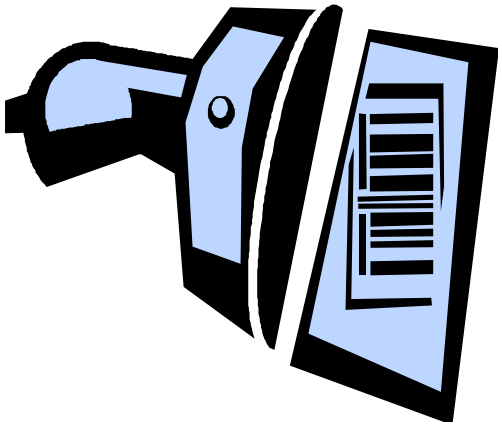
Asset Management

NPMA Presentation

May 28, 2014

Understanding Physical Inventory



Agenda

Understanding Physical Inventory

1. Extracts and Scopes
2. Physical Inventory Occurrence
3. Generating Extract File
4. Data Collection
5. Inventory Processing

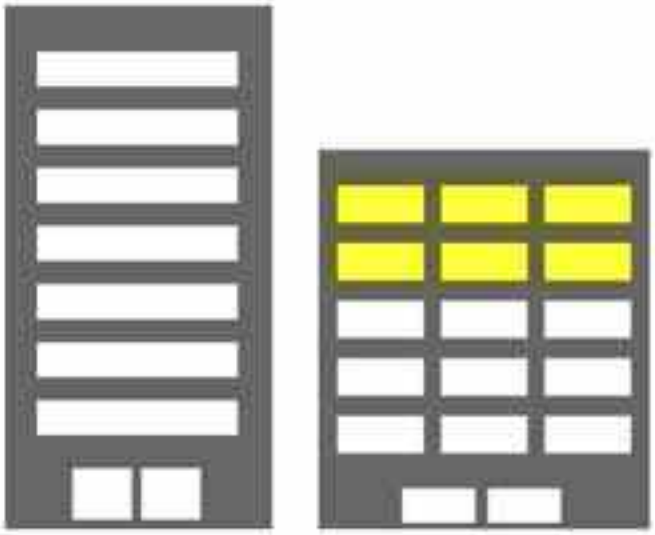
Physical Inventory Steps

1. Extracts and Scopes

Extract Scope: Set of all assets that you might scan during a physical inventory. This set of assets is broader than the scan scope. It should include **all** possible locations for the assets to be inventoried.

Scan Scope: Set of all assets that are defined in PeopleSoft Asset Management as belonging to a particular location to be scanned.

Extracts and Scopes



Example: You plan to take an inventory on the top two floors of a building. Because the assets may have been redistributed since the last inventory, the extract file might include assets of the entire business unit. However, the scan scope would include only assets on the top two floors.

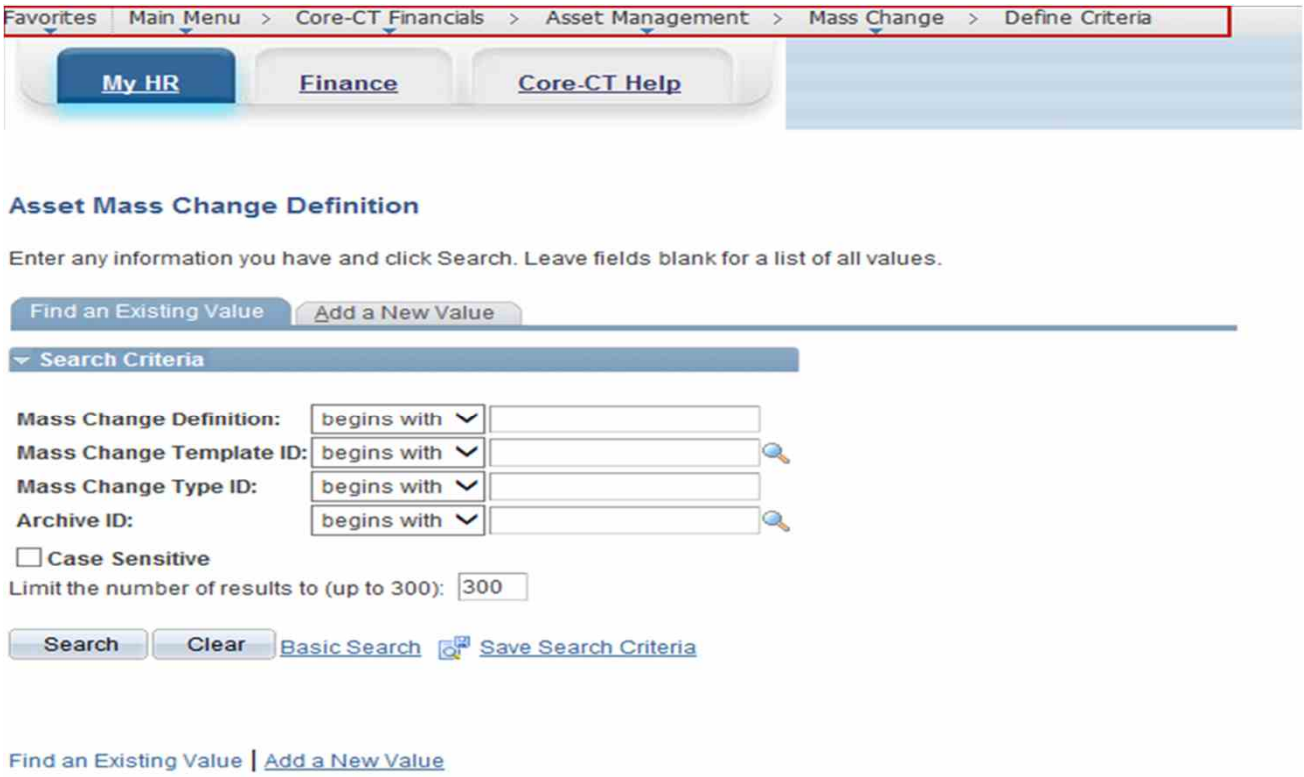
Extracts and Scopes

Financial vs. Physical Assets

Capitalized Characteristics	Non-Capitalized Characteristics
Cost/Value > $999.99	Cost/Value < $1,000.00
Financial Info in Cost Table	Financial Info in Cap-Non Cost Table
Has Book Record	No Book Record
Can be Depreciated	Can NOT be Depreciated
Has Accounting Entries	No Accounting Entries
Capital Asset = Financial Asset	Non-Capital = Non-Financial = Controllable = Physical Asset

Extracts and Scopes

Create Extract: Asset Management> Mass Change> Define Criteria

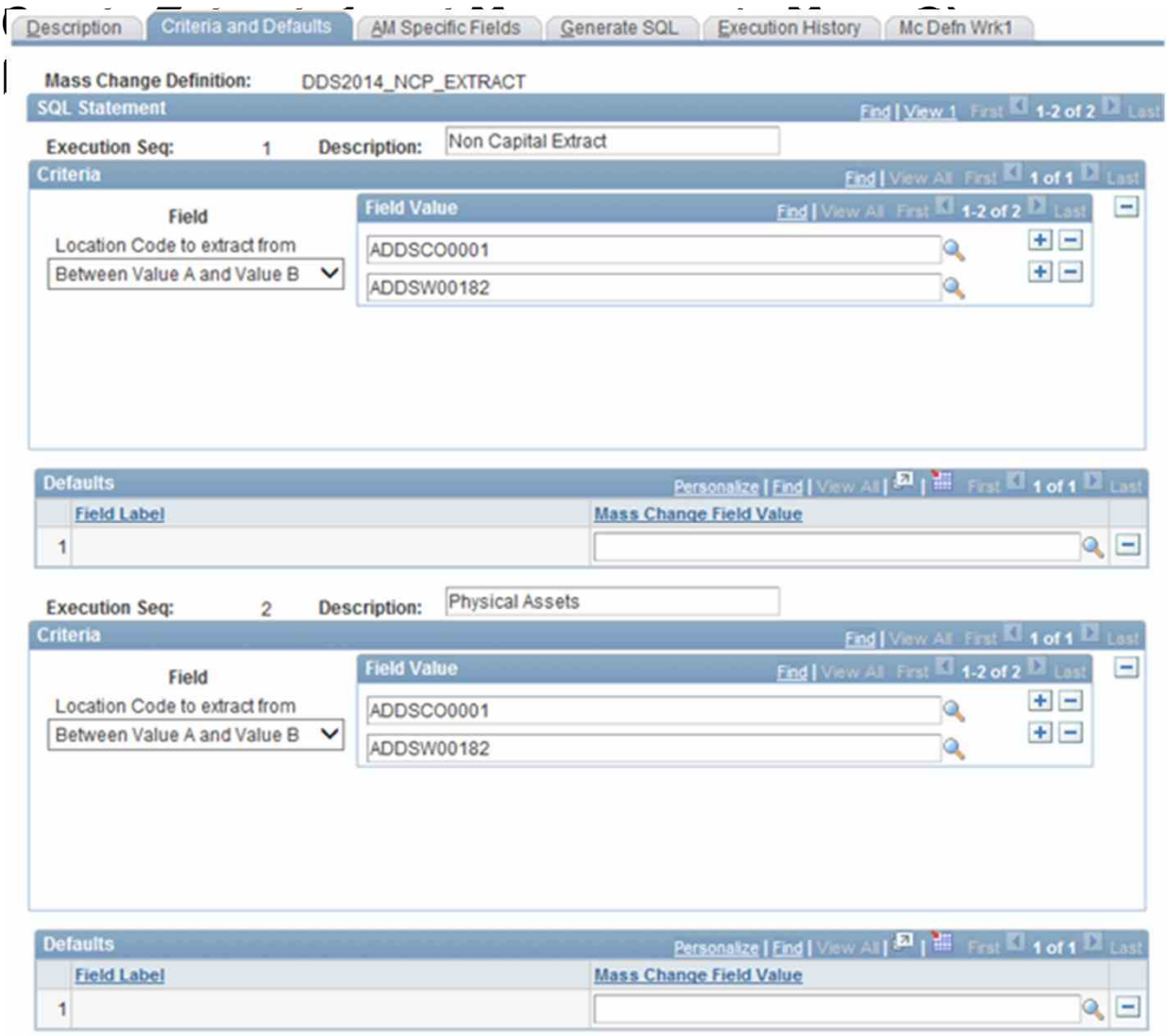


ÅExtracts and Scopes are created through the Mass Change functionality.

ÅExisting Extracts and Scopes need to be updated for each new Physical Inventory.

ÅEach inventory must include an extract and scan scope for both capital assets and non-capital assets.

Extracts and Scopes

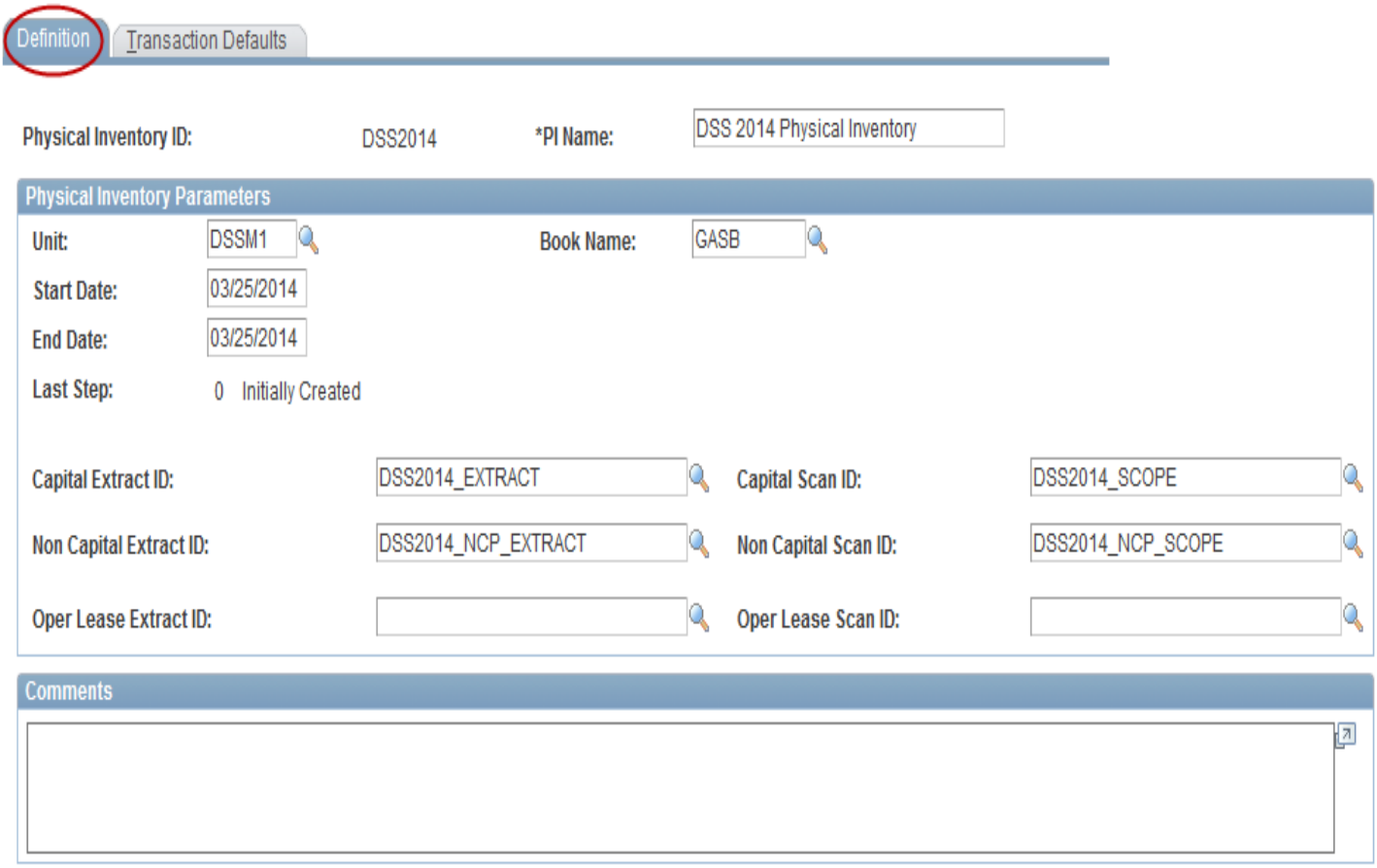


Understanding Physical Inventory

Agenda

2. Physical Inventory Occurrence

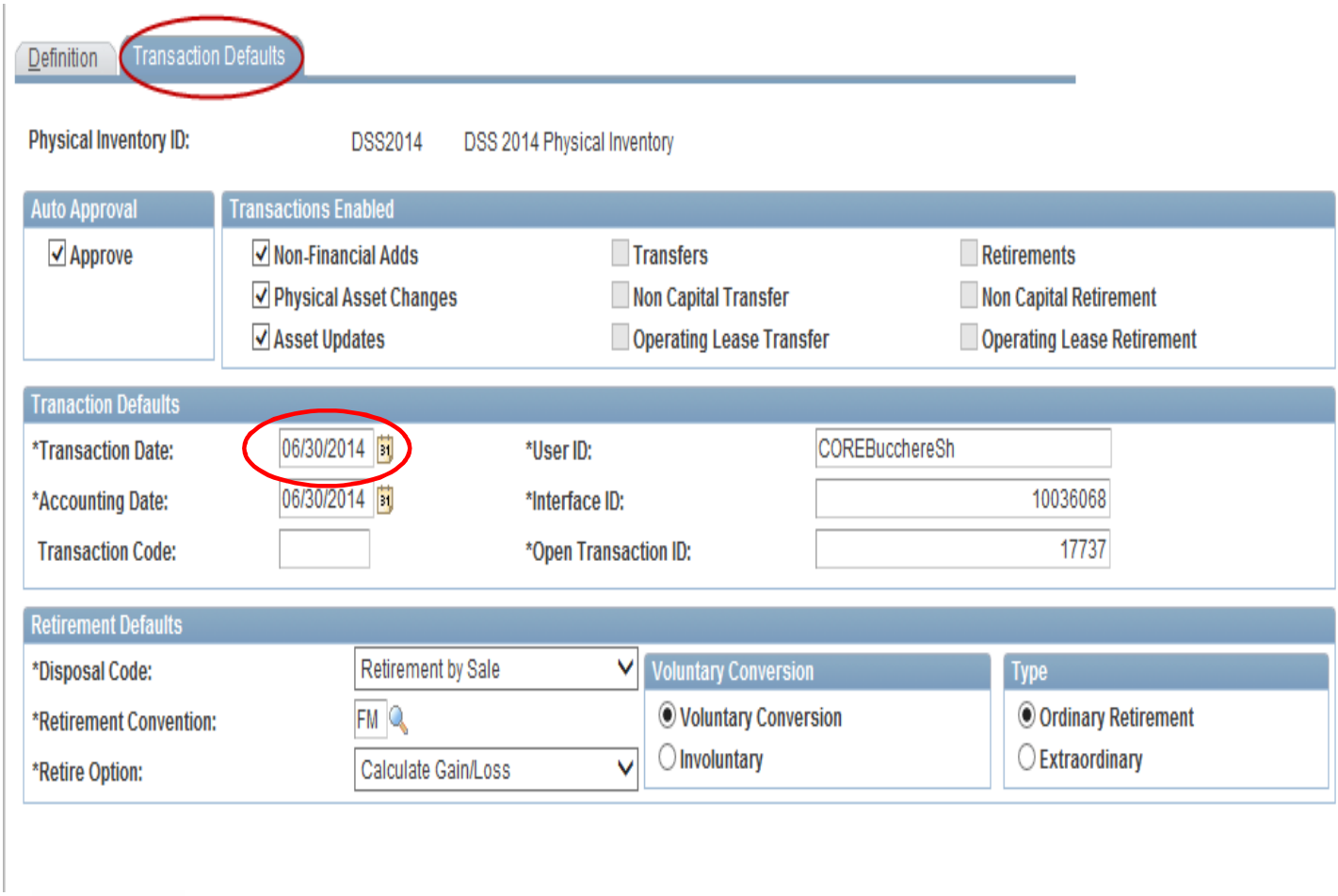
Physical Inventory Occurrence



ÅThe Physical Inventory ID will set the criteria defined in the extract and scan scope for each physical inventory performed for the agency.

ÅEach occurrence links the extract and scan scopes of the inventory being performed.

