**State of Kansas**



**High-Level Changes from 9.0 to 9.2 in Asset Management:**

**Asset Management WorkCenter**

***Statewide Management, Accounting and Reporting Tool***

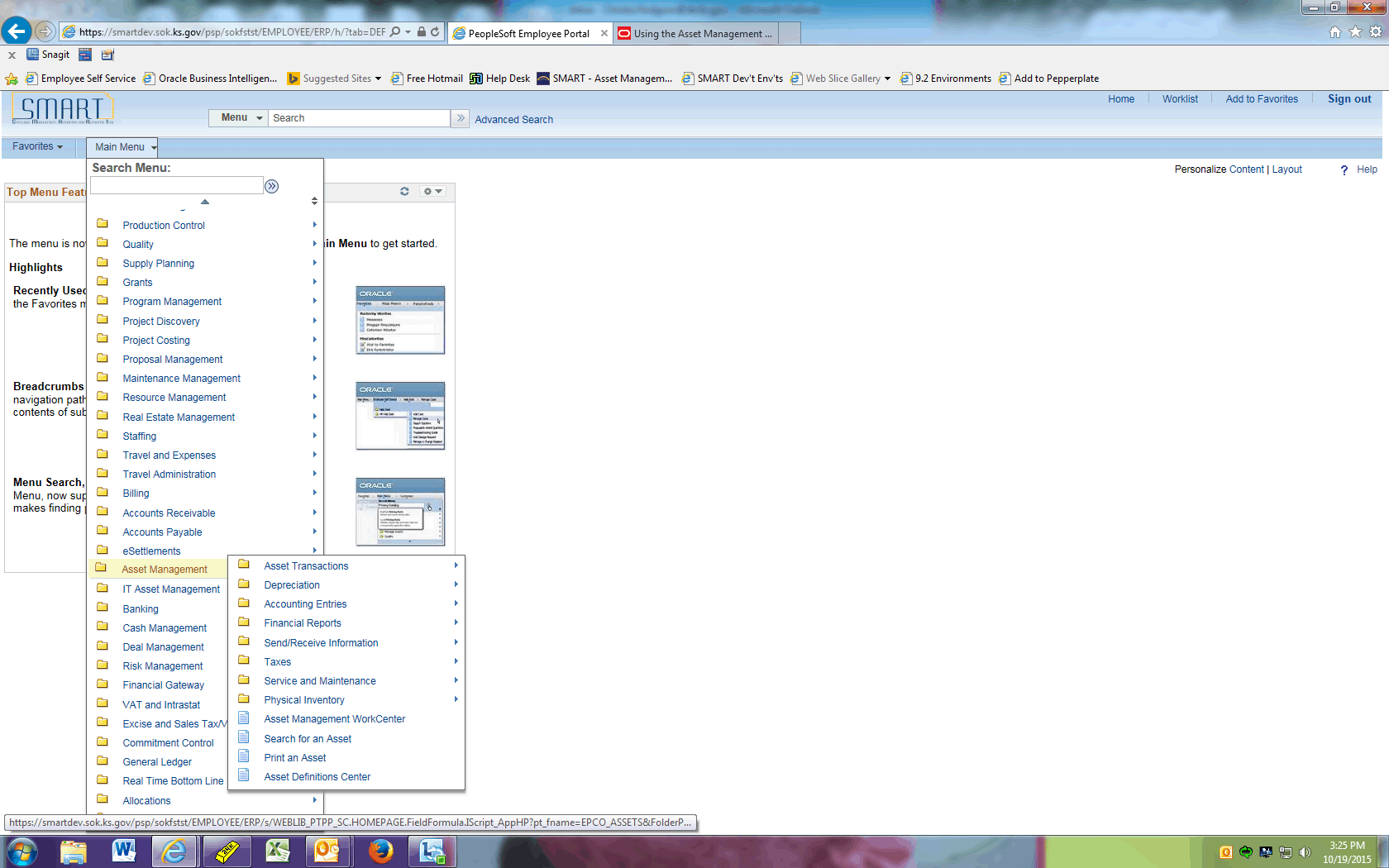
|  |  |
| --- | --- |
| **Date Created:** | 10/28/2015 |
| **Version:** | 1.0 |
| **Last Updated Date:** |  |
| **Purpose:** | *This document highlights one of the changes between 9.0 and 9.2 in the Asset Management module.* |
| **Security:** | * Role Security: The following roles are applicable:   Agency Asset Processor  KS Assets Viewer  BU Security: Business Unit Security is applied. Agencies will only have access to the assets in their Business Unit. |

Procedure

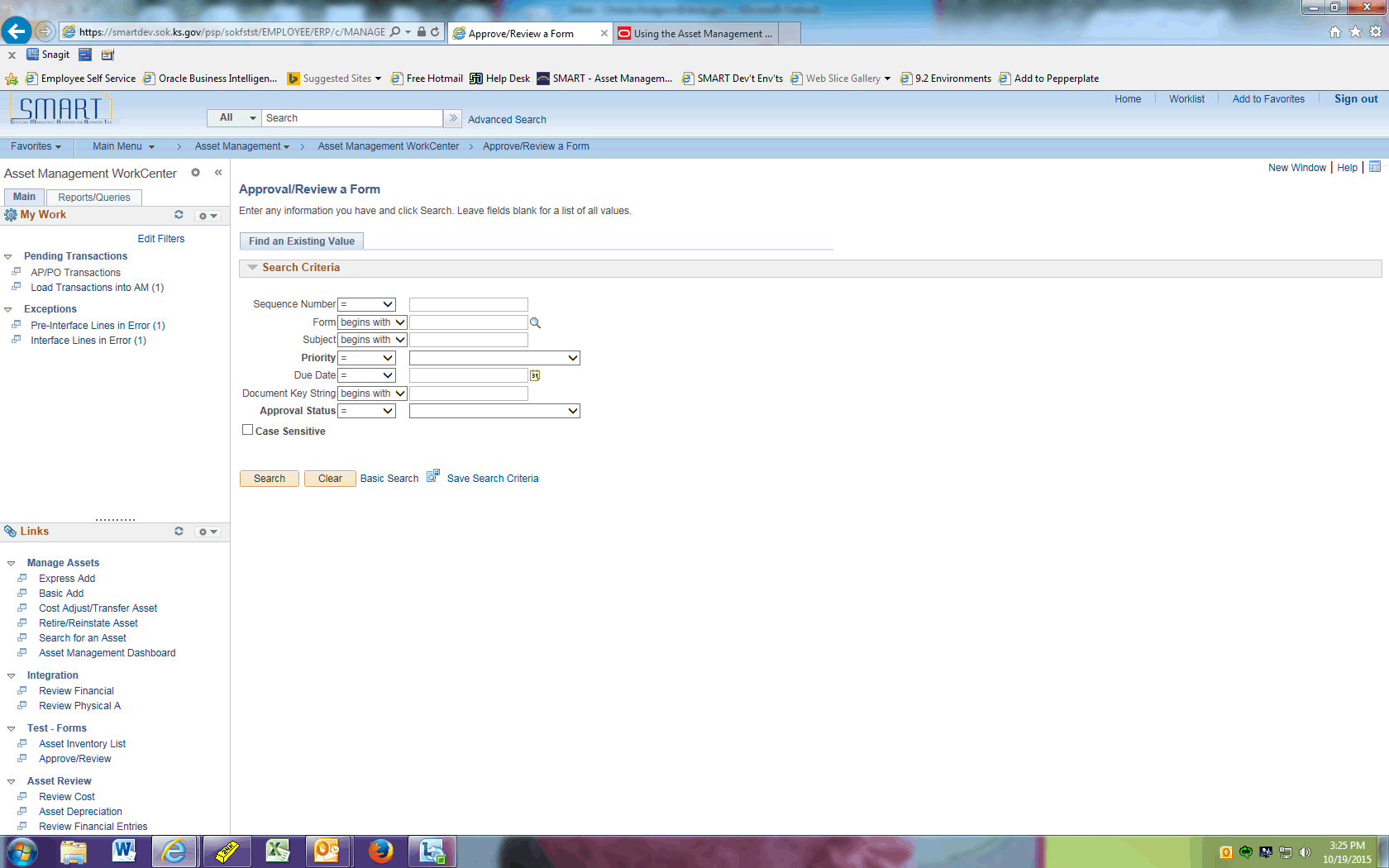
The Asset Management WorkCenter is a one-stop-shop for transaction processing, reporting, error identification, and links to commonly used pages.

Note additional UPKs exist for how to personalize your WorkCenter. This training simply illustrates the features of the Asset Management WorkCenter.

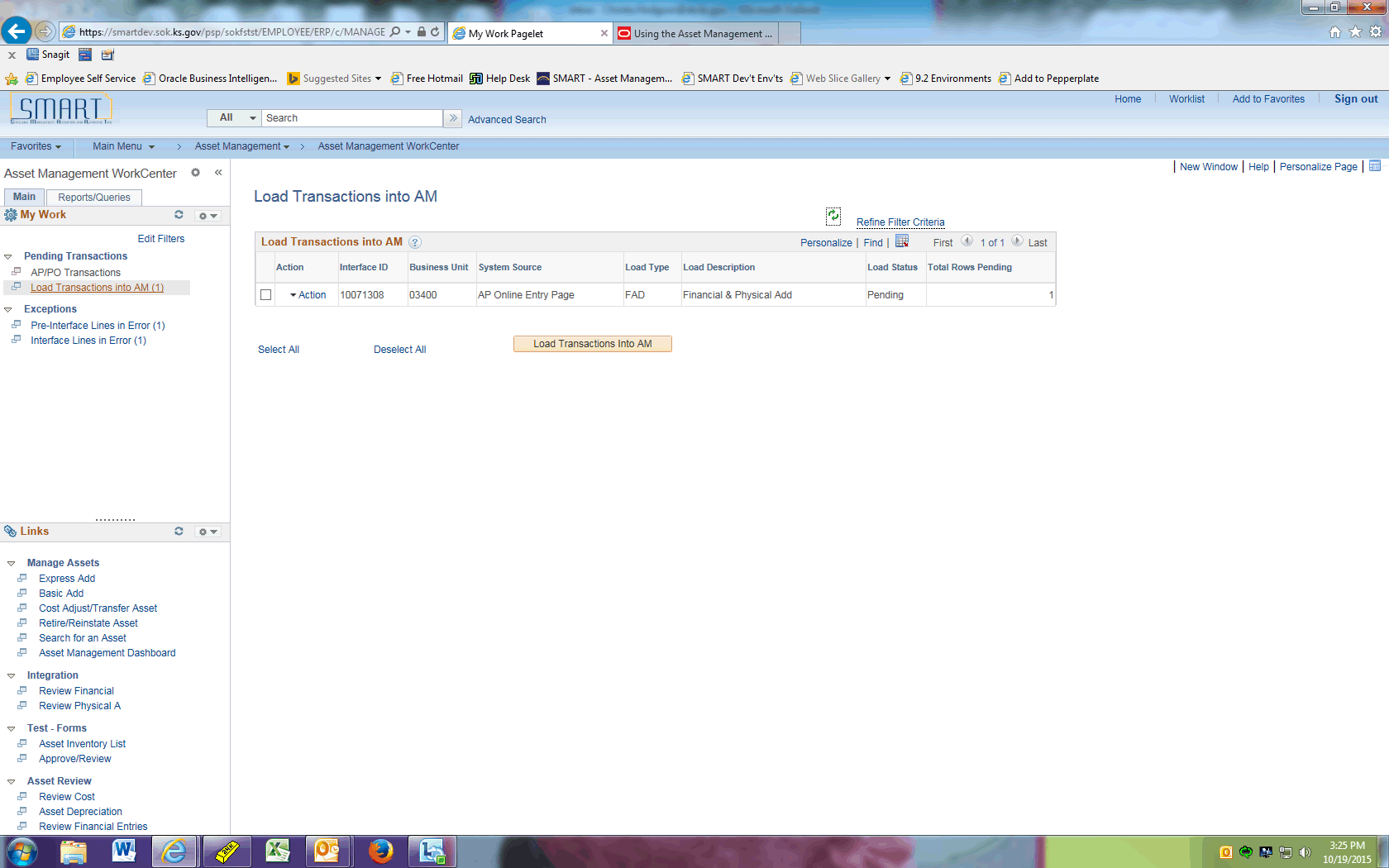
| **Step** | **Action** |
| --- | --- |
|  | Click the **Main Menu** button. |
|  | Click the **Asset Management** menu. |



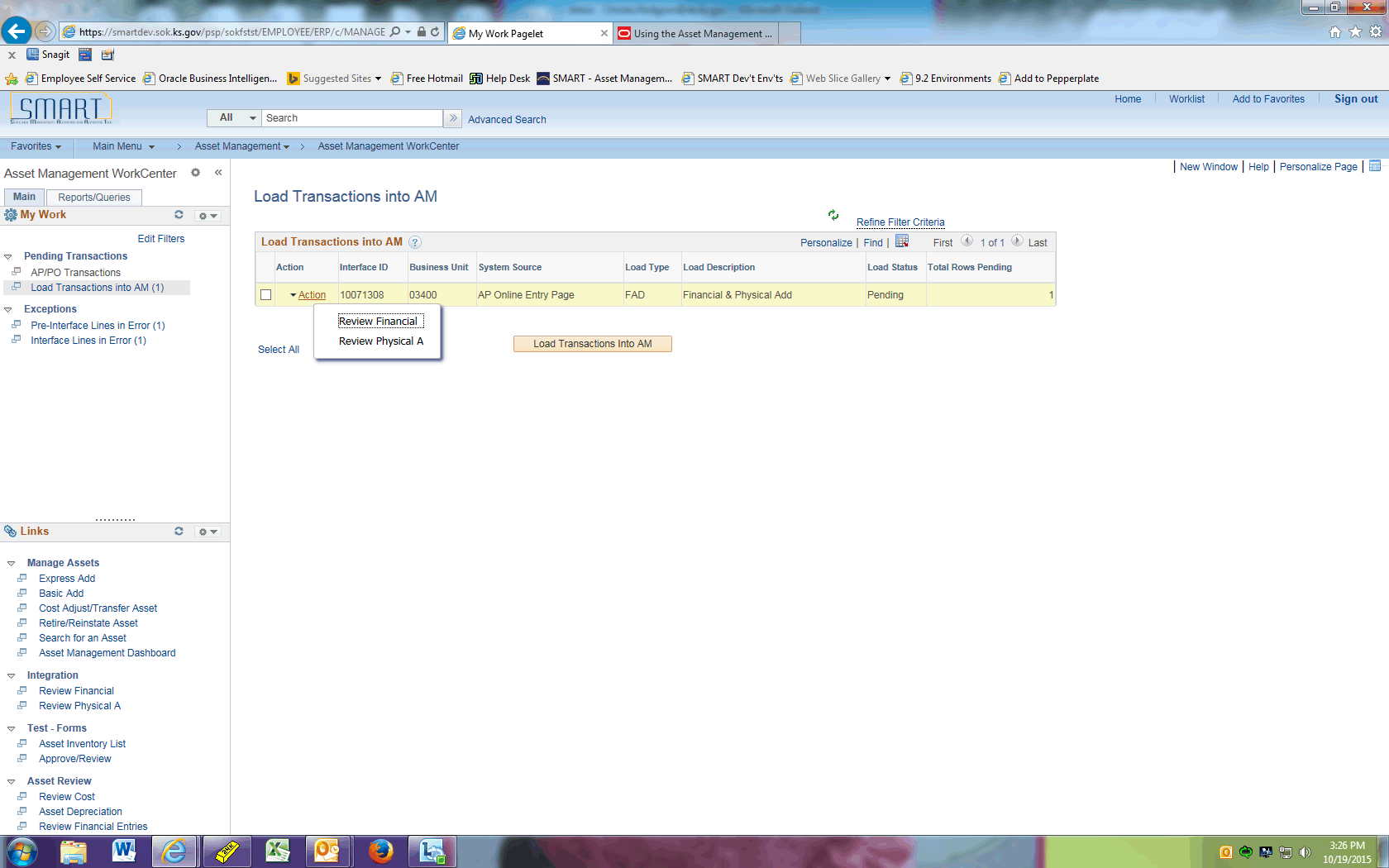
| **Step** | **Action** |
| --- | --- |
|  | Click the **Asset Management WorkCenter** menu. |



