

Asset Master Record
FI-AA-02
August 19-20, 2008



LaGOV

Version 1.0

Updated: August 18, 2008

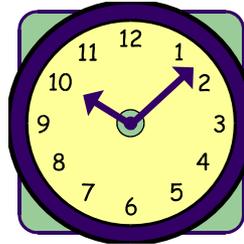


Agenda

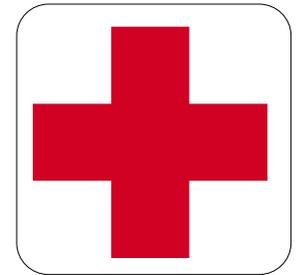
- Logistics, Ground Rules & Introduction
- Project Timeline
- Workshop Objectives
- Business Process Review
 - Process overview
 - AS-IS process flow
 - Current system alignment
 - Process improvement opportunities
 - SAP terms glossary
 - SAP concepts & functionality
 - Business process flow
 - Leading practices
 - Enterprise readiness challenges
- Next Steps – Action items
- Questions



Logistics



Before we get started ...





Ground Rules

- Has everybody signed in?
- Everybody participates – blueprint is not a spectator sport
- Silence means agreement
- Focus is key – please turn off cell phones and close laptops
- Challenge existing processes and mindsets
- Offer suggestions and ideas
- Think Enterprise
- Ask questions at any time
- One person at a time please
- Timeliness – returning from break
- Creativity, cooperation, and compromise





Introduction

■ Roles

- **Process Analyst and Functional Consultant** – lead and facilitate the discussions and drive design decisions
- **Documenter** – take detailed notes to support the formal meeting minutes to be sent by the Process Analyst to all participants for review and feedback
- **Team Members** – provide additional support for process discussions, address key integration touch points
- **Subject Matter Experts** – advise team members on the detailed business process and participate in the decisions required to design the future state business process

Round the Room Introductions

Name

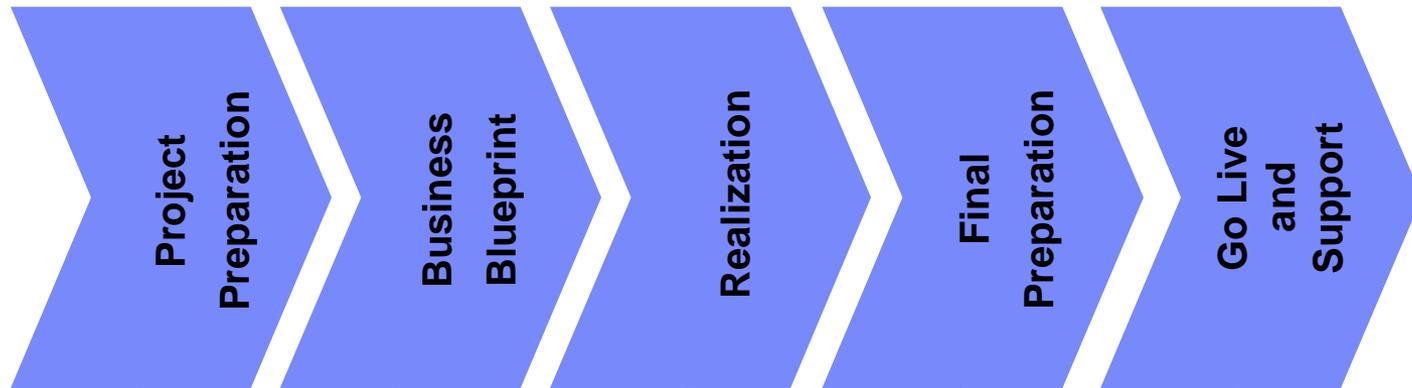
Position

Agency



Project Phases

■ Five Key Phases



- Strategy & Approach Defined
- Project Team Training

- Business Process Definition
- Development Requirements

- Development & Unit Testing
- Integration Testing
- End-User Training Materials

- User Acceptance
- Technical Testing
- End-User Training
- Conversion

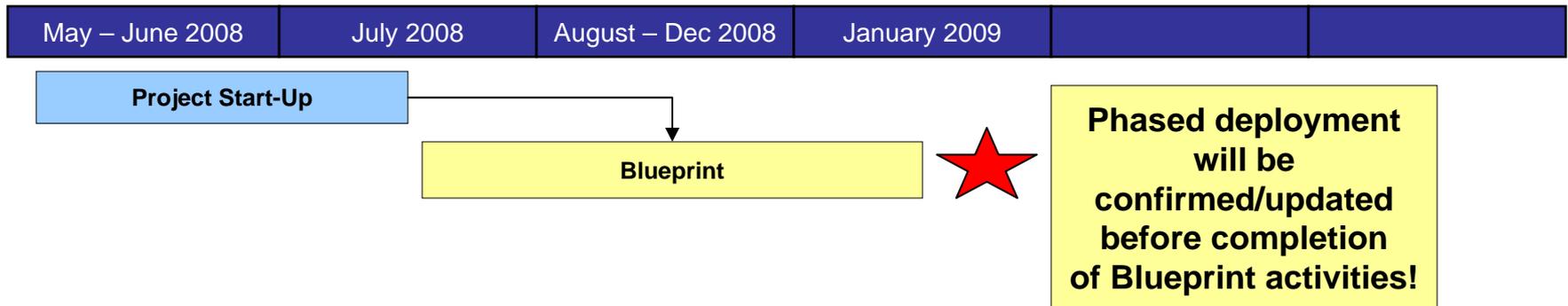
- Go-Live Support
- Performance Tuning



Tentative Project Timeline

- Tentative implementation dates are planned as follows:

Functionality	Tentative Implementation Date
Budget Prep	October 2009
DOTD	February 2010
Core Modules All Agencies	July 2010
Additional Modules	January 2011





Project Organization - Functional Teams

Finance Leads

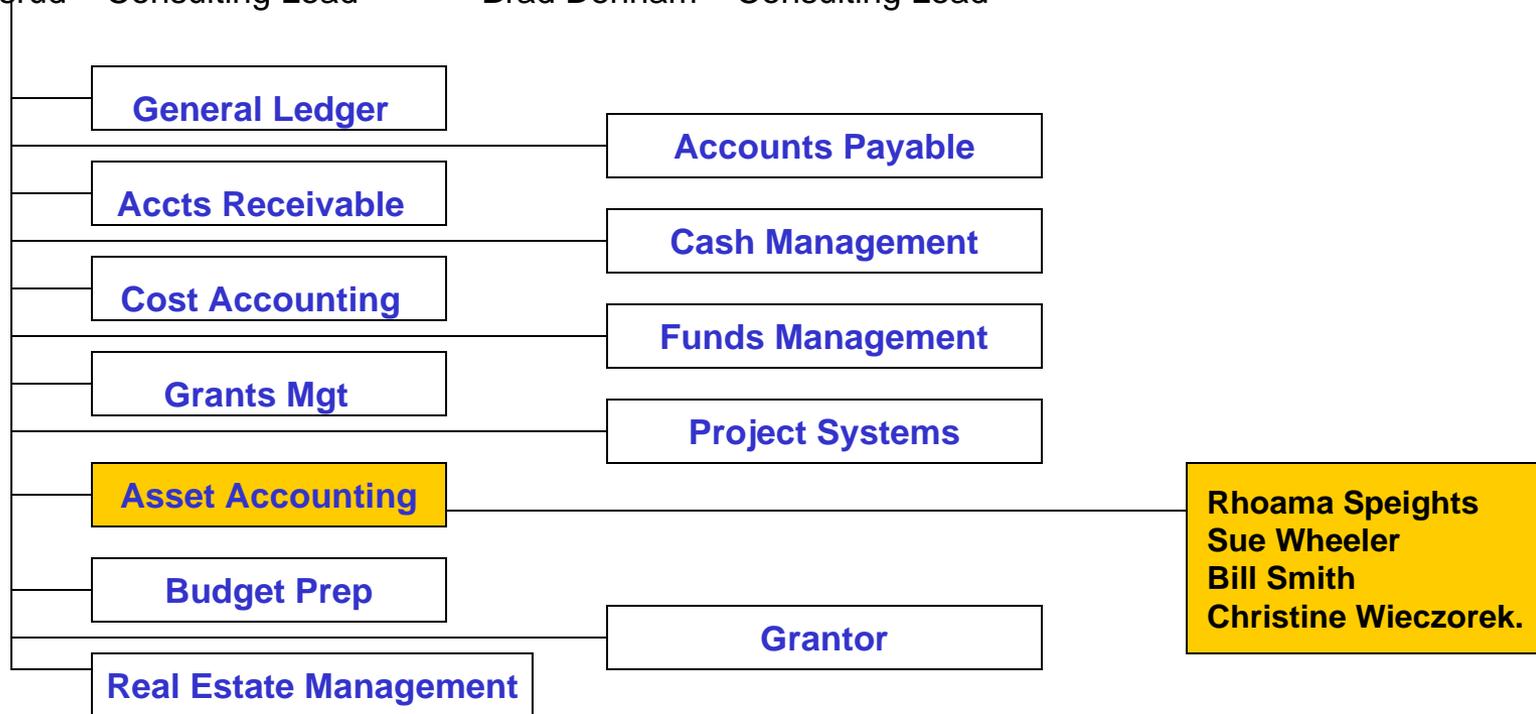
Beverly Hodges – Finance Lead
Drew Thigpen – Finance Lead
Mary Ramsrud – Consulting Lead

Logistics Leads

Belinda Rogers – Logistics Lead
Jack Ladhur – Logistics Lead
Brad Denham – Consulting Lead

Linear Assets Leads

Mark Suarez – Agile Assets Lead
Charles Pilson – Consulting Lead





Blueprint Schedule - Tentative

Workshop ID	Process Area	Date
FI-AA-01	Asset Classes	Aug 14 (Thu)
FI-AA-02	Asset Master Records	Aug 19 (Tue) Aug 20 (Wed)
FI-AA-03	Asset Acquisitions and Subsequent Valuations	Sep 16 (Tue) Sep 17 (Wed) Sep 18 (Thu)
FI-AA-04	Transfer of Assets	Sep 30 (Tue)
FI-AA-05	Retirement of Assets	Oct 02 (Thu)



Blueprint Schedule - Tentative

Workshop ID	Process Area	Date
FI-AA-06	Physical Inventory / Bar Coding	Oct 14 (Thurs)
FI-AA-07	Periodic Processing	Oct 21 (Tue) Oct 23 (Thu)
FI-AA-08	Conversion	Nov 3 (Mon) Nov 5 (Wed) Nov 6 (Thu)
FI-AA- Validation	Validation Sessions	Nov 19 (Wed) Nov 20 (Thu)



