

Asset and eProcurement

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Agenda

- AM Jargon
- New AM related Security in eProcurement

AM Jargon

- **Asset Flag**
 - Refers to the existence of an asset business unit and profile ID on a PO or requisition.
- **Profile ID**
 - Controls depreciation and accounting entries created by the asset
 - The profile id is the system identifier of an asset line in AP and Epro
- **Capital Account**
 - All account codes that begin with 55XXXX.
- **Pending Link**
 - Found on the asset lines of receivers in the AM Status column.
 - Only exists on asset flagged lines of a receiver
 - It is the 'asset flag' of the receiver
 - It is link to the fields where asset related information can be entered.
- **Capital Project**
 - Any project with 'capital project' attribute set equal to 'Yes' by your project staff.

Asset Flagged Requisition Line

ENGCOMPASS

Home Worklist Add to Favorites Sign out

Create Requisition

1. Define Requisition 2. Add Items and Services 3. Review and Submit

Review the details of your requisition, make any necessary changes, and submit it for approval.

Business Unit: 00800 Indiana Dept of Transportation
'Requester': J012722 Allstatt,Judy-800
Requisition Name: 123 - Example Requisition Priority: Medium

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Example Asset Item		1.0000	Each	1.000	1.000

Select All / Deselect All

Add to favorites Modify Line / Shipping / Accounting Delete

'Requisition Type':

Justification/Comments

Send to Vendor Show at Receipt Show at Voucher

Check Budget

Save as Template

Save & submit Save & preview approvals Cancel requisition Find more items

ENGCOMPASS

Home Worklist Add to Favorites Sign out

Business Unit: 00800 Indiana Dept of Transportation
'Requester': J012722 Allstatt,Judy-800
Requisition Name: 123 - Example Requisition Priority: Medium

Requisition Lines

Line	Description	Vendor Name	Quantity	UOM	Price	Total
1	Example Asset Item		1.0000	Each	1.000	1.000

Consolidate with other Reqs Override Suggested Vendor

Shipping Line: 1 Due Date: 03/10/2008 Quantity: 1.0000
Status: Active 'Ship To: 800IDOT140 Modify Shipping Address
Attention: Allstatt,Judy-800
'Distribute by: Qty SpeedChart:

Accounting Lines

AM Business Unit	Profile ID	Tag Number	CAP #	Sequence	EmpID	Capitalize	Cost Type
00800	50808						

Select All / Deselect All

Add to favorites Modify Line / Shipping / Accounting Delete

The existence of the AM Business Unit and the Profile ID on the requisition line means that this line has been identified as an asset.

Asset Flagged PO Line

Sand Box

Maintain Purchase Order

Distributions for Schedule 1

Unit: 00800 Vendor: SOUTHEASTE-001
PO ID: 0008805617 Item: [TANDEM AXLE, STANDARD CAB & CHASSIS WITH BITUMINOUS ASPHALT DIS PER ATTACHED SPECIFICATIONS](#)
Line: 1
Schett: 1 Status: Active
Distribute by: Quantity Schedule Qty: 1.0000
SpeedChart: Merchandise Amt: 164400.000 USD
Doc. Base Amount: 164400.000 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	PO Qty	Amount	Currency	GL Unit	Fund	'Account	Program	Dept	Bud Ref	PC Bus Unit	Project
1	Open	100.0	1.0000	164400.000	USD	00800	30516	555518	89112	065383	2008		

OK Cancel Refresh

Sand Box

Maintain Purchase Order

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Doc. Base Amount: 164400.000 USD

Distribution

Chartfields Details/Tax Asset Information Req Detail Statuses

Dist	Status	Percent	AM Unit	Profile ID	CAP.#	Sequence	Tax Number	EmolID	Capitalize	Cost Type	Description
1	Open	100.0	00800	10101							

OK Cancel Refresh

The existence of the AM Business Unit and the Profile ID on the PO line means that this line has been identified as an asset.

Pending Link on an Asset Receipt

Maintain Receipts

Receiving

Business Unit: 00800 Receipt Status: Open ✘

Receipt ID: NEXT [Add Comments](#) [Activities](#)

[Header Details](#)

▶ Header

[Select Purchase Order](#)

Receipt Lines [Customize](#) | [Find](#) | [View All](#) | [First](#) ◀ 1 of 1 ▶ [Last](#)

Receipt Lines [More Details](#) [Links and Status](#) [Item / Mfg Data](#) [Optional Input](#) [Source Information](#) [...](#)

Line	Item	Description	Price	Receipt Qty	*Recv UOM	Accept Qty	Status	Serial	Device Track	Stock UOM	AM Status	Device Track
1		Demo Asset Receiving	100.00000	5.0000	EA <input type="text"/>	5.0000	Open	<input checked="" type="checkbox"/>	<input type="checkbox"/>	EA <input type="text"/>	Pending	Device Track ✘

Interface Receipt [Print Delivery Report](#) [Run PO Receipt Accrual](#) [Interface Asset Information](#)