Physical Inventory Occurrence



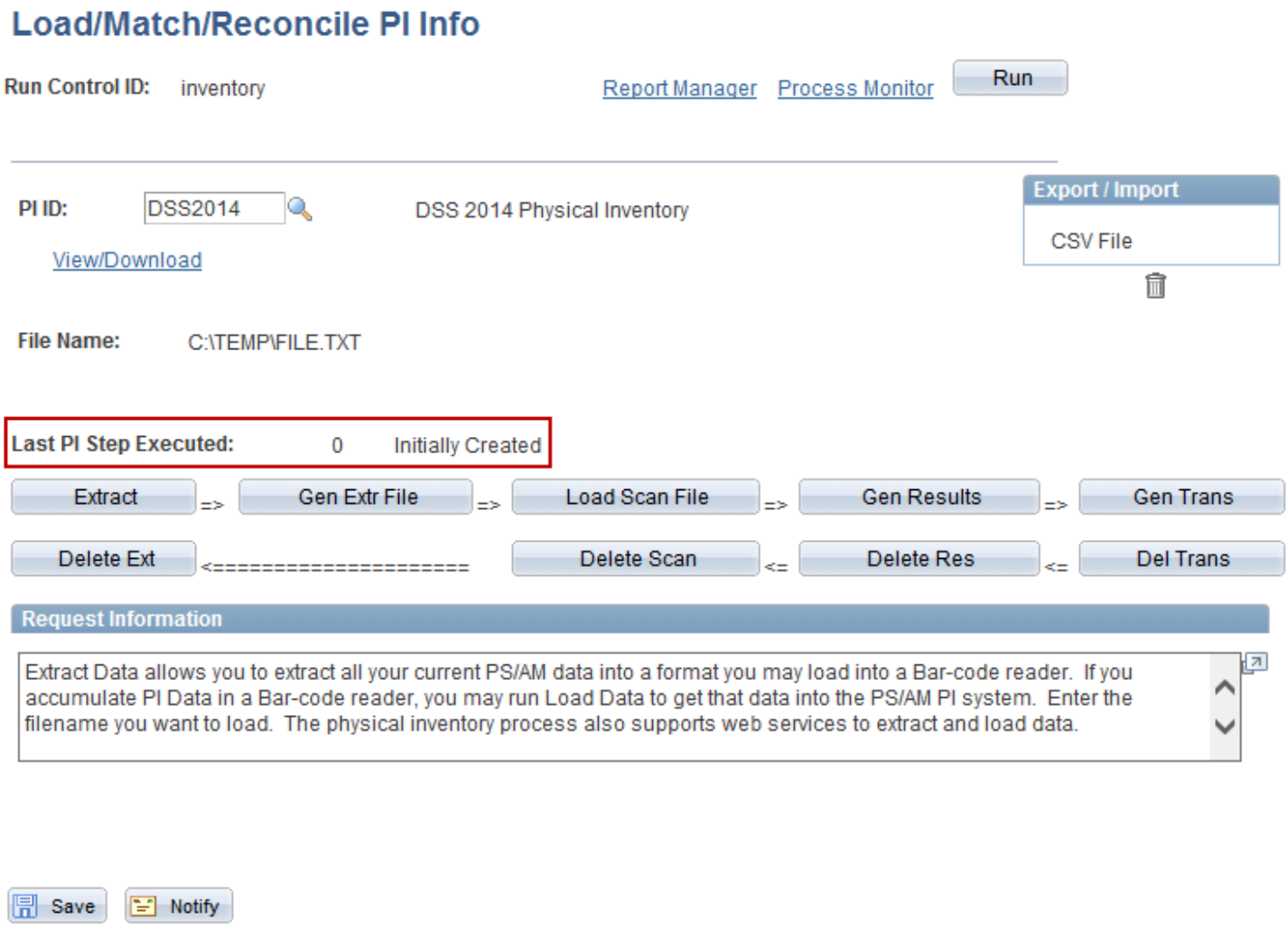
The transaction date will become the inventory date in the PI history of an asset.

Understanding Physical Inventory

Agenda

3. Generating Extract File

Generating Extract File

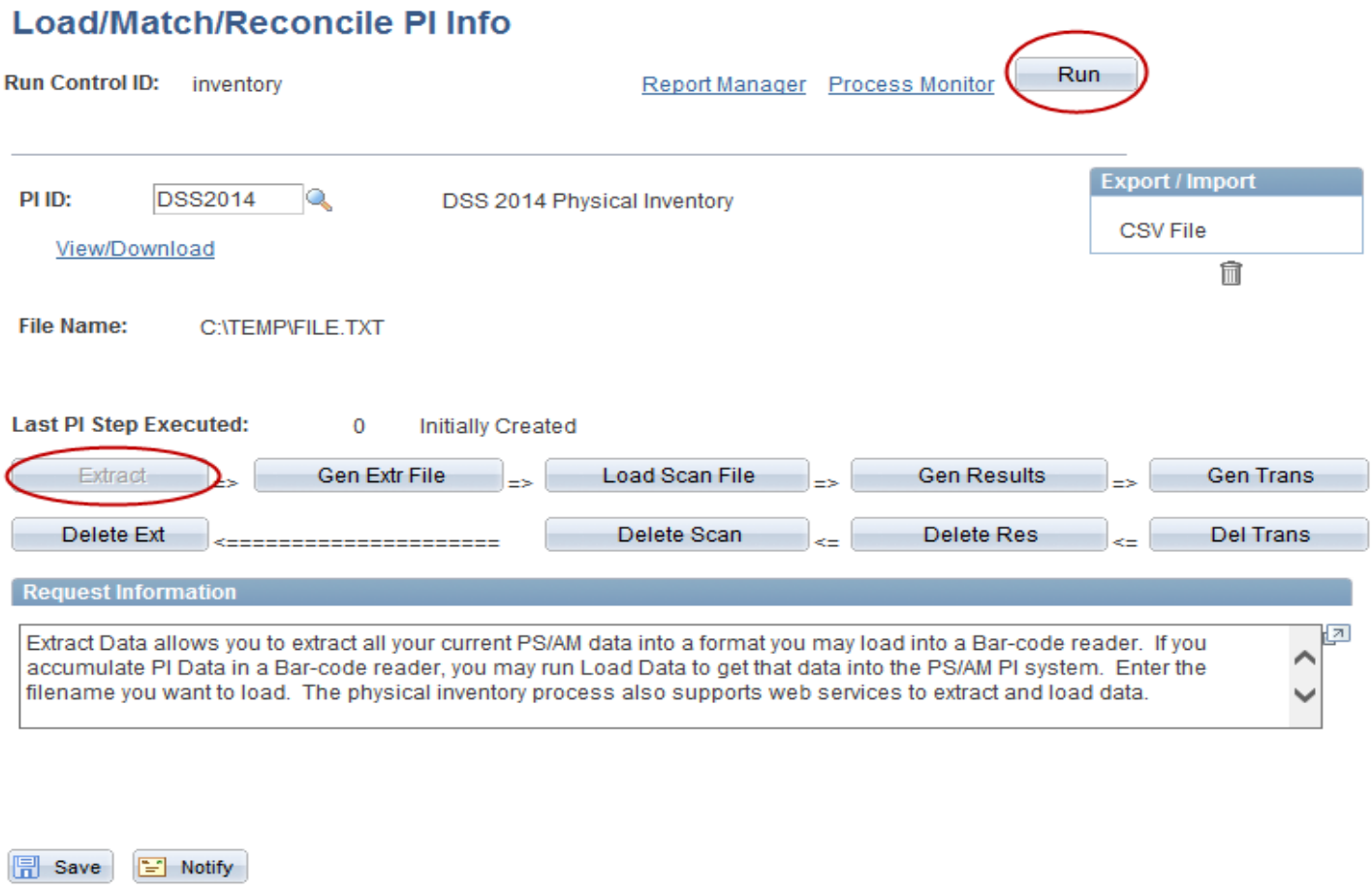


ÅOn the Physical Inventory page, select the PI ID for the Occurrence and click the Save button. There are five transactional steps for processing inventory on this page.

ÅThere is a sixth step that is completed for final posting.

ÅThe Last PI Step Executed will display the current step.

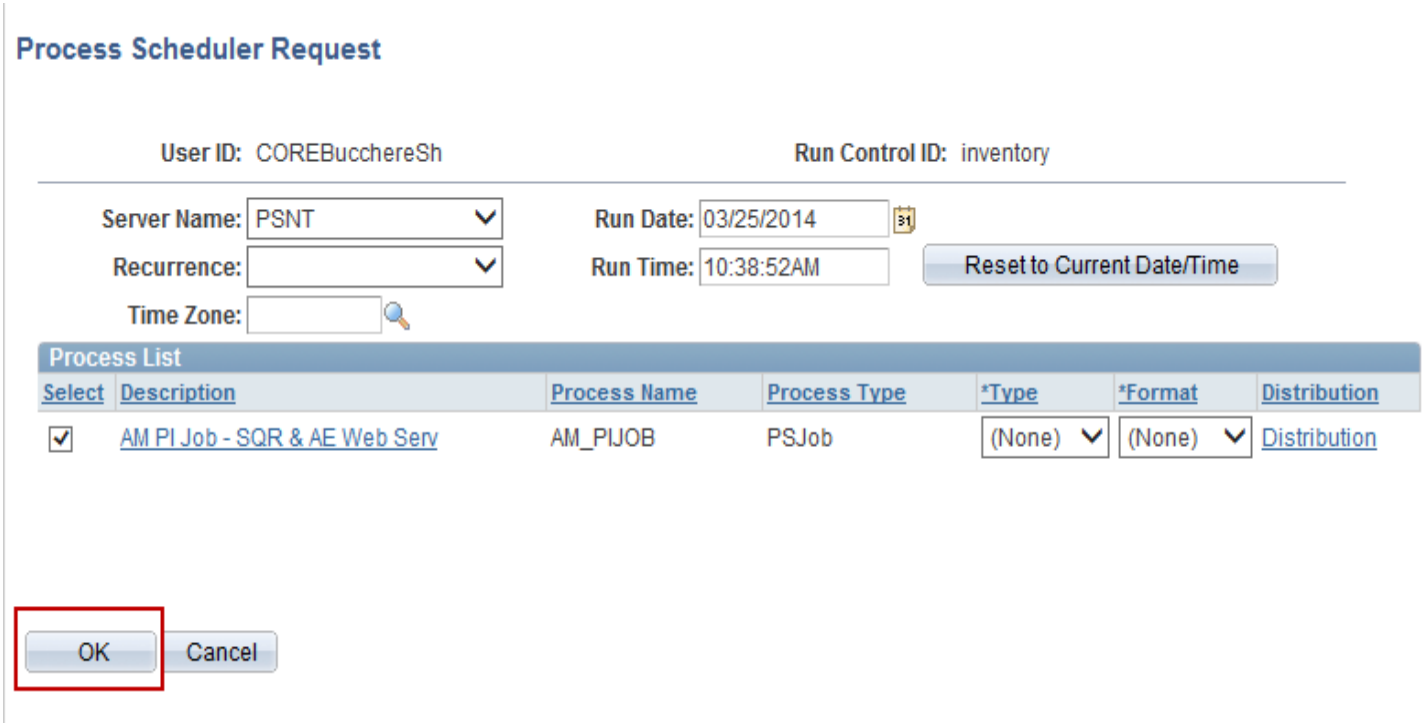
Generating Extract File



ÅTo create the extract, click the Extract button. Click Run.

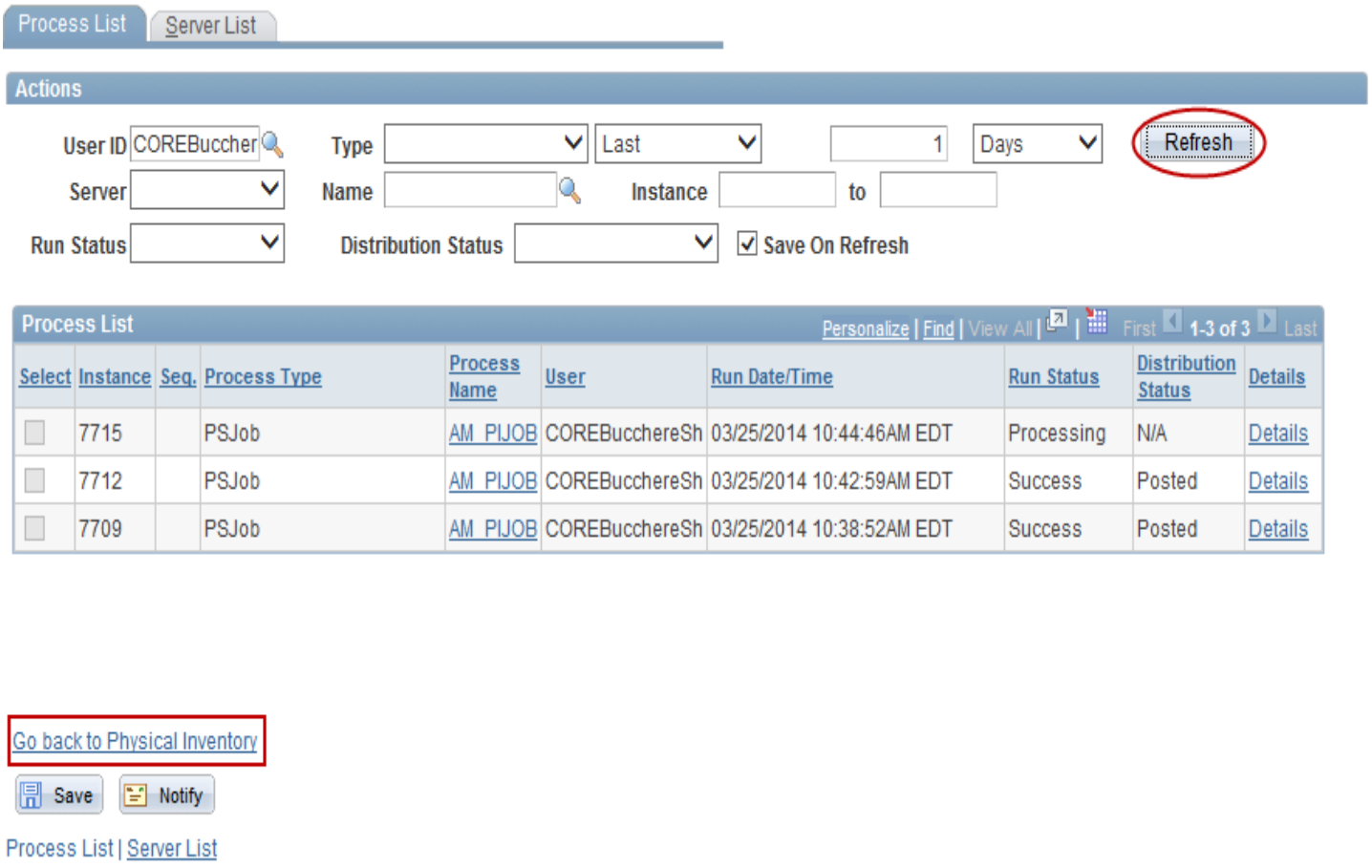
ÅClick the Process Monitor link to check the progress of the process.

Generating Extract File



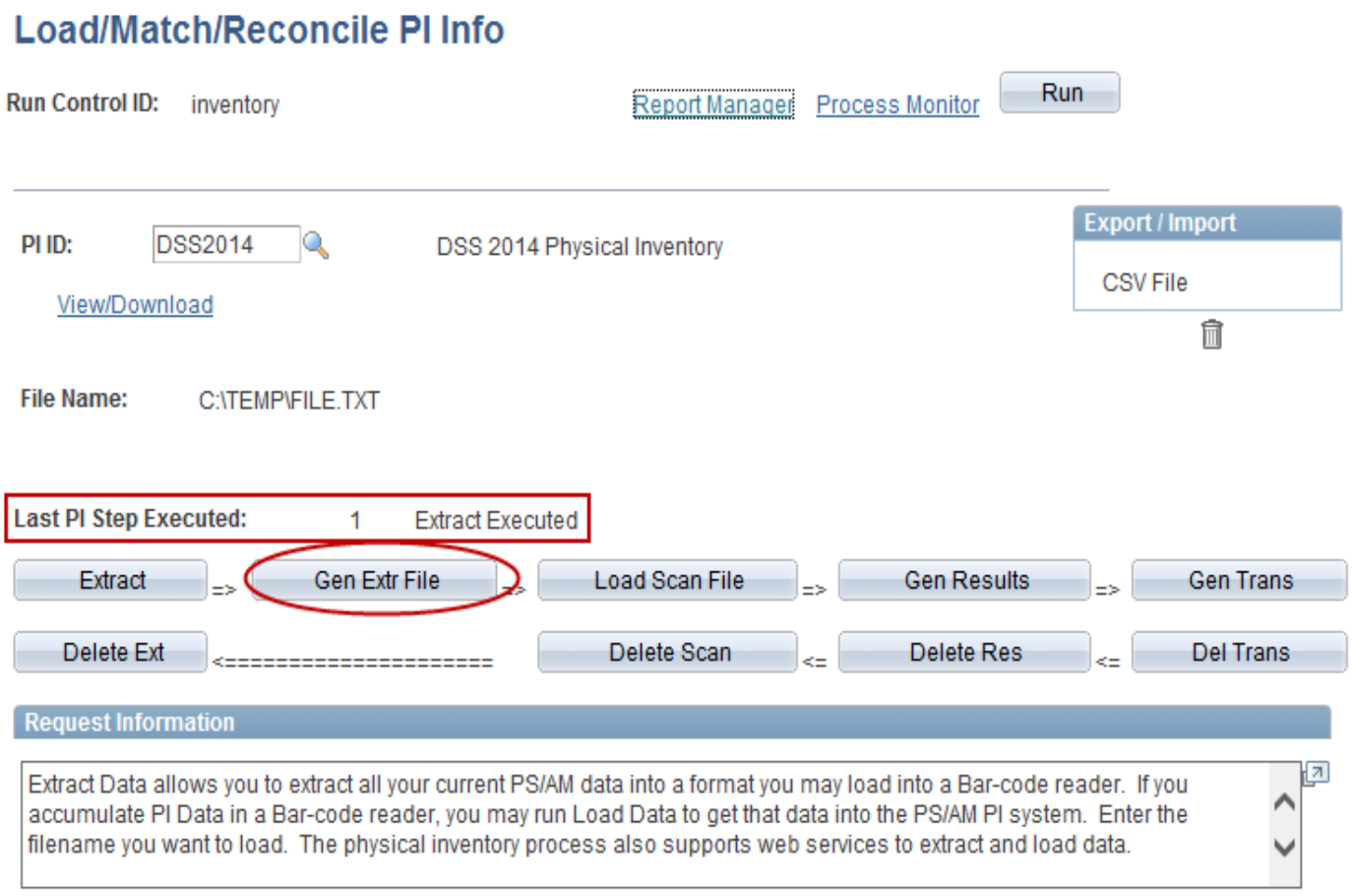
ÅClick the OK button.

Generating Extract File



ÅClick the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

Generating Extract File



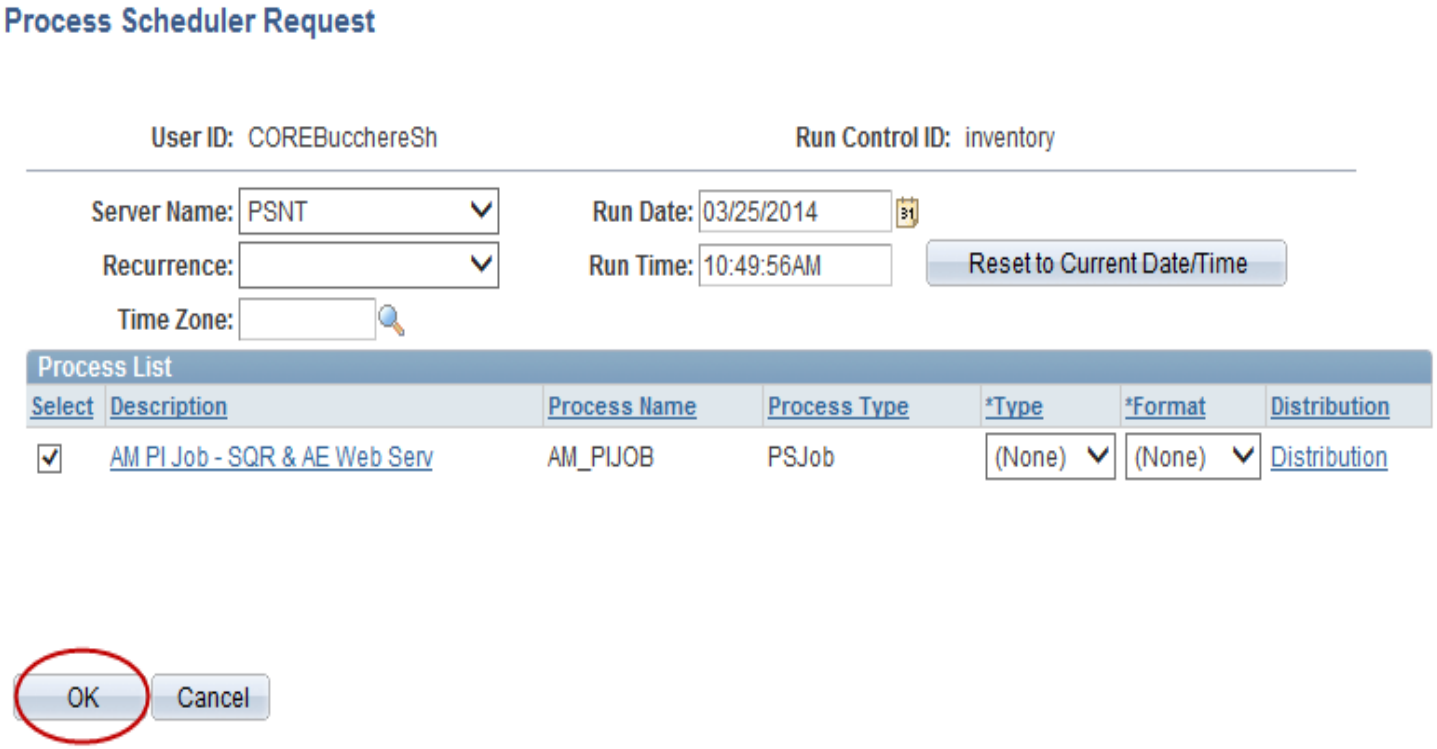
ÅClick the Gen Extr File button to run the second step to generate the Extract File.

