VISION

Asset Management Reporting

This guide walks you through steps for running queries and reports for the Asset Management module.

State of Vermont
Department of Finance & Management
January 2024

Table of Contents

Asset Management Queries

VTAMR001 – Asset Physical Inventory Report

Purpose	Lists all in-service assets and their locations to be used for physical inventory
Prompts	AM business unit
Columns	AM business unit, location, document, dept ID, asset id and description, tag number, in-service date and cost

VT_AM_ASSET_LIST – All in service assets for a BU

Purpose	Lists detail information about all currently in-service assets for a given business unit
Prompts	AM business unit, location and dept ID. Can use % for location and dept ID.
Columns	AM business unit, asset id and description, location, location detail, taggable asset, tag number, serial id, all chartfields, asset category, profile id, quantity, cost, acquisition code and acquisition date.

VT_AM_ASSET_CUST_LIST - In service assets BU Custodian

Purpose	Lists detail information about all currently in-service assets for a given business unit, including custodian. (The same as VT_AM_ASSET_LIST query with the addition of asset custodian.)
Prompts	AM business unit, location and dept ID. Can use % for location and dept ID.
Columns	AM business unit, asset id and description, custodian, location, location detail, taggable asset, tag number, serial id, all chartfields, asset category, profile id, quantity, cost, acquisition code and acquisition date.

VT_ASSET_COST_UNDER_1000 – Assets in service cost <1000

Purpose	Lists assets for a given business unit whose asset amount is less than $1,000
Prompts	AM business Unit
Columns	AM business unit, asset id and description, custodian, location, tag number and amount

VT_CIP_DETAIL – Expenditure Detail for CIP – Used for year-end CAFR reporting

Purpose	Expenditure detail related to construction in process for ACFR reporting purposes
Prompts	Range of journal dates, GL business unit, dept ID, fund and project
Columns	GL & AP business units, all chartfields, journal info, AP voucher, deposit ID, AR item/BI invoice, and amount

VT_MER_ASSETS_NO_DEPTID – Assets w/no Dept ID – Used for month-end closing

Purpose	Lists assets with no dept ID

Prompts	AM business Unit
Columns	AM business unit, asset ID and description, location, location detail, all chartfields, category, profile ID, quantity and cost

VT_MER_ASSET_REVIEW – Use to review new added assets– Used for month-end closing	
Purpose	Provides information for assets added within the provided date range
Prompts	AM business unit, dept ID, location and a range of accounting dates (% may used for all dept id and locations)
Columns	Accounting Date, AM business unit, asset ID, quantity, cost, description, location, taggable, tag number, fund, dept ID, category, profile ID, acquisition date, transaction date and transaction type

VT_MER_ASSETS_NO_ACCTG_ENTRIES – Assets with no Acctg Entries – Used for month-end closing	
Purpose	Provides information for assets that do not have accounting entries
Prompts	AM business unit
Columns	AM business unit, asset ID, quantity, amount, description, status, fund, dept ID, capitalize flag, acquisition date, profile ID and category

VT_MER_ASSET_NO_FUND_NO_DEPTID – ISF Assets w/No Fund – Used for month-end closing	
Purpose	Lists assets with either no dept ID or fund – **NOTE: should only be run for BU's with Proprietary or Fiduciary funds**
Prompts	AM business unit
Columns	AM business unit, asset ID, description, location, location detail, all chartfields, category, profile ID, quantity and cost

VT_MER_ASSET_NOT_ADDED – Vchr over $4,999 – Asset? – Used for month-end closing	
Purpose	Lists assets $5,000 or over to typical capital asset accounts that were not capitalized
Prompts	GL business unit, AM business unit and range of accounting dates
Columns	GL business unit, AP business unit, AM business unit, supplier ID and name, voucher ID Invoice number and date, voucher line number, description, account, amount, accounting date, unit price and quantity

VT_MER_ASSETS_POSTED_NOT_JG – Assets not posted not JG – Used for month-end closing	
Purpose	Lists information for assets that are posted but not journal generated
Prompts	AM business unit and before accounting date
Columns	GL business unit, AM business unit, asset ID, user ID, acctg date, all chartfields, amount, distribution status and date/time stamp

Cost Activity Report

Possible situations when this report should be run: Summary report provides cost activity by Chartfield, by Category or by Account. Selecting Detail Report provides information by Asset Id.; Both reports include Beginning Cost balance plus Additions less transfers/recategorized less Retirements for Ending Cost Balance. WorkCenter navigation is recommended.

WorkCenter navigation: Asset Management WorkCenter > Reports/Queries page>Reports/Processes pagelet> Financial Reports > Cost Activity

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Cost Activity

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

Cost Activity Page Displays

- Open Report Print Options

- **CF Template ID –** DEFAULT (dropdown)
  - o **Click Update/Add CF Template**
  - o **Click OK**

Enter information on Cost Activity page

- **Reported by** – Asset Category
- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS

- **Category** – Enter or select from dropdown or leave blank for all categories
- **Type of Report** – Choose Detail or Summary

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.
- **Click Run**

Cost Activity

Cost Activity

Run Control ID RUN_AM_CA	Report Manager Process Monitor [Run]
Language English	

Report Print Options

Report By Asset Category   Title Override
CF Template ID DEFAULT Update/Add CF Template   Amount Length
RF Template ID Update/Add RF Template

Report Request Parameters

Unit 07110
Book Name ASSETS   Category COMPD

Fiscal Year/Period Range
From Fiscal Year 2023   Period 1   Account
Thru Fiscal Year 2023   Period 12   Fund Code
                    OR   Department
Date Range   Program Code
From   Thru   Class Field
Type of Report   Project
○ Detail   ○ Summary

[Save] [Notify] [Refresh]   [Add] [Update/Display]

The Process Scheduler Request page displays

Process Scheduler Request Page

Process Scheduler Request   ×
                                                          Help

User ID DSHEPARD   Run Control ID RUN_AM_CA

Server Name   Run Date 01/04/2024
Recurrence   Run Time 11:38:14AM   [Reset to Current Date/Time]
Time Zone

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Cost Activity Detail Report	AMAS2000	SQR Report	Web	PDF	Distribution

[OK] [Cancel] [Refresh]

Process List

- **Select –** Cost Activity Detail Report – AMAS2000
- **Type –** Web is recommended

- **Format** – PDF is recommended

Click OK

Cost Activity page will re-appear

Click Process Monitor

The Process Monitor page will be displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436413		RUN_AM_CA	SQR Report	AMAS2000	DSHEPARD	01/04/2024 11:38:14AM EST	Success	Posted	Details	⌄Actions

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink: Cost Activity Detail Report

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513336	12436413	Cost Activity Detail Report	01/04/2024 11:40:09AM	Acrobat (*.pdf)	Posted	Details

Example of Report Output

```
                                          PeopleSoft AM
Report ID:      AMAS2000                   COST ACTIVITY DETAIL                                        Page No.  1
Bus. Unit:      07110 -- Housing & Comm Development                                                   Run Date 01/04/2024
Book:           ASSETS -- Asset Book                                                                  Run Time 11:40:16
Catg :          COMPD -- Computer Equipment - Depr
From Year 2023  Period  1    Thru Year 2023  Period  12
Fund  Dept       Progr Class Project              Beginning Cost              Additions              Transfers            Retirements
Asset Id     Description     Type                                            Adjustments           Recategorizes          Ending Cost

22005 7110010110                                     607,704.50                   0.00                   0.00                   0.00
 000000000266  Agate Intelligra                                                   0.00                   0.00              607,704.50

         Total for   Project                         607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50
         Total for   Class                           607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50
         Total for   Progr                           607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50
         Total for   Dept        7110010110          607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50
         Total for   Fund        22005               607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50

         Total for   Category    COMPD               607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50

         Total for   Book ID     ASSETS              607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50

         Total for   Report                          607,704.50                   0.00                   0.00                   0.00
                                                                                  0.00                   0.00              607,704.50
```

Cost and Depreciation Summary

Possible situations when this report should be run: Access the Cost and Depreciation Summary page to review summarized depreciation activity, cost activity, and net book value. All summary pages allow for drill-down To "Select Field" options (for all Assets) by Account, Category, Profile ID, and all Chartfields. Asset ID detail allows for drill-down to Asset Basic Add pages.

WorkCenter navigation: Asset Management WorkCenter > Reports/Queries page>Reports/Processes pagelet> Financial Reports > Cost and Depreciation Summary

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation Summary

The Cost and Depreciation Page Displays

Enter information Cost and Depreciation page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Group Type** – Defaults to None

Click on Search

The Cost and Depreciation by Period populates for Fiscal Year and Period

Cost and Depreciation

Selection Criteria

*Business Unit 02140   Public Safety
*Book Name ASSETS   Asset Book   Currency USD
*Fiscal Year 2023   Period 12   Group Type None

Secondary Selection Criteria

[Search]   [Clear]

Cost and Depreciation by Period   Personalize | 🗗 | 📊

Net Book Value | Depreciation Activity | Cost Activity

Period	Drill-down To	Current Depr	YTD Depr	LTD Depr	Cost	Salvage Value	NBV
12	--- Select Field ---	242,054.28	2,899,495.61	33,055,743.90	45,404,698.03		12,348,954.13

Notify

The Cost and Depreciation Summary Report Displays

The summary report by Chartfield has additional information that may be view by page for NBV, Depreciation Activity, Cost Activity.

- Select Field **(Asset Category)**

The Cost and Depreciation by Chartfield Displays

- **Net Book Value Page**
- **Depreciation Activity**
- **Cost Activity**

Drill-down To – Select Field (ALL Assets)

Cost and Depreciation

Selection Criteria

*Business Unit	02140	Public Safety		New Search
*Book Name	ASSETS	Asset Book	Currency	USD
*Fiscal Year	2023	Period 12	Group Type	None

Period
12

Cost and Depreciation by Chartfield

Personalize | Find | View All | 🗗 | 🔢   First ◄ 1-12 of 12 ► Last

Net Book Value | Depreciation Activity | Cost Activity

Category	Drill-down To	Current Depr	YTD Depr	LTD Depr	Cost	Salvage Value	NBV
BDNID	--- Select Field ---	143.19	1,857.47	5,583.12	11,634.70		6,051.58
COMPD	--- Select Field ---		26,036.25	1,956,678.47	1,956,678.45		-0.02
COMPE	--- Select Field ---			682,794.33	682,794.33		
F&FD	--- Select Field ---	84.07	1,308.89	75,260.40	81,948.34		6,687.94
LABD	--- Select Field ---	12,056.44	122,363.07	257,896.80	771,371.84		513,475.04
MANTD	--- Select Field ---	1,705.29	20,463.81	345,125.92	372,083.19		26,957.27
OEQPD	--- Select Field ---	72,923.69	869,995.10	12,144,112.28	17,467,095.86		5,322,983.58
OEQPE	--- Select Field ---			78,333.45	78,333.45		
VEHD	--- Select Field ---	155,141.60	1,857,471.02	17,500,840.36	23,973,639.10		6,472,798.74
VEHE	--- Select Field ---			9,118.77	9,118.77		
Total:		242,054.28	2,899,495.61	33,055,743.90	45,404,698.03		12,348,954.13

Notify

The Cost and Depreciation by Asset Displays

Cost and Depreciation

Selection Criteria

*Business Unit	02140	Public Safety		New Search
*Book Name	ASSETS	Asset Book	Currency	USD
*Fiscal Year	2023	Period 12	Group Type	None

Period   Asset Category
12   BDNID

Max Rows 300 |◄ ►|

Drill-Down To   --- Select Component ---   GO!

