

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
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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

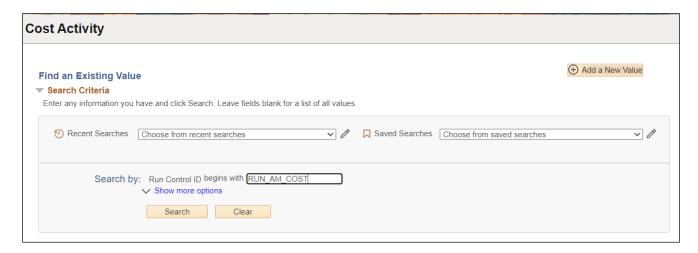
VT_MER_ASSETS_POSTED_NOT_JG — Assets not posted not JG — Used for month-end closing								
Purpose	Lists information for assets that are posted but not journal generated							
Prompts	AM business unit and before accounting date							
Columns	GL business unit, AM business unit, asset ID, user ID, acctg 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

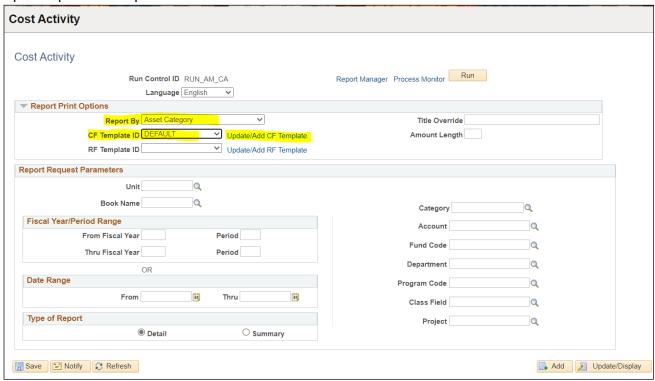


Run Control ID

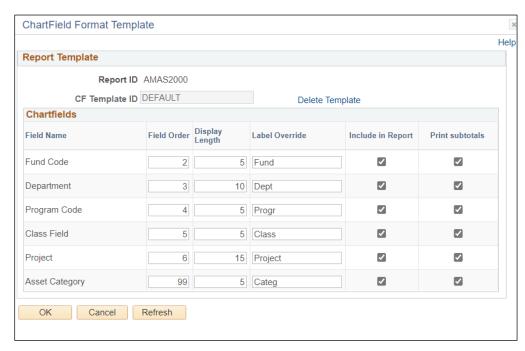
- Click Add a New Value to create a unique run control ID, then click Add
 - Or
- Use the dropdowns for Recent Searches or Saved Searches

Cost Activity Page Displays

Open Report Print Options



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



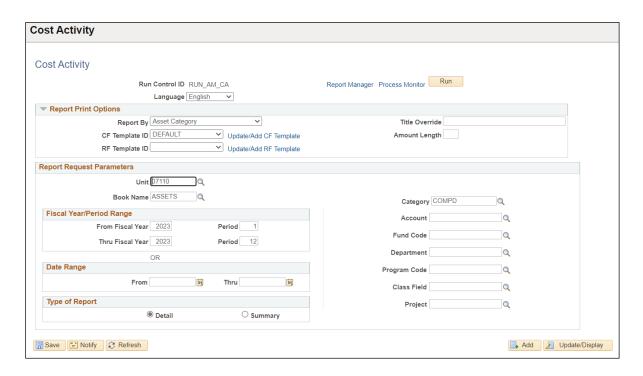
Enter information on Cost Activity page

- 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

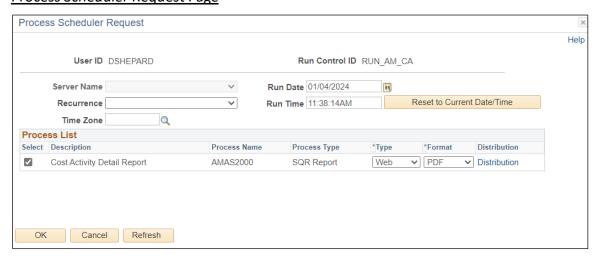
NOTE: Enter timeframe in only one of the three below sections

- 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



The Process Scheduler Request page displays

Process Scheduler Request Page



Process List

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

• Format - PDF is recommended

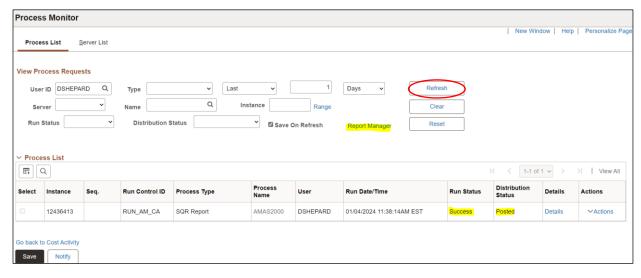
Click OK

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

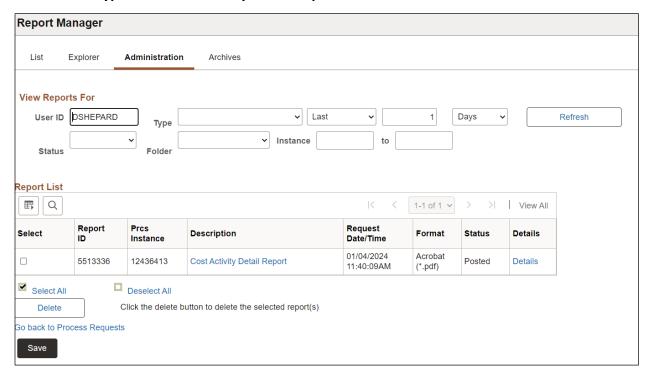


Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink: Cost Activity Detail Report



Example of Report Output

	Per	opleSoft AM						
aport ID: AMAS2000								
s. Unit: 07110 Housing & Comm Development				Page No. 1 Run Date 01/04/2024				
ok: ASSETS Asset Book				Run Time 11:40:16				
tg : COMPD Computer Equipment - Depr								
om Year 2023 Period 1 Thru Year 2023 Period 12								
nd Dept Progr Class Project	Beginning Cost	Additions	Transfers	Retirements				
sset Id Description Type		Adjustments	Recategorizes	Ending Cost				
005 7110010110	607,704.50	0.00	0.00	0.00				
00000000266 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				
Material Comp. Property	507 704 50	2.00	0.00	0.00				
Total for Report	607,704.50	0.00	0.00	0.00				
		0.00	0.00	607,704.50				

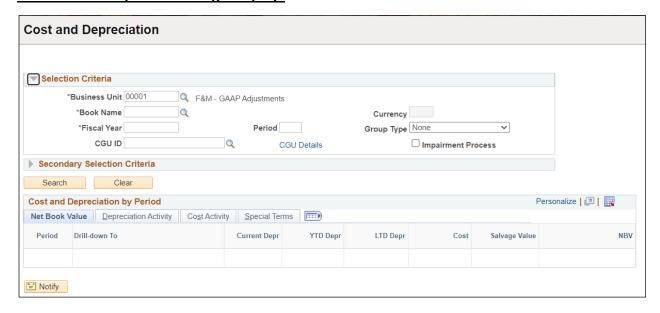
Cost and Depreciation Summary

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

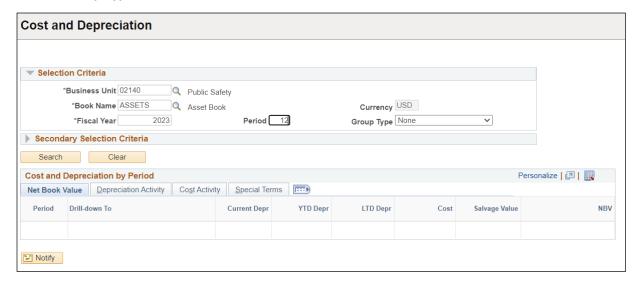
Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation Summary

The Cost and Depreciation Page Displays



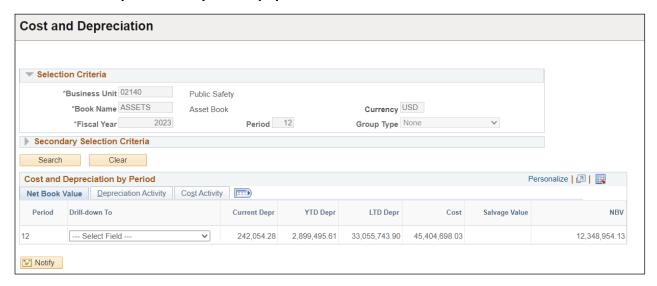
Enter information Cost and Depreciation page

- 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



The Cost and Depreciation Summary Report Displays

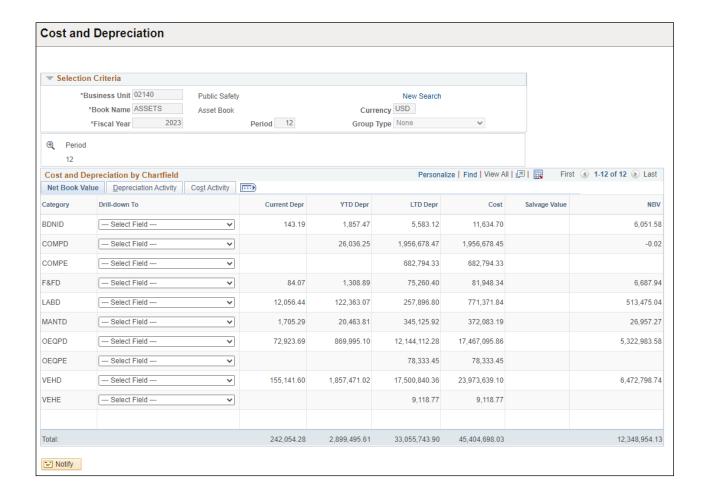
The summary report by Chartfield has additional information that may be view by page for NBV, Depreciation Activity, Cost Activity.

Select Field (Asset Category)

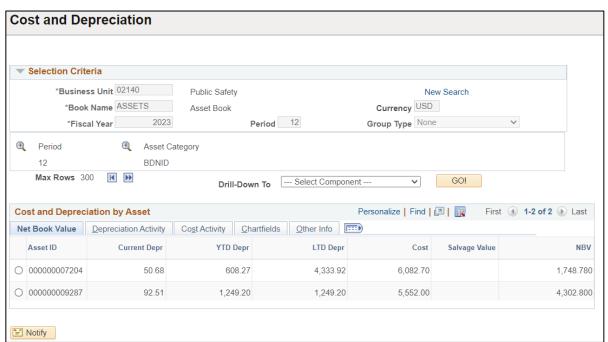
The Cost and Depreciation by Chartfield Displays

- Net Book Value Page
- Depreciation Activity
- Cost Activity

Drill-down To - Select Field (ALL Assets)

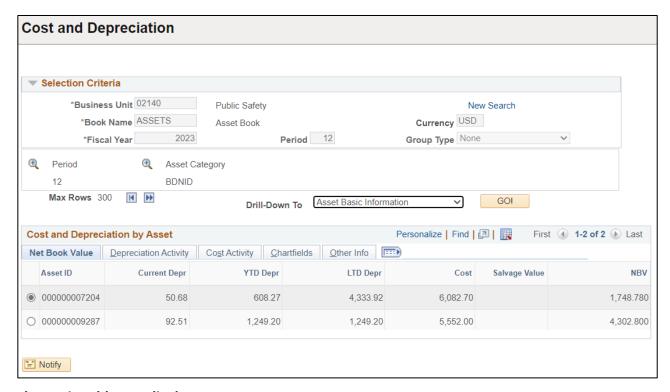


The Cost and Depreciation by Asset Displays

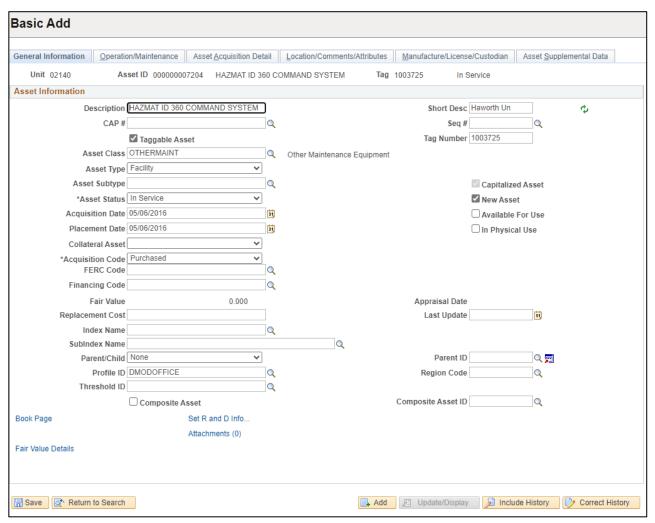


Select Asset ID and Drill-down to Component using dropdown

Click GO!