ÅThe Step buttons are no longer grayed out after running the processes. Be careful to only run each process once.

Generating Extract File

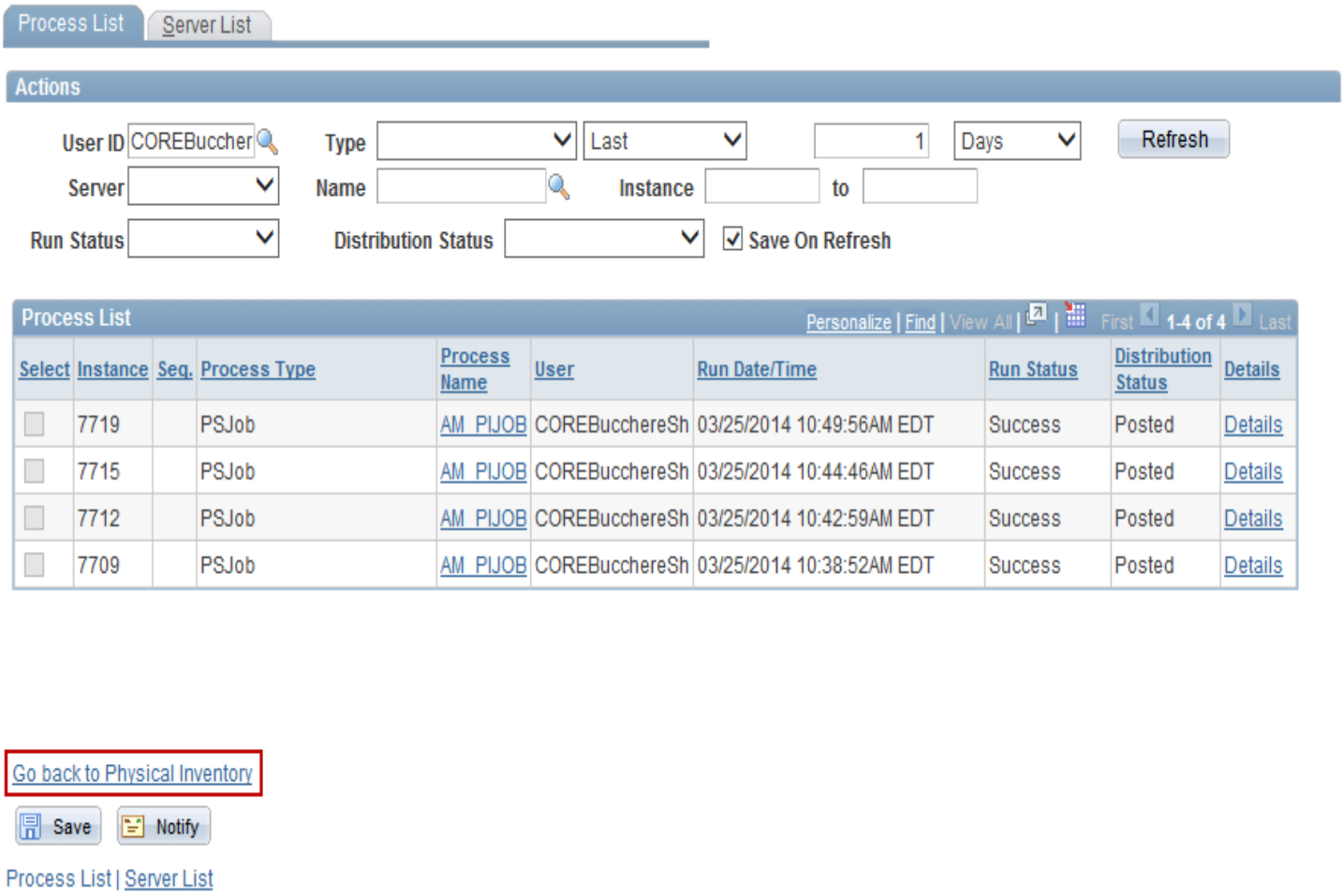
ÅClick the Run button.

Generating Extract File



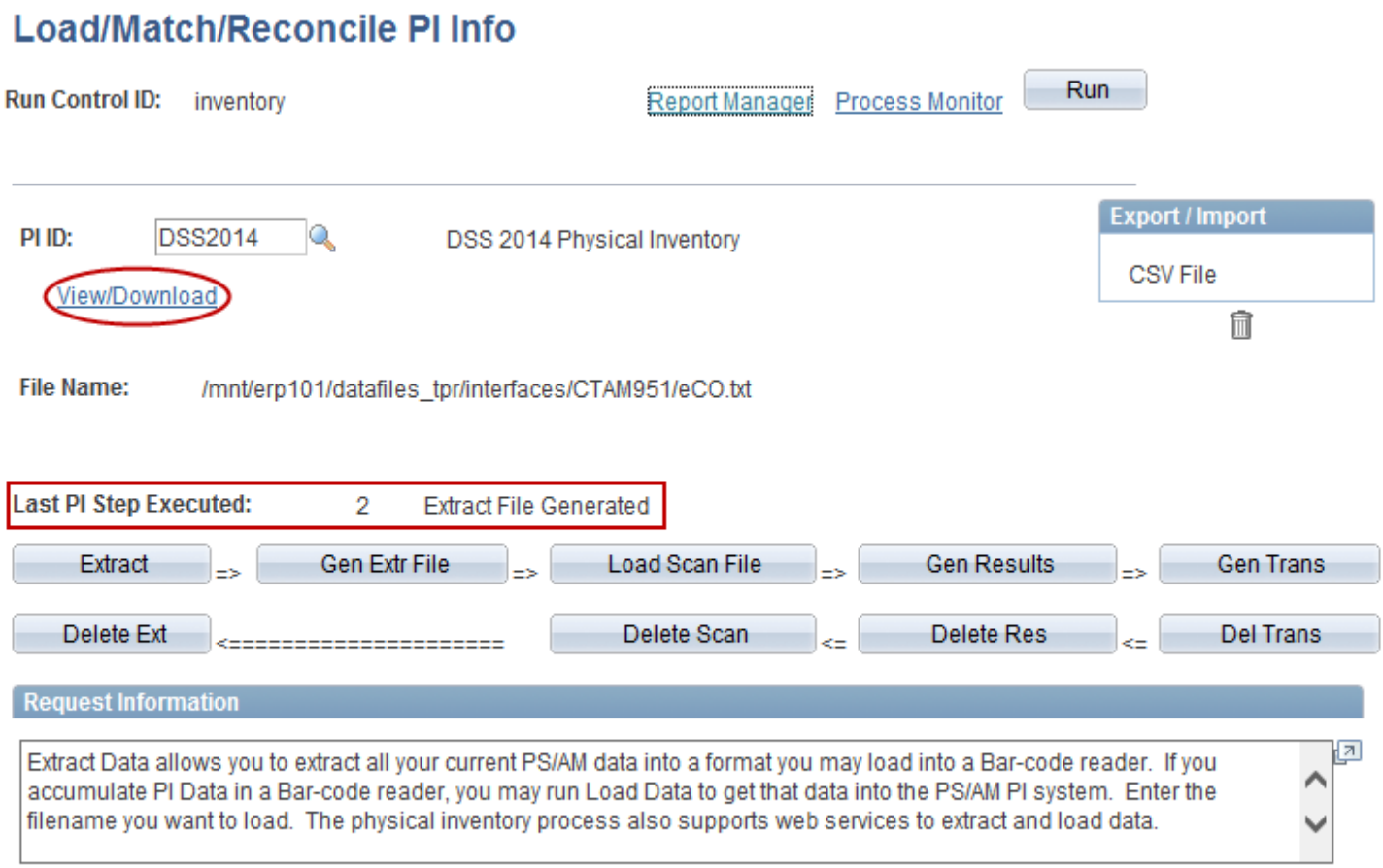
ÅClick the OK button.

Generating Extract File



ÅClick the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

Generating Extract File



ÅThe extract file to load onto the Scanner has been successfully created.

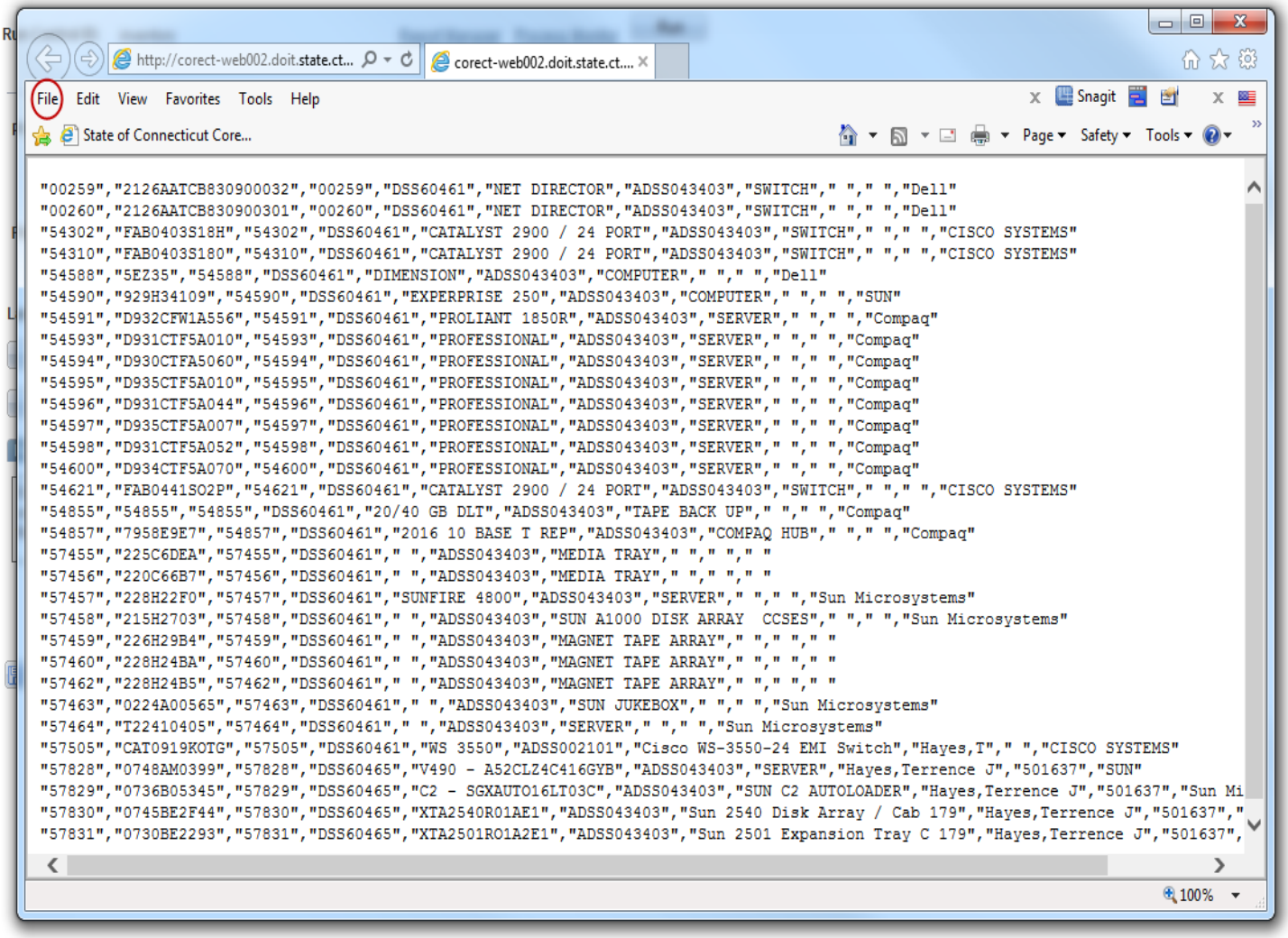
ÅThe Last PI Step Executed now displays 2 Extract File Generated and the yellow button is no longer grayed out.

ÅTo view the extract file click the View/Download link.

Generating Extract File

File> Save As

Load/Match/Reconcile PI Info



ÅThe extract will open in another window.

ÅThis file will be placed on the barcode scanner in the CoreCTData folder.

Core-CT

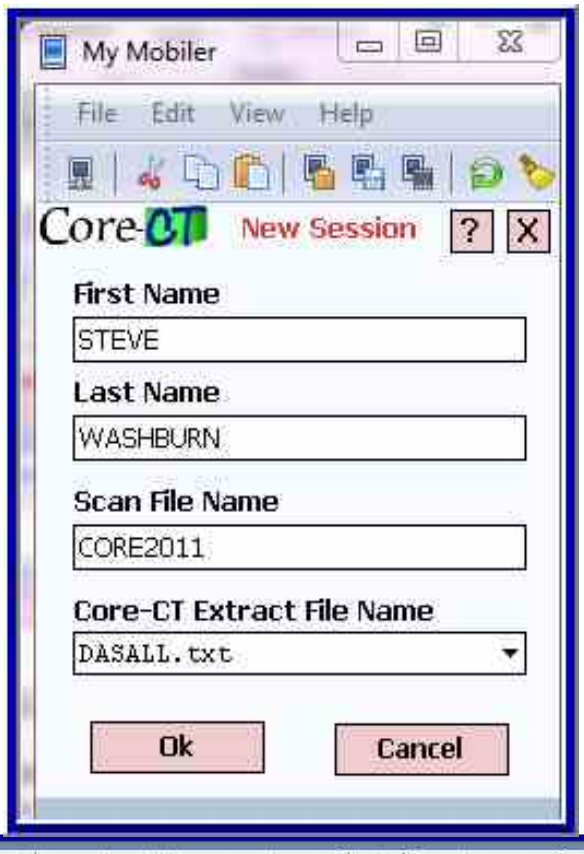
Understanding Physical Inventory

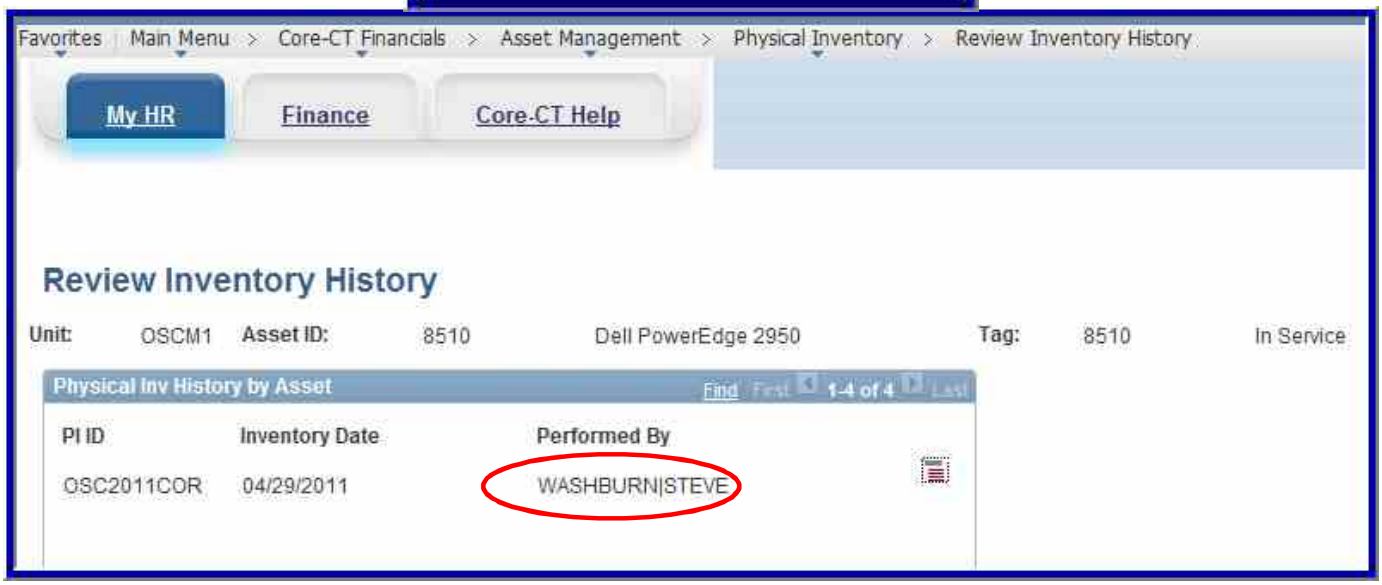
Agenda

4. Data Collection

Data Collection

Scanner Method





Data Collection

Spreadsheet Method

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Tag Number (12 chars)	Serial ID	Asset ID	Dept ID (10 chars)	Model	Location ID (10 chars)	Description	Custodian	Employee ID	Manufacturer	Match? (1 char)	Review? (1 char)	IP Address	IP Alias	Sw Version	IT Asset ID	Scan BU	PI Operator (30 chars)	Comments (254 chars)
2	8455		8455	OSC15300		AOSC000032	Workstation 2 Ui	Balut,Kathryn R.			O	N						Washburn	S
3	8500	0001618	8500	OSC15300		AOSC000032	Mitsibishi XD205	Fairbanks,Patrick A			O	N						Washburn	S
4	0016	M58271844	0016	OSC15000		AOSC000033	Brother EM530 T	Vazquez,Elena		Brother	O	N						Washburn	S
5	0017	2UA5510C37	0017	OSC15250		AOSC000033	HP DC5100 Con	Vazquez,Elena		HP	O	N						Washburn	S
6	0019	UZY07118	0019	OSC15300		AOSC000033	Canon L510 Fax	Vieira,Doris			O	N						Washburn	S
7	8002	USBNF32141	8002	OSC15300		AOSC000033	HP LaserJet 410	Vazquez,Elena		HP	O	N						Washburn	S
8	4036	JYNLS61	4036	OSC15000		AOSC000035	Dell GX280 Com	Soares,Grace		Dell	O	N						Washburn	S
9	0606	2UA0450KRH	0606	OSC15300	8000 E	AOSC000036	HP Compaq 800	Vieira,Doris		HEWLETT-PA	O	N						Washburn	S
10	0990	VND3F45271	0990			AOSC000036	HP LaserJet P16	CADY,SANDRA		HP (see hewle	O	N						Washburn	S
11	8000	USBXN15163	8000	OSC15300		AOSC000036	HP LaserJet 425	Vieira,Doris		HP	O	N						Washburn	S
12	0041	2UA5510LBT	0041	OSC15250		AOSC000037	HP DC5100 Con	BERISH,LYNN		HP	O	N						Washburn	S
13	0457	CNBK406775	0457	OSC15300		AOSC000038	HP LaserJet P15	Soares,Grace		HP	O	N						Washburn	S
14	0989	VND3F45270	0989			AOSC000038	HP LaserJet P16	VAZQUEZ,ELENA		HP (see hewle	O	N						Washburn	S
15	0023	2UA5510LBD	0023	OSC15250		AOSC000044	HP DC5100 Con	Kurpiewski,Christine E		HP	O	N						Washburn	S
16																			
17																			

