



Intermediate Asset Management Training State of Indiana

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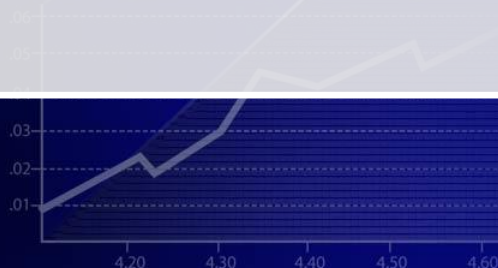
Agenda

- Welcome
- Expectations:
 - Manual Additions
 - Adjustments / Transfers
 - Retirement / Reinstatement
 - Integration Process
 - Consolidation / Unitization
 - Parent-Child Assets
 - Correcting ChartField Errors



Expectations

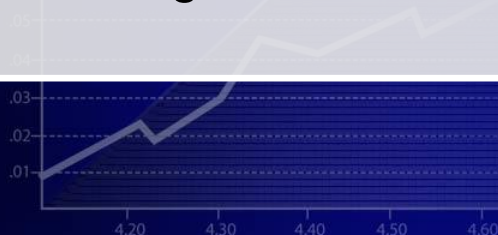
- Refresher course:
 - AM presentation and process demonstrations
 - PM open lab to complete exercises (optional)
- Using the system:
 - Primary focus will be on the ENCOMPASS system and changes
 - Training database used for demos / exercises





Training Materials

- Presentation
- Exercises
- Participant Data sheet
- Training Manual
- Materials available on ENCOMPASS website:
 - ENCOMPASS Documents > Training > Asset Management Class



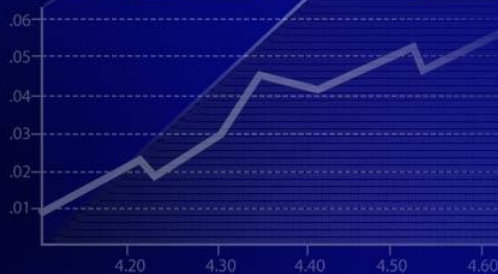


Ground Rules for Training

- Please be on time.
- Put cell phones on vibrate.
- Forget about the “office.”
- Stay focused on “Learning the System.”
 - No reading of emails.
- Ask questions.
- Limit sidebar conversations.
- Respect others.