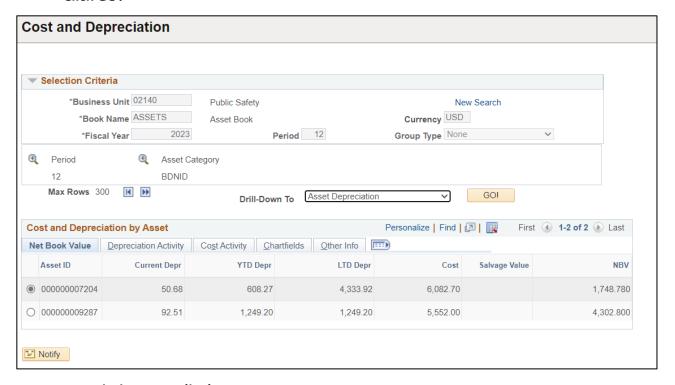


The Basic Add page displays



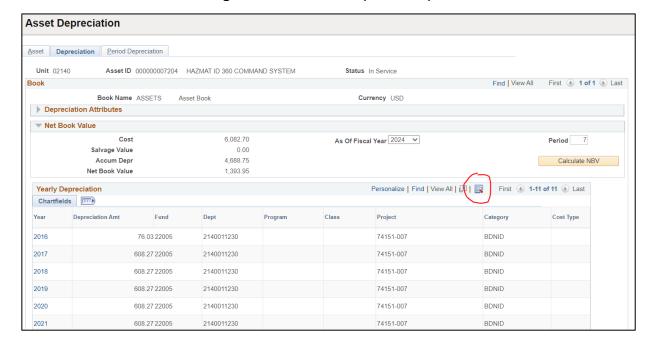
Download Cost and Depreciation by Chartfield Table to Excel

- 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

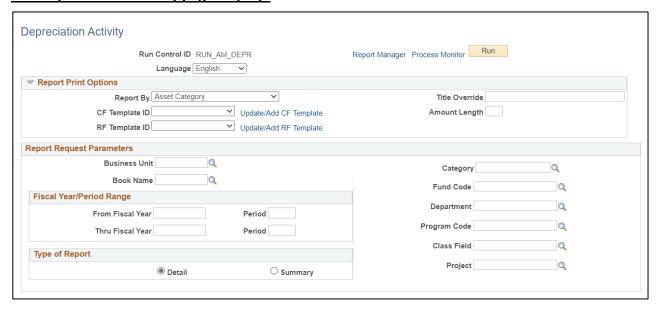
Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Depreciation Activity



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



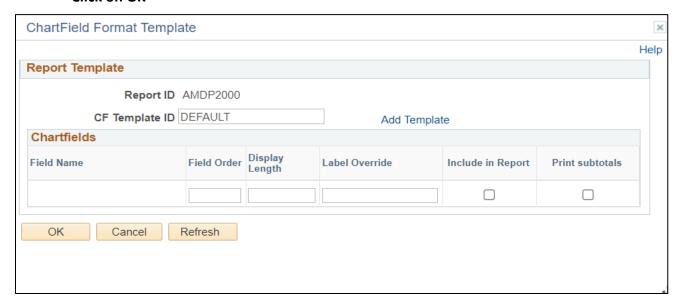
Enter information on Depreciation Activity page

- 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

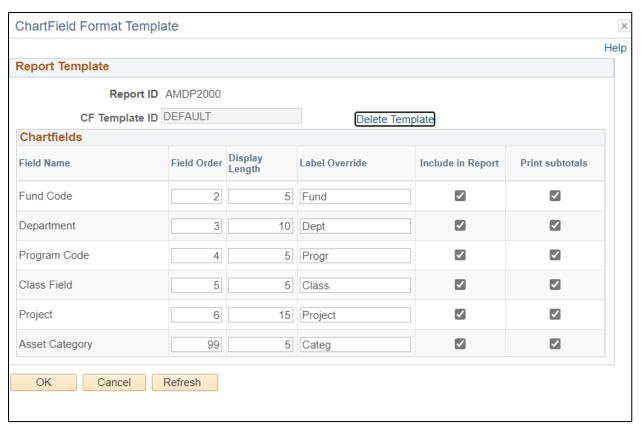
Report Template page opens

- CF Template ID enter DEFAULT, click Add Template
- Click on OK



Chartfield Format Template is displayed

Click OK



Enter information on Depreciation Activity page

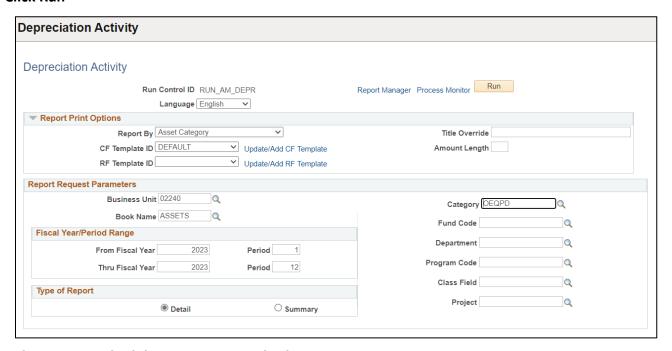
- Unit Enter or select a Business Unit
- Book Name Enter or select ASSETS
- Category

 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

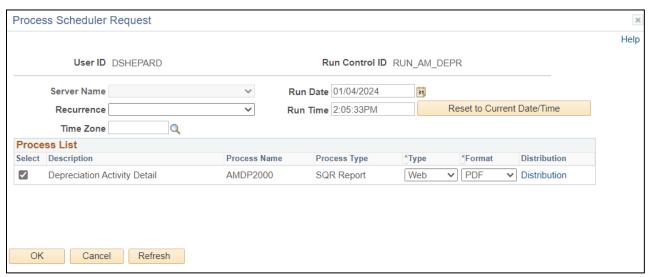
- Fiscal Year/Period Range Enter timeframe to be reported on
- Date Range Enter timeframe to be reported on
- **Fiscal Year Period OR Date** Enter timeframe to be reported on. This section should only be used when reporting on the current year activity.

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

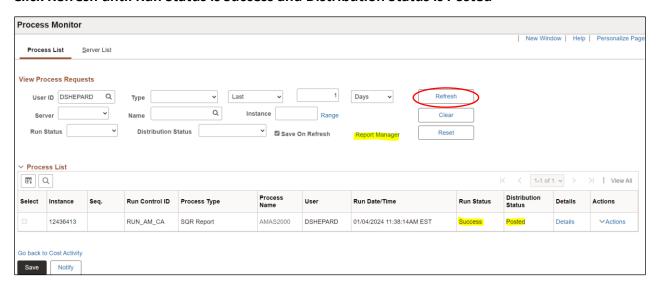
Click OK

The Depreciation Activity page will be displayed

Click on Process Monitor

The Process Monitor page will be displayed

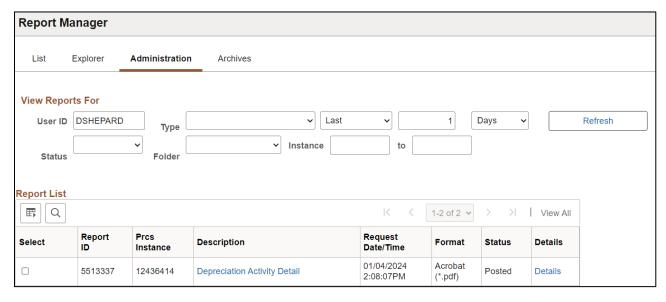
Click Refresh until Run Status is Success and Distribution Status is Posted



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

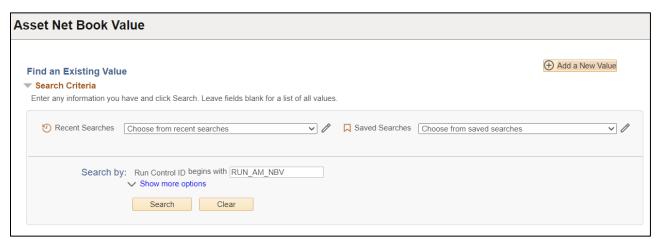
		Pe	opleSoft AM		
Report ID: AMDP2000		DEPRECIA	TION ACTIVITY DETAIL		Page No. 1
Bus. Unit: 02240 Public	Service Department				Run Date 01/04/2024
Book: ASSETS Asset	Book				Run Time 14:08:23
Catg : OEQPD Other E	quipment - Depr				
From Year 2023 Period 1	Thru Year 2023 Period 12				
Fund Dept Progr Class P:		B B	Prior Depr	Recat	
	roject Type	Beg Depr Additions	Prior Depr Transf	Recat Retire	Depr End Depr
21698 2240000000 30200	rype	14,118.00	0.00	0.00	and Depr
000000000452 Sharp 70" touch		0.00	0.00	0.00	14,118.00
00000000452 Snarp 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

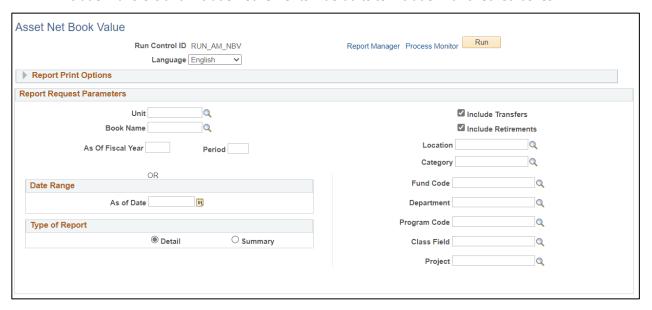


Run Control ID

- 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

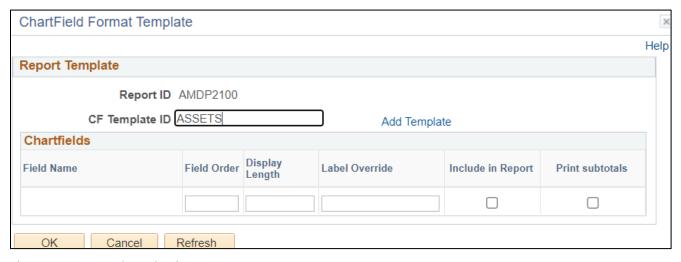
Include Transfers and Include Retirements – defaults to include with checked boxes



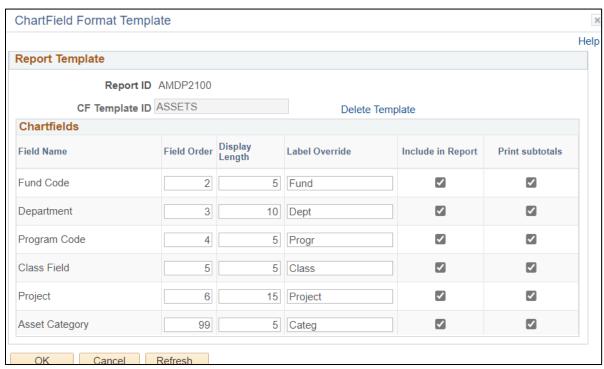
Enter information on Asset Net Book Value page

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



The Report Template displays



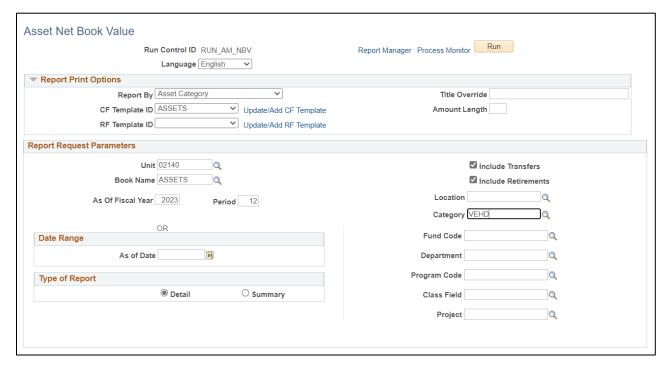
Click OK

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

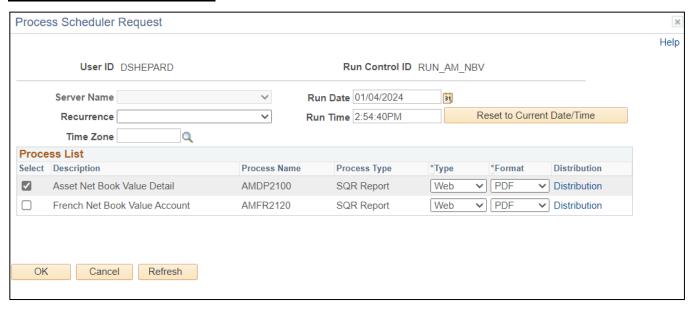
- As of Fiscal Year/Period Range Enter timeframe to be reported on; or
- Date Range Enter timeframe to be reported on



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

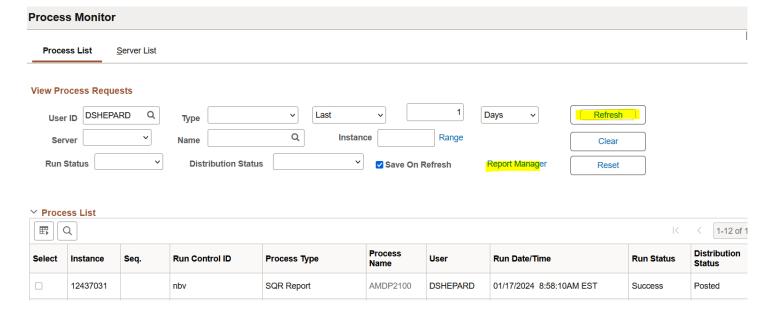
Click OK

Asset Net Book Value page will appear

Click Process Monitor

The Process Monitor page will appear

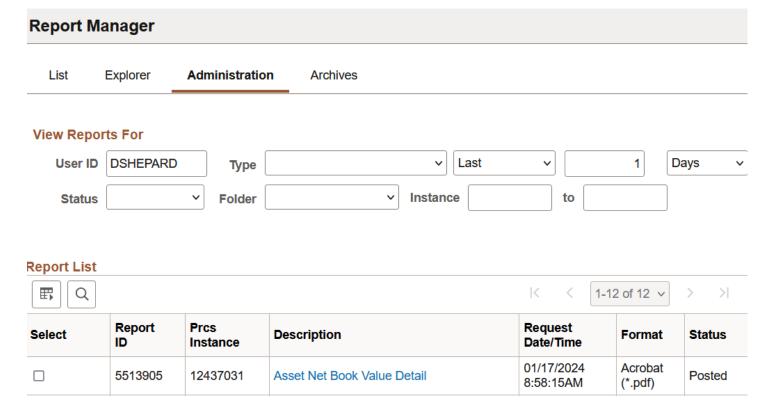
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink Asset Net Book Value Detail

