

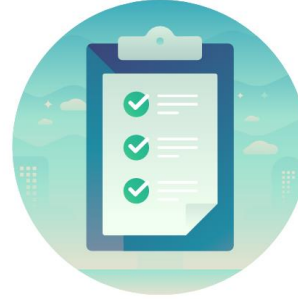
Course ID: FIN202

Course: Asset Management Accounting

Ground Rules



Be on time



Attendance



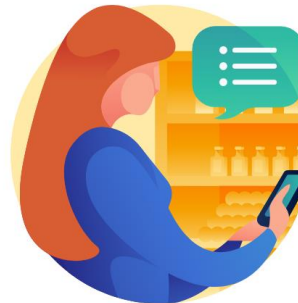
Turn off your cell phones when in class



Take breaks as needed



Participate actively in class; refrain from email and internet use



Feel free to ask questions

Course Overview

Course Description	<p>This course provides a comprehensive review of the Asset Management processes.</p> <p>This course consists of the following modules:</p> <ul style="list-style-type: none">• Module 1: Course Introduction• Module 2: Asset Management Accounting• Module 3: Course Summary
Training Audience	<ul style="list-style-type: none">• Department Asset Processor• Department Asset Maintainer• Department Asset Manager
Prerequisites	<ul style="list-style-type: none">• ERP 101 – Overview of INFORMS• ERP 102 – INFORMS Navigation, Reporting and Online Help• FIN 101 – Financials Fundamentals
Estimated Duration	<ul style="list-style-type: none">• 6 Hours

Course Outline

Content

Module 1: Course Introduction

Module 2: Asset Management Accounting

- Lesson 1: Asset Management Setup Information
 - Lecture 1: Asset Profiles
 - Lecture 2: Capitalization Thresholds
- Lesson 2: Record Asset Acquisition
 - Lecture 1: Adding an Asset
 - Lecture 2: Copying an Asset
- Lesson 3: Process and Review Depreciation
- Lesson 4: Asset Adjustment (Cost/Quantity)
- Lesson 5: Transfer Asset

Course Outline

Content

- Lesson 6: Asset Retirement
- Lesson 7: Asset Reinstatement
- Lesson 8: Creating Account Entries
- Lesson 9: Asset Physical Inventory
- Lesson 10: Asset Management Reports
- Lesson 11: Month End Processing

Module 3: Course Summary

Module 1: Course Introduction

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

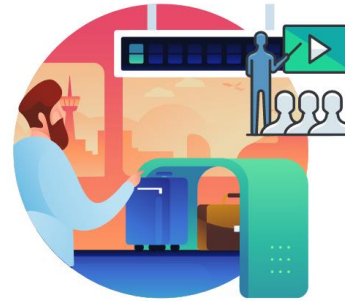
The End-to-End Business Process

Introduction to Demonstrations, Activities, and Exercises

Course Administration and Logistics



To receive credit for completing this course, you must record your attendance at the beginning and end of class



Please turn off your cell phones and refrain from checking email and the Internet while in class



Actively participate in class



Take Breaks at scheduled times



Ask questions; this is your time to learn



Be back from Breaks on time

Learning Objectives

At the conclusion of this course, participants will understand:

- Asset Management Setup
- Record Asset Acquisition
- Process and Review Depreciation
- Asset Adjustments (Cost/Quantity)
- Transferring an Asset

Learning Objectives

- Retiring an Asset
- Reinstating an Asset
- Creating Accounting Entries
- Completing Asset Physical Inventory
- Running Asset Management Reports
- Completing Month End Processing

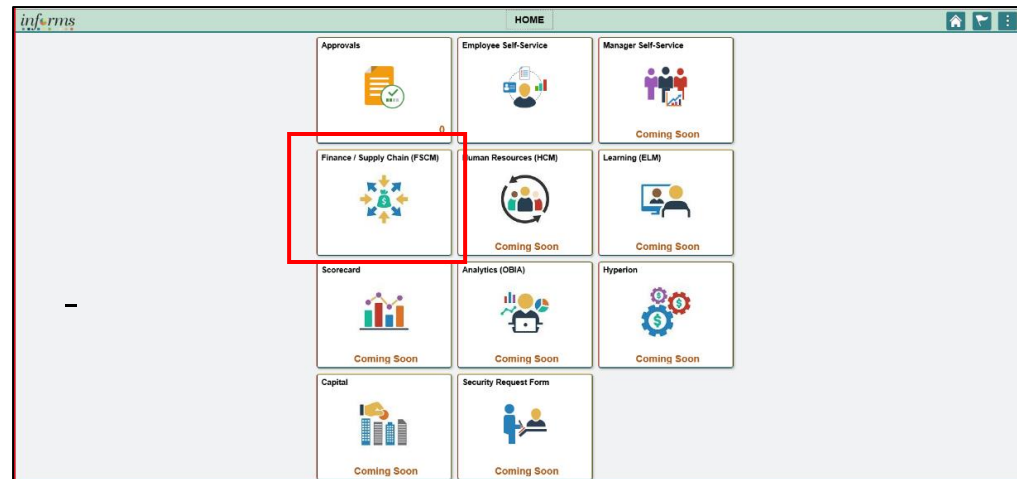
Roles and Responsibilities

The roles and responsibilities associated with the Asset Management Accounting Business Processes include:

Role	Responsibilities
Department Asset Processor	Department Asset Processor is responsible for submitting and processing Finance Transactions.
Department Asset Maintainer	Department Asset Maintainer is responsible for managing the physical information associated with assets under their control and updating and processing assets into the system.
Department Asset Manager:	Department Asset Manager is responsible for validating, entering, and/or approving interface entries from subsystem, and additions; review and approve all Physical and Financial Asset Transactions such as TRF/RET/RCT/ADJ/ADD.

