

CAPPS Asset Management

Asset Management

CAPPS Financials

End-User Training (EUT)

Asset Management

Course Number 300

Course Name: Asset Management (AM)

Recommended Users: Employees who enter supplier invoices

Welcome

Hello,

Welcome back to the CAPPS Financials training.

Before taking this course you should have already completed the CAPPS Financials Fundamentals course.

Duration

This course will take approximately four hours. You can complete it all today or by sections. It's really up to you. You can take the training how it best fits in your schedule.

Preparation

It is recommended that you avoid distractions during training. You should close all other applications including your email while taking the course and silence your cell phone.

Navigation

Be sure you use the Next and Prev navigation buttons only when directed to view information in this course.

Course Outline

This course is organized into ten sections. Learn how to use CAPPS Asset Management functionality in each of the following sections:

- [Section 1](#) - Asset Management Overview

CAPPS Asset Management

- [Section 2](#) - Adding and Viewing Asset Transactions
- [Section 3](#) - Maintaining Parent and Child Assets
- [Section 4](#) - Adjusting and Transferring Assets
- [Section 5](#) - Retiring Assets
- [Section 6](#) - Depreciating Assets
- [Section 7](#) - Creating Accounting Entries
- [Section 8](#) - Receiving an Asset
- [Section 9](#) - Integrating with other CAPPS Applications
- [Section 10](#) - Review

Course Objectives

After completing this course you will be able to:

- Add and maintain assets
- Maintain parent and child assets
- Adjust and transfer assets
- Work with asset budgeting
- Retire assets
- Process depreciation
- Create accounting entries
- Interface with other applications

Section 1 – Asset Management Overview

Section 1 - Objectives

After completing this section you will be able to:

- Learn the CAPPS role in Asset Management
- Understand how CAPPS is interfaced with current State Software, such as TINS, USAS, and SPA, Asset Management only interfaces with SPA
- Learn new terms and their definitions
- Roles and responsibilities

CAPPS Asset Management

Section 1 – Lesson 1 Outline

Asset Management Overview and Maintaining Assets – Duration: 30 minutes

- Asset Management Definition
- Key Terminology
- Asset Management Roles and Responsibilities

Asset Management Overview

CAPPS Asset Management was designed to help agencies maintain physical control over capitalized and controlled assets. The Asset Management system can perform financial accounting and help agencies plan for future asset needs. The CAPPS Asset management system is fully integrated, seamless system from Procure to Pay to Asset Management. The integrated system can reduce data integrity problems and make reconciliation of financial subsystems easier and less time consuming.

State Systems & Interfaces – Diagram explained below:

- Uniform Statewide Accounting System (USAS) sends transaction updates to CAPPS and CAPPS sends AP, GL, and Budget transactions to USAS.
- Treasury sends warrant status to CAPPS.
- Uniform Statewide Payroll/Personnel System (USPS) or CAPPS HR/PAYROLL sends payroll data to CAPPS.
- Statewide Property Accounting (SPA) sends reconciliation to CAPPS and CAPPS sends asset updates to SPA.
- Texas Identification Number System (TINS) sends initial load to CAPPS and CAPPS sends vendor updates to TINS.
- TPASS sends CMBL, NIGP Class/item, and commodity code updates to CAPPS.

CAPPS Asset Management

Key Terms and Definition

Asset ID - In CAPPS, assets are referred and captured as Asset ID, while in SPA it is called a property number.

Asset Tag Number - Is equal to the Asset ID and in CAPPS the Asset defaults to Asset Tag #.

Parent/Child Relationship - In SPA, the initial asset is referred to as a “Component1” and subsequent assets attached to the first asset are referred as “Component 2” and 3 etc. This functionality is accomplished by the Parent/Child relationship in CAPPS.

Roles & Responsibilities

Property Manager - A Property Manager is responsible for adding assets, disposing assets, add/update custodian, add/update location, and the SPA Interface.

Property Coordinator - A Property Coordinator is responsible for custodian/location maintenance and updating non-financial information.

Fixed Asset Accountant - A Fixed Asset Accountant is responsible for updating financial information for assets, the SPA/CAPPS financial reconciliation, the creation of assets and depreciation accounting entries, and the journal generation to the general ledger.