Blueprint Schedule – Integration Points Tentative

Workshop ID	Process Area	Date
<i>LA-MD-004</i>	<i>Linear Assets SAP Asset Master for GASB</i>	<i>Sept 18 (Thurs)</i>
<i>FI-AP-002</i>	<i>AP Processing</i>	<i>Sept 26-28 (Tue – Thurs)</i>
FI-RE-001	Real Estate Master Data	Sept 9-11 (Tue - Thur)
FI-RE-004	Right of Way Parcels	Oct 16 (Thur)
LOG-MM-009	Purchase Requisitions – Assets	Oct 13-14 (Mon – Tue)
FI-PS-009	Capital Projects – Periodic Processing	Oct 28-29 (Tue – Wed)

Note: Additional Workshop for Capital Leases to be scheduled



Blueprint Objectives

- Review and discuss the current or As-Is business processes
 - Which helps to drive out the *Business requirements*
 - As well as the *integration points* with other processes
- Define Master Data
 - Address key integration points
 - Support organizational requirements
 - Consistent and appropriate use of data fields
- Define Future or To-Be business processes based on:
 - Best Practices inherent in SAP
 - Intellectual capital from other SAP implementations
 - State business requirements
- Identify development requirements
 - Which could result in the need for a form, report, interface, conversion, enhancement, or workflow (FRICE-W)
- Understand and communicate any organizational impacts / Enterprise Readiness challenges
- Gather system security authorizations and district-wide training requirements



Work Session Objectives

1. Determine General Ledger account posting requirements.
 - for each of full and modified accrual posting and any other relevant depreciation areas/books/ledgers
(e.g. acquisition accounts, accumulated depreciation, depreciation expense, revenue from sale, gain on retirement, loss on retirement, etc.)
2. Determine Asset Numbering Scheme.
3. Determine Screen Layout Rule requirements



Work Session Objectives

4. What data elements and characteristics are required for each asset class and where will they be stored?
 - a) Asset Master Record
 - b) Asset transaction recording
 - c) PM integration (i.e. Equipment Master Record)
 - d) RE integration (e.g. Site, Property, Building Master Record)
 - e) AGILE integration (e.g. Linear Assets)
 - f) Other integration
 - g) New field development on Asset Master Record
 - h) No longer required
 - i) Not stored in SAP
 - j) Other



Work Session Objectives

5. Review at high level process requirements for asset master record:
 - a) Create
 - b) Change or Update

Scenarios:

- Purchase – PReq/PO <MM>
- Purchase, Invoice w/out PO <AP or MM>
- Build – WBS <PS>
- Donation <AA>
- Correction <AA>
- Transfer <AA>
- Capital Lease (separate session)

Note: process details will be defined during Asset Acquisition session and integration sessions with MM, AP, PS, Agile and PM



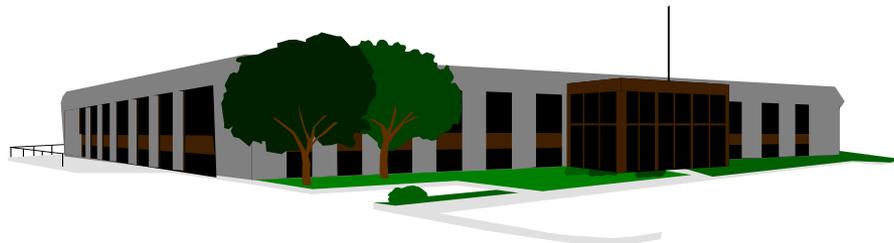
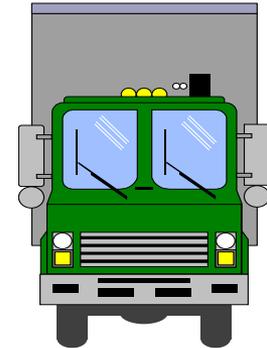
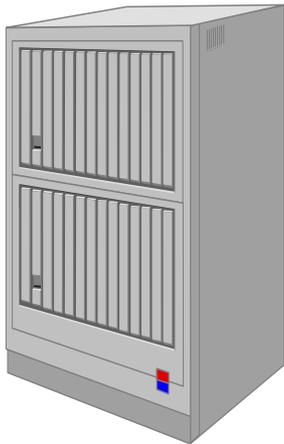
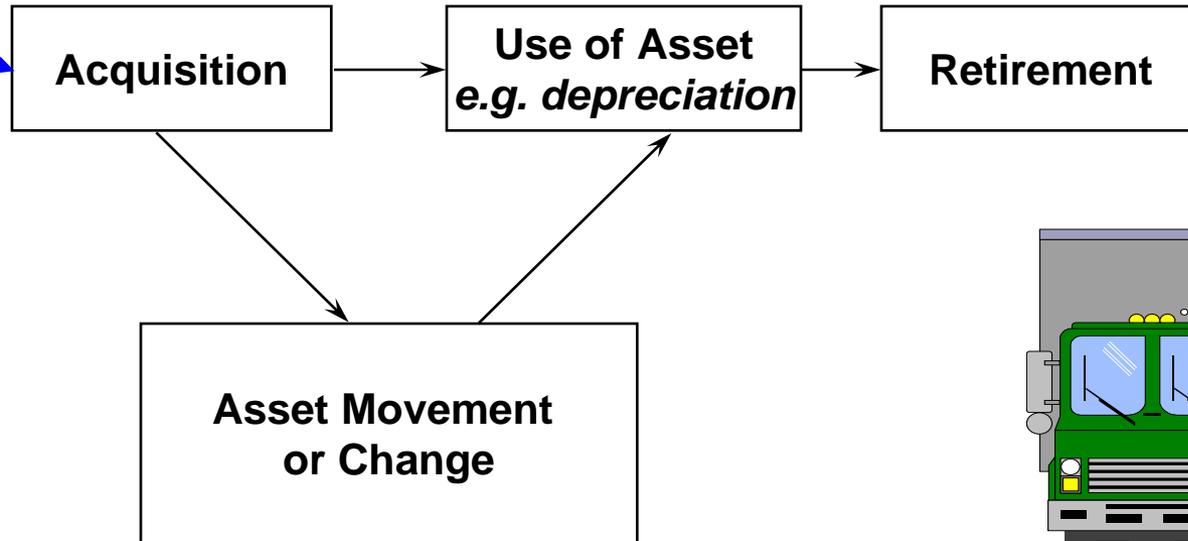
Work Session Objectives

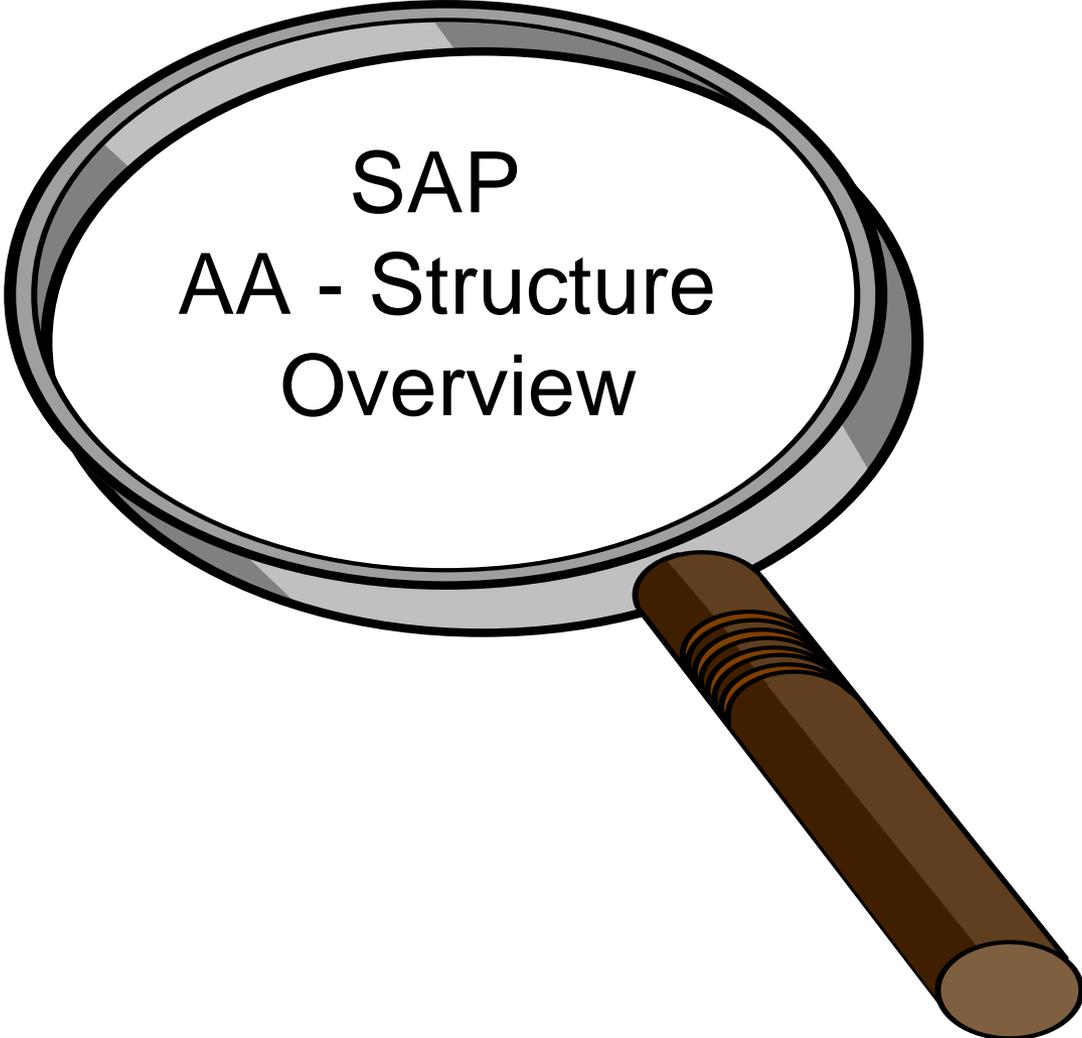
6. Security (Roles & Authorization) Requirements?



Asset Financial Life Cycle

Asset Master Record
(AMR)



A large magnifying glass with a silver frame and a brown handle, positioned over the text. The lens of the magnifying glass is centered on the text.