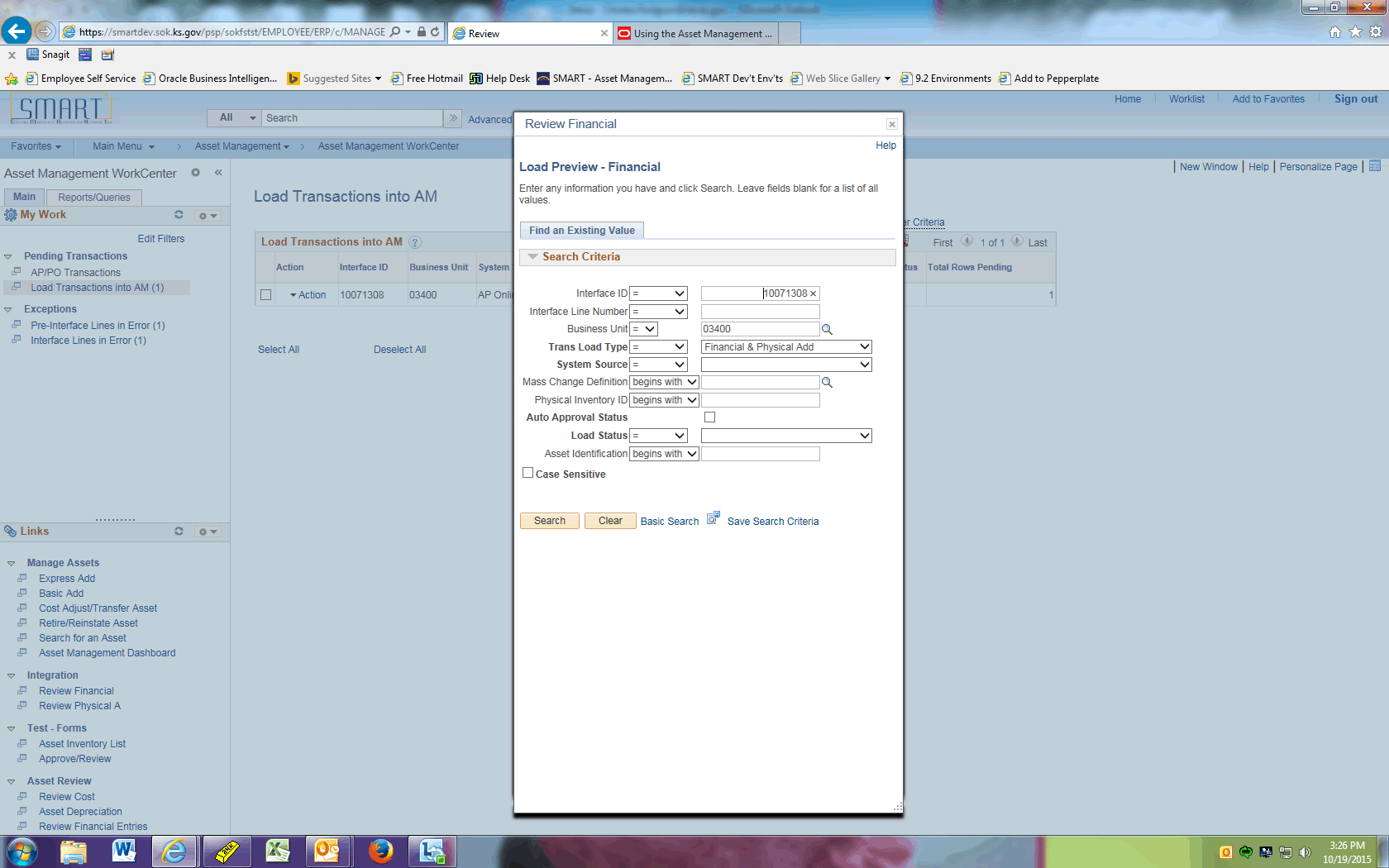
| **Step** | **Action** |
| --- | --- |
|  | The **My Work** pagelet allows you to view and edit your most commonly used components. It can also alert you to items that require your attention.  The **Pending Transactions** group level displays asset transactions with a processing status of Pending and includes these links to transaction areas:  --**AP/PO Transactions**: Review and act upon pending AP or PO transactions  --**Load Transactions into AM**: Review and run the Transaction Loader process (AMIF1000)  The **Exceptions** group level includes links to these transaction areas:  --**Pre-Interface Lines in Error**: Displays pre-interface lines in error and a link to reset transactions to Pending. This type of error will require Central assistance.  **--Interface Lines in Error**: Displays interface lines in error and a link to reset transactions to Pending. This type of error may require Central assistance. |
|  | Click the **Load Transactions into AM** link. |



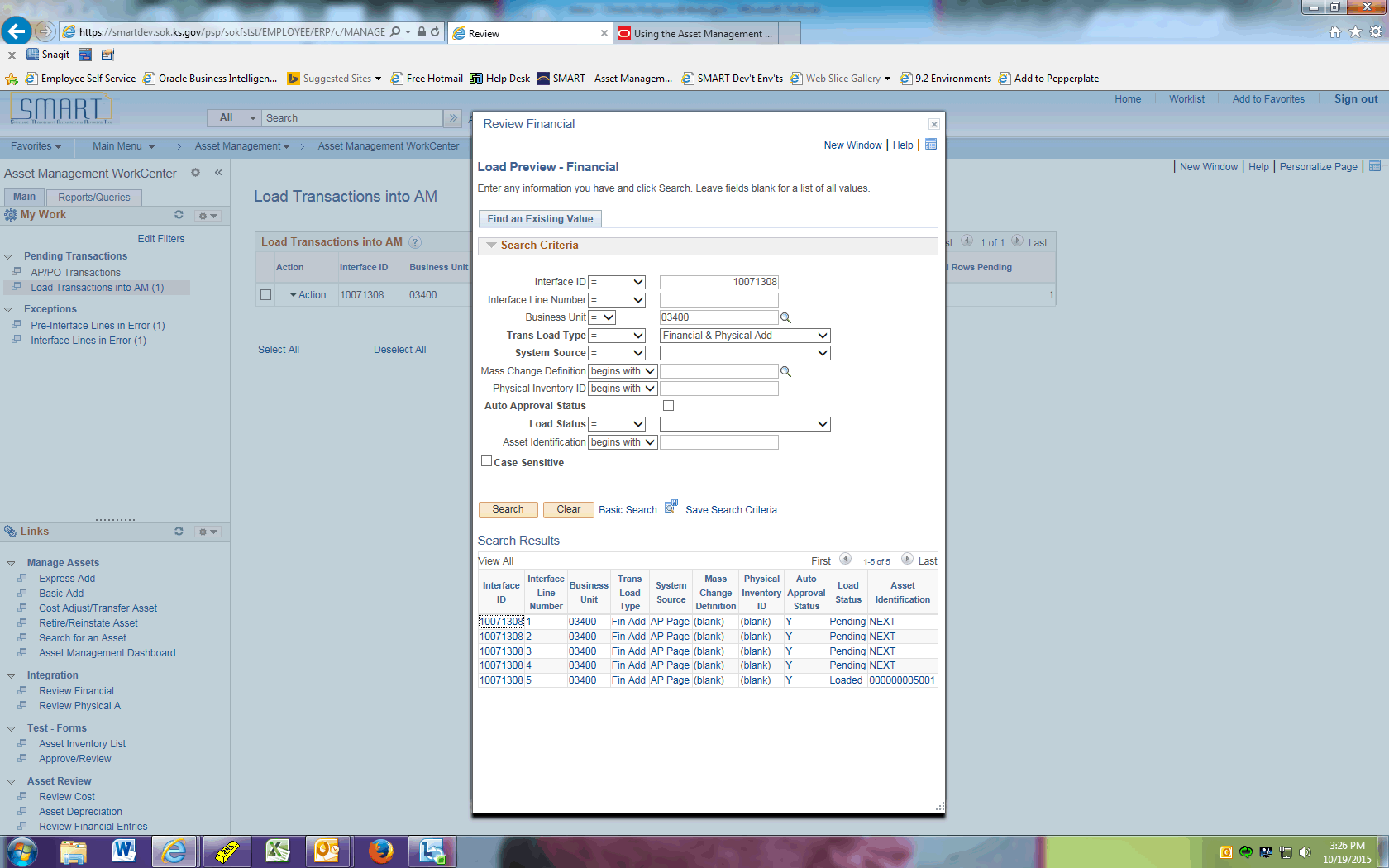
| **Step** | **Action** |
| --- | --- |
|  | Click the **Action** link. |



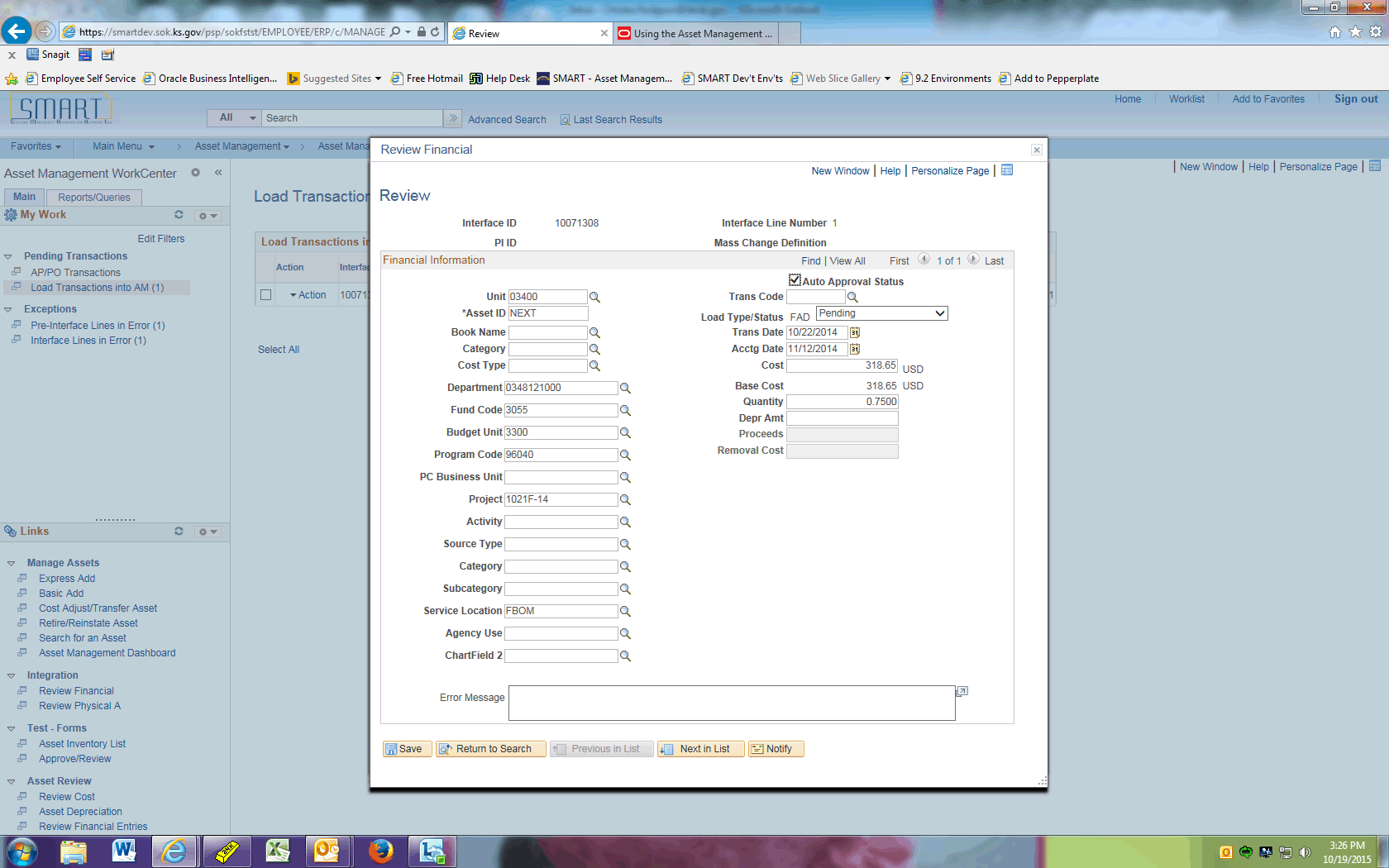
| **Step** | **Action** |
| --- | --- |
|  | Click the **Review Financial** menu. |



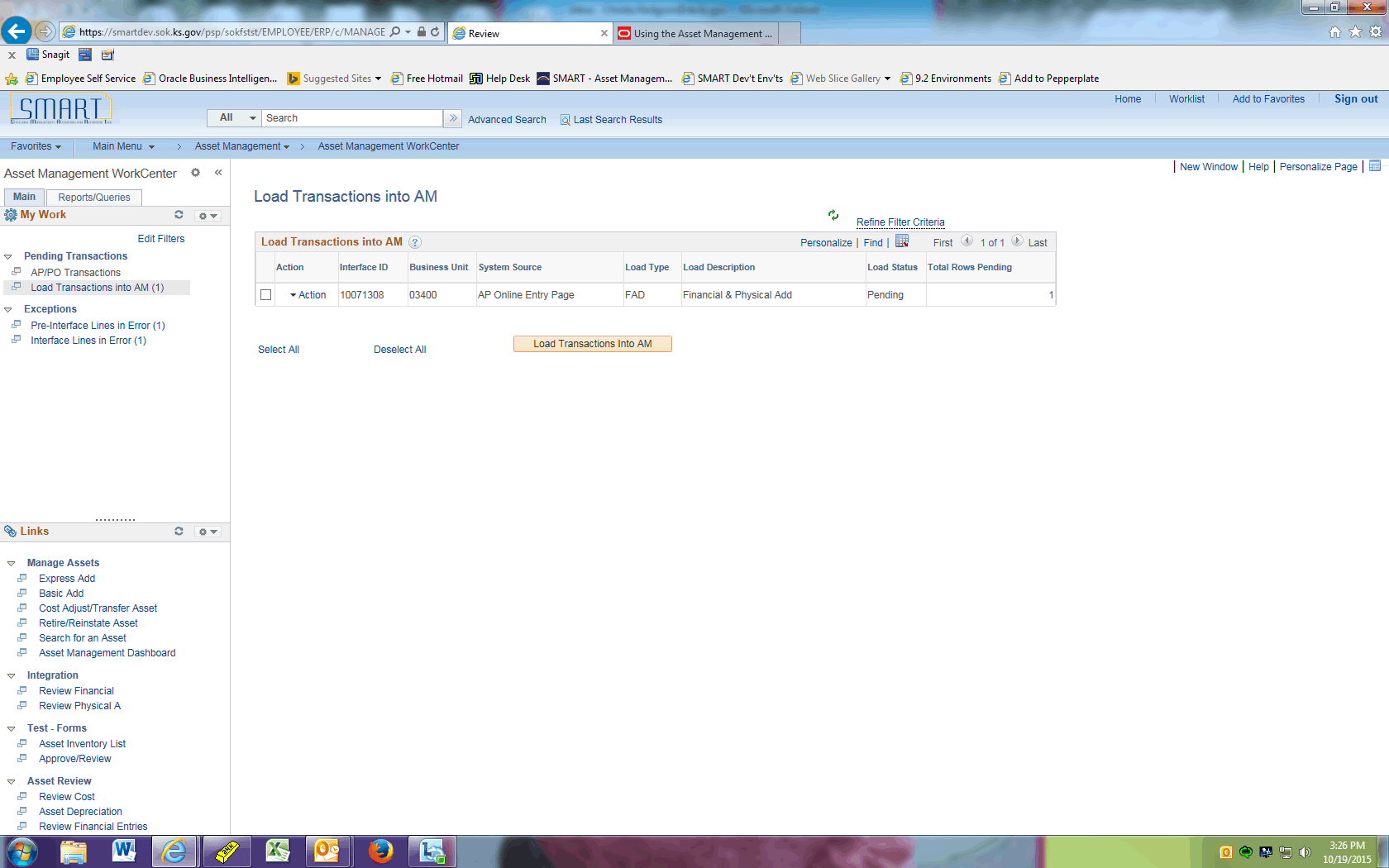
| **Step** | **Action** |
| --- | --- |
|  | Click the **Search** button. |



