row basis and passed through the RETIRE_NF component interface.

Add Asset: This action adds an asset and sets it ready to be capitalized. These transactions are executed row-by-row, through the BASIC_CI component interface, while processing online and in set based processing when handled in batch mode.

Email Person: For each person action, create a message to be sent to that person.

Route to Finance: Each asset that has routing as an action will be added to the worklists based on how the asset is to be worked.

*Update Serial ID in ARM*Update the Serial ID in the Asset Repository.

Set Scope Select the scope of the action to be taken. Values are:

No Action: The system does nothing.

Selected Assets: The system performs the selected action only against those assets that were selected on the previous page.

Assets from Search Criteria: The system performs the selected action against all the assets that match the search criteria from the previous page. This action allows the system to perform the action against not only what could be selected with the select all functionality on the previous page, but also what may be outside of the component buffer. Since it is possible to have more rows match the search criteria than can fit in the buffer, this action allows them to act against the entire set.

All Unreconciled ARM Assets: The system performs the action selected against all the assets that are in exception for the rule associated with this action in the ARM.

Note. The system displays only those assets that are in your asset group.

Note. When financial impact is set to yes, the Set Scope option of All Unreconciled ARM Assets is disabled.

Scope Displays the count of assets that would be affected in each action row and by the action scope. The default value in the Scope column is zero. The sum of the scope count determines whether the actions are performed online or in batch.

Comments Displays a system-generated comment based on the rule and action for that row. The default comment is *Rule; Action; Scope*. This comment is used by

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the update process to add a row to IT_ASSET_LOG for each action that is applied to the assets. You can modify the values in this field.

Preview Scope Click this button to apply the search criteria defined by the scope of the action and display the number of rows to be affected by the scope in the Scope field.

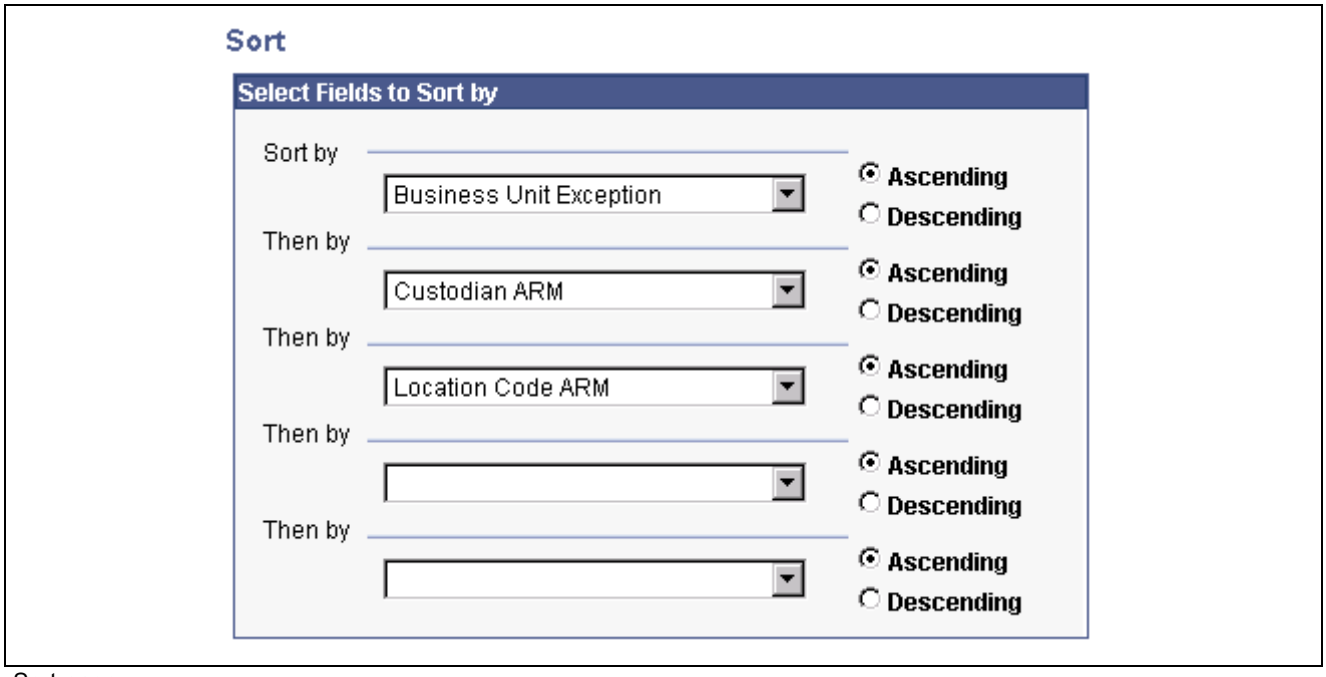
Note. Preview Scope generates counts and financial information totals if applicable, based on assets that are not *in process*. It is possible that the batch or online process can pick up additional assets that become available if they are in process at the time of previewing scope or at the time that the processing begins.

The Preview Scope functionality takes into account the financial status of the asset as well as the Apply To value for the action as set on the Business Rule. The Apply To setting is not evaluated for the scope set until the Preview Scope button is invoked. For this reason, it is possible for the scope of the action to return a value of zero. If you suspect that there are assets that should be included in the scope, you should review the assets financial status as well as the business rule to make sure that the action is set to act upon that status (financial or non-financial)

Submit Actions Click this button to launch the actions specified. The system will choose to run the actions online or in batch, according to ITAM options, and display a message to let you know which processing avenue was taken.

Using Advanced Sort

Access the Sort page.



Sort page

The system displays the fields that are available for sorting. The sort order is returned to the exceptions page and the values are sorted.

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Managing Assets Not Reporting

This section provides an overview of assets not reporting and discusses how to:

- Define inventory age.
- Define IT subtypes.
- Manage assets not reporting.

Understanding Assets Not Reporting

The ability to track assets not reporting enables the IT Asset Manager to audit IT devices for reporting failures. This feature provides tighter control over the organization's equipment.

Non-reporting asset audit reports are based on the user-defined inventory age; that is the age of the last report that the asset made to the third-party inventory system. For example, an inventory age of three weeks may be defined for desktops. This means that if a desktop has not reported to the third–party inventory system for three weeks or more, it appears on the audit report. A different inventory age can be specified for each type of equipment, if necessary.

The system displays audit reports in two formats:

- The online reporting page Manage Assets Not Reporting, where you can view assets with overdue inventory reports and specify resolutions.
- The Assets Not Reporting portal pagelet, which provides counts of reporting failures for each type of device.

Using the online reporting page, you can choose from a number of available actions:

- Send detailed email notifications to the custodian or the user, or both, or their managers.

  The email addresses prompt from the emails that exist for the associated role. The email subject line and default text are predefined messages stored in the message catalog.
- Route a proposed retirement transaction to Finance for financial assets.

  This requires approval from the Financial Asset Manager, so choosing this action creates a worklist item for a finance user. Finance users click on this item in their worklists to bring up the Retirements page. This action is only available for financial assets.
- Complete a retirement transaction for non-financial assets.

  Non-financial retirement is triggered immediately. These transactions are processed on a row-by-row basis and passed through the RETIRE_NF component interface This action is only available for non-financial assets
- Move to inventory.

  This triggers a transfer into inventory for non-financial assets. This action is unavailable for financial assets.

Inventory Age

Inventory age is the age of last inventory beyond which the device requires investigation or action. The inventory age can be defined differently for different types of devices. For example, laptops may report inventory less often as they are physically connected to the network less often, so the age of the last inventory will often be higher than that of servers which are always reporting.

Inventory age time periods accrue, so longer time periods are included in shorter time periods. A device that has an inventory age of nine weeks will be included in six and three week sequences as well.

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The inventory age sequence includes all discovered devices unless the IT Subtype is specified. Reporting on specific subtypes is only done if the Aging Inventory check box is selected on the Define IT Subtypes page.

Pages Used to Manage Assets Not Reporting

Page Name	Object Name	Navigation	Usage
Inventory Age	IT_TSPAN_DEFN_01	Setup Financials/Supply Chain, Product Related, IT Asset Management, Inventory Age	Associate the inventory age with the userID.
Define IT Subtypes	IT_MNT_IT_SUBTYPE	Set Up Financials/Supply Chain, Product Related, IT Asset Management, IT Subtypes, Define IT Subtypes	Define IT subtypes.
Manage Assets Not Reporting	IT_UNDISC_DTL	IT Asset Management, Asset Discovery and Validation, Manage Assets Not Reporting, Manage Assets Not Reporting	View assets with overdue inventory reports and specify resolutions.
Send Notification	PT_WF_NOTIFY	IT Asset Management, Asset Discovery and Validation, Manage Assets Not Reporting, Manage Assets Not Reporting Click the Notify button.	Send email notification to finance, the custodian, the user or their managers.

Defining Inventory Age

Access the Inventory Age page.

See Chapter 3, “Setting Up PeopleSoft IT Asset Management Application Settings,” Setting Up Inventory Age, page 23.

Defining IT Subtypes

Access the IT Subtypes page.

See Chapter 4, “Setting Up PeopleSoft IT Asset Management External Settings,” Defining IT Subtypes, page 32.

Note. Reporting will only be done on subtypes with the Aging Inventory check box selected.

Managing Assets Not Reporting

This section discusses how to:

- Search for assets not reporting.
- Review machine information.
- Review responsible parties.

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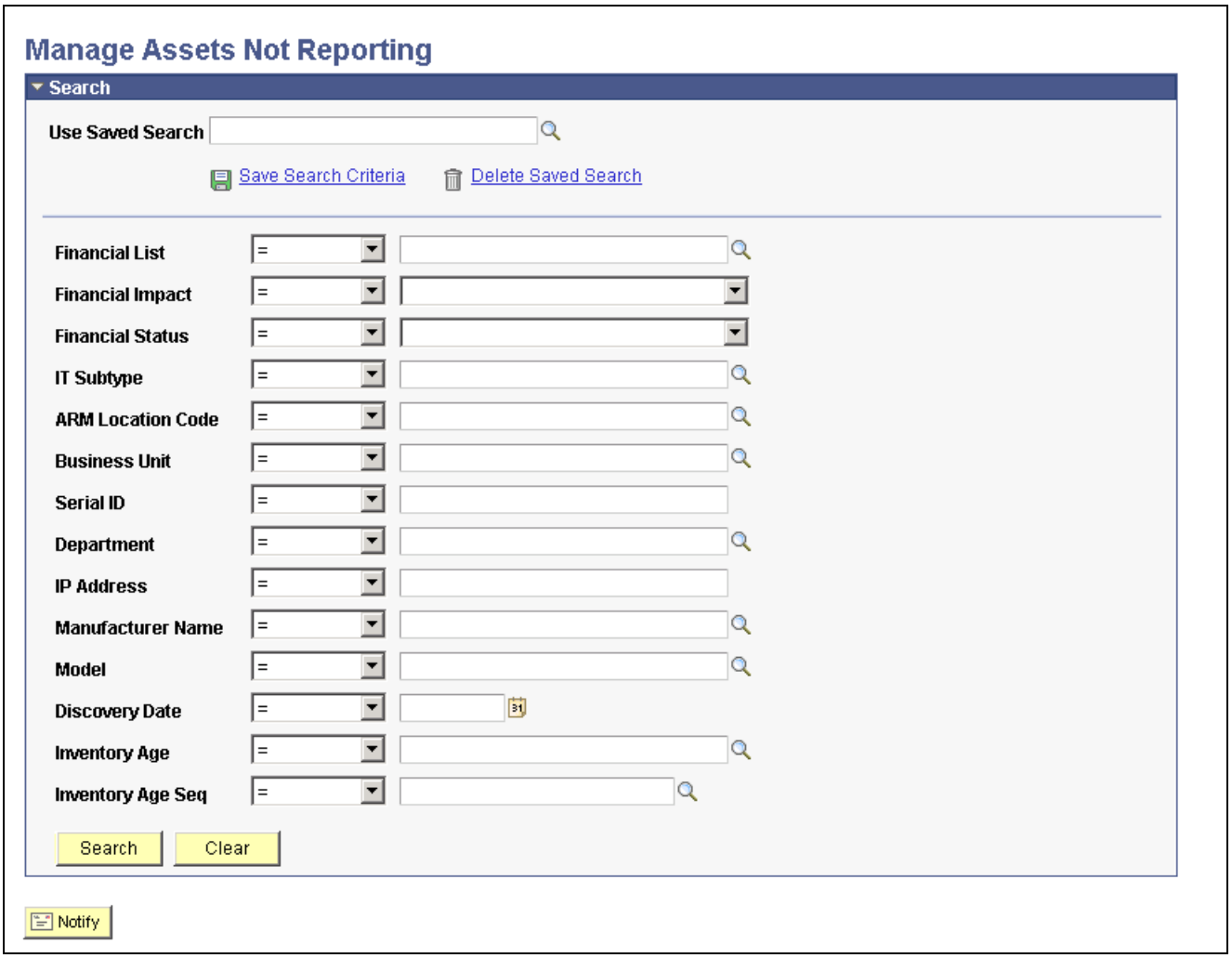
- Review location information.
- Review financial information.
- Work with actions.
- Add retirement comments.

Searching for Assets Not Reporting

Access the Manage Assets Not Reporting page.

The search criteria fields on the Manage Assets Not Reporting page are dynamic and are very similar to those on the Manage Exceptions page. An attribute will be hidden if there is no active business rule associated with that attribute. User-defined fields must have an attribute created and must have an active rule to display. The label of a user-defined field is based on the value in the Long Name field on the User Defined Fields page.

See Chapter 8, "Managing Exceptions," Accessing Exceptions, page 82.

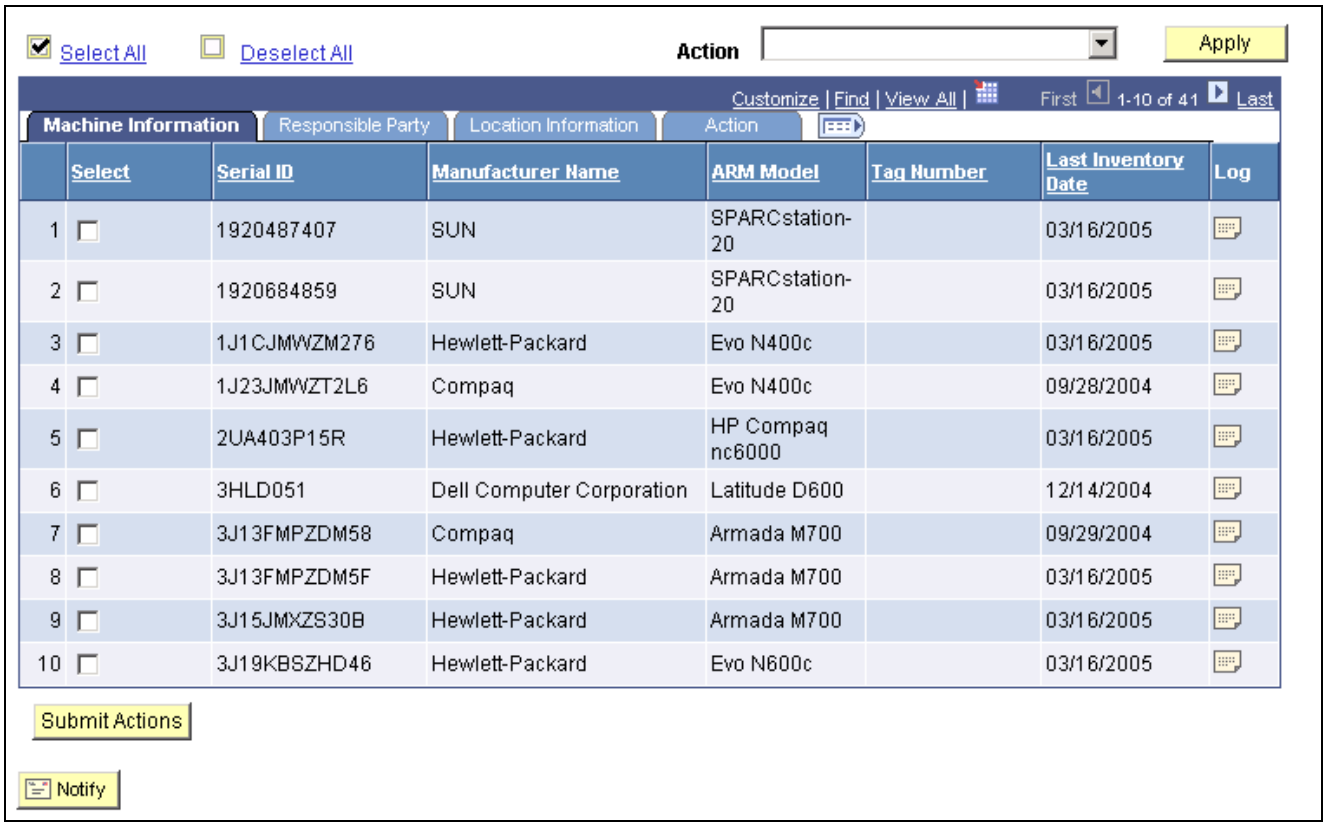


Manage Assets Not Reporting page

Reviewing Machine Information

Access the Machine Information tab on the Manage Assets Not Reporting page.

