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Overview

To thoroughly use PeopleSoft Asset Management it is important to understand the points of integration between Asset Management Purchasing and Asset Management Workflows. The Property Clerk will be running the processes to integrate these two workflows with that in receiving.

The diagram below depicts the high level summary of the AM integration process with both Purchasing and Accounts Payable modules.
Asset Management Cross Module Integration

1.0 Purchasing to Asset Management

2.0 Accounts Payable to Asset Management

3.0 Load PO/AP Transactions to Interface Tables

4.0 Process Transaction Loader to Asset Management

5.0 Review Assets Online

Interface Processes
Interfacing Receipts Online into Asset Management
This can be set up to be interfaced automatically by the receiving department.

Navigate to Setup Financial Supply Chain > Common Definitions > User Preferences > Define User Preferences

1. Click Define User Preferences
The User Preferences page displays.

2. Enter User ID
3. Click Search

4. Click Procurement

The Procurement page displays.

5. Click Receiver Setup

The Receiver Setup page displays.

6. Check box Interface Receipt for users that should have access to push to AM (For those who should not have the access make sure this is not checked)

7. Click OK
Create Asset Related PO Receiver when Receiving Does not Have interface ability

Property Clerk must be notified when a taggable item has been received. The Procurement department will need to develop a mechanism to do this or in the absence of an internal procedure the property clerk can use the PO Improvement Report to identify items that be reviewed.

Navigate to CSU Custom Rpts/Interfaces > Hayward > PO Reports > PO Improvement Report

8. If you have not run this report before, you will need to create a Run Control (i.e. IMPROVEMENT_REPORT)

9. If you have already run the report before, you may search for your run control and use it

10. For new click the Add a New Value tab

The PO Improvement Report page displays.

11. Click Add

The Improvement Report page displays.

12. Enter

- Business Unit: HW001
- From Date and Through Date
- Amounts Greater Than or Equal To amount

Note: CSUEB has set the taggable item threshold at $500 for review.

13. Click Run
The Process Scheduler Request page displays.

14. Check the Select box
15. Click OK

The Improvement Report page displays.

Note that you are given a Process Instance Number.

16. Click the Process Monitor hyperlink above the Instance Number

The Process List page displays.

17. Find your instance number and make certain that Run Status reads Success and Distribution Status reads Posted
18. Click Details link for that instance
19. Click **View Log/Trace** hyperlink

The View Log/Trace page displays.

20. Click the PDF file hyperlink
The Report page displays.

21. Review the Report
22. Determine what items if any are to be tagged, and which are true assets

Note: It is recommended that this report be run at least once a week.

Navigate to Purchasing > Receipts > Add/Update Receipts

23. Click **Find an Existing Value** tab

The Receiving page displays.

**Using PO Number**

24. **Business Unit** should default to **HW001**

25. Enter the 10 digits **Purchase Order Number**

26. Click **Search**
27. Insure that the **Interface Receipt** is in the **unchecked** status, and that the **AM Status** reads **Pending** (This means that it has not been interfaced)

28. Click the **Pending** link under AM Status

29. **The Asset Management Information for Line 1 page displays.**

30. **You may enter number at this time**

31. **Click More Details tab**

32. **Fill in Manufacturer and Model**

33. Check **Location** to make sure it is correct

34. **Click OK**

35. **Check the Interface Receipt box**

36. **Click Save**
This job runs these processes automatically:

- Receiver Interface Push process
- PeopleSoft PO/AP/AM Interface process (AMPS1000)
- PeopleSoft Asset Transaction Loader (AMIF1000)

The Process List page displays.

Note:

- You will now receive the following message indicating that the receipt integration process is taking place
- This may take several minutes to locate the process

Navigate to People Tools > Process Scheduler > Process Monitor

36. The Process is **RECV_02**

Note: It is completed only after the Run Status reads Success and Distribution Status reads Posted.
Asset Data from PO to PreAM

Navigate to Purchasing > Receipts > Process Receipts

The Process Receipts page displays.

1. Select a valid Run Control or create one

2. If existing click Search

3. If new click the Add a New Value tab

4. Click Add
The Process Receipts page displays.

5. Enter **HW001** for Business Unit

6. Leave the Receipt Number field blank to interface all available receipts or enter a receipt number to process a specific receipt

7. Click the Run button

The Process Scheduler Request page displays.

8. Select the Receiver Interface Push PO_RECVPUSH to just push the data to the AM staging tables

9. Click OK

The Process Receipts page displays.

10. Click the Process Monitor hyperlink
The Process List page displays.

11. Insure that the Run Status reads Success and the Distribution Status reads Posted.
Asset Data from AP to PreAM

Once the asset related PO or Non-PO voucher has been posted in the Payables subsystem, the Load Assets Application Engine process (INTFAPAM) is run to populate the AM Pre-Interface Loader table (PS_INTFC_PRE_AM). The Pre-Interface Loader determines the appropriate type of asset transactions to load into AM’s Loader Tables based on the voucher:

Navigate to Accounts Payable > Batch Process > Extracts and Loads > Load Requests

The Load Assets Request page displays.

1. Select a valid run control or create a new one
2. Click Search if Valid Run Control exists
3. Click Add a New Value if you are going to create a new one
4. Click Add if new
5. Enter a **Request ID** and a **description**

6. Select **Always Process** from the **Process Frequency**

7. Select **Process Business Unit**

8. Click the **Run** Button

9. **Server Name is PSUNIX**

10. Click **OK**

11. Click **Process Monitor** link

The **Process List page** displays.