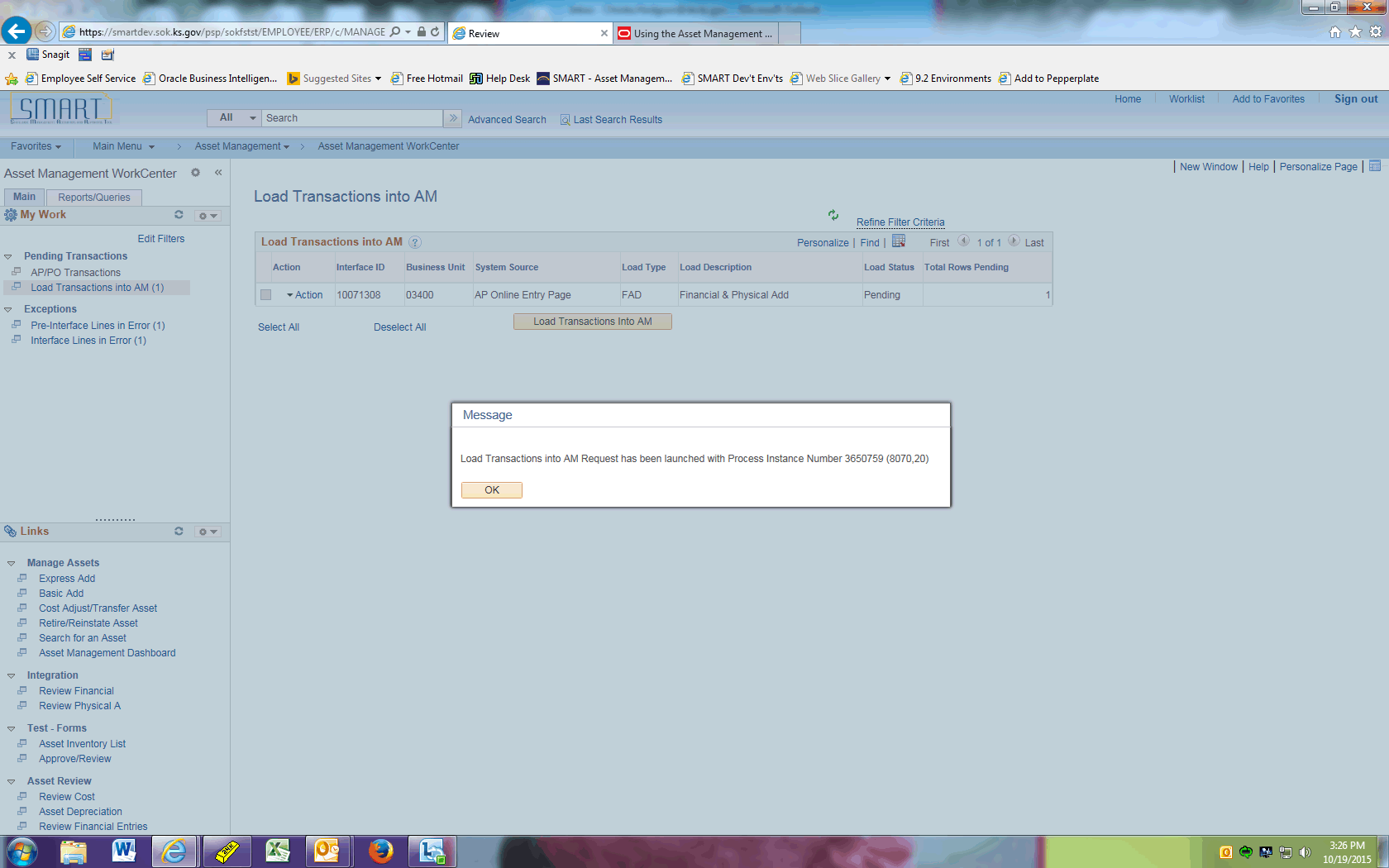
| **Step** | **Action** |
| --- | --- |
|  | For this example, click the first **10071308** link. This allows you to view detailed information about this interface line. This will help you determine whether or not this Interface ID should load. |



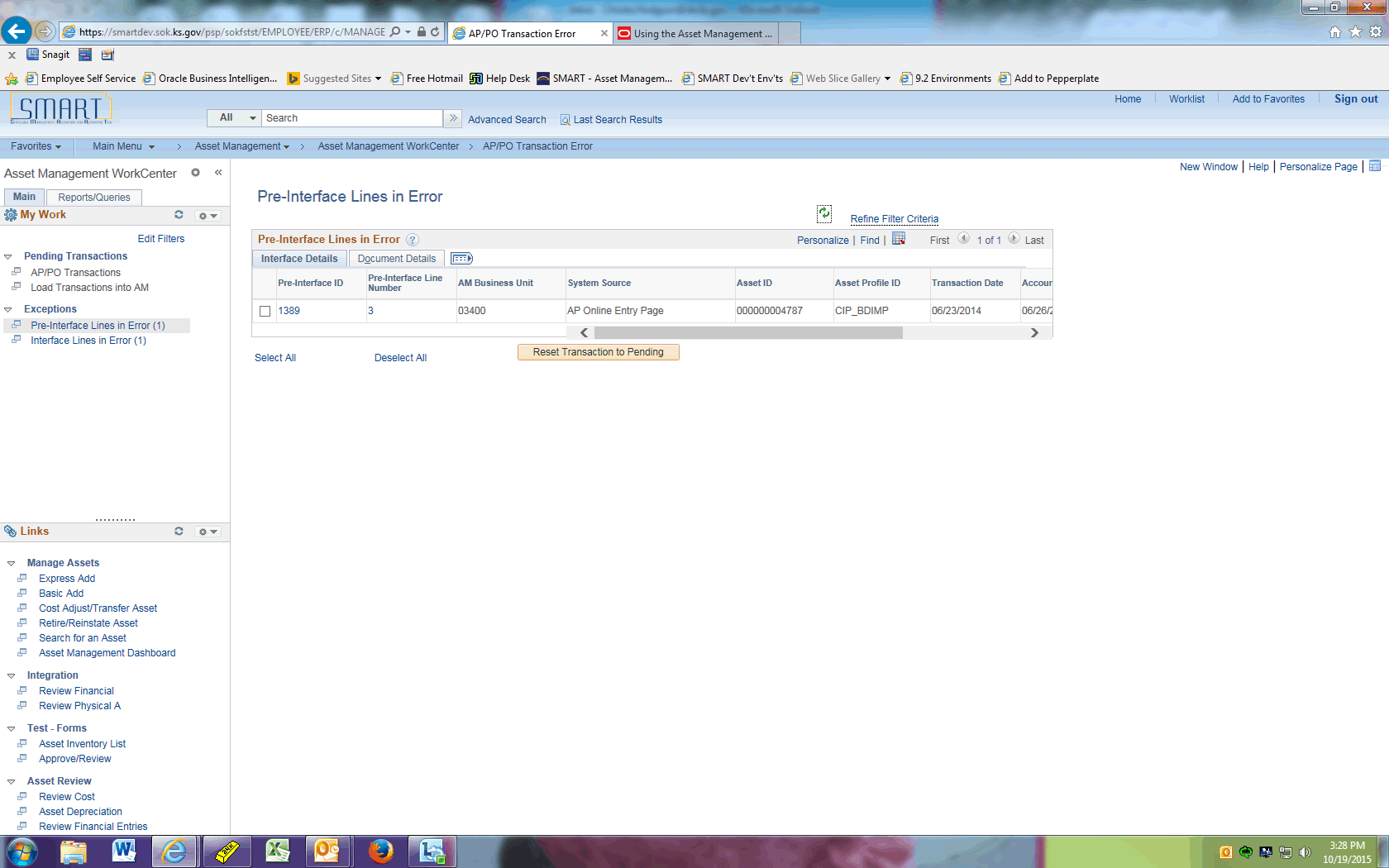
| **Step** | **Action** |
| --- | --- |
|  | Review the data for accuracy.  Click the **Close** link. |



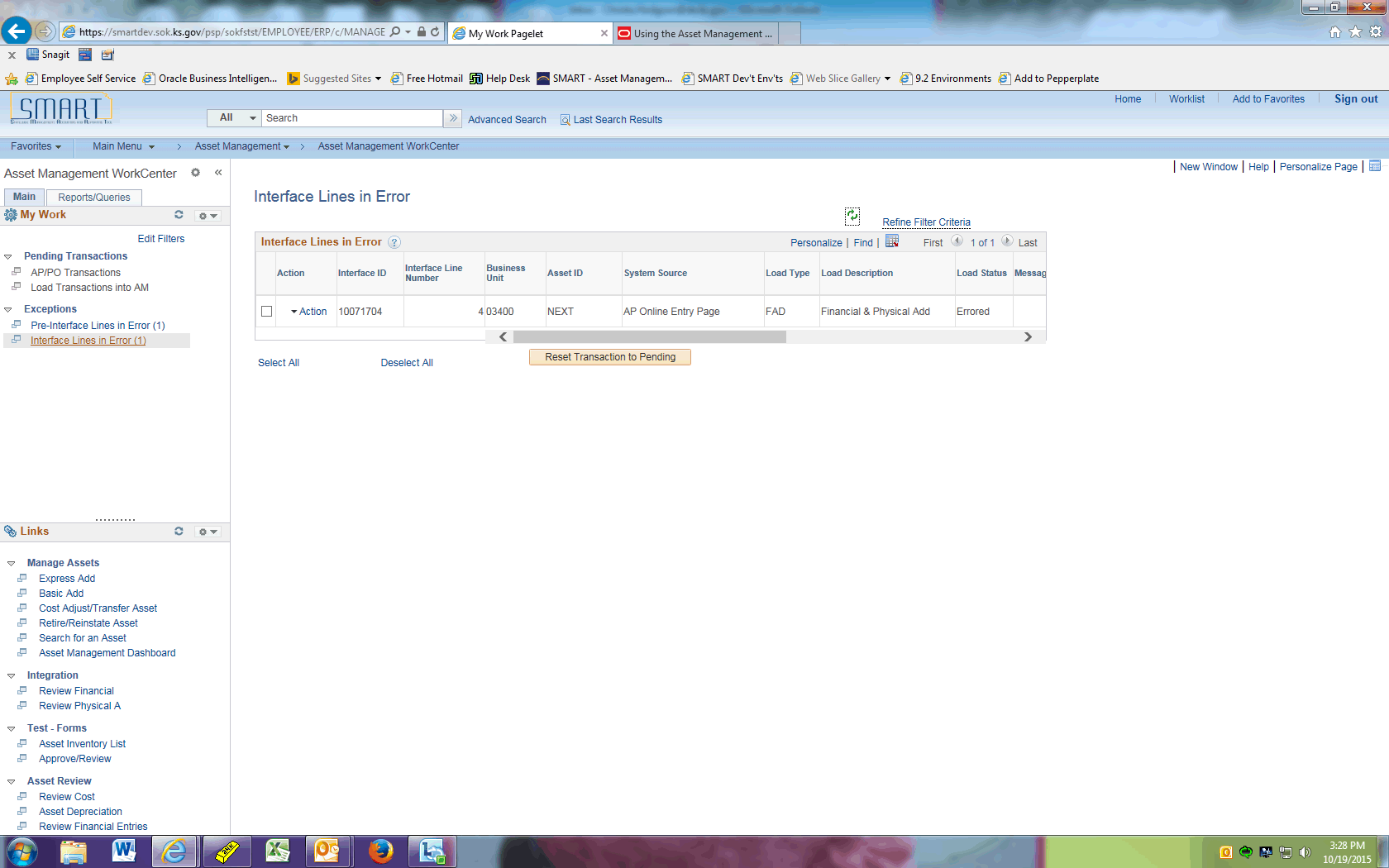
| **Step** | **Action** |
| --- | --- |
|  | Click the option to select this Interface ID to load. |
|  | Click the **Load Transactions Into AM** button. |



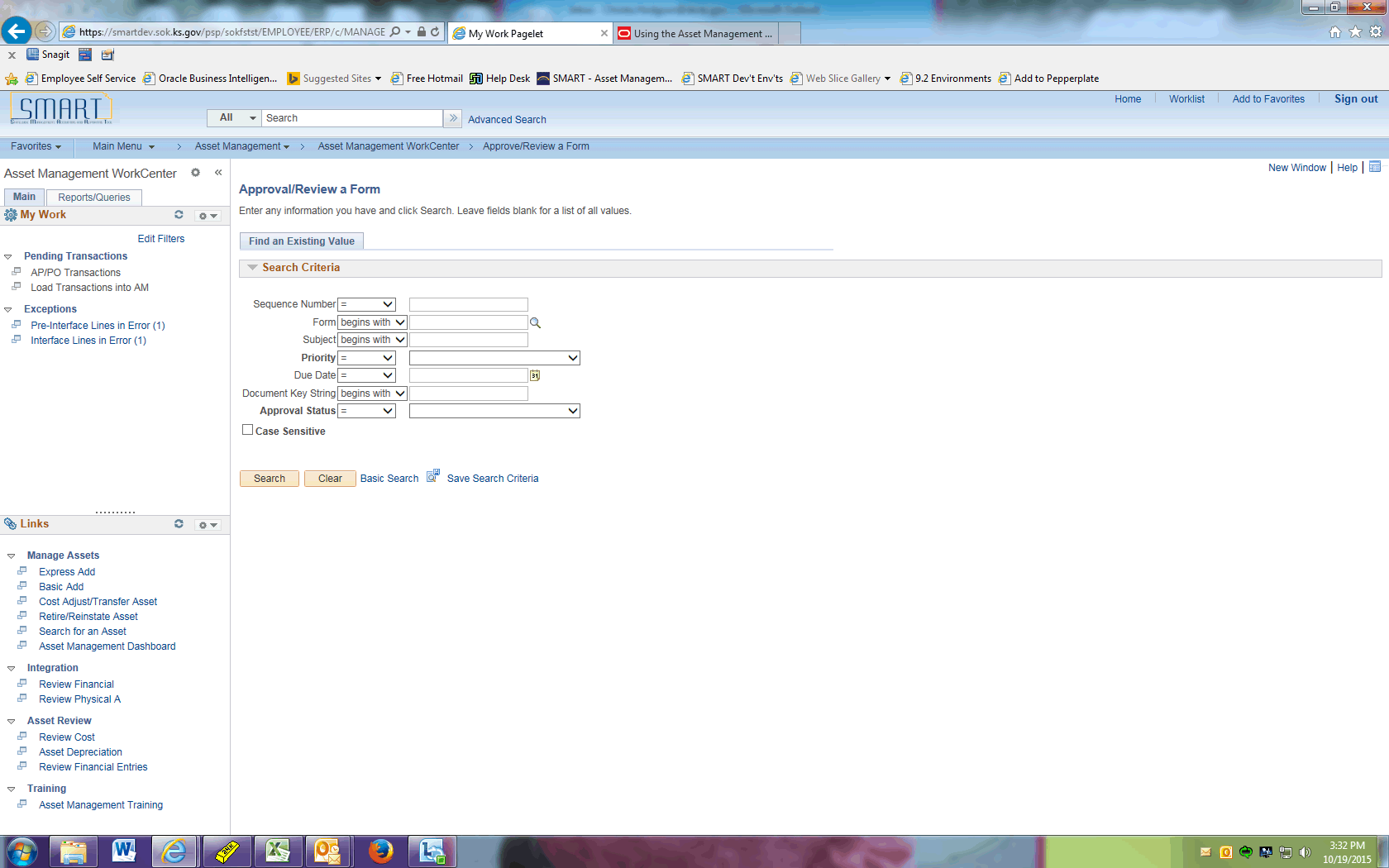
| **Step** | **Action** |
| --- | --- |
|  | Click the button. You have successfully kicked off the Transaction Loader process. |
|  | Click the **Pre-Interface Lines in Error (1)** link. |



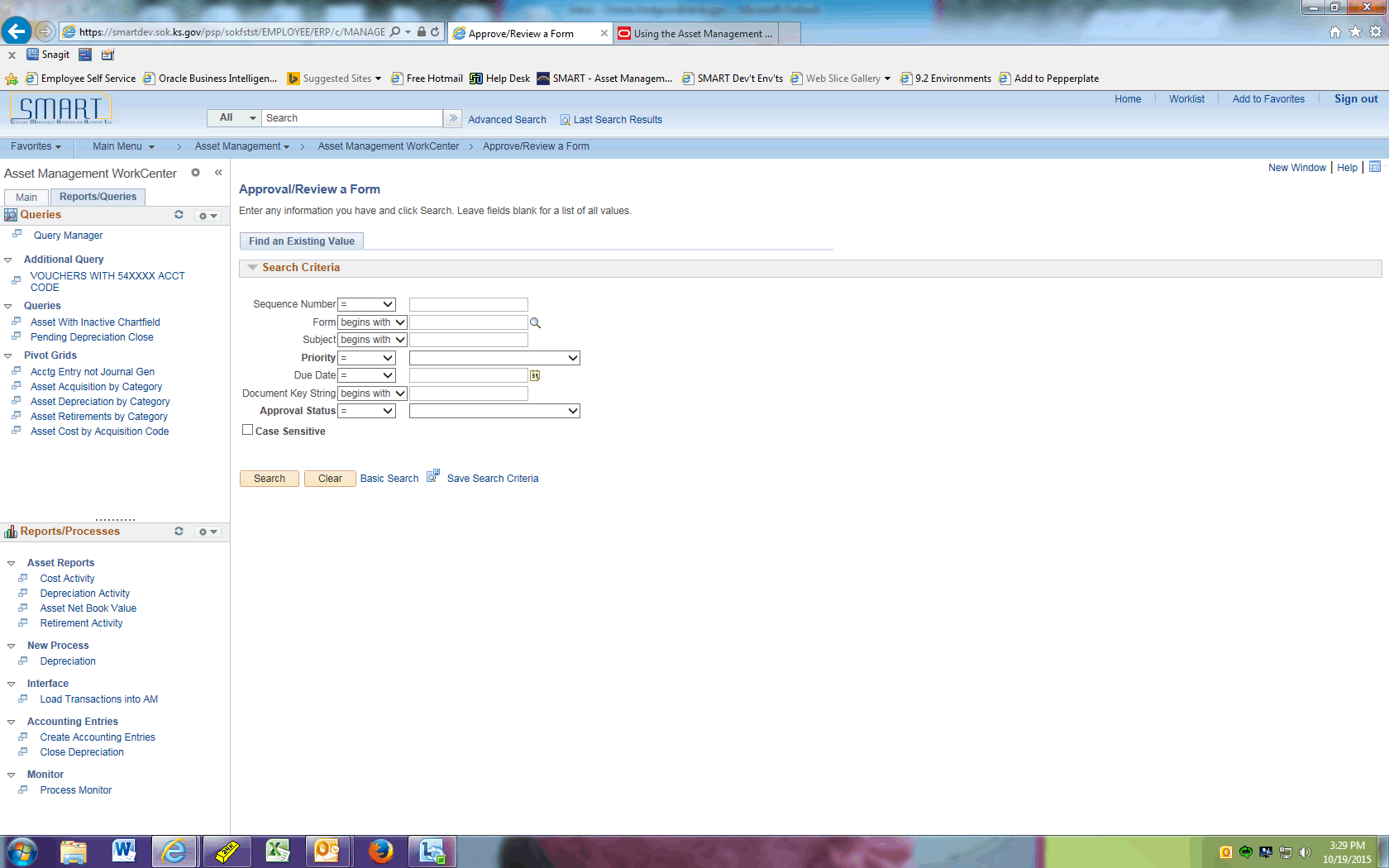
| **Step** | **Action** |
| --- | --- |
|  | This page displays any **Pre-Interface Lines in Error**. This typically occurs when an Interface ID has not been loaded yet and has the same Purchase Order/Voucher as the Pre-Interface ID. That Interface ID must be loaded first before the stuck Pre-Interface ID can be pushed forward. Log a ManageEngine Service Desk ticket for assistance if there are transactions that cannot process further on this page. Central also monitors this on a monthly basis. |
|  | Click the **Interface Lines in Error (1)** link. |