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	Select	Serial ID	Manufacturer Name	ARM Model	Tag Number	Last Inventory Date	Log
1	☐	1920487407	SUN	SPARCstation-20		03/16/2005	
2	☐	1920684859	SUN	SPARCstation-20		03/16/2005	
3	☐	1J1CJMWZM276	Hewlett-Packard	Evo N400c		03/16/2005	
4	☐	1J23JMWZT2L6	Compaq	Evo N400c		09/28/2004	
5	☐	2UA403P15R	Hewlett-Packard	HP Compaq nc6000		03/16/2005	
6	☐	3HLD051	Dell Computer Corporation	Latitude D600		12/14/2004	
7	☐	3J13FMPZDM58	Compaq	Armada M700		09/29/2004	
8	☐	3J13FMPZDM5F	Hewlett-Packard	Armada M700		03/16/2005	
9	☐	3J15JMXZS30B	Hewlett-Packard	Armada M700		03/16/2005	
10	☐	3J19KBSZHD46	Hewlett-Packard	Evo N600c		03/16/2005	

Manage Assets Not Reporting page: Machine Information tab

Select Select the check box to perform an action on the asset or add the asset to a financial impact list.

Serial ID Displays the Serial ID from the asset repository.

Manufacturer Name Displays the name of the manufacturer from the asset repository.

ARM Model Displays the ARM model from the asset repository.

Tag Number Displays the tag number from the asset repository.

Last Inventory Date Displays the date of the last inventory report that the asset sent.



Click the Log icon to access the Comments page.

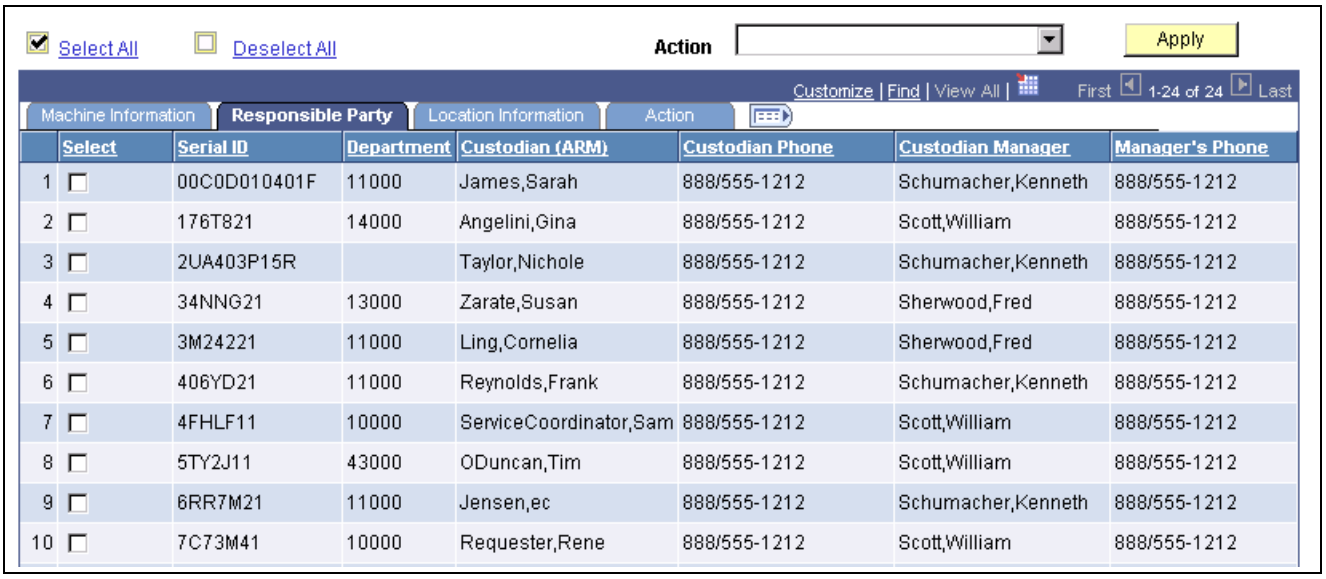


Click the Notify icon to send email notification to appropriate personnel.

Reviewing Responsible Parties

Access the Responsible Party tab on the Manage Assets Not Reporting page.

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Select All Deselect All Action Apply

Customize | Find | View All | First 1-24 of 24 Last

Machine Information | Responsible Party | Location Information | Action

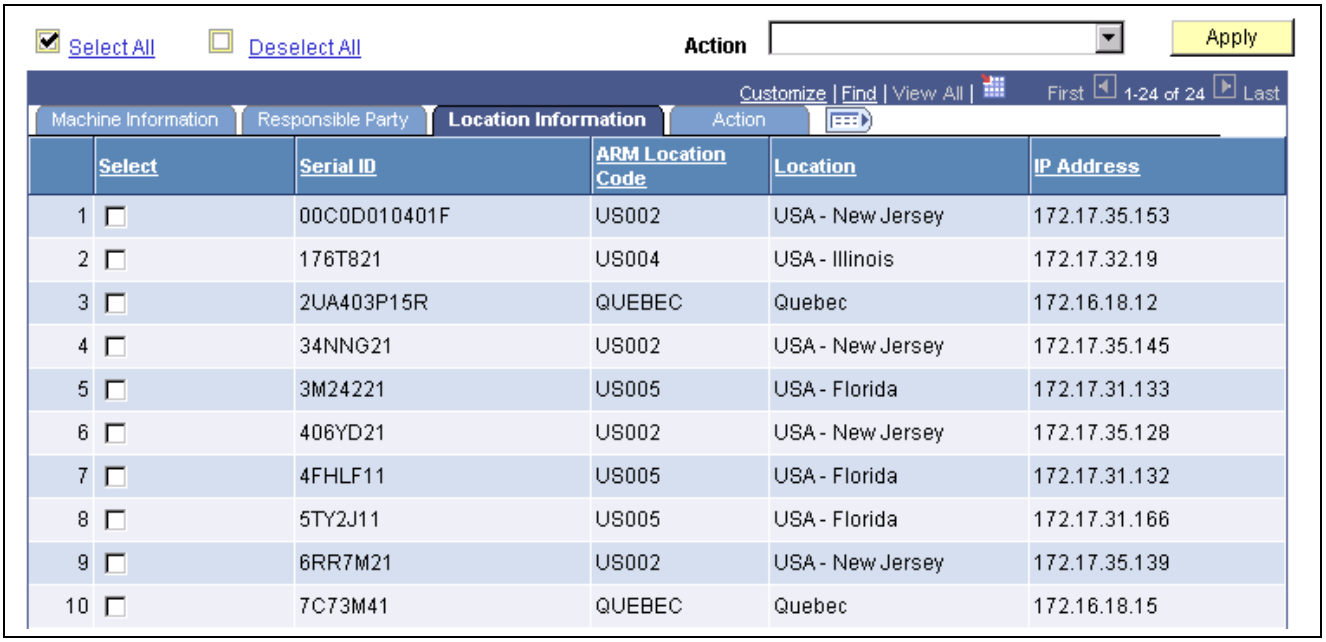
	Select	Serial ID	Department	Custodian (ARM)	Custodian Phone	Custodian Manager	Manager's Phone
1	☐	00C0D010401F	11000	James,Sarah	888/555-1212	Schumacher,Kenneth	888/555-1212
2	☐	176T821	14000	Angelini,Gina	888/555-1212	Scott,William	888/555-1212
3	☐	2UA403P15R		Taylor,Nichole	888/555-1212	Schumacher,Kenneth	888/555-1212
4	☐	34NNG21	13000	Zarate,Susan	888/555-1212	Sherwood,Fred	888/555-1212
5	☐	3M24221	11000	Ling,Cornelia	888/555-1212	Sherwood,Fred	888/555-1212
6	☐	406YD21	11000	Reynolds,Frank	888/555-1212	Schumacher,Kenneth	888/555-1212
7	☐	4FHLF11	10000	ServiceCoordinator,Sam	888/555-1212	Scott,William	888/555-1212
8	☐	5TY2J11	43000	ODuncan,Tim	888/555-1212	Scott,William	888/555-1212
9	☐	6RR7M21	11000	Jensen,ec	888/555-1212	Schumacher,Kenneth	888/555-1212
10	☐	7C73M41	10000	Requester,Rene	888/555-1212	Scott,William	888/555-1212

Manage Assets Not Reporting page: Responsible Parties tab

All fields on this page are display only.

Reviewing Location Information

Access the Location Information tab on the Manage Assets Not Reporting page.



Select All Deselect All Action Apply

Customize | Find | View All | First 1-24 of 24 Last

Machine Information | Responsible Party | Location Information | Action

	Select	Serial ID	ARM Location Code	Location	IP Address
1	☐	00C0D010401F	US002	USA - New Jersey	172.17.35.153
2	☐	176T821	US004	USA - Illinois	172.17.32.19
3	☐	2UA403P15R	QUEBEC	Quebec	172.16.18.12
4	☐	34NNG21	US002	USA - New Jersey	172.17.35.145
5	☐	3M24221	US005	USA - Florida	172.17.31.133
6	☐	406YD21	US002	USA - New Jersey	172.17.35.128
7	☐	4FHLF11	US005	USA - Florida	172.17.31.132
8	☐	5TY2J11	US005	USA - Florida	172.17.31.166
9	☐	6RR7M21	US002	USA - New Jersey	172.17.35.139
10	☐	7C73M41	QUEBEC	Quebec	172.16.18.15

Manage Assets Not Reporting page: Location Information tab

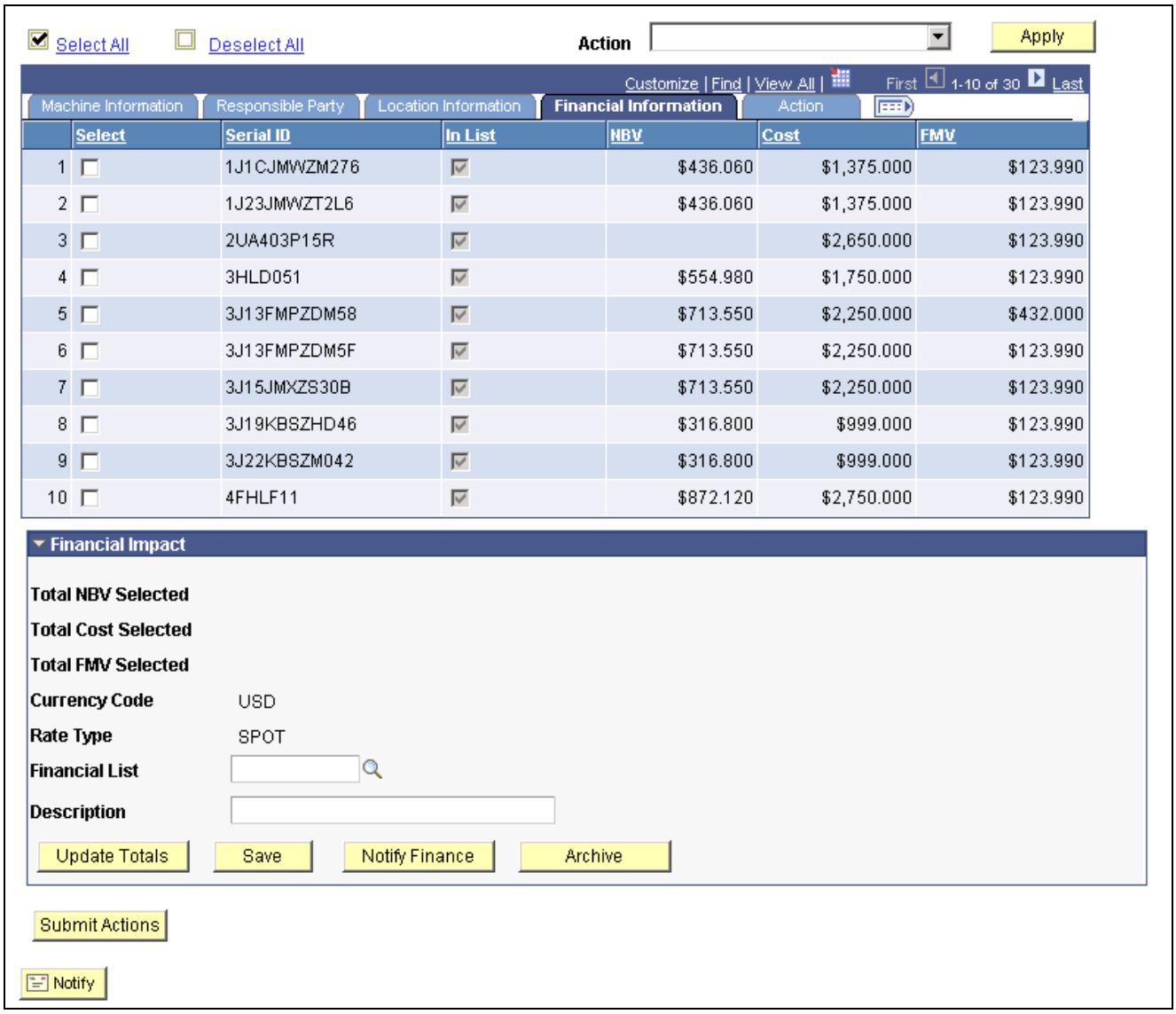
ARM Location Code and **Location** — Displays the location shown in the asset repository.

IP Address — Displays the last logged IP address reported by the third-party inventory database.

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Working with Financial Information

Access the Financial Information tab on the Manage Assets Not Reporting page.



Manage Assets Not Reporting page: Financial Information tab

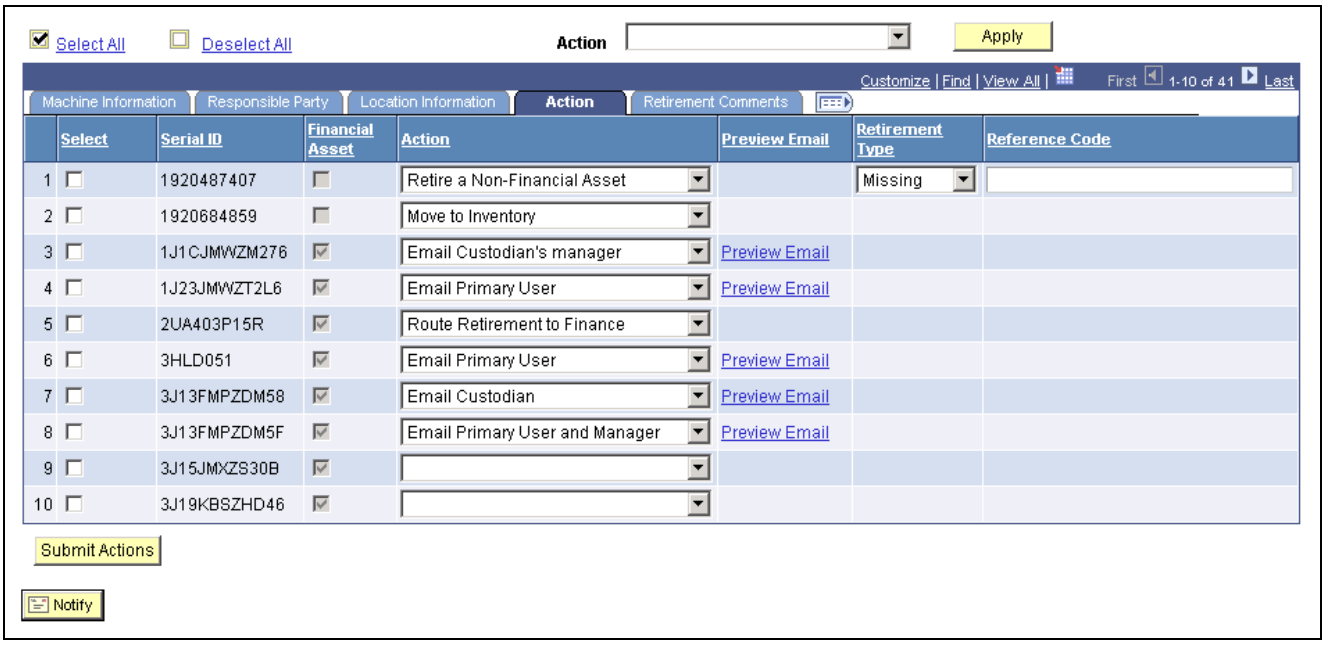
The Financial Information tab is displayed when the Financial Impact check box is selected in Installation Options and one or more of the financial search criteria are selected.