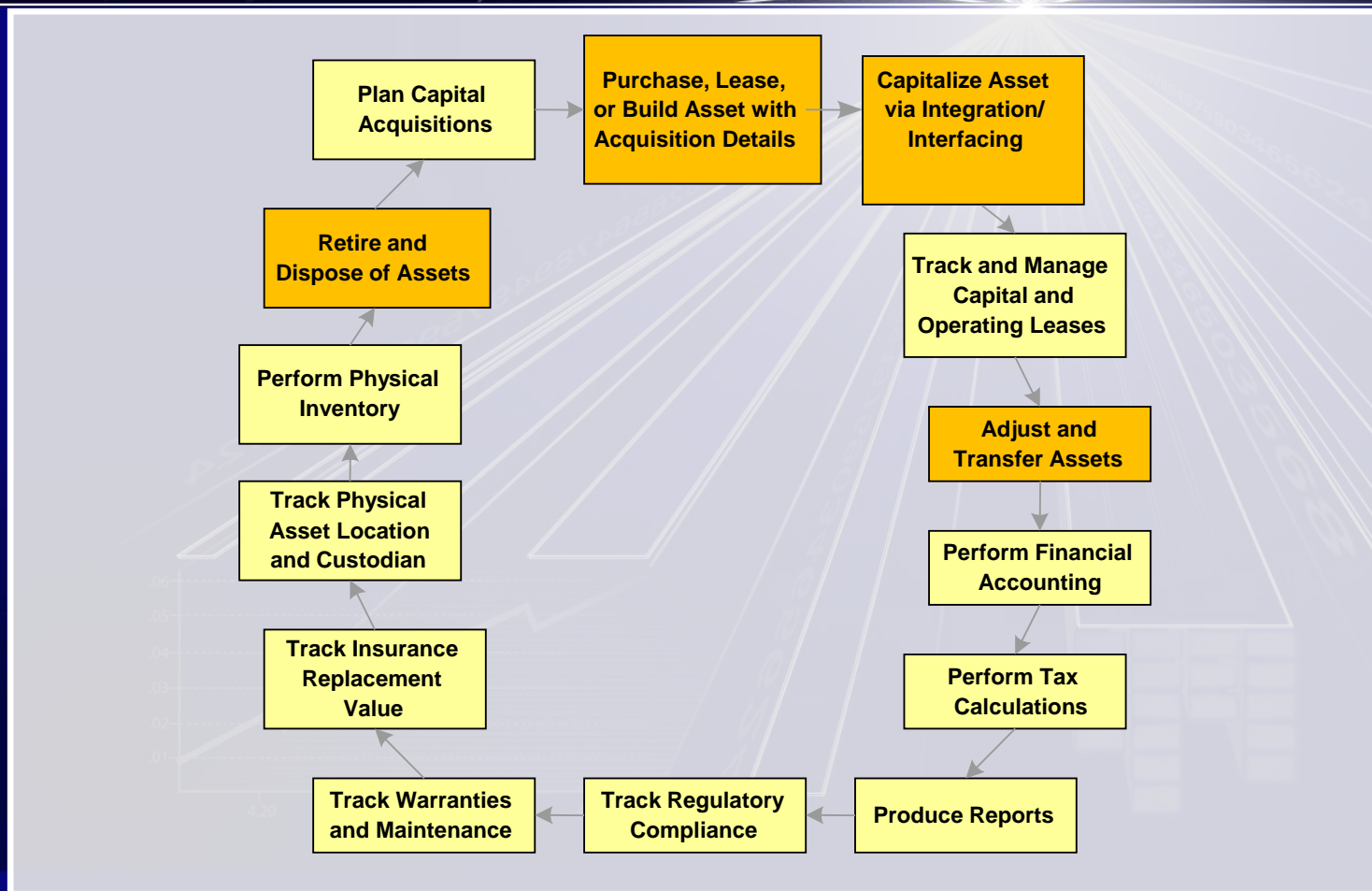
Chapter 1

Asset Management Overview



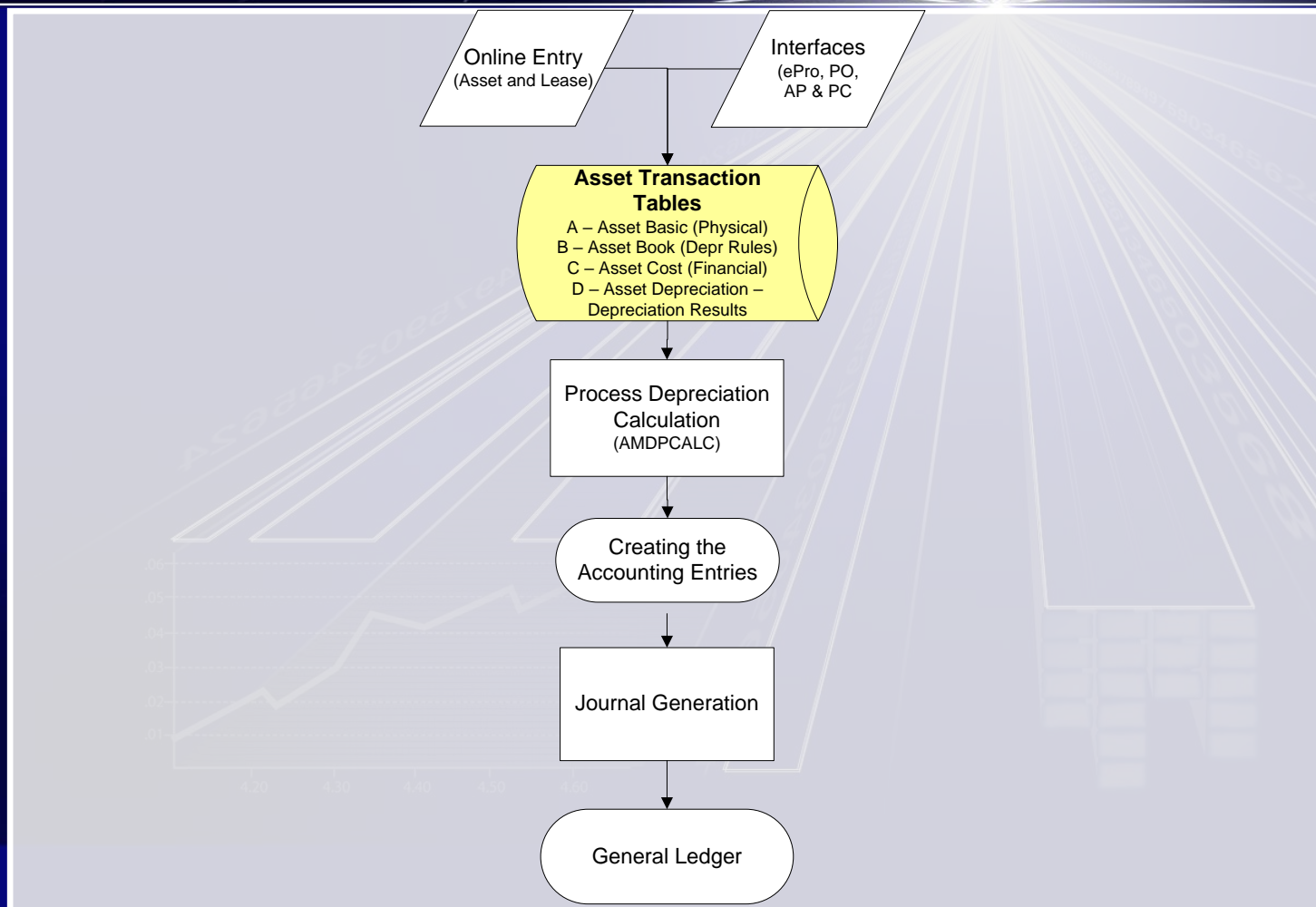


AM Business Processes





AM Process Flow





Data Tables

Component	Table	Navigation to View	Description
Asset Basic Information	<u>A</u> sset	Asset Management > Owned Assets > Basic Add	Physical information (non-financial) such as Description, Tag Number, Status & Manufacturer Information
Asset Book Definition	<u>B</u> ook	Asset Management > Owned Assets > Asset Book Information > Define Depr Criteria	Depreciation Rules, such as Method, Life, In Service Date, Convention
Asset Cost Adjust/ Transfer	<u>C</u> ost	Asset Management > Financial Transactions > Cost Adjust/Transfer > Asset	Financial information such as Cost, Quantity, ChartFields, Category
Asset Depreciation	<u>D</u> epreciation	Asset Management > Review Cost/Depr Activity > Asset Depreciation	Results of depreciation such as Accumulated Depreciation and Depreciation Adjustments
Any activity to the tables above (A, B, or C) creates Open Transactions. Running Depreciation (AMDPCALC) updates the Depreciation table (D):			

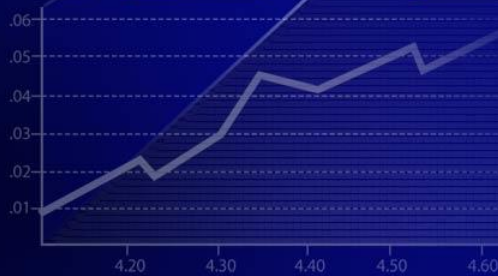


Integration Points

- eProcurement (Requisitions / Purchase Orders)
 - Sends key information: Category Code, Profile ID
- PO Receipts
 - Sends non-financial information: Tag Number, Location, Custodian, Serial Number, Manufacturer ID, Model Number