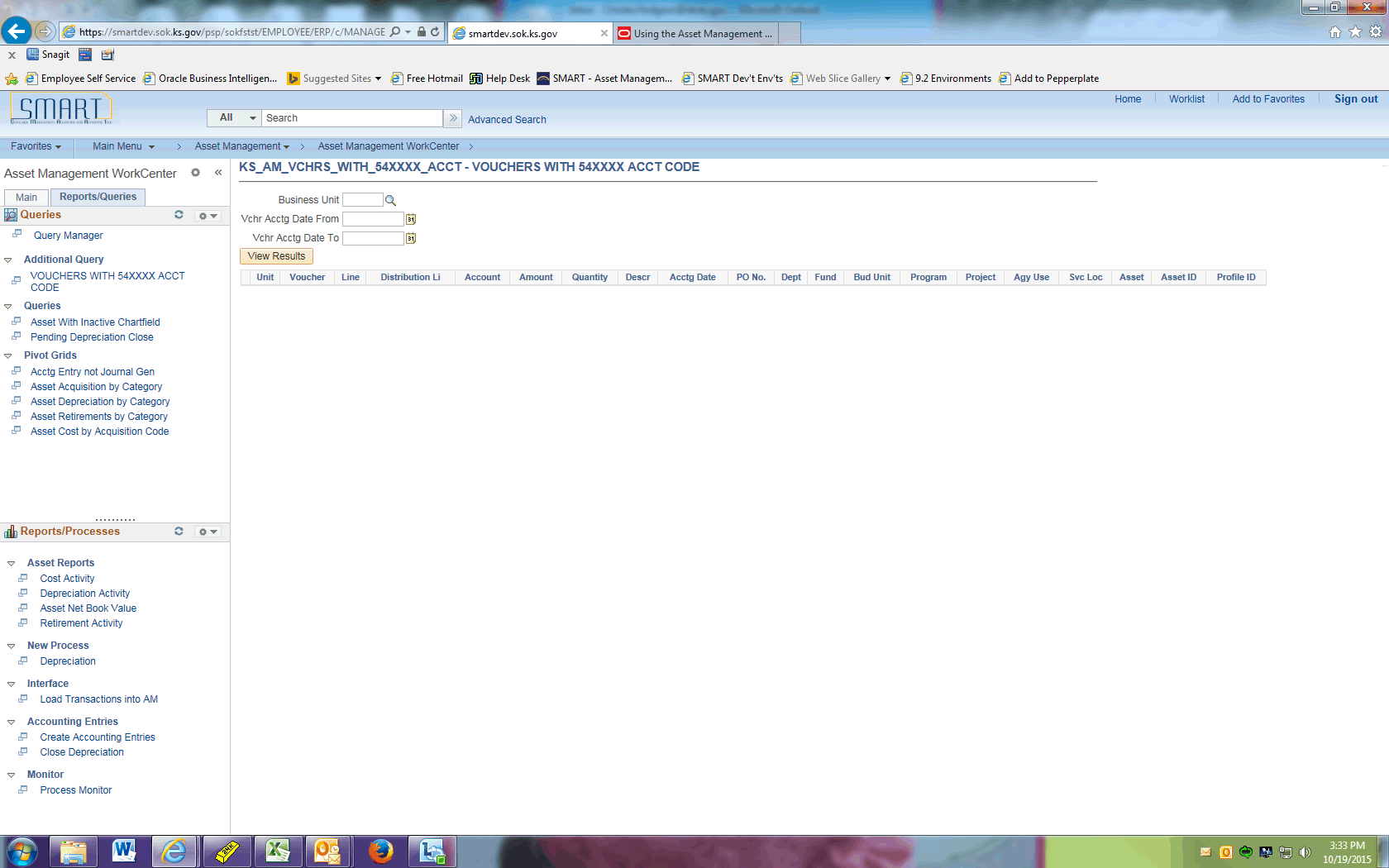
| **Step** | **Action** |
| --- | --- |
|  | The **Interface Lines in Error** page displays any Interface Lines that cannot load due to an error. If you cannot identify the error, please log a Service Desk ticket for assistance. |



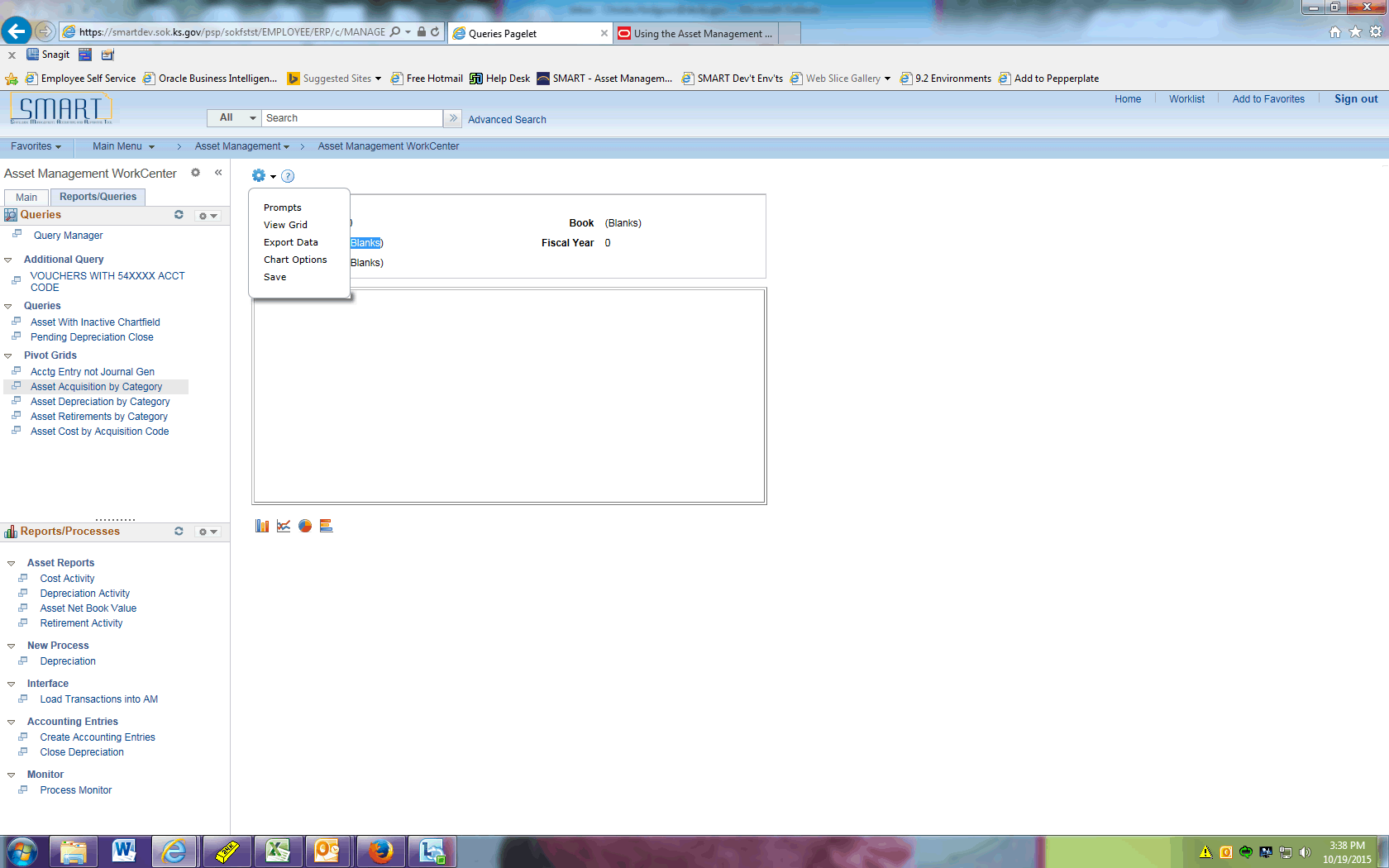
| **Step** | **Action** |
| --- | --- |
|  | The Links pagelet displays links to commonly used AM pages as well as training material. |
|  | Click the **Reports/Queries** tab. |



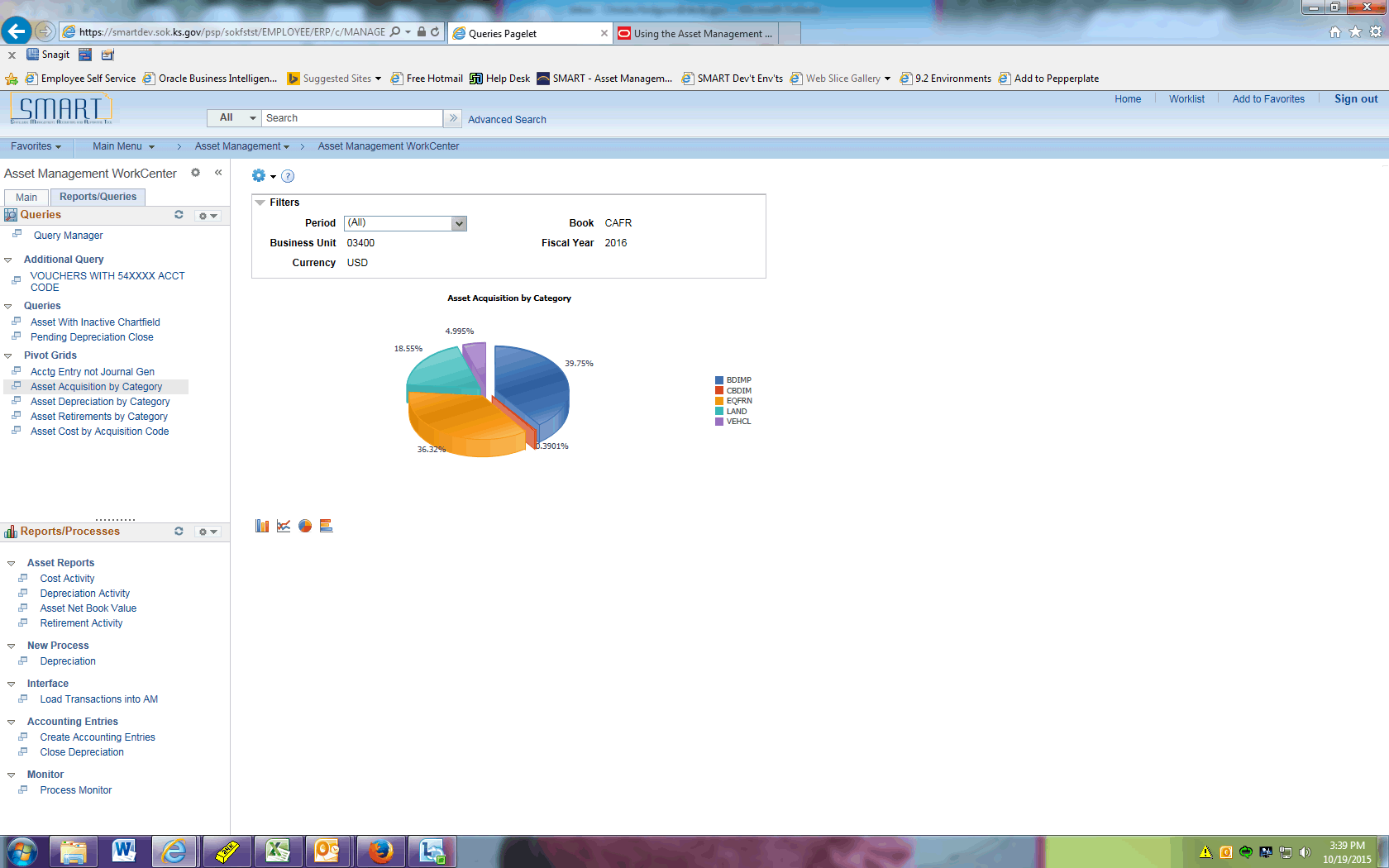
| **Step** | **Action** |
| --- | --- |
|  | The Queries pagelet displays queries and Pivot Grids.  Note that the Pivot Grids are delivered functionality and have NOT been tested for data accuracy. |
|  | Click the **VOUCHERS WITH 54XXXX ACCT CODE** link. |



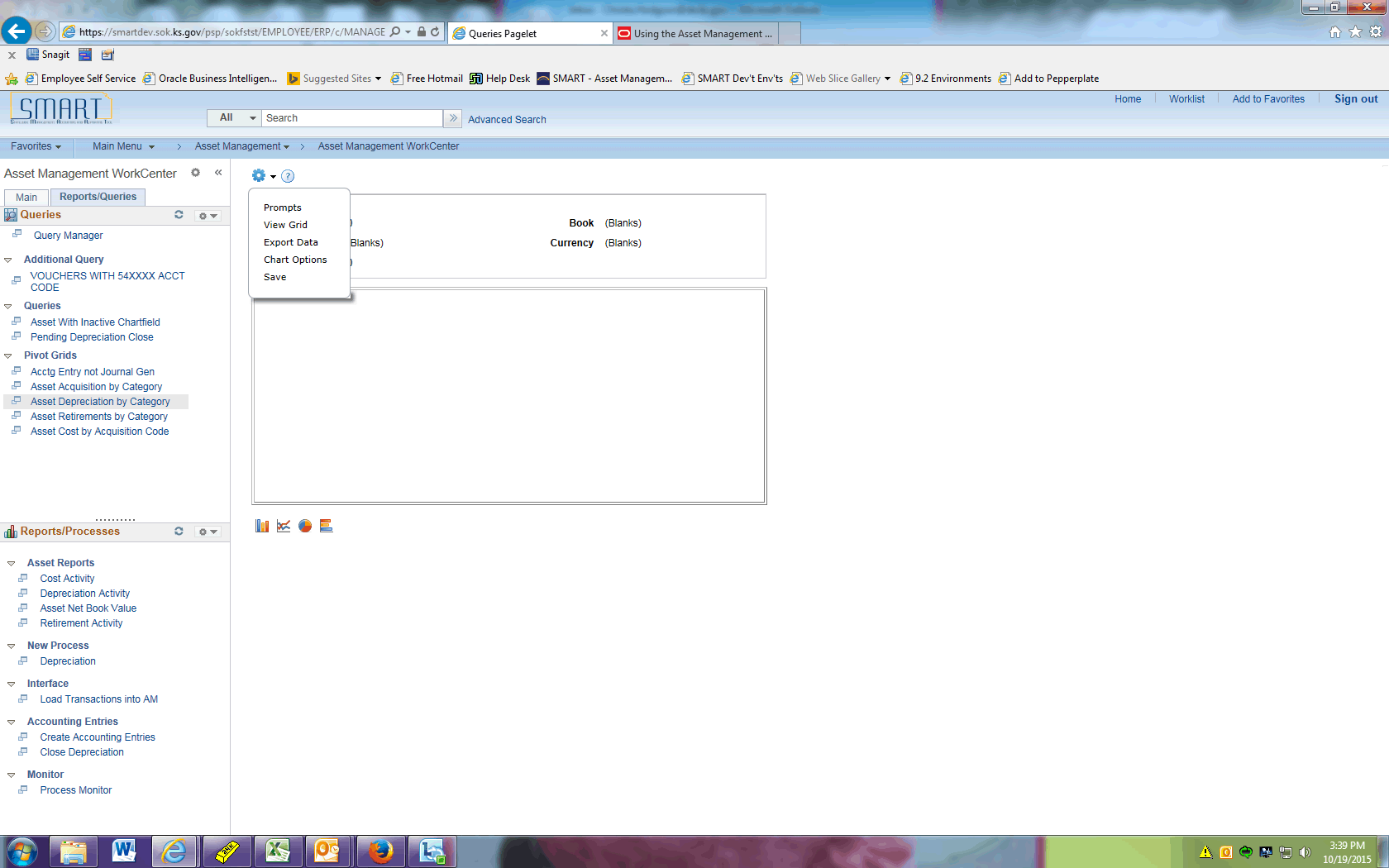
| **Step** | **Action** |
| --- | --- |
|  | You are able to populate the parameters and run this query directly on this page.  Next we will review how several Pivot Grids function. |
|  | Click the **Asset Acquisition by Category** link. |
|  | Click the **Options Menu** button. |