Example of Report Output

Report ID: AMDP2100 Bus. Unit: 02140 Public Safety Book: ASSETS Asset Book Catg: VERD Vehicles - Depr As of Year 2023 Feriod 12		PeopleSoft AM NET BOOK VALUE DETAI	L		Page No. 1 Run Date 01/04/2024 Run Time 14:56:40
Fund Dept Progr Class Project Asset Id Description	Type Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
2140013100 00000003322 Spectrum Analyzer 2140013100	5,187.00	0.00	0.00	5,187.00	0.00
00000003323 SPECTRUM METER, BK PRECISION 2140013100	5,187.00	0.00	0.00	5,187.00	0.00
000000003324 Radio Cart 2140013100	5,187.00	0.00	0.00	5,187.00	0.00
000000003325 Spectrum Analysis, Ifr, 930	5,187.00	0.00	0.00	5,187.00	0.00
Total for Project	20,748.00	0.00	0.00	20,748.00	0.00

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

Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent 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

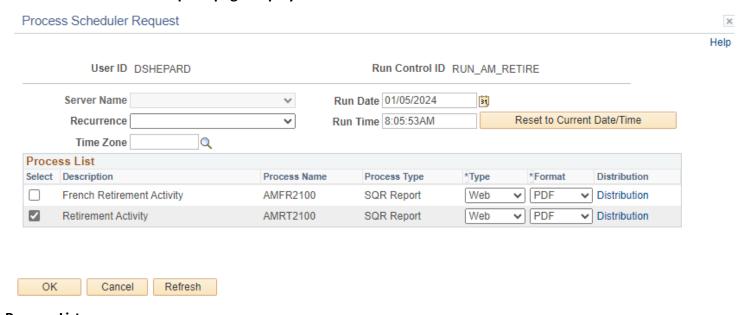
Retirement Activity Retirement Activity Run Run Control ID RUN_AM_RETIRE Report Manager Process Monitor Language English Report Request Parameters Unit 02140 Q Book Name ASSETS As of Date 01/05/2024 31 " Notify Refresh R Save Add Update/Display

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 List

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

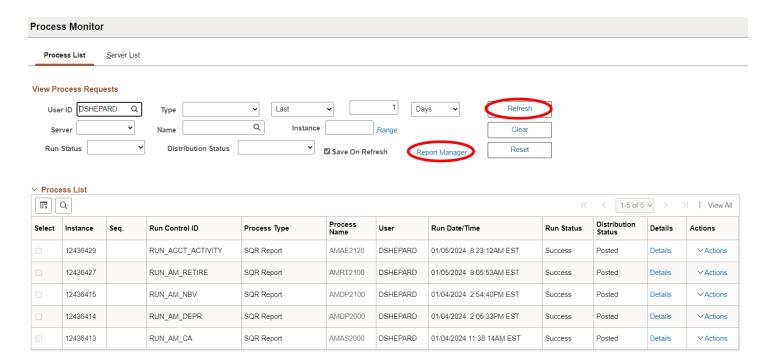
Click OK

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

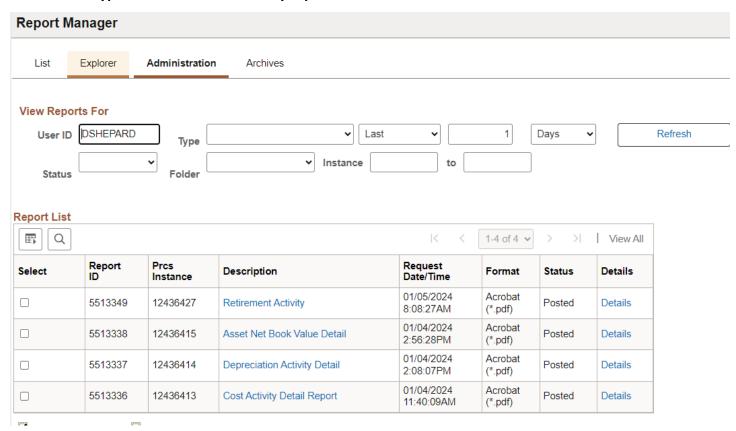


Click on Report Manager link

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Retirement Activity report



Example of Report Output

PeopleSoft AM
RETIREMENT ACTIVITY

Report ID: AMRT2100

Bus. Unit: 02140 -- Public Safety

Book: ASSETS -- Asset Book

As Of Date: 05-JAN-2024

		Retirement		End	D R	etire							
Asset Id	Description	Date	Conv	Depr Date	C T	y St	Reference	Qty	Amount	Proceeds	Removal Cost	Accum Depr	Gain/Loss
000000000001	Spectrum Analizer	06/07/2005	MM	06/15/2005	R	0 0		-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	0 0		-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	0 0		-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	0 0		-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	0 0		-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	0 0		-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	0 0		-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	0 0		-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

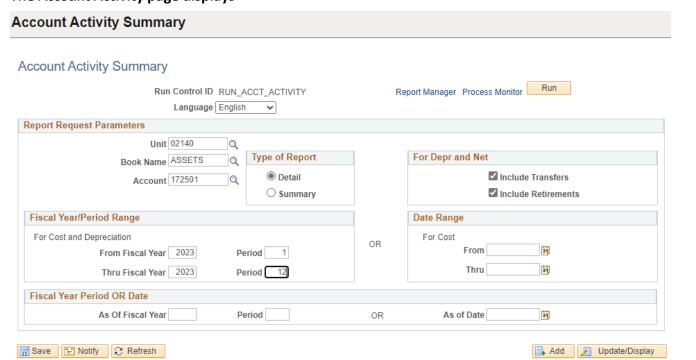
Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Search by: Run Control ID begins with RUN_ACCT_ACTIVITY Show more options Search Clear

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



Enter information on Account Activity Summary page

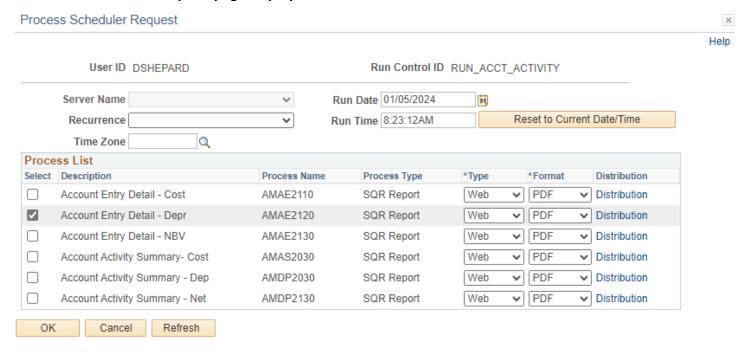
- Unit Enter or select a Business Unit
- **Book Name** Enter or select ASSETS
- Account Enter or select an Accumulated Depreciation account
- Type of Report Choose Detail or Summary
- For Depr and Net Choose either if you want to include assets that were retired and/or transferred

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 List

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

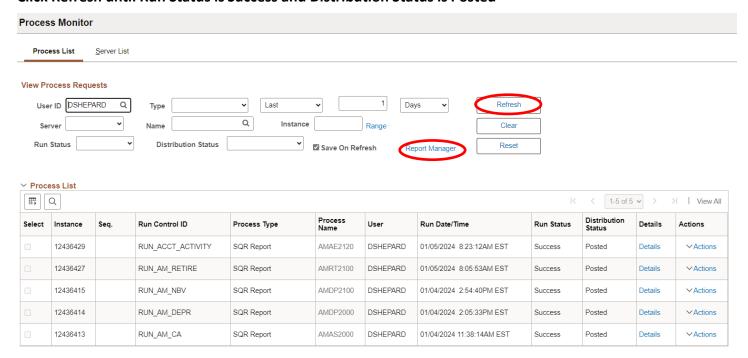
Click OK

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

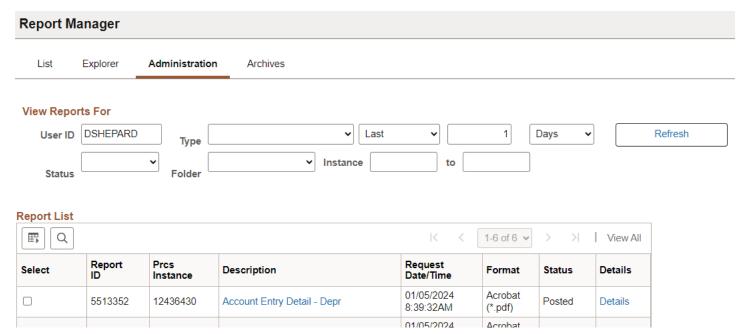


Click on Report Manager

The Report Manager page is displayed

Click on Administration tab

Click on the hyperlink Account Entry Detail - Depr report



Example of Report Output

PeopleSoft AM
ACCOUNT ENTRY DETAIL - DEPRECIATION

Page No. 1 Run Date 01/05/2024 Run Time 08:24:33

Fund Dept Asset Id	Progr Class Project Descr	Affil Cat	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
Tota:	1 for Category COMPD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	l for Affil		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	1 for Project		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	l for Class		0.00			0.00	0.00	0.00	0.00		0.00
Total	l for Progr		0.00		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	21400	COMPD									
00000000054	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).

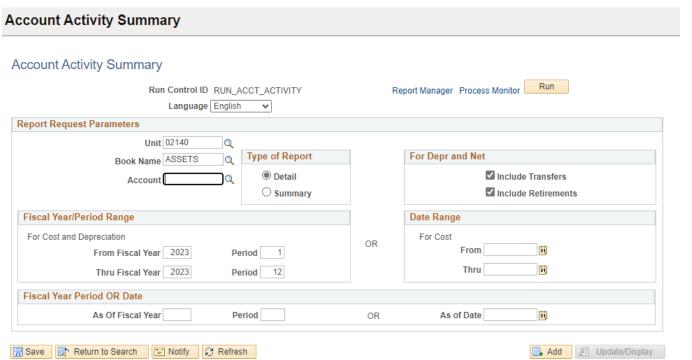
Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent 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



Enter information on Account Activity Summary page

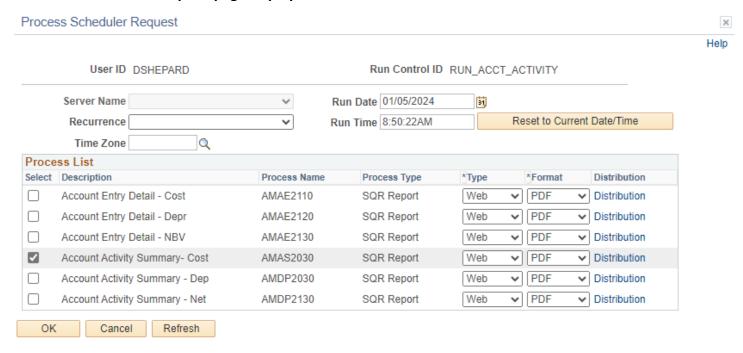
- Unit Enter or select a Business Unit
- Book Name Enter or select ASSETS
- Account Enter or select an Asset account or leave blank for all accounts. Selecting an
 Accumulated Depreciation account will result in a blank report.
- Type of Report Choose Detail or Summary
- For Depr and Net Choose either 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 List

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

Click OK

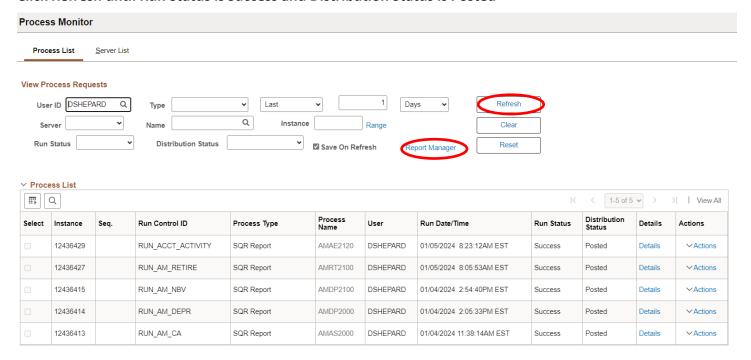
The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

Click Process Monitor

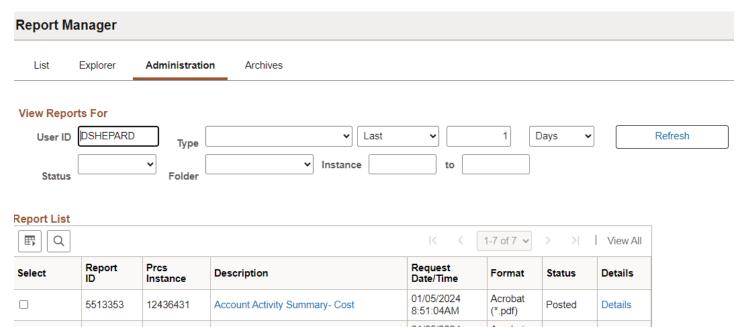
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager link

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink Account Activity Summary - Cost report

Example of Report Output

PeopleSoft AM
ACCOUNT ACTIVITY SUMMARY - COST

Report ID: AMA\$2030

Bus. Unit: 02140 -- Public Safety

Book: ASSETS -- Asset Book

From Year 2023 Period 1 Thru Year 2023 Period 12 Page No. 1 Run Date 01/05/2024 Run Time 08:51:30

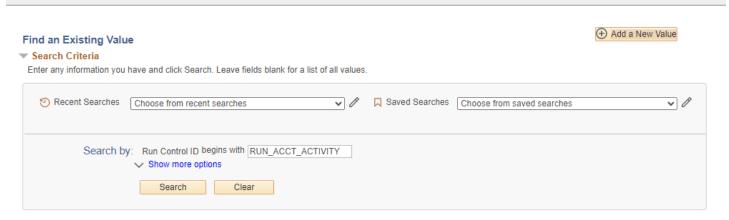
Account Description Beginning Cost
171001 Buildings & Improv N 66,882.70 Additions Transfers
Adjustments Recategories
5,552.00 0.00
0.00 0.00 0.00 72,434.70