Cost and Depreciation by Asset

Personalize | Find | 🗗 | 🔢   First ◄ 1-2 of 2 ► Last

Net Book Value | Depreciation Activity | Cost Activity | Chartfields | Other Info

	Asset ID	Current Depr	YTD Depr	LTD Depr	Cost	Salvage Value	NBV
○	000000007204	50.68	608.27	4,333.92	6,082.70		1,748.780
○	000000009287	92.51	1,249.20	1,249.20	5,552.00		4,302.800

Notify

Select Asset ID and Drill-down to Component using dropdown

Click GO!

Cost and Depreciation

Selection Criteria

*Business Unit 02140	Public Safety		New Search
*Book Name ASSETS	Asset Book	Currency USD	
*Fiscal Year 2023	Period 12	Group Type None	

🔍 Period   🔍 Asset Category

12   BDNID

Max Rows 300 ◄ ►

Drill-Down To [Asset Basic Information ▼]   **GO!**

Cost and Depreciation by Asset

Personalize | Find | 🔳 | 🔳   First ◄ 1-2 of 2 ► Last

Net Book Value	Depreciation Activity	Cost Activity	Chartfields	Other Info	

Asset ID	Current Depr	YTD Depr	LTD Depr	Cost	Salvage Value	NBV
⦿ 000000007204	50.68	608.27	4,333.92	6,082.70		1,748.780
○ 000000009287	92.51	1,249.20	1,249.20	5,552.00		4,302.800

🖃 Notify

The Basic Add page displays

Basic Add

General Information	Operation/Maintenance	Asset Acquisition Detail	Location/Comments/Attributes	Manufacture/License/Custodian	Asset Supplemental Data

Unit 02140   Asset ID 000000007204   HAZMAT ID 360 COMMAND SYSTEM   Tag 1003725   In Service

Asset Information

Description	HAZMAT ID 360 COMMAND SYSTEM	Short Desc	Haworth Un
CAP #	🔍	Seq #	🔍
☑ Taggable Asset		Tag Number	1003725
Asset Class	OTHERMAINT 🔍 Other Maintenance Equipment		
Asset Type	Facility ▼		
Asset Subtype	🔍	☑ Capitalized Asset	
*Asset Status	In Service ▼	☑ New Asset	
Acquisition Date	05/06/2016 📅	☐ Available For Use	
Placement Date	05/06/2016 📅	☐ In Physical Use	
Collateral Asset	▼		
*Acquisition Code	Purchased ▼		
FERC Code	🔍		
Financing Code	🔍		
Fair Value	0.000	Appraisal Date	
Replacement Cost		Last Update	📅
Index Name	🔍		
SubIndex Name	🔍		
Parent/Child	None ▼	Parent ID	🔍 🔳
Profile ID	DMODOFFICE 🔍	Region Code	🔍
Threshold ID	🔍		
☐ Composite Asset		Composite Asset ID	🔍

Book Page   Set R and D Info...

                  Attachments (0)

Fair Value Details

💾 Save   🔍 Return to Search   📥 Add   Update/Display   📄 Include History   📝 Correct History

Download Cost and Depreciation by Chartfield Table to Excel

- **Go back to Cost and Depreciation by Chartfield page**

- **Select Asset ID**

- **Select Drill-down to Asset Depreciation using dropdown**

- **Click GO!**

Asset Depreciation page displays

- **Click on the Depreciation tab**

- **Download to Excel using the download icon (red circle)**

Depreciation Activity

Possible situations when this report should be run: The Summary report provides depreciation activity by Category or by Account and the Detail Report by Category or by Account and Asset ID; Both reports include Beginning Depreciation balance plus Additions less transfers/recategorized less Retirements for Ending Depreciation Balance.

WorkCenter navigation: Asset Management WorkCenter > Reports/Queries page>Reports/Processes pagelet> Financial Reports > Depreciation Activity

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Depreciation Activity

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Depreciation Activity page displays

Enter information on Depreciation Activity page

- **Reported by** – Asset Category
- **CF Template ID –** DEFAULT or Click Update/Add Template

Click Update/Add CF Template to create template if not found in dropdown

Report Template page opens

- **CF Template ID** – enter DEFAULT, click Add Template

- **Click on OK**

ChartField Format Template

Help

Report Template

Report ID AMDP2000

CF Template ID DEFAULT   Add Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
				☐	☐

OK   Cancel   Refresh

Chartfield Format Template is displayed

Click OK

ChartField Format Template

Help

Report Template

Report ID AMDP2000

CF Template ID DEFAULT   Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	2	5	Fund	☑	☑
Department	3	10	Dept	☑	☑
Program Code	4	5	Progr	☑	☑
Class Field	5	5	Class	☑	☑
Project	6	15	Project	☑	☑
Asset Category	99	5	Categ	☑	☑

OK   Cancel   Refresh

Enter information on Depreciation Activity page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Category**– Enter or select or leave blank for all categories
- **Type of Report** – Choose Detail or Summary

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click Run

The Process Scheduler Request page displays

Process Scheduler Request page

Process List

- **Select –** Depreciation Activity Detail - AMDP2000
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Depreciation Activity page will be displayed

Click on Process Monitor

The Process Monitor page will be displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Depreciation Activity Detail

Example of Report Output

```
                                              PeopleSoft AM
Report ID:      AMDP2000                  DEPRECIATION ACTIVITY DETAIL                          Page No.   1
Bus. Unit:      02240 -- Public Service Department                                              Run Date 01/04/2024
Book:           ASSETS -- Asset Book                                                            Run Time 14:08:23
Catg :          OEQPD -- Other Equipment - Depr
From Year 2023  Period   1   Thru Year 2023  Period 12

Fund  Dept     Progr Class Project             Beg Depr                 Prior Depr                Recat                  Depr
 ASSET ID    Descrip       Type                Additions                Transf                    Retire                 End Depr
21698 2240000000 30200                           14,118.00                   0.00                    0.00                    0.00
 000000000452 Sharp 70" touch                         0.00                   0.00                    0.00               14,118.00

        Total for  Project                       14,118.00                   0.00                    0.00                    0.00
                                                      0.00                   0.00                    0.00               14,118.00
        Total for  Class                         14,118.00                   0.00                    0.00                    0.00
                                                      0.00                   0.00                    0.00               14,118.00
        Total for  Progr       30200             14,118.00                   0.00                    0.00                    0.00
                                                      0.00                   0.00                    0.00               14,118.00
        Total for  Dept     2240000000           14,118.00                   0.00                    0.00                    0.00
                                                      0.00                   0.00                    0.00               14,118.00
        Total for  Fund        21698             14,118.00                   0.00                    0.00                    0.00
                                                      0.00                   0.00                    0.00               14,118.00


21899 2240000000                                  6,448.83                   0.00                    0.00                    0.00
 000000000476 Communication Ra                        0.00                   0.00                    0.00                6,448.83
```

Asset Net Book Value

Possible situations when this report should be run: To view cost activity, depreciation and NBV by Chartfield, by Category, Location, or by Account. The report shows the Cost Balance, Current year depreciation activity, LTD Depreciation and NBV.

WorkCenter navigation: Asset Management WorkCenter > Reports/Queries page>Reports/Processes pagelet> Financial Reports > Asset Net Book Value

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Asset Net Book Value page displays

- Include Transfers and Include Retirements – defaults to include with checked boxes

Enter information on Asset Net Book Value page

Open Report Print Options

- **Reported by** – Enter or select from dropdown
- **CF Template ID** – Enter or select ASSETS from dropdown or create CF Template by clicking Update/Add CF Template
    - o **CF Template ID** – Enter Assets and click Add Template

ChartField Format Template

Help

Report Template

Report ID AMDP2100

CF Template ID ASSETS   Add Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
				☐	☐

OK   Cancel   Refresh

The Report Template displays

ChartField Format Template

Help

Report Template

Report ID AMDP2100

CF Template ID ASSETS   Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	2	5	Fund	☑	☑
Department	3	10	Dept	☑	☑
Program Code	4	5	Progr	☑	☑
Class Field	5	5	Class	☑	☑
Project	6	15	Project	☑	☑
Asset Category	99	5	Categ	☑	☑

OK   Cancel   Refresh

Click OK

The Asset Net Book Value page displays, enter

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary
- **Location and or Category** – May filter search results by fields in dropdown
- **Chartfields –** May filter search results by Chartfield using dropdown

NOTE: Enter timeframe in only one of the 2 below sections

- **As of Fiscal Year/Period Range** – Enter timeframe to be reported on; or
- **Date Range** – Enter timeframe to be reported on

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request Page

Process List

- Select – Asset Net Book Value Detail Report
- Type – Web is recommended
- Format – PDF is recommended

Click OK

Asset Net Book Value page will appear

Click Process Monitor

The Process Monitor page will appear

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List	Explorer	**Administration**	Archives

View Reports For

User ID	DSHEPARD	Type		Last		1	Days

Status		Folder		Instance		to	

Report List

| | | | | | | 1-12 of 12 ⌄ | | |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status
☐	5513905	12437031	Asset Net Book Value Detail	01/17/2024 8:58:15AM	Acrobat (*.pdf)	Posted

Click on the hyperlink Asset Net Book Value Detail

Example of Report Output

Retirement Activity

Possible situations when this report should be run: This report lists retirement related information.

WorkCenter navigation: Asset Management WorkCenter > Reports/Queries page>Reports/Processes pagelet> Financial Reports > Cost Activity

Navigator Menu navigation: Asset Management > Financial Reports > Retirement > Retirement Activity

Retirement Activity

Find an Existing Value

▼ **Search Criteria**

Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

🕒 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Search by: Run Control ID begins with [RUN_AM_RETIRE]

∨ Show more options

[Search]   [Clear]

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

   Or

- Use the dropdowns for Recent Searches or Saved Searches

The Retirement Activity page displays

Retirement Activity

Retirement Activity

Run Control ID RUN_AM_RETIRE   Report Manager Process Monitor [Run]

Language [English ▾]

Report Request Parameters

Unit [02140] 🔍

Book Name [ASSETS] 🔍

As of Date [01/05/2024] 📅

[🖫 Save] [🖃 Notify] [🔄 Refresh]   [🗎 Add] [🖉 Update/Display]

Enter information on Account Activity Summary page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **As of date** – Enter or select

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						

Help

User ID DSHEPARD   Run Control ID RUN_AM_RETIRE

Server Name [▼]   Run Date 01/05/2024 [📅]
Recurrence [▼]   Run Time 8:05:53AM   [Reset to Current Date/Time]
Time Zone [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	French Retirement Activity	AMFR2100	SQR Report	Web ▼	PDF ▼	Distribution
☑	Retirement Activity	AMRT2100	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]   [Refresh]

Process List

- **Select –** Retirement Activity - AMRT2100
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Retirement Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID	DSHEPARD	Q	Type	[ ]	Last	[ ]	1	Days	[ ]	Refresh
Server	[ ]		Name	[ ] Q	Instance	[ ] Range				Clear
Run Status	[ ]		Distribution Status	[ ]	☑ Save On Refresh		Report Manager			Reset

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436429		RUN_ACCT_ACTIVITY	SQR Report	AMAE2120	DSHEPARD	01/05/2024 8:23:12AM EST	Success	Posted	Details	⌄Actions
☐	12436427		RUN_AM_RETIRE	SQR Report	AMRT2100	DSHEPARD	01/05/2024 8:05:53AM EST	Success	Posted	Details	⌄Actions
☐	12436415		RUN_AM_NBV	SQR Report	AMDP2100	DSHEPARD	01/04/2024 2:54:40PM EST	Success	Posted	Details	⌄Actions
☐	12436414		RUN_AM_DEPR	SQR Report	AMDP2000	DSHEPARD	01/04/2024 2:05:33PM EST	Success	Posted	Details	⌄Actions
☐	12436413		RUN_AM_CA	SQR Report	AMAS2000	DSHEPARD	01/04/2024 11:38:14AM EST	Success	Posted	Details	⌄Actions