See Chapter 8, "Managing Exceptions," Managing Exceptions, page 86.

Working with Actions

Access the Action tab on the Manage Assets Not Reporting page.

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Manage Assets Not Reporting page: Action tab

Financial Asset This field indicates if an asset is a financial asset. If the asset is marked as a financial asset, the *Retire a Non-Financial Asset* action is not available. If the asset is not a financial asset, the *Route to Finance* action is not available. This prevents users from trying to retire a financial asset or routing a non-financial asset to the Finance department through workflow.

Action When you select an action that sends an email, the system displays the Preview Email link. Click this link to view the email content.

When you select *Retire a Non-Financial Asset*, the Retirement Type and Reference Code fields become visible for entry, as does the Retirement Comments tab.

Preview Email This column is displayed with links when an email action is selected. Click the link to preview the email content.

Retirement Type Select a retirement type. Values are: *Abandoned, Auto-Ret, Cannibal, Casualty, Disappear, Donated, Inventory, Like Kind, Missing, Sale, Scrap, Theft,* and *Trade-In.*

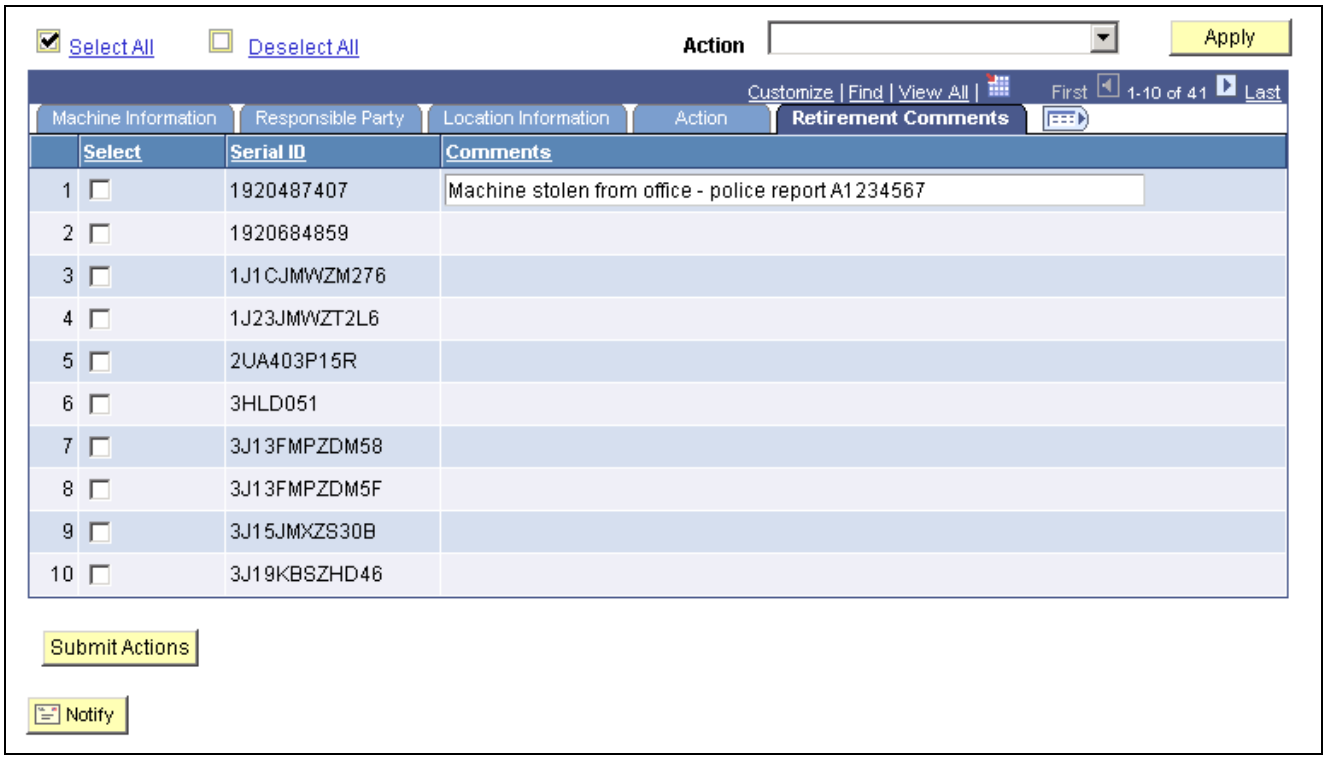
Reference Code Enter a reference code for the retirement, if applicable.

Adding Retirement Comments

Access the Retirement Comments tab on the Manage Non-Reporting page.

The Retirement Comments page is available only if *Retire a Non-Financial Asset* is selected on the Action page.

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Manage Assets Not Reporting page: Retirement Comments tab

Apply Click to apply the selected action to each row that is selected in the grid. The system intelligently applies actions to assets based off of the financial status of the asset and the financial implication of the action selected for application. For example, Retire a Non-financial asset will not be applied to a financial asset.

Note. TheSubmit Actions button must be invoked in order to execute the actions that are associated with each line in the grid.

Submit Actions Click to submit all selected assets' actions.

Note. This action saves the changes.

Add retirement specific comments for any assets that are being retired.

Viewing Action Errors

This section provides an overview of action errors and discusses how to review action errors.

Understanding Action Errors

When you work with exceptions and assets not reporting, you select actions to perform on specific assets.

Actions that cannot be executed are stored so that information that is missing can be corrected. Actions that are prerequisites for other actions may need to be executed first, and therefore, may generate errors. If an action fails for any reason during either online or batch processing, the transaction is added to the error table.

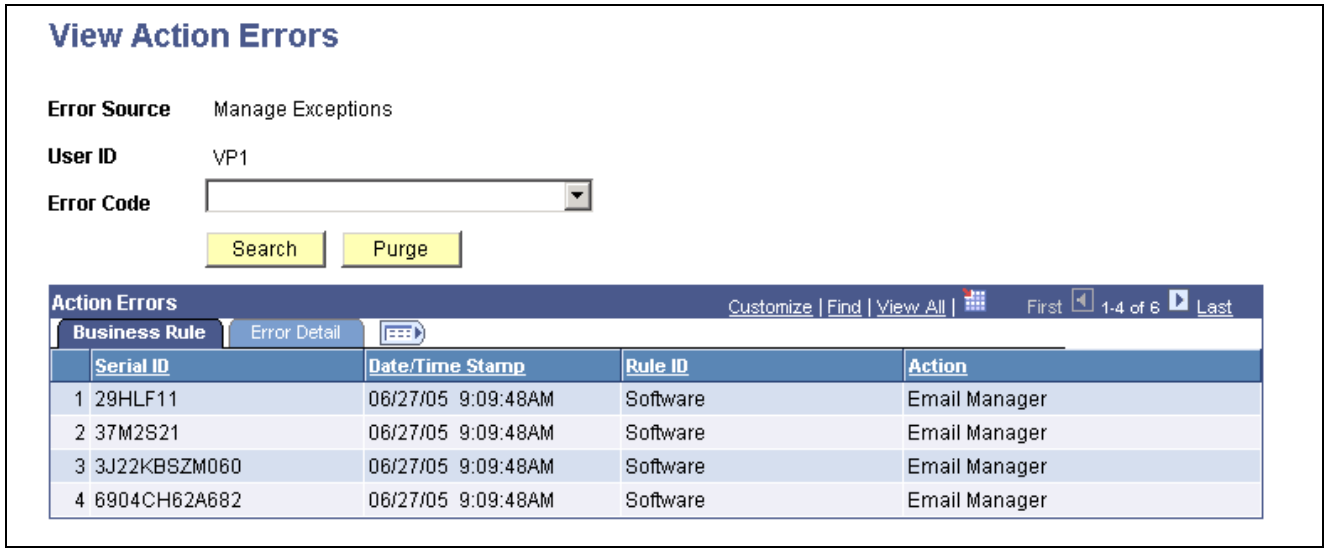
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Page Used to View Action Errors

Page Name	Object Name	Navigation	Usage
View Action Errors	IT_ACTN_ERR	IT Asset Management, Asset Discovery and Validation, View Action Errors, View Action Errors	View action errors created during exception or non-reporting asset processing.

Viewing Action Errors

Access the Business Rule tab on the View Action Errors page.



View Action Errors page: Business Rule tab

Note. The Rule ID and Rule Option columns are not displayed for non-reporting asset errors.

Error Code

You can refine your search to display specific error codes. Error codes are available in the drop-down list. Values are:

Business Unit in another SetID

Component Interface Failed

Duplicate Serial Number

Financial Asset Retirement

New Serial Number not provided

No Email Address

No Employee ID

Route Non-Financial Asset

Worklist Creation Failed

Error codes are specific to the asset source.

Purge

Because Manage Exception cleans up the asset errors when any action is executed for that asset, the only time that there will be rows remaining for an asset are when the asset had a previous error, and then on a subsequent

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reconciliation was found to have broken no rules. For assets not reporting, you will need to select the rows to purge since the actions are not rule based.

Viewing Error Detail

Access the Error Detail tab on the View Action Errors page.

Review the details of the error.

Managing Financial Lists

This section discusses how to manage financial lists.

Pages Used to Manage Financial Lists

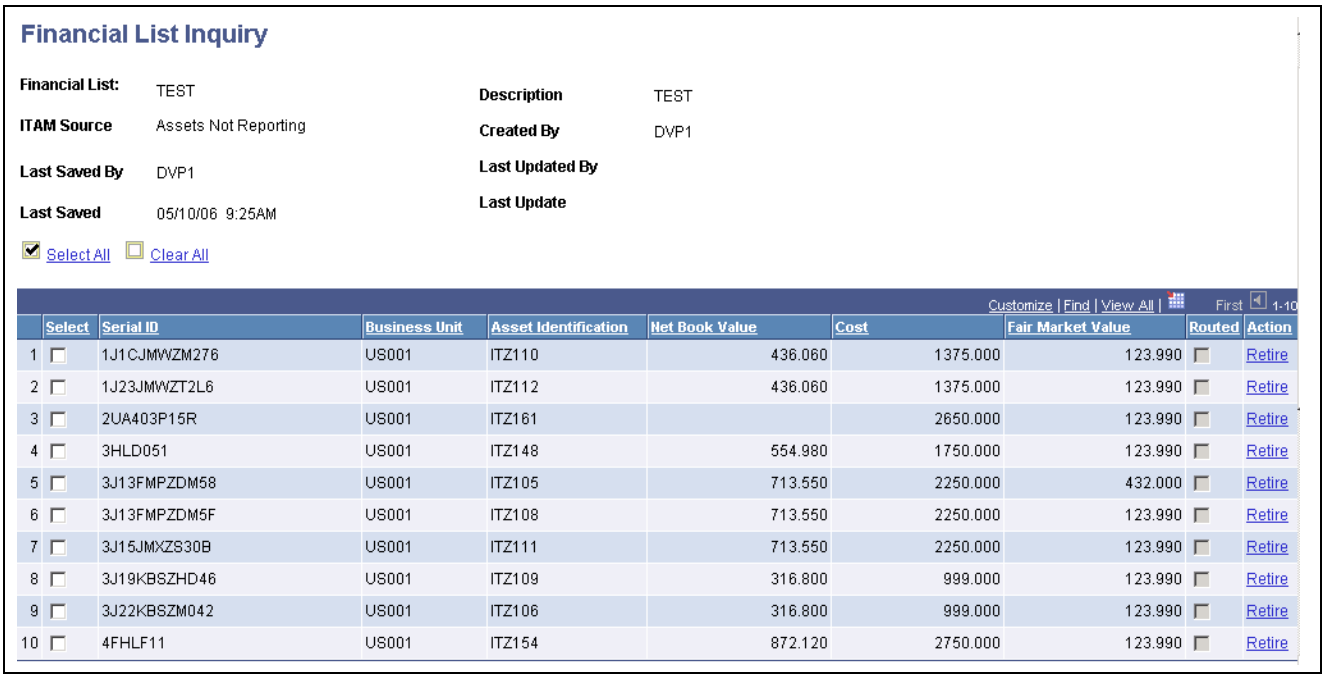
Page Name	Object Name	Navigation	Usage
Financial List Inquiry	IT_FIA_INQ	IT Asset Management, Financials and Leases, Financial List Inquiry	Retrieve and update existing financial lists that were created from either Manage Exceptions or Manage Assets Not Reporting.
Financial List Archive	IT_FIA_ARCH	IT Asset Management, Financials and Leases, Financial List Archive	Retrieve archived financial lists for review.

Retrieving Financial Lists

Access the Financial List Inquiry page.

The Financial list inquiry page is designed primarily to allow financial managers access to the financial lists without the need for security setup to ITAM pages. Managers are able to deselect assets from the list as well as retire assets on a line by line basis.

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Financial List Inquiry

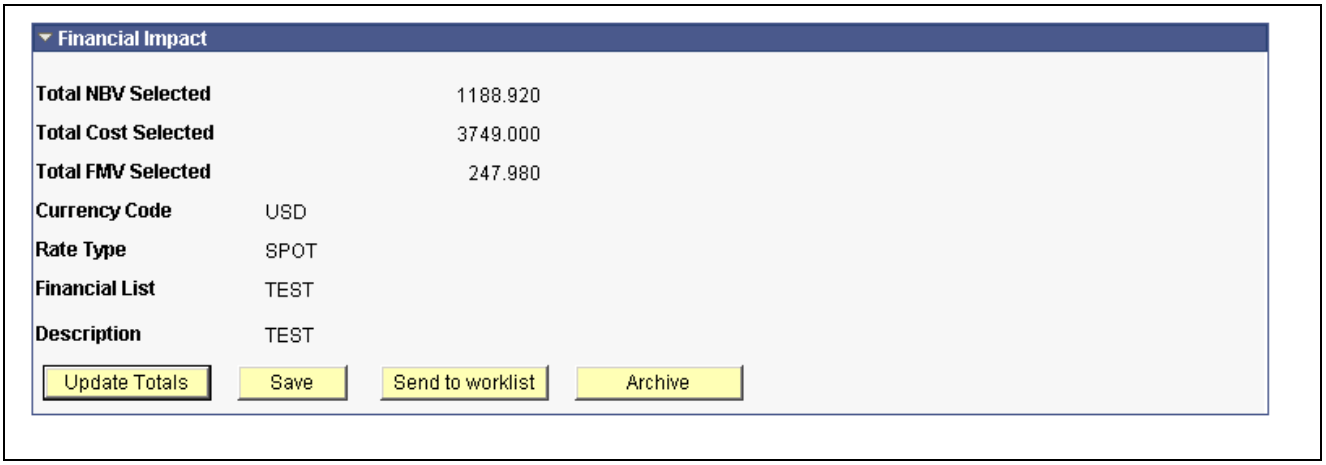
Financial List:	TEST
ITAM Source	Assets Not Reporting
Last Saved By	DVP1
Last Saved	05/10/06 9:25AM
Description	TEST
Created By	DVP1
Last Updated By	
Last Update	

Select All | Clear All

Customize | Find | View All | First 1-10

	Select	Serial ID	Business Unit	Asset Identification	Net Book Value	Cost	Fair Market Value	Routed	Action
1		1J1CJMWZM276	US001	ITZ110	436.060	1375.000	123.990		Retire
2		1J23JMWZT2L6	US001	ITZ112	436.060	1375.000	123.990		Retire
3		2UA403P15R	US001	ITZ161		2650.000	123.990		Retire
4		3HLD051	US001	ITZ148	554.980	1750.000	123.990		Retire
5		3J13FMPZDM58	US001	ITZ105	713.550	2250.000	432.000		Retire
6		3J13FMPZDM5F	US001	ITZ108	713.550	2250.000	123.990		Retire
7		3J15JMXZS30B	US001	ITZ111	713.550	2250.000	123.990		Retire
8		3J19KBSZHD46	US001	ITZ109	316.800	999.000	123.990		Retire
9		3J22KBSZM042	US001	ITZ106	316.800	999.000	123.990		Retire
10		4FHLF11	US001	ITZ154	872.120	2750.000	123.990		Retire

Financial List Inquiry page (1 of 2)



Financial Impact

Total NBV Selected	1188.920
Total Cost Selected	3749.000
Total FMV Selected	247.980
Currency Code	USD
Rate Type	SPOT
Financial List	TEST
Description	TEST

Update Totals | Save | Send to worklist | Archive

Financial List Inquiry (2 of 2)

Routed Indicates that the asset has already been sent to a worklist in an action either in Manage Exceptions or in Manage Assets Not Reporting or from the current context.