Asset Management Information Reviewer - This role is able to review the asset information at the agency’s discretion.

Section 2 - Adding & Viewing Asset Transactions

Section 2 - Objectives

After completing this section you will be able to:

- Add an asset using Basic Add
- Copy an asset
- Print asset information
- Search for an asset
- Update physical attributes of an asset

Section 2 – Lesson 1 Outline

Adding, Copying, and Maintaining Assets

- Create an Asset

CAPPS Asset Management

- Copy an Asset
- Search, Update, and Print an Asset

Section 2 – Lesson 1, Exercise 1

Adding & Viewing Asset Transactions

Creating an Asset

After your Agency goes live, CAPPS will be the system of record for assets. All new assets will be added to CAPPS and the information will be transferred to SPA via an interface between the two systems.

Exercise 1

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Creating an Asset

Scenario 1: Adding an Asset Using Basic Add

Select the following link for the exercise:

[View Section 2, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 – Lesson 1, Exercise 2

Copying an Asset

To save time and keystrokes, an asset can be copied.

Copying an Asset can save you time when creating a new asset if the financial and physical information of the existing asset is similar to the new one.

A user can change the financial and physical information if it is different. The system automatically assigns the new asset a different asset ID or an ID number can be assigned manually.

Copy the existing asset and change only the financial and physical information that is different. The system automatically assigns the new asset a different asset ID, or a number can be assigned manually.

CAPPS Asset Management

Exercise 2

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Copying an Asset

Scenario 2: Copying an Asset

Select the following link for the exercise:

[View Section 2, Lesson 2 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 2 – Lesson 1, Exercise 3

Searching, Updating, and Printing an Asset

This lesson walks through the steps to make a change to an asset and then print out the summary page for the selected asset.

Exercise 3

The exercise below provides step-to-step instructions on how to perform the following task in CAPPS:

Searching, Updating & Printing

Scenario 3: Searching, Updating and Printing an Asset

Select the following link for the exercise:

[View Section 2, Lesson 3 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 3 – Maintaining Parent/Child Assets

Section 3 - Objectives

After completing this section you will be able to:

- Add parent-child assets
- Review parent-child information

CAPPS Asset Management

Section 3 – Lesson 1

Parent-Child Assets

- Link Parent-Child Assets
- Review Parent-Child Asset Information

Parent-Child Assets

CAPPS has leveraged the PeopleSoft parent/child functionality to accommodate SPA functionality of componentization of assets. For example, a computer can be comprised of several separate assets, such as a monitor, a CPU, a keyboard, and a printer. CAPPS Asset Management lets you add this type of asset in various ways, depending on your business processes. You can add the computer as a single asset or you can create different components for the main CPU computer and send the information as component 2, 3, etc.

Reviewing Parent-Child Information

CAPPS Asset Management enables you to view information about a parent asset and the child assets associated with it. Also, you can use the links associated with each child asset to access components that provide other information such as cost history, depreciation and retirement of an asset.

Section 3 – Lesson 1 Exercises

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Parent-Child Assets

Scenario 1: Linking Parent-Child Assets

Scenario 2: Reviewing Parent-Child Information

Select the following link for the exercise:

[View Section 3, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

CAPPS Asset Management

Section 4 – Adjusting and Transferring Assets

Section 4 - Objectives

After completing this section you will be able to:

- Adjust asset information
- Adjust asset financial information
- Re-categorize assets
- Transfer assets within a business unit

Section 4 - Outline

Adjusting and Transferring Assets

- Adjust Asset Information
- Adjust Financial Information for Assets
- Re-categorizing Assets
- Transfer Assets within a Business Unit

Cost Adjustment/Transfer of an Asset

- In CAPPS, asset cost can be changed using a dollar amount or a percentage change.
- In CAPPS, asset transfers can have a financial or non-financial impact.
- The Non-Financial Asset Transfers are performed in the Basic Add Page and comprises of Change in Asset Location and change in Asset Custodian.
- In CAPPS, the Inter-Agency Asset Transfers are initiated in SPA, and once completed, it is entered in CAPPS.
- The Financial Asset Transfers are generally comprised by transferring Asset between different chartfields.