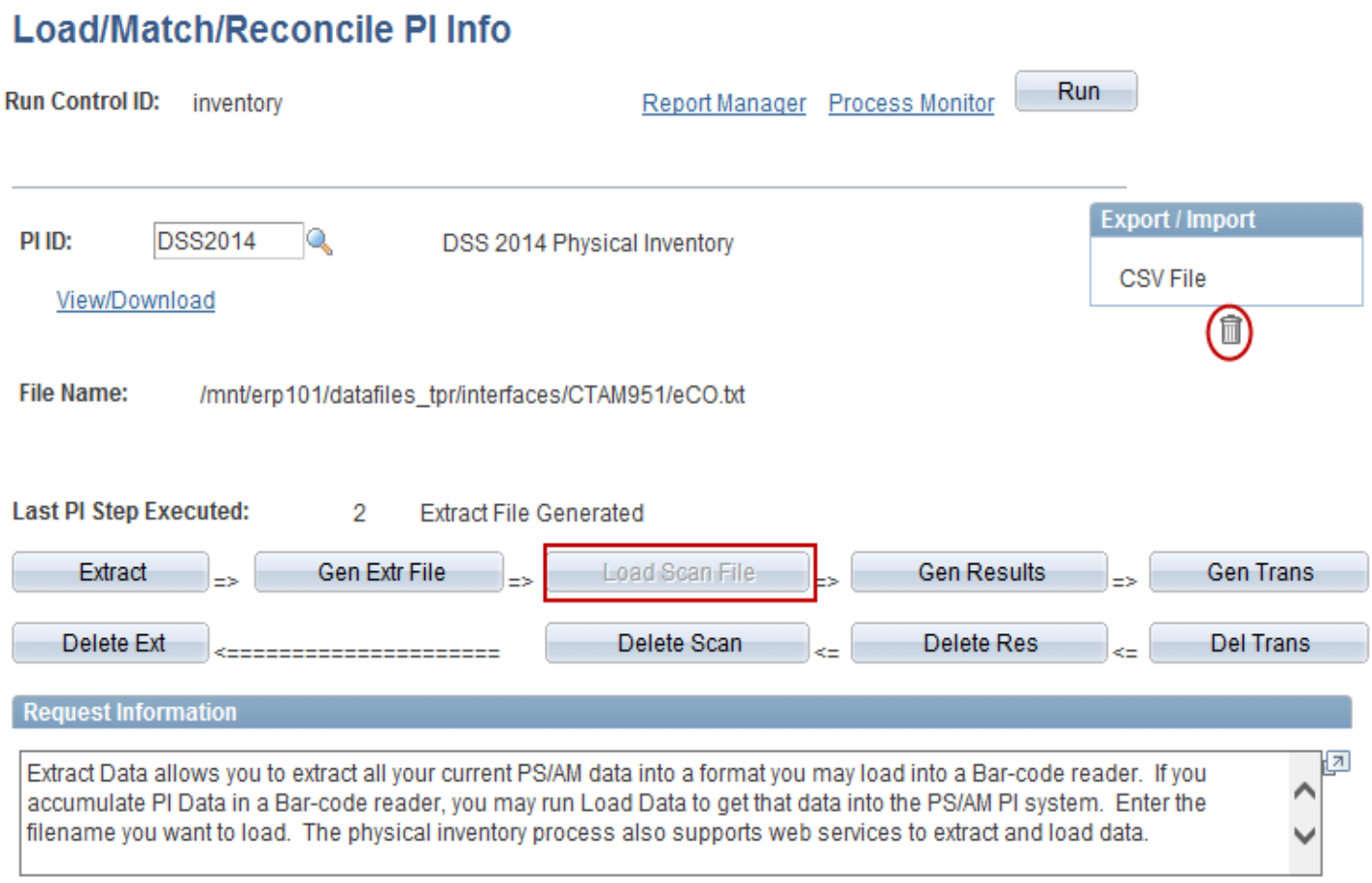
Understanding Physical Inventory

Agenda

5. Inventory Processing

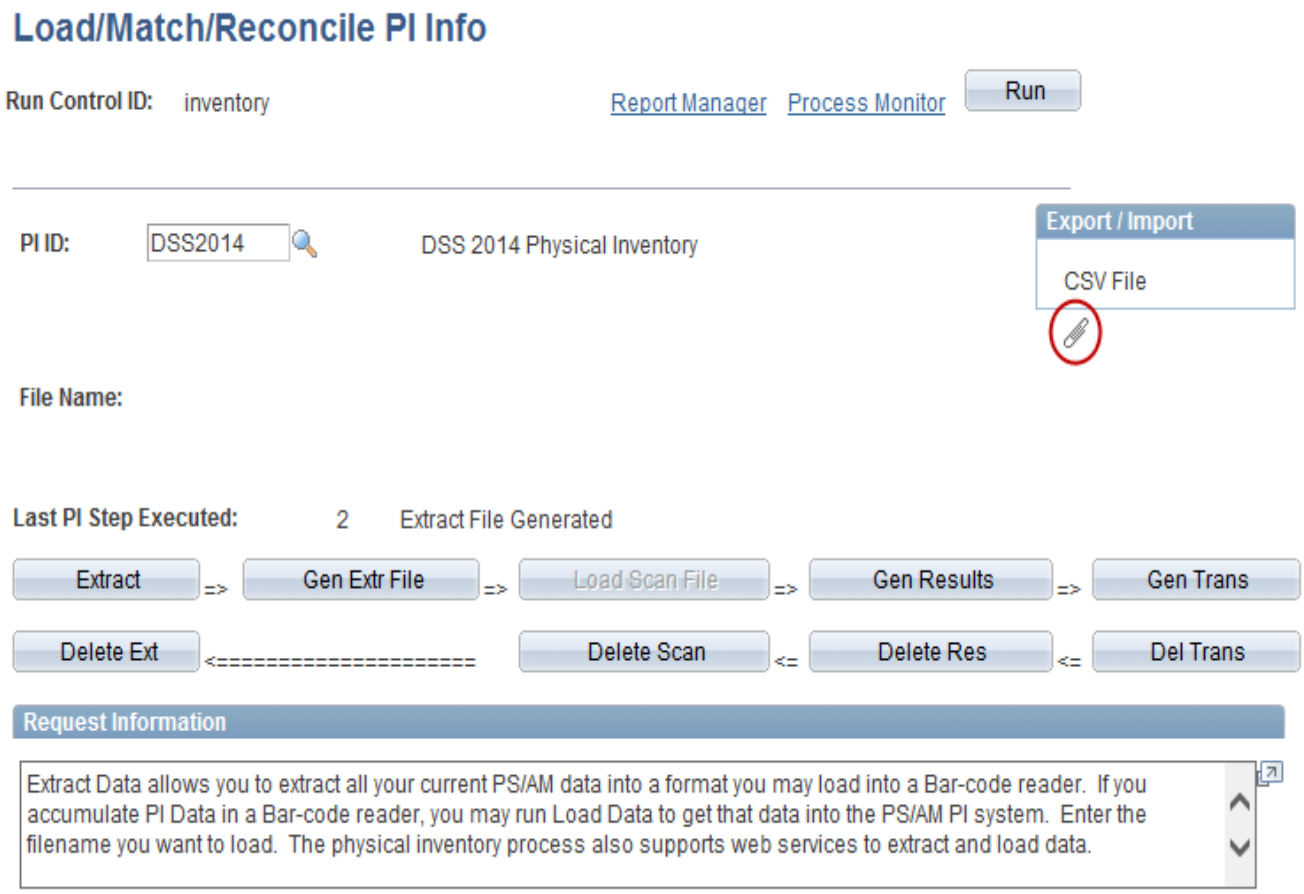
Inventory Processing

Asset Management> Physical Inventory> Load/Match/Reconcile PI Info



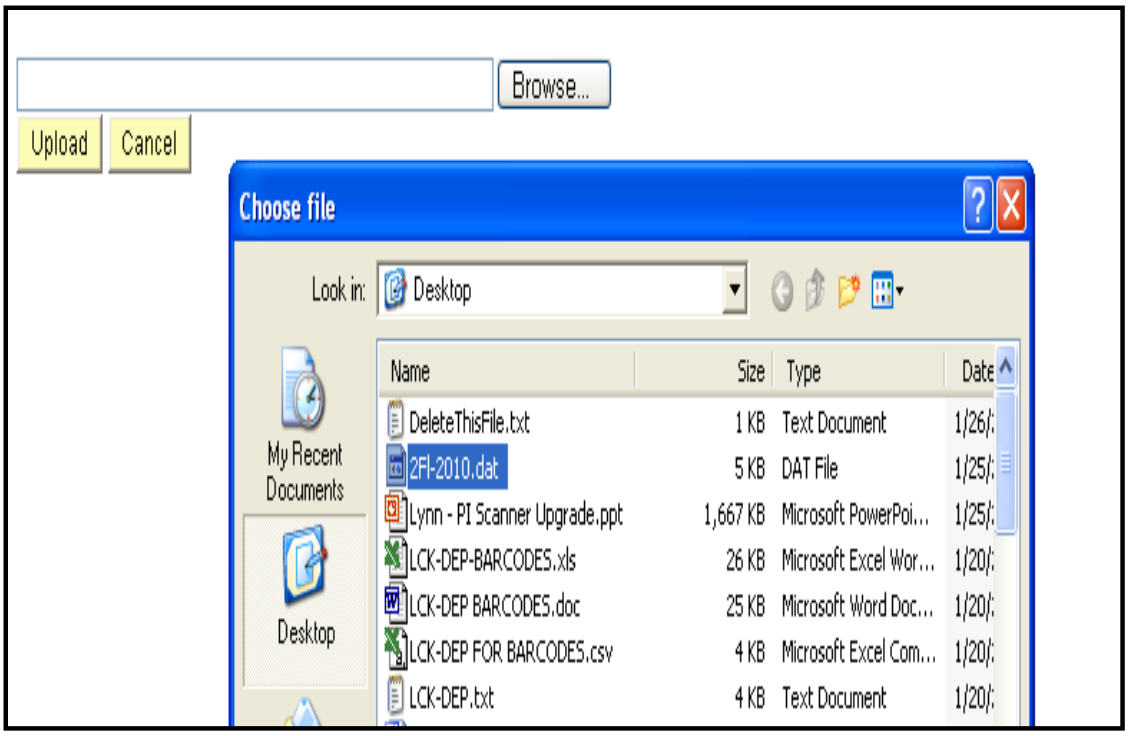
ÅNavigate to the Load/Match/Reconcile page to load the scan file into Core-CT.
ÅThe Last PI Step Executed should be 2 Extract File Generated.
ÅClick the Load Scan File button.
ÅClick the Garbage Pail icon to prepare to load the scan file from the scanner.

Inventory Processing



ÅClick the Paper Clip icon to select the Scan file to be used.

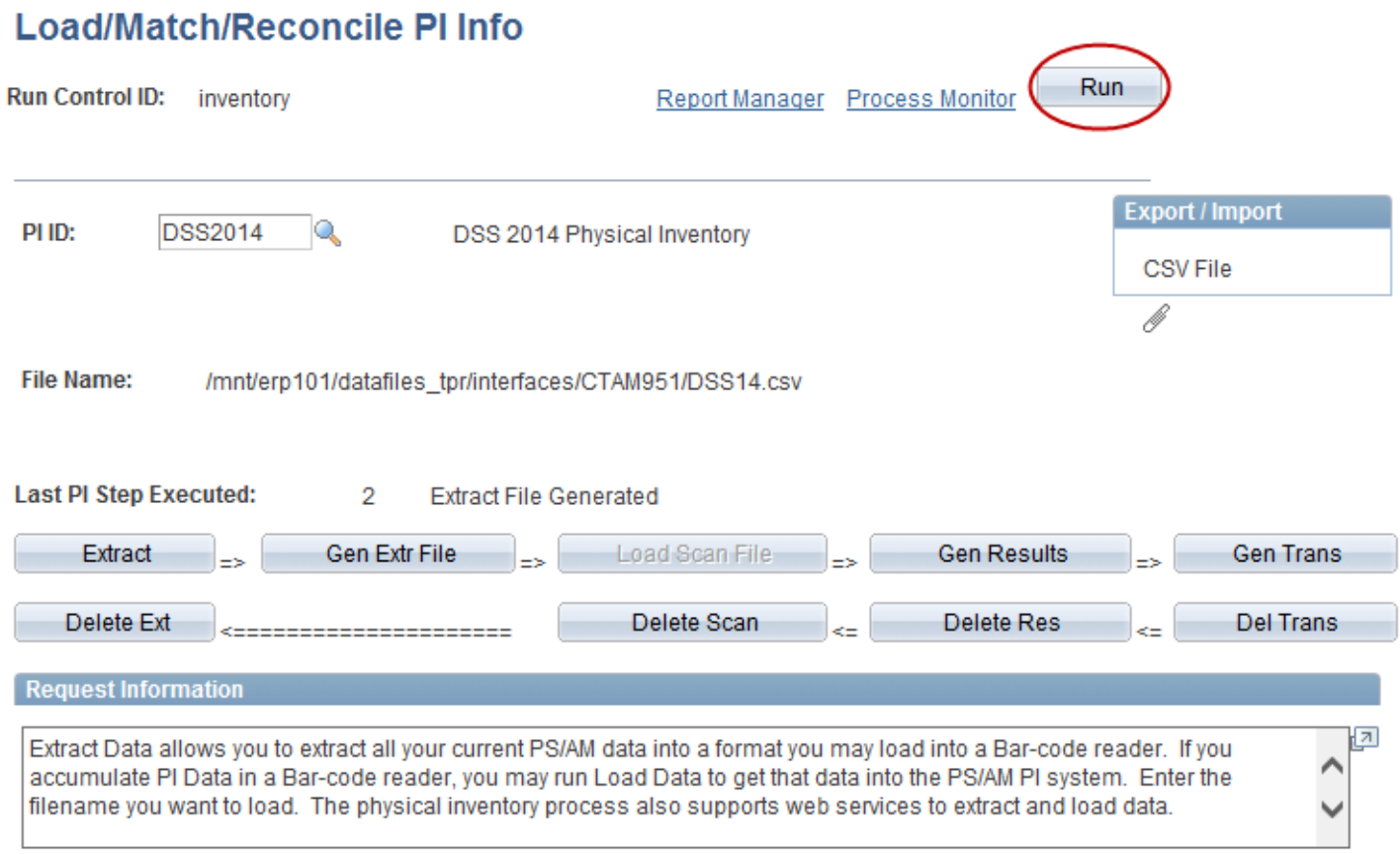
Inventory Processing



ÅBrowse to find the .dat Scan file that was transferred from the scanner to the desktop.

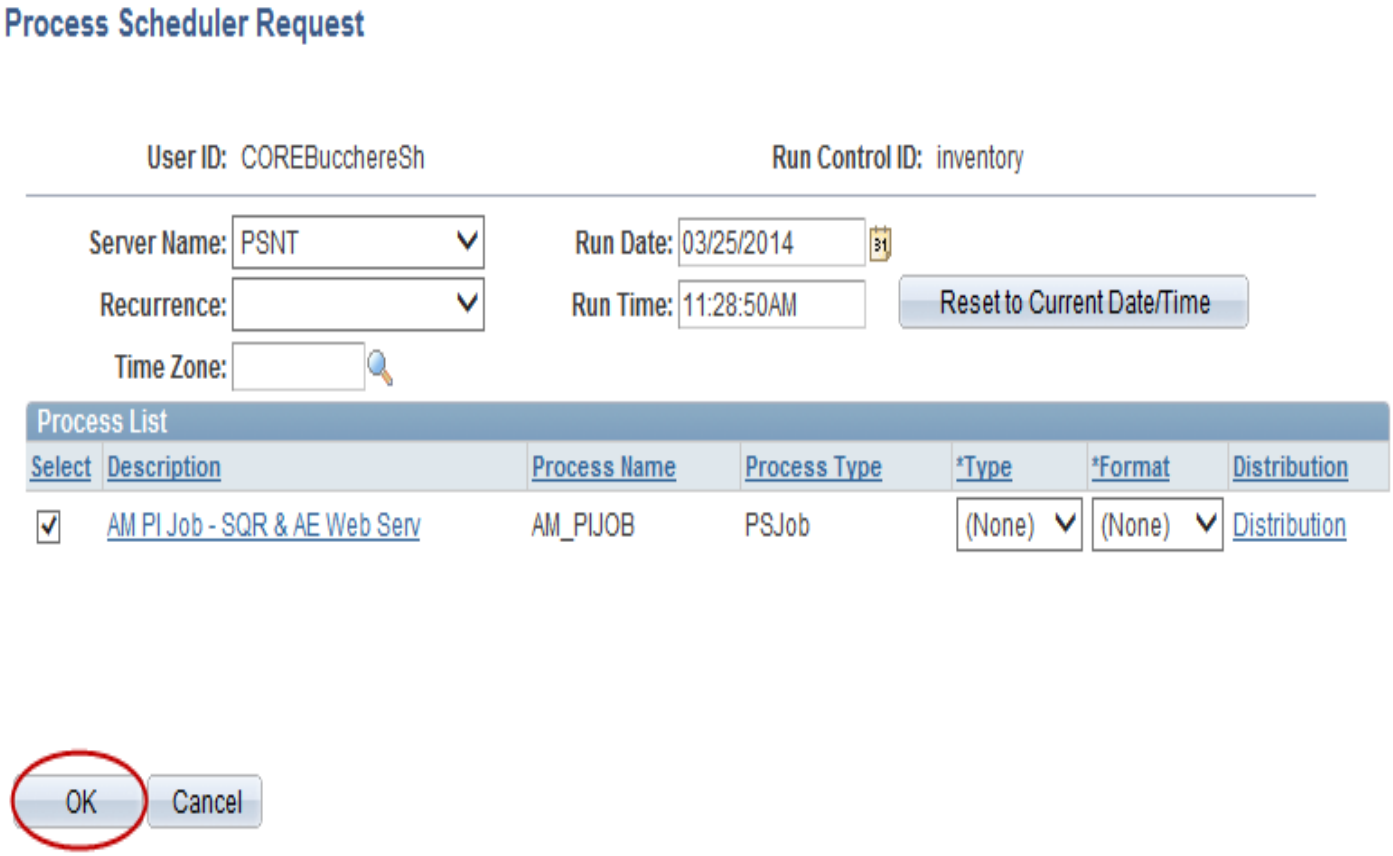
ÅSelect the file and click the Upload button.