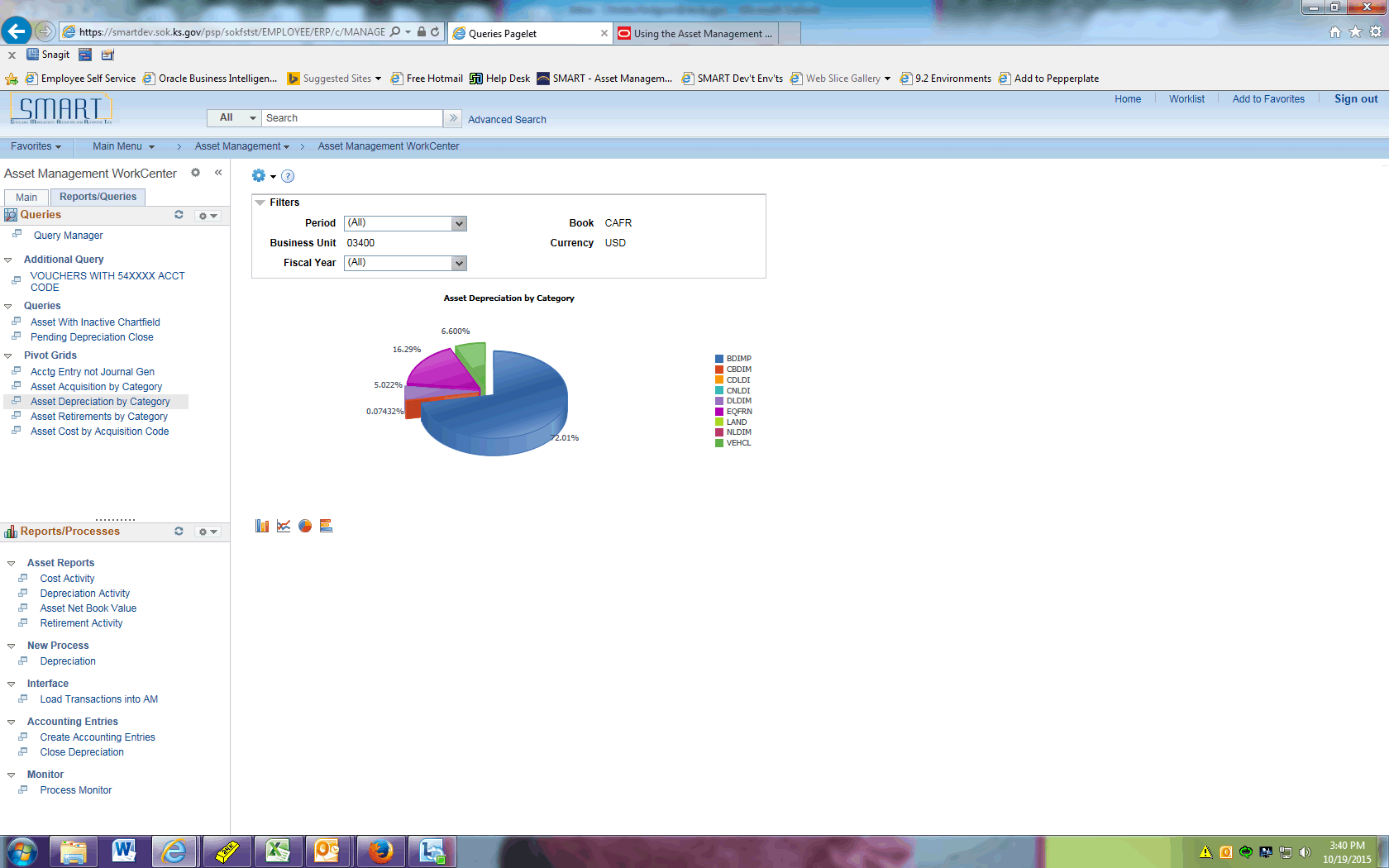
| **Step** | **Action** |
| --- | --- |
|  | Click the **Prompts** menu. |
|  | Enter the desired information into the **Business Unit** field. Enter "**03400**". |
|  | Enter the desired information into the **Book** field. Enter "**CAFR**". |
|  | Enter the **Fiscal Year**. |
|  | Click the **Ok** button. |



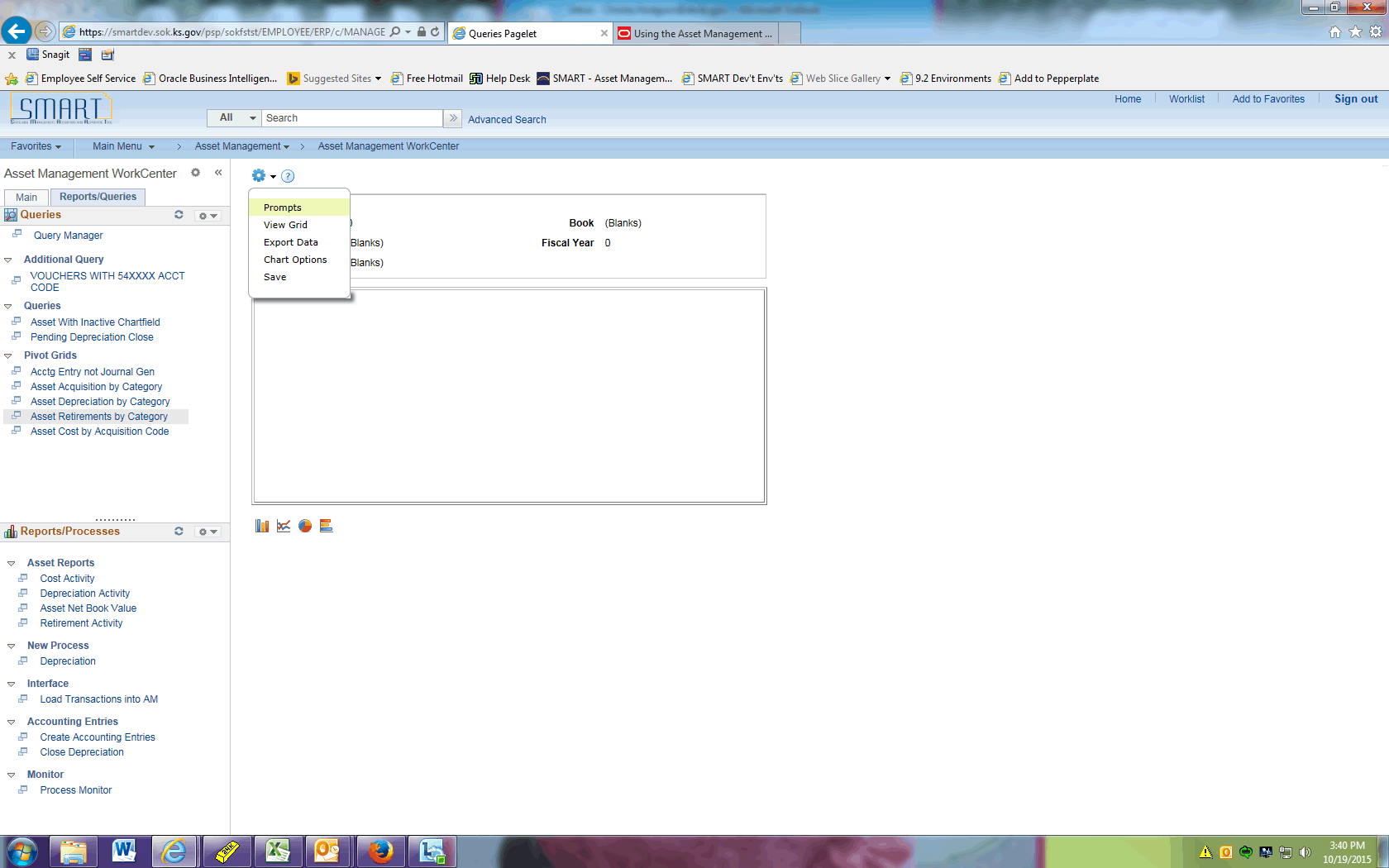
| **Step** | **Action** |
| --- | --- |
|  | The Asset Acquisition by Category results display. Notice you have the option of selecting a specific period in the Period dropdown if desired. |
|  | Click the **Asset Depreciation by Category** link. |
|  | Click the **Options Menu** button. |



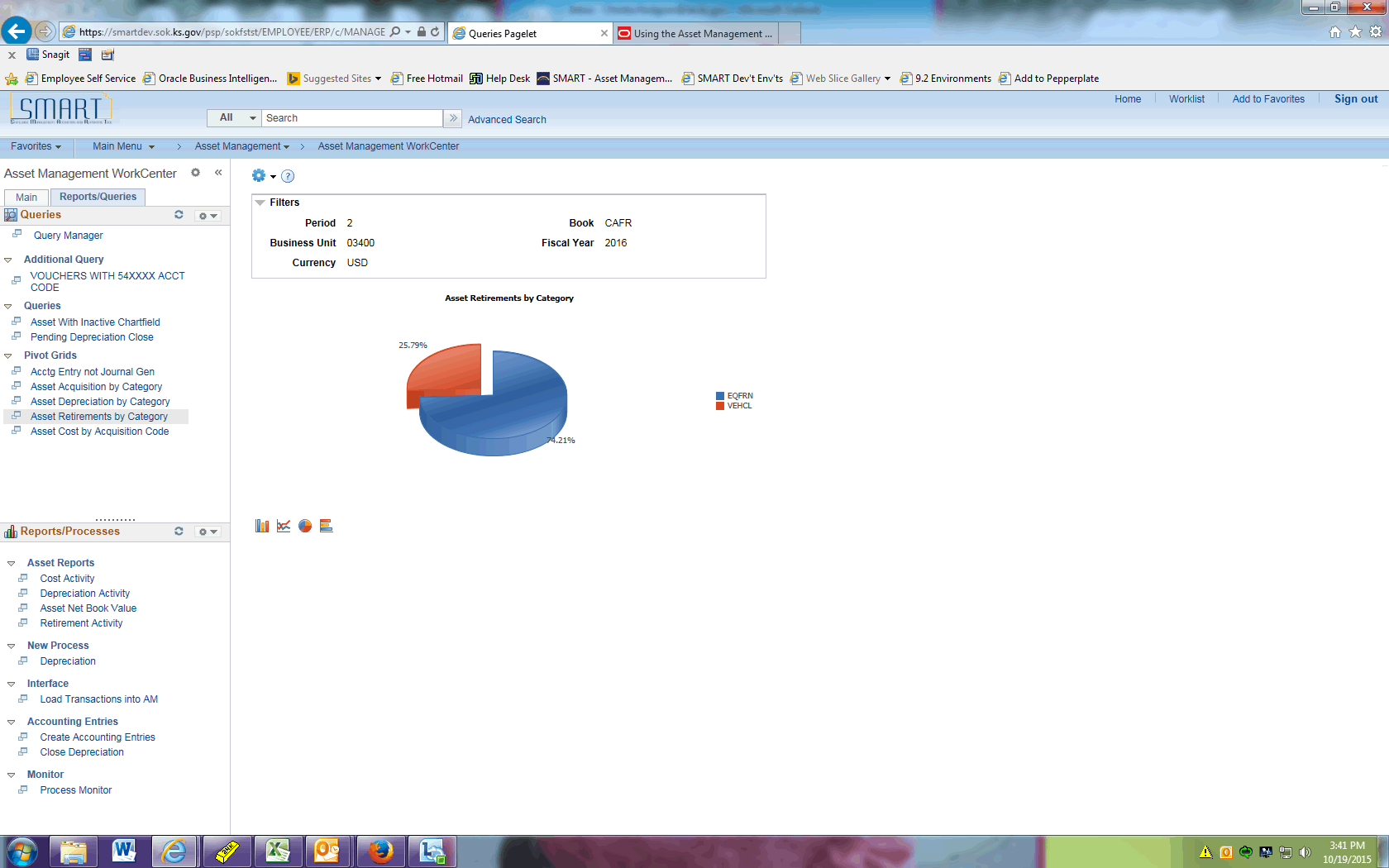
| **Step** | **Action** |
| --- | --- |
|  | Click the **Prompts** menu. |
|  | Enter the desired information into the **Business Unit** field. Enter "**03400**". |
|  | Enter the desired information into the **Book** field. Enter "**CAFR**". |
|  | Click the **Ok** button. |



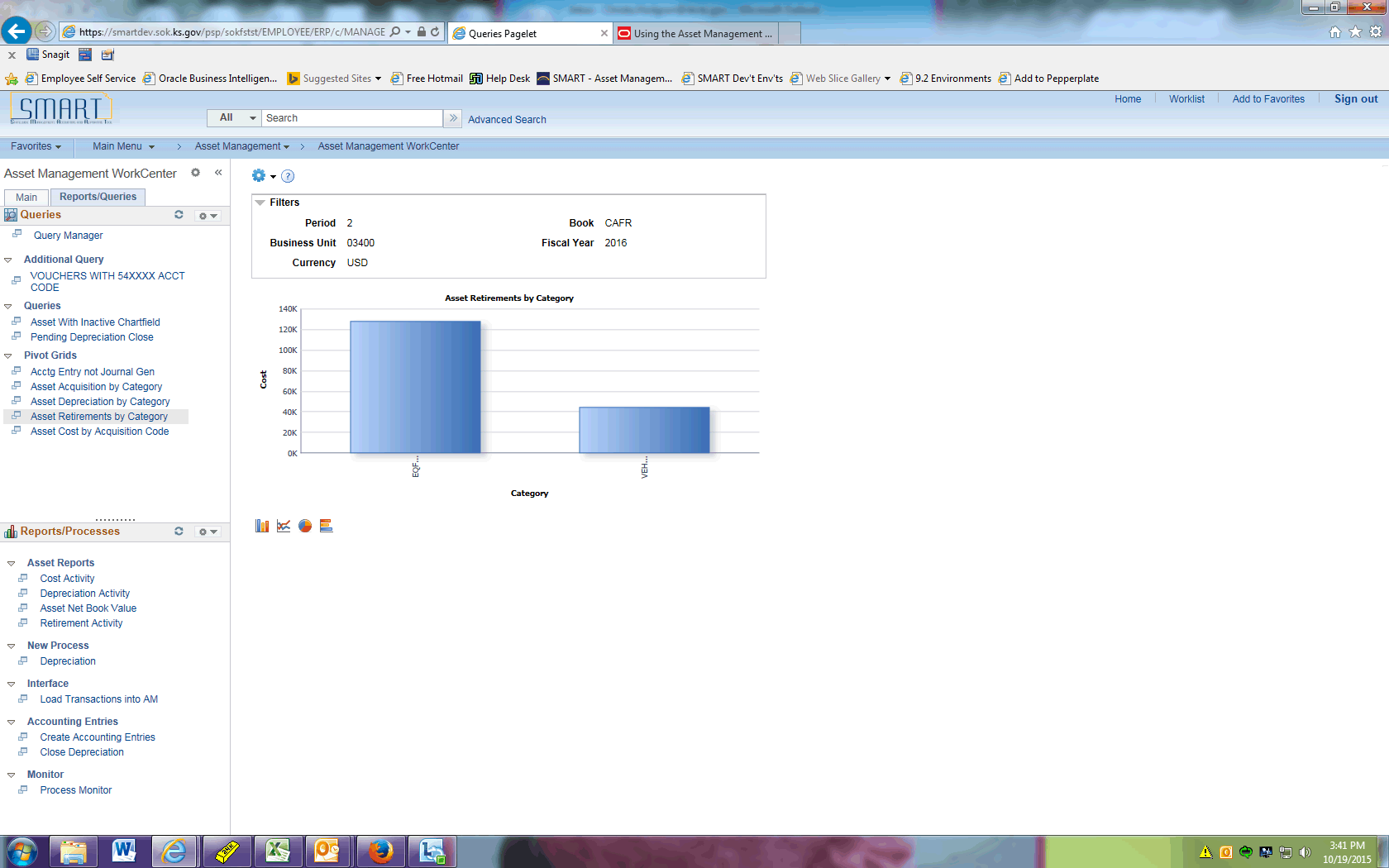
| **Step** | **Action** |
| --- | --- |
|  | The Asset Depreciation by Category results display.  Notice you can change the view with the icons on the lower left. We'll do that next. |
|  | Click the **Asset Retirements by Category** link. |
|  | Click the **Options Menu** button. |