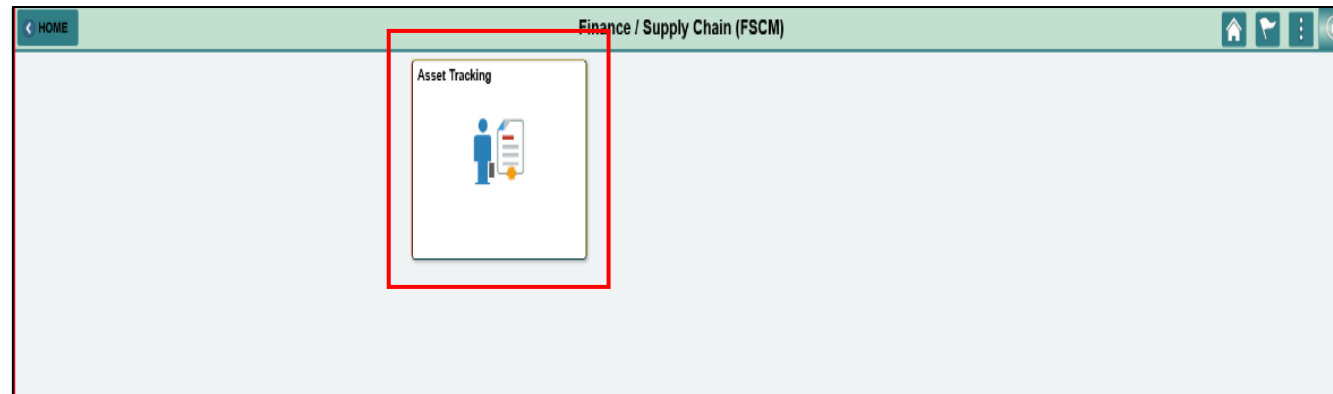
Navigation

1. Login to INFORMS and select **Finance/ Supply Chain (FSCM)** from the home landing page below.

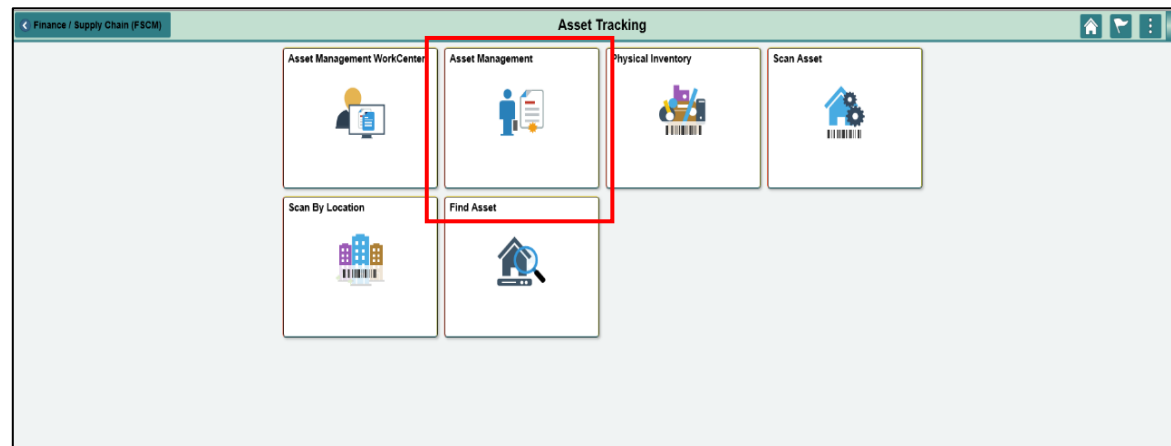


Navigation

2. Select Asset Tracking



3. Select Asset Management



Key Changes to the Business Process

- The INFORMS Finance Supply Chain Management Application will be the system of record for Fixed Assets.
- Creating assets will no longer be a manual process, it will be a single centralized process within the system. Assets using procurement and capital projects transactions will be automated with integration to EAMS.
- Asset adjustments, transfers, maintenance, and disposals will be centralized and automated.
- Approvals will be required for all asset transaction types.
- Assets will continue to be tagged with the County's DC Number and Barcode Tags (Grant related). The system will now maintain a separate Asset ID number for primary reference.

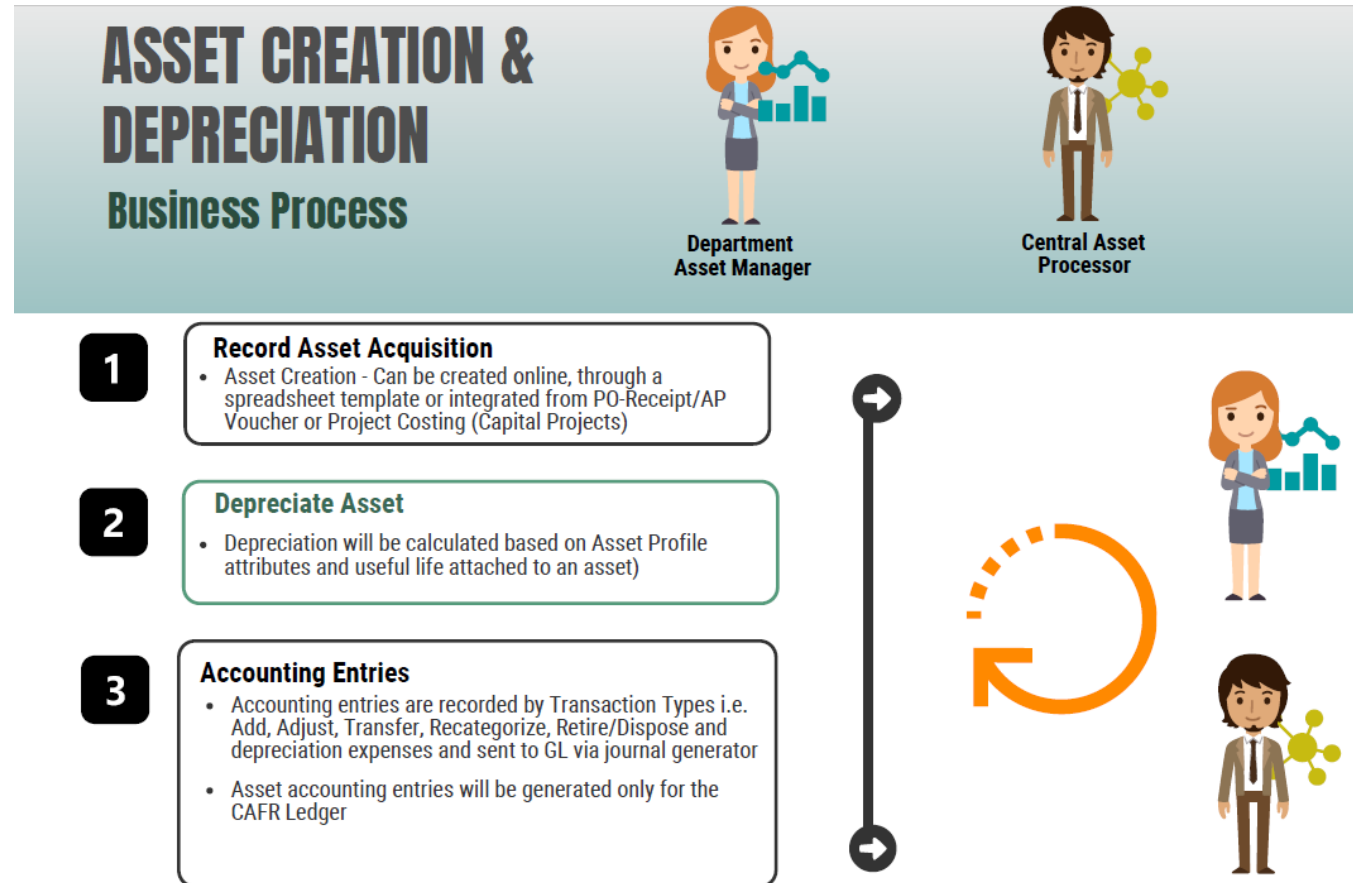
Key Changes to the Business Process

- Asset and depreciation transactions will no longer have Index Codes.
- Distribution ChartFields will be populated automatically. The Financial Accounting ChartFields will default from the Purchasing, Accounts Payable, and Project Costing integration.
- Asset Accounting (depreciation entries) will be automated in the system. The system will create the accounting entries and pertinent journals using batch processes.
- Physical Asset Inventory processes will no longer be done manually.
- Mobile Physical Asset Inventory tracking will be available on handheld devices, cell phones, and tablets along with barcode scanners to locate and verify assets.