Retire Click this link to initiate direct retirement of an asset from the Asset Repository. You are transferred to the Retire Assets page. One the retirement is complete, upon returning to the financial list, the retired asset is unavailable for further action.

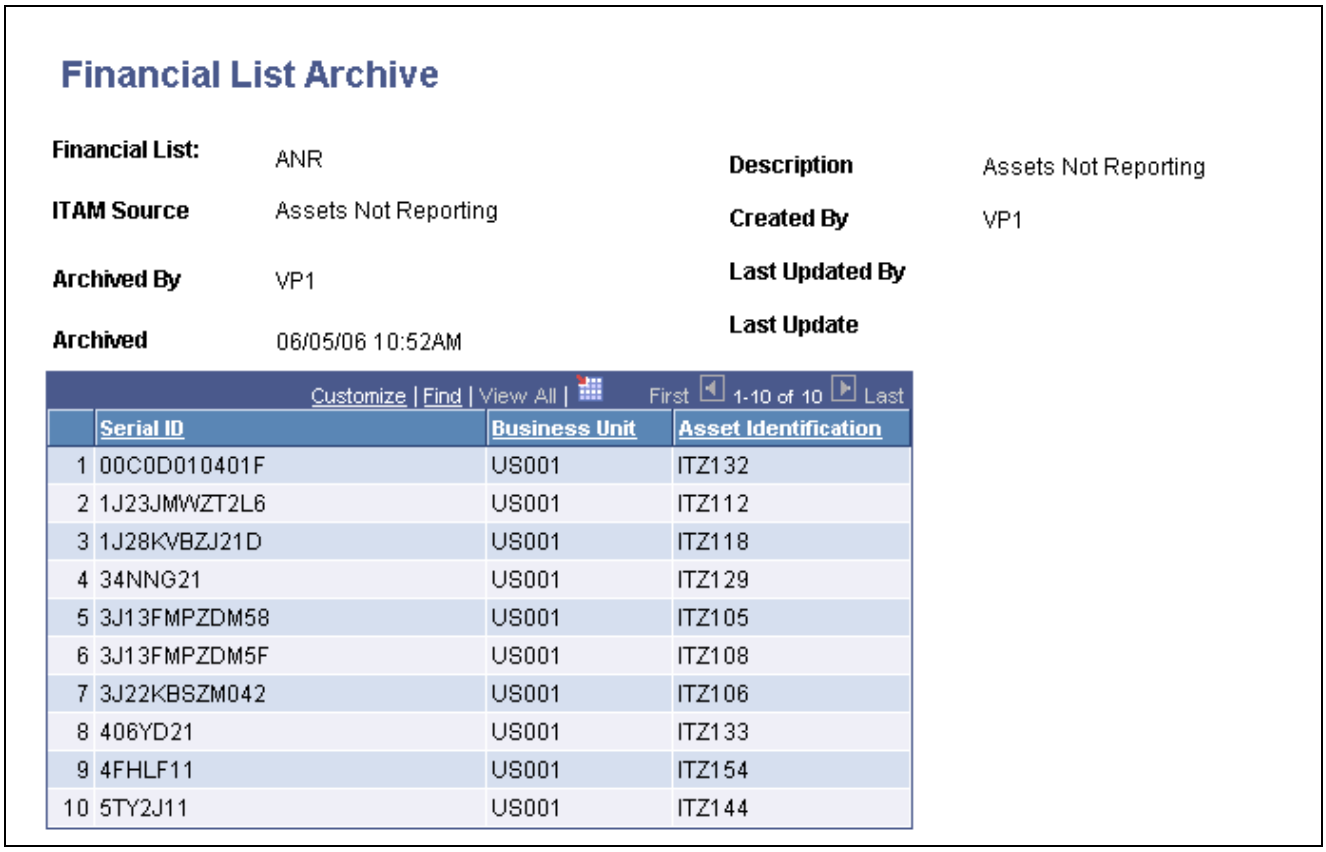
Send to Worklist Delegate selections to an existing PeopleTools Finance worklist.

Archiving Financial Lists

Access the Financial List Archive page.

Retrieve archived financial lists for review.

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Financial List Archive

Financial List:	ANR	**Description**	Assets Not Reporting
ITAM Source	Assets Not Reporting	**Created By**	VP1
Archived By	VP1	**Last Updated By**	
Archived	06/05/06 10:52AM	**Last Update**	

Customize | Find | View All | First 1-10 of 10 Last

	Serial ID	Business Unit	Asset Identification
1	00C0D010401F	US001	ITZ132
2	1J23JMWZT2L6	US001	ITZ112
3	1J28KVBZJ21D	US001	ITZ118
4	34NNG21	US001	ITZ129
5	3J13FMPZDM58	US001	ITZ105
6	3J13FMPZDM5F	US001	ITZ108
7	3J22KBSZM042	US001	ITZ106
8	406YD21	US001	ITZ133
9	4FHLF11	US001	ITZ154
10	5TY2J11	US001	ITZ144

Financial List Archive page

Working with the Asset Log

This section discusses how to work with the asset log.

Page Used to Work with the Asset Log

Page Name	Object Name	Navigation	Usage
View Asset Log	IT_ASSET_LOG	IT Asset Management, Asset Discovery and Validation, View Asset Log, View Asset Log	Review the comments that have been added by manage exceptions. The log shows the actions executed by manage exceptions. Assets added through batch do not have an asset log created for them.

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CHAPTER 9

Using Inventory for IT Assets

This chapter discusses how to:

- Add and maintain assets.
- Work with hardware inventory.
- Work with software license inventory.
- Work with software inventory.
- Work with asset financials.
- Work with leases.

Adding and Maintaining Assets

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

- Add asset information.
- Add IT asset related information.
- Use ExpressAdd.
- Print an asset view.
- View the asset component hierarchy.
- Use workflow when adding an asset.

Understanding Adding and Maintaining Assets

The PeopleSoft Enterprise Asset Management application is used to add and maintain IT assets. When you are adding IT assets on the General Information page, you select an asset type of *Hardware* or *Software* and select the appropriate subtype. On the Asset Operation/Maintenance page, you can enter an Internet Protocol (IP) address and add additional information in user-defined fields. Additionally, IT Hardware assets are required to have a serial number. Provide the serial number for the asset on the Operations/Maintenance tab.

Software assets have a SKU that must be populated. You can do this in the Basic Add component for individual assets. You can add the SKU to the Item master so that when the assets are acquired through PO/AP integration, they automatically inherit the SKU from the Item master.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets".

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Pages Used to Add and Maintain Assets

Page Name	Object Name	Navigation	Usage
General Information	ASSET_GENERAL_01	Asset Management, Asset Transactions, Owned Assets, Basic Add, General Information	Add and maintain hardware or software assets.
Operation/Maintenance	ASSET_GENERAL_02	Asset Management, Asset Transactions, Owned Assets, Basic Add, Operation/Maintenance	Add or update IT asset-related information.
Definition	ASSET_LEASE_01	Asset Management, Asset Transactions, Leased Assets, ExpressAdd, Definition	Create capital or operating leases with appropriate payment and depreciation schedules.
Printable view of Asset	AM_LOOKUP_PRINT	Asset Management, Print an Asset	Print basic asset information.
Asset Component Hierarchy	AM_HGRID	Asset Management, Asset Transactions, Owned Assets, View Component Hierarchy	View asset hierarchy in a grid.
Asset Component Hierarchy	AM_HGRID	Asset Management, Asset Transactions, Owned Assets, Manage Component Hierarchy	Move assets within the asset hierarchy.
Add Asset	AM_ADD_E_LINK_WL	Worklist, Worklist	Approve or deny a request from Manage Exceptions to add an asset, identified on the worklist as Worked by Activity AM_RTF_ADD_BASIC and specified in a link described as Asset added from Manage Exceptions, Route to Finance.

Adding Asset Information

Access the General Information page.

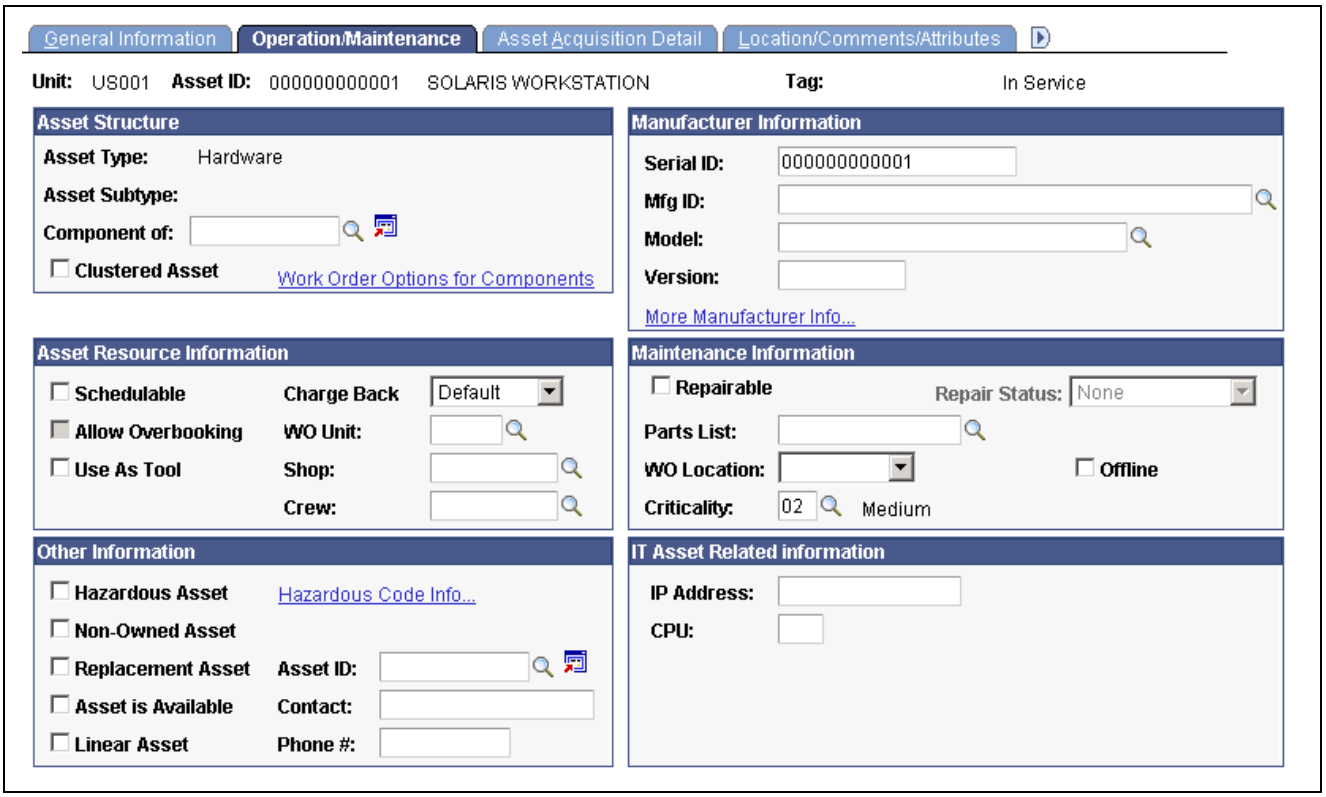
Note. You should enter an asset subtype for each IT hardware asset. Assets without subtypes supersede IT role access and will be viewable by all users.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets".

Adding IT Asset-Related Information

Access the Operation/Maintenance page.

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Operation/Maintenance page

Note. IT Hardware assets are required to have a serial number.

IT Asset Related Information

The fields in the IT Asset Related Information group box are available only if you select an asset type of *Hardware* or *Software* on the General Information page.

IP Address Enter an IP address, if applicable.

CPU Enter the number of CPUs that an IT hardware device has installed, physical and/or virtual.

User-Defined Fields All user-defined fields that have a status of *Active* are available for entry. These fields will show the label as defined in user-defined setup.

Using ExpressAdd

Access the Definition page.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Adding Assets with the Asset ExpressAdd Component.

Printing an Asset View

Access the Printable View of Asset page.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Printing Asset Information.

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Viewing the Asset Component Hierarchy

Access the Asset Component Hierarchy page.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, "Adding and Maintaining Assets," Viewing and Managing the Component Asset Hierarchy.

Using Workflow When Adding an Asset

Access the Add Asset page.

Use this interim page to add additional information about the asset prior to adding it. Use the EmplID link to view basic employee information.

When you have verified that the asset values are correct, click the Add Asset link. This transfers you to the Basic Add component in PeopleSoft Asset Management. If the asset has already been added prior to accessing this page, the Asset ID appears only; the Add Asset link changes to Capitalize Asset. Clicking the link transports you to the Basic Add pages in PeopleSoft Asset Management for capitalization. If the asset is in the Transaction Loader process, the page appears only and a Hold check box appears. The asset must be completely loaded before you attempt to capitalize the asset (or add) through workflow.

To deny the workflow, click Deny and provide a reason for the denial.

Working with Hardware Inventory

This section provides an overview of hardware inventory and discusses how to work with hardware inventory.

Understanding Hardware Inventory

PeopleSoft IT Asset Management monitors constantly changing IT assets in the field to ensure that financially significant changes to those assets are actually on the books. Hardware inventory is a simple metric: the count of all IT hardware, by subtype, that appears in the third-party inventory database and asset repository. It also provides a summary count of IT hardware that appears in one database, but not the other.

PeopleSoft ITAM provides hardware inventory metrics that you can access through the IT Portal. Users can see a summary level report on their dashboard, and then can drill down to detail information by accessing the Hardware Inventory Detail page. Users can view a detailed list of the assets, or click a serial ID (where the asset exists in the repository) to get a printable view of a single asset.

PeopleSoft ITAM provides hardware inventory metrics that you can access through the IT Portal. You can see a summary report.

See Also

PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook, "Using Pagelets Enabled by PeopleSoft IT Asset Management," Viewing Hardware Inventory

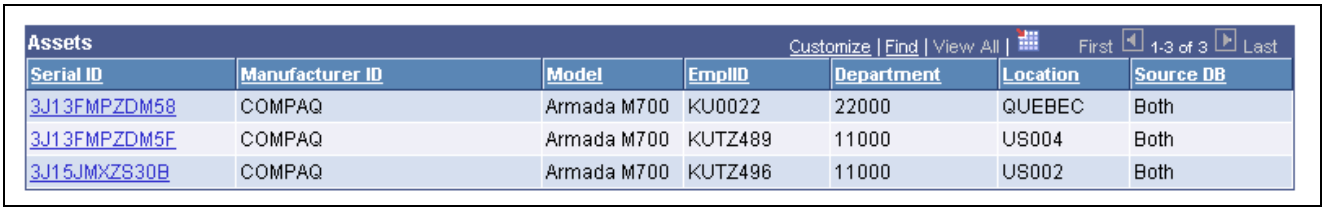
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Page Used to Work with Hardware Inventory

Page Name	Object Name	Navigation	Usage
Assets	IT_HRDWR_DTL	IT Asset Management, Inventory Views, Hardware Inventory, Assets	View assets that are found in the third-party inventory database, the asset repository, or both.

Working with Hardware Inventory

Access the Assets page.



Assets page

Serial ID Displays the unique serial ID of the device. Click the link to access the Asset Detail page.

Note. No link appears if the grid displays hardware inventory in the third-party inventory database.