[Save](#) [Notify](#) [Refresh](#) [+ Add](#) [...](#)



****New Security****

Receiving

Additional information required on receivers for lines identified as assets

Currently asset related receiver lines where the cost is greater than or equal to \$500 require a tag, custodian and location to be added in order to save successfully. However, if the asset related receiver is under the \$500 threshold the receiver does not require the entry person to add the tag, custodian and location. Effective 12/13/2010 if a receiver line is identified as an asset (AM Business Unit and Profile Id are populated on the document line) then all required asset information will be required regardless of the account code used or the dollar amount of the item in order to successfully save the receiver. This process should focus attention on items that probably shouldn't be identified as assets so that the account number can be changed and asset profiles can be removed, thereby saving much time in later correcting these errors.

****New Security****

Receiving



****New Security****

Receiving

- Prior to Dec 12, asset information (tag number, custodian, location) was required on asset flagged lines only if the line was greater or equal to \$500.00.
- Since Dec 12, asset information (tag number, custodian, location) is required on all an asset flagged lines.

****New Security****

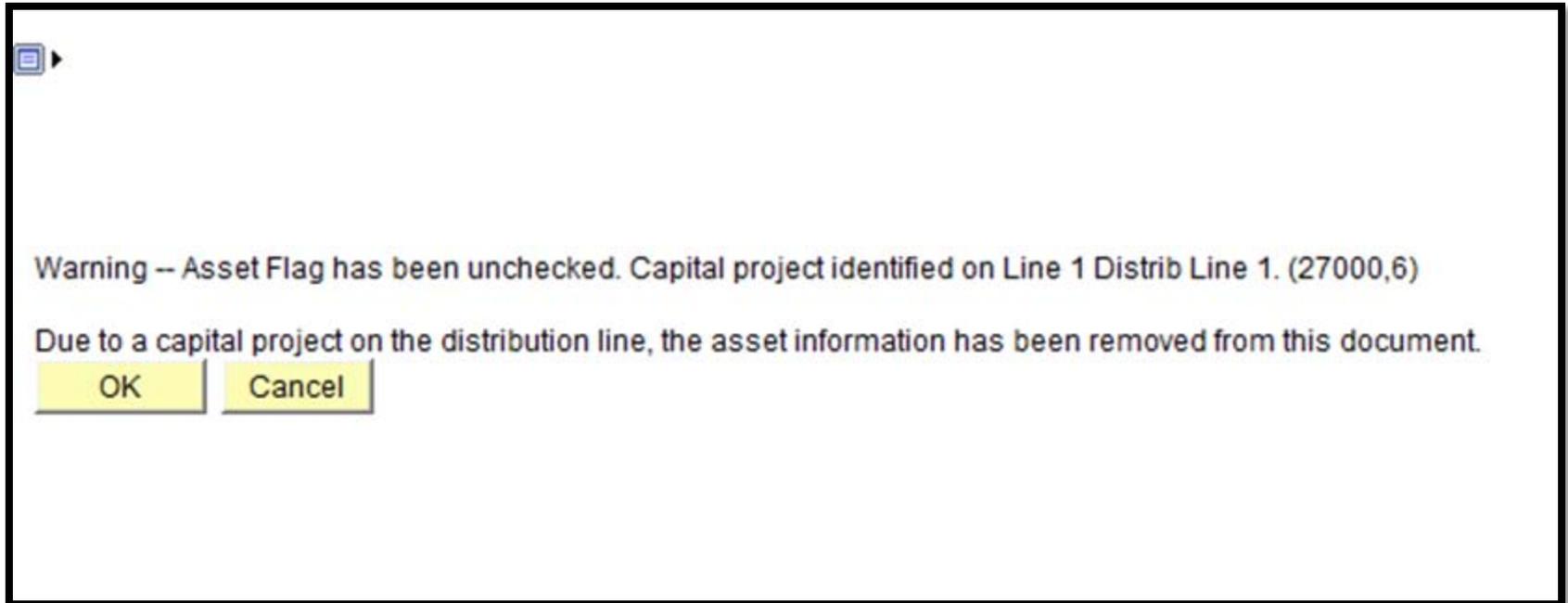
Projects and Requisitions

Asset purchases using Capital Projects

Assets that use a Capital Project number should not interface into AM from Epro/AP documents, they should interface in Project Costing. Once the Capital project is complete the agency AM Entry staff will need to complete a Basic Add to enter the asset into AM. Effective 12/13/2010 there will be an edit in the system that will not allow AM Information to be entered on Epro/AP lines if you are using a Capital Project on that line. The capital project attribute can be found at "Project Costing > Project Definitions > General Information > Project Attributes."

[Original 12/07/2010]

New Security Projects and Requisitions



****New Security****

Projects and Requisitions

- **Makes ePro security match existing Accounts Payable security**
 - The AP security has been in place since Go-Live.
- **Makes the 55X account available without having a profile required.**
- **Prevents pieces of assets from going to AM.**