Click on Report Manager link

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Retirement Activity report

Report Manager

List   Explorer   Administration   Archives

View Reports For

| User ID | DSHEPARD | Type | [ ] | Last | [ ] | 1 | Days | [ ] | Refresh |
| Status | [ ] | Folder | [ ] | Instance | [ ] | to | [ ] | | |

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513349	12436427	Retirement Activity	01/05/2024 8:08:27AM	Acrobat (*.pdf)	Posted	Details
☐	5513338	12436415	Asset Net Book Value Detail	01/04/2024 2:56:28PM	Acrobat (*.pdf)	Posted	Details
☐	5513337	12436414	Depreciation Activity Detail	01/04/2024 2:08:07PM	Acrobat (*.pdf)	Posted	Details
☐	5513336	12436413	Cost Activity Detail Report	01/04/2024 11:40:09AM	Acrobat (*.pdf)	Posted	Details

Example of Report Output

```
                                                              PeopleSoft AM
Report ID:      AMRT2100                                      RETIREMENT ACTIVITY
Bus. Unit:      02140 -- Public Safety
Book:           ASSETS -- Asset Book
As Of Date:     05-JAN-2024


                        Retirement        End      D Retire
Asset Id     Description        Date    Conv Depr Date  C Ty  St Reference        Qty        Amount      Proceeds    Removal Cost    Accum Depr     Gain/Loss

000000000001  Spectrum Analizer   06/07/2005  MM  06/15/2005  R  O   C         -1.000      26,000.00        0.00           0.00      26,000.01          0.01
000000000002  Quantar Base Station 06/29/2018  MM  01/01/2020  R  O   C         -1.000      30,000.00        0.00           0.00      27,625.00      -2,375.00
000000000003  Quantar Base Station 05/30/2006  MM  05/15/2006  R  O   C         -1.000      30,000.00        0.00           0.00       9,062.50     -20,937.50
000000000005  Quantar Base Station 05/30/2006  MM  05/15/2006  R  O   C         -1.000      30,000.00        0.00           0.00       8,937.50     -21,062.50
000000000008  MSF 5000 Base Station 06/07/2005 MM  06/15/2005  R  O   C         -1.000      20,000.00        0.00           0.00      15,000.01      -5,000.00
000000000009  MSR2000 Base Station 06/07/2005  MM  06/15/2005  R  O   C         -1.000       8,000.00        0.00           0.00       6,800.00      -1,200.01
000000000011  MSR2000 Base Station 06/07/2005  MM  06/15/2005  R  O   C         -1.000       8,000.00        0.00           0.00       6,800.00      -1,200.01
000000000012  MSF5000 Base Station 06/07/2005  MM  06/15/2005  R  O   C         -1.000      15,000.00        0.00           0.00      11,250.00      -3,750.00
```

Accounting Entry Detail-Depreciation

Possible situations when this report should be run: To review depreciation activity per asset providing totals for each type of transaction (prior period depreciation, additions, adjustments, recategorizations, transfers, retirements and depreciation).

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Account Activity Summary

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

   Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity page displays

Account Activity Summary

Enter information on Account Activity Summary page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Account** – Enter or select an Accumulated Depreciation account
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request   [×]

Help

User ID DSHEPARD   Run Control ID RUN_ACCT_ACTIVITY

Server Name	⌄	Run Date 01/05/2024 📅	
Recurrence	⌄	Run Time 8:23:12AM	Reset to Current Date/Time
Time Zone	🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Account Entry Detail - Cost	AMAE2110	SQR Report	Web ⌄	PDF ⌄	Distribution
☑	Account Entry Detail - Depr	AMAE2120	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Account Entry Detail - NBV	AMAE2130	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Account Activity Summary- Cost	AMAS2030	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Account Activity Summary - Dep	AMDP2030	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Account Activity Summary - Net	AMDP2130	SQR Report	Web ⌄	PDF ⌄	Distribution

OK   Cancel   Refresh

Process List

- **Select –** Retirement Activity - AMRT2100
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Account Activity page is redisplayed

Click Process Monitor

The Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD Q   Type [   ] [Last   ] [1] [Days   ]   (Refresh)

Server [   ]   Name [Q] Instance [   ] Range   [Clear]

Run Status [   ]   Distribution Status [   ] ☑ Save On Refresh (Report Manager) [Reset]

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436429		RUN_ACCT_ACTIVITY	SQR Report	AMAE2120	DSHEPARD	01/05/2024 8:23:12AM EST	Success	Posted	Details	∨ Actions
☐	12436427		RUN_AM_RETIRE	SQR Report	AMRT2100	DSHEPARD	01/05/2024 8:05:53AM EST	Success	Posted	Details	∨ Actions
☐	12436415		RUN_AM_NBV	SQR Report	AMDP2100	DSHEPARD	01/04/2024 2:54:40PM EST	Success	Posted	Details	∨ Actions
☐	12436414		RUN_AM_DEPR	SQR Report	AMDP2000	DSHEPARD	01/04/2024 2:05:33PM EST	Success	Posted	Details	∨ Actions
☐	12436413		RUN_AM_CA	SQR Report	AMAS2000	DSHEPARD	01/04/2024 11:38:14AM EST	Success	Posted	Details	∨ Actions

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Entry Detail – Depr report

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID [DSHEPARD]   Type [   ] [Last   ] [1] [Days   ]   [Refresh]

Status [   ]   Folder [   ] Instance [   ] to [   ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513352	12436430	Account Entry Detail - Depr	01/05/2024 8:39:32AM	Acrobat (*.pdf)	Posted	Details
				01/05/2024	Acrobat		

Example of Report Output

```
                                                  PeopleSoft AM
Report ID:      AMAE2120                    ACCOUNT ENTRY DETAIL - DEPRECIATION                         Page No.  1
Bus. Unit:      02140 -- Public Safety                                                                 Run Date  01/05/2024
Book:           ASSETS -- Asset Book                                                                   Run Time  08:24:33
Account:        172501 -- Accum Dep Computer Equip
From Year 2023 Period  1     Thru Year 2023 Period  12


Fund Dept       Progr Class Project      Affil Cat
Asset Id        Descr               Type         Beg Depr       Prior Depr        Add        Adjust        Recat        Transf       Retire         Depr        End Depr

                                     COMPD
000000002965  Acer Altos                          0.00           0.00           0.00         0.00          0.00         0.00         0.00          0.00          0.00


          Total for  Category  COMPD              0.00           0.00           0.00         0.00          0.00         0.00         0.00          0.00          0.00
          Total for  Affil                        0.00           0.00           0.00         0.00          0.00         0.00         0.00          0.00          0.00
          Total for  Project                      0.00           0.00           0.00         0.00          0.00         0.00         0.00          0.00          0.00
          Total for  Class                        0.00                                       0.00          0.00         0.00         0.00          0.00          0.00
          Total for  Progr                        0.00                          0.00         0.00          0.00         0.00         0.00          0.00          0.00


               21400                  COMPD
000000000054  Spectra De                          0.00           0.00           0.00         0.00          0.00         0.00         0.00          0.00          0.00
```

Account Activity Summary-Cost

Possible situations when this report should be run: This report lists cost and related transaction amounts per account with Chartfield detail. Used to review cost activity per asset providing totals for each type of transaction (additions, adjustments, reclassification, transfers and retirements).

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Account Activity Summary

Find an Existing Value   ⊕ Add a New Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

⟳ Recent Searches   [Choose from recent searches ▾] ✎   🔖 Saved Searches   [Choose from saved searches ▾] ✎

Search by: Run Control ID begins with [RUN_ACCT_ACTIVITY]
            ⌄ Show more options
                [Search]   [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

    Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity page displays

Account Activity Summary

Account Activity Summary

Run Control ID RUN_ACCT_ACTIVITY   Report Manager Process Monitor   [Run]
Language [English ▾]

Report Request Parameters

Unit [02140] 🔍

Book Name [ASSETS] 🔍   **Type of Report**   **For Depr and Net**

Account [   ] 🔍   ⦿ Detail   ☑ Include Transfers
                             ◯ Summary   ☑ Include Retirements

Fiscal Year/Period Range   **Date Range**

For Cost and Depreciation   OR   For Cost
    From Fiscal Year [2023]   Period [1]   From [   ] 📅
    Thru Fiscal Year [2023]   Period [12]   Thru [   ] 📅

Fiscal Year Period OR Date

    As Of Fiscal Year [   ]   Period [   ]   OR   As of Date [   ] 📅

[💾 Save] [↩ Return to Search] [✉ Notify] [⟳ Refresh]   [➕ Add] [🔁 Update/Display]

Enter information on Account Activity Summary page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Account** – Enter or select an Asset account or leave blank for all accounts. **Selecting an Accumulated Depreciation account will result in a blank report**.
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request						

User ID DSHEPARD   Run Control ID RUN_ACCT_ACTIVITY

Server Name [_____ ˅]   Run Date 01/05/2024 [📅]
Recurrence [_____ ˅]   Run Time 8:50:22AM   [Reset to Current Date/Time]
Time Zone [_____ 🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Account Entry Detail - Cost	AMAE2110	SQR Report	Web ˅	PDF ˅	Distribution
☐	Account Entry Detail - Depr	AMAE2120	SQR Report	Web ˅	PDF ˅	Distribution
☐	Account Entry Detail - NBV	AMAE2130	SQR Report	Web ˅	PDF ˅	Distribution
☑	Account Activity Summary- Cost	AMAS2030	SQR Report	Web ˅	PDF ˅	Distribution
☐	Account Activity Summary - Dep	AMDP2030	SQR Report	Web ˅	PDF ˅	Distribution
☐	Account Activity Summary - Net	AMDP2130	SQR Report	Web ˅	PDF ˅	Distribution

[OK]   [Cancel]   [Refresh]

Process List

- **Select –** Retirement Activity - AMRT2100
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Process Monitor

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [   ]   Last [   ]   1   Days [   ]   Refresh

Server [   ]   Name [   ]   Instance [   ] Range   Clear

Run Status [   ]   Distribution Status [   ] ☑ Save On Refresh   Report Manager   Reset

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436429		RUN_ACCT_ACTIVITY	SQR Report	AMAE2120	DSHEPARD	01/05/2024 8:23:12AM EST	Success	Posted	Details	∨ Actions
☐	12436427		RUN_AM_RETIRE	SQR Report	AMRT2100	DSHEPARD	01/05/2024 8:05:53AM EST	Success	Posted	Details	∨ Actions
☐	12436415		RUN_AM_NBV	SQR Report	AMDP2100	DSHEPARD	01/04/2024 2:54:40PM EST	Success	Posted	Details	∨ Actions
☐	12436414		RUN_AM_DEPR	SQR Report	AMDP2000	DSHEPARD	01/04/2024 2:05:33PM EST	Success	Posted	Details	∨ Actions
☐	12436413		RUN_AM_CA	SQR Report	AMAS2000	DSHEPARD	01/04/2024 11:38:14AM EST	Success	Posted	Details	∨ Actions

Click on Report Manager link

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [   ]   Last [   ]   1   Days [   ]   Refresh

Status [   ]   Folder [   ] Instance [   ] to [   ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513353	12436431	Account Activity Summary- Cost	01/05/2024 8:51:04AM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink Account Activity Summary – Cost report

Example of Report Output

```
                                              PeopleSoft AM
Report ID:     AMAS2030                ACCOUNT ACTIVITY SUMMARY - COST                        Page No.   1
Bus. Unit:     02140 -- Public Safety                                                         Run Date 01/05/2024
Book:          ASSETS -- Asset Book                                                           Run Time 08:51:30
From Year 2023  Period   1    Thru Year 2023  Period  12


Account  Description                Beginning Cost            Additions             Transfers            Retirements          Ending Cost
                                                             Adjustments          Recategorizes

171001   Buildings & Improv N           66,882.70             5,552.00               0.00                  0.00                72,434.70
                                                                  0.00               0.00
```

Accounting Entry Detail

Possible situations when this report should be run: To review journal entries details affecting each asset.