Note. Run the delivered query, AM_IT_ASSETS_SERIAL_ID to detect duplicate and blank Serial IDs.

See Chapter 6, "Working with the Asset Repository," Running Delivered Queries for Comparison to the Asset Repository, page 66.

Source DB Displays whether the asset was found in the third-party inventory database, the asset repository, or both.

Working with Software License Inventory

This section discusses how to work with software license inventory.

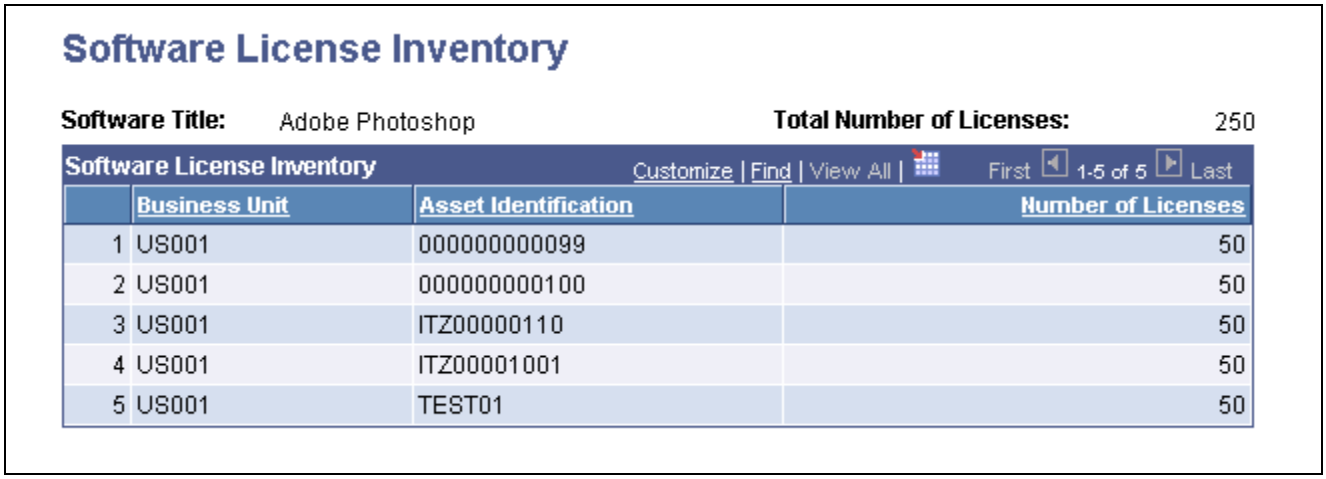
Page Used to Work with the Software License Inventory

Page Name	Object Name	Navigation	Usage
Software License Inventory	IT_SFTWR_ASTQTY	IT Asset Management, Inventory Views, Software License Inventory, Software License Inventory	View the number of licenses for specific software titles.

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Working with the Software License Inventory

Access the Software License Inventory page.



Software License Inventory page

Asset Identification Displays the Asset ID that is associated with a specific purchase of licenses that are defined by this software title.

Number of Licenses Specifies the total count of licenses that are granted in the transaction that is specified under the AssetID. This count is calculated from the Software Attributes page as the product of the quantity (number of units (SKUs) purchased) for the asset and the number of licenses per purchasing unit (SKU).

See Chapter 6, "Working with the Asset Repository," Setting Up Software in the Asset Repository, page 53.

Working with Software Inventory

This section discusses how to work with software inventory.

See Also

PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook, "Using Pagelets Enabled by PeopleSoft IT Asset Management," Viewing Software Inventory

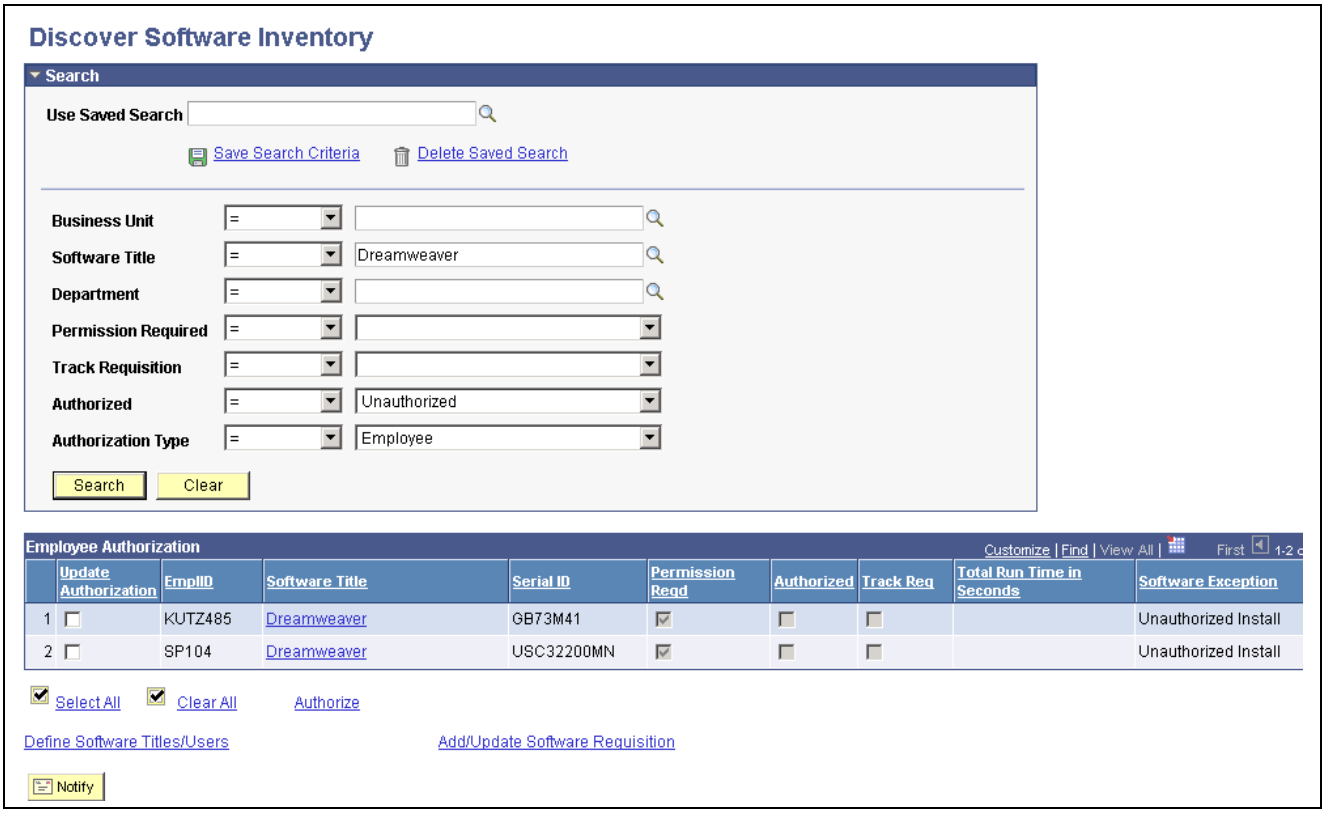
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Pages Used to Work with Software Inventory

Page Name	Object Name	Navigation	Usage
Discover Software Inventory	IT_SFTWR_USER	IT Asset Management, Inventory Views, Discovered Software Inventory, Discover Software Inventory	View software inventory with specific parameters.
Authorize Software License	IT_SFTWR_USER_AUTH	Click the Authorizelink from the Discover Software Inventory page.	Authorize employees for access or removal from access to specific software titles.
Software Device Inventory	IT_SWGRP_DTL	IT Asset Management, Inventory Views, Software Device Inventory, Software Device Inventory	View assets by software device group and the confirmed licenses that are associated with those assets for a specific software title.

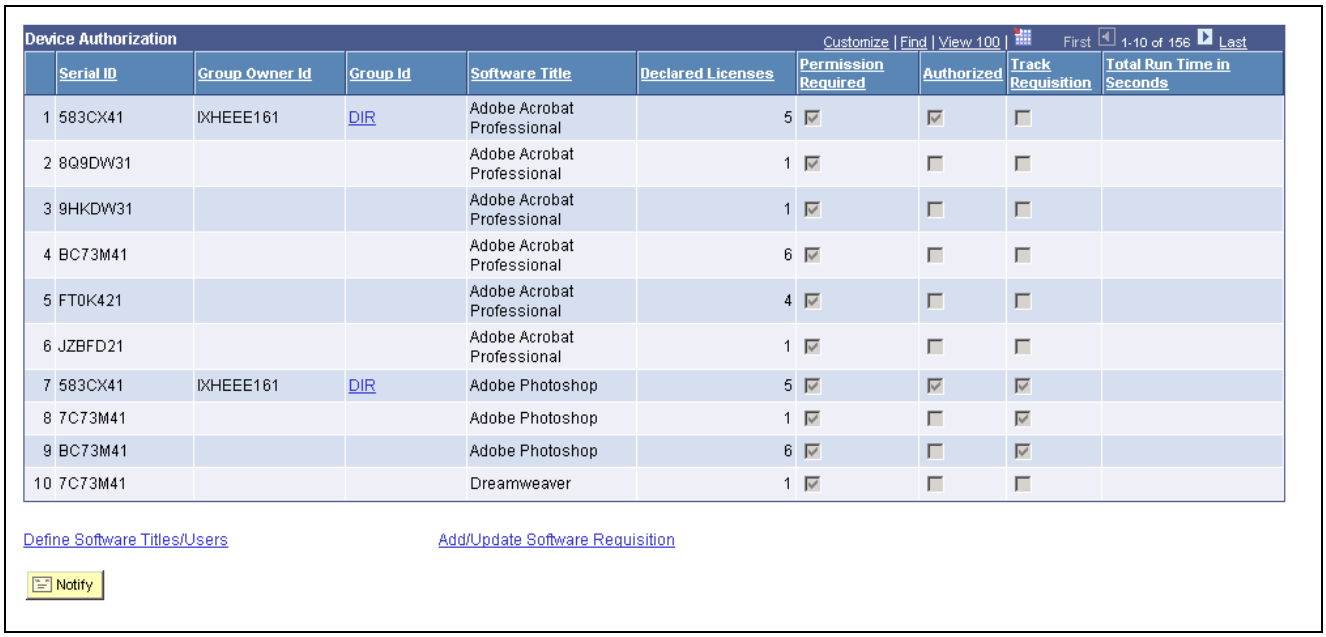
Working with Software Inventory

Access the Discover Software Inventory page.



Discover Software Inventory page (1 of 2)

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Discover Software Inventory page (2 of 2)

Search

Business Unit Enter the business unit. If you leave this field blank, the search returns all business units that you have access to.

Software Title Enter the software title to narrow the search. If you leave this field blank, the search returns all software titles.

Department Enter the department to narrow the search. If you leave this field blank, the search returns all departments that you have access to.

Permission Required Permission Required indicates that the software user must be authorized to install the software title. This option is selected on the Define Software Titles page.

Select *Yes* or *No*. If you leave this field blank, the search returns all software titles regardless of authorization requirements.

Track Requisition Track Requisition indicates that a count of installed copies of this software will be subtracted from the count of purchased licenses. If the result is a negative number, it appears as a request to create requisitions. This option is selected on the Define Software Titles page.

Select *Yes* or *No*. If you leave this field blank, the search returns all software titles regardless of tracking requirements.

Authorized Select *Authorized* or *Unauthorized*. If you leave this field blank, the search returns both authorized and unauthorized installations.

Authorization Type Select to limit the search. Values are:

- *Employee:* For retrieval of those devices that use the employee-based authorization model. These assets appear in the Employee Authorization result grid.

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- *Device:* For retrieval of those devices that use the serial ID-based authorization model. These assets appear in the Device Authorization result grid.

Note. If this field is blank, the search returns both device and employee information.

See Chapter 5, "Setting Up PeopleSoft IT Asset Management Resource Settings," Defining Software Device Groups, page 36.

Employee Authorization

Update Authorization Select the grid row for inclusion. Change the authorization status of selected users to add or remove authorizations without leaving the Discover Software Inventory page. Select the Update Authorization check box for the appropriate employee or employees, and click the Authorize button to update their status.

Note. This column is visible only when the Allow Authorization check box is selected for a given user within User Preferences - IT Asset Management.

EmplID The employee who has installed the software.

Software Title Click to access a list of all employee groups that are authorized to use this title.

Serial ID Displays serial ID of the asset.

Permission Reqd (Required) Displays whether permission is required to install the software.

Authorized Displays whether this installation is authorized.

Track Req (track requisition) Displays whether the system tracks installed or. acquired licenses of this software and display deficits.

Total Run Time in Seconds Displays the total time the software has been run by that user on the machine. It is a monthly aggregate. When no monthly value is available, the aggregate value for the previous month is returned for total run time (in all conditions). Total run time is returned only when third-party application metering is installed and reporting application inventory.

Software Exception Specifies whether the user has installed more copies of an application than authorized or is not authorized to install the application. Delivered values are *Over the Limit* and *Unauthorized Install.* This field is blank if Permission Reqd is not selected.

Select All and **Clear All** Select to perform mass selection or clearing of all items in the Employee Authorization grid.

Note. These actions are visible only when the Allow Authorization check box is selected for a given user within User Preferences - IT Asset Management.

Authorize Click to update authorization status of the selected employees. This link accesses the Authorize Software Inventory page.

Note. This link is visible only when the Allow Authorization check box is selected for a given user within User Preferences - IT Asset Management.

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	See Employee Authorization subtopic subsequently.
Define Software Titles/Users	Click to add authorizations for software titles. You are directed to the Define Software Titles/Users page.
Add/Update Software Requisition	Click to launch the eProcurement menu and choose between continuing work on a requisition in progress or create a new requisition to obtain software. This opens a new menu to facilitate the software inventory detail. Obtaining software with this approach meets the obligations of some software contracts. If this approach does not meet the conditions of the contract, use the software authorization method.

Note. All software metrics and related details do *not* use IT Role access.

Authorize Software Licenses

The Authorize Software License page appears when the Authorize link is selected from the Discover Software Inventory page.



Authorize Software License page

See Chapter 5, "Setting Up PeopleSoft IT Asset Management Resource Settings," Creating Employee Groups, page 44.

See Chapter 6, "Working with the Asset Repository," Defining Software Titles, page 54.

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Device Authorization

This grid displays the devices that use the Serial ID-based software license model instead of the Employee-based model. The devices that use the employee-based software license model are displayed in the first grid of the Discover Software Inventory page.

See Chapter 5, "Setting Up PeopleSoft IT Asset Management Resource Settings," Defining Software Device Groups, page 36.