Key Changes to the Business Process

- Accounting entries will no longer be recorded in FAMIS. All accounting entries will be recorded in the INFORMS system.
- Adjustments and disposal of assets will be recorded in the INFORMS system.

The End-to-End Business Process



Introduction to Demonstrations, Activities, and Exercises

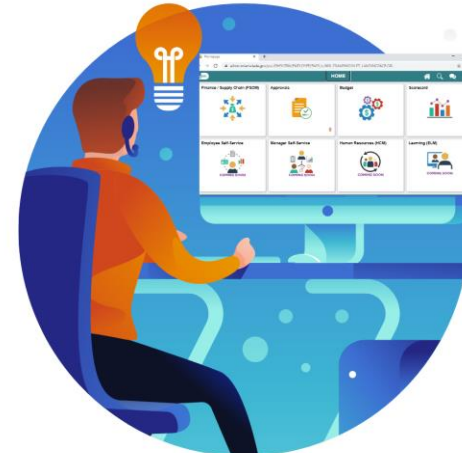
- Users will take part in two levels of group and individual activities throughout this course:



Instructor
Demonstrations



Training
Activities



Training
Exercises

Module 1: Course Introduction Summary

Module Topics

Course Administration and Logistics

Learning Objectives

Roles and Responsibilities

Navigation

Key Changes to the Business Process

The End-to-End Business Process

Introduction to Demonstrations, Activities, and Exercises

Module 2: Asset Management Accounting

Module Topics

Module Introduction

- Introduction
- Lesson 1: Asset Management Setup Information
 - Lecture 1: Asset Profiles
 - Lecture 2: Capitalization Thresholds
- Lesson 2: Record Asset Acquisition
 - Lecture 1: Adding an Asset
 - Lecture 2: Copying an Asset
- Lesson 3: Process and Review Depreciation
- Lesson 4: Asset Adjustment (Cost/Quantity)

Module 2: Asset Management Accounting

Module Topics

- Lesson 5: Transfer Asset
- Lesson 6: Asset Retirement
- Lesson 7: Asset Reinstatement
- Lesson 8: Creating Account Entries
- Lesson 9: Asset Physical Inventory
- Lesson 10: Asset Management Reports
- Lesson 11: Month End Processing
- References

Lesson 1: Record Asset Acquisition

At the conclusion of this lesson, you will be able to:

- Determine Asset Profiles
- Establish Capitalization Thresholds by Asset Profiles
- Know the useful life parameters for Asset Profiles
- Use Basic Add to add an acquisition
- Copy an Existing Asset
- Use Express Add to add an acquisition
- Integrate Asset Acquisition with Accounts Payable and Purchasing
- Integrate Asset Acquisition with Projects

Lesson 1: Key Terms

Term	Definition
Accounting Date	Determines the period the transaction will be recorded in an open month.
Asset Status	Current Status of asset.
Acquisition Code	Indicates how the asset was acquired.
Purchase Requisition	Record of a request for ordering goods that will later be tracked as assets.
ChartFields	Codes used to classify accounting journal entries.
Asset Life	Number of periods an asset is expected to be in service.
Book	Reporting for asset acquisition and depreciation costs by basis of accounting (cash, modified accrual, full accrual).
Business Unit	The Business Unit field in INFORMS refers to the specific Miami-Dade County departments.

Lesson 1: Key Terms

Term	Definition
Capitalize	This field identifies whether or not the asset is to be capitalized.
Category	Classifies asset by type for accounting and reporting.
In service Date	Date the asset was put into service.
Profile ID	An asset profile is a template that contains standard depreciation criteria for a type of asset and the corresponding book that should be used. In order to select a value, Asset Profiles must have been created.
Run Control ID	An identifier that, when paired with a user's ID, uniquely identifies the process that the user is running. The run control ID defines parameters that are used when a process is run. This ensures that when a process runs in the background, the system does not prompt users for additional values.

Lesson 1: Key Terms

Term	Definition
Transaction Date	Reflects the actual date of any asset transaction.
Asset Type	Classifications to report assets within an asset category.
Asset Subtype	Group assets within Asset Types at a more granular level for internal reporting purposes.
Asset Class	An asset group used for reporting purposes. It can be used in conjunction with the asset category to refine asset classification.

Lecture 1: Asset Profiles

Asset Profiles function as templates to provide quick access in entering various parts of an asset's information. Each profile is given a unique Profile ID and several attributes that describe the profile. Some of the main attributes that are part of an Asset Profile are:

- Asset Category
- Asset Type
- Asset Subtype
- Asset Useful Life
- Asset Capitalization Threshold ID
- Asset Depreciation Criteria for Financial Assets
- Asset Books

Lecture 2: Capitalization Thresholds

Capital Asset Category	Financial Statement Capitalization Threshold	Useful Life
Land and Land Improvements	Capitalize All	N/A
Buildings and Building Improvements	\$100,000	Building 50 years; Building Improvements limited to useful life of the building not to exceed 35 years.
Roads, Sidewalks, and Curbs	\$7,500	30 Years: Only the surface and resurfacing of the roads are depreciated over 10 years.
Causeways, Bridges, Canals, and Drainage Systems	\$7,500	50 Years
Guard Rails, Noise Abatement, and Seawalls	\$10,000	30 Years
Traffic Signals	\$7,500	10 Years
Leasehold Improvements	\$6,000	20 Years

Lecture 2: Capitalization Thresholds

Capital Asset Category	Financial Statement Capitalization Threshold	Useful Life
Property Under Capital Lease	Depending on the asset, use the threshold for the appropriate asset category.	Depending on the asset, use the useful life for the appropriate asset category, should be limited to remaining years in lease.
Construction Work in Progress	Accumulate all costs and capitalize if over 100,000 when completed.	N/A
Furniture and Equipment	\$5,000 for all furniture and equipment.	7 Years
Maintenance and Heavy Moving Equipment (Tractors, Forklifts, etc.)	\$5,000 for all maintenance and heavy moving equipment.	15 Years
Communication Equipment	\$5,000 for all radio and telephone equipment.	10 Years
Motor Vehicles (Up to \$50,000)	\$5,000 for all motor vehicles.	5 Years
Motor Vehicles (Greater than \$50,000)	\$50,000 for all motor vehicles.	10 Years

Lesson 2: Record Asset Acquisition

The following are different methods for creating and entering Financial and Non-Financial Assets:

- PO-Receipt/AP Voucher Interface to INFORMS (most common method for goods)
- Project Costing Interface to INFORMS
- Manual Creation using the Express Add Functionality in INFORMS
- Manual Creation using the Basic Add Functionality in INFORMS
- Define Asset Operational Info to add non-financial assets

Lesson 2, Lecture 1: Adding Assets

INFORMS enables you to integrate information from:

- INFORMS Purchasing sends receipts to Asset Management as either capitalized or non-capitalized assets.
- If non-capitalized assets are created from Purchasing, these assets can be capitalized when the voucher information is received from Payables
- New assets in the system will be created using Informs Procurement and Project Costing transactions containing asset information.