SAP AA - Structure Overview



Structure Overview

- Structure Overview
- Integration Points
- Asset Classes
- Screen Layout
- G/L Integration (i.e. Account Assignment/Determination)
- Asset Numbers
- Asset Master Record
- Asset Acquisition Transactions



Asset Structure

Is the foundation for the asset module:

- Defines the rules for asset categorization and master data/asset value update via:
 - Chart of Depreciation
 - Asset Classes
- Should be built to provide flexibility for future changes
- Some design decisions are difficult to reverse:
 - e.g. G/L account assignment rules for an asset class after a financial posting has been made, split asset classes after data conversion has been completed, etc.



Integration Points

- What are some of the integration points?





Integration Point Examples

- FI
 - General Ledger Accounts
 - Financial Reports
- FM
 - Payment/Commitment Budgets, Fund, Fund Center
- GM
 - Grants
- AP
 - Vendor Account
- AR
 - Customer Account
- CO
 - Cost Elements
 - Cost Centers
 - Internal Orders
- RE
 - Real Estate Object (e.g. property, building)
- MM
 - Purchase Requisition / PO
- PS
 - Projects / WBS (settle to AuC)
- PM
 - Equipment Master Record

Interface:

- AGILE
 - Linear Assets



Asset Classes

- What are they?
- Why are they so important?





Asset Classes

What are they?

- Most important element for structuring fixed assets
- Main criteria for grouping assets according to financial and operational requirements
- Must be defined according to types of capital assets and their financial reporting and internal reporting requirements



Asset Classes

Why are they important?

- Automatic financial postings (i.e. G/L accounts)
- Method of classifying similar types of assets (i.e. sort and select criteria)
- Defining data elements to be recorded
- Default values
- Asset numbering scheme



Asset Classes

Automatic financial postings

- Each asset class has a rule identifying the G/L accounts that will be used in automatic or default postings
- Provides consistency for financial reporting
- Easier for user



Asset Classes

Method of classifying similar types of assets

- Asset classes provide the main structure to your asset database (i.e. rules about how assets within the class will be recorded and processed)
- Reporting and analysis purposes



Asset Classes

Defining data elements to be recorded

- Asset class determines the data elements to be captured for an asset (i.e. screen layout rules)
- Financial and internal reporting requirements must be considered



Asset Classes

Default values

- Data fields with values:
 - pre-determined (automatically completed by system, no user input)
 - suggested (user can edit)



Asset Classes

Asset number range scheme

- Define number ranges to be assigned to asset classes:
 - single number range for all asset master records
 - unique ranges defined for ‘categories of assets’ (e.g. land, buildings, AuC, IT related, vehicles, etc.)



Asset Classes - Setup

Change View "Asset classes": Details

New Entries [Icons]

Asset Class: 2000 Machinery & Equipment

Short Text: Machinery & Equip

Asset type

Account determ.	160020	Machinery and Equipment
Scr.layout rule	2000	General machines
Base Unit	EA	

Number assignment

Number range	02
External sub-no	<input type="checkbox"/>

Inventory data

Include asset

Status of AuC

No AuC or summary management of AuC

Line item settlement

Investment Measure

Lock status

Asset class is blocked

History status

Manage historically

Real estate indicator for asset class

Other asset without real estate management

Technical information

Created on	03/29/1996
Created by	SAP
Changed on	01/28/1999
Changed by	FARRELLB



Asset Classes: Depn. Areas by Class

Change View "Depreciation areas": Overview

Dialog Structure

- Asset class
 - Depreciation areas

Asset Class: 2000 Machinery & Equipment
 Chart of dep.: 0010 Preconfigured US company chart of depreciation

Ar.	Dep. area	Deact	DepKy	Use	Per	Index	Layout
01	Book deprec.	<input type="checkbox"/>	LINA	12	0		1000

Asset Class: 2000 Machinery & Equipment
 Chart of dep.: 0010 Preconfigured US company chart of depreciation

Deprec. area: 1 Book depreciation in local currency

Depreciation areas

Screen layout: 1000 Depr. on main asset no. level

Negative val. allowed

LVA check: No maximum amount check

Minimum life:

Min. life period:

Max useful life:

Max. life period:

Dep. key: LINA Str.-line frm acq.value pro rata w/curb + intrst

Useful life: 12

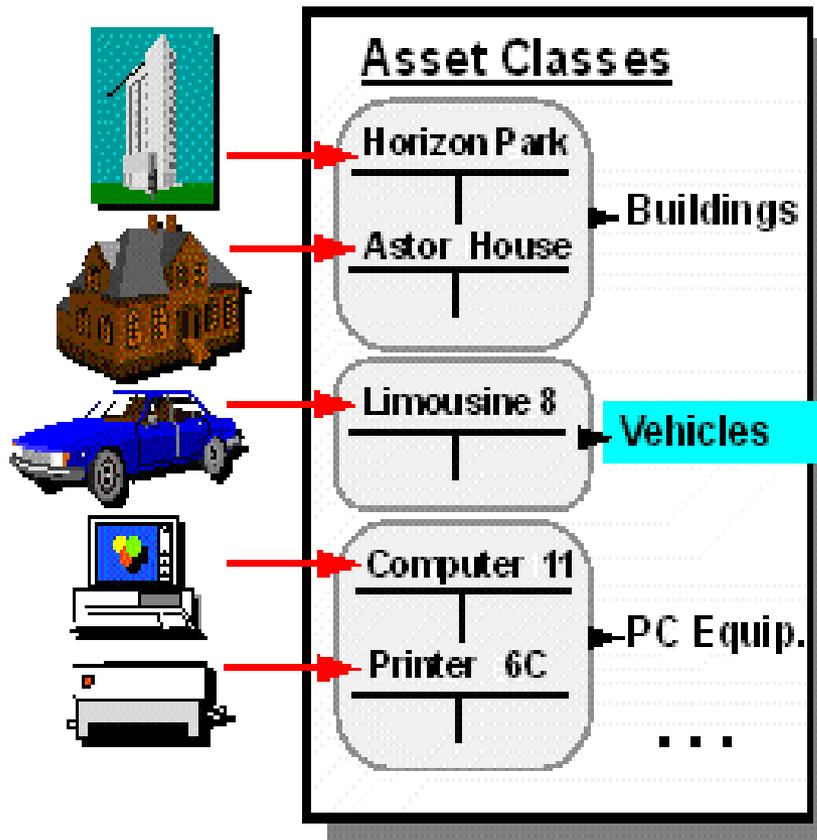
Periods: 0

Var. dep. portion: 0.0000

Area deact.



Asset Classes



G/L Account Determination

Area 01	Area 02
T	T	T
T	T	T
T	T	T

Depreciation Terms

Acquisition	Year 1	Year 2
\$500,000	- \$50,000	- \$50,000

Def. of Asset Master Rec.

- Screen layout
- Field features
- Number assign.



Screen Layouts

- What are they?
- Why are they so important?
- How many are required?





Screen Layouts

What are they?

- 'Rules' for data elements that will be stored about the asset

- 2 screen layouts are defined and assigned to each asset class:
 - asset master data screen layout
 - depreciation area screen layout



Screen Layouts

Why are they important?

- Defines behavior of each data element on the asset master record:
 - required, optional, display, suppressed element
 - level at which the element can be maintained or edited (i.e. asset class, main number, sub-number)

- ‘Field Groups’ control one or many data elements



Screen Layouts

How many are required?

- Dependent on your requirements
- Consider:
 - type of assets and data that must be stored
 - user training and documentation



Screen Layouts

How many are required?

- one screen layout rule used by many asset classes
 - fast to setup & review, maintain for future changes
 - least flexibility for future changes, cannot be tailored specifically for type of data required for asset, may be confusing for user (i.e. is the data element related to this asset class or another asset class using the same rule)



Screen Layouts

How many are required?

- one screen layout rule per asset class
 - most flexibility for future changes, most tailored to the type of data required for asset, least confusing for user (i.e. is the data element related to this asset class or another asset class)
 - can be more time consuming to setup & review, maintain for future changes



Screen Layouts

How many are required?

- Depreciation Area
 - data is more uniform for this section of asset master record
 - most important consideration is the depreciation rules and default values for the asset classes



Screen Layout Rule – Asset General Data (Sample)

Screen layout 2000 General machines

Asset: INTERN-00001 0
 Class: 2003 Machinery & Equip

General | Time-dependent | Allocations | Origin | Net Worth Tax | Insurance

General data

Description: [Yellow highlighted field]

Asset main no. text: []
 Acct determination: 160020 Machinery and Equipment
 Inventory number: []
 Quantity: [] EA Each
 Manage historically

Inventory

Last inventory on: []
 Include asset in inventory list
 Inventory note: []

Posting information

Capitalized on: []
 First acquisition on: []
 Acquisition year: [] 000
 Deactivation on: []
 Plnd. retirement on: []

FG	Field group name	Req.	Opt.	No	Disp	Class	MnNo.	Sbno.	Copy
01	Description 1	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
02	Description 2	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
03	General long text	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	
04	Inventory number	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
05	Unit of measure	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
06	Quantity	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

FG	Field group name	Req.	Opt.	No	Disp	Class	MnNo.	Sbno.	Copy
34	Evaluation group 4	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
35	Investment purpose	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
36	Evaluation grp-8 pl.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	Inventory data	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



G/L Integration

- What is it?
- Why is it so important?





G/L Integration

What is it?

- 'Rules' (i.e. account assignment / account determination) identifying GL accounts to be used for asset postings:
 - automatic selection (no user intervention)
 - proposed (user can edit)



G/L Integration

Why is it important?

- Defines the automatic or proposed financial accounts for postings of:
 - Asset Acquisition *
 - Accumulated Depreciation *
 - Depreciation Expense
 - Asset Gain on Sale
 - Asset Loss
 - Offsetting Accounts for Asset Corrections (e.g. found assets, donations, etc.)

- ‘Stake in ground’ decision on balance sheet accounts:
 - after posting is made cannot change
 - APC/Accumulated Depreciation accounts
 - account determination attached to asset class



G/L Integration

Asset Class definition identified Account Assignment rule

Change View "Asset classes": Details

New Entries

Asset Class: 2000 Machinery & Equipment
 Short Text: Machinery & Equip

Asset type

Account determ.: 160020 Machinery and Equipm
 Scr.layout rule: 2000 General machines
 Base Unit: EA

Number assignment

Asset: INTERN-00001 0
 Class: 2003 Mac

General Time-dependent Allocations Ori

General data

Description

Asset main no. text

Acct determination: 160020 Machinery
 Inventory number
 Quantity: EA Each

Manage historically

GL accounts for Account Assignment rule

Table View Edit Goto Selection Utilities System Help

Change View "Balance Sheet Accounts": Details

Dialog Structure

- Chart of Accounts
 - Account Determination
 - Balance Sheet Ac
 - Depreciation
 - Special Reserves

Chart of dep.: 0010 Preconfigured US company chart of depreciation
 Chart of Accts: 0010 State of Louisiana
 Account determ.: 160020 Machinery and Equipment
 Deprec. area: 1 Book depreciation in local currency

Acquisition account assignment

Acquisition:Acquis. and production costs	160020
Acquisition: down payments	
Contra account: Acquisition value	660000
Down-payments clearing account	
Acquisition from affiliated company	
Revenue frm post-capitaliz.	