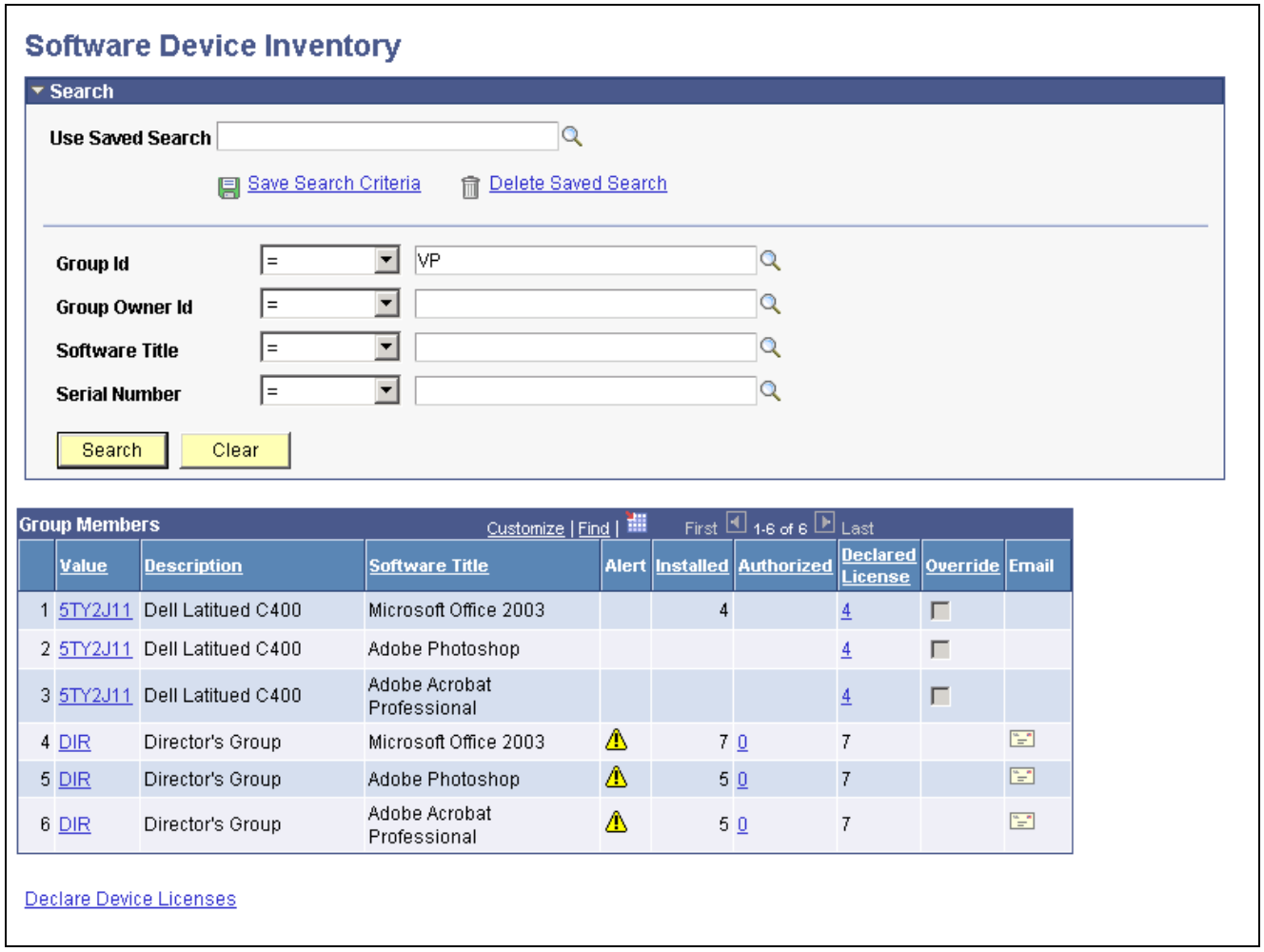
Group Owner ID Displays the employee ID of the group owner who controls the software contents of the machines in the device group and subgroups.

Group ID Displays the device group ID

Declared Licenses Displays the declared number of licenses that are required for each of the devices. Their summation is compared to the Authorized Licenses value that is specified for the device group.

Working with Software Device Inventory

Access the Software Device Inventory page.



Software Device Inventory page

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Search

Group Id Select the device group ID to return the assets and groups that are included in the selected software device group.

Group Owner Id Select the employee ID of the group owner who controls the software contents of the machines in the device group or subgroup.

Software Title Select a specific software title of interest to limit the search results.

Serial Number Select the serial ID of the machine to limit the search results to a particular device.

Group Members

This grid displays the devices by software device group and the confirmed licenses that are associated with those assets for a specific software title.

Note.

Value Provides the device serial number or the device group name that is part of the result set. This column provides a hyper link to the Define Software Device Group page for either the device group that the single asset is a member of for this software title, or for the group itself.

Description Provides the actual asset description for the asset or description of the device group.

Software Title Displays the software titles associated with the device or device group.

Alert Displays an alert symbol for device groups if a given group has an installed license count that is greater than what is authorized for the group.

Note. If a device group is defined with the Count Licenses flag selected on the Define Software Title/Users page, the alert symbol does not display here.

Installed Displays the total number of licenses installed on devices for a given device group and software title. This column is valid only for device groups.

Authorized Displays the total number of licenses that are authorized to be installed by member devices of the given device group. The link transfers you to the Define Software Titles/Users page. This column is valid only for device groups.

Note. If a device group is defined with the Count Licenses flag selected on the Define Software Title/Users page, this column does not display.

Declared Licenses Displays the number of declared licenses for a given device and provides a link to the Declare Device License page. For a device group, the sum of all declared licenses displays for devices within that group or in member groups and the link is disabled.

Override Select to indicate that the Declared License value overrides the number of CPUs from the asset definition. This column is active only for individual assets.

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Email Send an email to alert the group owner of a give device group when the installed licenses exceed the authorized amount for the group.

See Also

Chapter 4, “Setting Up PeopleSoft IT Asset Management External Settings,” Defining IT Subtypes, page 32

Chapter 5, “Setting Up PeopleSoft IT Asset Management Resource Settings,” Defining User Preferences, page 45

Chapter 5, “Setting Up PeopleSoft IT Asset Management Resource Settings,” Defining Software Device Groups, page 36

Working with Asset Financials

This section provides an overview of asset financials and discusses how to work with asset financials.

Understanding Asset Financials

IT Asset Management provides financial statistics metrics that you can access through the IT portal. You can drill down to a more detailed summary component from the portal.

The metrics include cost and depreciation information about IT hardware and software assets and can be grouped by user-defined department tree or user-defined business unit tree. The grouping of the financial data is defined on the user preferences setup page in IT Asset Management. If the setup is changed, the metrics are reset and new metrics are posted when the IT Financial Report process is run.

See Also

PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook, “Using Pagelets Enabled by PeopleSoft IT Asset Management,” Viewing Asset Financial Statistics

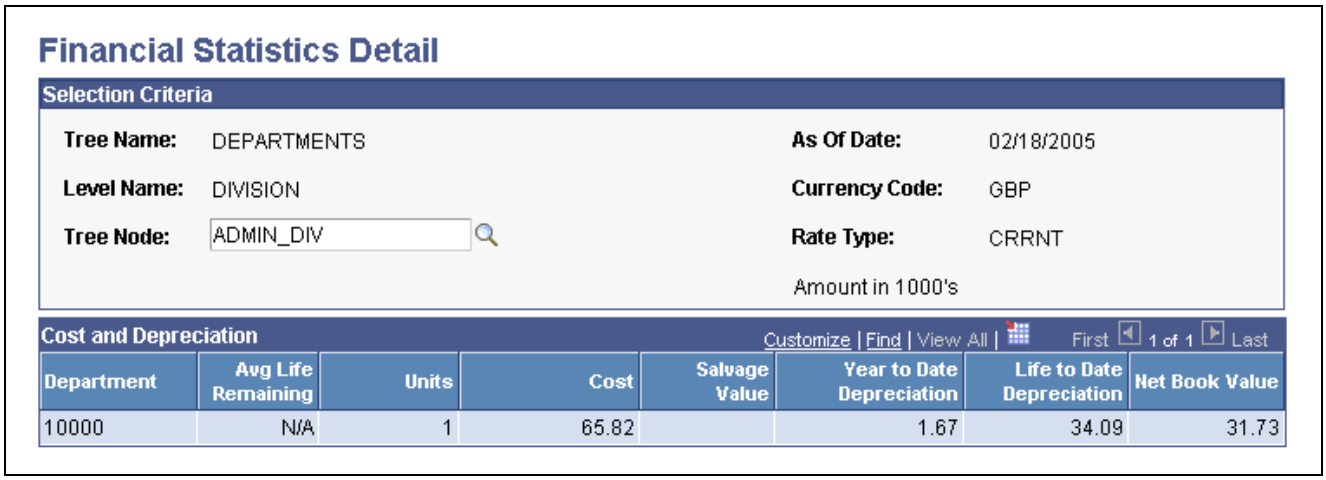
Page Used to Work with Asset Financials

Page Name	Object Name	Navigation	Usage
Financial Statistics Detail	IT_FIN_STAT_COMP	IT Asset Management, Financials and Leases, View IT Financial Statistics, Financial Statistics Detail	View a snapshot of enterprise IT asset current valuation.

Working with Asset Financials

Access the Financial Statistics Detail page.

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Financial Statistics Detail page

Tree Name Defines the group by criteria such as business unit or department.

As Of Date Displays the date that the process was run.

Level name Displays the level that is included in the report.

Currency Code Displays the currency code that is selected on the ITAM User Preference page.

Tree Node Displays the current tree node. Selecting a different tree node automatically refreshes the data for the new tree node. You do not need to go back to the portal.

Rate Type Displays the rate type that is selected on the ITAM User Preference page.

Cost and Depreciation

Avg Life Remaining (average life remaining) This field is calculated based on the following algorithm: Sum of (Useful life − Life to Date life) ÷ Quantity of assets with useful life available.

Depending upon the depreciation method, some assets may not have a useful life attached. In those cases, the asset is not computed for the algorithm. If quantity equals zero, a not applicable (N/A) legend appears in the field.

Units Displays the algebraic addition of quantity field for every asset ID to be included in the statistics.

Cost Displays the cost that is defined in Asset Management.

Salvage Value Displays the salvage value, if applicable.

Year to Date Depreciation Displays the depreciation from the beginning of the year for the report up to the date when the report has been run.

Life to Date Depreciation Displays the depreciation along the entire asset useful life to the date when the report has been run.

Net Book Value Displays the algebraic addition of net book value for every asset that is included in the statistics.

See *PeopleSoft Enterprise Asset Management 9.0 PeopleBook*, “Processing Asset Depreciation”.

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Working with Leases

This section discusses how to:

- View lease summaries by lessor.
- View lease details.

See Also

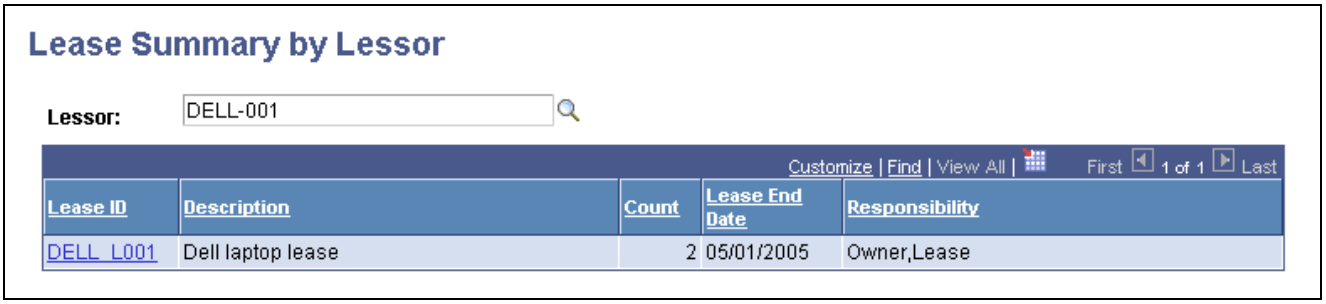
PeopleSoft Enterprise Financials, Enterprise Service Automation, Asset Lifecycle Management Portal Packs 9.0 PeopleBook, "Using Pagelets Enabled by PeopleSoft IT Asset Management," Viewing Lease End Metrics

Pages Used to Work with Leases

Page Name	Object Name	Navigation	Usage
Lease Summary by Lessor	LEASE_SUMMARY	IT Asset Management, Financials and Leases, Lease Summary by Lessor, Lease Summary by Lessor	View a list of all active leases with a specific vendor, the number of assets, the lease end date, and the lease owner.
Lease Details	LEASE_DETAIL	IT Asset Management, Financials and Leases, Lease Details, Lease Details	View a list of all assets that are covered by a specific lease and information about location, department, custodian, and status.

Viewing Lease Summaries by Lessor

Access the Lease Summary by Lessor page.



Lease Summary by Lessor page

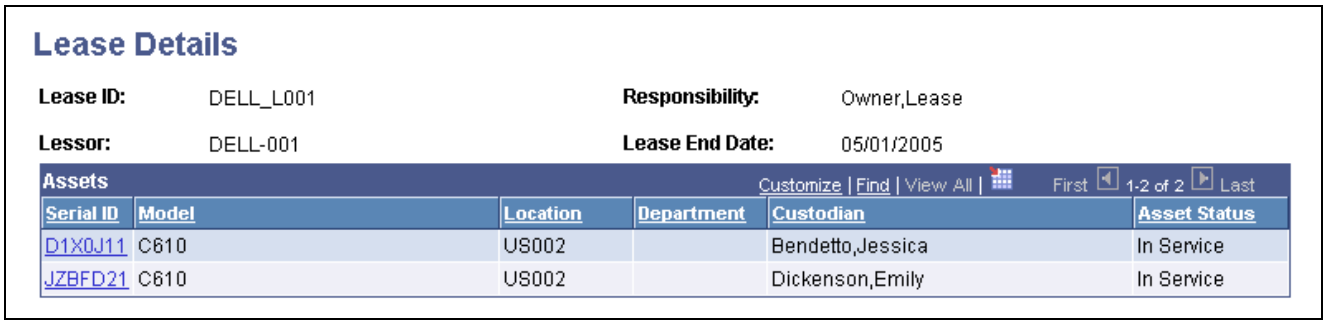
This page displays a list of all leases that are held with the vendor. It includes a count of the assets in the lease, the lease end date, and the lease owner.

Click a lease ID to access the Lease Details page for that lease.

Viewing Lease Details

Access the Lease Details page.

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Lease Details page

This page displays a list of all IT assets that are associated with a lease. Click any serial ID in the list to display a printable view of that asset.

See Also

PeopleSoft Enterprise Asset Management 9.0 PeopleBook, "Working With Leased Assets"

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APPENDIX A

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 Enterprise 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 Enterprise 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 the following batch Application Engine process that can run in PeopleSoft IT Asset Management: Asset Comparison (IT_RECON_RUN)

The PeopleTools documentation discusses the usage of temporary tables in detail and describes how to specify the number of instances.

See Also

Enterprise PeopleTools PeopleBook: PeopleSoft Application Engine

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APPENDIX B

Delivered Workflows for PeopleSoft Enterprise IT Asset Management

This appendix discusses delivered workflows for PeopleSoft Enterprise IT Asset Management.

See Also

Enterprise PeopleTools 8.48 PeopleBook: Workflow Technology

Enterprise PeopleTools 8.48 PeopleBook: Using PeopleSoft Applications

Delivered Workflows for PeopleSoft IT Asset Management

This section discusses PeopleSoft IT Asset Management workflows. The workflows are listed alphabetically by workflow name.