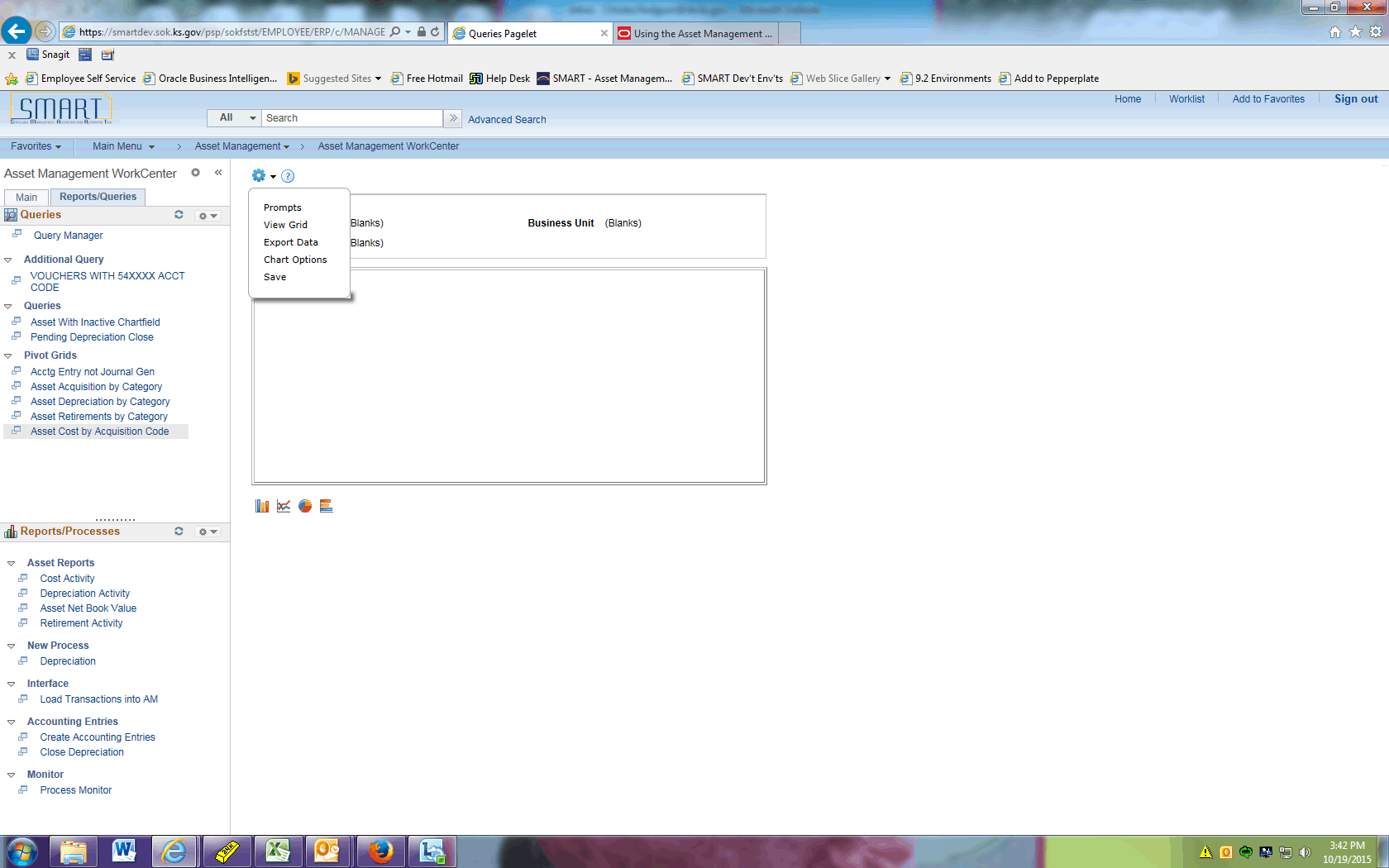
| **Step** | **Action** |
| --- | --- |
|  | Click the **Prompts** menu. |
|  | Enter the desired information into the **Business Unit** field. Enter "**03400**". |
|  | Enter the **Book**. |
|  | Enter the desired information into the **Fiscal Year** field. Enter "**2016**". |
|  | Click the **Ok** button. |



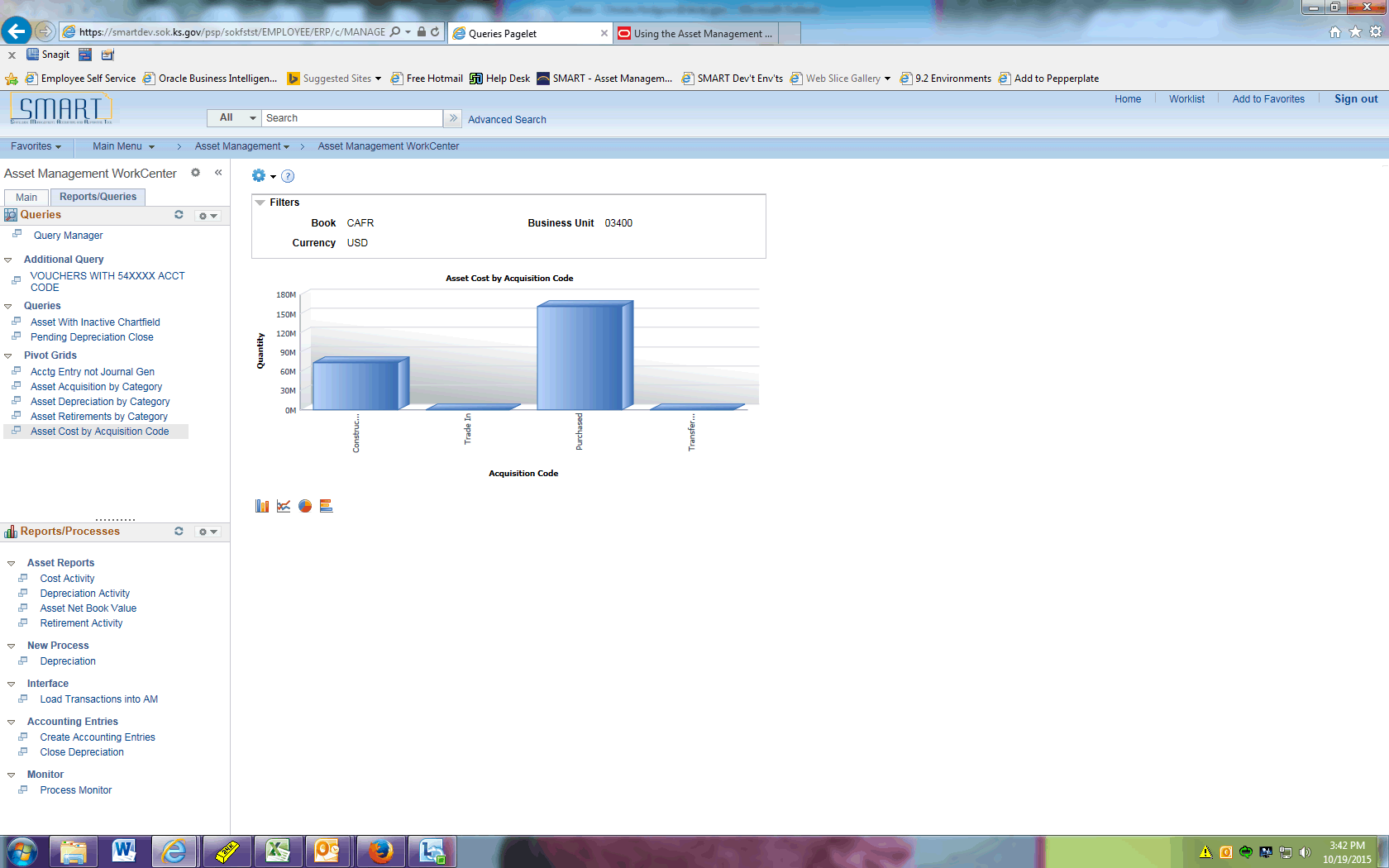
| **Step** | **Action** |
| --- | --- |
|  | Click the **Bar Chart** button. |



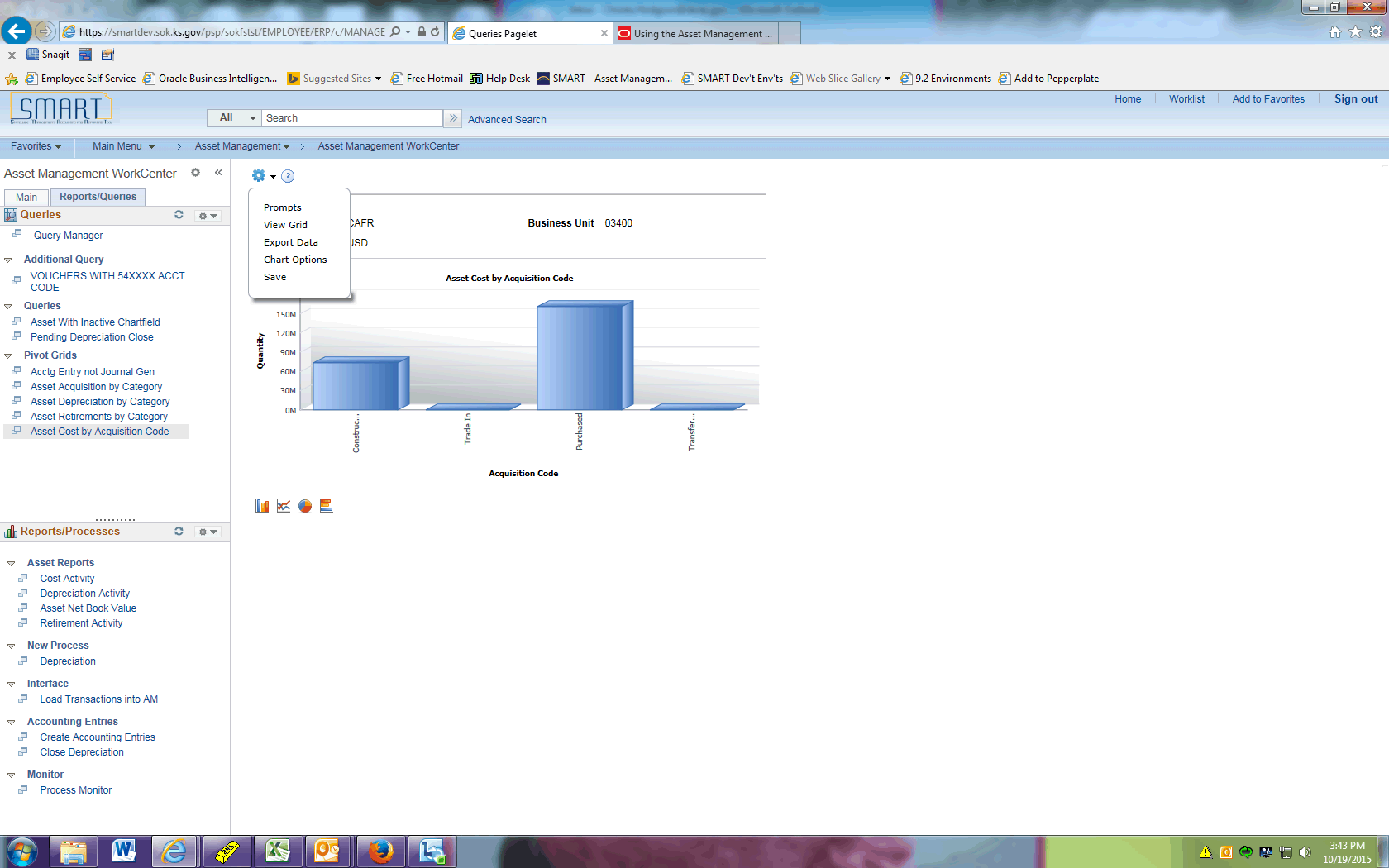
| **Step** | **Action** |
| --- | --- |
|  | Now the data is displayed in a bar chart. |
|  | Click the **Asset Cost by Acquisition Code** link. |
|  | Click the **Options Menu** button. |



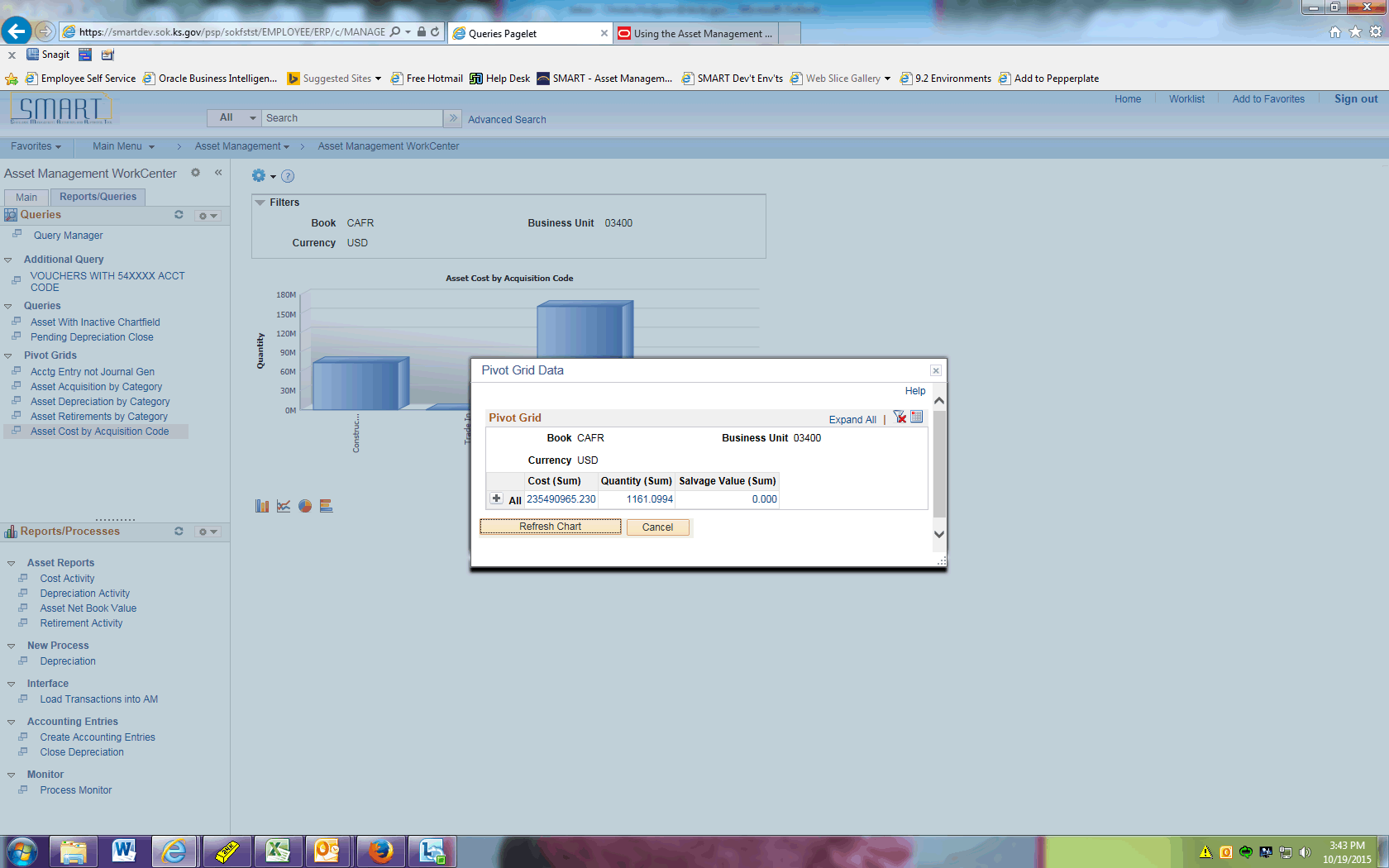
| **Step** | **Action** |
| --- | --- |
|  | Click the **Prompts** menu. |
|  | Enter the desired information into the **Business Unit** field. Enter "**03400**". |
|  | Enter the desired information into the **Book** field. Enter "**CAFR**". |
|  | Click the **Ok** button. |