Sub Lecture 1.1: Asset Express Add

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Transactions > Asset Express Add**

- Enables the user to enter assets with detail cost information and little or no physical information
- It is a good option if there is minimal information about the asset at the time of addition. Additional physical asset information can be entered later by accessing the asset in the Basic Add pages.
- Assets added with the Asset Express Add component are assigned a capitalization status automatically when saved, and most of the asset information in the pages can be defaulted from an asset profile. This component also enables the user to enter accumulated depreciation for assets.

Sub Lecture 1.2: Asset Basic Add

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Transactions > Asset Basic Information**

- Asset Basic Information (**Basic Add**) is the standard way to manually add assets. It allows for the entry and adjustments of capital and noncapital assets with the maximum amount of financial and physical details

Sub Lecture 1.3: Define Asset Operational Info

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Transactions > Define Asset Operational Info**

- The Asset Operational Information component provides an efficient way to add and maintain nonfinancial assets. This functionality is who do not handle financial information.

Sub Lecture 1.4: Integrate Assets

INFORMS Asset Management provides several interface options for sending data to, and receiving data from, other systems in the business unit that handle asset related information.

- INFORMS Purchasing sends receipts to Asset Management as either capitalized or non-capitalized assets.
- INFORMS Project Costing sends cost information to INFORMS. These integrations enable the user to store the asset data after the Department Asset Manager reviews and approves transactions information

Sub Lecture 1.5: Asset inquiry

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Reporting & Analysis > Search for an Asset**

- Asset inquiry deals with viewing information, both financial and physical, of an asset that already exists in the INFORMS Asset Management module. The asset search utility provides drilldown capability to view asset information not directly on the search page.

Search and View Asset Details

- This functionality allows to view details of single/multiple assets by entering specific search criteria.

Lecture 2: Copying an Asset

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Transactions > Copy Existing Asset**

- Use the copy Asset search page to enter the criteria for searching an existing asset.
- The Asset Copy Option allows for specific asset attributes to be copied from an existing asset to new assets. Some of this information may not be applicable to some assets so if these attributes are accepted to be copied, and later decided that some attributes are not correct, then these will have to be adjusted individually.

Lesson 2: Activities and Exercises



Lesson 3: Process and Review Depreciation

- One of the most important steps in the INFORMS Asset Management business process is calculating asset depreciation. The system calculates and stores depreciation until the end of the asset's life. The depreciation calculation is scheduled to run <frequency>. The depreciation calculation accounts for every transaction that is performed on an asset.

Lesson 3: Key Terms

Field name	Description
As of Fiscal Year	This value is used in conjunction with Period and the Calculate NBV., to illustrate Accumulated Depreciation and NBV in the Net Book Value frame as Fiscal Year and/or Period are changed. It defaults upon page rendering to the current Fiscal Year.
Period	This value is used in conjunction with Fiscal Year and the Calculate NBV., to illustrate Accumulated Depreciation and NBV in the Net Book Value frame as Fiscal Year and/or Period are changed. It defaults upon page rendering to the current Period.
Year	This drop down will provide all valid years for the asset's life. This value may be changed to illustrate period depreciation values.

Lesson 3: Process and Review Depreciation

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Processing > View Open Transactions**

- Before running the Depreciation Calculation, review the open transactions. The system creates an open transaction each time an asset transaction is saved. Open transactions can be reviewed broadly by searching.
- Miami-Dade County scheduled this batch process for running the Depreciation Calculation process to calculate depreciation for each transaction that is performed against an asset.

Lesson 3: Activities and Exercises



Lesson 4: Asset Adjustment (Cost/Quantity)

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Processing > View Open Transactions**

- Periodically, it is necessary to make changes to asset records to correct errors or add newly received information.
- Information that has been entered about assets can be modified by navigating to the Cost Adjust/Transfer Asset menu to make corrections to an asset cost/quantity.
- This component will be available for the Department Asset Processor for submitting the adjustment and the Department Asset Manager will review the transaction type (ADJ-adjustment) and approve.

Lesson 4: Activities and Exercises



Lesson 5: Transfer an Asset

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Transactions > Asset Transfers**

- Periodically, there will be a need to transfer assets from one department, or project to another. In addition to physically relocating an asset, changes to the ChartField values may occur to ensure the general ledger reflects the appropriate costs. The transaction type is TRF and it is within the same business unit (intra-unit).

Lesson 5: Transfer an Asset

- Full Transfers – This type of transfer requires a transfer of all units or the total cost of the asset.
- Partial Transfers – This type of transfer enables allocation of the cost and depreciation of an existing asset to multiple sets of ChartFields. A separate transfer for each set of ChartFields must be performed.
- Retroactive Transfers – This type of transfer allow a retroactive transfer assets that were physically moved during a previous accounting period but have not been entered into the Asset Management system.

Lesson 5: Transfer an Asset

Asset Transactions	Descriptions
Adjustments	Changes the cost quantity, depreciation rules, location, or physical attributes of an asset.
Transfers	Records assets that are physically moved from one operating unit (Grant), department, product, or project to another.
Recategorizations	Assigns a different category or cost type to an existing asset; or creates a new category to transfer existing assets.
Reversal	Automatically reverses the transaction last performed on the asset.

Lesson 5: Activities and Exercises



Lesson 6: Asset Retirement

Navigate to: **Finance/Supply Chain>Asset Tracking>Asset Management>My Asset Transactions>Retire/Reinstate Asset**

- INFORMS Asset Management enables full or partial asset retirements. Assets are retired by book, so an asset may be retired in one book and still depreciate in others. Retired assets may be reinstated at any time.

Lesson 6: Asset Retirement

- **Full Retirement** – An asset is considered fully retired when the full quantity and total cost of the asset is retired.
- **Partial Asset Retirement** – When an asset is partially retired, the system continues to process depreciation for the amount that remains. Partially retirement is by quantity or by cost.

Note: When the asset is fully processed and accounting entries are created, the asset is removed from the books and is no longer depreciated.