- Accounts Payable
 - Sends financial information: Acquisition Date, Cost, Chartfield Values
- Projects
 - Sends Asset Transactions for Capital Projects
- General Ledger
 - Receives input from AM to create Journal Entries for: Additions, Adjustments, Retirements, Depreciation

Chapter 3

Manually Adding Assets





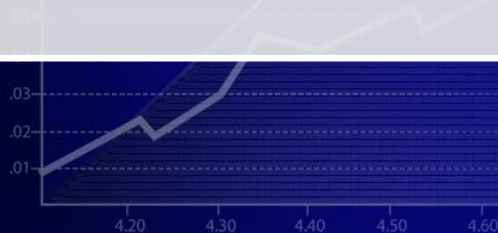
All Assets

- Assets must be entered into ENCOMPASS
 - Valued at \$500 or Greater
 - Agencies can (optional) enter assets valued at less than \$500
- Assets must include the following information:
 - Tag Number
 - Location
 - Custodian (active employee listed in HR)
 - Chartfields (Fund, Department, Program, Bud Ref.)
 - Agencies may require additional fields: Project, Product, Locality



All Assets

- The State requires all Assets be acquired via Procurement Applications
 - Assets will be added via the Integration Process: Purchasing, Receiving, Accounts Payable
- Basic Add
 - Used in limited situations
- Express Add
 - No longer used





Workflow

- All Financial Transactions require Financial Asset Manager (FAM) approval:
 - Basic Adds
 - Adjustments/Transfers
 - Retirements/Reinstatements
- Assets valued at \$20,000 and greater will require Auditor of State approval:
 - Exception: Retirements

Note - if a transaction is denied, the AM Entry User receives an email with the FAM's denial comments.