Retirement account assignment

Loss made on asset retirement w/o reven.	701000
Clearing acct. revenue from asset sale	700130
Gain from asset sale	701000
Loss from asset sale	701000
Clear.revenue sale to affil.company	

< Asset Master Record defaults Account Assignment rule from Asset Class



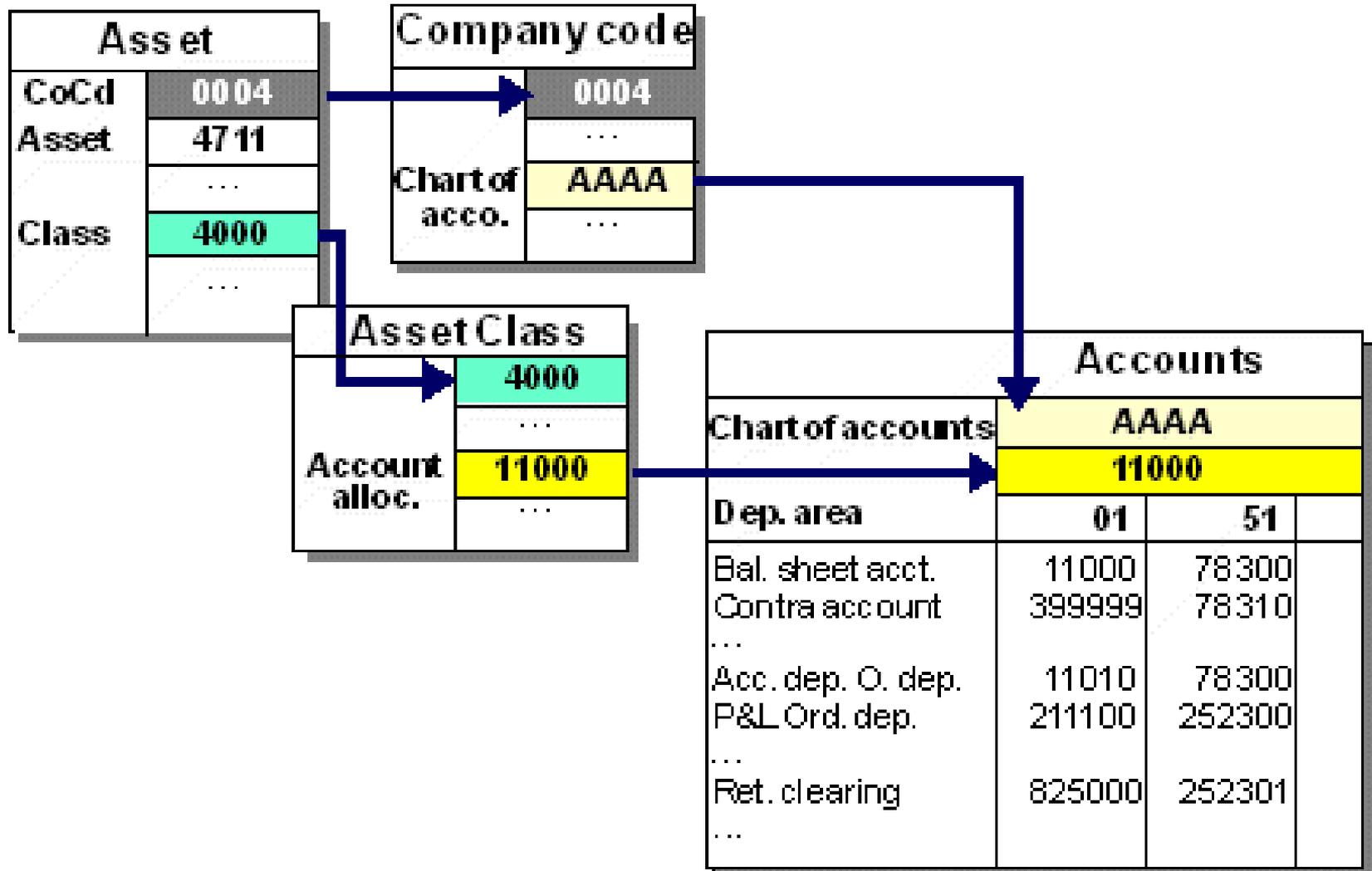
G/L Integration

Why is it important?

- An account assignment rule identifies all the relevant G/L accounts for that rule
- Only 'ONE' account assignment rule can be linked to an Asset Class



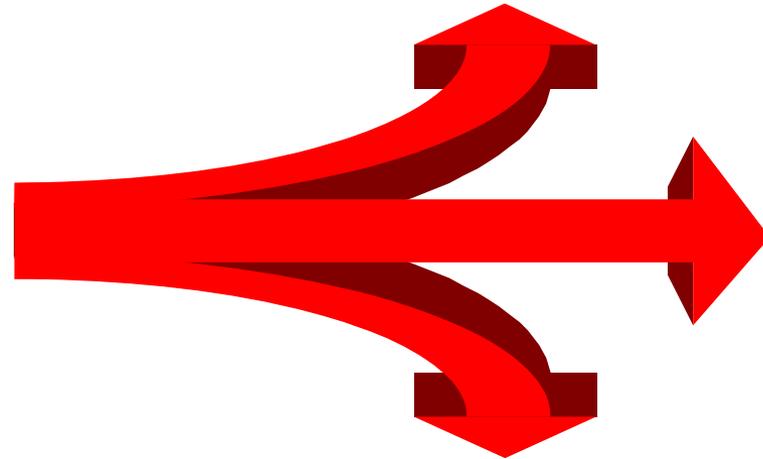
G/L Integration





Asset Numbers

Asset Numbering





Asset Numbers

- Composed of two parts:

main number (12 char) *subnumber* (4 char)
XXXXXXXXXXXXX - XXXX

- Main numbers can be defined by system or user
- Subnumber can be defined by system or user:
 - If system defined (internal)
 - always numeric and initial AMR always 0000
 - subsequent subnumbers for asset increment by 1
 - If user defined (external)
 - can be alpha-numeric
 - no automatic sequencing



Asset Numbers

Sub-Numbers:

- Sub number linked directly to the asset main number
- Must be in same asset class as 'parent' asset
- Can depreciate at sub number level
- Information and description specific to sub number



Asset Master Record

- What is it?
- What type of information is stored?

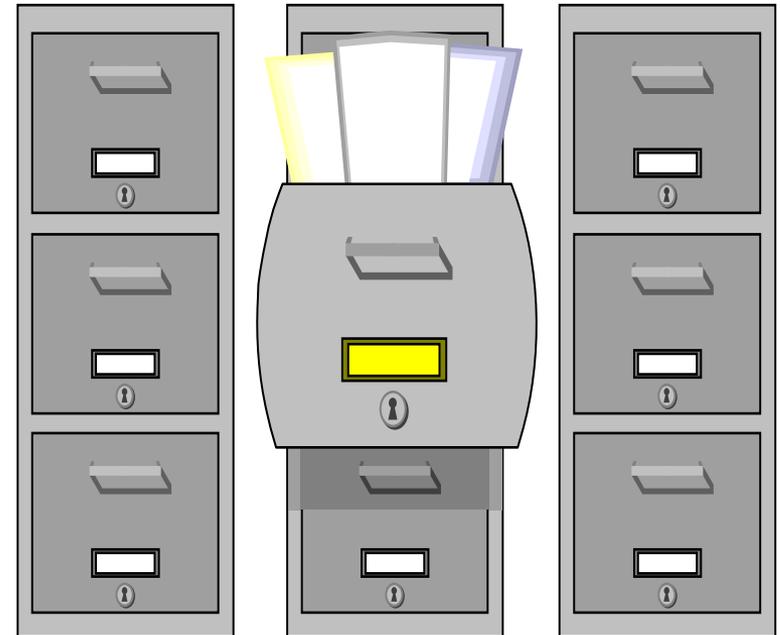




Asset Master Record

What is it?

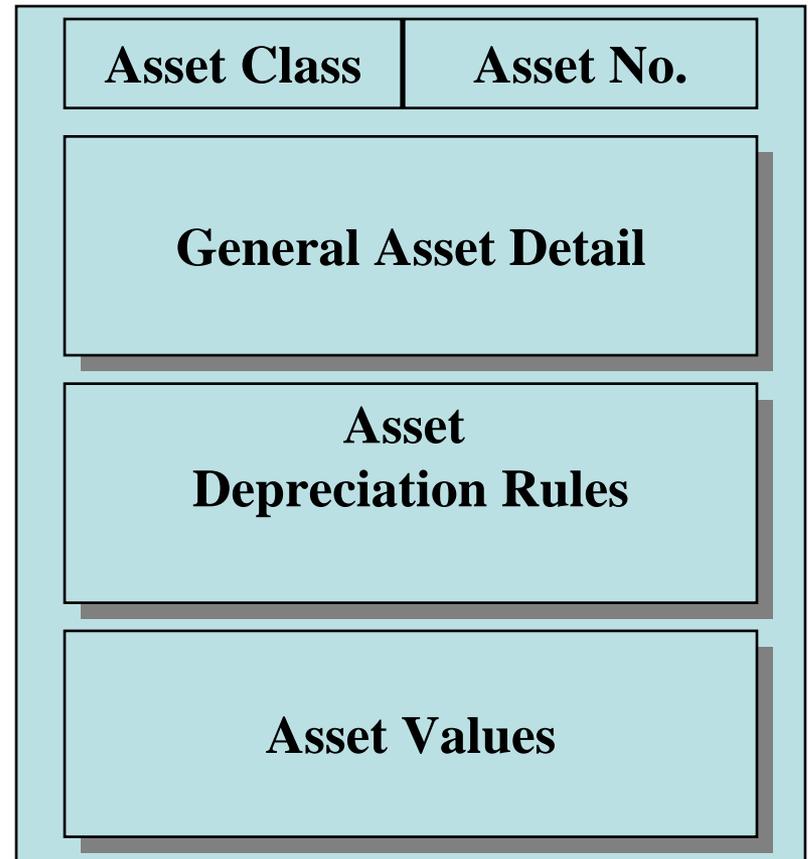
- Method by which detailed general and financial information about each asset is stored





Asset Master Record

What type of information is stored?