Inventory Processing



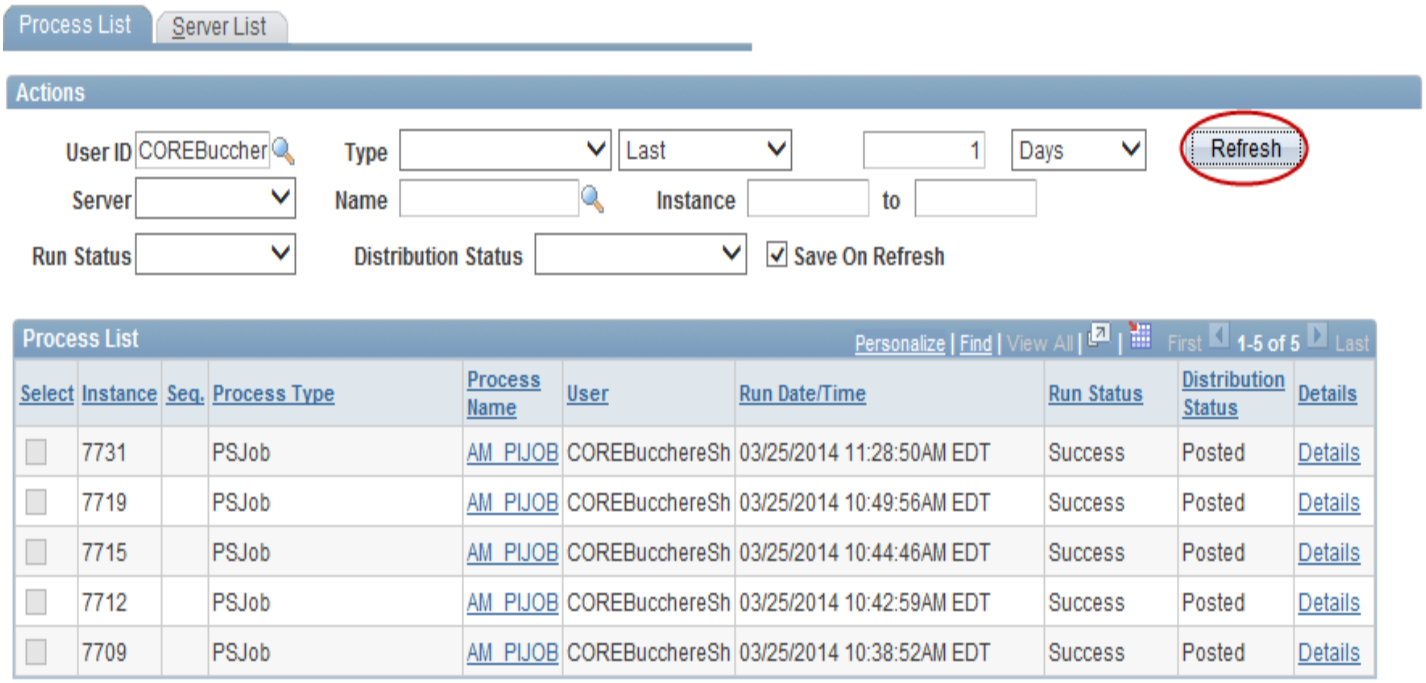
ÅClick the Run button.

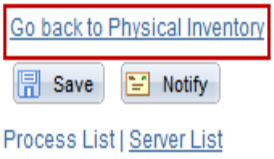
Inventory Processing



ÅClick the OK button to run the process.

Inventory Processing

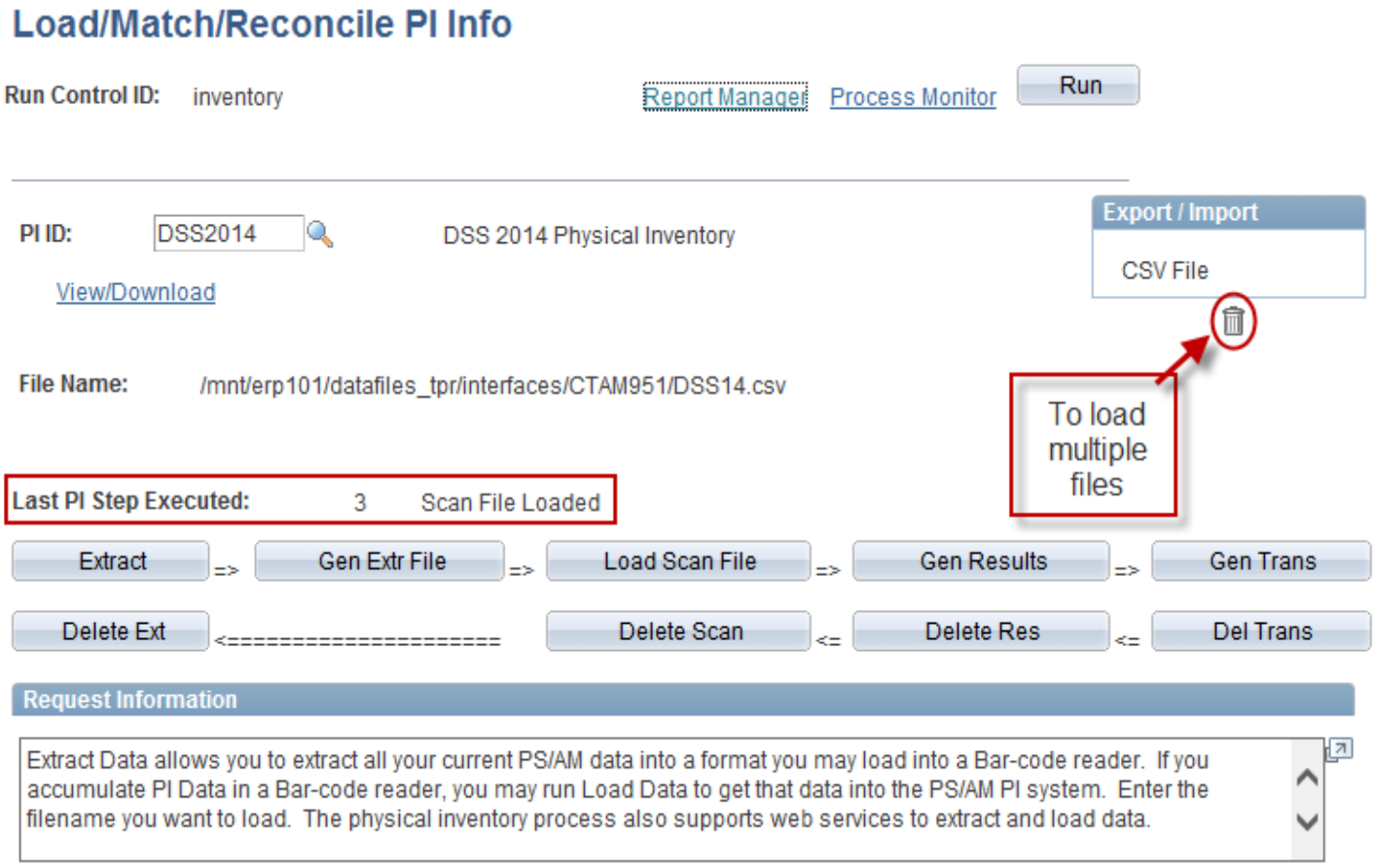




ÅClick the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

ÅIf the process runs to error, you must go to the Details page and delete the request.

Inventory Processing

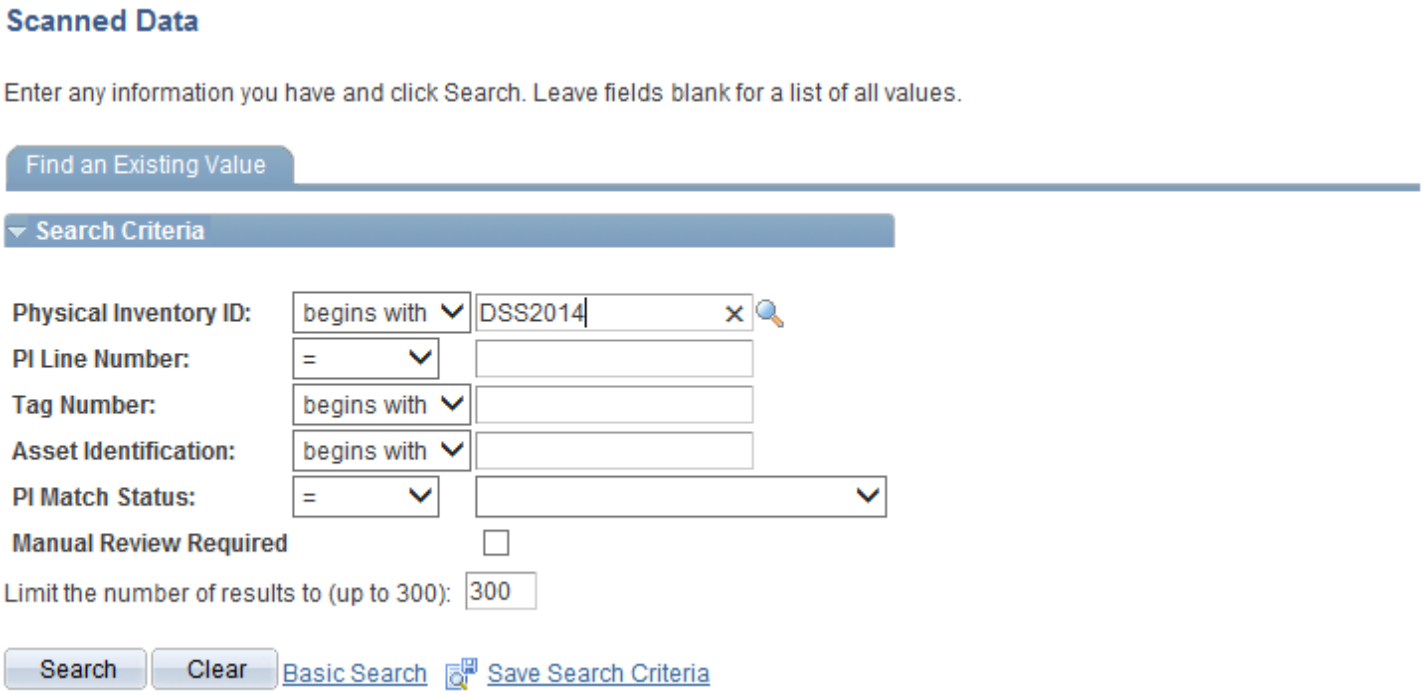


ÅThe Last PI Step Executed will now display: 3 Scan file loaded.

ÅTo load multiple scan files and associate them to the same Inventory Occurrence, click the garbage pail icon, then attach the additional file(s).

Verify Scan Data

Asset Management> Physical Inventory> Verify Scanned Data



ÅTo view the scan file online navigate to Asset Management> Physical Inventory> Verify Scanned Data.

ÅEnter the Physical Inventory ID and click the Search button.

Verify Scan Data

Scanned Data

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

Find an Existing Value

Search Criteria

Physical Inventory ID:	begins with	DSS2014
PI Line Number:	=	
Tag Number:	begins with	
Asset Identification:	begins with	
PI Match Status:	=	
Manual Review Required		

Limit the number of results to (up to 300): 300

Search | Clear | Basic Search | Save Search Criteria

Search Results

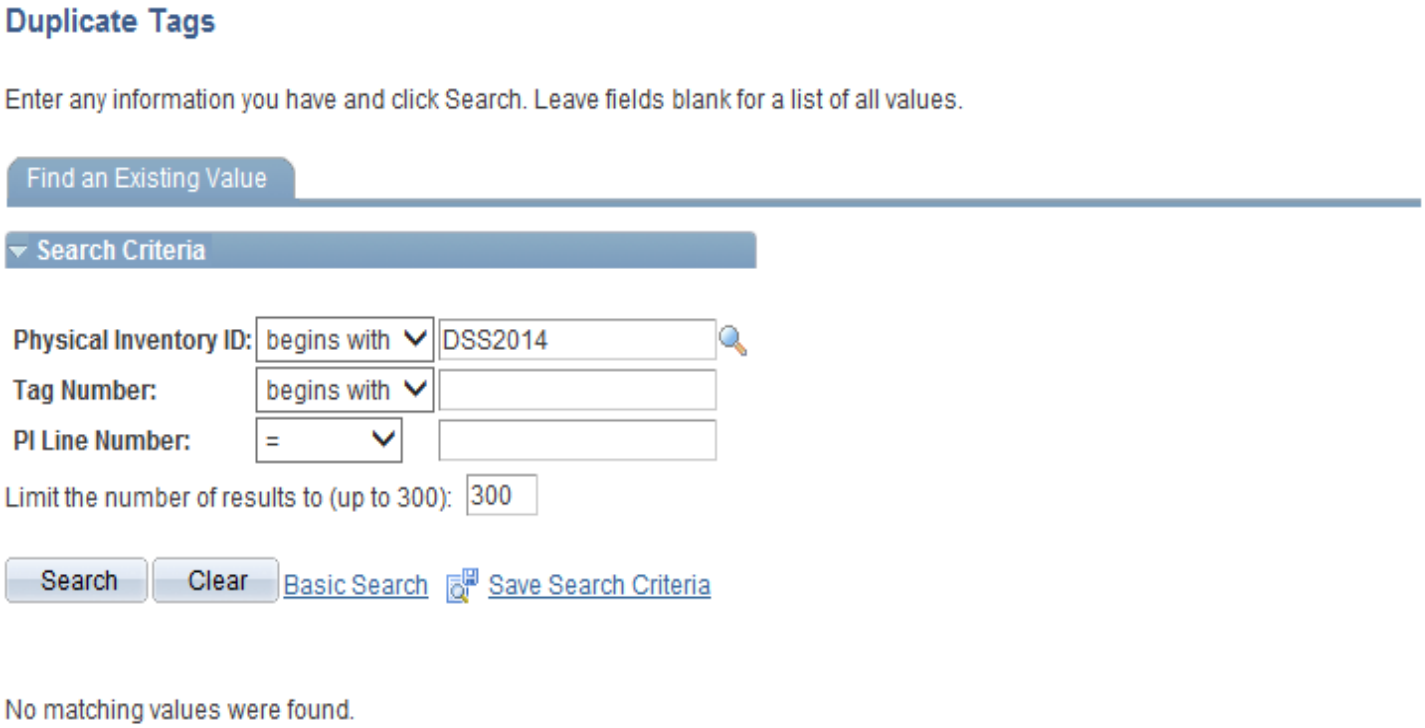
View All — First 1-31 of 31 Last

Physical Inventory ID	PI Line Number	Tag Number	Asset Identification	PI Match Status	Manual Review Required
DSS2014	1	00259	00259	Inventory	N
DSS2014	2	00260	00260	Inventory	N
DSS2014	3	54302	54302	Inventory	N
DSS2014	4	54310	54310	Inventory	N
DSS2014	5	54588	54588	Inventory	N
DSS2014	6	54590	54590	Inventory	N
DSS2014	7	54591	54591	Inventory	N
DSS2014	8	54593	54593	Inventory	N
DSS2014	9	54594	54594	Inventory	N
DSS2014	10	54595	54595	Inventory	N
DSS2014	11	54596	54596	Inventory	N
DSS2014	12	54597	54597	Inventory	N
DSS2014	13	54598	54598	Inventory	N
DSS2014	14	54600	54600	Inventory	N
DSS2014	15	54621	54621	Inventory	N
DSS2014	16	54855	54855	Inventory	N
DSS2014	17	54857	54857	Inventory	N
DSS2014	18	57455	57455	Inventory	N
DSS2014	19	57456	57456	Inventory	N
DSS2014	20	57457	57457	Inventory	N
DSS2014	21	57458	57458	Inventory	N
DSS2014	22	57459	57459	Inventory	N
DSS2014	23	57460	57460	Inventory	N
DSS2014	24	57462	57462	Inventory	N
DSS2014	25	57463	57463	Inventory	N
DSS2014	26	57464	57464	Inventory	N
DSS2014	27	57505	57505	Inventory	N

ÅA list of Assets from the scan file will display.

Inventory Processing

Asset Management> Physical Inventory> Verify Duplicate Tags



ÅThe scanner software will not allow the same tag to be scanned twice. But, if several scan files are loaded to the same Physical Inventory, there is a chance that the same tag was captured in each scan file.

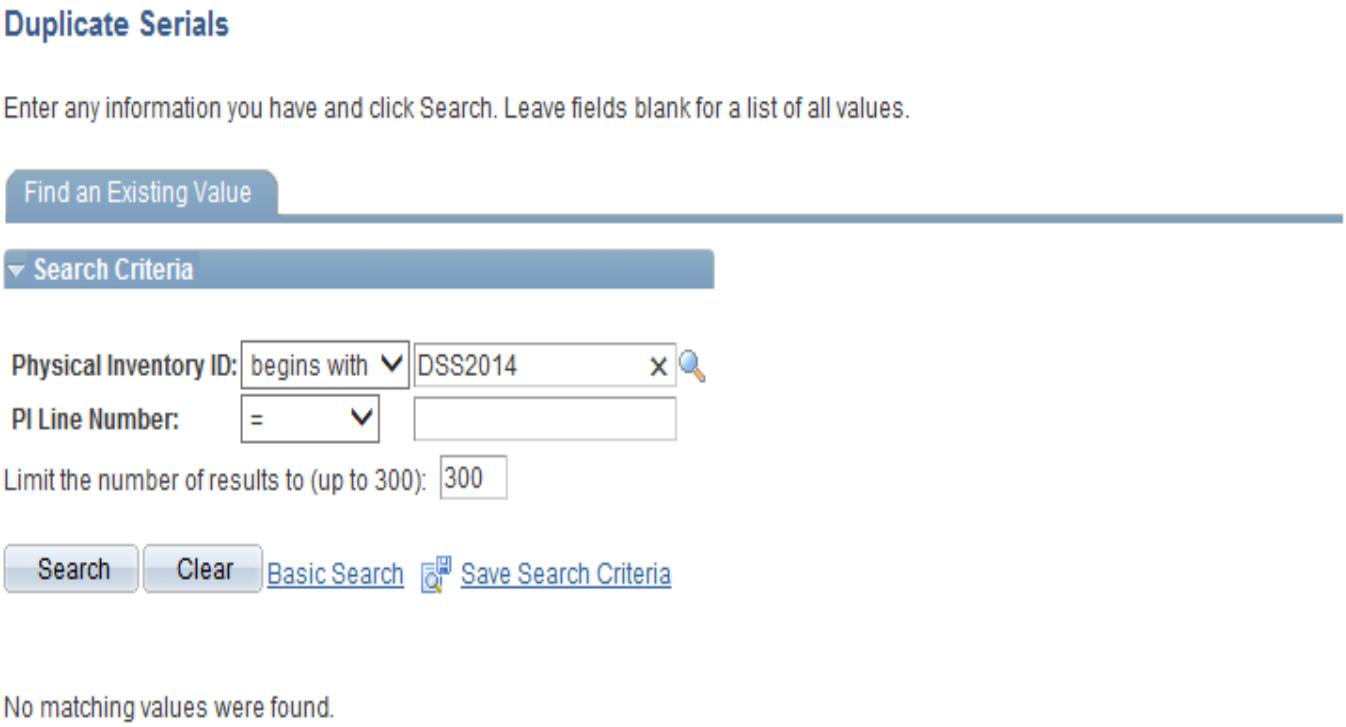
ÅThe verifying Duplicate Tags process will identify any duplicates that exist.

ÅEnter the Physical Inventory ID. Click the Search button.

ÅDelete any duplicate tags on this page.

Inventory Processing

Asset Management>Physical Inventory>Verify Duplicate Serial ID



ÅAssets that have duplicate serial numbers can not be processed for Physical Inventory in Core-CT. The serial numbers can be updated during the scan process or they can be updated during the Verify Duplicate Serial ID process.

ÅTwo assets that have the same legitimate serial number can be differentiated by adding a unique suffix at the end of the serial number. The Core-CT standard serial suffix is the first letter of the Manufacturers name. For example: a Dell laptop computer with a serial number of 4567 would be entered as 4567D.