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

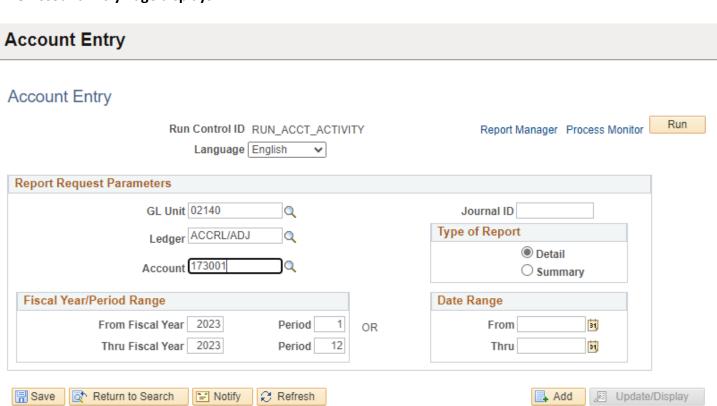
Account Activity Summary



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:

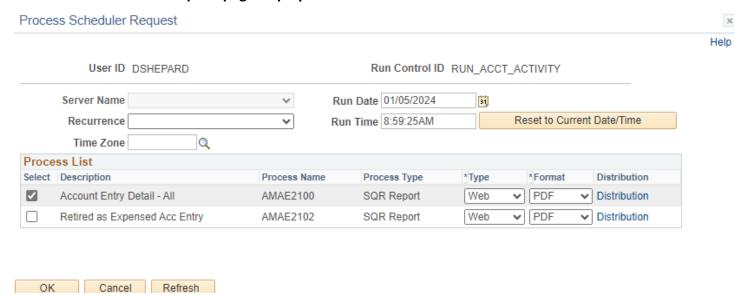


Enter information on Account Entry page

- 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



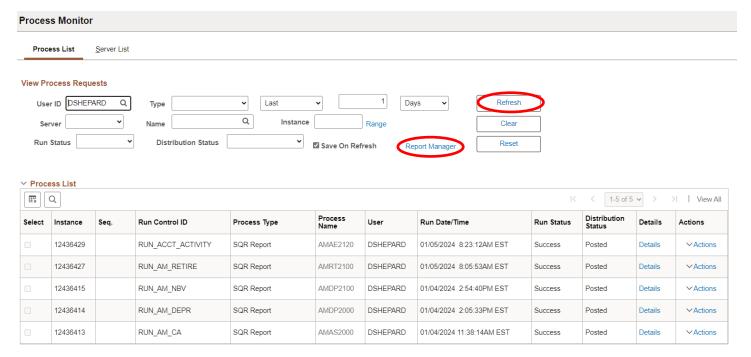
Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

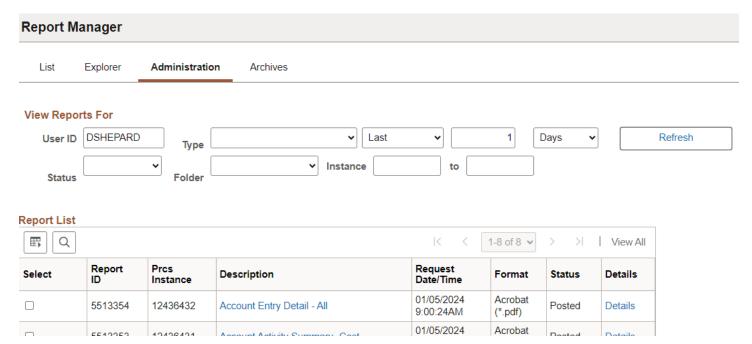
Click Refresh until Run Status is Success and Distribution Status is Posted



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 ACCOUNTING ENTRY DETAIL

Page No. 1 Run Date 01/05/2024 Run Time 09:00:38

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

0.00 17,388.00 10000 21400 VEHD 00000004873 Chevy Malibu 20 RET3188082 04/30/2023 02140 ASSETS RET

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.

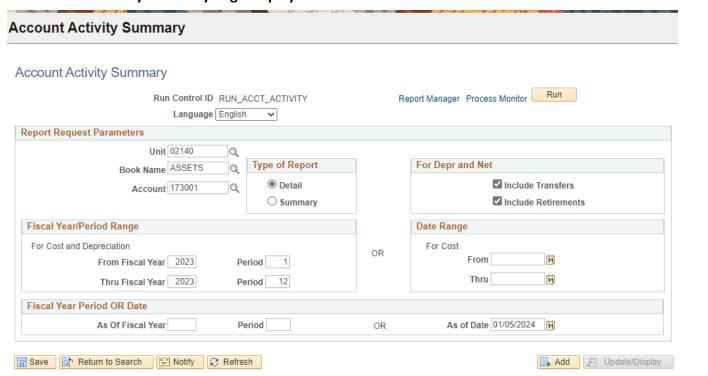
Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

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 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:



- 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



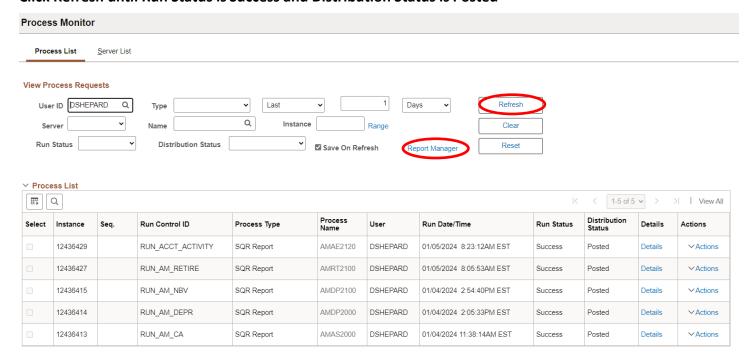
Click OK

The Account Activity Summary page displays

Click Process Monitor

The Process Monitor page displays

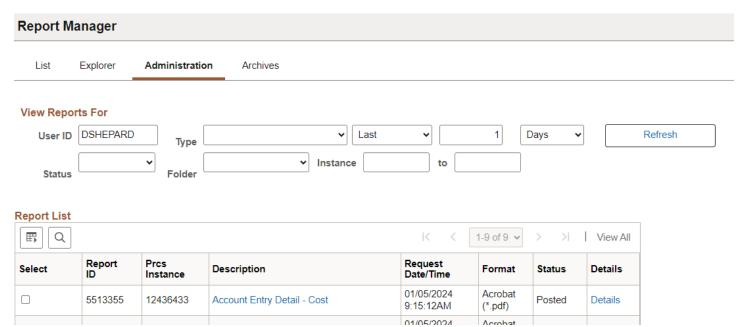
Click Refresh until Run Status is Success and Distribution Status is Posted



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

ACCOUNT ENTRY DETAIL - COST

Report ID: AMAE2110

Bus. Unit: 02140 -- Public Safety

Book: ASSETS -- Asset Book

Account: 173001 -- Vehicles

From Year 2023 Period 1 Thru Year 2023 Period 12

Fund Dept Asset Id	Progr Class Project Descrip Type	AffilCat Beg Cost	Adjust Add	Transf Recat	Retire End Cost
00000001739	CHEV IMPALA 2003	VEHD 0.00	0.00	0.00 0.00	0.00
000000002206	FORD CROWN VICT2005	VEHD 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.

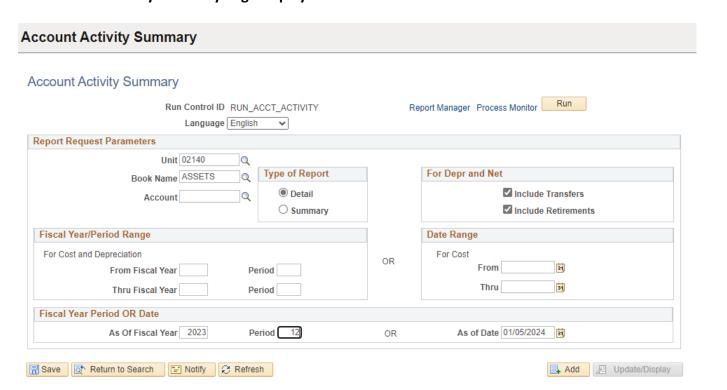
Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

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 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:



- 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

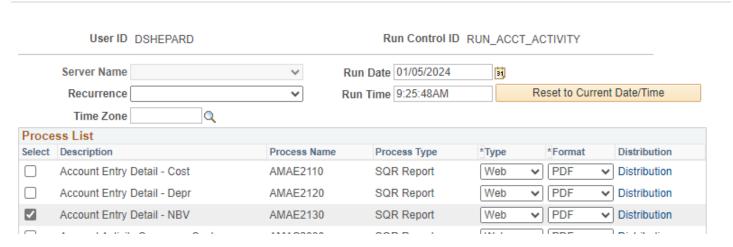
NOTE: Enter timeframe in only one of the three below sections

- 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



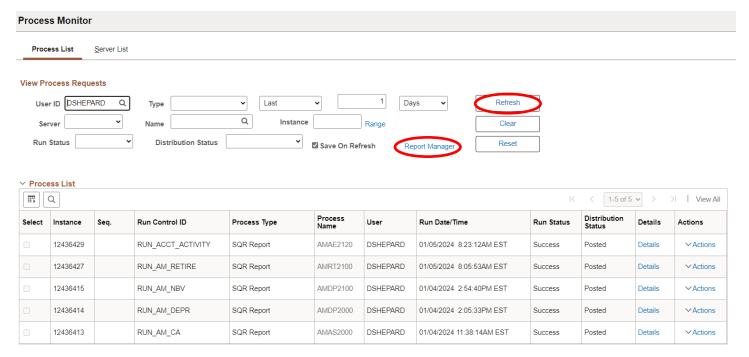
Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

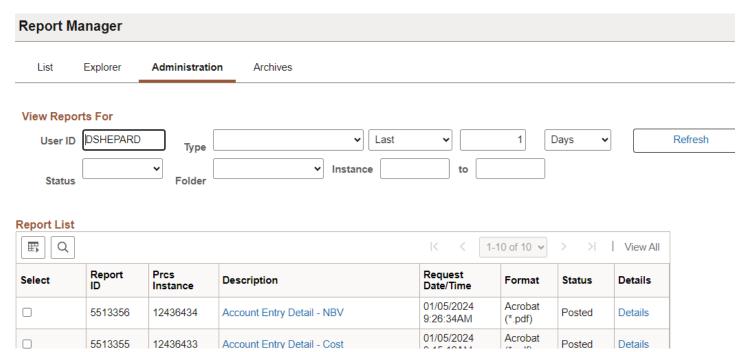
Click Refresh until Run Status is Success and Distribution Status is Posted



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

PeopleSoft AM
ACCOUNT ENTRY DETAIL - NET BOOK VALUE

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

Cost
Fund Dept ProgrClassProject Cat AAffild Description Type YTD Depr LTD Depr Cost Balance Current Depr Net Book Value

10000 21400 BDNID 00000009287 HDT D-1000B Heater 0.00 5,552.00 4,302.80 0.00

0.00 Total for Category BDNID 5,552.00 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.

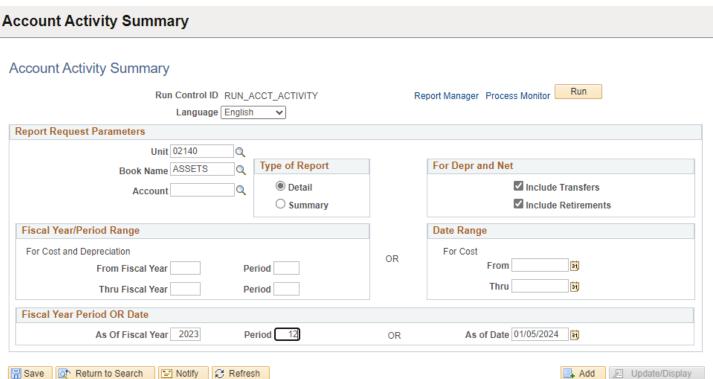
Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

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 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:



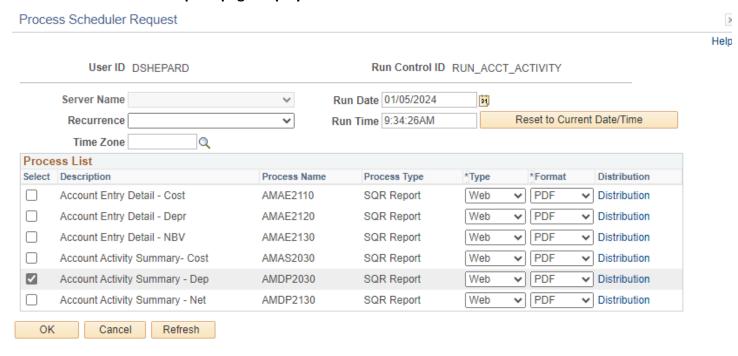
- Unit Enter or select a Business Unit
- Book Name Enter or select ASSETS
- Type of Report Choose Detail or Summary
- For Depr and Net Choose either if you want to include assets that were retired and/or transferred

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



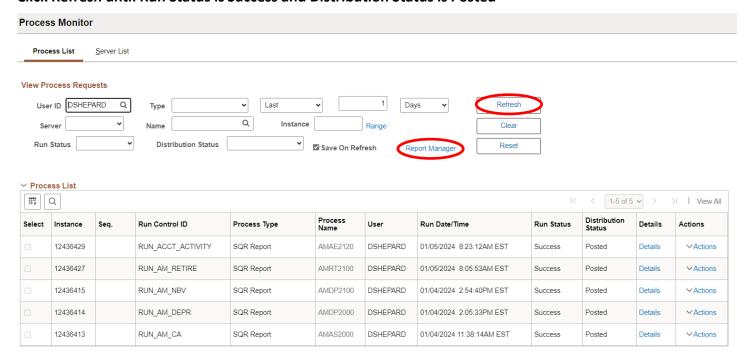
Click OK

The Account Activity page displays

Click Process Monitor

The Process Monitor page displays

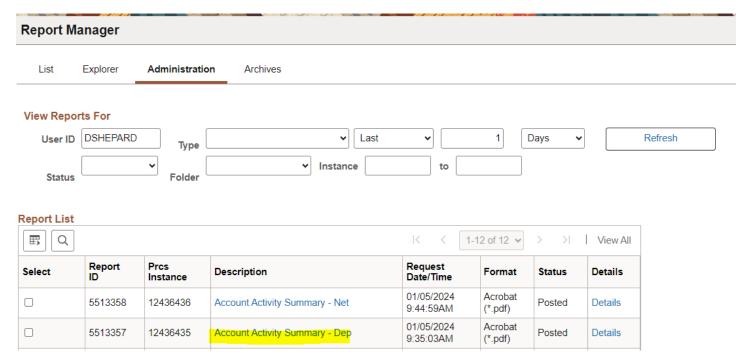
Click Refresh until Run Status is Success and Distribution Status is Posted



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

PeopleSoft AM
ACCOUNT ACTIVITY SUMMARY - DEPRECIATION

	PeopleSoft AM								
Report II	: 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				

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.