AMR – Initial Screen

- *Create an Asset Master Record*

Create Asset: Initial screen

Master data | Depreciation areas

Asset Class	ZTEST
Company Code	0008
Number of similar assets	1

Reference

Asset	
Sub-number	
Company code	

Post-capitalization

- *Change or Display an Asset Master Record*

Change Asset: Initial screen

Master data | Depreciation areas | Asset values

Asset	
Subnumber	0
Company Code	0008



Asset Master Record – General Detail

- Stores concrete detail information about your asset including:
 - Informative detail
 - Financial posting
 - Financial calculation parameters
 - Integration linkages
 - Etc.
- Uses 'Tab' format to access data elements

Asset Class	Asset No.
General Asset Detail	
Asset Depn. Rules	
Asset Values	



AMR – General Information *(sample)*

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General	Time-dependent	Allocations	Origin	Net Worth Tax	Insurance	Leasing	Deprec. Areas
----------------	----------------	-------------	--------	---------------	-----------	---------	---------------

General data	
Description	<input type="text"/>
Asset main no. text	<input type="text"/>
Acct determination	2000 Buildings
Serial number	<input type="text"/>
Inventory number	<input type="text"/>
Quantity	<input type="text"/> <input type="text"/>
	<input checked="" type="checkbox"/> Manage historically

Inventory	
Last inventory on	<input type="text"/> <input checked="" type="checkbox"/> Include asset in inventory list
Inventory note	<input type="text"/>

Posting information			
Capitalized on	<input type="text"/>	Deactivation on	<input type="text"/>
First acquisition on	<input type="text"/>	Plnd. retirement on	<input type="text"/>
Acquisition year	<input type="text"/> 000	Ordered on	<input type="text"/>



AMR – Time Dependent Data *(sample)*

Asset

Class Z_All fields open Company Code

General | **Time-dependent** | Allocations | Origin | Net Worth Tax | Insurance | Leasing | Deprec. Areas

Interval from 01.01.1900 to 31.12.9999

Business Area	<input type="text" value="1"/>
Cost Center	<input type="text"/>
Resp. cost center	<input type="text"/>
Activity Type	<input type="text"/>
Int. order	<input type="text"/>
Maintenance order	<input type="text"/>
Plant	<input type="text"/>
Location	<input type="text"/>
Room	<input type="text"/>
Tax Jurisdiction	<input type="text"/>
License plate number	<input type="text"/>
Personnel Number	<input type="text"/>
Shift factor	<input type="text"/>
Functional Area	<input type="text"/>
Real Estate Key	<input type="text"/>

Asset shutdown

Note: Additional fields will be available for Fund, Fund Center, Grant.



AMR – Allocations (Sample)

Asset: INTERN-00001 0
Class: ZTEST Z_All fields open Company Code: 0008

General | Time-dependent | **Allocations** | Origin | Net Worth Tax | Insurance | Leasing | Dep

Allocations

Evaluation group 1

Evaluation group 2

Evaluation group 3

Evaluation group 4

Evaluation group 5

Investment reason

Envir. investment

Asset super number

Integration of assets and equipment

Create/change equip. from asset master record

	WF	Sync	Equipment number	Ca...	Object type	Description of technical object
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

No. 1 Create Entry 0 Frm 0

Changing asset from equip. master record via

Synchronization

Workflow



AMR – Origins *(Sample)*

Asset	INTERN-00001	0		
Class	ZTEST		Z_All fields open	Company Code 0008

General | Time-dependent | Allocations | **Origin** | Net Worth Tax | Insurance | Leasing | De

Origin

Vendor	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Manufacturer	<input type="text"/>		
<input type="checkbox"/> Asset purch. new			
<input type="checkbox"/> Purchased used			
Trading Partner	<input type="text"/>		
Country of origin	<input type="text"/>		
Type name	<input type="text"/>		
Original asset	<input type="text"/>	<input type="text"/>	Acq. on <input type="text"/>
Orig. Acquis. Year	<input type="text"/>		
Original value	<input type="text"/>	USD	
In-house prod.perc.	<input type="text"/>		

Account assignment for investment

Investment Order	<input type="text"/>
WBS element	<input type="text"/>



AMR – Net Worth Tax (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General	Time-dependent	Allocations	Origin	Net Worth Tax	Insurance	Leasing	De
---------	----------------	-------------	--------	----------------------	-----------	---------	----

Net worth valuation	
Classification key	<input type="text" value="1"/>
Property indicator	<input type="checkbox"/>
Manual Val. Reason	<input type="text"/>
Man. Net W. Val.	<input type="text"/> USD

Real estate and similar rights					
Tax Office	<input type="text"/>				
Assmt Notice Tax No.	<input type="text"/>				
Assmt.notc	<input type="text"/>				
Municipality	<input type="text"/>				
Land Register of	<input type="text"/>	Entry by	<input type="text"/>		
Vol./page/ser.no	<input type="text"/>	<input type="text"/>	<input type="text"/>	Conveyance on	<input type="text"/>
Ld.reg.map/plot	<input type="text"/>	<input type="text"/>	Area	<input type="text"/>	<input type="text"/>



AMR – Insurance (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General	Time-dependent	Allocations	Origin	Net Worth Tax	Insurance	Leasing	De
---------	----------------	-------------	--------	---------------	------------------	---------	----

Insurance		
Type	<input type="text" value="1"/>	
Insur.Companies	<input type="text"/>	
Agreement number	<input type="text"/>	
Suppl. text	<input type="text"/>	
Start date	<input type="text"/>	
Insurance rate	<input type="text"/>	
Index series	<input type="text"/>	
Base value	<input type="text" value="0.00"/>	<input type="checkbox"/> Manual Update
		FYear Change
Man.insur.val.	<input type="text"/>	per <input type="text"/>



AMR – Leasing (Sample)

Asset	INTERN-00001	0		
Class	ZTEST	Z_All fields open	Company Code	0008

General | Time-dependent | Allocations | Origin | Net Worth Tax | Insurance | **Leasing** | De

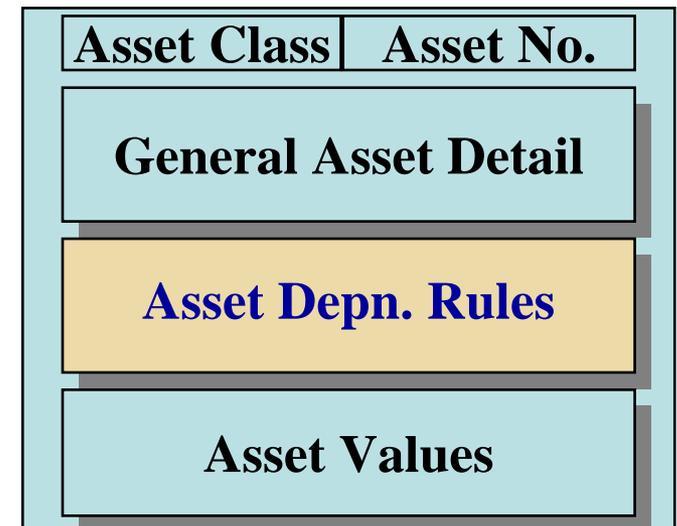
Leasing

Leasing company	<input type="text"/>	<input type="text"/>
Agreement number	<input type="text"/>	
Agreement date	<input type="text"/>	Notice date <input type="text"/>
Lease start date	<input type="text"/>	Lease length <input type="text"/> / <input type="text"/>
Type	<input type="text"/>	
Base value as new	<input type="text"/>	USD
Purchase price	<input type="text"/>	USD
Supplementary text	<input type="text"/>	
No. lease payments	<input type="text"/>	
Payment cycle	<input type="text"/>	<input type="checkbox"/> Advance payments
Lease payment	<input type="text"/>	USD
Annual interest rate	<input type="text"/>	
Present Value	0.00	USD



Asset Master Record – Depreciation Rules

- Stores detail information about depreciation calculation:
 - Informative detail
 - Depreciation calculation parameters
 - Etc.
- Data stored for each Depreciation Area





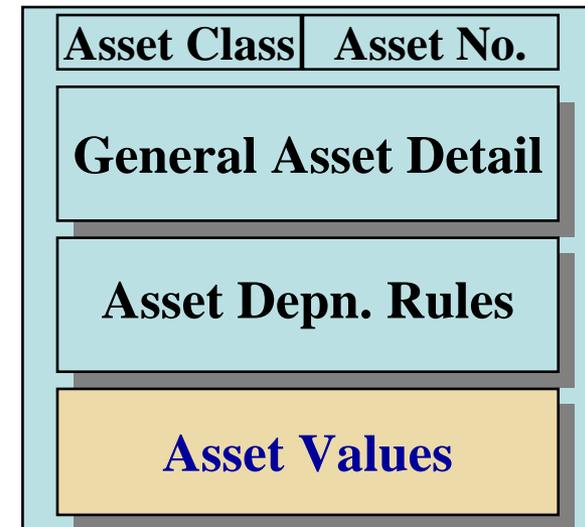
AMR – Depreciation Area Detail *(Sample)*

Asset	INTERN-00001	0		
Class	ZTEST		Z_All fields open	Company Code 0008
Area	01 Book deprec.		Book depreciation	
Interval from 01.01.1900 to 31.12.9999				
General Specifications				
Depreciation Key	LINA	<input type="checkbox"/>	Str.-line via acq.value below zero	
Useful life	1	/		
Original useful life		/		
Changeover year		/		
Start of Calculation				
Ord.dep.start date				
Spec.depreciation				
Int. Calc.				
Operating readiness				
Additional Specifications				
Index series				
Age-dependent index				
Variable dep.portion				
Scrap value				USD
Scrap Value %				
<input checked="" type="checkbox"/> Neg. Vals Allowed				
Acquis.year				



Asset Master Record – Values

- Stores data for each Depreciation Area
 - Values for the AMR (planned and actual)
 - Depreciation posting status (and amount)
 - Integration objects (with drill down ability)
 - Transactions
- Values derived from transactions and asset master record details
- Cannot configure screen layout for this section of AMR





Asset Master Record – Values

- Many ‘views’ for analysis purposes
- Multi year and/or depreciation area comparison
- Depreciation simulation for asset
- Drill-down to more details, such as:
 - AA, FI & other related documents
 - rules defined in IMG
 - depreciation calculation





AMR – Asset Value Display (Sample)

Asset Explorer

Asset 0008-2/0000
 Depreciation Areas
 01 Book depreciation
 50 Derived area

Company Code: 0008 IDES US INC New GL 8
 Asset: 2 0
 Fiscal year: 2008

Planned values | Posted values | Comparisons | Parameters

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				USD
Investment support				USD
Revaluation				USD
Transfer reserve				USD
Acquisition value				USD
Ordinary deprec.				USD
Special depreciation				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD

No postings for selected fiscal year

Planned values Book depreciation

Value	Fiscal year start	Change	Year-end	Crcy
APC transactions				USD
Investment support				USD
Revaluation				USD
Transfer reserve				USD
Acquisition value				USD
Ordinary deprec.				USD
Special depreciation				USD
Unplanned dep.				USD
Write-up				USD
Value adjustment				USD
Reval. ord. depr.				USD
Net book value				USD
Interest				USD
Down payments				USD

Sample detail if transactions available for AMR

Transactions

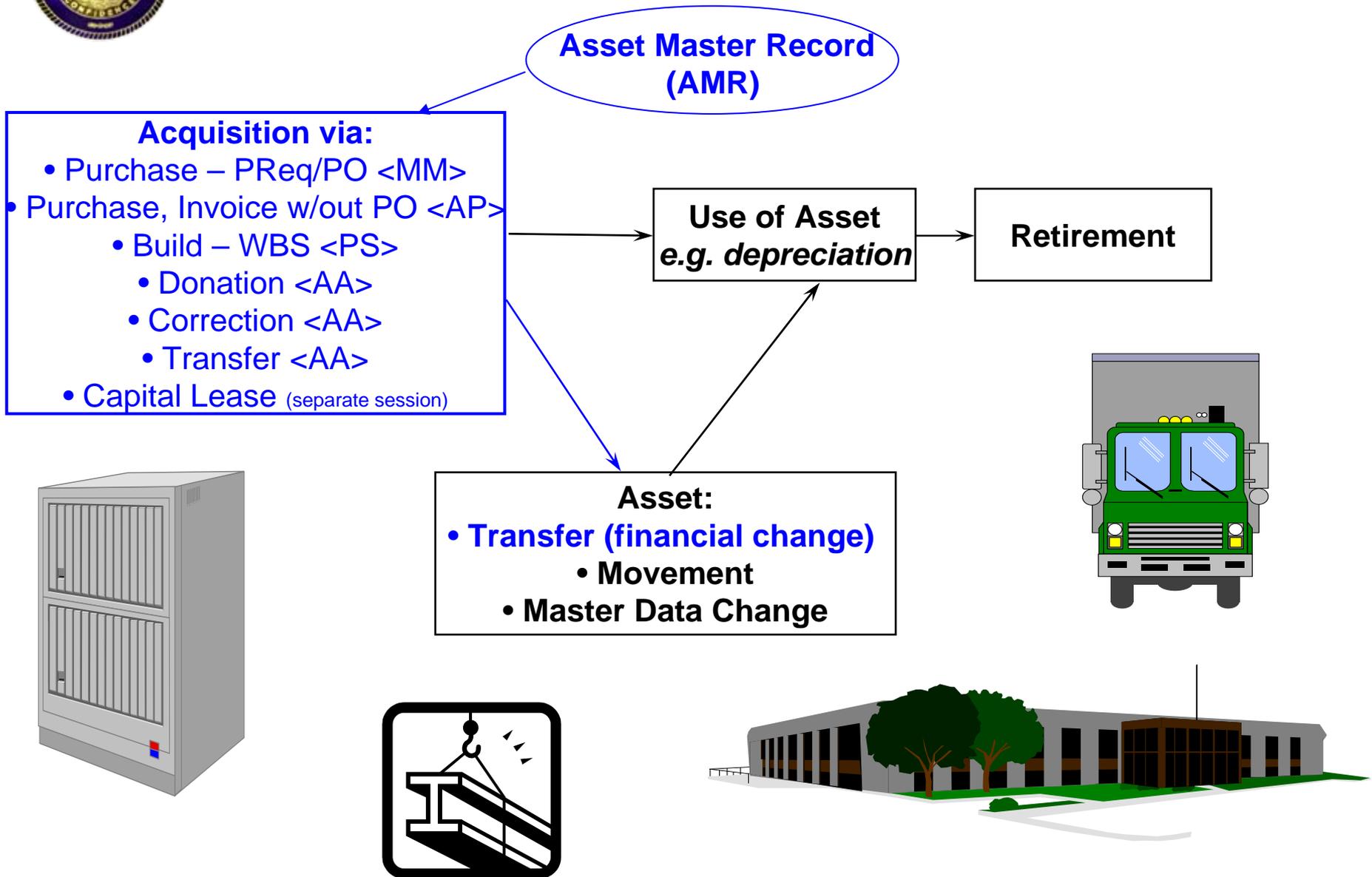
AsstVal date	Amount	TType	Transaction type name	Crcy
14.07.2008	100.00	100	External asset acquisition	USD



Asset Acquisition Transactions



Asset Financial Lifecycle





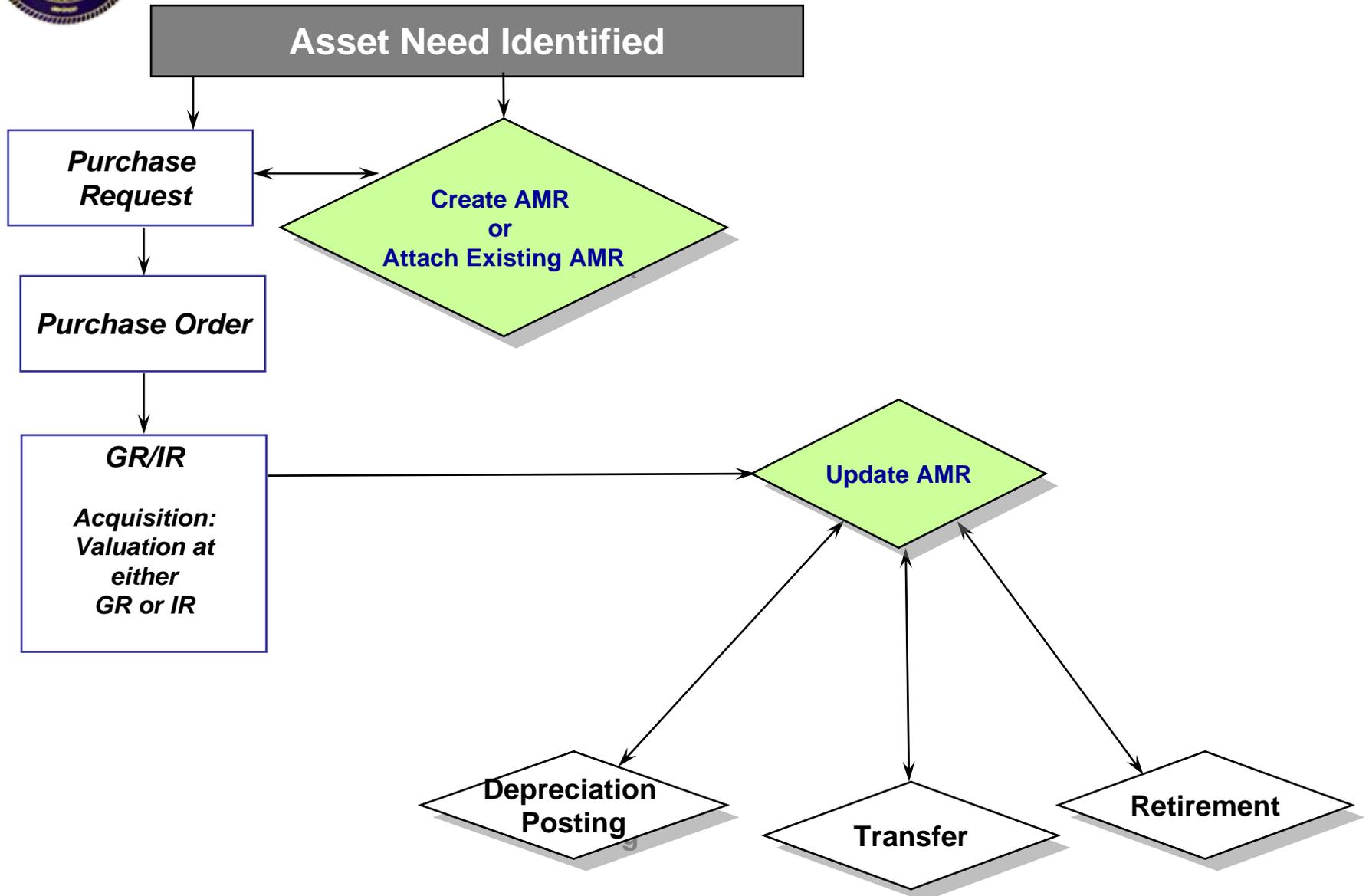
Asset Acquisition: Purchase

- Purchase via PReq / PO <MM>
- Purchase, Invoice without PO <MM or AP>
 - Account Assignment 'A' to define this as an Asset purchase
 - Screen input fields for Asset detail
 - Enables AMR update with capitalization date/values at time of GR or IR (timing to be defined by finance)
 - Must attach AMR (either new AMR shell created, use existing AMR shell or AMR record)