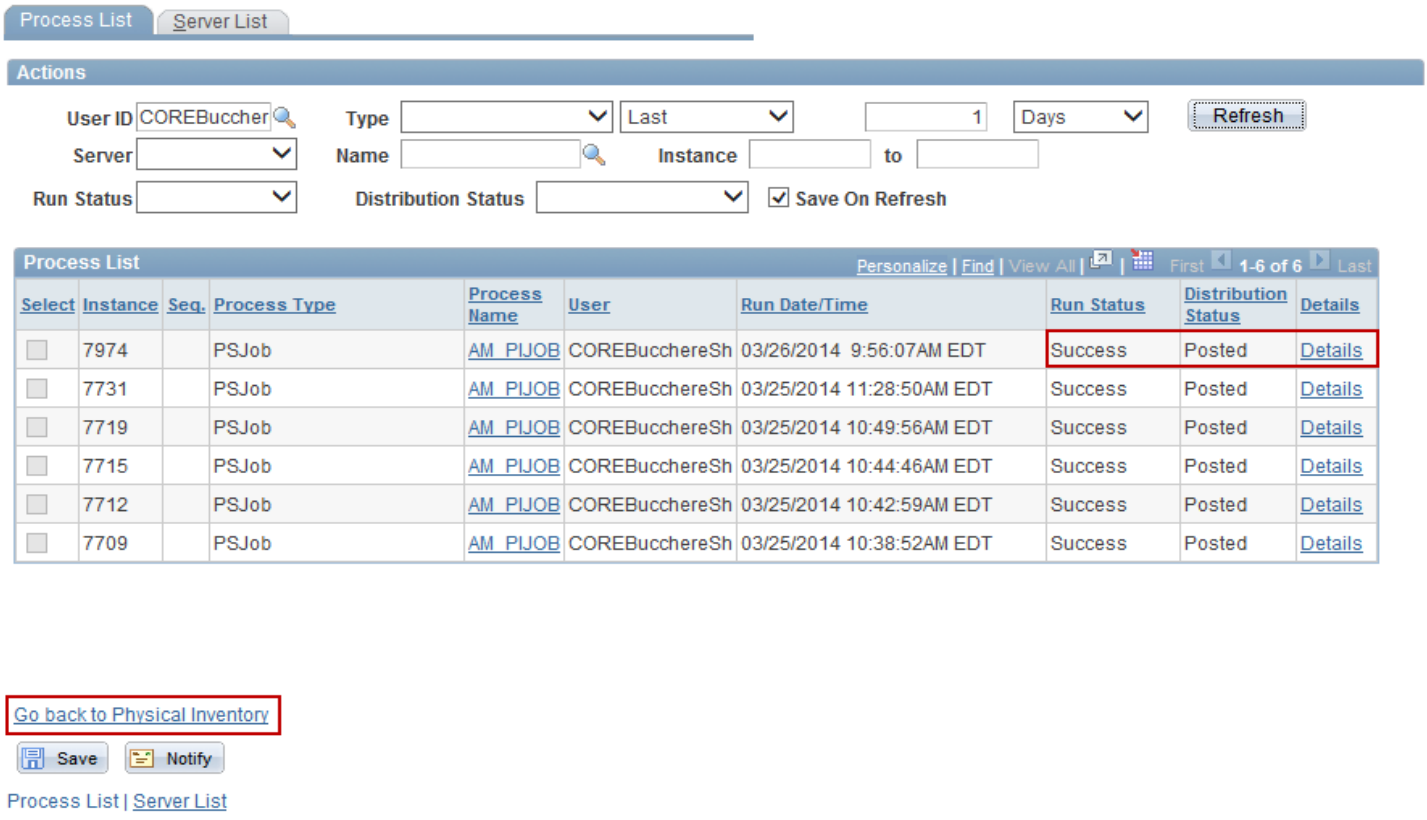
ÅThe actual reconciliation can now be performed.

Inventory Processing

Asset Management> Physical Inventory> Load/Match/Reconcile PI Info

ÅTo start the reconciliation, click the Gen Results button to generate the results of the scan against the extract. Click the Run button.

Inventory Processing

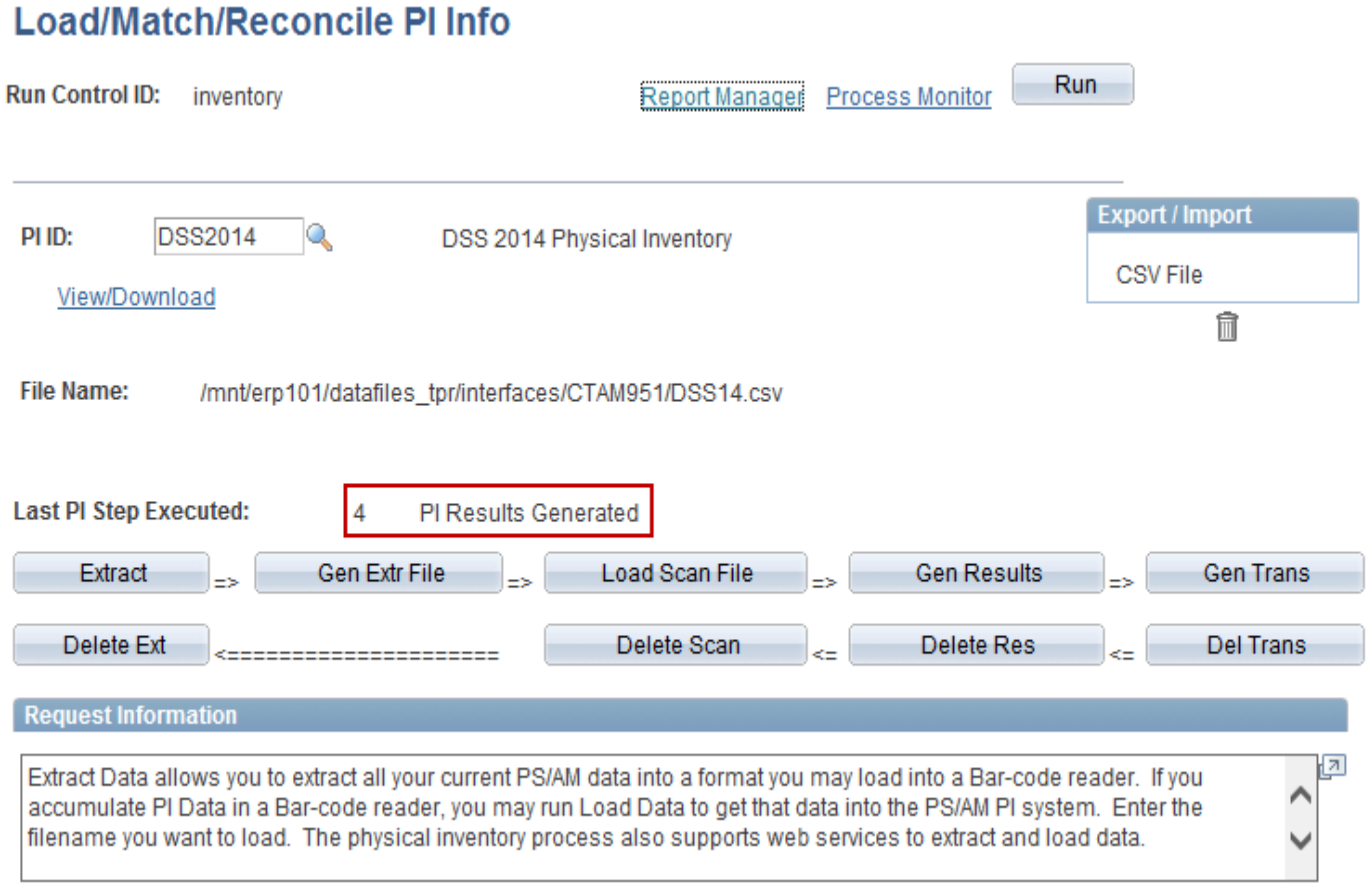


ÅClick the OK button to run the process.

ÅGo to the Process Monitor to check the run status of the job. This step can take a bit of time to run to Success and Posted.

ÅClick the Go back to Physical Inventory link.

Inventory Processing

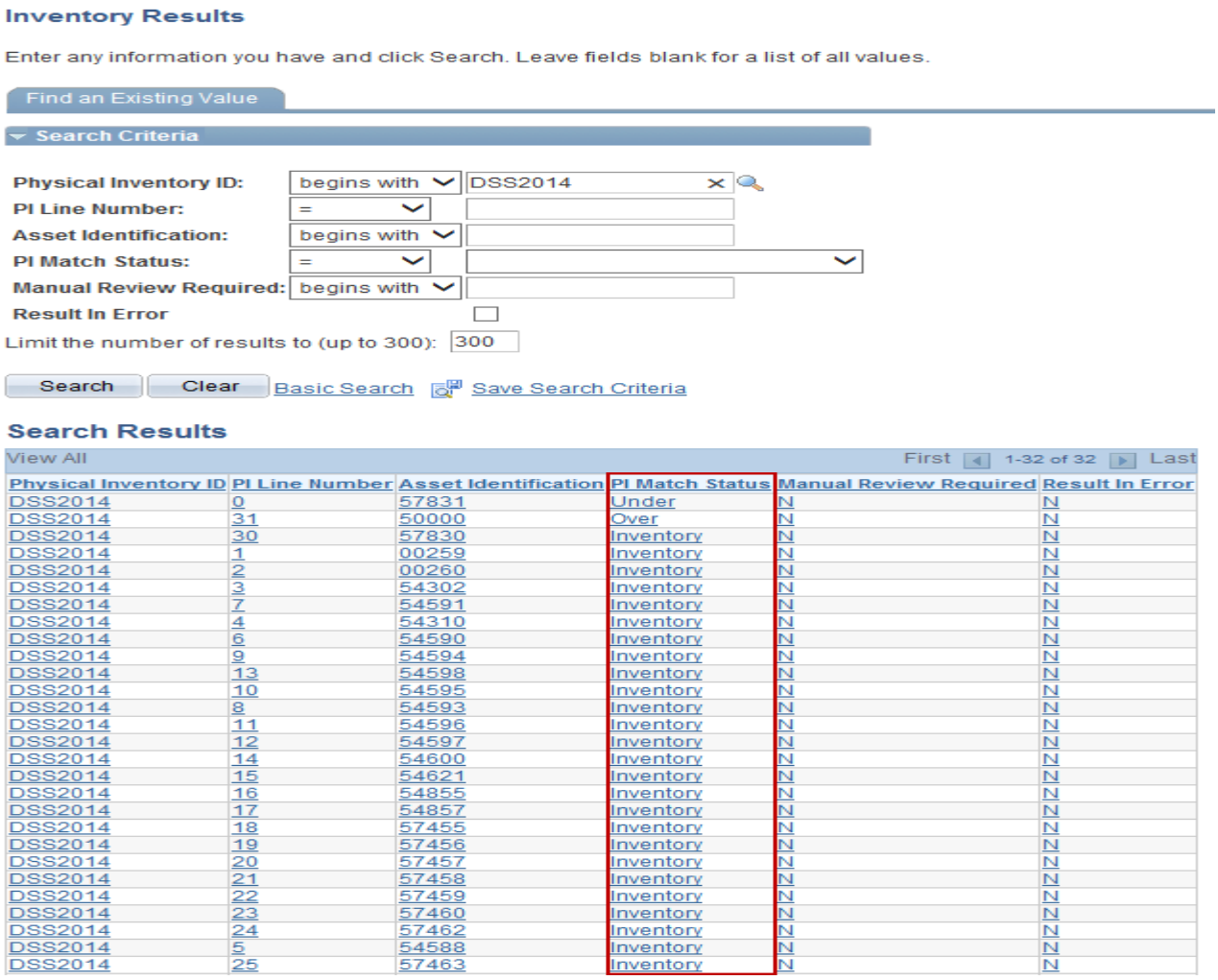


ÅThe Last PI Step Executed will display 4 PI Results Generated.

ÅTo back up step(s) select the corresponding Delete button and run the process through the Process Monitor. For example, if not ready to Generate Results, click the Delete Res button and start over.

Inventory Processing

Asset Management> Physical Inventory> Review Matching Results



Inventory Results

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

Find an Existing Value

Search Criteria

Physical Inventory ID:	begins with	DSS2014
PI Line Number:	=	
Asset Identification:	begins with	
PI Match Status:	=	
Manual Review Required:	begins with	
Result In Error		

Limit the number of results to (up to 300): 300

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-32 of 32 Last

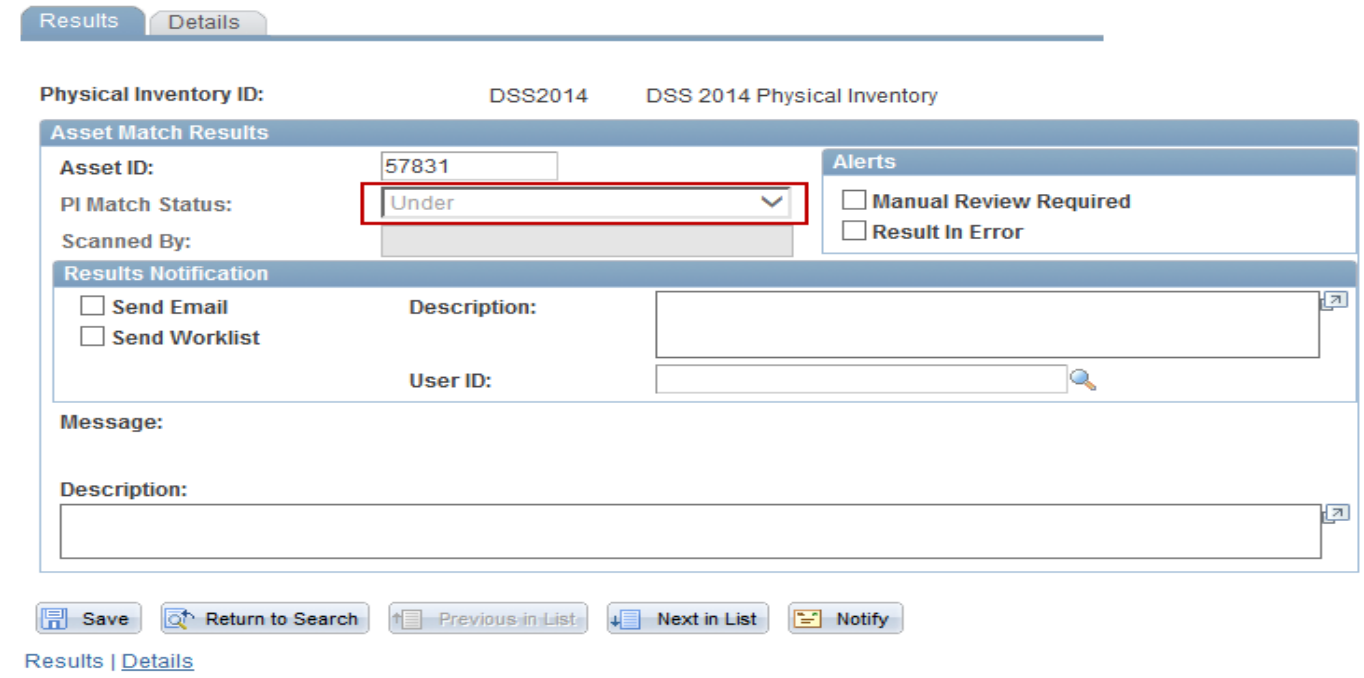
Physical Inventory ID	PI Line Number	Asset Identification	PI Match Status	Manual Review Required	Result In Error
DSS2014	0	57831	Under	N	N
DSS2014	31	50000	Over	N	N
DSS2014	30	57830	Inventory	N	N
DSS2014	1	00259	Inventory	N	N
DSS2014	2	00260	Inventory	N	N
DSS2014	3	54302	Inventory	N	N
DSS2014	7	54591	Inventory	N	N
DSS2014	4	54310	Inventory	N	N
DSS2014	6	54590	Inventory	N	N
DSS2014	9	54594	Inventory	N	N
DSS2014	13	54598	Inventory	N	N
DSS2014	10	54595	Inventory	N	N
DSS2014	8	54593	Inventory	N	N
DSS2014	11	54596	Inventory	N	N
DSS2014	12	54597	Inventory	N	N
DSS2014	14	54600	Inventory	N	N
DSS2014	15	54621	Inventory	N	N
DSS2014	16	54855	Inventory	N	N
DSS2014	17	54857	Inventory	N	N
DSS2014	18	57455	Inventory	N	N
DSS2014	19	57456	Inventory	N	N
DSS2014	20	57457	Inventory	N	N
DSS2014	21	57458	Inventory	N	N
DSS2014	22	57459	Inventory	N	N
DSS2014	23	57460	Inventory	N	N
DSS2014	24	57462	Inventory	N	N
DSS2014	5	54588	Inventory	N	N
DSS2014	25	57463	Inventory	N	N

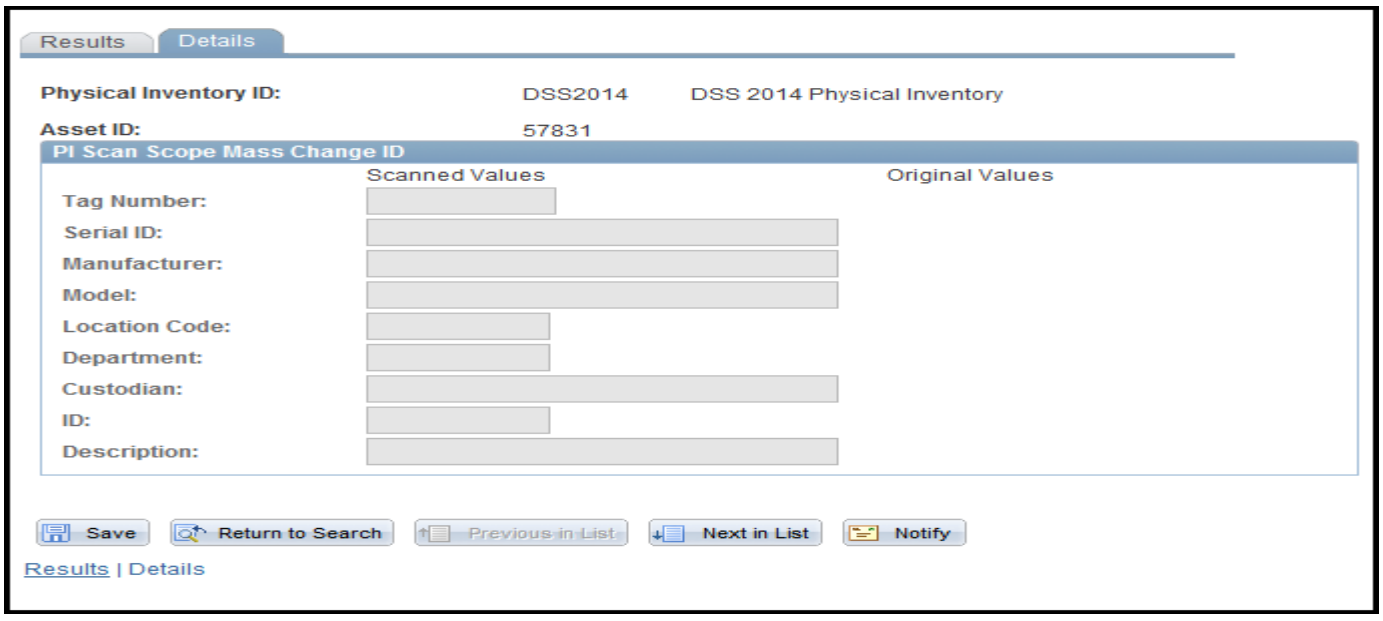
ÅNavigate to the Inventory Results.