12. Click **Refresh** Button until the **Run Status reads Success** and the **Distribution Status reads Posted**
Load PO/AP Transactions to Interfaces Tables

Review PO and AP Transactions Prior to Loading into the Interface Tables
It is the best practice to preview/verify data in the Pre-Interface Pre-AM 1 table before you run the Interface Loader

Navigate to Asset Management > Send Receive Information > Preview AP PO Information

The Load Preview – Pre-AM page displays.

1. Select Business Unit of HW001
2. Select Load Status of Pending
3. Click Search button

The Search Results page displays.

Note: In the first example only the non AP Business Unit information is shown.

Note: In example 2, all Business Units are shown indicating that the items have been interfaced in Receiving, Purchasing and AP.

4. Click one of the items to view
5. Change any of the areas that need to be corrected (In this case, change CHANGE to a location)

6. Enter Model, Manufacturer, Custodian if known, Tag Number, and Serial Number

7. Click Save

8. Note Pre-Interface Number or change the Load Status of a specific line from Pending to Errored to prevent the line being pickup during AMPS1000 process to populate the PS_INTFC_FIN and PS_INTFC_PHY_A records.

9. Click Save

10. Click Return to Search

The Pre-AM 1 page displays.

Note: The Errored item is no longer in the Pending Group.
11. Review and verify the Financial Information from Accounts Payables (PO-Voucher)

Note: If necessary, correct or modify information in the fields (i.e. Tag, Serial ID, and Location), or change the Load Status of a specific line from Pending to Errored to prevent the line being picked up during AMPS1000 process to populate the PS_INTFC_FIN and PS_INTFC_PHY_A records.
Load AM Interface Table
Once the information has been validated, run the AMPS1000 to populate the PS_INTFC_FIN and PS_INTFC_PHY_A tables.

Navigate to Asset Management > Send Receive Information > Retrieve Info from AP/PO

1. Click **Search** to select a valid Run Control if one exists
2. If not, click the **Add a new Value** tab

The Payables/Purchasing Interface page displays.

3. Give Run Control a name
4. Click **Add** button
5. Enter **Request ID** and **Request Description**
6. Select **Always Process** from **Process Frequency**
7. Click **Run** button

Note: *It is recommended to process receipt transactions prior to or at the same time as the voucher transactions. The receiver transactions should be run through the transaction loader. This will prevent creating duplicate assets, because the Pre-Interface loader checks for assets that were added from receiving when the voucher is processed.*
8. Select Process AMPS1000

9. Click OK

The Payables/Purchasing Interface page displays.

10. Click Process Monitor link

The Process List page displays.

11. Ensure that the Run Status is Success and the Distribution Status Reads Posted
Review PO and AP Transactions Prior to Load
Preview transactions after the data is loaded into the PS_INTFC_FIN table (where asset financial information is stored) and the PS_INTFC_PHY_A table (where asset physical information is stored) before an asset is created.

If transactions need to be consolidated from many load lines into one, or break one load line into many (unitize), the process must be done **before** running the Transaction Loader (AMIF1000). Preview the information in the Loader Table to see what data will be loaded into the Asset Management tables before running the Transaction Loader (AMIF1000) process. Please refer to the appropriate BPG (Business Process Guides) for further information:

Navigate to Send Receive Information > Approve Physical Information > Review-A

1. Enter **Business Unit HW001**
2. Select **Load Status Pending**
3. Click **Search**
4. Select items to preview

The Physical Transactions A page displays.

5. Review the Data to make sure it reflects the correct information
6. Click **Save**
Unitize

Navigate to Asset Management > Send Receive Information > Load Transactions > Unitize Assets

1. Select **Business Unit** of HW001
2. Enter any additional search criteria as desired
3. Click Search

The Search Results page displays.
4. Select transaction to be unitized this will normally be items showing quantities larger than 1

5. Verify that this is the line you want to unitize, if correct then click the **EZ Unitize** button to access the Proportional Unitization Defaults page where you can perform this

The Proportional Unitization Defaults page displays.

6. Enter **Quantity**, **Profile**, and **Description** (*This information will appear on all the items*)

7. Click **OK**
The TO Assets page displays.

Note that the amount has been broken down to unit cost and that there are 20 of these pages.

8. **Click Save**

When you have completed unitization, you are ready to move on.
Process AM Transaction Loader

Navigate to Asset Management > Send Receive Information > Load Transactions > Load Transactions into AM

1. Select a valid Run Control if it exists by clicking Search

2. If one needs to be created click on the Add a New Value tab

The Run Transaction Loader page displays.

3. Enter a Request ID

4. Select Process Frequency as Always and Load Status of Pending

5. Check Physical Records

6. Click the Search button

The interfaces that are ready to be loaded will display.
7. Enter the **Interface ID** from and to in Run Control Parameters to select transactions to load.

8. Click **Run**

The Process Scheduler Request page displays.

9. Select **Server** as **PSUNIX**

10. Select **AMIF1000**

11. Click **OK**

The Run Transaction Loader page displays.

12. Click **Process Monitor** link
The Process List page displays.

13. Ensure that the process has run successfully.


Whom to Contact for Help?
For additional help or to report problems with this functionality, please log a ticket via the Service Desk (http://www.csueastbay.edu/servicedesk).