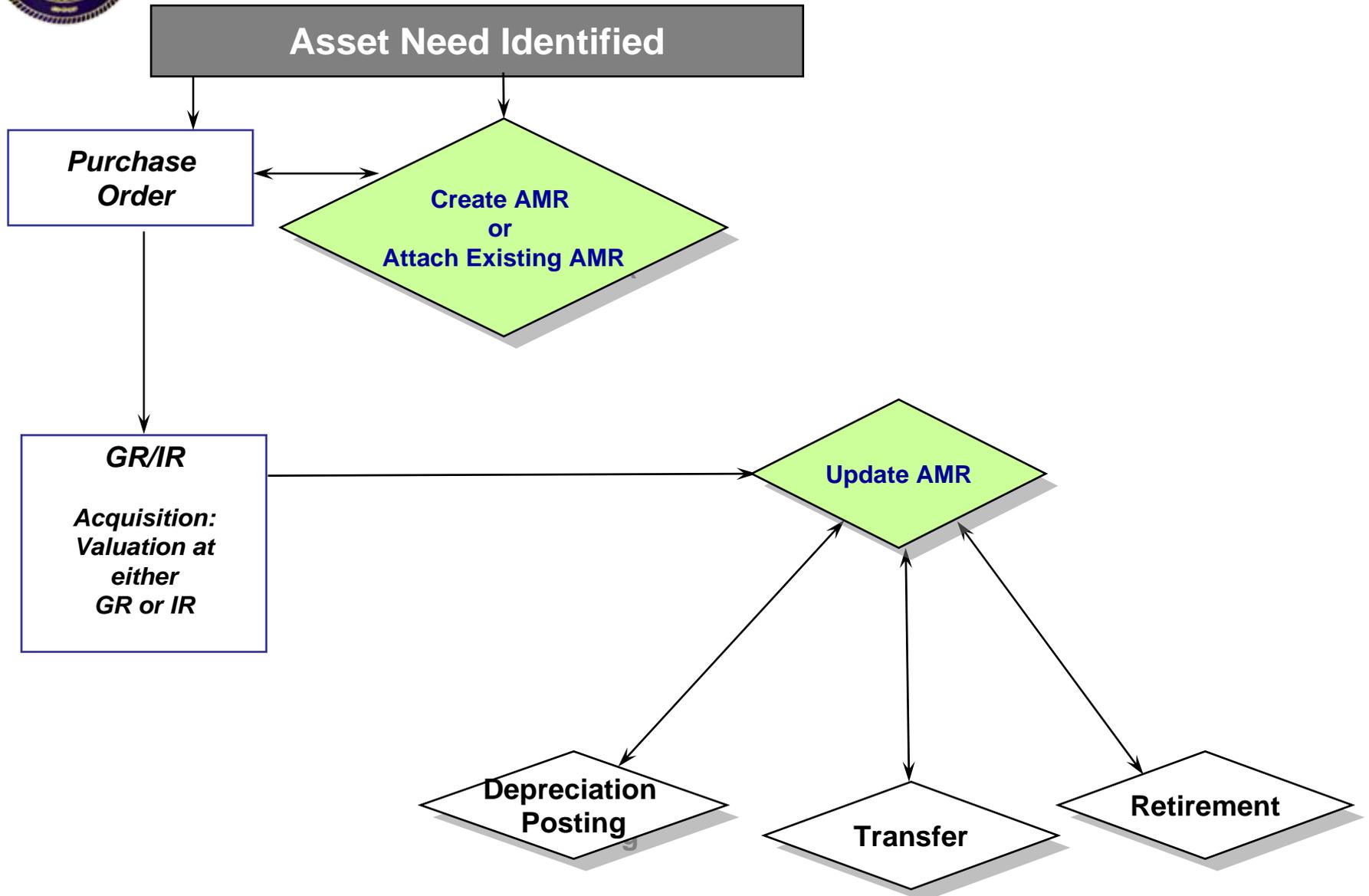


Asset Acquisition: Purchase - starting at Purchase Req.



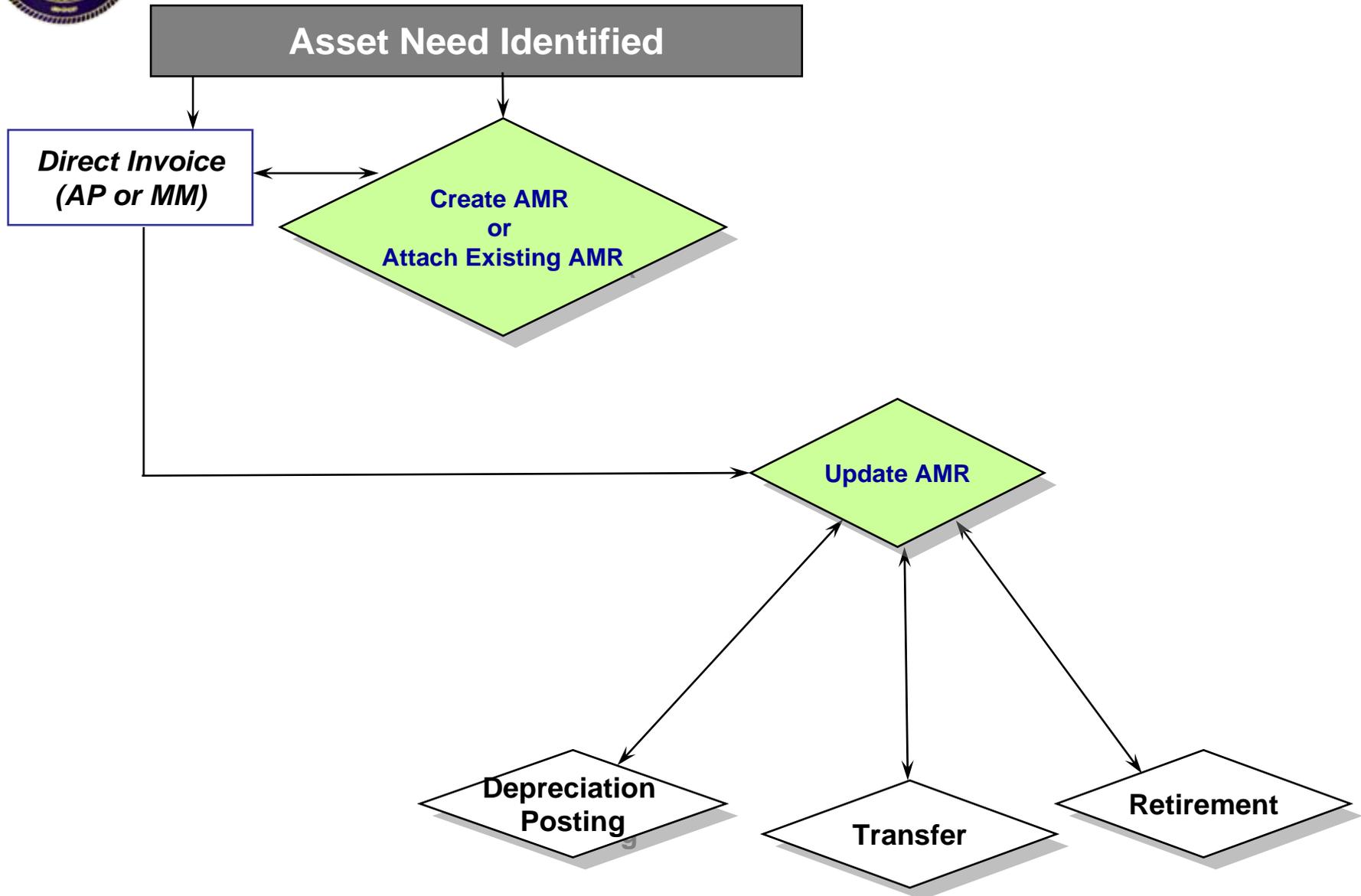


Asset Acquisition: Purchase - Purchase Order (without PReq)





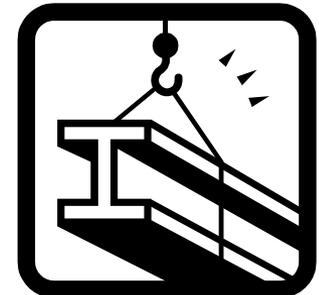
Asset Acquisition: Purchase - Invoice without PO





Asset Acquisition: Build

- WBS to AuC settlement <PS>
 - Costs collected in WBS for a project that will become an Asset
 - Must attach AMR shell(s) to Settlement Rules
 - Enables AMR update with capitalization date/values at time of settlement
 - Periodic (e.g. monthly) settlement of values from WBS to AuC
- AuC to AMR settlement <PS or AA>
 - Must attach final AMR shell(s)/existing AMR to Settlement Rules
 - Can be done when initial AuC shell created or immediately prior to AuC to AMR settlement
 - Enables AMR update with capitalization date/values at time of settlement
 - Generally, settlement done when asset is deemed complete
 - May be variations on settlement processing if asset is partially completed and put into service prior to 'final' completion





Asset Acquisition: Build

PS Settlement: WBS to AuC

- monthly until complete
- set capitalization date on AMR
- FI posting:
cr. 'Expense Offset'
dr. AuC (WIP)

WBS Element(s)

- material	\$\$
- services	\$\$
- architect fee	\$\$
- overhead	<u>\$\$</u>
MONTH 1	\$25k
WBSoffset	(25)

- overhead	<u>\$\$</u>
MONTH 2	\$15k
WBS offset	(15)

AuC Master Record

\$ 25 k	Month 1
15	Month 2
<u>40</u>	Month 3
\$ 80	AuC Total
<u>(80)</u>	Transfer to AMR
\$ 0	After AuC settled

Settlement: AuC to AMR

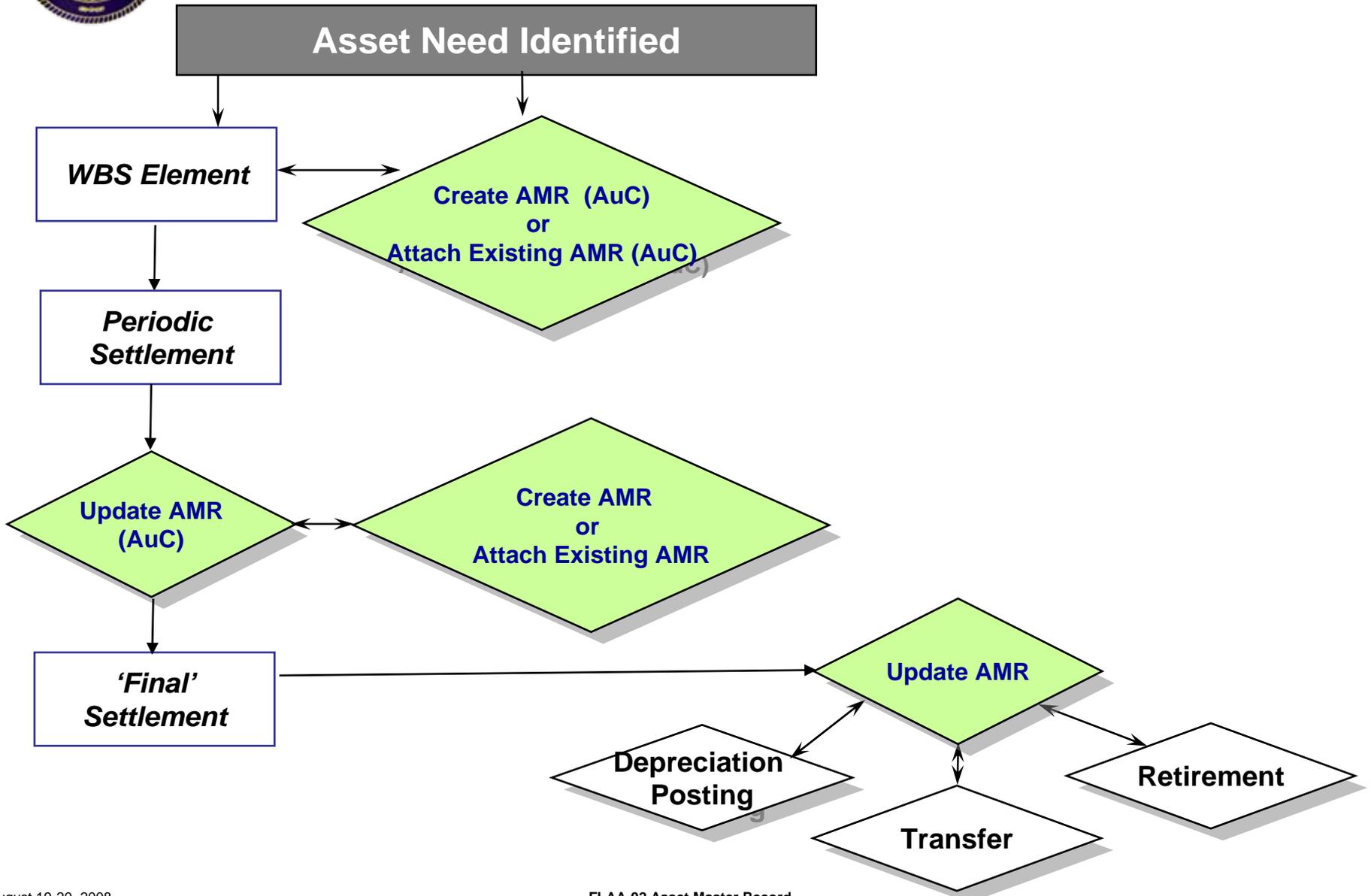
- generally one time (at project completion)
- set capitalization date on AMR
- set deactivation date on AuC
- FI posting:
cr. AuC (WIP)
dr. APC (for AMR)