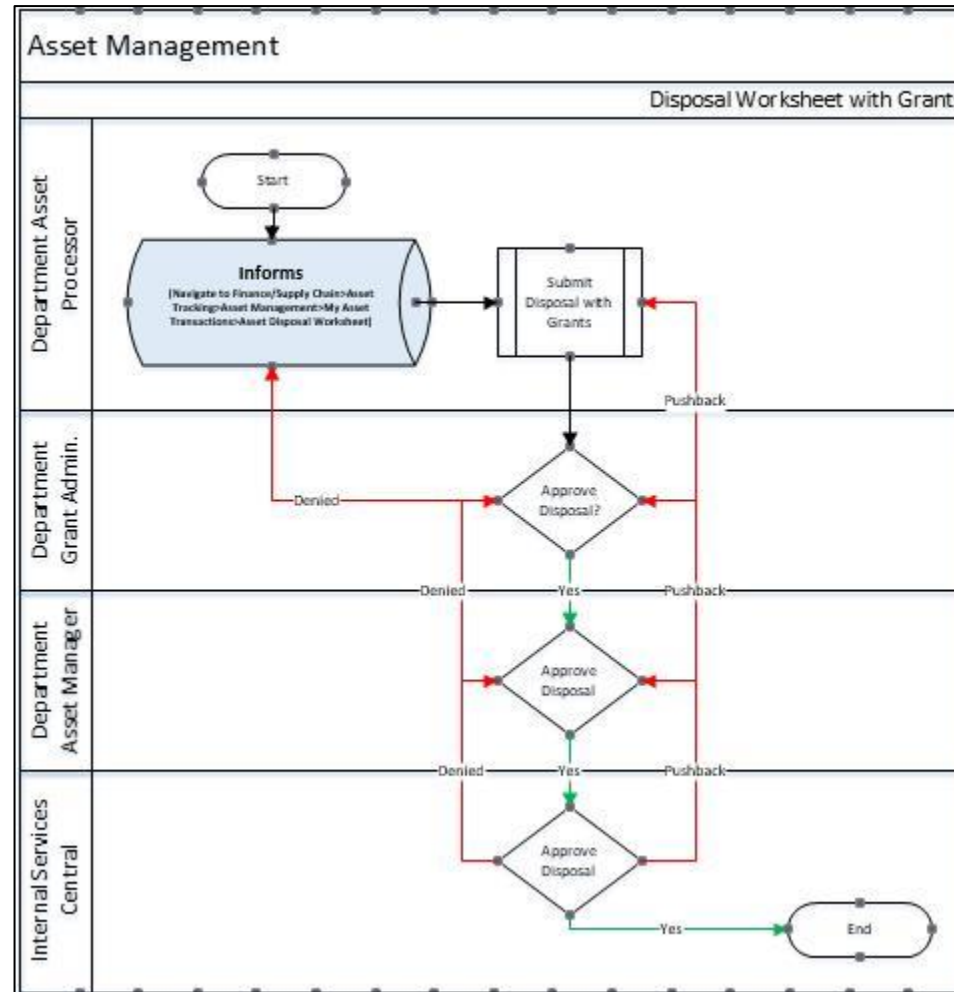
Lesson 6: Key Terms

Term	Definition
Business Unit	Business Units are defined for each entity and used to maintain and report on transactional data.
Asset Identification	Asset ID for the asset to be retired.
Tag Number	Tag Number for the asset to be retired.
Parent ID	Parent ID for the asset to be retired.
Description	Description of the asset to be retired.
Description	Description defaults from the asset selected on the search dialog page.
Trans Date	The transaction date reflects the date that the retirement actually occurred. Usually, an actual transaction occurs before entry in Asset Management.
Acctg Date	The accounting date determines when the retirement transaction is posted to the general ledger.
Book	Reporting for asset acquisition and depreciation cost by basis of accounting

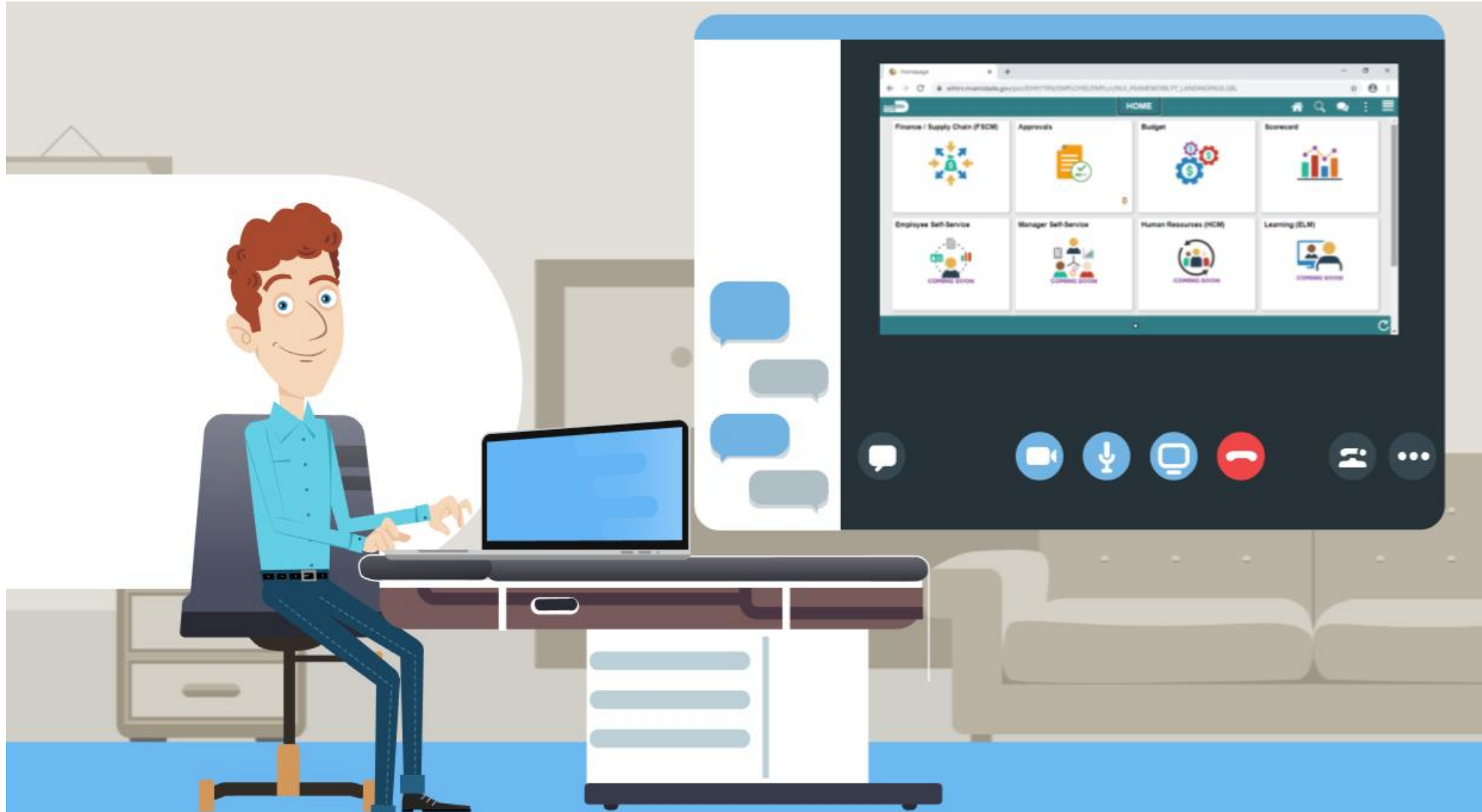
Lesson 6: Key Terms

Term	Definition
Journal Generation	Creates Journal entries for general ledger validation
Retired-Disposed	Asset is disposed and the action is represented in the system through a Retirement process.
Quantity	When performing a full retirement, it is not necessary to adjust the quantity.
Proceeds	Amount of proceeds resulting from the transaction
Retirement Amount	When performing a full retirement, it is not necessary to adjust the amount retired.
Removal Cost	Amount of any removal cost
Accumulated Depreciation	Displays the accumulated depreciation for the asset, which is displayed after the depreciation calculation process has been run.
Gain/Loss	The amounts of the gain or loss on the transaction after the depreciation calculation process has been run.