Basic Add

- Only to be used in specific circumstances:
 - Donated Assets
 - Surplus acquired Assets
 - Assets discovered during inventory
- Transaction Date = In Service Date
- Assets are sent to the AM Approver by clicking the “Submit Workflow” button
- Assets are capitalized automatically by the final approval

Note - Asset Status can be reviewed by using the Review Approvals page.



Basic Add – Required Info.

- Profile ID
 - Defaults in: Asset Class, Book, Category, Depreciation
- Acquisition, Placement, and In Service dates
- Purchased Amount
- Tag number *
 - Last 3 digits of Agency's BU and affixed Bar Code
- Location *
 - A 7 digit alpha-numeric field defined by the Agency
- Custodian *
 - The person responsible for (or primary user) of the asset

* Required for all Assets valued at \$500 or greater



Update: Physical Attributes

- Physical Attributes are changed via Basic Add
- Changes to Location and Custodian
 - Insert new Effective Dated Row to update, and maintain history.
 - If Effective Sequence field has a value of 1 or higher, click on the Include History button to view Effective Dated Rows.
- Changes to Tag Number and Description
 - Replace current value with new value.





Copy an Asset

- Copy an Asset can be used when:
 - There are multiple number of Assets to be added.
 - The asset shares similar Physical and Financial information to the original Asset.
- Copy an Asset Options:
 - Select the information to be copied.
 - Change the Physical and Financial information as needed.
- New Asset IDs are automatically assigned
- Other adjustments can be made via Basic Add or Adjustment pages

4.20 4.30 4.40 4.50 4.60



Asset Search Utility

- Assets entered in the system can be located using the Search Utility
- Criteria that can be used to locate assets include:

Business Unit	Serial ID	Parent ID	Category
Location	Group ID	Asset ID	Asset Status
Hazardous Asset	Tag Number	Profile ID	ChartFields
PO Unit	PO No.	Receipt Unit	Receipt No.
AP Unit	Voucher	Project Unit	Project ID

Navigation: *Asset Management > Search for an Asset*

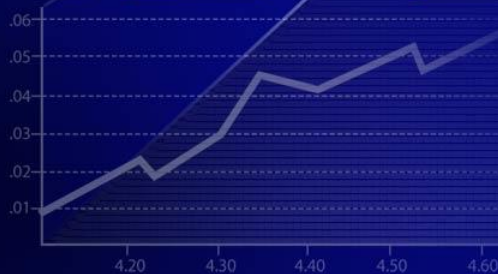


Demo and Exercises

- Are there any questions?
- Demonstration
- Exercises
 - Exercise 1 – Add an Asset
 - Exercise 2 – Change Custodian
 - Exercise 3 – Change Location
 - Exercise 4 – Change the Description

Chapter 4

Adjusting, Recategorizing and Transferring Assets





Adjust Assets

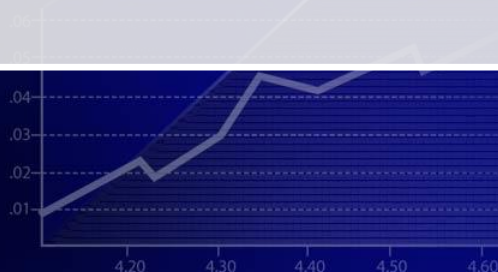
- Adjustments are necessary to:
 - Update Asset Records
 - Correct Errors
 - Add newly received information
- Common types of adjustments include:
 - Add a new cost row
 - Adjust the total cost
 - Recategorize an asset
 - Transfer an asset to another Department, Business Unit, etc.

Note – Financial changes cannot be made via Basic Add pages once the asset has been capitalized.