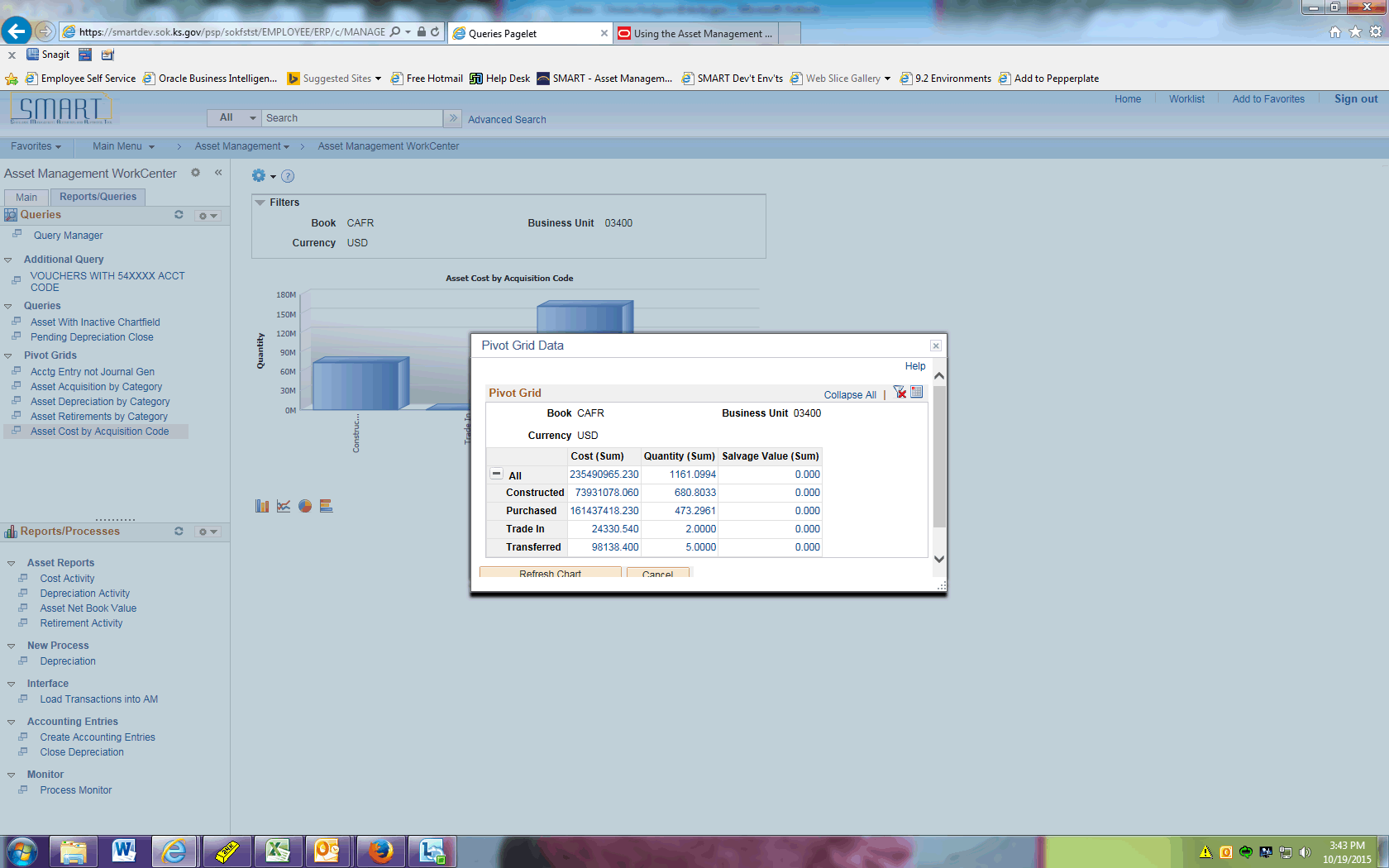
| **Step** | **Action** |
| --- | --- |
|  | Click the **Options Menu** button. |



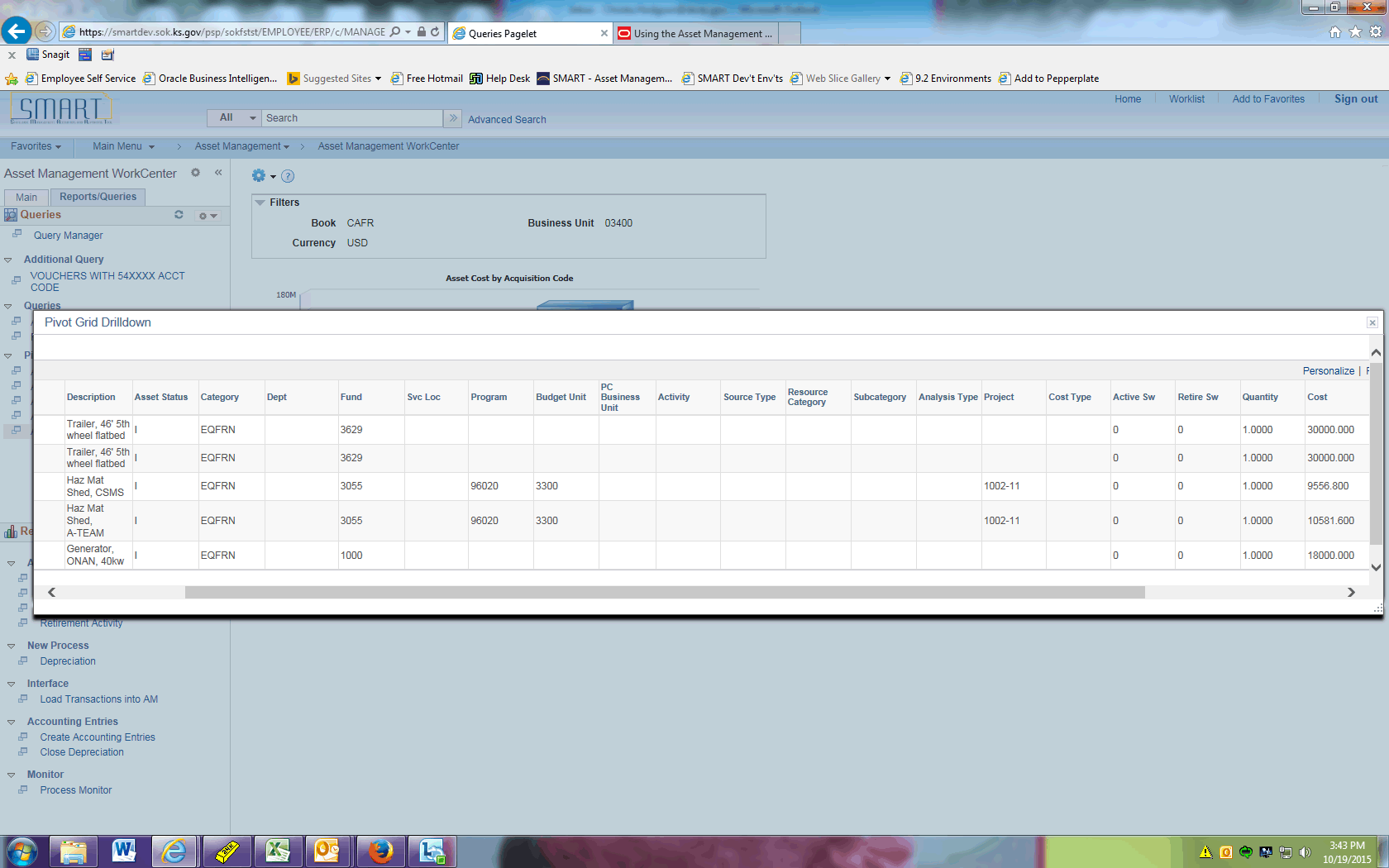
| **Step** | **Action** |
| --- | --- |
|  | Next we will review how to drill down into the transaction details that make up the totals on our chart.  Click the **View Grid** menu. |



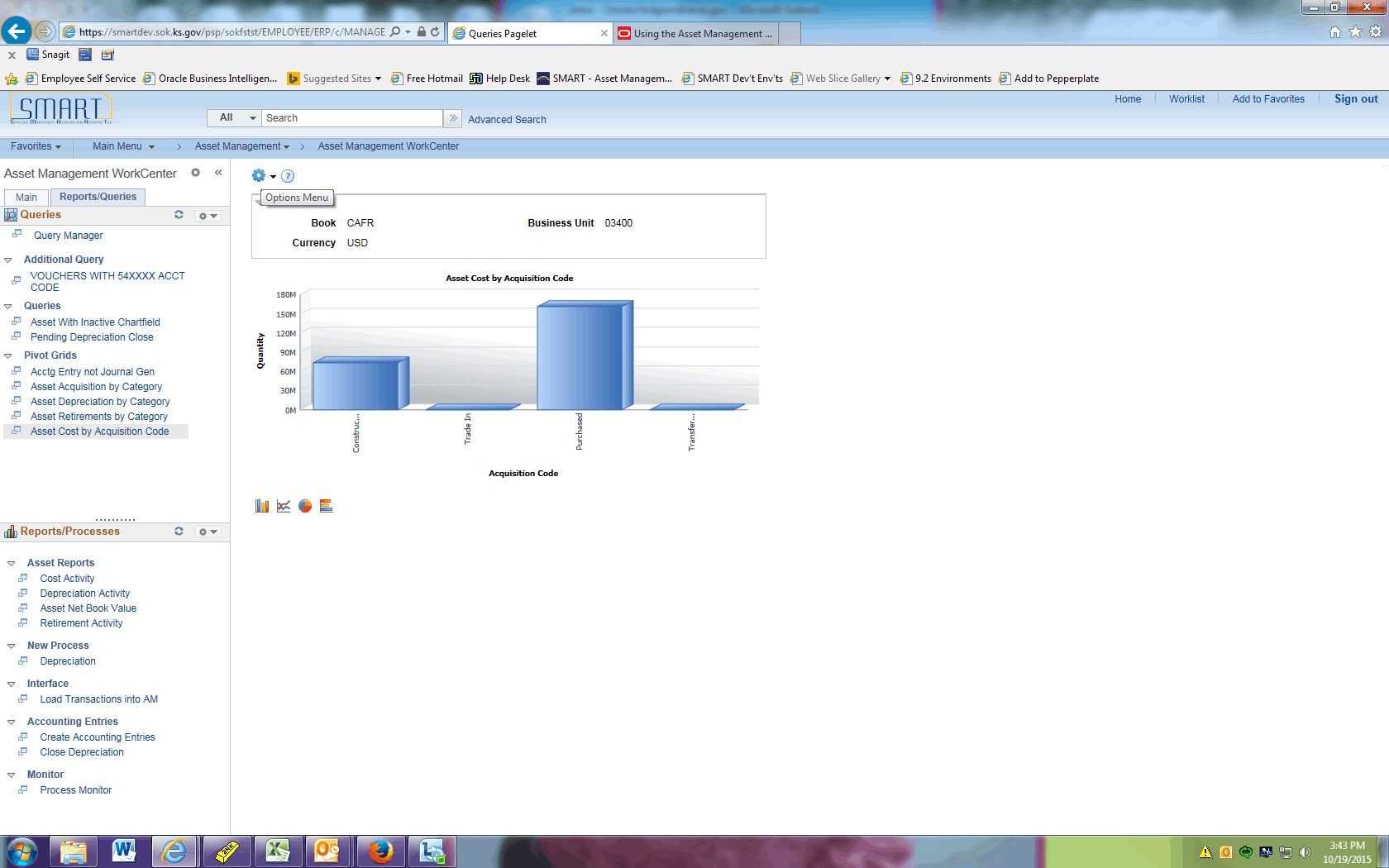
| **Step** | **Action** |
| --- | --- |
|  | Click the **All** button. |



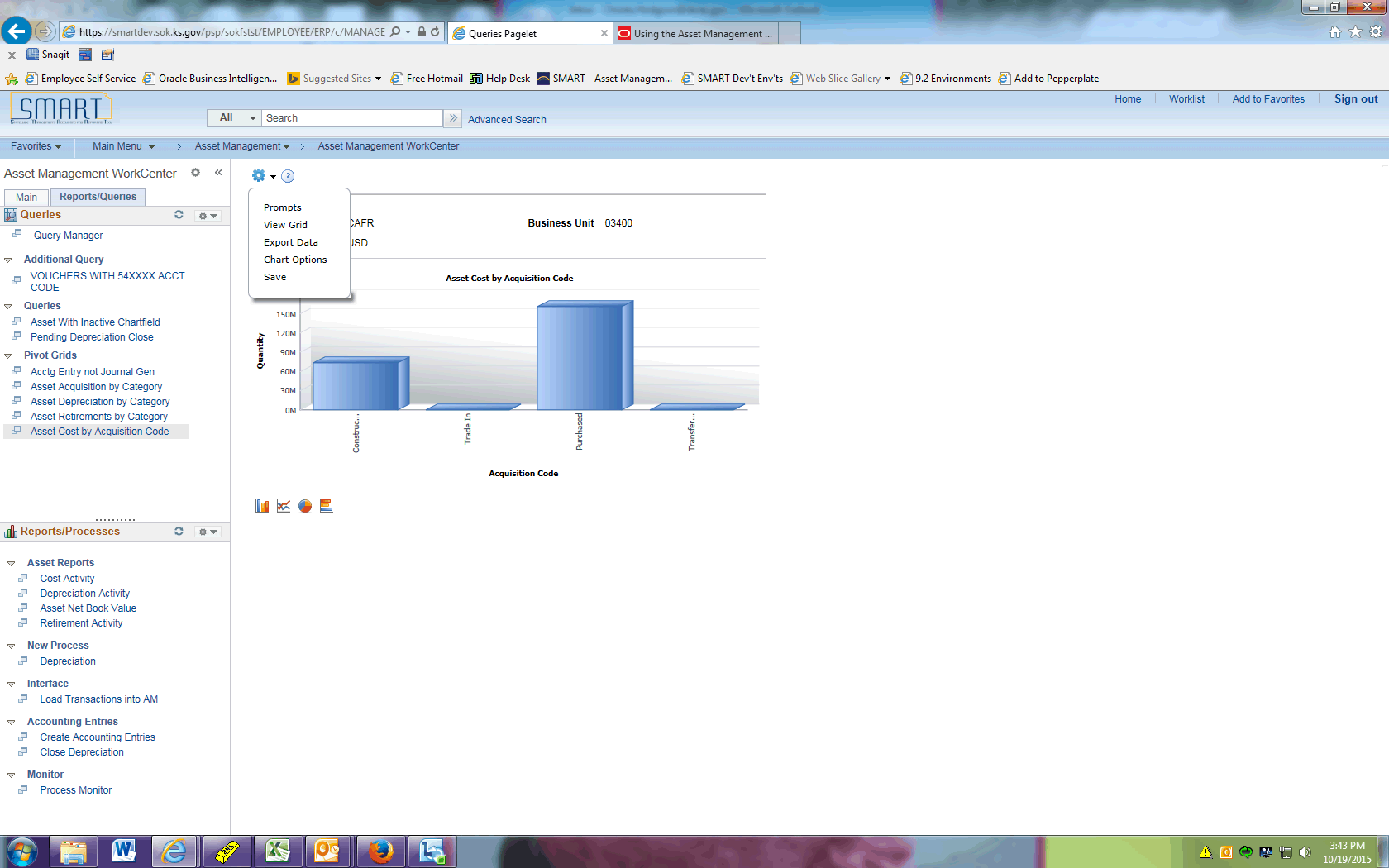
| **Step** | **Action** |
| --- | --- |
|  | We want to look into the Trade In assets.  Click the **Cost** associated with Trade In. |



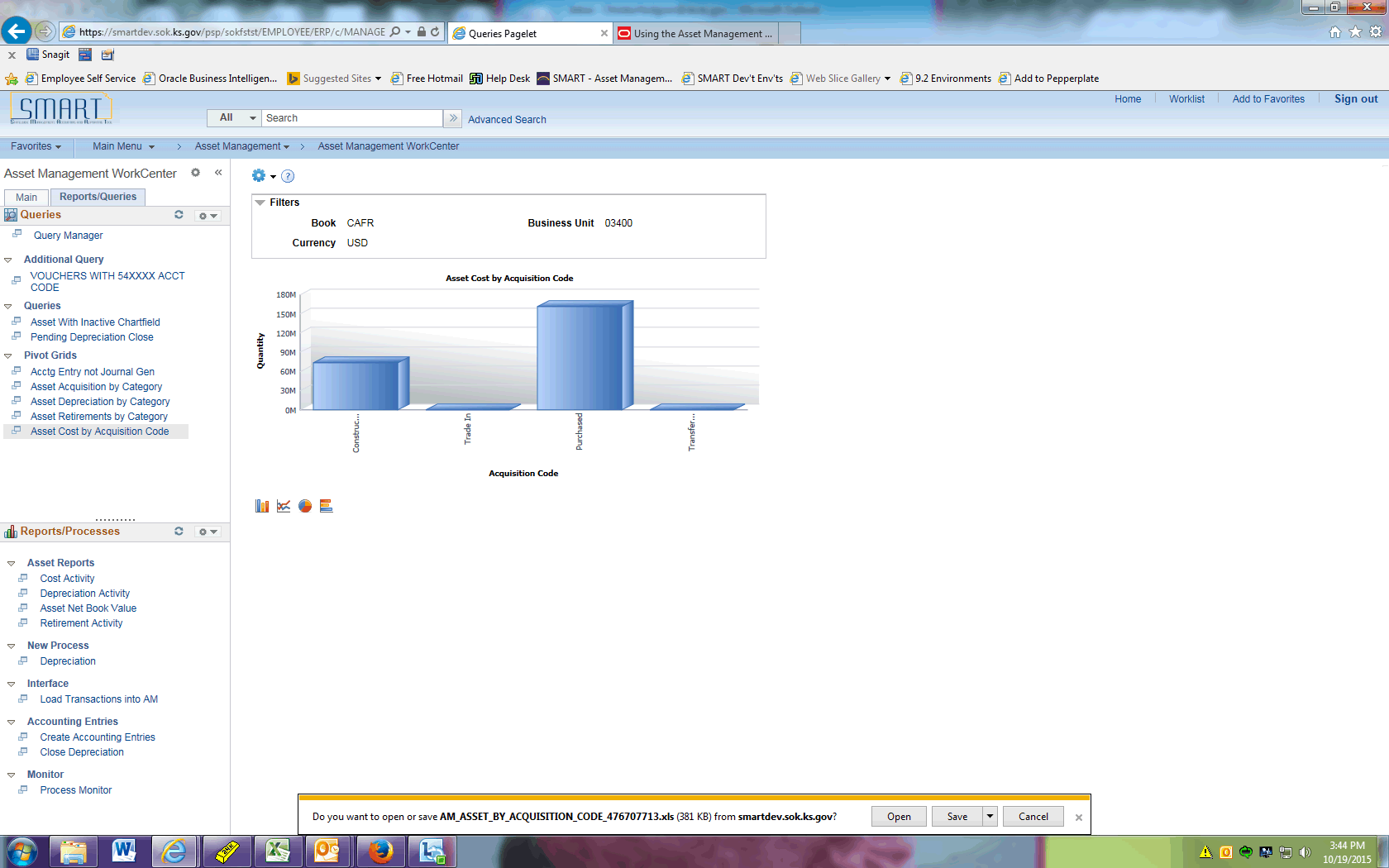
| **Step** | **Action** |
| --- | --- |
|  | A new window opens with the drilldown data.  Click the **Close** link. |
|  | Click the **Cancel** button. |