ÅEnter the Physical Inventory ID and click the Search button to see a list display.

ÅClick one of the links to see detailed information.

Inventory Processing

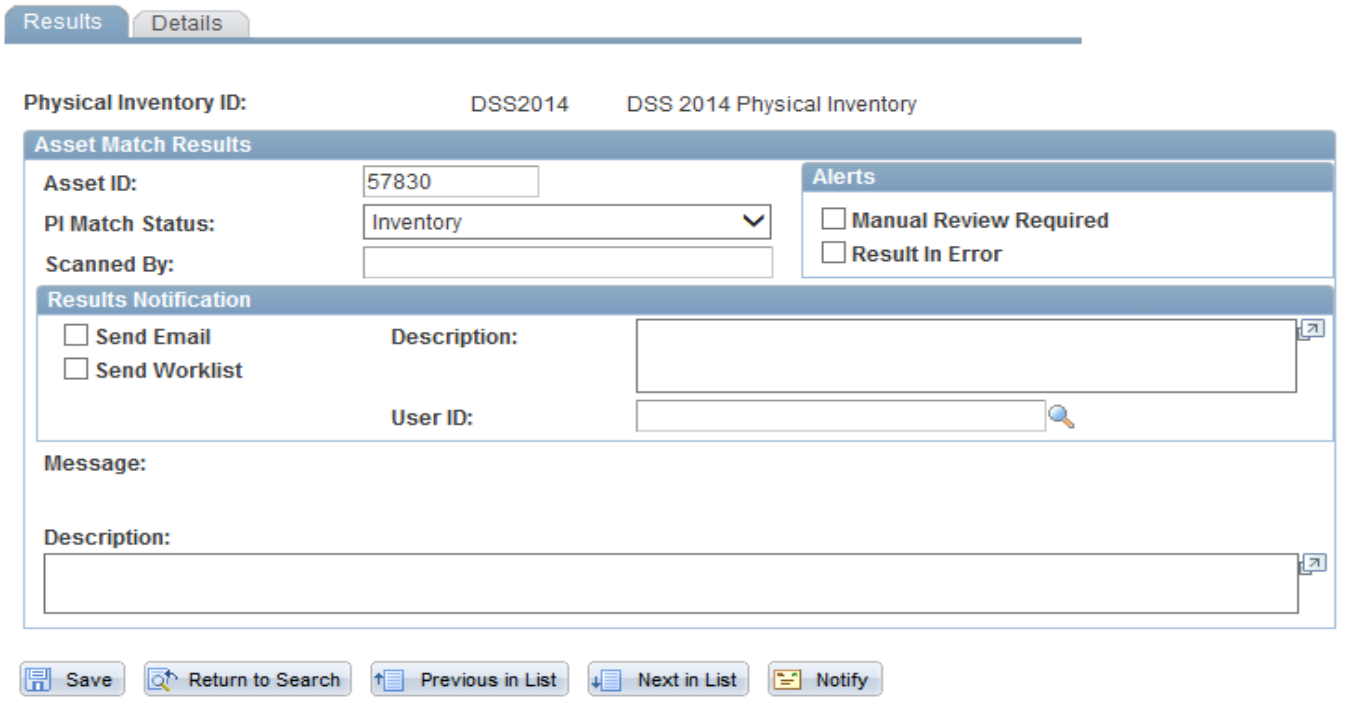


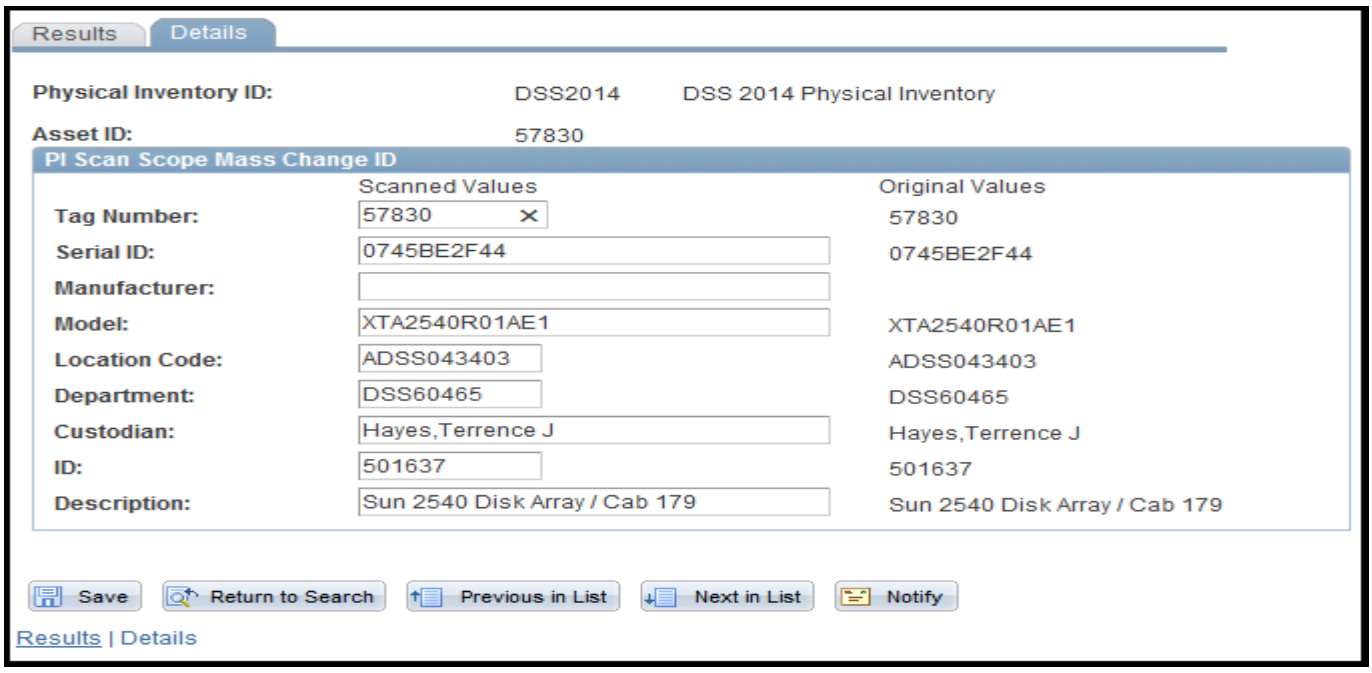


ÅThis is an example of an Under. An Under is an asset that was not found during the scanning process.

ÅUnders can be reconciled by loading an additional file.

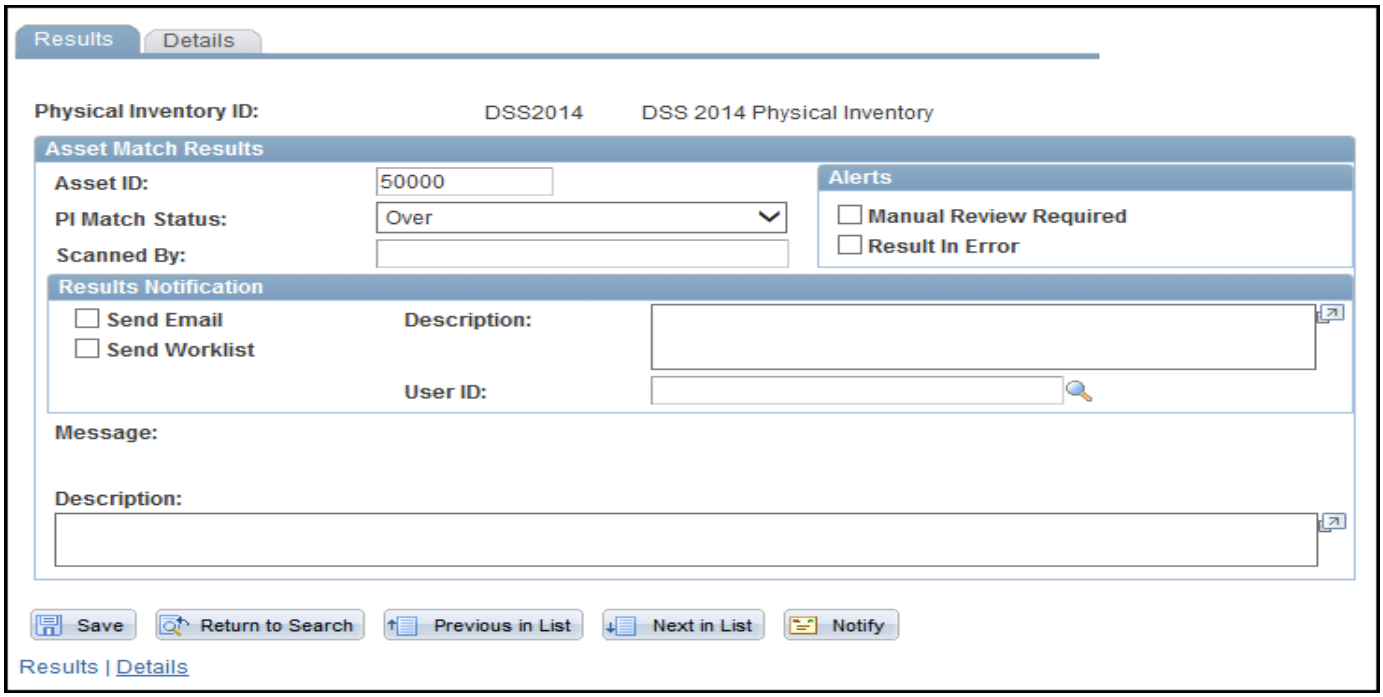
Inventory Processing

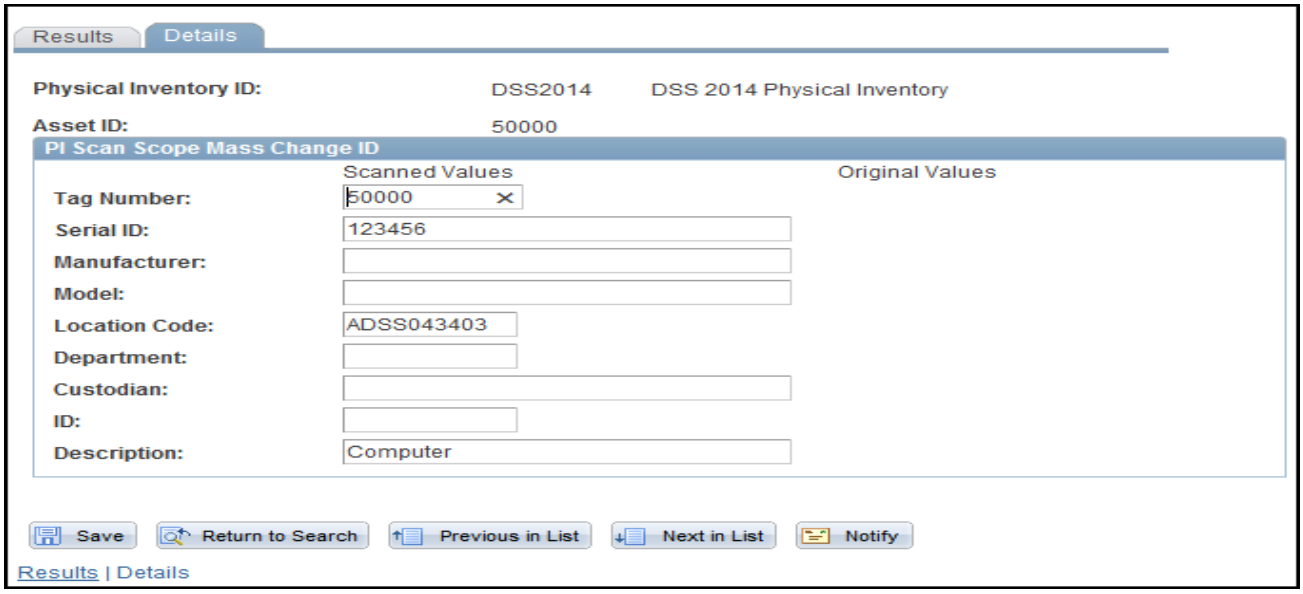




ÅThis is an example of an inventoried asset.

Inventory Processing



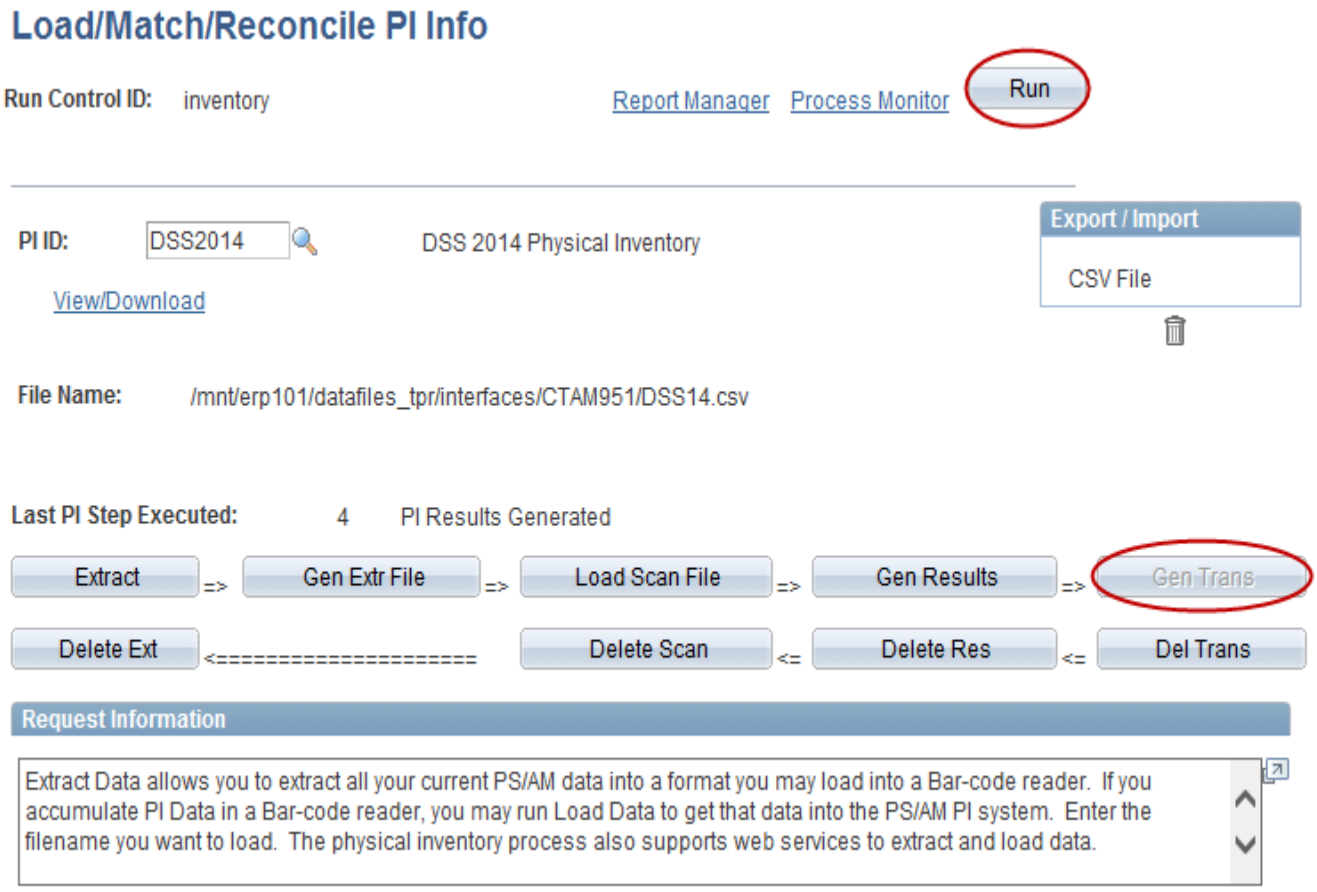


ÅThis is an example of an Over. This is a new asset that was added while scanning.

ÅAssets that are õoverò can be added by the system as physical assets when the inventory has been loaded.

Inventory Processing

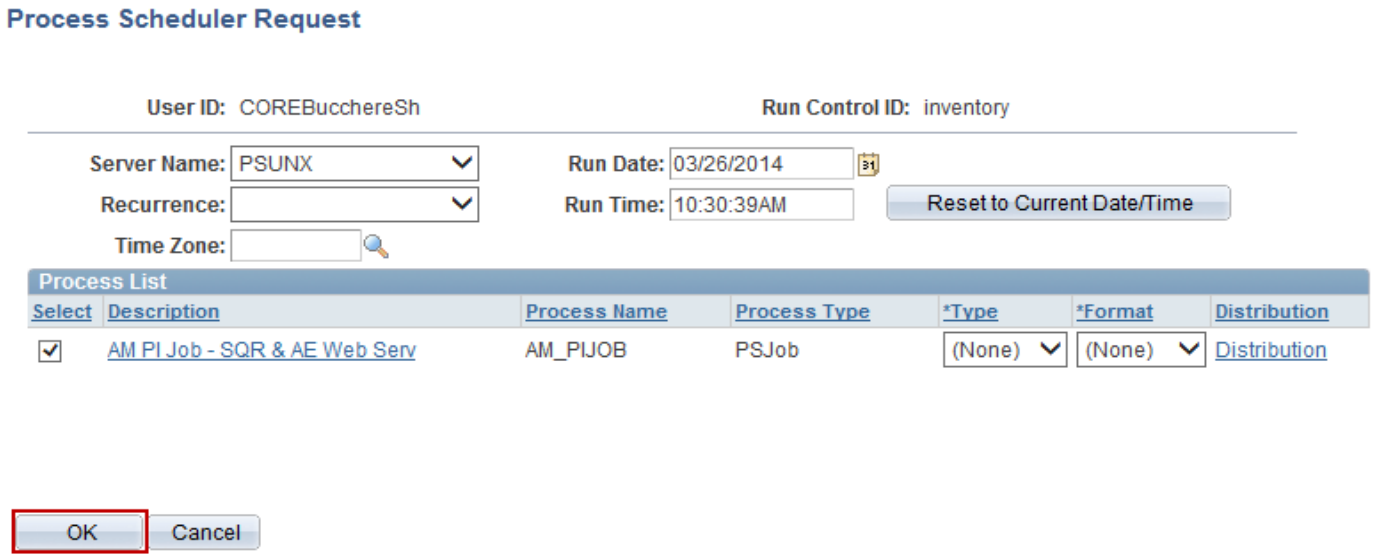
Asset Management> Physical Inventory> Load/Match/Reconcile PI Info

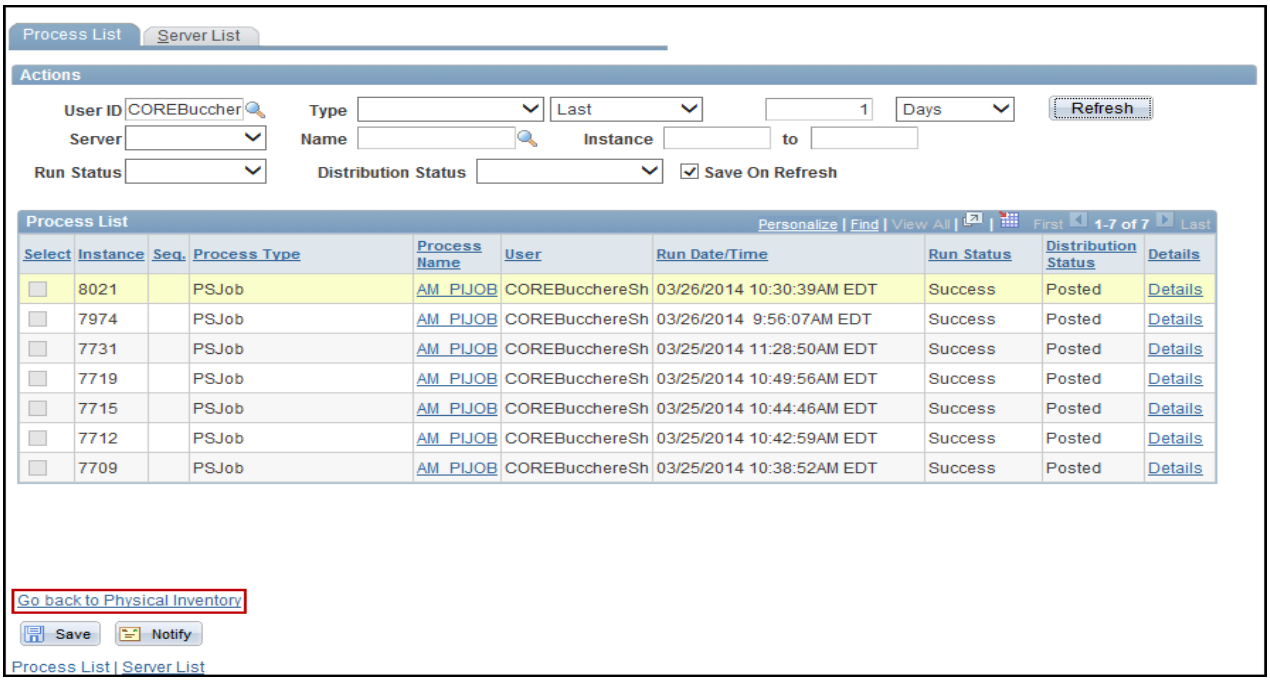


ÅReturning to the Load/Match/Reconcile PI Info page, the last step is to generate the transactions to be ready for posting in Core-CT.