Transfer/Adjustment Steps

- The State of Indiana uses a three-step process to transfer/adjust assets:
 - Step 1: Enter the Asset Transfer/Adjustment
 - Step 2: Approval by Financial Asset Manager
 - » AOS, for assets valued at \$20,000 or greater
 - Step 3: Run the Finalization





Transfers/Adjustments

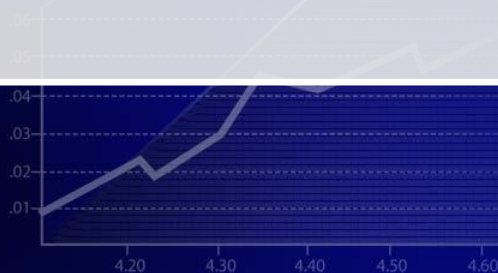
- Asset are not updated until:
 - All necessary approvals have been received
 - Finalization has been processed
 - » Additional changes can not be made until the previous changes have been approved, denied or finalized.
- Changes are updated on the Cost History pages
 - Not via Basic Add pages
- Asset Changes must be sent to the AM Approver
 - Click on the “Submit Workflow” button

Note - Asset Status can be reviewed by using the Review Approvals page.



Transfer Policy

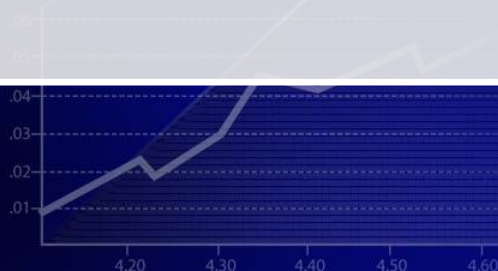
- State of Indiana Transfer Policy:
 - All transfers, sales, retirements and other disposals of capital assets must be processed and approved by the State Surplus Property division of IDOA by submitting Form 13812, Notification of Surplus State-Owned Property.





Transfers

- IntraUnit Transfer
 - Transfer an Asset within a Business Unit, typically used to update Chartfield values.
 - » Fund, Department, Program, Project, etc.
- InterUnit Transfer
 - Transfer an Asset to another Business Unit.
 - » The chartfield values of receiving Business Unit are required to enter transaction.





Viewing Cost History

- Cost History displays information for capitalized and non-capitalized assets
 - List pages: shows history of asset's transactions
 - Detail pages: shows detailed information regarding financial transactions
- Cost History displays all financial transactions that occurred to after the asset was capitalized

Note - Basic Add only shows cost information from the time the asset was capitalized.



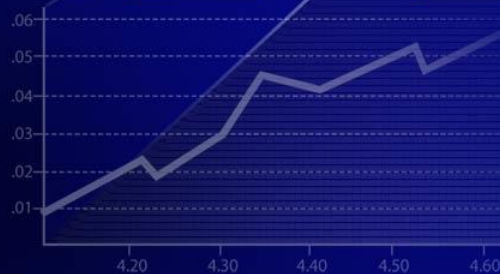


Demo and Exercises

- Are there any questions?
- Demonstration
- Exercises
 - Exercise 5 – Cost Adjustment
 - Exercise 6 – Recategorize
 - Exercise 7 – IntraUnit Transfer
 - Exercise 8 – InterUnit Transfer

Chapter 5

Retiring and Reinstating Assets





Retirement Policy

- Assets are considered retired if disposed of in any of the following ways:
 - Sent to State Surplus (property division)
 - Traded In
 - Scrapped
 - Sold at Public Auction
 - Sold to Local Unit of Government
 - Stolen (reported to Capital Police prior to processing)





Types of Retirement

- Three 3 basic types of retirements:
 - Full, when all quantities & costs of an asset are retired
 - Partial, when only a portion of the quantities & costs of an asset are retired. (NOT used by SOI)
 - Prior Period, when an asset is retired in a prior accounting period but not recorded until next period
- Reinstatements can occur at any time, and are used:
 - To correct errors
 - To place an asset back into service





Retirement Options

- The State of Indiana uses the following retirement options:
 - Casualty Loss
 - Disposal Due to Theft - (police report filed)
 - Duplicate Asset
 - Missing Asset
 - Retirement by Sale
 - Scrapped Asset - (no value to surplus)
 - State Surplus
 - Traded In for Another Asset
- Accounting entries are automatically generated based on the retirement option selected



Retirement Warning

- Retirements – cautionary notes:
 - Assets can be retired, even if unprocessed Financial Transactions exist
 - Once retired, Financial Transactions can not be Finalized
- Verify all Financial Transactions have a status of “Completed” prior to retiring any asset