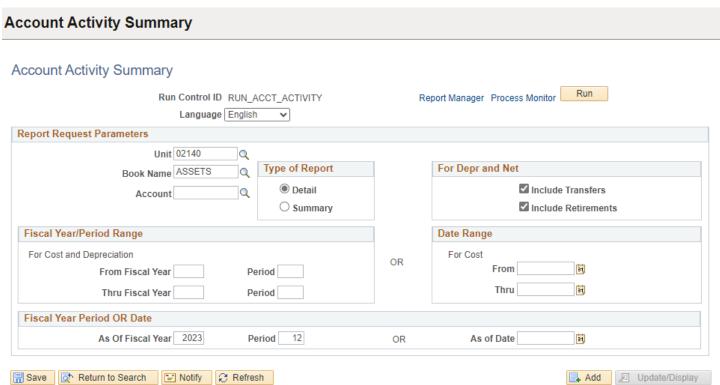
Navigator Menu navigation: Asset Management > Financial Reports > Accounting Entries > Account Activity Summary

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 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:



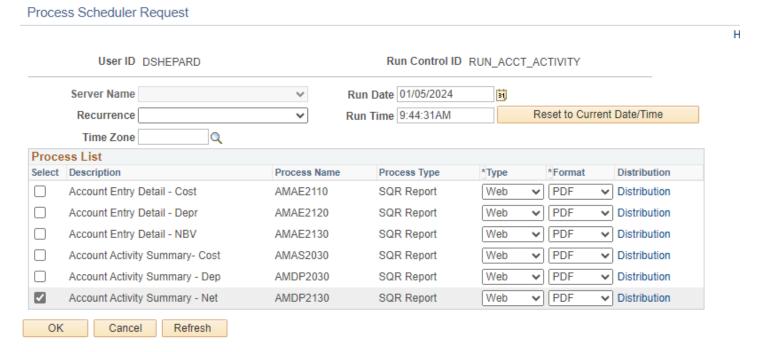
- Unit Enter or select a Business Unit
- Book Name Enter or select ASSETS
- Account Enter or select an Accumulated Depreciation account
- Type of Report Choose Detail or Summary
- For Depr and Net Choose either if you want to include assets that were retired and/or transferred

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



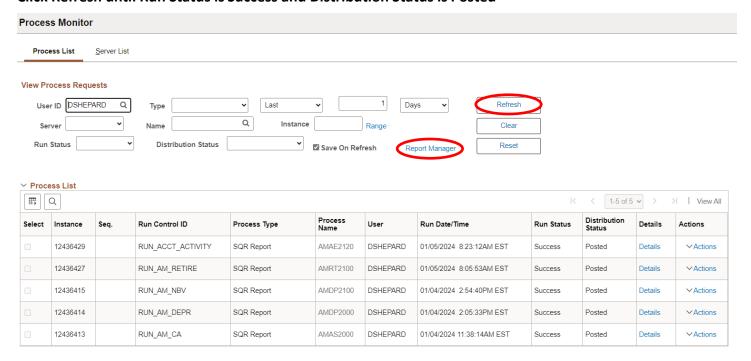
Click OK

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

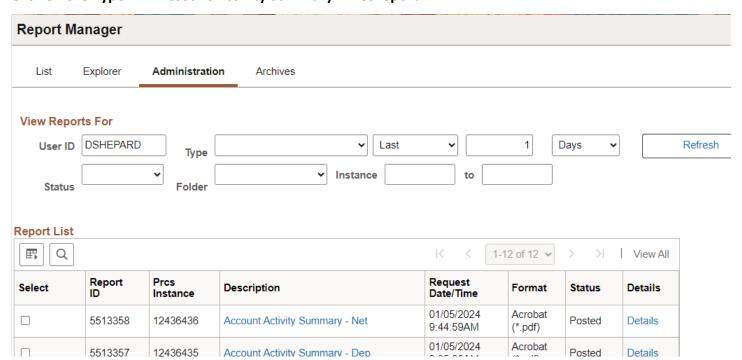


Click on Report Manager link

The Report Manager page displays

Click on Administration tab

Click on the hyperlink Account Activity Summary - Net report



Example of Report Output

PeopleSoft AM
ACCOUNT ACTIVITY SUMMARY - NET BOOK VALUE

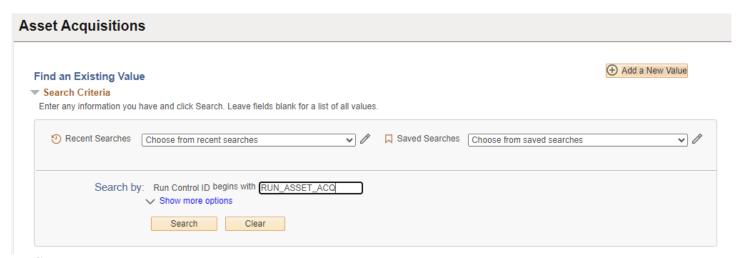
Report ID:	AMDP2130	ACCOL	UNT ACTIVITY SUMMARY - NET BOOK VALUE			Page No.	1
Bus. Unit:	02140 Public Safety					Run Date	01/05/2024
Book:	ASSETS Asset Book					Run Time	09:45:14
As of Year 2023	Period 12						
Account Descri	iption	Cost Balance	Current Depr	YTD Depr	LTD Depr	1	Net Book Value

				· ·		
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	0 118 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

Acquisitions	
Acquisitions	
Acquisitions	
Run Control ID RUN_ASSET_ACQ	Report Manager Process Monitor Run
Language English 🗸	
▶ Report Print Options	
Report Request Parameters	
Unit	
Book Name	
Fiscal Year/Period Range	Category
From Fiscal Year Period	Fund Code Q
Thru Fiscal Year Period	Department Q
OR	
Date Range	Program Code Q
From 🛐 Thru 🗒	Class Field Q
Type of Report	Project Q
Detail Summary	

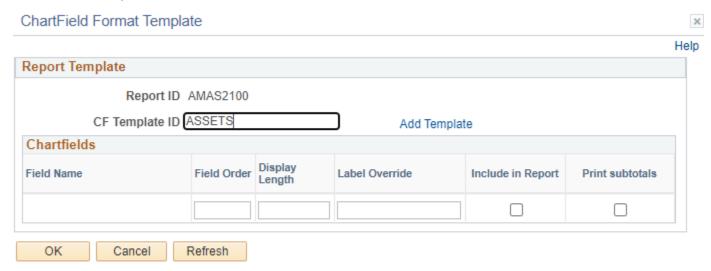
Under Report Print Options:

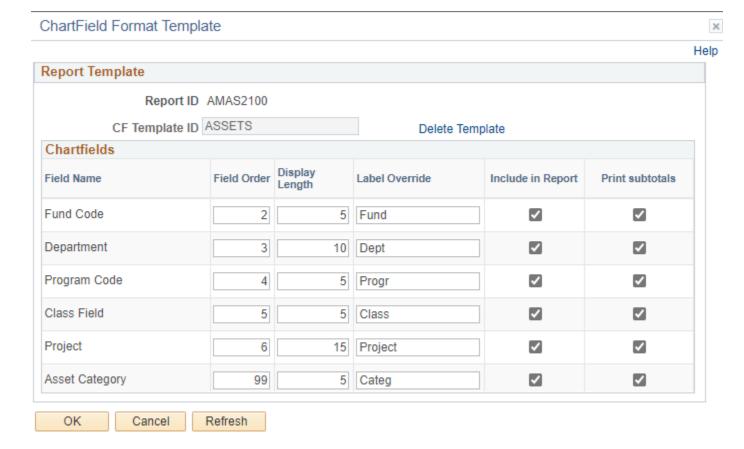
- Reported By Enter Chartfield from dropdown
- **CF Template ID** Enter or select ASSETS from dropdown; if Asset not listed then create CF template

To create CF Template:

Click Update/Add CF Template

- **CF Template ID**: Enter ASSETS
- Click Add template





Click OK

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 Run Control ID RUN_ASSET_ACQ Report Manager Process Monitor Language English **▼** Report Print Options Report By Department Title Override CF Template ID ASSETS Amount Length Update/Add CF Template RF Template ID Update/Add RF Template Report Request Parameters Unit 02140 Q Book Name ASSETS Q Fiscal Year/Period Range Category VEHD Q

31

Fund Code

Department

Class Field

Project

Program Code

Q

Q

Q

Q

Q

1

12

O Summary

Period

Period

Thru

Click on Run

Date Range

Type of Report

The Process Scheduler Request page displays

From

From Fiscal Year

Thru Fiscal Year

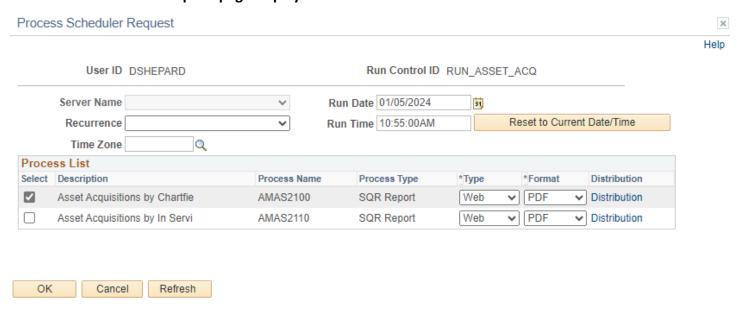
OR

Detail

2023

2023

31



Process List

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

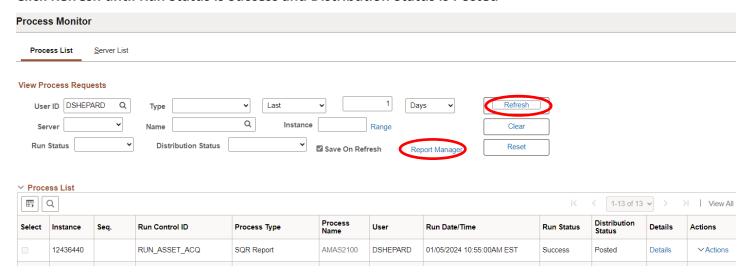
Click OK

The Acquisitions Page displays

Click Process Monitor

The Process Monitor page is displayed

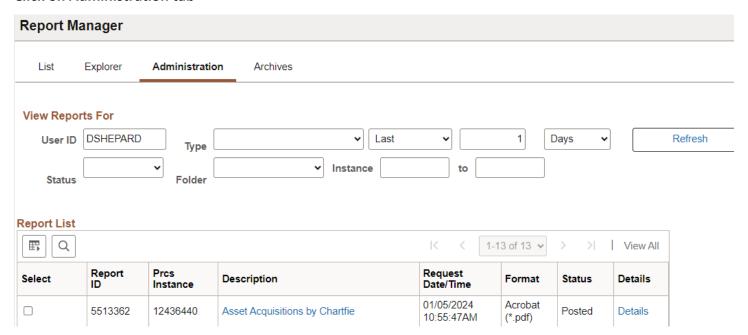
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager link

The Report Manager page displays

Click on Administration tab



Click on the hyperlink: Asset Acquisition by Chartfield report

Example of Report Output

000000009292 2022 Toyt Highl

000000009625 2023 Ford Trans

000000009634 2023 Chevrolet

20105

20105

07/13/2022 07/15/2022

VEHD 12/01/2022 12/15/2022

PeopleSoft AM
ASSET ACQUISITIONS DETAIL BY CHARTFIELD

13,437.43

6,095.05

13,437.43

6,095.05

4,255.44

50,166.95

Report ID: AMAS2100 Report ID: AMASZIU0
Bus, Unit: 02140 -- Public Safety
Book: ASSETS -- Asset Book
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
VEHD Cost Balance YTD Depr LTD Depr Net Book Value 000000009296 2022 Subaru Asc 08/05/2022 08/15/2022 40,712.00 11,874.33 11,874.33 28,837,67 Total for Categ
Total for Project
Total for Class
Total for Progr
Total for Fund 40,712.00 11,874.33 11,874.33 28,837.67 VEHD 40,712.00 11,874.33 11,874.33 28,837.67 11,874.33 11,874.33 40,712.00 40,712.00 11,874.33 11,874.33 28,837.67 28,837.67 10000 40,712.00 11,874.33 11,874.33 28,837.67

56,262.00

46,423.00

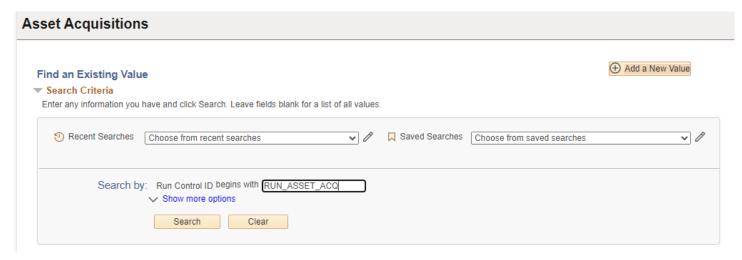
Asset Acquisitions by In-service Date

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.