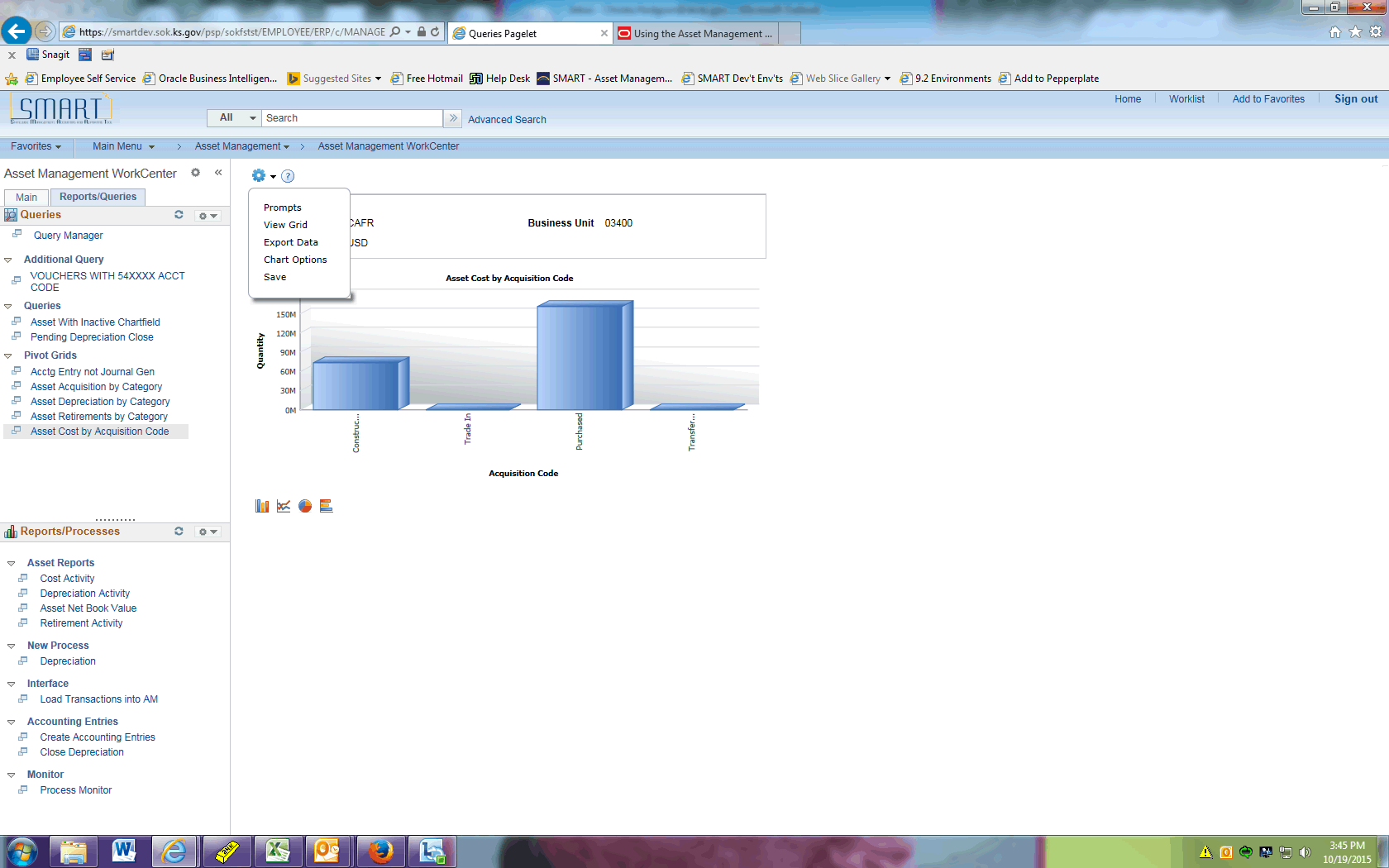
| **Step** | **Action** |
| --- | --- |
|  | Now we want to export the data.  Click the **Options Menu** button. |



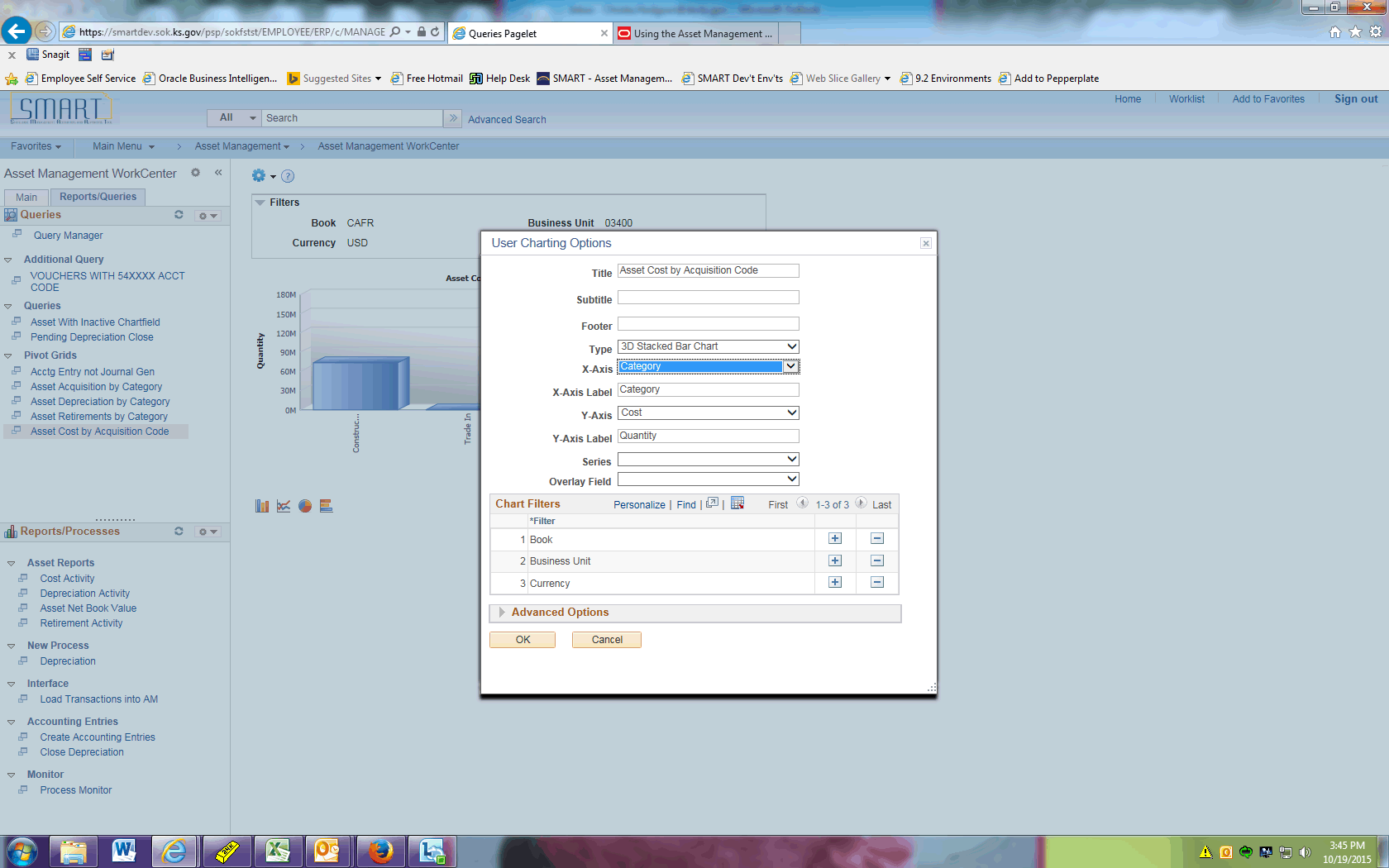
| **Step** | **Action** |
| --- | --- |
|  | Click the **Export Data** menu. |



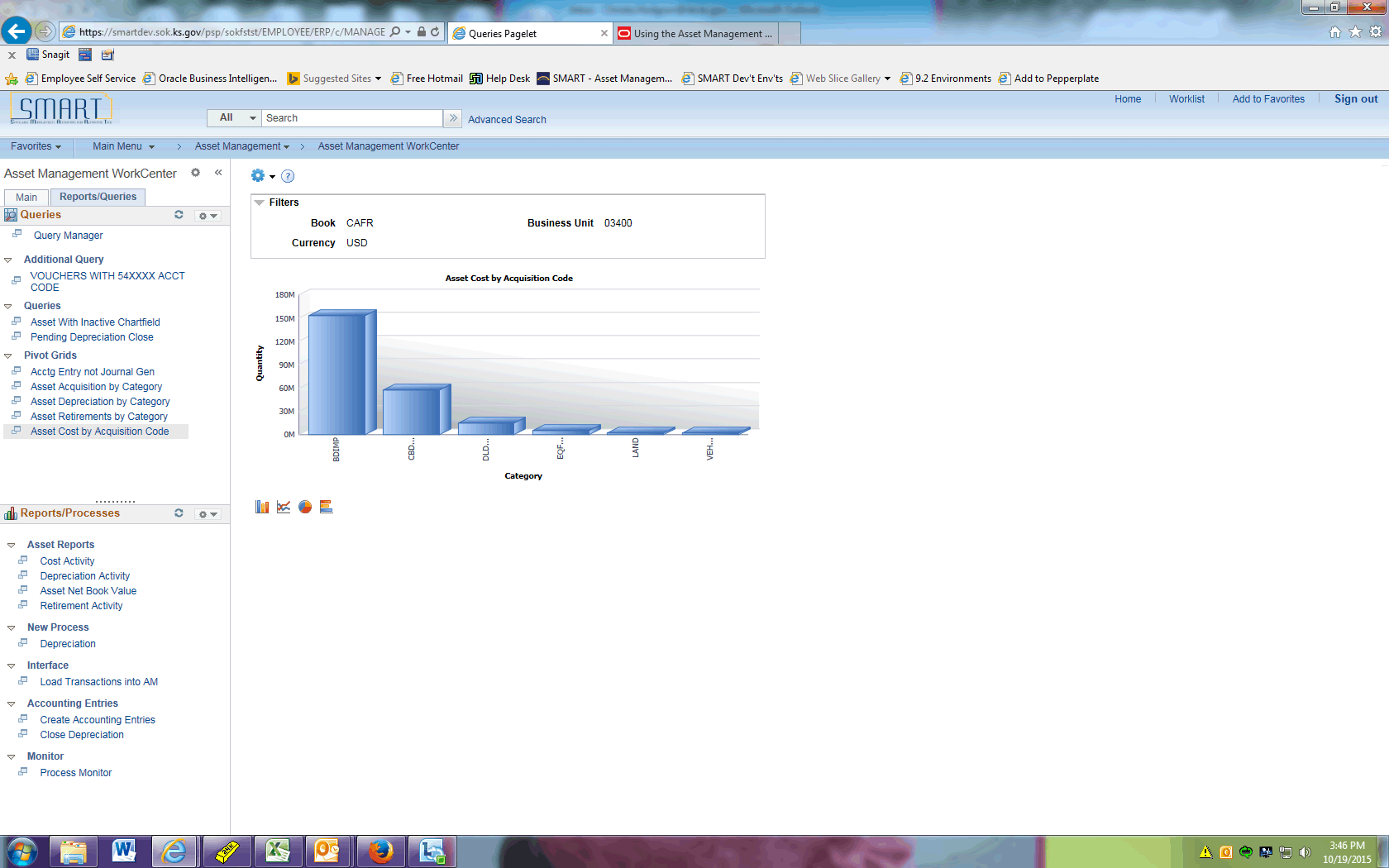
| **Step** | **Action** |
| --- | --- |
|  | Click the **Notification** toolbar. This will open an Excel workbook with the results from your Pivot Grid.  (Note this may look slightly different depending on what internet browser you use.) |
|  | Next change the Chart Options.  Click the **Options Menu** button. |



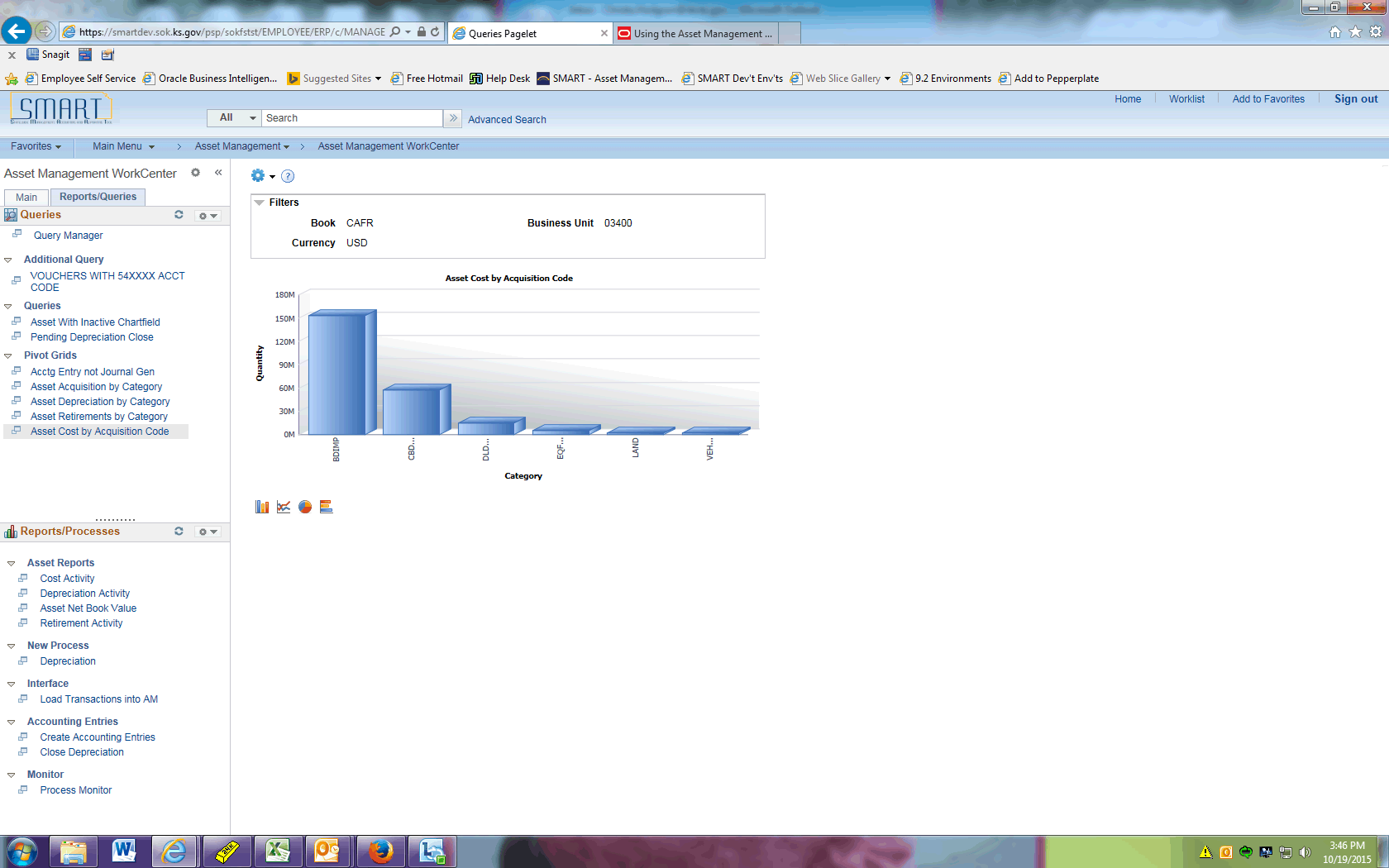
| **Step** | **Action** |
| --- | --- |
|  | Click the **Chart Options** menu. |
|  | Click the **3D Stacked Bar Chart** list item. |
|  | Click the **Category** list item. |



| **Step** | **Action** |
| --- | --- |
|  | Click the **OK** button. |



| **Step** | **Action** |
| --- | --- |
|  | The results update with the newly specified chart options. |
|  | The **Reports/Processes** pagelet contains commonly used reports and AM batch processes. Note that agencies rarely need to kick off batch processes as these are scheduled on a nightly or monthly basis. These links will be controlled based on your security setup. |



| **Step** | **Action** |
| --- | --- |
|  | The Pagelets can be moved up and down for better visibility.  Click the **Resize WorkCenter Pagelet** button. |
|  | This concludes the 'AM - WorkCenter' topic. Thank you for taking this course.  As a reminder, WorkCenters are customizable. Additional UPKs are available to assist you with personalization if desired.  **End of Procedure.** |