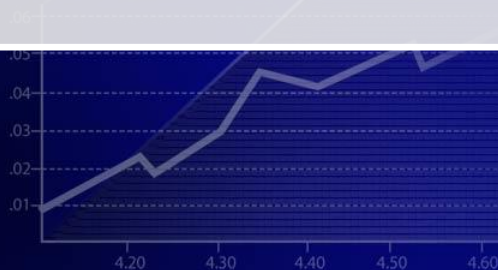
Navigation: Asset Management > Asset Transactions > Financial Transactions > Review Transfer/Adj. Approvals





Reinstating Assets

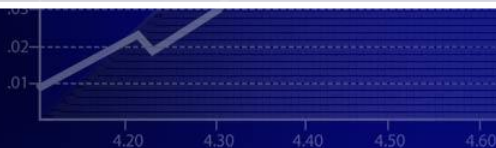
- Reinstatement can be used on retired Assets:
 - To correct errors
 - To place an asset back in service
- When reinstatement occurs:
 - All journal entries created for retired asset are reversed
 - If depreciation has not processed for the retired asset, reinstatement will remove the RET transaction from the Cost table





Retirements/Reinstatements

- When the Retirement/Reinstatement is saved:
 - Asset status is immediately changed
 - Retirement – status changes to “Disposed”
 - Reinstatement – status changes to “In Service”
 - Asset is automatically placed into workflow
- If the retirement/reinstatement is denied:
 - Asset status does not automatically return to previous status
 - AM Entry must take necessary action to change the status
 - Denied Retirement = Reinstatement the asset
 - Denied Reinstatement = Retire the asset





Disposal Worksheet

- Disposal Worksheet is used to:
 - Dispose of several assets at one time
 - Dispose of assets that have common data, such as: **Profile ID**, **Category**, **Department**, etc.
- Three step process:
 - Select Assets for Disposal
 - Approve Disposal Worksheet
 - Process the Transaction Loader
 - Locate the Interface ID
 - Process the Transaction Loader

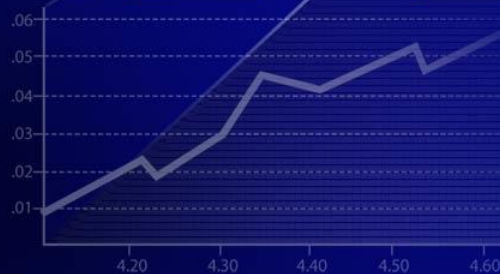


Demo and Exercises

- Are there any questions?
- Demonstration
- Exercises
 - Exercise 9 – Retire an Asset
 - Exercise 10 – Reinstate an Asset

Chapter 2

Integrating with PeopleSoft Procurement





Asset Details

- Asset Information Tab can be found on:
 - Requisition, Purchasing, Receiving and Accounts Payable pages
- Asset Information Tab contains:
 - Business Unit, Asset ID and Profile ID
- PO Receipt pages contains:
 - Tag Number, Location and Custodian

Note – Asset Information will default in from the interfacing modules. However, interfaced data can be overwritten.



Appendix

- Asset manual contains an appendix detailing where Asset Information is located for:
 - Requisition
 - Purchase Order
 - Receipt
 - Voucher
- Asset manual is located on the ENCOMPASS Website, along with the other training materials:
 - <https://myshare.in.gov/sba/encompass/default.aspx>
 - AP Training documents: ENCOMPASS > ENCOMPASS Documents > Training > Asset Management Class > AM Course Manuals