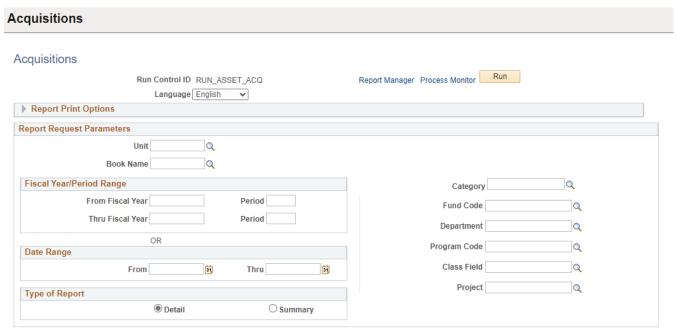
Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > Acquisitions

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



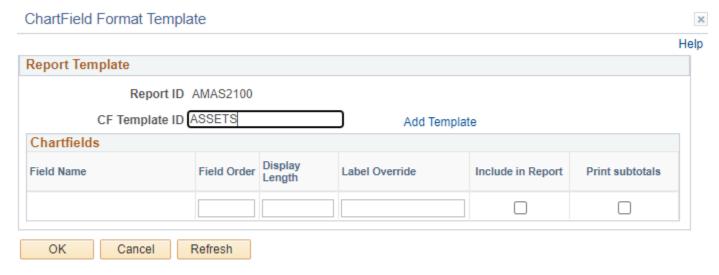
Under Report Print Options:

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

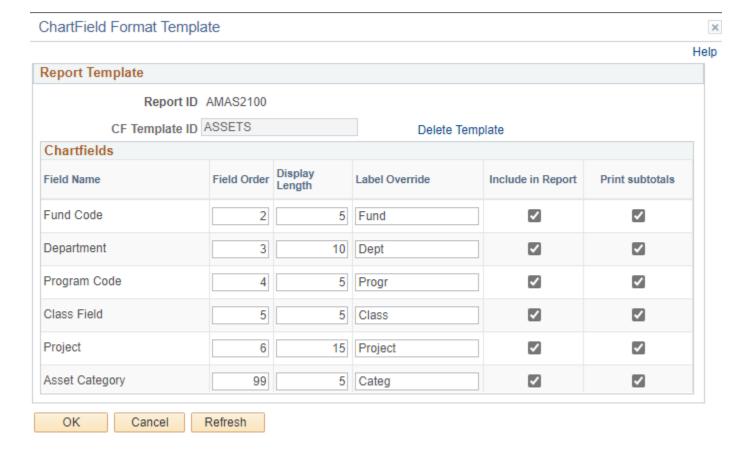
To create CF Template:

Click Update/Add CF Template

- **CF Template ID**: Enter ASSETS
- Click Add template



Click OK



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

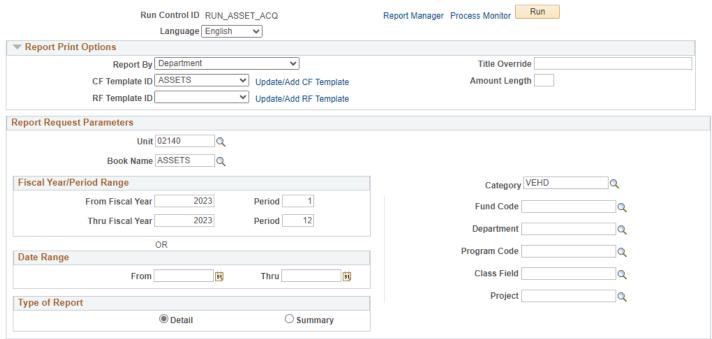
- Fiscal Year/Period Range Enter timeframe to be reported on
- Date Range Enter timeframe to be reported on

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

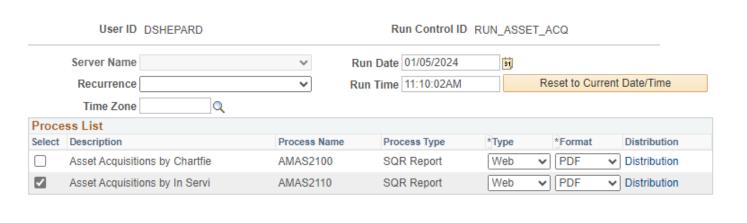
Acquisitions



Click on Run

The Process Scheduler Request page displays

Process Scheduler Request





Process List

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

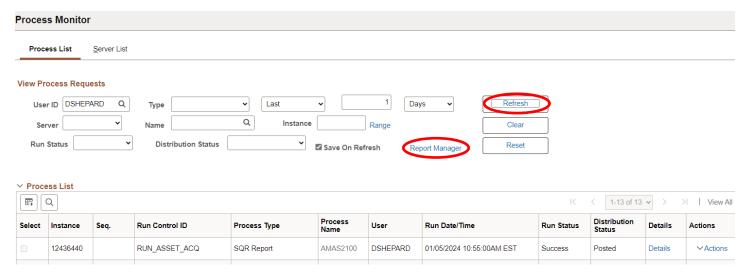
Click OK

The Acquisitions Page displays

Click Process Monitor

The Process Monitor page displays

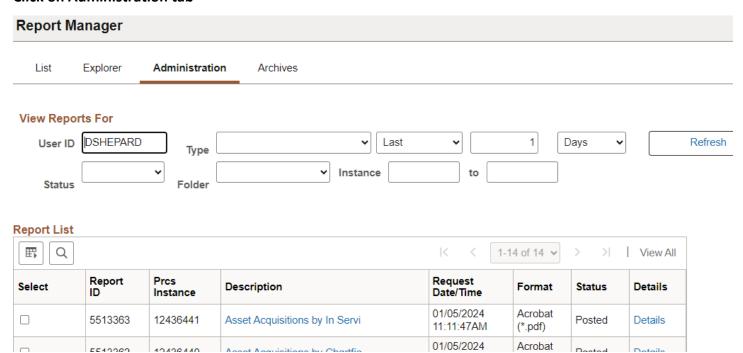
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: Asset Acquisition by in Service report

Example of Report Output

PeopleSoft AM
ASSET ACQUISITIONS DETAIL BY IN SERVICE YEAR AND PERIOD

Report ID: AMAS2110
Bus. Unit: 02140 -- Public Safety
Book: ASSETS -- Asset Book
From Year 2023 Period 1 Thru Year 2023 Period 12

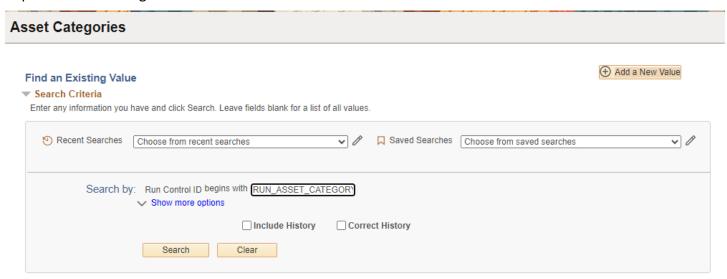
	OM 1ear 2023 Ferr	od 1 INIU 1681 2023 F61100 12						
	n Service- ar Period Cat	Asset Id Description	Cost Begin Type Depr Date	Life	Cost Balance	YTD Depr	LTD Depr	Wet Book Value
20	22 9 VEHD	000000009286 24° cargo trailer	03/15/2022	180	19,923.03	1,715.59	1,715.59	18,207.44
	Total for	Category VEHD			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
20	22 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

Page No. 1 Run Date 01/05/2024 Run Time 11:12:07

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.

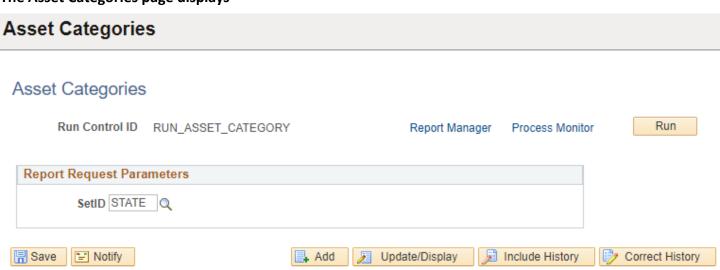
Navigator Menu navigation: Set Up Financials/Supply Chain > Product Related > Asset Management > Reports > Asset Categories



Run Control ID

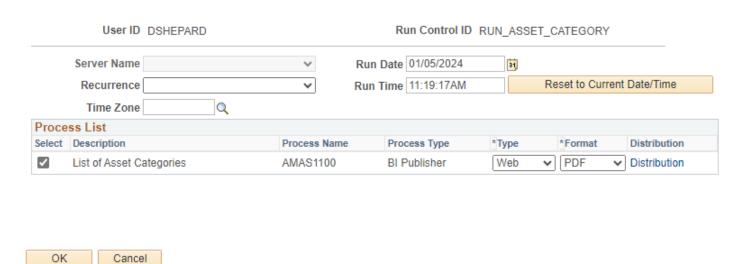
- Click Add a New Value to create a unique run control ID, then click Add
 - Or
- Use the dropdowns for Recent Searches or Saved Searches

The Asset Categories page displays



Click Run

Process Scheduler Request page displays

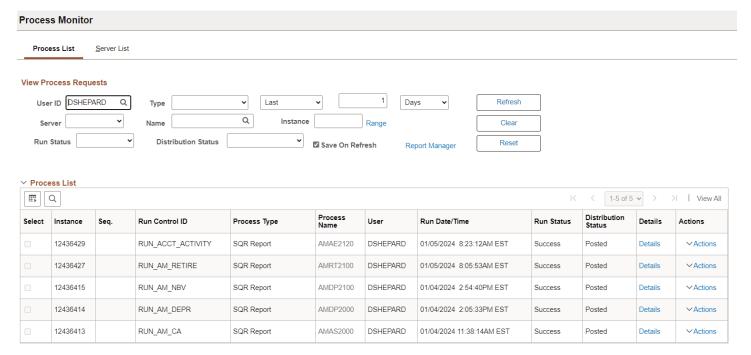


Asset Categories page displays

Click Process Monitor

The Process Monitor page displays

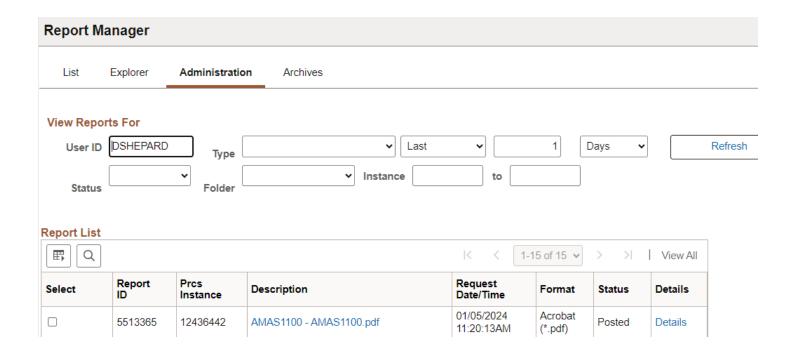
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: AMAS1100 – AMAS1100 report

Example of Report Output

Report ID: AMAS1100		PeopleSoft Asset Management List of Asset Categories			Page No: Run Date: Run Time:	1 01/05/2024 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	Υ	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 Add a New Value Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values PRecent 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 Run Control ID RUN AM UNIT BOOKS Report Manager Process Monitor Report Request Parameters Unit 02140 Q Book Name ASSETS Rave Motify Add Add Update/Display

Click Run

Process Scheduler Request Page displays

Process Scheduler Request

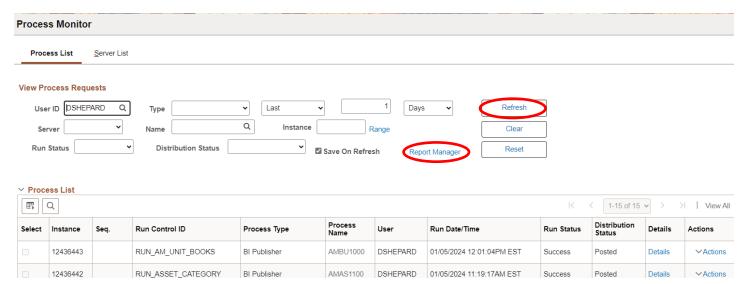


Click OK

Asset Categories page displays

Click Process Monitor

The Process Monitor page displays

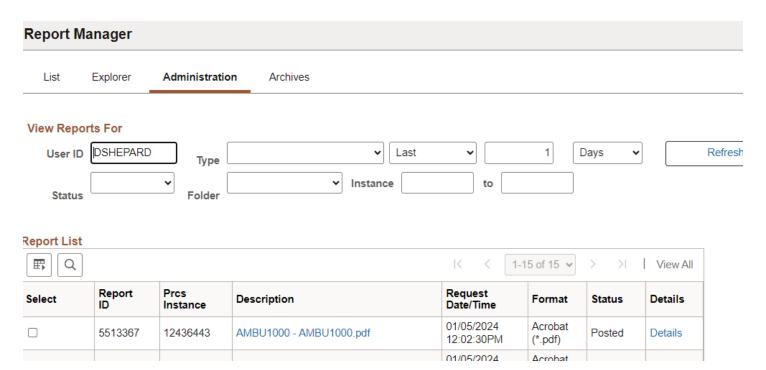


Click Refresh until Run Status is Success and Distribution Status is Posted

Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: AMBU1000 - AMBU1000 report

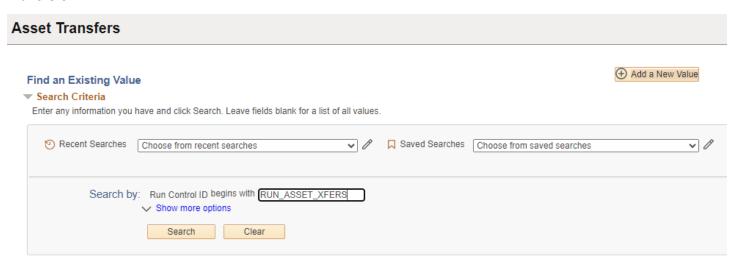
Example of Report Output:

ORACLE'	PeopleSoft Asset	Management	Page No: Run Date: 01/05	1 /2024
Report ID: AMBU1000	Valid AM Busines	ss Units/Books	Run Time: 09:	02:28
Business Unit: 02140	Public Safety			
Business Unit Options				
Capital Acquisition Planning Book:		Keep All Books in Synch:	Υ	
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:	Υ	Book Type:	Corporate	
Capitalization Minimum:	0.00	Depreciation Calendar:	DT	
Distribution Switch:	Υ	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.