Assets Not Reporting Retirements

Event	A user initiates the action of Retire an Asset from the Manage Assets Not Reporting page for financial assets.
Action	The system routes the request to a Financial Asset manager for approval or denial. The workflow request is worked through the standard AM page, Retire/Reinstate Asset.
Notification Method	Workflow

Financial List Inquiry Retirements

Event	A user initiates the action of Send to worklist from the Financial List Inquiry page to add the assets on the list to the retirement workflow.
Action	The system routes all the assets included in the financial list to a Financial Asset manager for approval or denial. The workflow request is worked through the standard PeopleSoft Asset Management page, Retire/Reinstate Asset.
Notification Method	Workflow

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Manage Exception Additions

Event	A user initiates the action of Route to Finance from the Manage Exceptions page. The action has to be executed for assets that have exceptions for a rule that is set to Found in System: Discovery Only for the Serial Number attribute.
Action	The system routes the request to the Role Name defined in the Route to Role Action for the business rule in exception. The workflow request is worked through a specific page for adding assets through Manage Exceptions.
Notification Method	Workflow

Manage Exception Retirements

Event	A user initiates the action of Route to Finance from the Manage Exceptions page. The action has to be executed for financial assets that have exceptions for a rule that is set to Found in System: Repository Only for the Serial Number attribute.
Action	The system routes the request to the Role Name defined in the Route to Role Action for the business rule in exception. The workflow request is worked through the standard PeopleSoft Asset Management page, Retire/Reinstate Asset.
Notification Method	Workflow

Manage Exception Transfers

Event	A user initiates the action of Route to Finance from the Manage Exceptions page. The action has to be executed for assets that have exceptions for the Business Unit or Department attribute.
Action	The system routes the request to the Role Name defined in the Route to Role Action for the business rule in exception. The workflow request is worked through a standard PeopleSoft Asset Management page, Cost Adjust/Transfer Asset.
Notification Method	Workflow

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Glossary of PeopleSoft Enterprise 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.
academic career	In PeopleSoft Enterprise Campus Solutions, all course work that a student undertakes at an academic institution and that is grouped in a single student record. For example, a university that has an undergraduate school, a graduate school, and various professional schools might define several academic careers—an undergraduate career, a graduate career, and separate careers for each professional school (law school, medical school, dental school, and so on).
academic institution	In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.
academic organization	In PeopleSoft Enterprise Campus Solutions, an entity that is part of the administrative structure within an academic institution. At the lowest level, an academic organization might be an academic department. At the highest level, an academic organization can represent a division.
academic plan	In PeopleSoft Enterprise Campus Solutions, an area of study—such as a major, minor, or specialization—that exists within an academic program or academic career.
academic program	In PeopleSoft Enterprise Campus Solutions, the entity to which a student applies and is admitted and from which the student graduates.
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 Enterprise Human Resources, PeopleSoft Enterprise Benefits

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Administration, PeopleSoft Enterprise Stock Administration, and the COBRA Administration feature of the Base Benefits business process.

action template In PeopleSoft Enterprise 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 Enterprise 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.

address usage In PeopleSoft Enterprise Campus Solutions, a grouping of address types defining the order in which the address types are used. For example, you might define an address usage code to process addresses in the following order: billing address, dormitory address, home address, and then work address.

adjustment calendar In PeopleSoft Enterprise Campus Solutions, the adjustment calendar controls how a particular charge is adjusted on a student's account when the student drops classes or withdraws from a term. The charge adjustment is based on how much time has elapsed from a predetermined date, and it is determined as a percentage of the original charge amount.

administrative function In PeopleSoft Enterprise Campus Solutions, a particular functional area that processes checklists, communication, and comments. The administrative function identifies which variable data is added to a person's checklist or communication record when a specific checklist code, communication category, or comment is assigned to the student. This key data enables you to trace that checklist, communication, or comment back to a specific processing event in a functional area.

admit type In PeopleSoft Enterprise Campus Solutions, a designation used to distinguish first-year applications from transfer applications.

agreement In PeopleSoft Enterprise 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 Enterprise 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.

analysis database In PeopleSoft Enterprise Campus Solutions, database tables that store large amounts of student information that may not appear in standard report formats. The analysis database tables contain keys for all objects in a report that an application program can use to reference other student-record objects that are not contained in the printed report. For instance, the analysis database contains data on courses that are considered

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	for satisfying a requirement but that are rejected. It also contains information on courses captured by global limits. An analysis database is used in PeopleSoft Enterprise Academic Advisement.
Application Messaging	PeopleSoft Application Messaging enables applications within the PeopleSoft Enterprise product family to communicate synchronously or asynchronously with other PeopleSoft Enterprise and third-party applications. An application message defines the records and fields to be published or subscribed to.
AR specialist	Abbreviation for *receivables specialist.* In PeopleSoft Enterprise Receivables, an individual in who tracks and resolves deductions and disputed items.
arbitration plan	The arbiter when multiple price rules match the transaction. This plan determines the order in which the price rules are applied to the transaction base price.
assessment rule	In PeopleSoft Enterprise 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 Enterprise Directory Interface, relates the data that makes up an entry in the directory information tree.
auction event	In PeopleSoft Strategic Sourcing, a sourcing event where bidders actively compete against one another to achieve the best price or score.
audience	In PeopleSoft Enterprise Campus Solutions, a segment of the database that relates to an initiative, or a membership organization that is based on constituent attributes rather than a dues-paying structure. Examples of audiences include the Class of '65 and Undergraduate Arts & Sciences.
authentication server	A server that is set up to verify users of the system.
base time period	In PeopleSoft Enterprise Business Planning, the lowest level time period in a calendar.
benchmark job	In PeopleSoft Enterprise Workforce Analytics Solution, a benchmark job is a job code for which there is corresponding salary survey data from published, third-party sources.
bid response	In PeopleSoft Strategic Sourcing, the response by a bidder to an event.
billing career	In PeopleSoft Enterprise Campus Solutions, the one career under which other careers are grouped for billing purposes if a student is active simultaneously in multiple careers.
bio bit or bio brief	In PeopleSoft Enterprise Campus Solutions, a report that summarizes information stored in the system about a particular constituent. You can generate standard or specialized reports.
book	In PeopleSoft Enterprise 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."

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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 activity The name of a subset of a detailed business process. This might be a specific transaction, task, or action that you perform in a business process.

business event In PeopleSoft Enterprise Receivables, defines the processing characteristics for the Receivable Update process for a draft activity.

In PeopleSoft Enterprise 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 process A standard set of 17 business processes are defined and maintained by the PeopleSoft Enterprise product families and are supported by the Business Process Engineering group. An example of a business process is Order Fulfillment, which is a business process that manages sales orders and contracts, inventory, billing, and so forth.

See also *detailed business process.*

business unit constraints In PeopleSoft Strategic Sourcing, these constraints apply to a selected Strategic Sourcing business unit. Spend is tracked across all of the events within the selected Strategic Sourcing business unit.

business task The name of the specific function depicted in one of the business processes.

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 Enterprise 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.

buy event In PeopleSoft Strategic Sourcing, for event creators, the purchase of goods or services, most typically associated with a request for quote, proposal, or reverse auction.For bidders, the sale of goods or services.

campus In PeopleSoft Enterprise Campus Solutions, an entity that is usually associated with a distinct physical administrative unit, that belongs to a single academic institution, that uses a unique course catalog, and that produces a common transcript for students within the same academic career.

cash drawer A repository for monies and payments taken locally.

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 Enterprise Catalog Management, translates values from the catalog source data to the format of the company's catalog.

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catalog partner In PeopleSoft Enterprise 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.

category In PeopleSoft Enterprise Campus Solutions, a broad grouping to which specific comments or communications (contexts) are assigned. Category codes are also linked to 3C access groups so that you can assign data-entry or view-only privileges across functions.

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 Enterprise 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 Enterprise Promotions Management, enables you to view financial data (such as planned, incurred, and actual amounts) that is related to funds and trade promotions.

checklist code In PeopleSoft Enterprise Campus Solutions, a code that represents a list of planned or completed action items that can be assigned to a staff member, volunteer, or unit. Checklists enable you to view all action assignments on one page.

claimback In the wholesale distribution industry, a contract between supplier and distributor, in which monies are paid to the distributor on the sale of specified products or product groups to targeted customers or customer groups.

class In PeopleSoft Enterprise Campus Solutions, a specific offering of a course component within an academic term.

See also *course.*

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.*

clearance In PeopleSoft Enterprise Campus Solutions, the period of time during which a constituent in PeopleSoft Enterprise Contributor Relations is approved for involvement in an initiative or an action. Clearances are used to prevent development officers from making multiple requests to a constituent during the same time period.

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.

cohort In PeopleSoft Enterprise Campus Solutions, the highest level of the three-level classification structure that you define for enrollment management. You can define a cohort level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *division*.

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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, PeopleTools maintains a set of collections (one per language code) for each search index object.

collection rule In PeopleSoft Enterprise 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.

comm key See *communication key.*

communication key In PeopleSoft Enterprise Campus Solutions, a single code for entering a combination of communication category, communication context, communication method, communication direction, and standard letter code. Communication keys (also called *comm keys* or *speed keys*) can be created for background processes as well as for specific users.

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.

component interface A component interface is a set of application programming interfaces (APIs) that you can use to access and modify PeopleSoft Enterprise database information using a program instead of the PeopleSoft client.

condition In PeopleSoft Enterprise 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 Enterprise. 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.

constituents In PeopleSoft Enterprise Campus Solutions, friends, alumni, organizations, foundations, or other entities affiliated with the institution, and about which the institution maintains information. The constituent types delivered with PeopleSoft Enterprise Contributor Relations Solutions are based on those defined by the Council for the Advancement and Support of Education (CASE).

constraint A business policy or rule that affects how a sourcing event is awarded. There are three types of constraints: business, global, and event.

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 Campus Solutions, a specific instance of a comment or communication. One or more contexts are assigned to a category, which you link to

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	3C access groups so that you can assign data-entry or view-only privileges across functions. 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 plus contract line	A rate-based contract line associated with a fee component of Award, Fixed, Incentive, or Other. Rate-based contract lines associated with a fee type of None are not considered cost-plus contract lines.
cost plus pricing	In PeopleSoft Enterprise Pricer, a pricing method that begins with cost of goods as the basis.
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.
counter sale	A face-to-face customer transaction where the customer typically selects items from the storefront or picks up products that they ordered ahead of time. Customers pay for the goods at the counter and take the goods with them instead of having the goods shipped from a warehouse.
course	In PeopleSoft Enterprise Campus Solutions, a course that is offered by a school and that is typically described in a course catalog. A course has a standard syllabus and credit level; however, these may be modified at the class level. Courses can contain multiple components such as lecture, discussion, and lab. See also *class.*
course share set	In PeopleSoft Enterprise Campus Solutions, a tag that defines a set of requirement groups that can share courses. Course share sets are used in PeopleSoft Enterprise Academic Advisement.
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 cube	In PeopleSoft Analytic Calculation Engine, a data cube is a container for one kind of data (such as Sales data) and works with in tandem with one or more dimensions. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and online analytical processing (OLAP) cubes in PeopleSoft Cube Manager.
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.

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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 Enterprise Supply Chain Management, identifies the method by which goods are shipped to their destinations (such as truck, air, and rail). 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.

detailed business process

A subset of the business process. For example, the detailed business process named Determine Cash Position is a subset of the business process called Cash Management.

dimension

In PeopleSoft Analytic Calculation Engine, a dimension contains a list of one kind of data that can span various contexts, and it is a basic component of an analytic model. Within the analytic model, a dimension is attached to one or more data cubes. In PeopleSoft Cube Manager, a dimension is the most basic component of an OLAP cube and specifies the PeopleSoft metadata to be used to create the dimension's rollup structure. Dimensions and data cubes in PeopleSoft Analytic Calculation Engine are unrelated to dimensions and OLAP cubes in PeopleSoft Cube Manager.

direct receipt

Items shipped from a warehouse or vendor to another warehouse.

direct ship

Items shipped from the vendor or warehouse directly to the customer (formerly referred to as *drop ship*).

directory information tree

In PeopleSoft Enterprise Directory Interface, the representation of a directory's hierarchical structure.

division

In PeopleSoft Enterprise Campus Solutions, the lowest level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and Admissions for enrollment management. You can define a division level, link it to other levels, and set enrollment target numbers for it.

See also *population* and *cohort*.

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 Enterprise 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 Enterprise 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.

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elimination set In PeopleSoft Enterprise General Ledger, a related group of intercompany accounts that is processed during consolidations.

entry event In PeopleSoft Enterprise 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 Enterprise 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.

equity item limit In PeopleSoft Enterprise Campus Solutions, the amounts of funds set by the institution to be awarded with discretionary or gift funds. The limit could be reduced by amounts equal to such things as expected family contribution (EFC) or parent contribution. Students are packaged by Equity Item Type Groups and Related Equity Item Types. This limit can be used to assure that similar student populations are packaged equally.

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 Enterprise Human Resources, also refers to an incident that affects benefits eligibility.

event constraints In PeopleSoft Strategic Sourcing, these constraints are associated with a specific sourcing event. Spend is tracked within the selected event.

event propagation process In PeopleSoft Enterprise 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. PeopleSoft Enterprise Enterprise Sales Incentive Management uses this mechanism to implement splits, roll-ups, and so on. Event propagation determines who receives the credit.

exception In PeopleSoft Enterprise Receivables, an item that either is a deduction or is in dispute.

exclusive pricing In PeopleSoft Enterprise 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 Enterprise 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.

financial aid term In PeopleSoft Enterprise Campus Solutions, a combination of a period of time that the school determines as an instructional accounting period and an academic career. It is created and defined during the setup process. Only terms eligible for financial aid are set up for each financial aid career.

financial sanctions For U.S. based companies and their foreign subsidiaries, a federal regulation from the Office of Foreign Assets Control (OFAC) requires that vendors be validated against a Specially Designated Nationals (SDN) list prior to payment.

For PeopleSoft Payables, eSettlements, Cash Management, and Order to Cash, you can validate your vendors against any financial sanctions list (for example, the SDN list, a European Union list, and so on).

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.

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fund In PeopleSoft Enterprise 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.

gap In PeopleSoft Enterprise Campus Solutions, an artificial figure that sets aside an amount of unmet financial aid need that is not funded with Title IV funds. A gap can be used to prevent fully funding any student to conserve funds, or it can be used to preserve unmet financial aid need so that institutional funds can be awarded.

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.

gift table In PeopleSoft Enterprise Campus Solutions, a table or so-called *donor pyramid* describing the number and size of gifts that you expect will be needed to successfully complete the campaign in PeopleSoft Enterprise Contributor Relations. The gift table enables you to estimate the number of donors and prospects that you need at each gift level to reach the campaign goal.

GDS Abbreviation for *Global Distribution System.* Broad-based term to describe all computer reservation systems for making travel plans.

GL business unit Abbreviation for *general ledger business unit.* A unit in an organization that is an independent entity for accounting purposes. It maintains its own set of accounting books.

See also *business unit.*

GL entry template Abbreviation for *general ledger entry template.* In PeopleSoft Enterprise Campus Solutions, a template that defines how a particular item is sent to the general ledger. An item-type maps to the general ledger, and the GL entry template can involve multiple general ledger accounts. The entry to the general ledger is further controlled by high-level flags that control the summarization and the type of accounting—that is, accrual or cash.

GL Interface process Abbreviation for *General Ledger Interface process.* In PeopleSoft Enterprise Campus Solutions, a process that is used to send transactions from PeopleSoft Enterprise Student Financials to the general ledger. Item types are mapped to specific general ledger accounts, enabling transactions to move to the general ledger when the GL Interface process is run.

global constraints In PeopleSoft Strategic Sourcing, these constraints apply across multiple Strategic Sourcing business units. Spend is tracked across all of the events from the multiple Strategic Sourcing business units.

group In PeopleSoft Enterprise Billing and Receivables, a posting entity that comprises one or more transactions (items, deposits, payments, transfers, matches, or write-offs).

In PeopleSoft Enterprise 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 Enterprise Time and Labor, for example, employees are placed in groups for time reporting purposes.

ideal response In PeopleSoft Strategic Sourcing, a question that requires the response to match the ideal value for the bid to be considered eligible for award. If the response does not match the ideal value, you can still submit the bid, but it will be disqualified and ineligible for award.

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, and user interaction objects.

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incentive rule In PeopleSoft Enterprise 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 Enterprise Promotions Management, to become liable for a promotional payment. In other words, you owe that amount to a customer for promotional activities.

initiative In PeopleSoft Enterprise Campus Solutions, the basis from which all advancement plans are executed. It is an organized effort targeting a specific constituency, and it can occur over a specified period of time with specific purposes and goals. An initiative can be a campaign, an event, an organized volunteer effort, a membership drive, or any other type of effort defined by the institution. Initiatives can be multipart, and they can be related to other initiatives. This enables you to track individual parts of an initiative, as well as entire initiatives.

inquiry access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user only to view data.

See also *update access.*

institution In PeopleSoft Enterprise Campus Solutions, an entity (such as a university or college) that is independent of other similar entities and that has its own set of rules and business processes.

integration A relationship between two compatible integration points that enables communication to take place between systems. Integrations enable PeopleSoft Enterprise applications to work seamlessly with other PeopleSoft Enterprise applications or with third-party systems or software.

integration point An interface that a system uses to communicate with another PeopleSoft Enterprise application or an external application.

integration set A logical grouping of integrations that applications use for the same business purpose. For example, the integration set ADVANCED_SHIPPING_ORDER contains all of the integrations that notify a customer that an order has shipped.

item In PeopleSoft Enterprise Inventory, a tangible commodity that is stored in a business unit (shipped from a warehouse).

In PeopleSoft Enterprise 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 Enterprise Receivables, an individual receivable. An item can be an invoice, a credit memo, a debit memo, a write-off, or an adjustment.

item shuffle In PeopleSoft Enterprise Campus Solutions, a process that enables you to change a payment allocation without having to reverse the payment.

itinerary In PeopleSoft Expenses, a collection of travel reservations. Itineraries can have reservations that are selected and reserved with the travel vendor. These itineraries are not yet paid for and can be referred to as *pending reservations.* Reservations that have been paid for are referred to as *confirmed reservations.*

joint communication In PeopleSoft Enterprise Campus Solutions, one letter that is addressed jointly to two people. For example, a letter might be addressed to both Mr. Sudhir Awat and Ms. Samantha Mortelli. A relationship must be established between the two individuals in the database, and at least one of the individuals must have an ID in the database.

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keyword In PeopleSoft Enterprise Campus Solutions, a term that you link to particular elements within PeopleSoft Enterprise Student Financials, Financial Aid, and Contributor Relations. You can use keywords as search criteria that enable you to locate specific records in a search dialog box.