Section 4 – Lesson 1 Exercises

Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Adjusting/Transferring Assets

CAPPS Asset Management

Scenario 1: Adjusting Asset Information

Scenario 2: Adjusting Asset Financial Information

Scenario 3: Re-categorizing Assets

Scenario 4: Transferring Assets within a Business Unit

Select the following link for the exercise:

[View Section 4, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 5 - Retiring Assets

Section 5 - Objectives

After completing this section you will be able to:

- Retire an asset
- Reinstate a retired asset

Section 5 – Lesson 1 Outline

Retiring Assets

- Retire an asset as missing
- View the retired missing asset
- Reinstating assets that were previously retired

Section 5 – Lesson 1

Retiring Assets

- CAPPS allows you to retire an asset and record all the necessary financial impact in the system.
- CAPPS allows you to retire and dispose of assets using all the SPA hard disposal methods. The soft disposals are initiated in SPA.
- In the retirement exercise, an example of Hard Disposal Asset is illustrated.
- CAPPS allows retired assets to be reinstated and the reinstatement is performed from the same Retirement page.
- CAPPS allows the update to the appropriate depreciation tables with the newly reinstated asset information.

CAPPS Asset Management

Asset Re-categorization

The asset re-categorization is performed when a user has entered a wrong asset category, and asset re-categorization allows the user to correct the category of an asset. The asset re-categorization has a financial impact.

Section 5, Lesson 1 Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Retiring Assets

Scenario 1: Classifying Disposition of Assets, Retiring as Missing and Viewing Retired Assets

Scenario 2: Reinstating a Retired Asset

Select the following link for the exercise:

[View Section 5, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 6 - Depreciating Assets

Section 6 - Objectives

After completing this section you will be able to:

- Process depreciation calculations
- View depreciation
- Load the Depreciation Reporting Table Process

Section 6 – Lesson 1 Outline

Depreciating Assets

- View depreciation status
- Run the depreciation process
- Review open transaction status
- Run the depreciation reporting table process

CAPPS Asset Management

Section 6 - Lesson 1

Depreciating Assets

- CAPPS Asset Management enables you to calculate asset depreciation and allows 18,000 different scenarios/methods for computing depreciation.
- In CAPPS, depreciation is computed and calculated based on based on the asset's life, depreciable cost basis, placed-in-service date, etc.
- In CAPPS, Assets are depreciated based on a straight line method.
- CAPPS allows asset depreciation for different types of asset transactions, i.e., Asset Add, Adjustment, Retirement and transfer, etc.

Section 6 – Lesson 1 Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

Depreciating Assets

Scenario 1: Processing and Viewing Depreciation

Scenario 2: Reviewing Open Transaction Status

Scenario 3: Running the Depreciation Reporting Table process

Select the following link for the exercise:

[View Section 6, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 7 - Creating Accounting Entries

Section 7 – Objectives

After completing this section you will be able to:

- Run the Create Accounting Entries process
- Review Financial Entries
- Run the Depreciation Close process
- Close the Period

CAPPS Asset Management

Section 7 – Lesson 1 Outline

Creating Accounting Entries

- Run the Create Accounting Entries Process
- Use the Review Financial Entries component to review the associated accounting entry detail for each asset
- Run the Depreciation Close process to generate period depreciation entries for all depreciable assets in an accounting period
- Closing out the period in Asset Management

CAPPS Asset Helpful Tips

- Management (AM) allows you to generate Accounting Entries for all the financial transactions pertaining to Assets.
- AM Accounting entries are created for Asset additions, adjustments, retirement, re-categorization, etc.
- The Deprecation Close Process generated accounting entries for depreciation expenses.
- The Asset Accounting Periods are closed to ensure that a user does not make any new transactions in the closed period.

