

PeopleSoft Training Activity Sheet

FAM1: Asset Management

For use in training. Last updated March 1, 2018.

Activity 1: Create Asset Receipts

Directions: You will receive the following POs in the system. Navigate to **Main Menu > Purchasing > Receipts > Add/Update Receipts**. Refer to p.23 of the FAM guide.

1. Receive this PO and use the tag and serial number convention below.

PO ID: _____ Receipt ID: _____

- **Tag Number:** Use your login number + a number. *Example: TRN1011, TRN1012*
- **Serial Number:** Use S + tag number.

2. Receive this PO without adding a tag number or serial number.

PO ID: _____ Receipt ID: _____

Activity 2: Asset Integration

Scenario: You will load the following POs and Vouchers into the core asset table.

	PO ID: _____ Voucher ID: _____ (Guided)	PO ID: _____ Voucher ID: _____ (On your own)
5. Run M_FAM_STEP05 query.		
6. Run M_FAM_STEP06 query. Search for your PO. Write down the Interface ID.	PO Interface ID: _____	PO Interface ID: _____
7. Run Load Transaction process – PO data. Use the PO Interface ID from step 6.		
8. Check your results. Run M_FAM_STEP06 query. Verify that PO data loaded.		
10. Run the Load Asset Request process. Use your Voucher ID.		
11. Run M_FAM_STEP11 query. Verify that a pre-interface ID is assigned to your voucher.		
12. Run the Retrieve Info from AP/PO. Use your Voucher ID.		
13A. Run M_FAM_STEP13 query. Look for your Voucher ID and write down the Interface ID.	Voucher Interface ID: _____	Voucher Interface ID: _____
14. Run Load Transaction process using the Voucher Interface ID from Step 13A.		
15. Check results. Run M_FAM_STEP13 query.		

16. Search for your Asset. Navigate to Main Menu > Assets Management > Search for an Asset . Enter the PO unit and PO No. Click on Search . Write down the Asset ID (s).	Asset ID(s): <hr/>	Asset ID(s): <hr/>
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Activity 3: Unitize Assets

Scenario: You will unitize the Assets received in Activity 1, #2.

Directions: Refer to p.32 of the FAM1 guide. Use the following information:

- Quantity: 5
- Profile ID: Computer

Activity 4: Add Assets

Scenario: You received a donated furniture in the amount of \$2000 for a school site.

Directions: Add the asset in the system using the Express Add page. Refer to p.64 of the FAM1 guide. Use the following information:

- Use **Category Furniture**.
- Use this Chartstring; **Fund 0100, Resource 0000000, Goal 0000, Function 0000, Site 100**

Write down the Asset ID: _____.

Activity 5: Copy Existing Asset

Directions: Copy the Asset ID from Activity 4. Assign to a different location. Refer to p.66 of the FAM1 guide.

Write down the Asset ID: _____.

Activity 6: Review Asset Depreciation

Directions: Look for the capitalized Asset ID from Activity 2. Answer the following questions.

1. What is the depreciation amount for the period?
 2. What is the accumulated depreciation?
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