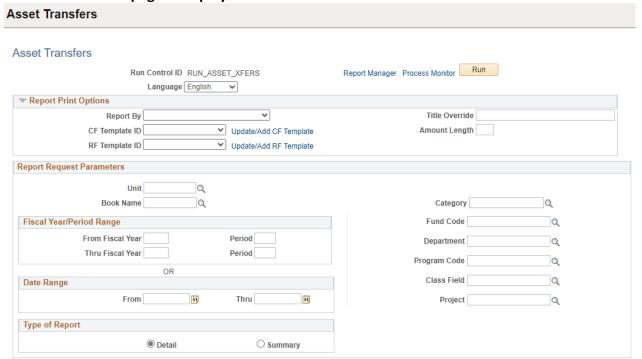
Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Asset Transfers



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

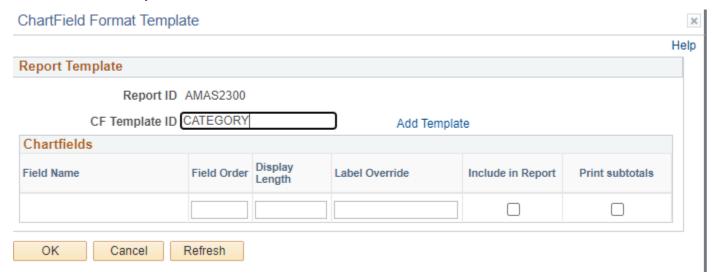
The Asset Transfer page is displayed



Under Report Print Options:

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
 - o CF Template ID enter CATEGORY
 - Add Template

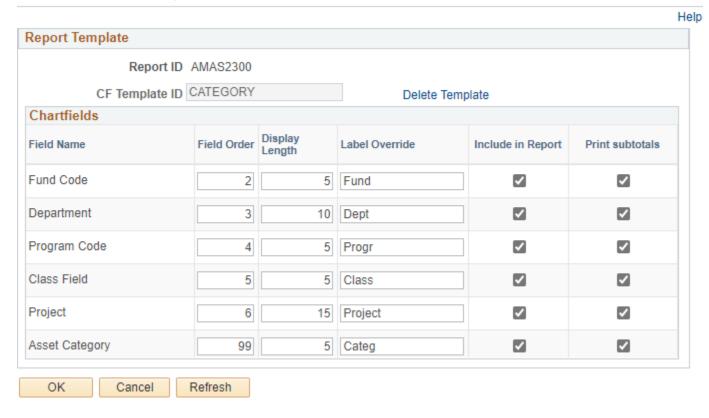
Enter information on Asset Transfer page

- 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.

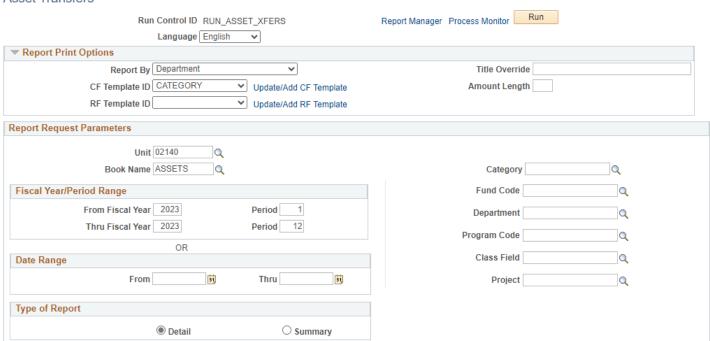
Type of Report – Choose Detail or Summary



Click OK

Asset Transfers

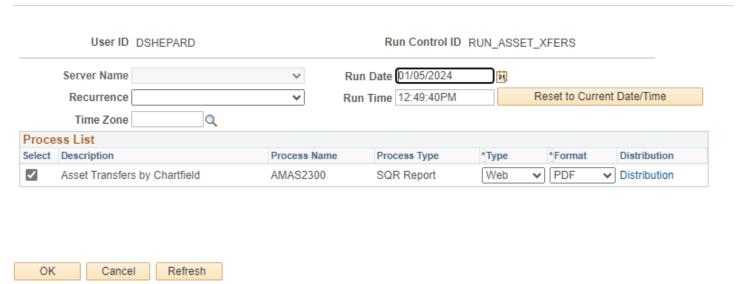
Asset Transfers



Click Run

Process Scheduler Request Page

Process Scheduler Request

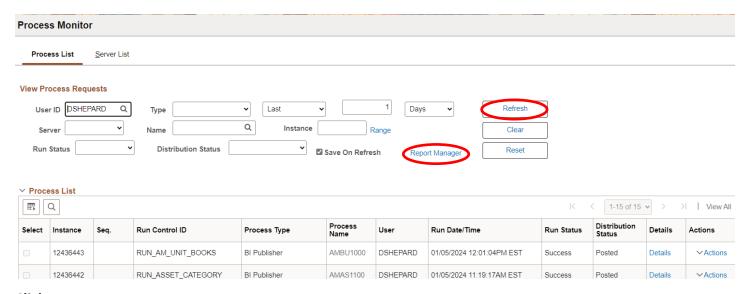


Click OK

Click Process Monitor

Process Monitor page is displayed

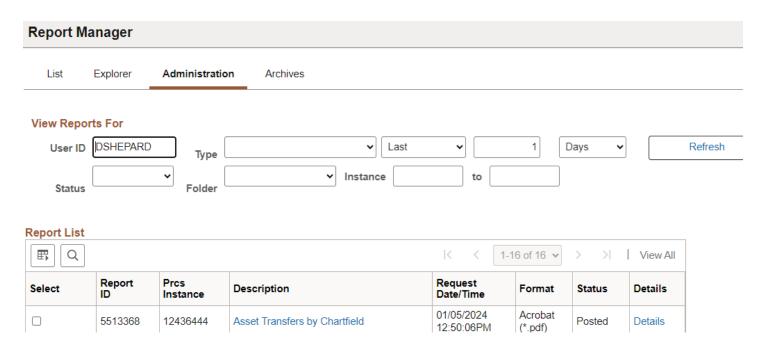
Click Refresh until Run Status is Success and Distribution Status is Posted



Click on Report Manager

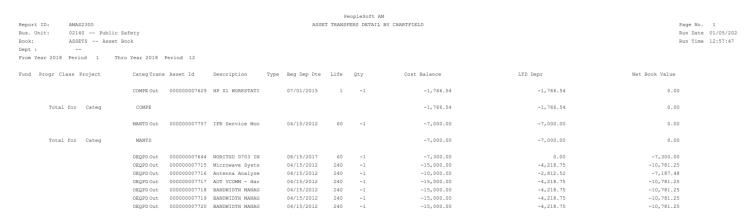
The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: Asset Transfers by Chartfield report

Example of Report Output:



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

Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Pecent Searches Choose from recent searches Search by: Run Control ID begins with RUN_ASSET_BY_ID Show more options Search Clear

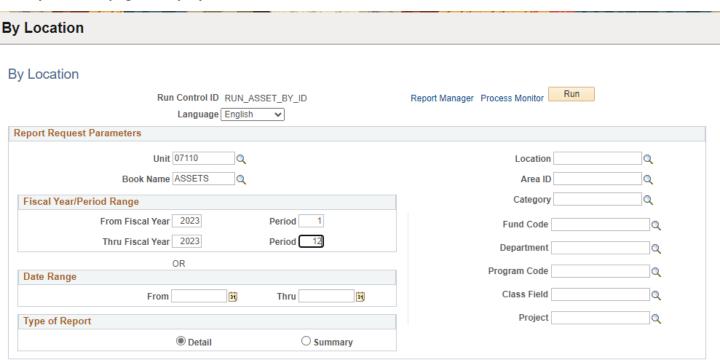
Run Control ID

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 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
- Type of Report Choose Detail or Summary

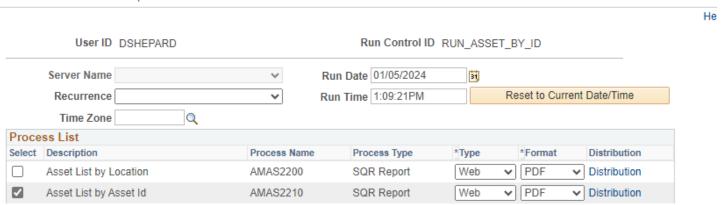
NOTE: Enter timeframe in only one of the three below sections

- 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



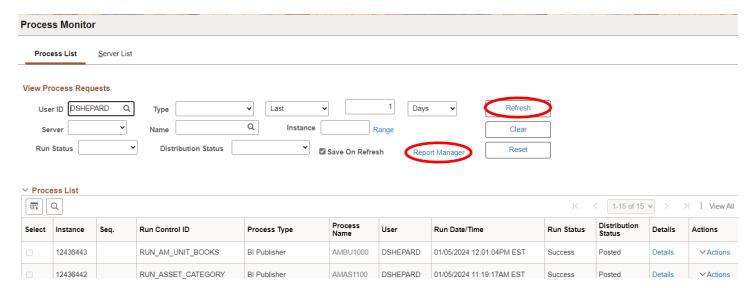
Process List

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

Click OK

Click Process Monitor

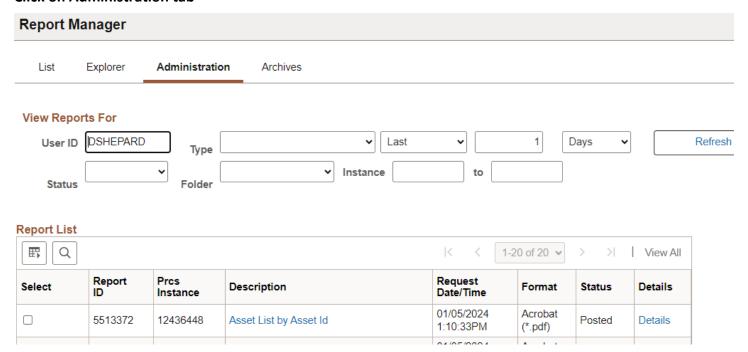
Process Monitor page is displayed



Click on Report Manager

The Report Manager page is dis

Click on Administration tab



Click on the hyperlink: Asset List by Asset ID report

Example of Report Output:



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.

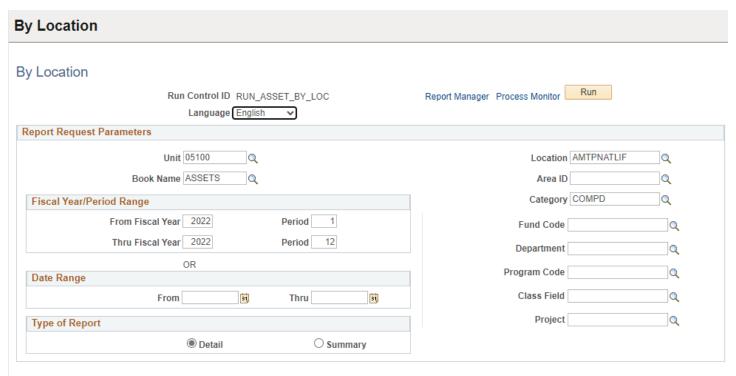
Navigator Menu navigation: Asset Management > Financial Reports > Asset Details > by Location

Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Pecent Searches Choose from recent searches Search by: Run Control ID begins with RUN_ASSET_BY_LOC 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 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 31 Recurrence ~ Run Time 1:09:21PM Reset to Current Date/Time Time Zone Q **Process List** Select Description *Type *Format Distribution Process Name Process Type Web ✓ PDF Distribution Asset List by Location AMAS2200 SQR Report Asset List by Asset Id Web ✓ PDF Distribution AMAS2210 SQR Report

Process List

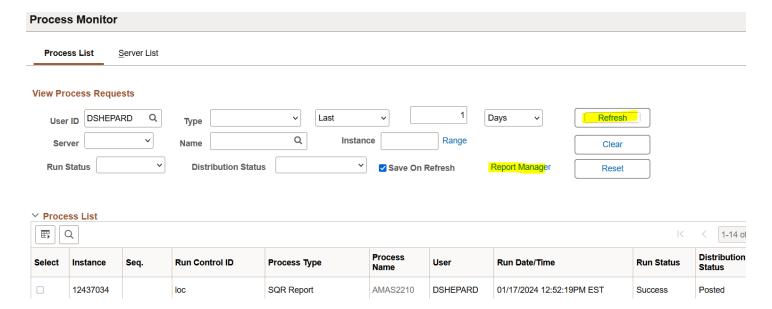
- Select Asset List by Asset ID AMAS2210
- Type Web is recommended
- Format PDF is recommended

Click OK

The By Location page is displayed

Click Process Monitor

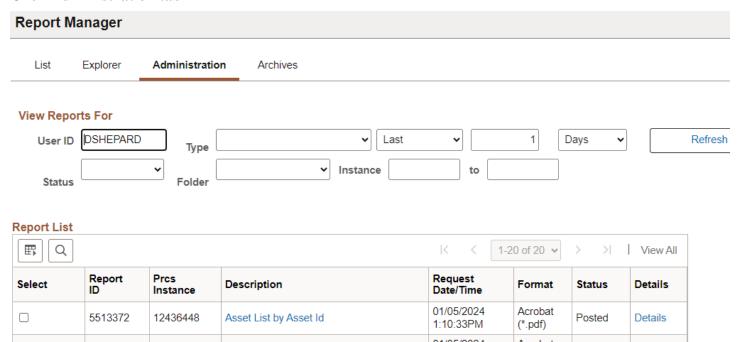
Process Monitor page is displayed



Click Report Manager link

The Report Manager page displays

Click Administration tab



Click on the hyperlink: Asset List by Asset ID report

Example of Report Output:

PeopleSoft AM
ASSET LIST BY LOCATION

Report ID: AMAS2200
Bus. Unit: 05100 -- Education Agency
Location: AMTFNATLIF -- 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
00000001668	TOSHIBA ESTUDIO 4518A	I	004-2022		02/14/2022	TOSHIBA				N
00000001669	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

Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Search Searches Choose from recent searches V A 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

Depreciation by Fiscal Year Run Run Control ID RUN_DEPR_FISCAL_YR Report Manager Process Monitor Language English ~ Report Request Parameters Report By | Asset Category Unit 02240 Q Category Q Book Name ASSETS Fiscal Year Range Fund Code Q From Fiscal Year 2022 Department 2240000000 Q Thru Fiscal Year 2022 Program Code Q Class Field Project Q

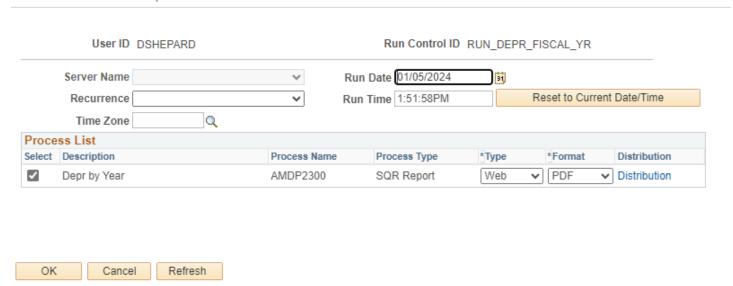
Enter information on Depreciation by Fiscal Year page

- 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



Process List

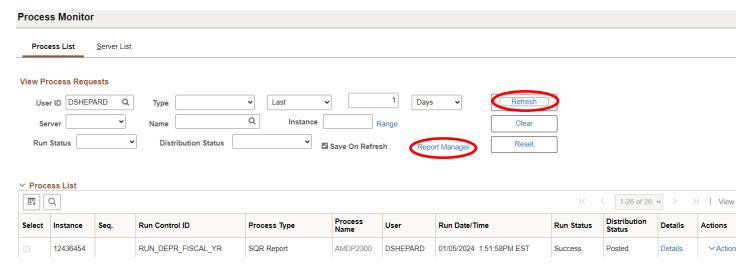
- Select Depre by Year AMDP2300
- Type Web is recommended
- Format PDF is recommended

Click OK

The Depreciation by Fiscal Year page is displayed

Click Process Monitor

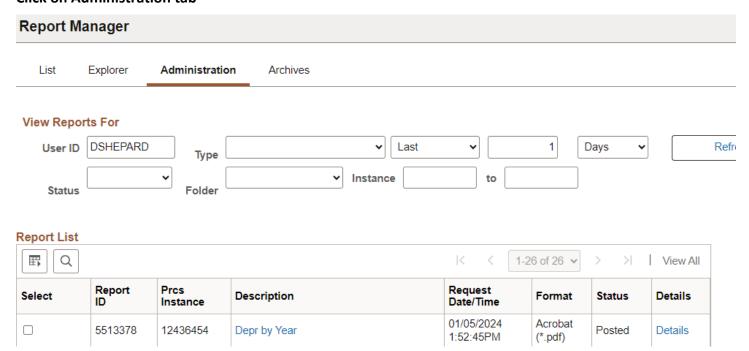
Process Monitor page is displayed



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



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

BDNID 21698

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.

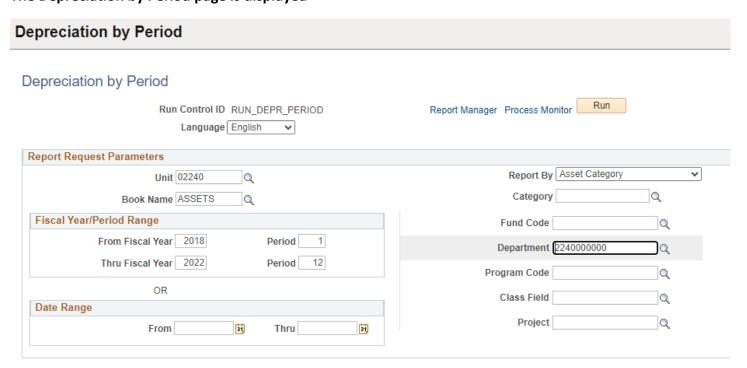
Navigator Menu navigation: Asset Management > Financial Reports > Cost and Depreciation > Depreciation by Period

Pind an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent searches ✓ ✓ Saved Searches Choose from saved searches ✓ ✓ Search by: Run Control ID begins with Run_DEPR_PERIOD ✓ 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 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



Process List

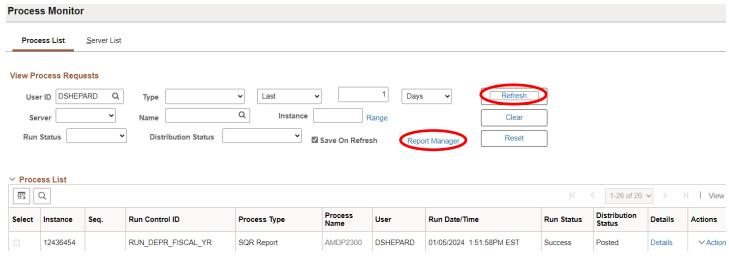
- Select Depre by Year– AMDP2300
- Type Web is recommended
- Format PDF is recommended

Click OK

The Depreciation by Period page is displayed

Click Process Monitor

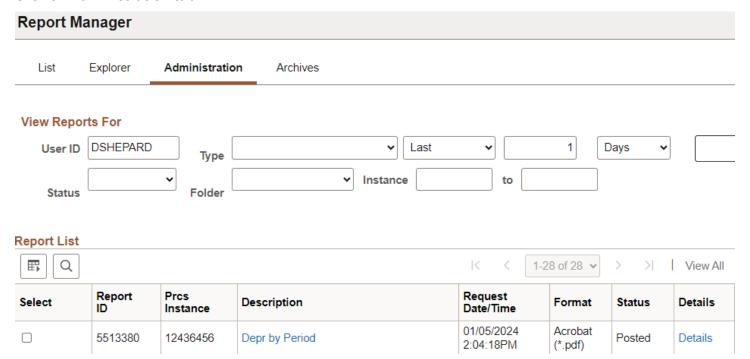
Process Monitor page is displayed



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: Depr by Period report

Example of Report Output:

PeopleSoft AM
DEPRECIATION BY PERIOD - CATEGORY DETAIL

Report ID: AMDP2200

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

Find an Existing Value Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Precent Searches Choose from recent 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 Run Control ID RUN RETIREMENT Report Manager Process Monitor Language English Report Request Parameters Business Unit 01160 Q Book Name ASSETS Q Category Q Fiscal Year/Period Range Fund Code 58200 Q From Fiscal Year 2023 Period 1 Department Q 12 Thru Fiscal Year 2023 Period Program Code OR **Date Range** Class Field From 31 Thru Project Type of Report Detail ○ Summary

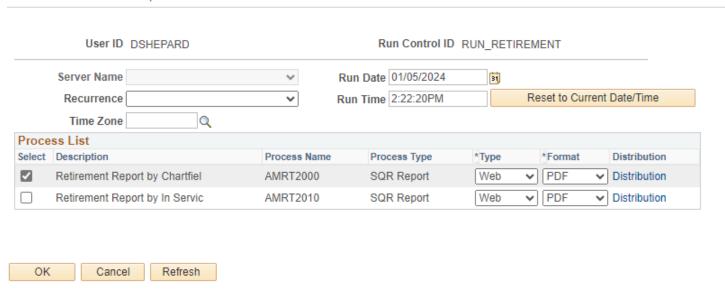
Enter information on Retirement Information page

- 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



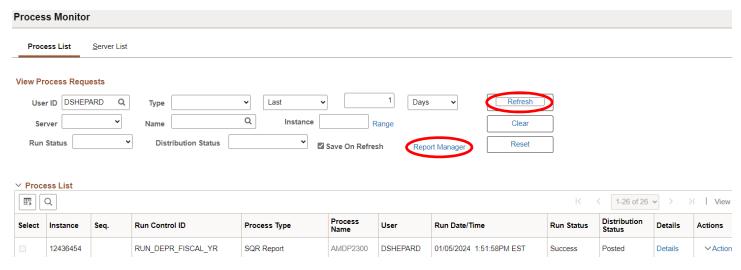
Process List

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

Click OK

Click Process Monitor

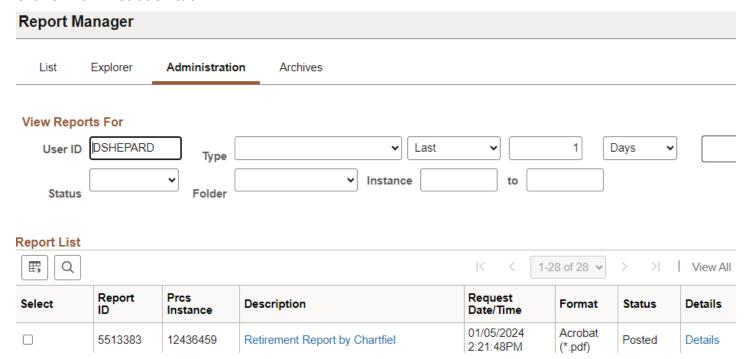
Process Monitor page is displayed



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: Retirement Report by Chartfield

Example of Report Output:

PeopleSoft AM
RETIREMENT DETAIL BY CHARTFIELD

Page No. 1 Run Date 01/05/2024 Run Time 14:22:03

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.

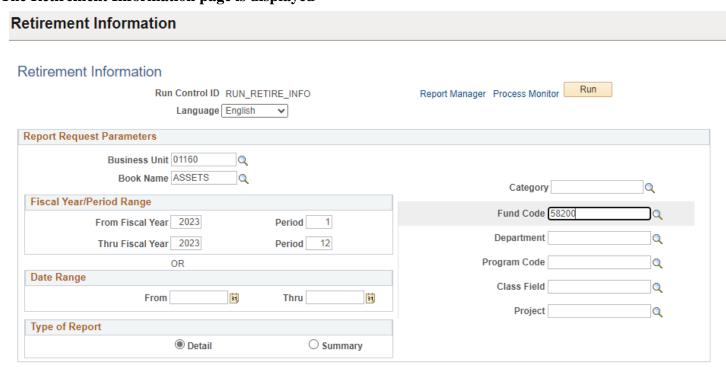
Navigator Menu navigation: Asset Management > Financial Reports > Retirement > Retirement Information

Find an Existing Value ▼ Search Criteria Enter any information you have and click Search. Leave fields blank for a list of all values. Search Searches Choose from recent searches Search by: Run Control ID begins with RUN_RETIRE_INFO ▼ 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



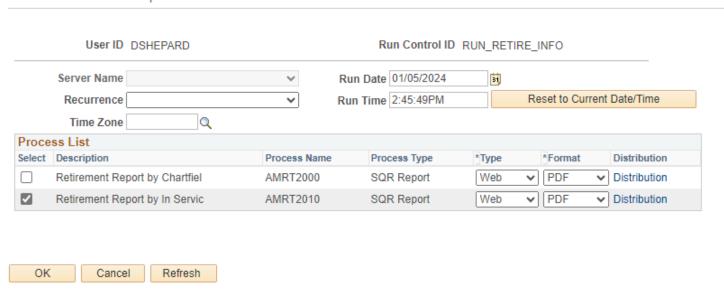
Enter information on Retirement Information page

- 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



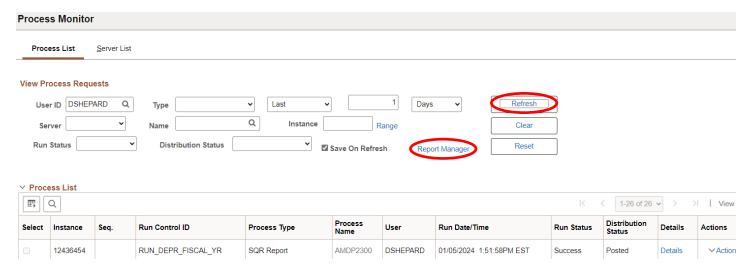
Process List

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

Click OK

Click Process Monitor

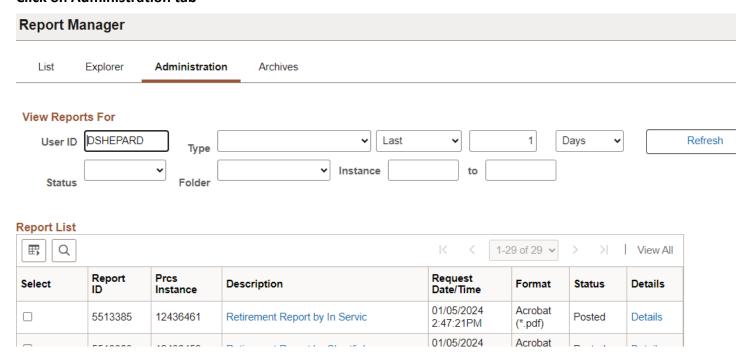
Process Monitor page is displayed



Click on Report Manager

The Report Manager page is displayed

Click on Administration tab



Click on the hyperlink: Retirement Report by In Service

Example of Report Output:

PeopleSoft AM
RETIREMENT DETAIL BY IN SERVICE YEAR AND PERIOD Report ID: AMRT2010

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		

-In Se	ervice-				Cost Begin				
Year	Period	Cat	Asset Id	Description	Type Depr Date	Life	Retirement Balance	YTD Depr	LTD Depr
2000	4	MANTD	00000000873	Kubota 2100	10/15/1999	48	16,500.00	0.00	16,500.00
			Category In Service Perio	MANTD			16,500.00 16,500.00	0.00	16,500.00 16,500.00
	Tota	l for	In Service Year	2000			16,500.00	0.00	16,500.00