Lesson 6: Asset Retirement



Lesson 6: Activities and Exercises



Lesson 7: Asset Reinstatement

Navigate to: **Finance/Supply Chain>Asset Tracking>Asset Management>My Asset Transactions>Retire/Reinstate Asset**

- All of the fields on the Retire Assets page become unavailable for data entry.
- The asset reinstatement can be done at any time.
- The system starts calculating depreciation again for the asset unless the asset has already been fully depreciated.

Lesson 7: Activities and Exercises



Lesson 8: Creating Accounting Entries

Navigate to: **Finance/Supply Chain > Asset Tracking > Asset Management > My Asset Processing > Generate Accounting Entries**

- Each financial transaction that is entered into INFORMS can be used to generate balanced accounting entries. These entries in turn can be summarized and written to a journal, which can then be rolled up and posted to the general ledger system.
- Balanced accounting entries are generated from financial transactions and are the basis for creating journals that are posted to the general ledger.

Lesson 8: Creating Accounting Entries

- Accounting entries are created from financial transactions such as asset additions, adjustments, transfers, or retirements.
- Accounting entries are created from depreciation close for a particular accounting period.

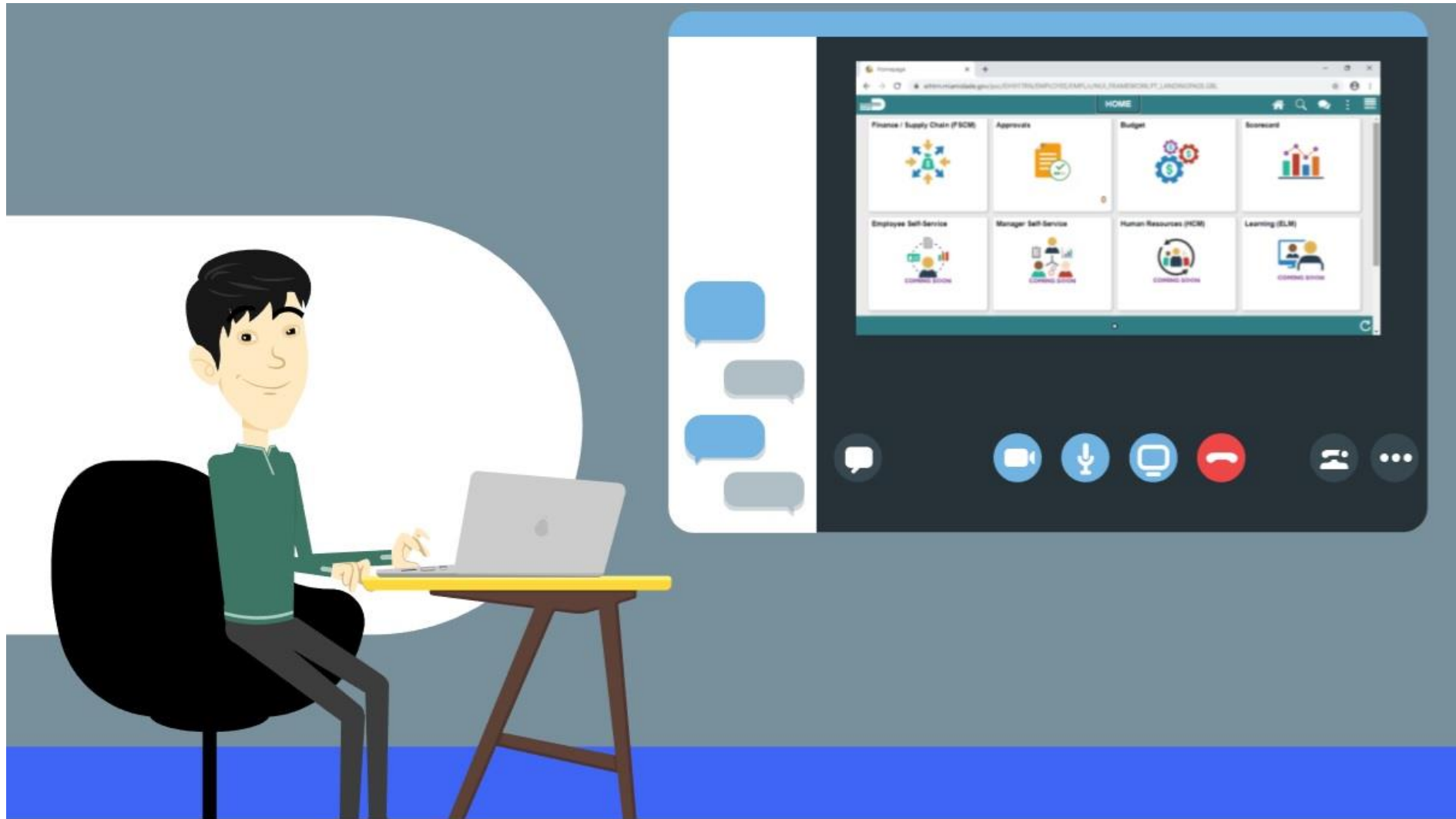
The primary sources of accounting entries within INFORMS Asset Management include:

- Accounting entries that are created from financial transactions such as asset additions, adjustments, transfers, or retirements.
- Accounting entries that are created from depreciation close for a particular accounting period.

Lesson 8: Creating Accounting Entries

- Each time financial asset information is entered or adjusted, INFORMS creates an open transaction and the system needs to run a separate batch process to create the accounting entries. The transaction remains open until accounting entries are created or depreciation is calculated for the transaction.
- The process for Accounting Entry Creation (AM_AMAEDIST) generates accounting entries for all financial transactions that are not related to depreciation.