Creating Accounting Entries Process

When you run the Create Accounting Entries process (AM_AMAEDIST), the system applies the associated accounting entry templates (AETs) to open transactions. The system uses the following information from the asset transaction to determine which AET to apply for accounting entry creation:

- Accounting entry template ID
- Category
- Cost type
- Transaction type
- Transaction code
- Accounting entries can be created for an entire business unit, a single asset, or a range of assets
- After creating accounting entries, you can use the Review Financial Entries component to review the associated accounting entry detail for each asset

Section 7 – Lesson 1 Exercises

The exercises below provide step-by-step instructions on how to perform the following task in CAPPS:

CAPPS Asset Management

Creating Accounting Entries

Scenario 1: Creating and Reviewing Accounting and Depreciation Entries

Scenario 2: Closing Depreciation

Scenario 3: Closing an Asset Accounting Period

Select the following link for the exercise:

[View Section 7, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 8 - Receiving an Asset

Section 8 - Objectives

After completing this section you will be able to:

- Receive an Asset using CAPPS Asset Management

Section 8 – Lesson 1 Outline

Receiving an Asset

- Receive an asset into Asset Management

Section 8 - Lesson 1

Receiving an Asset

- CAPPS provides a seamless integration between Purchasing-Receiving-Accounts Payable-and Asset Management.
- In CAPPS Purchasing, you can receive Asset Items, Inventory Items, and Non Asset/Inventory Items.
- When receiving an Asset Item, a receiver enters Asset related information, i.e. Asset Tag number, custodian, serial number, etc.
- Receiving is also covered in the Purchasing Training.

CAPPS Asset Management

Section 8 – Lesson 1 Exercise

The exercise below provides step-by-step instructions on how to perform the following task in CAPPS:

Receiving an Asset

Scenario 1: Receiving an Asset

Select the following link for the exercise:

[View Section 8, Lesson 1 Exercise](#). After completing the exercise, close the browser tab and return to the course. Once you have returned to the course select next to continue.

Section 9 - Integration

Integrating with other CAPPS Applications

Section 9 - Objectives

After completing this section you will be able to:

- Navigate to CAPPS interfaces.
- List the various CAPPS interfaces. CAPPS sends information to SPA and receives information back from SPA.

Section 9 – Lesson 1 Outline

SPA Interfaces

- Interface Navigation
- Interfaces Available

The diagram of SPA interfaces shows the navigation path in CAPPS to the SPA Interfaces:

Main menu > CAPPS Statewide > Statewide Interfaces > SPA Interfaces

SPA Interfaces

SPA Extract Process (TX_SPA000):

- This program retrieves two SPA extract files (All Active Property and One Year Disposal as well as the Balances) and loads them into a CAPPS table. The Production of extract files can be requested online in SPA.

SPA Reconciliation Report (TX_SPA001):

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- This Program compares the SPA extract data to CAPPS data and populates a reporting table with the discrepancies.

CAPPS to SPA Interface (TX_SPA002):

- This program is used to load the new staging table that is used as the source for generating the SPA outbound file. The program can be run in either test mode (to preview the file) or actual transmit mode.

CAPPS to SPA Txn File Transmit (TX_SPA004)

- This program takes eligible data from the staging table and creates the outbound file in the format prescribed by SPA and places it in the i/o area ready to load into SPA. SPA production automatically sweeps and processes files once per day (mid-afternoon).

SPA Transaction Status Update (TX_SPA005)

- This program retrieves the SPA "PROCESS" file and updates the Pass/Fail status of each line in the staging table associated with the run.

SPA Delete Test Run (TX_SPA006)

- This program allows you to delete test runs in CAPPS.

Section 10 – Review

Course Summary

Congratulations, you have completed this course. You learned the following regarding CAPPS Asset Management:

- How to add and maintain assets
- How to maintain parent and child assets
- How to adjust and transfer assets
- How to work with asset budgeting
- How to retire assets
- How to process depreciation
- How to create accounting entries
- How to interface with other applications

You are now ready to move on to your next course, see you there!

I hope you enjoyed your training!

This course is almost complete. It's now time to review what you've learned in this course.

CAPPS Asset Management

Knowledge Check

Next you will be presented with a series of questions covering important things to remember from this Asset Management course.

[Knowledge Check](#)

To begin select the Knowledge Check link. After completing the knowledge check, close the browser tab and return to the course.

This completes the course. See you next time!