ÅClick the Gen Trans button. Click the Run button.

Inventory Processing





ÅClick the OK button on the next screen to run the process.

ÅClick the Go back to Physical Inventory link once the Run Status displays Success and the Distribution Status displays Posted.

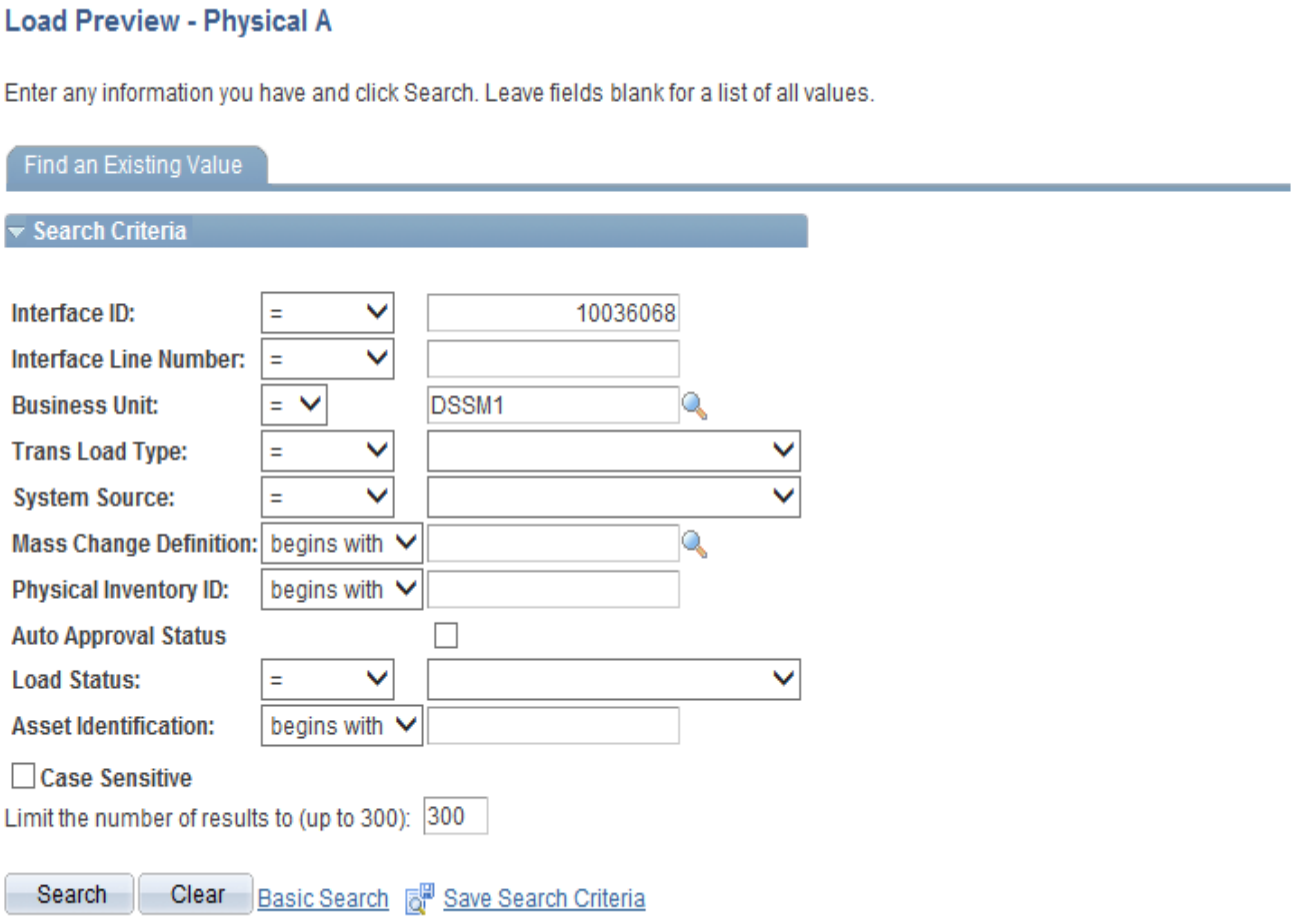
Inventory Processing

ÅLast PI Step Executed will display 5 Transactions Generated. This generates pending physical inventory transactions that are ready to be loaded in Transaction Loader.

ÅThe final step (#6) is to run the Transaction Loader process.

Inventory Processing

Asset Management> Send/Receive Information> Approve Physical Information> Review-A



ÅThe transactions have to be posted in Core-CT. To verify the data prior to posting, navigate to the Physical A staging table.

ÅEnter the Interface ID and click the Search button.

Inventory Processing

Search Results

View All — First 1-31 of 31 Last

Interface ID	Interface Line Number	Business Unit	Trans Load Type	System Source	Mass Change Definition	Physical Inventory ID	Auto Approval Status	Load Status	Asset Identification	Date/Time Stamp
10036068	1	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	00259	03/26/2014 9:57:52AM
10036068	2	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	00260	03/26/2014 9:57:52AM
10036068	3	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54302	03/26/2014 9:57:52AM
10036068	4	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54310	03/26/2014 9:57:52AM
10036068	5	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54588	03/26/2014 9:57:52AM
10036068	6	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54590	03/26/2014 9:57:52AM
10036068	7	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54591	03/26/2014 9:57:52AM
10036068	8	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54593	03/26/2014 9:57:52AM
10036068	9	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54594	03/26/2014 9:57:52AM
10036068	10	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54595	03/26/2014 9:57:52AM
10036068	11	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54596	03/26/2014 9:57:52AM
10036068	12	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54597	03/26/2014 9:57:52AM
10036068	13	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54598	03/26/2014 9:57:52AM
10036068	14	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54600	03/26/2014 9:57:52AM
10036068	15	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54621	03/26/2014 9:57:52AM
10036068	16	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54855	03/26/2014 9:57:52AM
10036068	17	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	54857	03/26/2014 9:57:52AM
10036068	18	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57455	03/26/2014 9:57:52AM
10036068	19	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57456	03/26/2014 9:57:52AM
10036068	20	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57457	03/26/2014 9:57:52AM
10036068	21	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57458	03/26/2014 9:57:52AM
10036068	22	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57459	03/26/2014 9:57:52AM
10036068	23	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57460	03/26/2014 9:57:52AM
10036068	24	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57462	03/26/2014 9:57:52AM
10036068	25	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57463	03/26/2014 9:57:52AM
10036068	26	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57464	03/26/2014 9:57:52AM
10036068	27	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57505	03/26/2014 9:57:52AM
10036068	28	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57828	03/26/2014 9:57:52AM
10036068	29	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57829	03/26/2014 9:57:52AM
10036068	30	DSSM1	PI History	AM Batch	PI7 - Inventory History Insert	DSS2014	Y	Pending	57830	03/26/2014 9:57:52AM
10036068	31	DSSM1	Phys Add	AM Batch	PI5 - Physical Asset Adds	DSS2014	Y	Pending	50000	03/26/2014 9:57:52AM

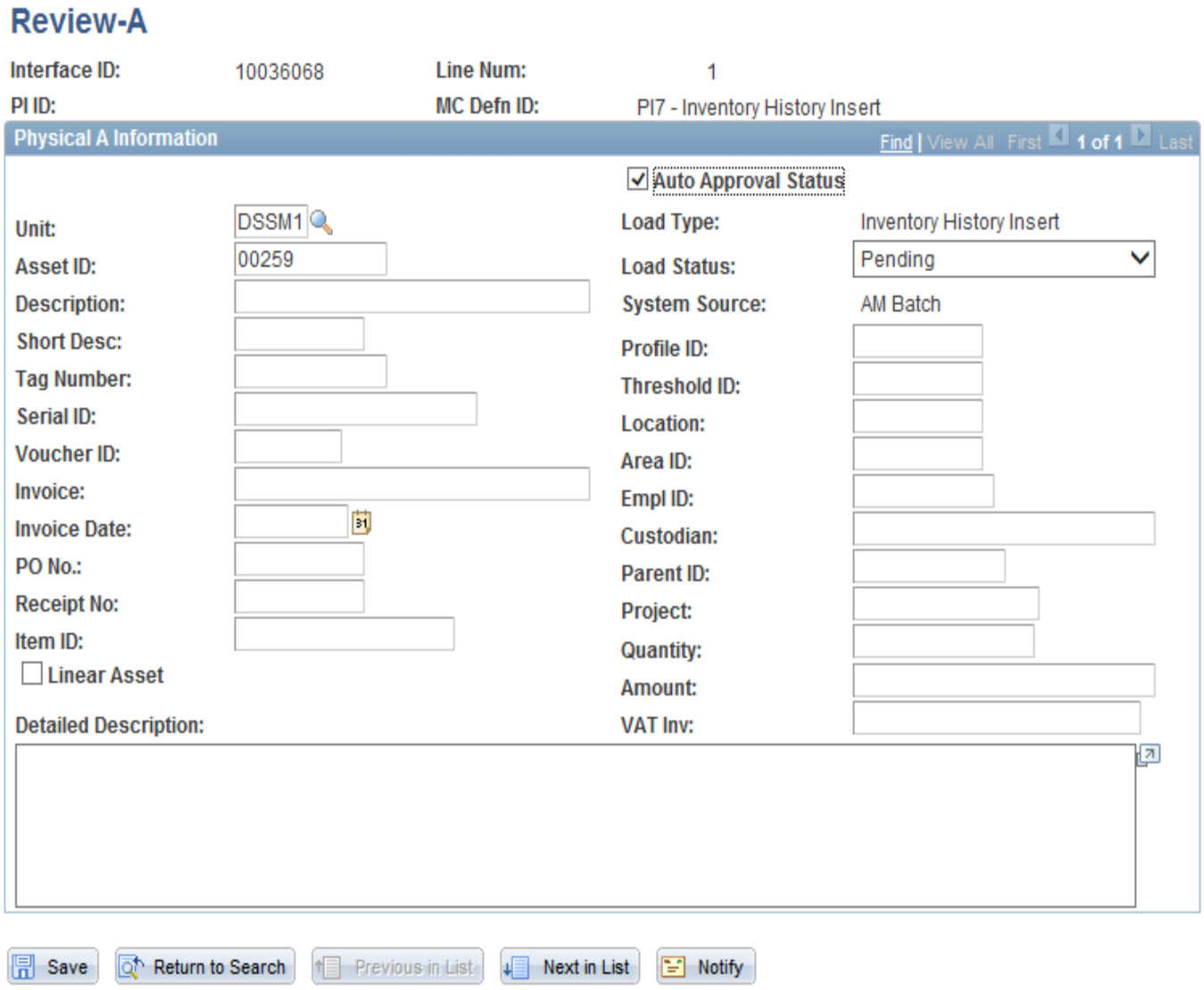
ÅA list of the data will display showing the load status. Every asset will have an Inventory History Insert record.

ÅAssets that are changing location will have an Asset Location Change record.

ÅNew assets will have a Physical Add record.

ÅAssets that have information updates (i.e. serial number change), will have an Asset Update record.

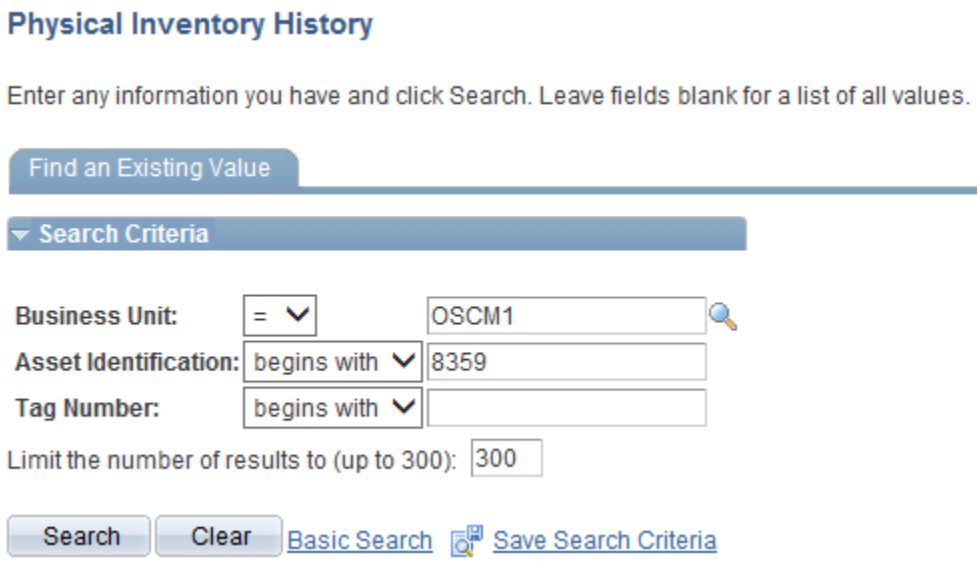
Inventory Processing



ÅThis is a screen shot of a transaction record. The asset processor will now load the transactions to finalize the inventory.

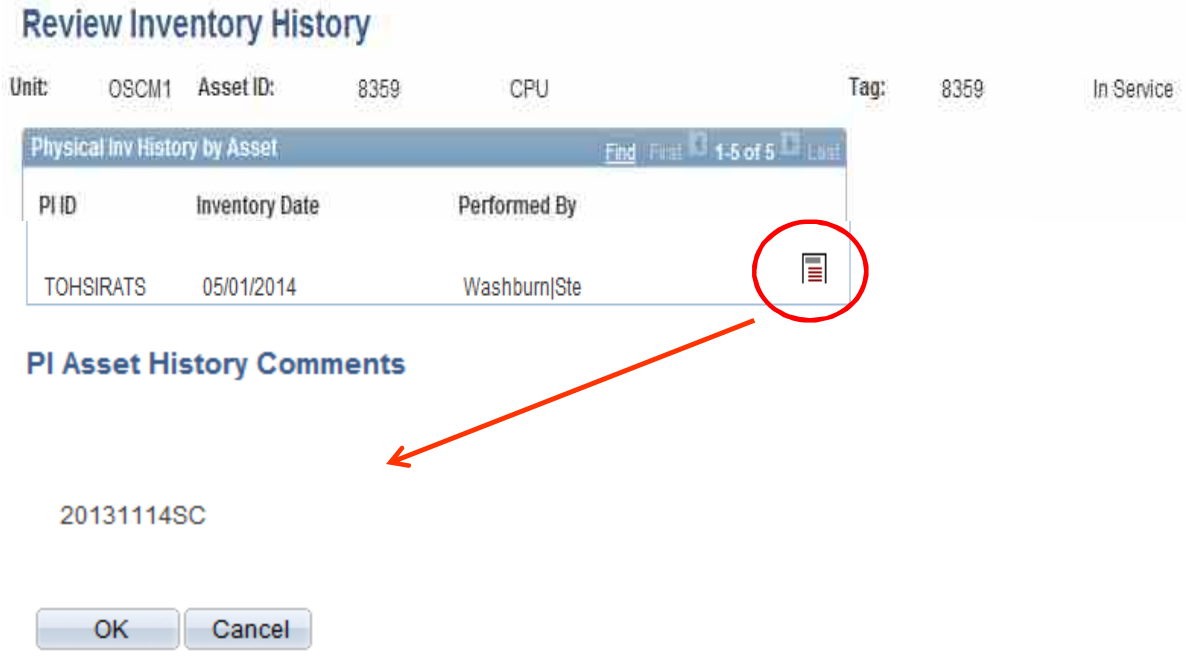
Inventory Processing

Asset Management> Physical Inventory> Review Inventory History



ÅEnter the Business Unit and an Asset ID, press Search

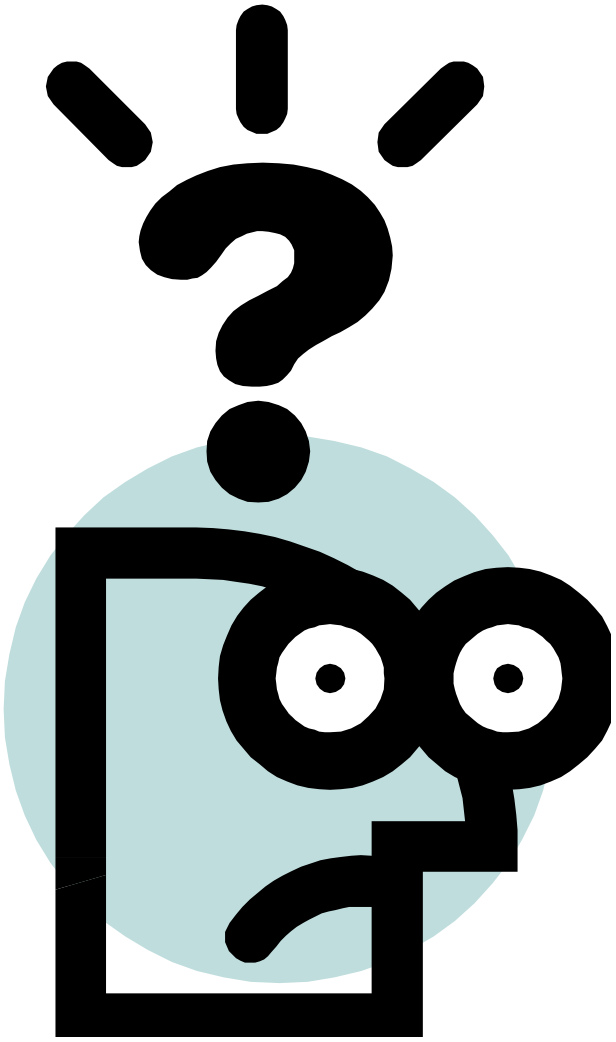
Inventory Processing



ÅThe Inventory History information for the asset displays.

ÅAt the bottom of the page the Inventory History line will display the date of the occurrence and who scanned the asset. This is the official Physical Inventory audit trail that is maintained in Core-CT.

ÅThe Inventory Date is the Transaction Date selected when defining the PI Occurrence.

ÅThe Popup Comment icon will display how the asset was scanned, by whom, and when.

Understanding Physical Inventory