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.

KVI Abbreviation for *Known Value Item.* Term used for products or groups of products where the selling price cannot be reduced or increased.

landlord In PeopleSoft Real Estate Management, an entity that owns real estate and leases the real estate to tenants.

LDIF file Abbreviation for *Lightweight Directory Access Protocol (LDAP) Data Interchange Format file.* Contains discrepancies between PeopleSoft Enterprise 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.

lease In PeopleSoft Real Estate Management, a legally binding agreement between a landlord and a tenant, where the tenant rents all or part of a physical property from the landlord.

lease abstract In PeopleSoft Real Estate Management, a summarized version of the complete lease contract with only the important terms. The lease abstract usually fits on one page and does not include legal terminology.

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.

line In PeopleSoft Strategic Sourcing, an individual item or service upon which there can be a bid.

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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.

LMS Abbreviation for *learning management system.* In PeopleSoft Enterprise Campus Solutions, LMS is a PeopleSoft Enterprise Student Records feature that provides a common set of interoperability standards that enable the sharing of instructional content and data between learning and administrative environments.

load In PeopleSoft Enterprise Inventory, identifies a group of goods that are shipped together. Load management is a feature of PeopleSoft Enterprise Inventory that is used to track the weight, the volume, and the destination of a shipment.

local functionality In PeopleSoft Enterprise 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 Enterprise 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.

mass change In PeopleSoft Enterprise Campus Solutions, mass change is a SQL generator that can be used to create specialized functionality. Using mass change, you can set up a series of Insert, Update, or Delete SQL statements to perform business functions that are specific to the institution.

See also *3C engine.*

match group In PeopleSoft Enterprise 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 Enterprise 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.

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meta-SQL Meta-SQL constructs expand into platform-specific 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 Enterprise 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 Enterprise 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.

NDP Abbreviation for *Non-Discountable Products.* Term used for products or groups of products where the selling price cannot be decreased.

need In PeopleSoft Enterprise Campus Solutions, the difference between the cost of attendance (COA) and the expected family contribution (EFC). It is the gap between the cost of attending the school and the student's resources. The financial aid package is based on the amount of financial need. The process of determining a student's need is called *need analysis.*

node-oriented tree A tree that is based on a detail structure, but the detail values are not used.

Optimization Engine A PeopleTools component that Strategic Sourcing leverages to evaluate bids and determine an ideal award allocation. The award recommendation is based on maximizing the value while adhering to purchasing and company objectives and constraints.

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 Enterprise and non-PeopleSoft Enterprise 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 Enterprise Payables, a set of rules that define the criteria by which it should select scheduled payments for payment creation.

payment shuffle In PeopleSoft Enterprise Campus Solutions, a process allowing payments that have been previously posted to a student's account to be automatically reapplied when a higher priority payment is posted or the payment allocation definition is changed.

pending item In PeopleSoft Enterprise 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.

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PeopleCode PeopleCode is a proprietary language, executed by the PeopleSoft Enterprise component processor. PeopleCode generates results based on existing data or user actions. By using various tools provided with PeopleTools, external services are available to all PeopleSoft Enterprise applications wherever PeopleCode can be executed.

PeopleCode event See *event.*

PeopleSoft Pure 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.

person of interest A person about whom the organization maintains information but who is not part of the workforce.

personal portfolio In PeopleSoft Enterprise Campus Solutions, the user-accessible menu item that contains an individual's name, address, telephone number, and other personal information.

phase A level 1 task, meaning that if a task had subtasks, the level 1 task would be considered the phase.

pickup quantity The product quantity that the customer is taking with them from the counter sales environment.

plan In PeopleSoft Enterprise 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 Enterprise Supply Planning, a set of data (business units, items, supplies, and demands) constituting the inputs and outputs of a supply plan.

population In PeopleSoft Enterprise Campus Solutions, the middle level of the three-level classification structure that you define in PeopleSoft Enterprise Recruiting and

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	Admissions for enrollment management. You can define a population level, link it to other levels, and set enrollment target numbers for it. See also *division* and *cohort.*
portal registry	In PeopleSoft Enterprise 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.
predecessor task	A task that you must complete before you start another task.
price breaks	In PeopleSoft Strategic Sourcing, a price discount or surcharge that a bidder may apply based on the quantity awarded.
price components	In PeopleSoft Strategic Sourcing, the various components, such as material costs, labor costs, shipping costs, and so on that make up the overall bid price.
price list	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	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 conditions	Conditions that select the price-by fields, the values for the price-by fields, and the operator that determines how the price-by fields relate to the transaction.
price rule key	The fields that are available to define price rule conditions (which are used to match a transaction) on the price rule.
primacy number	In PeopleSoft Enterprise Campus Solutions, a number that the system uses to prioritize financial aid applications when students are enrolled in multiple academic careers and academic programs at the same time. The Consolidate Academic Statistics process uses the primacy number indicated for both the career and program at the institutional level to determine a student's primary career and program. The system also uses the number to determine the primary student attribute value that is used when you extract data to report on cohorts. The lowest number takes precedence.
primary name type	In PeopleSoft Enterprise Campus Solutions, the name type that is used to link the name stored at the highest level within the system to the lower-level set of names that an individual provides.
process category	In PeopleSoft Process Scheduler, processes that are grouped for server load balancing and prioritization.
process group	In PeopleSoft Enterprise 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.

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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 A PeopleSoft Enterprise or third-party product. PeopleSoft organizes its software products into product families and product lines. Interactive Services Repository contains information about every release of every product that PeopleSoft sells, as well as products from certified third-party companies. These products appear with the product name and release number.

product adds The pricing functionality where buying product A gets product B for free or at a price (formerly referred to as *giveaways*).

product bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

product category In PeopleSoft Enterprise Incentive Management, indicates an application in the PeopleSoft Enterprise Incentive Management suite of products. Each transaction in the PeopleSoft Enterprise Incentive Management system is associated with a product category.

product family A group of products that are related by common functionality. The family names that can be searched using Interactive Service Repository are Oracle's PeopleSoft Enterprise, PeopleSoft EnterpriseOne, PeopleSoft World, and third-party, certified partners.

product line The name of a PeopleSoft Enterprise product line or the company name of a third-party certified partner. Integration Services Repository enables you to search for integration points by product line.

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 Enterprise 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 Enterprise Project Costing, an individual transaction line that represents a cost, time, budget, or other transaction row.

promotion In PeopleSoft Enterprise Promotions Management, a trade promotion, which is typically funded from trade dollars and used by consumer products manufacturers to increase sales volume.

prospects In PeopleSoft Enterprise Campus Solutions, students who are interested in applying to the institution.

In PeopleSoft Enterprise Contributor Relations, individuals and organizations that are most likely to make substantial financial commitments or other types of commitments to the institution.

proxy bidding In PeopleSoft Strategic Sourcing, the placing of a bid on behalf of the bidder, up or down to the bidder's specified amount, so that the bidder can be the leading bidder.

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publishing In PeopleSoft Enterprise Incentive Management, a stage in processing that makes incentive-related results available to participants.

rating components In PeopleSoft Enterprise Campus Solutions, variables used with the Equation Editor to retrieve specified populations.

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 Enterprise 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 Enterprise Order Management, Billing, or Receivables, where it is assumed that you are always recording only output VAT, or in PeopleSoft Enterprise 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.*

recname The name of a record that is used to determine the associated field to match a value or set of values.

recognition In PeopleSoft Enterprise Campus Solutions, the recognition type indicates whether the PeopleSoft Enterprise Contributor Relations donor is the primary donor of a commitment or shares the credit for a donation. Primary donors receive hard credit that must total 100 percent. Donors that share the credit are given soft credit. Institutions can also define other share recognition-type values such as memo credit or vehicle credit.

reference data In PeopleSoft Enterprise Sales Incentive Management, system objects that represent the sales organization, such as territories, participants, products, customers, and channels.

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 Enterprise 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.

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REN server Abbreviation for *real-time event notification server* in PeopleSoft MultiChannel Framework.

requester In PeopleSoft Enterprise eSettlements, an individual who requests goods or services and whose ID appears on the various procurement pages that reference purchase orders.

reservations In PeopleSoft Expenses, travel reservations that have been placed with the travel vendor.

reversal indicator In PeopleSoft Enterprise Campus Solutions, an indicator that denotes when a particular payment has been reversed, usually because of insufficient funds.

RFI event In PeopleSoft Strategic Sourcing, a request for information.

RFx event In PeopleSoft Strategic Sourcing, a request for proposal or request for a quote event when bidders submit their overall best bids and during which bidders do not actively compete against one another.

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.

saved bid In PeopleSoft Strategic Sourcing, a bid that has been created but not submitted. Only submitted bids are eligible for award.

score In PeopleSoft Strategic Sourcing, the numerical sum of answers (percentages) to bid factors on an event. Scores appear only to bidders on auction events.

SCP SCBM XML message Abbreviation for *Supply Chain Planning Supply Chain Business Modeler Extensible Markup Language message.* Supply Chain Business Modeler uses XML as the format for all data that it imports and exports.

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.

search/match In PeopleSoft Enterprise Campus Solutions and PeopleSoft Enterprise Human Resources Management Solutions, a feature that enables you to search for and identify duplicate records in the database.

seasonal address In PeopleSoft Enterprise Campus Solutions, an address that recurs for the same length of time at the same time of year each year until adjusted or deleted.

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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.

sell event In PeopleSoft Strategic Sourcing, for event creators, the sale of goods or services most typically associated with forward auctions. For bidders, the purchase of goods or services.

serial genealogy In PeopleSoft Enterprise Manufacturing, the ability to track the composition of a specific, serial-controlled item.

serial in production In PeopleSoft Enterprise Manufacturing, enables the tracing of serial information for manufactured items. This is maintained in the Item Master record.

service impact In PeopleSoft Enterprise Campus Solutions, the resulting action triggered by a service indicator. For example, a service indicator that reflects nonpayment of account balances by a student might result in a service impact that prohibits registration for classes.

service indicator In PeopleSoft Enterprise Campus Solutions, indicates services that may be either withheld or provided to an individual. Negative service indicators indicate holds that prevent the individual from receiving specified services, such as check-cashing privileges or registration for classes. Positive service indicators designate special services that are provided to the individual, such as front-of-line service or special services for disabled students.

session In PeopleSoft Enterprise Campus Solutions, time elements that subdivide a term into multiple time periods during which classes are offered. In PeopleSoft Enterprise Contributor Relations, a session is the means of validating gift, pledge, membership, or adjustment data entry . It controls access to the data entered by a specific user ID. Sessions are balanced, queued, and then posted to the institution's financial system. Sessions must be posted to enter a matching gift or pledge payment, to make an adjustment, or to process giving clubs or acknowledgements.

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 Enterprise 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.

short-term customer A customer not in the system who is entered during sales order entry using a template.

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single signon With single signon, users can, after being authenticated by a PeopleSoft Enterprise application server, access a second PeopleSoft Enterprise application server without entering a user ID or password.

source key process In PeopleSoft Enterprise Campus Solutions, a process that relates a particular transaction to the source of the charge or financial aid. On selected pages, you can drill down into particular charges.

source transaction In commitment control, any transaction generated in a PeopleSoft Enterprise 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.

sourcing objective For constraints, the option to designate whether a business rule is required (mandatory) or is only recommended (target).

speed key See *communication key.*

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.

standard letter code In PeopleSoft Enterprise Campus Solutions, a standard letter code used to identify each letter template available for use in mail merge functions. Every letter generated in the system must have a standard letter code identification.

statutory account Account required by a regulatory authority for recording and reporting financial results. In PeopleSoft Enterprise, this is equivalent to the Alternate Account (ALTACCT) ChartField.

step In PeopleSoft Enterprise Sales Incentive Management, a collection of sections in a plan. Each step corresponds to a step in the job run.

storage level In PeopleSoft Enterprise 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 Enterprise 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.

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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 Enterprise Receivables, an activity that defines how the system generates accounting entries for the general ledger.

system source The system source identifies the source of a transaction row in the database. For example, a transaction that originates in PeopleSoft Enterprise Expenses contains a system source code of BEX (Expenses Batch).

When PeopleSoft Enterprise Project Costing prices the source transaction row for billing, the system creates a new row with a system source code of PRP (Project Costing pricing), which represents the system source of the new row. System source codes can identify sources that are internal or external to the PeopleSoft Enterprise system. For example, processes that import data from Microsoft Project into PeopleSoft Enterprise applications create transaction rows with a source code of MSP (Microsoft Project).

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.

task A deliverable item on the detailed sourcing plan.

tax authority In PeopleSoft Enterprise Campus Solutions, a user-defined element that combines a description and percentage of a tax with an account type, an item type, and a service impact.

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 Enterprise, you use templates to build a page by combining HTML from a number of sources. For a PeopleSoft Enterprise portal, all templates must be registered in the portal registry, and each content reference must be assigned a template.

tenant In PeopleSoft Real Estate Management, an entity that leases real estate from a landlord.

territory In PeopleSoft Enterprise Sales Incentive Management, hierarchical relationships of business objects, including regions, products, customers, industries, and participants.

third party A company or vendor that has extensive PeopleSoft Enterprise product knowledge and whose products and integrations have been certified and are compatible with PeopleSoft Enterprise applications.

tiered pricing Enables different portions of a schedule to be priced differently from one another.

time span A relative period, such as year-to-date or current period, that various PeopleSoft General Ledger functions and reports can use when a rolling time frame, rather than a specific date, is required.

total cost In PeopleSoft Strategic Sourcing, the estimated dollar cost (sum of real price dollars and potential “soft” or non-price dollars) of a particular award approach.

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travel group In PeopleSoft Expenses, the organization's travel rules and polices that are associated with specific business units, departments, or employees. You must define at least one travel group when setting up the PeopleSoft Expenses travel feature. You must define and associate at least one travel group with a travel vendor.

travel partner In PeopleSoft Expenses, the travel vendor with which the organization has a contractual relationship.

3C engine Abbreviation for *Communications, Checklists, and Comments engine.* In PeopleSoft Enterprise Campus Solutions, the 3C engine enables you to automate business processes that involve additions, deletions, and updates to communications, checklists, and comments. You define events and triggers to engage the engine, which runs the mass change and processes the 3C records (for individuals or organizations) immediately and automatically from within business processes.

3C group Abbreviation for *Communications, Checklists, and Comments group.* In PeopleSoft Enterprise Campus Solutions, a method of assigning or restricting access privileges. A 3C group enables you to group specific communication categories, checklist codes, and comment categories. You can then assign the group inquiry-only access or update access, as appropriate.

trace usage In PeopleSoft Enterprise 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 Enterprise systems that displays the relationship between all accounting units (for example, corporate divisions, projects, reporting groups, account numbers) and determines roll-up hierarchies.

tuition lock In PeopleSoft Enterprise Campus Solutions, a feature in the Tuition Calculation process that enables you to specify a point in a term after which students are charged a minimum (or *locked*) fee amount. Students are charged the locked fee amount even if they later drop classes and take less than the normal load level for that tuition charge.

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 Enterprise 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.

update access In PeopleSoft Enterprise Campus Solutions, a type of security access that permits the user to edit and update data.

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	See also *inquiry access*.
user interaction object	In PeopleSoft Enterprise Sales Incentive Management, used to define the reporting components and reports that a participant can access in his or her context. All PeopleSoft Enterprise 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 Enterprise 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 Enterprise data warehouse that consists of predefined ETL maps, data warehouse tools, and DataMart definitions.
weight or weighting	In PeopleSoft Strategic Sourcing, how important the line or question is to the overall event. Weighting is used to score and analyze bids. For RFx and RFI events, weightings may or may not appear to bidders.
work order	In PeopleSoft Enterprise 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.
worker	A person who is part of the workforce; an employee or a contingent worker.
workset	A group of people and organizations that are linked together as a set. You can use worksets to simultaneously retrieve the data for a group of people and organizations and work with the information on a single page.
worksheet	A way of presenting data through a PeopleSoft Enterprise 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 link	The XML Linking language enables you to insert elements into XML documents to create a links between resources.
XML schema	An XML definition that standardizes the representation of application messages, component interfaces, or business interlinks.
XPI	Abbreviation for *eXtended Process Integrator.* PeopleSoft XPI is the integration infrastructure that enables both real-time and batch communication with JD Edwards EnterpriseOne applications.

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yield by operation In PeopleSoft Enterprise 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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