Lesson 8: Activities and Exercises



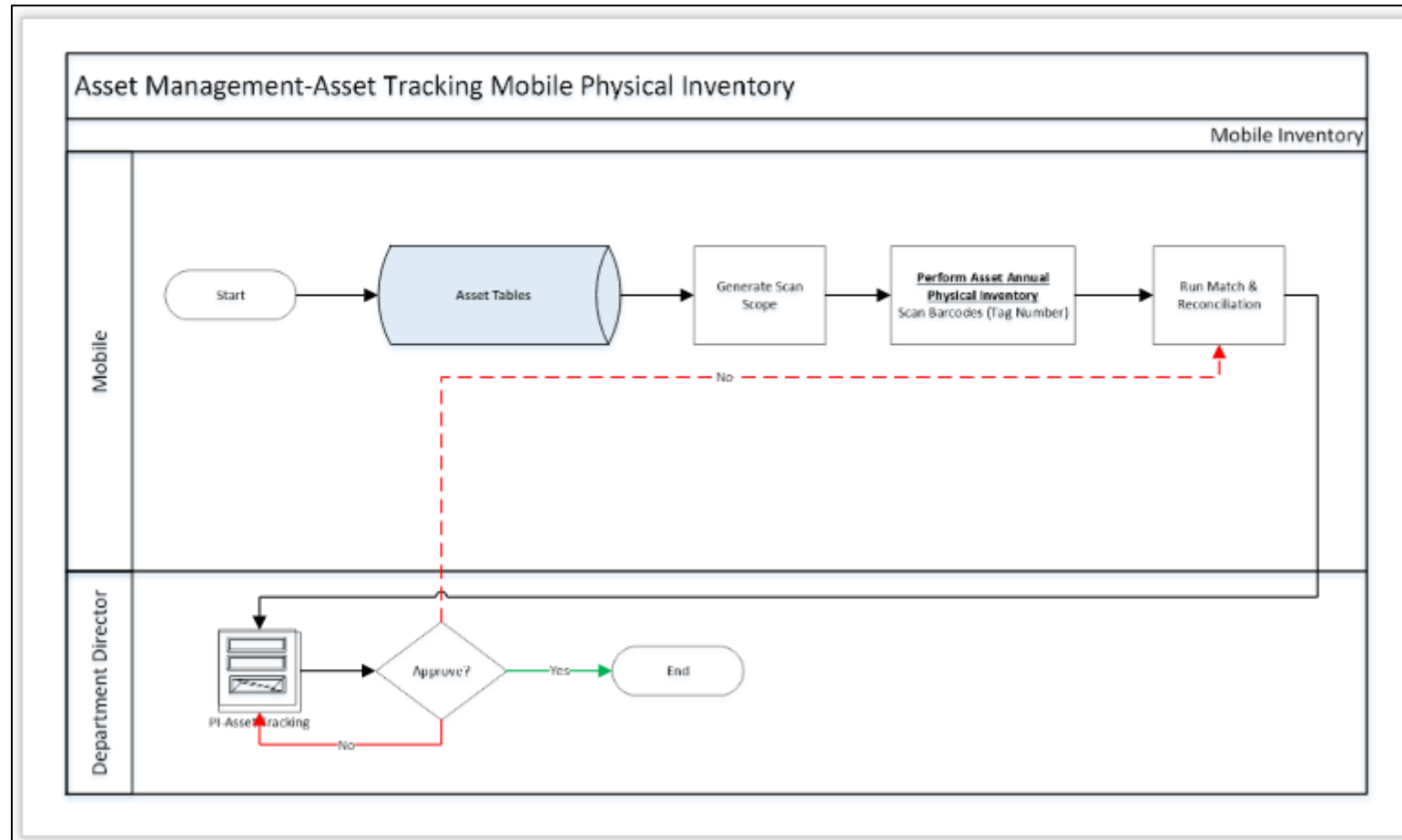
Lesson 9: Asset Physical Inventory

Navigate to: **Finance/Supply Chain>Asset Tracking>Asset Management>My Physical Inventory>Define Inventory Occurrence**

The mobile physical inventory method enables the user to run the Generate Scan Scope process to create a list of assets that the user expects to scan. With the Generate Scan Scope process, if an asset is scanned and not found in the Scan Scope, the asset is automatically retrieved directly from the Asset Repository.

- The user can use these results to perform matching and to generate transactions to reconcile the data in Asset Management with the results of the physical inventory.

Lesson 9: Asset Physical Inventory



Lesson 9: Key Terms

Term	Definition
Physical Inventory ID	A control ID assigned within Asset Management for each physical inventory that is performed.
Extra Scope	Set all assets that might be scanned during a physical inventory such as: location, department, profile, cost limit, category, class type and subtype for the assets.
Extract Data File	Data extracted from Asset Management used to perform an asset inventory.
Physical Inventory Count/Scan	Physical asset count provided by spreadsheet or bar code scanning device.
Mass Change	Process for updating multiple assets based on user-defined criteria.
Insured Value	Enter amount of the insured asset value
Premium Amount	Enter amount of premium in full or periodically

Lesson 9: Key Terms

Term	Definition
Premium Frequency	Enter the type of premium schedule such as annual, quarter, month, etc.
Capital Extract ID	Enter a Book Name to process assets for physical inventory that were added to a book other than the one that is designed as the current default book value on the AM Business Unit Definition page.
Non-Capital Extract ID (non-capital extract)	Enter the mass change definition that the system uses to extract asset data for noncapital assets from AM.
Capital Scan ID	Enter the mass change definition that the system uses to define the scope of this physical inventory - that is, the set of capital assets to be scanned.
Non-Capital Scan ID	Enter mass change definition that the system uses to define the scope of this physical inventory - the set of noncapital assets to be scanned