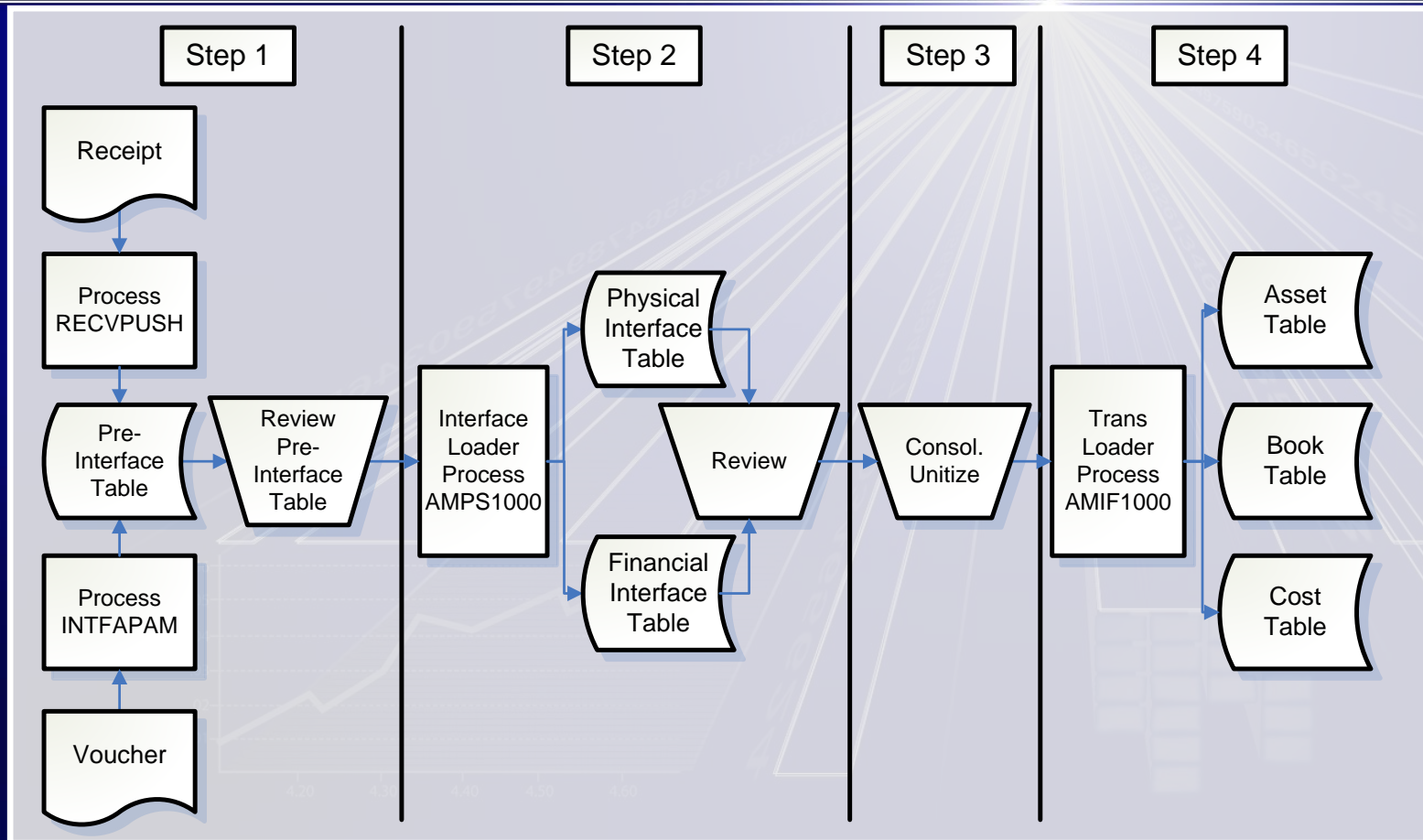


Interfaces

- Asset Status created by the Interface:
 - PO Receipt adds the Asset Status of “Received (Not in Service)”
 - AP Voucher automatically capitalizes the asset for the voucher amount and changes the Asset Status to “In Service”
- Interfaces process automatically
 - AM Entry Users can process the interfaces manually
- Four steps to interface Receipts/Vouchers into Asset Management:
 - Pre-Interface tables, Interface Loader, Consolidate / Unitize, and Transaction Loader



Integration Process Flow





Integration

- Four integration steps involved:
 - Step 1 involves pushing the Receipt or Voucher information from Procurement into AM. It will process automatically.
 - Step 2 is the Interface Loader. It pulls information from the Pre-Interface table and populates the Physical and Financial tables. It will process automatically.
 - Step 3 is Consolidation/Unitization. This is manually controlled and must be processed prior to Step 4.
 - Step 4 is the Transaction Loader. It creates the asset. It will process automatically.



Consolidate / Unitize

- Consolidation is used to combine several components into a single asset.
- Unitization is used to convert asset lines from PO Receipts or Vouchers with multiple asset quantities into separate assets having a quantity of one.
- Consolidation / Unitization must be completed prior to processing the Transaction Loader.