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Entry

Account Activity Summary

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

🕘 Recent Searches Choose from recent searches 🔲 Saved Searches Choose from saved searches

Search by: Run Control ID begins with RUN_ACCT_ACTIVITY

⌄ Show more options

Search   Clear

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Entry Page displays:

Account Entry

Account Entry

Run Control ID RUN_ACCT_ACTIVITY   Report Manager Process Monitor   Run

Language English

Report Request Parameters

GL Unit 02140   Journal ID

Ledger ACCRL/ADJ   **Type of Report**

Account 173001   ⦿ Detail
                           ○ Summary

Fiscal Year/Period Range   **Date Range**

From Fiscal Year 2023   Period 1   OR   From

Thru Fiscal Year 2023   Period 12   Thru

🖫 Save   ⟲ Return to Search   ✉ Notify   ⟳ Refresh   🖫 Add   📄 Update/Display

Enter information on Account Entry page

- **GL Unit** – Enter or select a GL Business Unit
- **Ledger** – Enter or select ACCRL/ADJ
- **Account** – Enter or select desired account
- **Journal ID** – Enter or select desired journal ID or leave blank for all
- **Type of Report** – Choose Detail or Summary
- **Fiscal Year/Period Range** – Enter timeframe to be reported on (or date range below)
- **Date Range** – Enter timeframe to be reported on

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request							✕

Help

User ID DSHEPARD   Run Control ID RUN_ACCT_ACTIVITY

Server Name [▼]   Run Date 01/05/2024 📅

Recurrence [▼]   Run Time 8:59:25AM   Reset to Current Date/Time

Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Account Entry Detail - All	AMAE2100	SQR Report	Web ▼	PDF ▼	Distribution
☐	Retired as Expensed Acc Entry	AMAE2102	SQR Report	Web ▼	PDF ▼	Distribution

OK   Cancel   Refresh

Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Entry Detail – All report

Example of Report Output

```
                                                    PeopleSoft AM
Report ID:     AMAE2100                         ACCOUNTING ENTRY DETAIL                                                Page No.   1
GL BUS. Unit:  02140 -- Public Safety                                                                                  Run Date 01/05/2024
Ledger:        ACCRL/ADJ  -- Accrual Adjustments Ledger                                                                Run Time 09:00:38
Account:       173001 -- Vehicles
From Year 2023 Period  1    Thru Year 2023  Period  12

                                                            Cost
Fund  Dept    Progr Class Project      AffiCat   Asset Id   Description     Type  Journal Id  Journal Dt   Bus Unit  Book      Type Trans Code Book Code          Debit              Credit

     10000    21400                     VEHD  000000004873  Chevy Malibu 20       RET3188082  04/30/2023    02140    ASSETS    RET                                 0.00           17,388.00
```

Account Entry Detail-Cost

Possible situations when this report should be run: To review a list of cost and related transaction amounts per asset (additions, adjustments, transfers, recategorizations and retirements). The report includes each asset's beginning and ending cost value.

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Account Activity Summary

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

🕑 Recent Searches | Choose from recent searches ⌄ ✎ | 🔖 Saved Searches | Choose from saved searches ⌄ ✎

Search by: Run Control ID begins with RUN_ACCT_ACTIVITY

⌄ Show more options

[Search] [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity Summary Page displays:

Account Activity Summary

Account Activity Summary

Run Control ID RUN_ACCT_ACTIVITY   Report Manager Process Monitor   [Run]

Language English ⌄

Report Request Parameters

Unit 02140 🔍

Book Name ASSETS 🔍

Account 173001 🔍

Type of Report
- ⦿ Detail
- ○ Summary

For Depr and Net
- ☑ Include Transfers
- ☑ Include Retirements

Fiscal Year/Period Range

For Cost and Depreciation

From Fiscal Year 2023   Period 1

Thru Fiscal Year 2023   Period 12

OR

Date Range

For Cost

From [ ] 📅

Thru [ ] 📅

Fiscal Year Period OR Date

As Of Fiscal Year [ ]   Period [ ]   OR   As of Date 01/05/2024 📅

[🖫 Save] [🔙 Return to Search] [🗐 Notify] [🔁 Refresh]   [➕ Add] [🗒 Update/Display]

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Account** – Enter or select an Asset account or leave blank for all accounts. Selecting an Accumulated Depreciation account will result in a blank report.
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request   ⌷

Help

User ID   DSHEPARD   Run Control ID   RUN_ACCT_ACTIVITY

Server Name	⌄	Run Date	01/05/2024 📅
Recurrence	⌄	Run Time	9:14:14AM Reset to Current Date/Time
Time Zone	🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Account Entry Detail - Cost	AMAE2110	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Account Entry Detail - Depr	AMAE2120	SQR Report	Web ⌄	PDF ⌄	Distribution

Click OK

The Account Activity Summary page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Entry Detail – Cost report

Example of Report Output

```
                                                      PeopleSoft AM
Report ID:      AMAE2110                           ACCOUNT ENTRY DETAIL - COST
Bus. Unit:      02140 -- Public Safety
Book:           ASSETS -- Asset Book
Account:        173001 -- Vehicles
From Year 2023 Period  1    Thru Year 2023 Period  12


Fund  Dept     Progr Class Project      Affil Cat
      Asset Id      Descrip       Type            Beg Cost                  Adjust                     Transf                      Retire
                                                                             Add                       Recat                     End Cost



                                  VEHD
      000000001739  CHEV IMPALA 2003                  0.00                  0.00                       0.00                        0.00
                                                                            0.00                       0.00                        0.00


                                  VEHD
      000000002206  FORD CROWN VICT2005               0.00                  0.00                       0.00                        0.00
                                                                            0.00                       0.00                        0.00
```

Accounting Entry Detail-Net Book Value

Possible situations when this report should be run: This report lists cost balance, YTD and LTD depreciation and NBV amounts per asset.

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity Summary Page displays:

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID	DSHEPARD			Run Control ID	RUN_ACCT_ACTIVITY	

Server Name		Run Date	01/05/2024	
Recurrence		Run Time	9:25:48AM	Reset to Current Date/Time
Time Zone				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Account Entry Detail - Cost	AMAE2110	SQR Report	Web	PDF	Distribution
☐	Account Entry Detail - Depr	AMAE2120	SQR Report	Web	PDF	Distribution
☑	Account Entry Detail - NBV	AMAE2130	SQR Report	Web	PDF	Distribution
☐		AMAC2020	SQR Report	Web	PDF	Distribution

Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Entry Detail – NBV report

Example of Report Output

```
Report ID:      AMAE2130                          ACCOUNT ENTRY DETAIL - NET BOOK VALUE                    Page No.  1
Bus. Unit:      02140 -- Public Safety                                                                    Run Date 01/05/2024
Book:           ASSETS -- Asset Book                                                                      Run Time 09:26:56
Account:        171001 -- Buildings & Improv Non  Infr
As of Date 01/05/2024

                                              Cost
Fund  Dept    Progr Class Project Cat  AffilId Description  Type    Cost Balance      Current Depr          YTD Depr         Net Book Value
                                                                                                           LTD Depr

     10000    21400            BDNID 000000009287                      5,552.00            0.00                0.00               4,302.80
                                             HDT D-1000B Heater                                            1,249.20

        Total for  Category    BDNID                                   5,552.00            0.00                0.00               4,302.80
```

Account Activity Summary-Depreciation

Possible situations when this report should be run: This report lists depreciation and related transaction amount by account with Chartfields and report totals.

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Account Activity Summary

Find an Existing Value

⊕ Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕐 Recent Searches [Choose from recent searches ▾] ✏   🔖 Saved Searches [Choose from saved searches ▾] ✏

Search by: Run Control ID begins with [RUN_ACCT_ACTIVITY]

⌄ Show more options

[Search]   [Clear]

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity Summary Page displays:

Account Activity Summary

Account Activity Summary

Run Control ID RUN_ACCT_ACTIVITY   Report Manager   Process Monitor   [Run]
Language [English ▾]

Report Request Parameters

Unit [02140] 🔍

Book Name [ASSETS] 🔍

Account [ ] 🔍

Type of Report
◉ Detail
○ Summary

For Depr and Net
☑ Include Transfers
☑ Include Retirements

Fiscal Year/Period Range

For Cost and Depreciation

From Fiscal Year [ ]   Period [ ]

Thru Fiscal Year [ ]   Period [ ]

OR

Date Range

For Cost

From [ ] 📅

Thru [ ] 📅

Fiscal Year Period OR Date

As Of Fiscal Year [2023]   Period [12]   OR   As of Date [01/05/2024] 📅

[💾 Save] [🔍 Return to Search] [📧 Notify] [🔄 Refresh]   [➕ Add] [🗒 Update/Display]

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

Help

User ID DSHEPARD   Run Control ID RUN_ACCT_ACTIVITY

Server Name [▼]   Run Date 01/05/2024 [31]
Recurrence [▼]   Run Time 9:34:26AM   [Reset to Current Date/Time]
Time Zone [Q]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Account Entry Detail - Cost	AMAE2110	SQR Report	Web ▼	PDF ▼	Distribution
☐	Account Entry Detail - Depr	AMAE2120	SQR Report	Web ▼	PDF ▼	Distribution
☐	Account Entry Detail - NBV	AMAE2130	SQR Report	Web ▼	PDF ▼	Distribution
☐	Account Activity Summary- Cost	AMAS2030	SQR Report	Web ▼	PDF ▼	Distribution
☑	Account Activity Summary - Dep	AMDP2030	SQR Report	Web ▼	PDF ▼	Distribution
☐	Account Activity Summary - Net	AMDP2130	SQR Report	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]   [Refresh]

Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Activity Summary – Dep report

Example of Report Output

Report ID: AMDP2030   ACCOUNT ACTIVITY SUMMARY - DEPRECIATION   Page No. 1
Bus. Unit: 02140 -- Public Safety   Run Date 01/05/2024
Book: ASSETS -- Asset Book   Run Time 09:35:28
From Year 2024 Period   7   Thru Year 2024 Period   7

Account	Description	Beg Depr	Prior Depr	Recat	Depr
		Add	Transf	Retire	End Depr
171501	Accum Dep Bldgs & Lsehld Impr	0.00	0.00	0.00	143.22
		0.00	0.00	0.00	6,585.66
172501	Accum Dep Computer Equip	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	1,956,678.47

Account Activity Summary-Net Book Value

Possible situations when this report should be run: To review in summary or by asset ID the Cost Balance and associated Depreciation for both current year and life to date and NBV. Sorted by Account.

Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Account Activity Summary Page displays:

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Account** – Enter or select an Accumulated Depreciation account
- **Type of Report** – Choose Detail or Summary
- **For Depr and Net** – Choose either if you want to include assets that were retired and/or transferred

 NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

H

| User ID DSHEPARD | | | Run Control ID RUN_ACCT_ACTIVITY | | | |

Server Name	[⌄]	Run Date	01/05/2024	🗓	
Recurrence	[⌄]	Run Time	9:44:31AM	Reset to Current Date/Time	
Time Zone	[🔍]				

Process List

Select	Description	Process Name	Process Type	*Type		*Format		Distribution
☐	Account Entry Detail - Cost	AMAE2110	SQR Report	Web	⌄	PDF	⌄	Distribution
☐	Account Entry Detail - Depr	AMAE2120	SQR Report	Web	⌄	PDF	⌄	Distribution
☐	Account Entry Detail - NBV	AMAE2130	SQR Report	Web	⌄	PDF	⌄	Distribution
☐	Account Activity Summary- Cost	AMAS2030	SQR Report	Web	⌄	PDF	⌄	Distribution
☐	Account Activity Summary - Dep	AMDP2030	SQR Report	Web	⌄	PDF	⌄	Distribution
☑	Account Activity Summary - Net	AMDP2130	SQR Report	Web	⌄	PDF	⌄	Distribution

OK	Cancel	Refresh

Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager link

The Report Manager page displays

Click on Administration tab

Click on the hyperlink Account Activity Summary – Net report

Example of Report Output

```
                                                  PeopleSoft AM
Report ID:      AMDP2130               ACCOUNT ACTIVITY SUMMARY - NET BOOK VALUE                    Page No.  1
Bus. Unit:      02140 -- Public Safety                                                             Run Date 01/05/2024
Book:           ASSETS -- Asset Book                                                               Run Time 09:45:14
As of Year 2023  Period  12


Account  Description              Cost Balance          Current Depr          YTD Depr            LTD Depr          Net Book Value

171001   Buildings & Improv N       11,634.70               143.19            1,857.47            5,583.12             6,051.58
172001   Computer Equipment      1,956,678.45                 0.00           26,036.25        1,956,678.47               -0.02
172101   Maintenance Equipmen      372,083.19             1,705.29           20,463.81          345,125.92            26,957.27
172201   Lab Equipment             771,371.84            12,056.44          122,363.07          257,896.80           513,475.04
172401   Other Equipment        17,467,095.86            73,396.44          869,995.10       12,144,112.28         5,322,983.58
173001   Vehicles               23,973,639.10           193,306.12        1,857,471.02       17,500,840.36         6,472,798.74
175001   Furniture & Fixtures       81,948.34                84.07            1,308.89           75,260.40             6,687.94
790050   Other Equipment - Co       78,333.45                 0.00                0.00           78,333.45                 0.00
790060   Vehicles - Contra           9,118.77                 0.00                0.00            9,118.77                 0.00
```

Asset Acquisition by Chartfield

Possible situations when this report should be run: This report lists asset information to review by Asset Id the Cost, Current Year and Life-to-date Depreciation and the Net Book Value sorted by Chartfield detail. Report Totals by Chartfield.

Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > Acquisitions

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Acquisitions Page displays

Enter information on Acquisition page

Under Report Print Options:

- **Reported By** – Enter Chartfield from dropdown
- **CF Template ID** – Enter or select ASSETS from dropdown; if Asset not listed then create CF template

To create CF Template:

Click Update/Add CF Template

- **CF Template ID**: Enter ASSETS

- **Click Add template**

ChartField Format Template

Report Template

Report ID AMAS2100

CF Template ID ASSETS   Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	2	5	Fund	☑	☑
Department	3	10	Dept	☑	☑
Program Code	4	5	Progr	☑	☑
Class Field	5	5	Class	☑	☑
Project	6	15	Project	☑	☑
Asset Category	99	5	Categ	☑	☑

OK   Cancel   Refresh

Click OK

The Acquisitions Page displays

Enter Information on Acquisition Page Report Request Parameters
- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Category** – Enter from drop down

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on

Fiscal Year Period OR Date – Enter timeframe to be reported on. This section should only be used when reporting
- **Type of Report** – Choose Detail or Summary

Acquisitions

Acquisitions

Run Control ID RUN_ASSET_ACQ   Report Manager Process Monitor [Run]
Language [English ▾]

▼ Report Print Options

Report By [Department ▾]   Title Override [_____]
CF Template ID [ASSETS ▾] Update/Add CF Template   Amount Length [___]
RF Template ID [_____ ▾] Update/Add RF Template

Report Request Parameters

Unit [02140] 🔍
Book Name [ASSETS] 🔍

Fiscal Year/Period Range

From Fiscal Year [2023]   Period [1]   Category [VEHD] 🔍
Thru Fiscal Year [2023]   Period [12]   Fund Code [_____] 🔍
                                                 Department [_____] 🔍
                  OR   Program Code [_____] 🔍

Date Range   Class Field [_____] 🔍

From [_____] 📅   Thru [_____] 📅   Project [_____] 🔍

Type of Report

● Detail   ○ Summary

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request   ✕
                                                              Help

User ID DSHEPARD   Run Control ID RUN_ASSET_ACQ

Server Name [_____ ▾]   Run Date [01/05/2024] 📅
Recurrence [_____ ▾]   Run Time [10:55:00AM] [Reset to Current Date/Time]
Time Zone [_____] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Asset Acquisitions by Chartfie	AMAS2100	SQR Report	Web ▾	PDF ▾	Distribution
☐	Asset Acquisitions by In Servi	AMAS2110	SQR Report	Web ▾	PDF ▾	Distribution

[OK]   [Cancel]   [Refresh]

Process List

- **Select –** Asset Acquisition by Chartfield
- **Type –** Web is recommended
- **Format –** PDF is recommended

Click OK

The Acquisitions Page displays

Click Process Monitor

The Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [   ] Last [   ] 1 Days [   ]   (Refresh)
Server [   ]   Name [   ]   Instance [   ] Range   Clear
Run Status [   ]   Distribution Status [   ]   ☑ Save On Refresh   Report Manager   Reset

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436440		RUN_ASSET_ACQ	SQR Report	AMAS2100	DSHEPARD	01/05/2024 10:55:00AM EST	Success	Posted	Details	∨ Actions

Click on Report Manager link

The Report Manager page displays

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [   ] Last [   ] 1 Days [   ]   Refresh
Status [   ]   Folder [   ]   Instance [   ] to [   ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513362	12436440	Asset Acquisitions by Chartfie	01/05/2024 10:55:47AM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink: Asset Acquisition by Chartfield report

Example of Report Output

```
                                                          PeopleSoft AM
Report ID:    AMAS2100                          ASSET ACQUISITIONS DETAIL BY CHARTFIELD                                      Page
Bus. Unit:    02140 -- Public Safety                                                                                        Run D
Book:         ASSETS -- Asset Book                                                                                          Run T
Dept :        2140011210 -- DPS-AD-SS-Fleet Services
From Year 2023  Period  1   Thru Year 2023  Period  12


Fund  Progr Class Project       Categ
  Asset Id      Description    Type  Serv Date    Depr Date    Life        Cost Balance              YTD Depr              LTD Depr              Net Book Value
10000                                VEHD
 000000009296  2022 Subaru Asc       08/05/2022   08/15/2022    36           40,712.00             11,874.33             11,874.33                  28,837.67

         Total for   Categ      VEHD                                         40,712.00             11,874.33             11,874.33                  28,837.67
         Total for   Project                                                 40,712.00             11,874.33             11,874.33                  28,837.67
         Total for   Class                                                   40,712.00             11,874.33             11,874.33                  28,837.67
         Total for   Progr                                                   40,712.00             11,874.33             11,874.33                  28,837.67
         Total for   Fund       10000                                        40,712.00             11,874.33             11,874.33                  28,837.67


20105                                VEHD
 000000009292  2022 Toyt Highl       07/13/2022   07/15/2022    36           42,065.00             13,437.43             13,437.43                  28,627.57
20105                                VEHD
 000000009625  2023 Ford Trans       12/01/2022   12/15/2022    60           56,262.00              6,095.05              6,095.05                  50,166.95
20105                                VEHD
 000000009634  2023 Chevrolet        01/11/2023   01/15/2023    60           46,423.00              4,255.44              4,255.44                  42,167.56
-----                                -----
```

Asset Acquisitions by In-service Date

Possible situations when this report should be run: Report may be used to review asset information by Chartfield. Also includes by Asset Id the Cost, Current Year and Life-to-date Depreciation and the Net Book Value sorted by in-service date.

Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > Acquisitions

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Acquisitions Page displays

Under Report Print Options:

- **Reported By** – Enter Chartfield from dropdown
- **CF Template ID** – Enter or select ASSETS from dropdown; if Asset not listed then create CF template

To create CF Template:

Click Update/Add CF Template

- **CF Template ID**: Enter ASSETS

- **Click Add template**

Click OK

ChartField Format Template

Report Template

Report ID AMAS2100

CF Template ID ASSETS   Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	2	5	Fund	☑	☑
Department	3	10	Dept	☑	☑
Program Code	4	5	Progr	☑	☑
Class Field	5	5	Class	☑	☑
Project	6	15	Project	☑	☑
Asset Category	99	5	Categ	☑	☑

OK   Cancel   Refresh

Click OK

The Acquisitions Page displays

Enter Information on Acquisition Page Report Request Parameters
- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Category** – Enter from drop down

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on

Fiscal Year Period OR Date – Enter timeframe to be reported on. This section should only be used when reporting
- **Type of Report** – Choose Detail or Summary

Acquisitions

Acquisitions

Run Control ID RUN_ASSET_ACQ	Report Manager Process Monitor **Run**
Language English	

▼ Report Print Options

Report By	Department	Title Override	
CF Template ID	ASSETS Update/Add CF Template	Amount Length	
RF Template ID	Update/Add RF Template		

Report Request Parameters

Unit 02140

Book Name ASSETS

Fiscal Year/Period Range

From Fiscal Year	2023	Period	1
Thru Fiscal Year	2023	Period	12

OR

Date Range

From   Thru

Type of Report

◉ Detail   ○ Summary

Category VEHD

Fund Code

Department

Program Code

Class Field

Project

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD	Run Control ID RUN_ASSET_ACQ

Server Name		Run Date	01/05/2024
Recurrence		Run Time	11:10:02AM Reset to Current Date/Time
Time Zone			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Asset Acquisitions by Chartfie	AMAS2100	SQR Report	Web	PDF	Distribution
☑	Asset Acquisitions by In Servi	AMAS2110	SQR Report	Web	PDF	Distribution

OK   Cancel   Refresh

Process List

- **Select –** Asset Acquisition by Chartfield
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Acquisitions Page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [____ ▼] [Last ▼] [____ 1] [Days ▼]   (Refresh)

Server [____ ▼]   Name [____ 🔍]   Instance [____] Range   Clear

Run Status [____ ▼]   Distribution Status [____ ▼]   ☑ Save On Refresh   (Report Manager)   Reset

˅ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436440		RUN_ASSET_ACQ	SQR Report	AMAS2100	DSHEPARD	01/05/2024 10:55:00AM EST	Success	Posted	Details	˅ Actions

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [____ ▼] [Last ▼] [____ 1] [Days ▼]   Refresh

Status [____ ▼]   Folder [____ ▼]   Instance [____] to [____]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513363	12436441	Asset Acquisitions by In Servi	01/05/2024 11:11:47AM	Acrobat (*.pdf)	Posted	Details
☐	5513362	12436440	Asset Acquisitions by Chartfie	01/05/2024	Acrobat	Posted	Details

Click on the hyperlink: Asset Acquisition by in Service report

Example of Report Output

```
Report ID:      AMAS2110                                ASSET ACQUISITIONS DETAIL BY IN SERVICE YEAR AND PERIOD                        Page No.   1
Bus. Unit:      02140 -- Public Safety                                                                                               Run Date 01/05/2024
Book:           ASSETS -- Asset Book                                                                                                 Run Time 11:12:07
From Year 2023  Period  1    Thru Year 2023  Period  12

-In Service-                                   Cost Begin
Year Period Cat    Asset Id      Description    Type Depr Date  Life         Cost Balance           YTD Depr              LTD Depr           Net Book Value

2022   9    VEHD   000000009286  24' cargo trailer      03/15/2022  180        19,923.03            1,715.59              1,715.59              18,207.44


        Total for   Category       VEHD                                        19,923.03            1,715.59              1,715.59              18,207.44

        Total for   In Service Period 9                                        19,923.03            1,715.59              1,715.59              18,207.44


2022  10    VEHD   000000009291  Bravo Alum Trailer     04/15/2022  180        14,242.00            1,147.28              1,147.28              13,094.72


        Total for   Category       VEHD                                        14,242.00            1,147.28              1,147.28              13,094.72

        Total for   In Service Period10                                        14,242.00            1,147.28              1,147.28              13,094.72


        Total for   In Service Year 2022                                       34,165.03            2,862.87              2,862.87              31,302.16
```

Asset Categories

Possible situations when this report should be run: Assists with setup of Assets by Listing all Categories/Descriptions available to use for entering assets and their associated depreciation status.