Lesson 9: Activities and Exercises

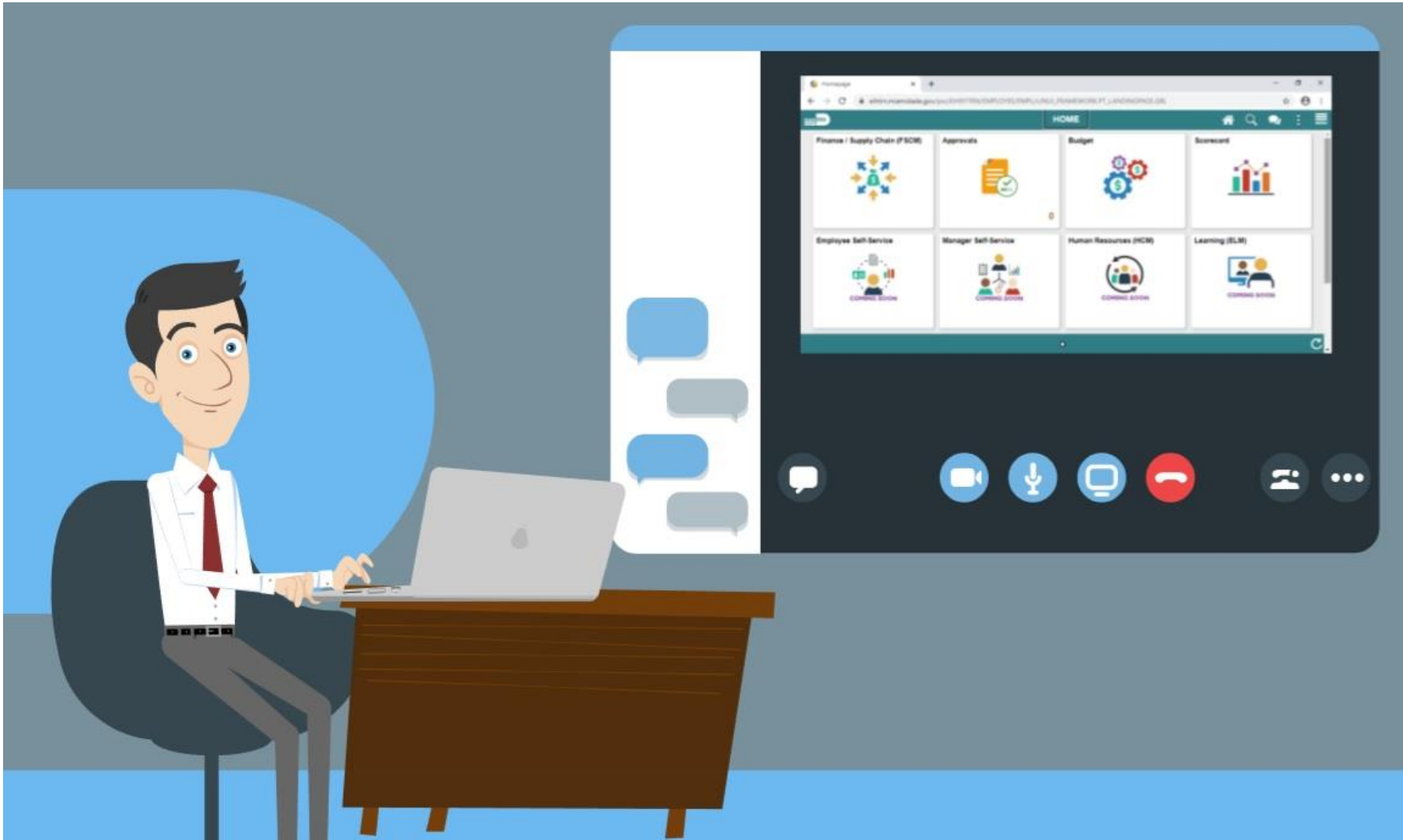


Lesson 10: Asset Management Reports

Navigate to: **Finance/Supply Chain>Asset Tracking>Asset Management>My Reporting & Analysis>Asset Net Book Value**

- INFORMS offers a wide range of reporting capabilities. INFORMS has many reports available for users to run on an as needed basis. These reports are generally in a PDF format and can be saved to file or printed. Basics on how to run reports and a list of custom reports and navigation will be shown here.

Lesson 10: Activities and Exercises



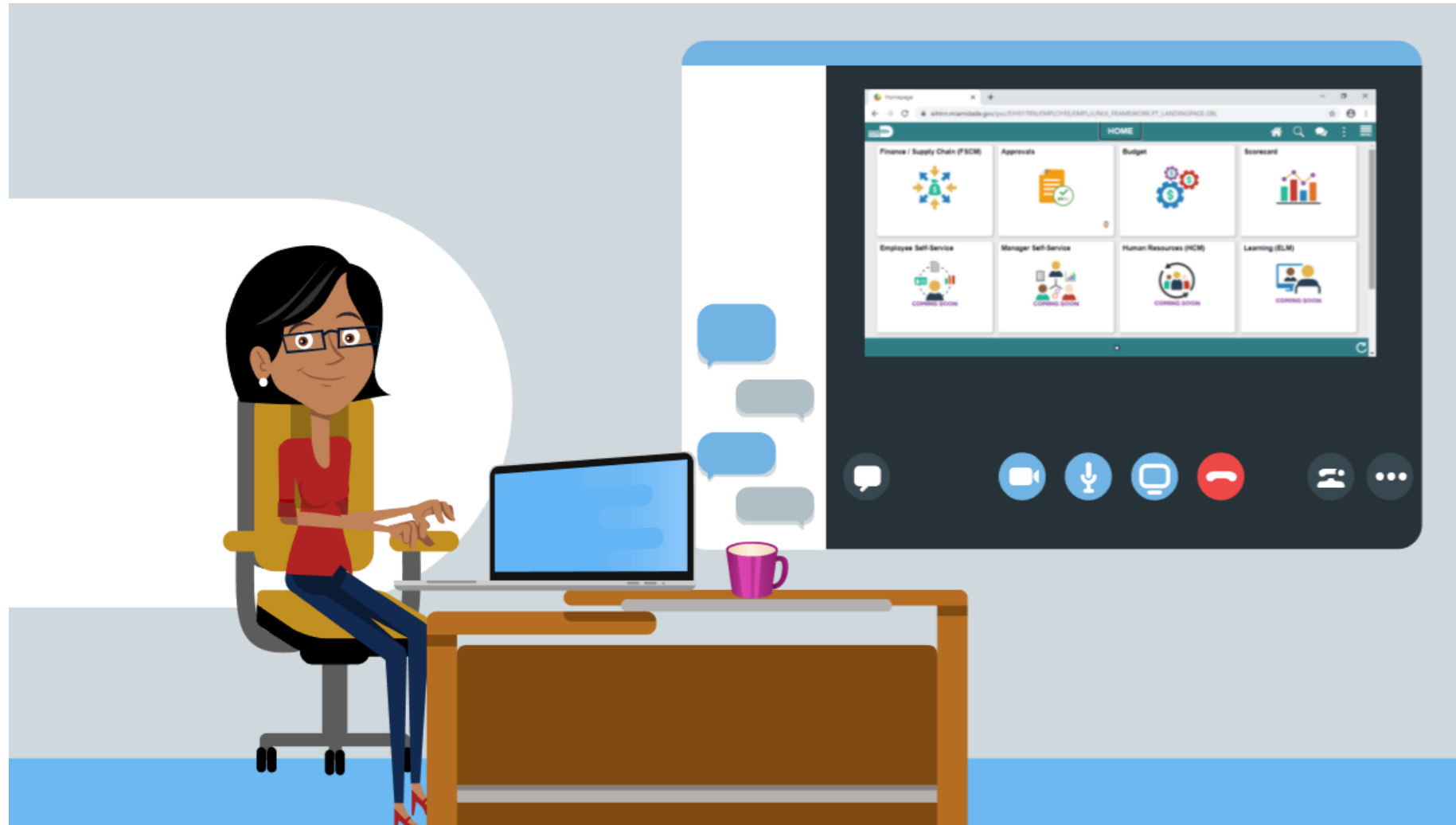
Lesson 11: Month End Processing

- When assets are entered no processing takes place. Processes must be run periodically to calculate depreciation, create accounting entries, and generate journal information. Asset Management will create journals that go into the CAFR ledger.

Lesson 11: Month End Processing

- Verify open transactions
- Run Calculate Depreciation (Automated Process)
- View Depreciation Summary
- Close Depreciation (Automated Process)
- View Asset Accounting Entries
- Run Journal Generator (Automated Process)
- Load Depreciation Reporting Table (Automated Process)

Lesson 11: Activities and Exercises



Module 3: Course Summary

Module Topics
Course Content Summary
Additional Training and Job Aids
Course Summary

Course Content Summary

- Asset Management Setup Information
- Record Asset Acquisition
- Process and Review Depreciation
- Asset Adjustment (Cost/Quantity)
- Transfer Asset

Course Content Summary

- Asset Retirement
- Asset Reinstatement
- Creating Accounting Entries
- Asset Physical Inventory
- Asset Management Reports
- Month End Processing

Additional Training and Job Aids

- <User Productivity Kit (UPK)>
- <User Productivity Kit (UPK)>
- <Job Aid 1>
- <Job Aid X>
- <Related End-User Training Course 1>
- <Related End-User Training Course X>



You have successfully completed the *Asset Management Accounting* course!

FIN 202 – Asset Management Accounting

Course Evaluation

An end-of-course evaluation is available on <TBD>

- <Instructions>
- <Instructions>

The end-of-course evaluation allows you to assess the effectiveness of the instruction and training materials for this course and will be used for their continuous improvement.