PeopleSoft 9.1 Asset Management

Asset Tracking
Course Objectives

At the end of this course you should be able to:

• Explain your Asset Tracking Responsibilities
• Maintain Asset information in PeopleSoft, including:
  • Notify of a Transfer or Retirement
  • Maintain Maintenance Data
  • Review Maintenance History
  • Perform Physical Inventory Reconciliation (*Hospital only*)
Asset Tracking
Asset Tracking Responsibilities Overview

With the implementation of the new PeopleSoft system we will have more visibility and reporting capabilities for our Assets than ever before. While this will provide us with great benefits when it comes to our yearly budgeting plans and allocation of spend, it also will create new, important responsibilities for the Asset Owners.

With support from your respective organization, you will be asked to monitor your department’s Assets, and make updates to their status in the PeopleSoft system when appropriate.
Maintain Maintenance Data
Lesson Overview

At the end of this lesson you should be able to:

• Enter Maintenance Data
• Review Maintenance History
Maintain Maintenance Data

At various intervals, all Assets require some degree of maintenance, such as routine calibration.

Tracking this type of maintenance provides a more complete picture of the true costs and revenues associated with these Assets. Additionally, it helps to ensure that all Assets are receiving the sort of regular attention they need to continue functioning properly.

When one of the Assets you are responsible for requires maintenance, you will be requested to enter the maintenance data into PeopleSoft.
How to Perform

Log onto PeopleSoft and use the following navigation:

- **Main Menu > Asset Management > Service and Maintenance > Track Services and Repairs**

This will bring you to the standard PeopleSoft search page that you can use to locate the desired Asset. At the minimum you will need to enter the Business Unit of the Asset, but if more information is known, you can use to narrow down the list.

[Image of PeopleSoft search page]

**Enter Search Criteria**

All Assets that match the criteria you entered will be returned. Select the desired Asset.
Entering Maintenance Data

Once you locate the Asset, you will enter the appropriate maintenance data.

Important to note:

- **Type** is the only required field, but at minimum it is encouraged to enter **Status** as well. Status Options Include: Complete, Complete-Pickup, In Process, Inspected, Scheduled, and Scheduled-Pickup.

- **Data/Time** will default based on the time you make the entry. Edit as needed.

- Multiple Maintenance Events can be added to a single Asset by clicking the **Add a new row** button.

When the entry is complete, review, and **Save**.
Enter Maintenance Data - *Exercise*
Reviewing Maintenance History

Once a Maintenance Event has been added to an Asset, it becomes available for review.

Navigate to: **Main Menu > Asset Management > Service and Maintenance > Review Maintenance History**

Again, use the standard search page to locate and select the Asset you want to review.

<table>
<thead>
<tr>
<th>Maintenance History by Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
</tr>
<tr>
<td>209</td>
</tr>
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<td></td>
</tr>
</tbody>
</table>

After you locate the desired Asset you will be able to view the Asset Maintenance History, including **Description** and **Date/Time** for the life cycle of the Asset.
Review Maintenance History - Demonstration
Check Your Understanding

• Why are Asset Owners encouraged to enter Maintenance Data into PeopleSoft?
  • A: It provide a more complete picture of costs/revenues associated with these Assets. Additionally, it helps to ensure that all Assets are receiving the sort of regular attention they need to continue functioning properly.

• How can you view past Maintenance Events for an Asset?
  • A: Review Maintenance History
Lesson Summary

You should now be able to use PeopleSoft to:

• Enter Maintenance Data
• Review Maintenance History
Perform Physical Inventory
Lesson Overview

At the end of this lesson you should be able to:

• Notify Asset Accountants of your Asset Transfers or Retirements
• Explain your role in Physical Inventory Reconciliation
• Explain the Physical Inventory Report
Notify of Transfer or Retirement

Whenever an Asset in your Department needs to be retired or transferred, you will use PeopleSoft to locate the Asset and send the request to Asset Management.

A transfer includes Assets moving between Business Units, Departments, or locations.

Performing this as soon as the Asset is moved allows for financial records to be kept accurate and up-to-date. Additionally, when Physical Inventory of the Assets is taken, an accurate listing of Assets helps to avoid any re-work for you later.
How to Perform

Log onto PeopleSoft and use the following navigation:

• Main Menu > Manager Self-Service > Assets > View Department Assets

Initially you will see a list of all Departments you are responsible for. Locate and select the Department the Asset you want to retire or transfer is located in.

From there you will be brought to a list of all Assets in the department. Select the desired Asset and click Request.
Retire or Transfer

For each Asset you will then select **Retire** or **Transfer** and enter the relevant details:

**Transfer Asset:**
- Date of Transfer
- Location
- Department
- Custodian

**Retire Asset:**
- Retire Date
- Disposal Code

When you have completed the form, click **Approve**. A confirmation will let you know that your request has successfully been submitted.
Request Retirement of an Asset: *Exercise*
Physical Inventory List

In order to reconcile Asset records in the financial system with the physical Assets existing in your department, periodically Asset Owners will be asked by Asset Accounting to conduct a physical inventory, noting any differences that will be that adding, transferring, or retiring assets in financial system.

You will receive a version of this report from Asset Management to perform the Physical Inventory with. Important fields on the report include:

- Asset ID
- Description
- Quantity
- Department
- Location
- Manufacturer
Physical Inventory Reporting

Once you complete the Inventory you will return the report to Asset Management, indicating that you have located the Assets listed.

When you identify Assets in the report that are no longer located in your Department, you will notify Asset Management in PeopleSoft using the notify procedures previously described.

Use the Asset Tag Number from the Physical Inventory Report to locate the Asset

Note that Retired also includes Assets that have a status of:

- Disappeared
- Donated
- Missing
- Sold
- Stolen
Lesson Summary

You should now be able to:

• Notify Asset Accountants of Asset Transfers or Retirements
• Explain your role in Physical Inventory Reconciliation
• Explain the Physical Inventory Report
Asset Tracking Wrap-up

When the new PeopleSoft system goes live at Jefferson we will have more visibility and reporting capabilities for our Assets than ever before. With these benefits will come new, important responsibilities for the Asset Owners, but help will be available from your respective organizations and Asset Accountants to provide you the support you need to get your job done.

Any questions?
Course Summary

You should now be able to:

• Explain your Asset Tracking Responsibilities
• Maintain Asset information in PeopleSoft, including:
  • Notify Asset Accounting of a Transfer or Retirement
  • Maintain Maintenance Data
  • Perform Physical Inventory Reconciliation