Navigator Menu navigation: Set Up Financials/Supply Chain > Product Related > Asset Management > Reports > Asset Categories

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Asset Categories page displays

Click Run

Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD   Run Control ID RUN_ASSET_CATEGORY

Server Name	Run Date 01/05/2024
Recurrence	Run Time 11:19:17AM Reset to Current Date/Time
Time Zone	

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	List of Asset Categories	AMAS1100	BI Publisher	Web	PDF	Distribution

OK   Cancel

Asset Categories page displays

Click Process Monitor

The Process Monitor page displays

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD	Type	Last	1	Days	Refresh
Server	Name	Instance	Range		Clear
Run Status	Distribution Status	☑ Save On Refresh	Report Manager		Reset

∨ Process List

1-5 of 5   View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436429		RUN_ACCT_ACTIVITY	SQR Report	AMAE2120	DSHEPARD	01/05/2024 8:23:12AM EST	Success	Posted	Details	∨Actions
☐	12436427		RUN_AM_RETIRE	SQR Report	AMRT2100	DSHEPARD	01/05/2024 8:05:53AM EST	Success	Posted	Details	∨Actions
☐	12436415		RUN_AM_NBV	SQR Report	AMDP2100	DSHEPARD	01/04/2024 2:54:40PM EST	Success	Posted	Details	∨Actions
☐	12436414		RUN_AM_DEPR	SQR Report	AMDP2000	DSHEPARD	01/04/2024 2:05:33PM EST	Success	Posted	Details	∨Actions
☐	12436413		RUN_AM_CA	SQR Report	AMAS2000	DSHEPARD	01/04/2024 11:38:14AM EST	Success	Posted	Details	∨Actions

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List	Explorer	**Administration**	Archives

View Reports For

User ID [DSHEPARD]   Type [_____ ▾] [Last ▾] [____1] [Days ▾]   [Refresh]

Status [_____ ▾]   Folder [_____ ▾]   Instance [_____] to [_____]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513365	12436442	AMAS1100 - AMAS1100.pdf	01/05/2024 11:20:13AM	Acrobat (*.pdf)	Posted	Details

1-15 of 15 ▾ |◁ ◁   ▷ ▷| | View All

Click on the hyperlink: AMAS1100 – AMAS1100 report

<u>Example of Report Output</u>

ORACLE®

PeopleSoft Asset Management

Report ID: AMAS1100   **List of Asset Categories**

Page No: 1
Run Date: 01/05/2024
Run Time: 08:20:11

Tableset ID: STATE   Default State SetID

Category	Description	Intangible Switch	Depreciation Status	Lease Switch	Property Interest	Invest Property
AIRD	Airports - Depr	N	Depreciate	N	N	N
ART	Art	N	Non Depr	N	N	N
ARTLD	Major Arterial - Depr	N	Depreciate	N	N	N
BDNID	Bldg &Imprv/NonInfrastruc-Depr	N	Depreciate	N	N	N
BLDID	Bldg & Imprv/Infrstructur-Depr	N	Depreciate	N	N	N
BR20D	Bridges over 20ft - Depr	N	Depreciate	N	N	N
BRD6D	Bridges 6-20ft - Depr	N	Depreciate	N	N	N
CIP	Construction in Process	N	Non Depr	N	N	N
COMPD	Computer Equipment - Depr	N	Depreciate	N	N	N
COMPE	Computer Equipment - Exp	N	Depreciate	N	N	N
CPLS	Capital Leases	N	Depreciate	Y	N	N

Asset Management Units/Books

Possible situations when this report should be run: Assists with setup of assets by Listing all Business Units/by Business Unit and the last Asset Id assigned

Navigator Menu navigation: Set Up Financials/Supply Chain > Business Unit Related > Reports > Asset Management Units/Books

Asset Management Units/Books

Find an Existing Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

⟳ Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Run Control ID [begins with ▾] [RUN_AM_UNIT_BOOKS]

∧ Show fewer options

☐ Case Sensitive

[Search]   [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

Enter information on Asset Management Units/Books page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS

Asset Management Units/Books

Asset Management Units/Books

Run Control ID   RUN_AM_UNIT_BOOKS   Report Manager   Process Monitor   [Run]

Report Request Parameters

Unit [02140] 🔍

Book Name [ASSETS] 🔍

[💾 Save] [🖅 Notify]   [🔳 Add] [🖉 Update/Display]

Click Run

Process Scheduler Request Page displays

Process Scheduler Request

He

User ID DSHEPARD   Run Control ID RUN_AM_UNIT_BOOKS

Server Name [▼]   Run Date 01/05/2024 📅
Recurrence   [▼]   Run Time 12:01:04PM   [Reset to Current Date/Time]
Time Zone   [   ] 🔍

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Valid AM Business Units/Books	AMBU1000	BI Publisher	Web ▼	PDF ▼	Distribution

[OK]   [Cancel]

Click OK

Asset Categories page displays

Click Process Monitor

The Process Monitor page displays

Process Monitor

Process List   Server List

View Process Requests

User ID [DSHEPARD 🔍]   Type [▼] [Last ▼] [1] [Days ▼]   Refresh
Server   [▼]   Name [🔍] Instance [   ] Range   Clear
Run Status [▼]   Distribution Status [▼] ☑ Save On Refresh Report Manager   Reset

∨ Process List

[▦] [🔍] |< < [1-15 of 15 ▼] > >| | View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436443		RUN_AM_UNIT_BOOKS	BI Publisher	AMBU1000	DSHEPARD	01/05/2024 12:01:04PM EST	Success	Posted	Details	∨ Actions
☐	12436442		RUN_ASSET_CATEGORY	BI Publisher	AMAS1100	DSHEPARD	01/05/2024 11:19:17AM EST	Success	Posted	Details	∨ Actions

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

| List | Explorer | **Administration** | Archives |

View Reports For

User ID DSHEPARD   Type [▾] [Last   ▾] [1] [Days   ▾]   [Refresh]

Status [▾] Folder [▾] Instance [   ] to [   ]

Report List

[⊞] [🔍] |◁ ◁ [1-15 of 15 ▾] ▷ ▷| | View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513367	12436443	AMBU1000 - AMBU1000.pdf	01/05/2024 12:02:30PM	Acrobat (*.pdf)	Posted	Details
				01/05/2024	Acrobat		

Click on the hyperlink: AMBU1000 – AMBU1000 report

Example of Report Output:

ORACLE®

	PeopleSoft Asset Management	Page No:	1
		Run Date:	01/05/2024
Report ID: AMBU1000	Valid AM Business Units/Books	Run Time:	09:02:28

Business Unit: 02140   Public Safety

Business Unit Options

Capital Acquisition Planning Book:		Keep All Books in Synch:	Y
Default Book:	ASSETS	Last Asset Id Used:	9759
Default Tag Number from Asset:	N	Allow Duplicate Tag Numbers:	N

Books for Business Unit

Book: ASSETS	Asset Book		
Book is Required:	Y	Book Type:	Corporate
Capitalization Minimum:	0.00	Depreciation Calendar:	DT
Distribution Switch:	Y	Accounting Entry Template:	DEFAULT
GL Business Unit:	02140	Currency:	USD

Asset Transfers by Chartfield

Possible situations when this report should be run: This Report shows all transfers out and transfers transactions ordered by Chartfield and by Asset ID. Typically used to correct an asset's chartfield detail or missing required fields such as DEPT ID.

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers

Asset Transfers

Find an Existing Value   ⊕ Add a New Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕐 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Search by: Run Control ID begins with [RUN_ASSET_XFERS]
⌄ Show more options

[Search]   [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Asset Transfer page is displayed

Asset Transfers

Asset Transfers

Run Control ID RUN_ASSET_XFERS   Report Manager Process Monitor [Run]
Language [English ▾]

▼ Report Print Options

Report By [▾]	Title Override [ ]
CF Template ID [▾] Update/Add CF Template	Amount Length [ ]
RF Template ID [▾] Update/Add RF Template	

Report Request Parameters

Unit [ ] 🔍
Book Name [ ] 🔍   Category [ ] 🔍

Fiscal Year/Period Range   Fund Code [ ] 🔍

From Fiscal Year [ ]   Period [ ]   Department [ ] 🔍
Thru Fiscal Year [ ]   Period [ ]   Program Code [ ] 🔍

OR   Class Field [ ] 🔍

Date Range

From [ ] 📅   Thru [ ] 📅   Project [ ] 🔍

Type of Report

◉ Detail   ○ Summary

<u>Under Report Print Options:</u>

Create CF Template:

- **Click Update/Add CF Template**
- **CF Template ID**: Enter CATEGORY
- **Click Add template**

Click OK

Enter information on Asset Transfer page

- **Reported by** - Enter Chartfield from dropdown
- **CF Template ID** – Enter template **or** click Update/CF Template to create
  - ○ **CF Template ID –** enter CATEGORY
  - ○ **Add Template**

Enter information on Asset Transfer page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Type of Report – Choose Detail or Summary

ChartField Format Template

×

Report Template

Report ID AMAS2300

CF Template ID CATEGORY   Delete Template

Chartfields

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	2	5	Fund	☑	☑
Department	3	10	Dept	☑	☑
Program Code	4	5	Progr	☑	☑
Class Field	5	5	Class	☑	☑
Project	6	15	Project	☑	☑
Asset Category	99	5	Categ	☑	☑

[OK]   [Cancel]   [Refresh]

Click OK

Asset Transfers

Asset Transfers

Run Control ID RUN_ASSET_XFERS   Report Manager Process Monitor   [Run]

Language [English ▾]

▾ Report Print Options

Report By [Department ▾]   Title Override [   ]

CF Template ID [CATEGORY ▾] Update/Add CF Template   Amount Length [   ]

RF Template ID [▾] Update/Add RF Template

Report Request Parameters

Unit [02140] 🔍

Book Name [ASSETS] 🔍   Category [   ] 🔍

Fiscal Year/Period Range   Fund Code [   ] 🔍

From Fiscal Year [2023]   Period [1]   Department [   ] 🔍

Thru Fiscal Year [2023]   Period [12]   Program Code [   ] 🔍

OR   Class Field [   ] 🔍

Date Range

From [   ] 📅   Thru [   ] 📅   Project [   ] 🔍

Type of Report

◉ Detail   ○ Summary

Click Run

Process Scheduler Request Page

Click OK

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List	Explorer	**Administration**	Archives