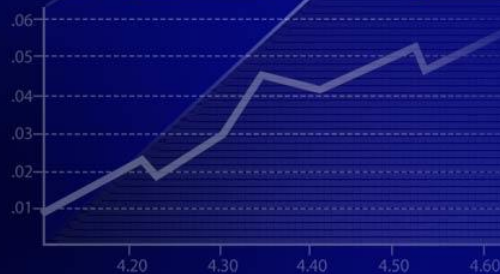


Demo and Exercises

- Are there any questions?
- Demonstration
- Exercises
 - Exercise 11 – Unitization of Assets
 - Exercise 12 – Consolidation of Assts

Chapter 6

Maintaining Parent-Child Assets





Parent-Child Asset Relationships

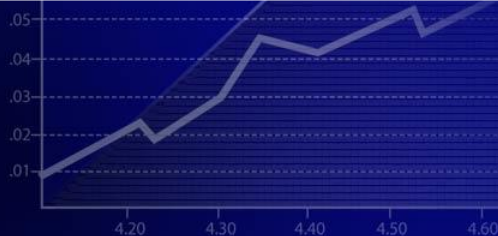
- Parent-Child Assets:
 - Grouped together for processing and reporting
 - Three methods of grouping assets:
 - Single asset with multiple acquisition detail lines for each component
 - One component designated as the parent with the remaining components as child assets
 - Parent only asset with each component as a child asset
 - Each component can have its own cost, depreciation, and physical information

Navigation: *Asset Management > Asset Transactions > Parent-Child Relationship > Review Parent - Child*



Adding Parent-Child Assets

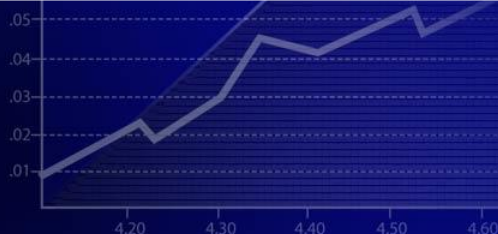
- Parent-Child Assets are added via Basic Add
- Parent Asset must be established prior to assigning any Child Assets
- Child Assets can have a cost and depreciation independent of the Parent
- Once established, special security is required to change a Parent-Child designation





Retiring Parent-Child Assets

- Parent-Child Assets can be retired by:
 - Retiring the parent and all child assets
 - Retiring the parent and some child assets
 - Retiring just the child assets
 - Retiring just some of the child assets





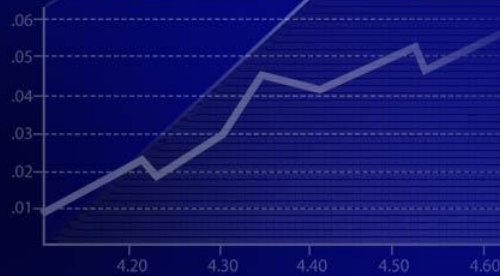
Demonstration

- Are there any questions?
- Demonstration



Chapter 7

Correcting ChartField Errors





ChartField Edit

- A custom Chartfield Edit process was created to run after Accounting Entries are created to:
 - Validate ChartField values
 - Validate Chartfield combinations
 - Flag any Chartfield errors
- Line errors must be correct in order to post accounting information to General Ledger

Note – Agencies are responsibility for reviewing and correcting any identified ChartField errors at the end of each month.



Demonstration

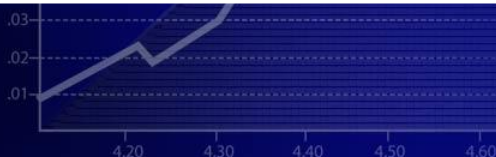
- Are there any questions?
- Demonstration





Post Go Live Support

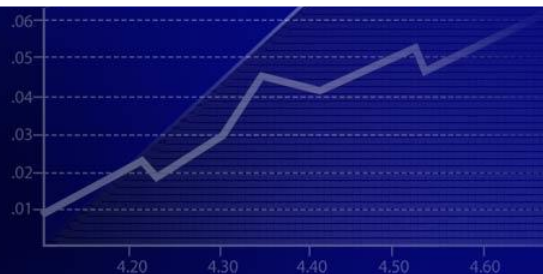
- Post Go Live Support
 - “Report an Issue” link on the Sign In page
 - “Report an Issue” link under the ENCOMPASS menu
 - Call 317-234-HELP to create a helpdesk ticket
- Encompass Website
 - <https://myshare.in.gov/sba/encompass/default.aspx>
 - AP Training documents: ENCOMPASS > ENCOMPASS Documents > Training > Asset Management Class





Evaluations

- Course evaluation
 - Please be honest
 - Provide suggestions for improvements
 - Evaluations are used to adjust the class





THANK
YOU