View Reports For

User ID	DSHEPARD	Type		▾	Last	▾	1	Days	▾	Refresh
Status		▾	Folder		▾	Instance		to		

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513368	12436444	Asset Transfers by Chartfield	01/05/2024 12:50:06PM	Acrobat (*.pdf)	Posted	Details

1-16 of 16 ▾ | View All

Click on the hyperlink: Asset Transfers by Chartfield report

Example of Report Output:

```
                                                          PeopleSoft AM
Report ID:      AMAS2300                          ASSET TRANSFERS DETAIL BY CHARTFIELD                                      Page No.  1
Bus. Unit:      02140 -- Public Safety                                                                                     Run Date 01/05/202
Book:           ASSETS -- Asset Book                                                                                       Run Time 12:57:47
Dept :          --
From Year 2018 Period  1    Thru Year 2018 Period  12

Fund  Progr Class Project      Categ Trans Asset Id    Description    Type  Beg Dep Dte  Life  Qty       Cost Balance          LTD Depr          Net Book Value

                               COMPE Out  000000007629 HP Z1 WORKSTATI     07/01/2015    1    -1           -1,766.54          -1,766.54               0.00

        Total for  Categ       COMPE                                                                       -1,766.54          -1,766.54               0.00

                               MANTD Out  000000007757 IFR Service Mon     04/15/2012    60   -1           -7,000.00          -7,000.00               0.00

        Total for  Categ       MANTD                                                                       -7,000.00          -7,000.00               0.00

                               OEQPD Out  000000007644 NORITSU D703 IN     08/15/2017    60   -1           -7,300.00               0.00          -7,300.00
                               OEQPD Out  000000007715 Microwave Syst      04/15/2012    240  -1          -15,000.00          -4,218.75         -10,781.25
                               OEQPD Out  000000007716 Antenna Analyze     04/15/2012    240  -1          -10,000.00          -2,812.52          -7,187.48
                               OEQPD Out  000000007717 AOT VCOMM - Har     04/15/2012    240  -1          -15,000.00          -4,218.75         -10,781.25
                               OEQPD Out  000000007718 BANDWIDTH MANAG     04/15/2012    240  -1          -15,000.00          -4,218.75         -10,781.25
                               OEQPD Out  000000007719 BANDWIDTH MANAG     04/15/2012    240  -1          -15,000.00          -4,218.75         -10,781.25
                               OEQPD Out  000000007720 BANDWIDTH MANAG     04/15/2012    240  -1          -15,000.00          -4,218.75         -10,781.25
```

Assets by Asset ID

Possible situations when this report should be run: List Assets by Asset ID; includes tag number, Acq date, Cost Balance, YTD Depr, LTD Depr, NBV. Helpful for reviewing, monitoring and reporting on assets.

Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > by Location

Assets by Location

Find an Existing Value

Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

Recent Searches [Choose from recent searches ▾]   Saved Searches [Choose from saved searches ▾]

Search by: Run Control ID begins with [RUN_ASSET_BY_ID]

⌄ Show more options

[Search]   [Clear]

Add a New Value ⊕

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The By Location page is displayed

By Location

By Location

Run Control ID RUN_ASSET_BY_ID   Report Manager Process Monitor   [Run]
Language [English ▾]

Report Request Parameters

Unit [07110] 🔍	Location [ ] 🔍
Book Name [ASSETS] 🔍	Area ID [ ] 🔍

Fiscal Year/Period Range

From Fiscal Year [2023]	Period [1]	Category [ ] 🔍
Thru Fiscal Year [2023]	Period [12]	Fund Code [ ] 🔍

OR

Department [ ] 🔍

Date Range

From [ ] 📅   Thru [ ] 📅

Program Code [ ] 🔍

Class Field [ ] 🔍

Type of Report

◉ Detail   ○ Summary

Project [ ] 🔍

Enter information on Asset by Location page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click Run

Process Scheduler Request Page

Process Scheduler Request

| | | | | | | | He |

User ID DSHEPARD   Run Control ID RUN_ASSET_BY_ID

Server Name	[ ] ∨	Run Date 01/05/2024 📅	
Recurrence	[ ] ∨	Run Time 1:09:21PM	Reset to Current Date/Time
Time Zone	[ ] 🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Asset List by Location	AMAS2200	SQR Report	Web ∨	PDF ∨	Distribution
☑	Asset List by Asset Id	AMAS2210	SQR Report	Web ∨	PDF ∨	Distribution

Process List

- **Select –** Asset List by Asset ID – AMAS2210
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [   ] [Last] [1] [Days]   Refresh

Server [   ]   Name [   ]   Instance [   ] Range   Clear

Run Status [   ]   Distribution Status [   ]   ☑ Save On Refresh   Report Manager   Reset

Process List

						1-15 of 15 ▾ |< < > >|	View All

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436443		RUN_AM_UNIT_BOOKS	BI Publisher	AMBU1000	DSHEPARD	01/05/2024 12:01:04PM EST	Success	Posted	Details	⌄Actions
☐	12436442		RUN_ASSET_CATEGORY	BI Publisher	AMAS1100	DSHEPARD	01/05/2024 11:19:17AM EST	Success	Posted	Details	⌄Actions

Click on Report Manager

The Report Manager page is dis

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [   ] [Last] [1] [Days]   Refresh

Status [   ]   Folder [   ]   Instance [   ] to [   ]

Report List

					1-20 of 20 ▾ |< < > >|	View All

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513372	12436448	Asset List by Asset Id	01/05/2024 1:10:33PM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink: Asset List by Asset ID report

Example of Report Output:

```
                                                          PeopleSoft AM
Report ID:      AMAS2210                               ASSET LIST BY ASSET ID
Bus. Unit:      07110 -- Housing & Comm Development
Book:           ASSETS -- Asset Book
From Year 2018  Period 1  Thru Year 2018  Period 12

------------------Asset------------------    Parent
   ID         Description              ID        Tag Number   CAP Number   Acq Date      Cost Balance       YTD Depr        LTD Depr       Net Book Value

000000000327   DELL LATITUDE 5289              ACCD-HOU0520   03/14/2018    1,922.17        1,922.17        1,922.17          0.00
000000000328   DELL LATITUDE 5580              ACCD-HOU0522   04/10/2018    1,934.44        1,934.44        1,934.44          0.00
000000000329   DELL LATITUDE 5580              ACCD-HOU0524   04/25/2018    1,923.50        1,923.50        1,923.50          0.00
000000000330   DELL OPTIPLEX 7050              ACCD-HOU0526   05/23/2018    1,896.67        1,896.67        1,896.67          0.00
```

Assets by Location

Possible situations when this report should be run: Lists assets information by Location and Asset ID; provides Tag Number and Acq Date. Helpful in reviewing and determining location codes to use during setup.

Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > by Location

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The By Location page is displayed

Enter information on Asset by Location page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Location** – Enter, select from dropdown, or leave blank for all location codes
- **Category** – Enter or select from dropdown
- **Type of Report** – Choose Detail or Summary

NOTE: Enter timeframe in only one of the three below sections

- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on
- **Fiscal Year Period OR Date** – Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

Click Run

Process Scheduler Request Page

Process Scheduler Request

He

| | | | User ID DSHEPARD | | Run Control ID RUN_ASSET_BY_ID | | | |

Server Name	⌄	Run Date 01/05/2024	🗓	
Recurrence	⌄	Run Time 1:09:21PM	Reset to Current Date/Time	
Time Zone	🔍			

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Asset List by Location	AMAS2200	SQR Report	Web ⌄	PDF ⌄	Distribution
☑	Asset List by Asset Id	AMAS2210	SQR Report	Web ⌄	PDF ⌄	Distribution

Process List

- **Select –** Asset List by Asset ID – AMAS2210
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The By Location page is displayed

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID DSHEPARD   Type [v] [Last   v]   1   [Days   v]   [Refresh]

Server [v]   Name [   ]   Instance [   ] Range

Run Status [v]   Distribution Status [v]   ☑ Save On Refresh   Report Manager   [Reset]   [Clear]

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status
☐	12437034		loc	SQR Report	AMAS2210	DSHEPARD	01/17/2024 12:52:19PM EST	Success	Posted

Click Report Manager link

The Report Manager page displays

Click Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID DSHEPARD   Type [v] [Last   v]   1   [Days   v]   [Refresh]

Status [v]   Folder [v]   Instance [   ] to [   ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513372	12436448	Asset List by Asset Id	01/05/2024 1:10:33PM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink: Asset List by Asset ID report

Example of Report Output:

```
                                                          PeopleSoft AM
Report ID:    AMAS2200                                 ASSET LIST BY LOCATION
Bus. Unit:    05100 -- Education Agency
Location:     AMTPNATLIF  -- National Life
                          --
From Year 2022  Period  1  Thru Year 2022  Period 12


------------------Asset------------------     Parent                                                          --------Custodian-----------
    ID       Long Description        St    ID      Tag Number   Cap Number   Acq Date     Manufacturer      Performed By   Employee Id  Dept      Proj        Offs
000000001667  TOSHIBA ESTUDIO 4515AC    I         003-2022                  02/14/2022  TOSHIBA                                                                   N

000000001668  TOSHIBA ESTUDIO 4518A     I         004-2022                  02/14/2022  TOSHIBA                                                                   N

000000001669  TOSHIBA E STUDIO 8518G    I         005-2022                  02/14/2022  TOSHIBA                                                                   N

000000001670  TOSHIBA ESTUDIO 8518G     I         006-2022                  02/14/2022  TOSHIBA                                                                   N
```

Depreciation by Fiscal Year

Possible situations when this report should be run: Reports depreciation by fiscal year by asset, category, project, or department.

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Fiscal Year

Depreciation by Fiscal Year

Find an Existing Value

⊕ Add a New Value

▼ Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

🕘 Recent Searches | Choose from recent searches | 🖉   🔖 Saved Searches | Choose from saved searches | 🖉

Search by: Run Control ID begins with [RUN_DEPR_FISCAL_YR]

∨ Show more options

[Search]   [Clear]

Run Control ID

- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Depreciation by Fiscal Year page is displayed

Depreciation by Fiscal Year

Run Control ID RUN_DEPR_FISCAL_YR   Report Manager Process Monitor   [Run]
Language [English ∨]

Report Request Parameters

| Unit 02240 🔍 | Report By Asset Category ∨ |
| Book Name ASSETS 🔍 | Category [   ] 🔍 |

Fiscal Year Range

From Fiscal Year 2022   Fund Code [   ] 🔍

Thru Fiscal Year 2022   Department [2240000000] 🔍

Program Code [   ] 🔍

Class Field [   ] 🔍

Project [   ] 🔍

Enter information on Depreciation by Fiscal Year page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Report by** – Enter or select
- **Dept ID** – Enter or select or leave blank
- **Fiscal Year Range** – Enter timeframe to be reported on (from/through)

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD	Run Control ID RUN_DEPR_FISCAL_YR

Server Name	Run Date 01/05/2024	
Recurrence	Run Time 1:51:58PM	Reset to Current Date/Time
Time Zone		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
✔	Depr by Year	AMDP2300	SQR Report	Web	PDF	Distribution

OK   Cancel   Refresh

Process List

- **Select –** Depre by Year– AMDP2300
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Depreciation by Fiscal Year page is displayed

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID [DSHEPARD] 🔍   Type [▢ ▾]   [Last ▾]   [1]   [Days ▾]   (Refresh)

Server [▾]   Name [▢] 🔍   Instance [▢] Range   Clear

Run Status [▾]   Distribution Status [▾]   ☑ Save On Refresh   (Report Manager)   Reset

∨ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436454		RUN_DEPR_FISCAL_YR	SQR Report	AMDP2300	DSHEPARD	01/05/2024 1:51:58PM EST	Success	Posted	Details	∨Action

1-26 of 26 ▾   View

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID [DSHEPARD]   Type [▾]   [Last ▾]   [1]   [Days ▾]   Refr

Status [▾]   Folder [▾]   Instance [▢] to [▢]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513378	12436454	Depr by Year	01/05/2024 1:52:45PM	Acrobat (*.pdf)	Posted	Details

1-26 of 26 ▾   View All

Click on the hyperlink: Depr by Year report

Example of Report Output:

```
                                                                    PeopleSoft AM
                                                     DEPRECIATION BY FISCAL YEAR - CATEGORY DETAIL
Report ID:      AMDP2300
Bus. Unit:      02240 -- Public Service Department
Book:           ASSETS -- Asset Book
Dept:           2240000000 -- Regulation & Energy Efficiency
From Year 2022     Thru Year 2022
Fund  Progr Class Project        Cat


    10000                     COMPD

       2022 :                       67,656.04

    21698                     BDNID

       2022 :                       21,909.59
```

Depreciation by Period

Possible situations when this report should be run: This report sorts depreciation by period by Asset Id, category, project or department.

Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Period

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Depreciation by Period page is displayed

Enter information on Depreciation by Fiscal Year page

- **Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Report by** – Enter or select from dropdown
- **Dept ID** – Enter or select from dropdown
- **Fiscal Year Range** – Enter timeframe to be reported on (from/through)
- **Date Range** – Enter timeframe to be reported on

Click on Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD	Run Control ID RUN_DEPR_PERIOD

Server Name	[ ] ▼	Run Date	01/05/2024 📅
Recurrence	[ ] ▼	Run Time	2:03:52PM Reset to Current Date/Time
Time Zone	[ ] 🔍		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Depr by Period	AMDP2200	SQR Report	Web ▼	PDF ▼	Distribution

Process List

- **Select –** Depre by Year– AMDP2300
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

The Depreciation by Period page is displayed

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID [DSHEPARD]   Type [▾] [Last ▾] [1] [Days ▾]   (Refresh)
Server [▾]   Name [ ]   Instance [ ] Range   (Clear)
Run Status [▾]   Distribution Status [▾]   ☑ Save On Refresh   Report Manager   (Reset)

Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436454		RUN_DEPR_FISCAL_YR	SQR Report	AMDP2300	DSHEPARD	01/05/2024 1:51:58PM EST	Success	Posted	Details	⌄ Action

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID [DSHEPARD]   Type [▾] [Last ▾] [1] [Days ▾] [ ]
Status [▾]   Folder [▾]   Instance [ ] to [ ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513380	12436456	Depr by Period	01/05/2024 2:04:18PM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink: Depr by Period report

Example of Report Output:

```
                                                           PeopleSoft AM
Report ID:      AMDP2200                        DEPRECIATION BY PERIOD - CATEGORY DETAIL
Bus. Unit:      02240 -- Public Service Department
Book:           ASSETS -- Asset Book
Category        BDNID -- Bldg &Imprv/NonInfrastruc-Depr
From Year 2018  Period   1     Thru Year 2022  Period  12


                    2018                 2019                 2020                 2021                 2022
1                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
2                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
3                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
4                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
5                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
6                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
7                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
8                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
9                2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
10               2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
11               2,059.92             2,059.92             2,059.92             2,059.92             2,059.92
12               2,059.88             2,059.87             2,059.89             2,059.88             2,059.89
   ---------------------------------------------------------------------------------------------------------------
                24,719.00            24,718.99            24,719.01            24,719.00            24,719.01
```

Retirement by Chartfield

Possible situations when this report should be run: This report sorts retirement information by Chartfield.

Navigator Menu navigation: Asset Management > Financial Reports > Retirement > Retirement Information

Retirement Information

Find an Existing Value

▼ Search Criteria
Enter any information you have and click Search. Leave fields blank for a list of all values.

⊕ Add a New Value

🕘 Recent Searches [Choose from recent searches ▾] ✎   🔖 Saved Searches [Choose from saved searches ▾] ✎

Search by: Run Control ID begins with [RUN_RETIREMENT]
∨ Show more options

[Search] [Clear]

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

  Or

- Use the dropdowns for Recent Searches or Saved Searches

The Retirement Information page is displayed

Retirement Information

Retirement Information

Run Control ID RUN_RETIREMENT   Report Manager Process Monitor   [Run]
Language [English ▾]

Report Request Parameters

Business Unit [01160] 🔍
Book Name [ASSETS] 🔍

Category [   ] 🔍

Fiscal Year/Period Range

Fund Code [58200] 🔍

From Fiscal Year [2023]   Period [1]

Department [   ] 🔍

Thru Fiscal Year [2023]   Period [12]

Program Code [   ] 🔍

OR

Class Field [   ] 🔍

Date Range

From [   ] 📆   Thru [   ] 📆

Project [   ] 🔍

Type of Report

◉ Detail   ○ Summary

Enter information on Retirement Information page

- **Business Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary
- **Fund Code** – Enter or select
- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on

Click Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD   Run Control ID RUN_RETIREMENT

Server Name [⌄]   Run Date 01/05/2024 [📅]
Recurrence [⌄]   Run Time 2:22:20PM   [Reset to Current Date/Time]
Time Zone [🔍]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Retirement Report by Chartfiel	AMRT2000	SQR Report	Web ⌄	PDF ⌄	Distribution
☐	Retirement Report by In Servic	AMRT2010	SQR Report	Web ⌄	PDF ⌄	Distribution

[OK]   [Cancel]   [Refresh]

Process List

- **Select –** Retirement Report by Chartfiel – AMRT2000
- **Type –** Web is recommended
- **Format –** PDF is recommended

Click OK

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   Server List

View Process Requests

User ID [DSHEPARD] 🔍   Type [▾] [Last ▾] [1] [Days ▾]   (Refresh)

Server [▾] Name [🔍] Instance [ ] Range   [Clear]

Run Status [▾] Distribution Status [▾] ☑ Save On Refresh (Report Manager) [Reset]

▾ Process List

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
☐	12436454		RUN_DEPR_FISCAL_YR	SQR Report	AMDP2300	DSHEPARD	01/05/2024 1:51:58PM EST	Success	Posted	Details	▾Action

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

User ID [DSHEPARD] Type [▾] [Last ▾] [1] [Days ▾] [ ]

Status [▾] Folder [▾] Instance [ ] to [ ]

Report List

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
☐	5513383	12436459	Retirement Report by Chartfiel	01/05/2024 2:21:48PM	Acrobat (*.pdf)	Posted	Details

Click on the hyperlink: Retirement Report by Chartfield

Example of Report Output:

```
                                                        PeopleSoft AM
                                              RETIREMENT DETAIL BY CHARTFIELD                                      Page No.   1
Report ID:      AMRT2000                                                                                          Run Date 01/05/2024
Bus. Unit:      01160 -- Buildings & Gen Serv-Prop                                                                Run Time 14:22:03
Book:           ASSETS -- Asset Book
Dept:           1160159200  -- Fleet Mgt Div-Demand Driven
From Year 2023  Period   1     Thru Year 2023  Period  12


Fund  Progr Class Project    Cat
Asset Id       Description    Type         Cost Balance              Accum Depr            Proceeds          Removal Cost              Gain/Loss


     58200                    VEHD
000000003201   2008 INTERNATIONAL 4200-5       101,567.99             101,567.99           18,600.00               0.00               18,600.00

     58200                    VEHD
000000003384   2011 FORD F250 TRUCK -A02        23,144.00              23,144.00           20,000.00               0.00               20,000.00

     58200                    VEHD
000000003595   2012 FORD ESCAPE-B33312          -2,800.00              -2,800.01               0.00               0.00                   -0.01
```

Retirement by In Service Date

Possible situations when this report should be run: This report lists retirement information with totals per in-service year/period.

Navigator Menu navigation: Asset Management > Financial Reports > Retirement > Retirement Information

Run Control ID
- Click Add a New Value to create a unique run control ID, then click Add

    Or

- Use the dropdowns for Recent Searches or Saved Searches

The Retirement Information page is displayed

Enter information on Retirement Information page

- **Business Unit** – Enter or select a Business Unit
- **Book Name** – Enter or select ASSETS
- **Type of Report** – Choose Detail or Summary
- **Fund Code** – Enter or select
- **Fiscal Year/Period Range** – Enter timeframe to be reported on
- **Date Range** – Enter timeframe to be reported on

Click Run

The Process Scheduler Request page displays

Process Scheduler Request

User ID DSHEPARD   Run Control ID RUN_RETIRE_INFO

Server Name		Run Date	01/05/2024	
Recurrence		Run Time	2:45:49PM	Reset to Current Date/Time
Time Zone				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☐	Retirement Report by Chartfiel	AMRT2000	SQR Report	Web	PDF	Distribution
☑	Retirement Report by In Servic	AMRT2010	SQR Report	Web	PDF	Distribution

OK   Cancel   Refresh

Process List

- **Select –** Retirement Report by Chartfiel – AMRT2000
- **Type –** Web is recommended
- **Format** – PDF is recommended

Click OK

Click Process Monitor

Process Monitor page is displayed

Click Refresh until Run Status is Success and Distribution Status is Posted

Process Monitor

Process List   *Server List*

View Process Requests

User ID	DSHEPARD 🔍	Type	▢	Last ▢	1	Days ▢	Refresh
Server	▢	Name	🔍	Instance		Range	Clear
Run Status	▢	Distribution Status	▢	☑ Save On Refresh	Report Manager		Reset

▽ **Process List**

| ⊞ | 🔍 | | | | | | | |K < 1-26 of 26 ▾ > >| View |

Select	Instance	Seq.	Run Control ID	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
▢	12436454		RUN_DEPR_FISCAL_YR	SQR Report	AMDP2300	DSHEPARD	01/05/2024 1:51:58PM EST	Success	Posted	Details	﹀Action

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Report Manager

List   Explorer   **Administration**   Archives

View Reports For

| User ID | DSHEPARD | Type | ▢ | Last ▢ | 1 | Days ▢ | Refresh |
| Status | ▢ | Folder | ▢ | Instance | | to | |

Report List

| ⊞ | 🔍 | | | | | |K < 1-29 of 29 ▾ > >| View All |

Select	Report ID	Prcs Instance	Description	Request Date/Time	Format	Status	Details
▢	5513385	12436461	Retirement Report by In Servic	01/05/2024 2:47:21PM	Acrobat (*.pdf)	Posted	Details
▢	5513388	12436458	Retirement Report by Shortfal	01/05/2024	Acrobat	Posted	Details

Click on the hyperlink: Retirement Report by In Service

Example of Report Output:

```
                                                          PeopleSoft AM
Report ID:      AMRT2010                         RETIREMENT DETAIL BY IN SERVICE YEAR AND PERIOD
Bus. Unit:      01160 -- Buildings & Gen Serv-Prop
Book:           ASSETS -- Asset Book
From Year 2023  Period  1    Thru Year 2023  Period  12


-In Service-                                 Cost Begin
Year  Period  Cat    Asset Id     Description  Type Depr Date  Life              Retirement Balance          YTD Depr              LTD Depr


2000    4     MANTD  000000000873 Kubota 2100    10/15/1999  48                       16,500.00                 0.00             16,500.00


         Total for   Category     MANTD                                              16,500.00                 0.00             16,500.00
         Total for   In Service Period 4                                             16,500.00                 0.00             16,500.00


         Total for   In Service Year 2000                                           16,500.00                 0.00             16,500.00
```