Final AMR

\$ 80	Asset Total
-------	-------------



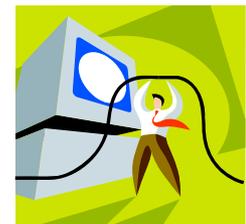
Asset Acquisition: Build





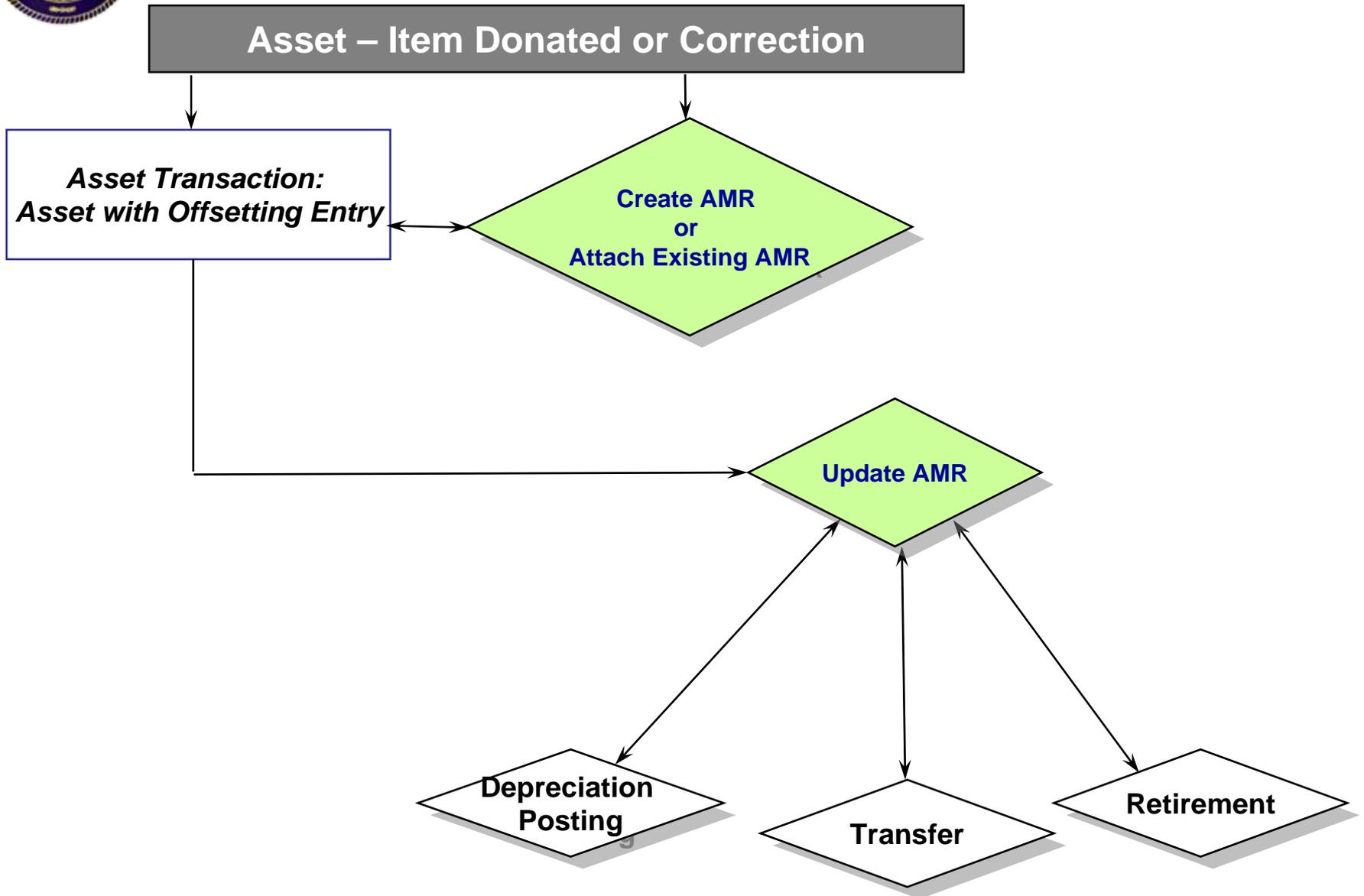
Asset Acquisition: Donation or Correction

- Asset not already in Asset Accounting database:
 - External Acquisition with Offsetting Entry
 - Correction of current year acquisition posting to non AMR record (e.g. expense account)
 - Sets capitalization date for asset in the AMR and updates APC values
 - Post Capitalization
 - Correction of prior year acquisition posting to non AMR record (e.g. expense account)
 - User defined or automatic accumulated depreciation
 - NOTE: must indicate post capitalization and capitalization date on AMR created
- Must attach AMR (either new AMR shell created, use existing AMR shell or AMR record) at time of transaction initiation.



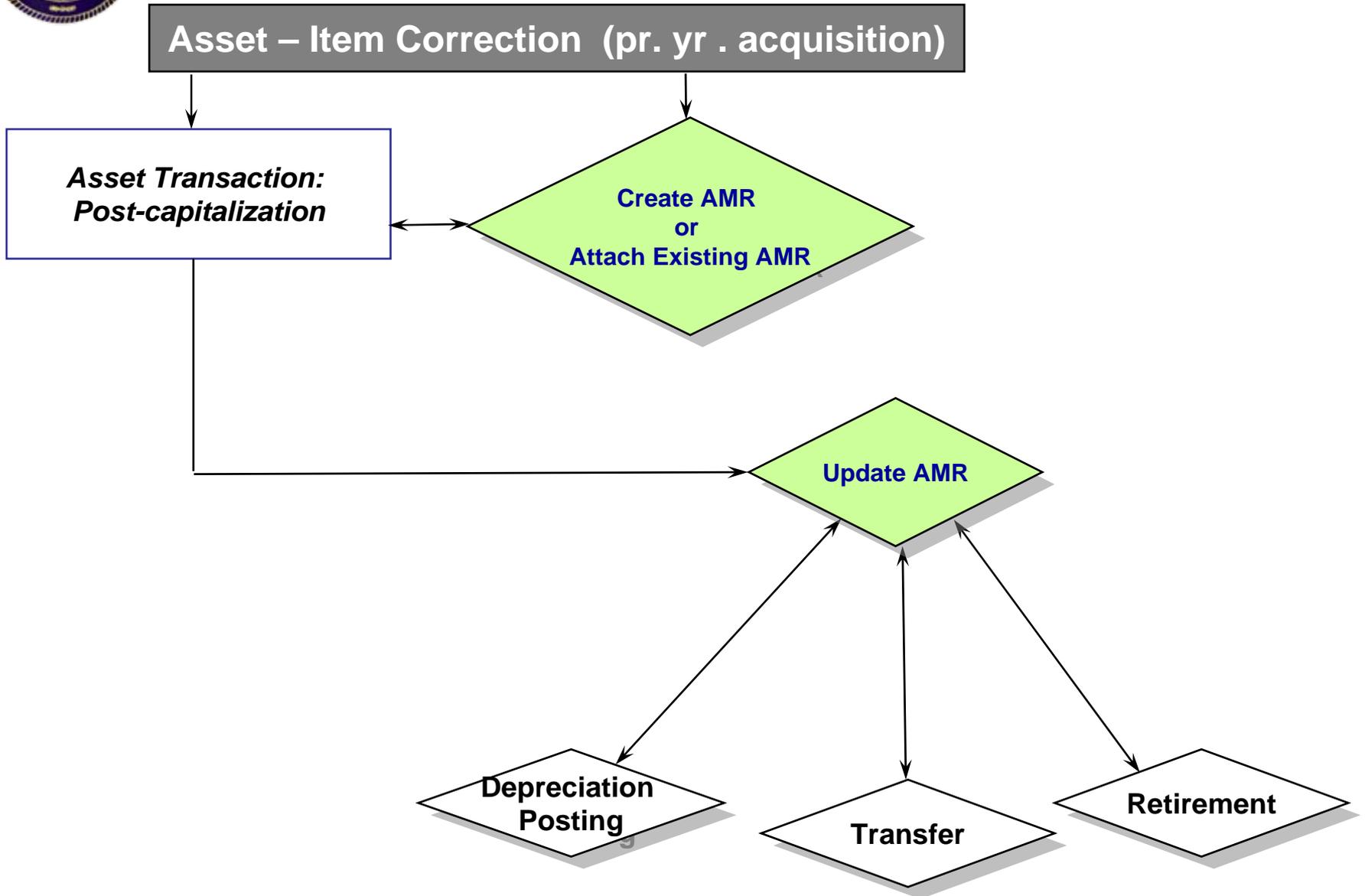


Asset Acquisition: Donation or Correction (not in AA database – current yr. acq.)





Asset Acquisition: Correction (not in AA database – prior yr. acq.)





Asset Acquisition: Transfer

- **Asset Transfer:**
 - Transfers APC and accompanying asset valuations
 - Complete or partial transfer
 - Must attach AMR (either new AMR shell created, use existing AMR shell or AMR record) at time of transaction initiation.

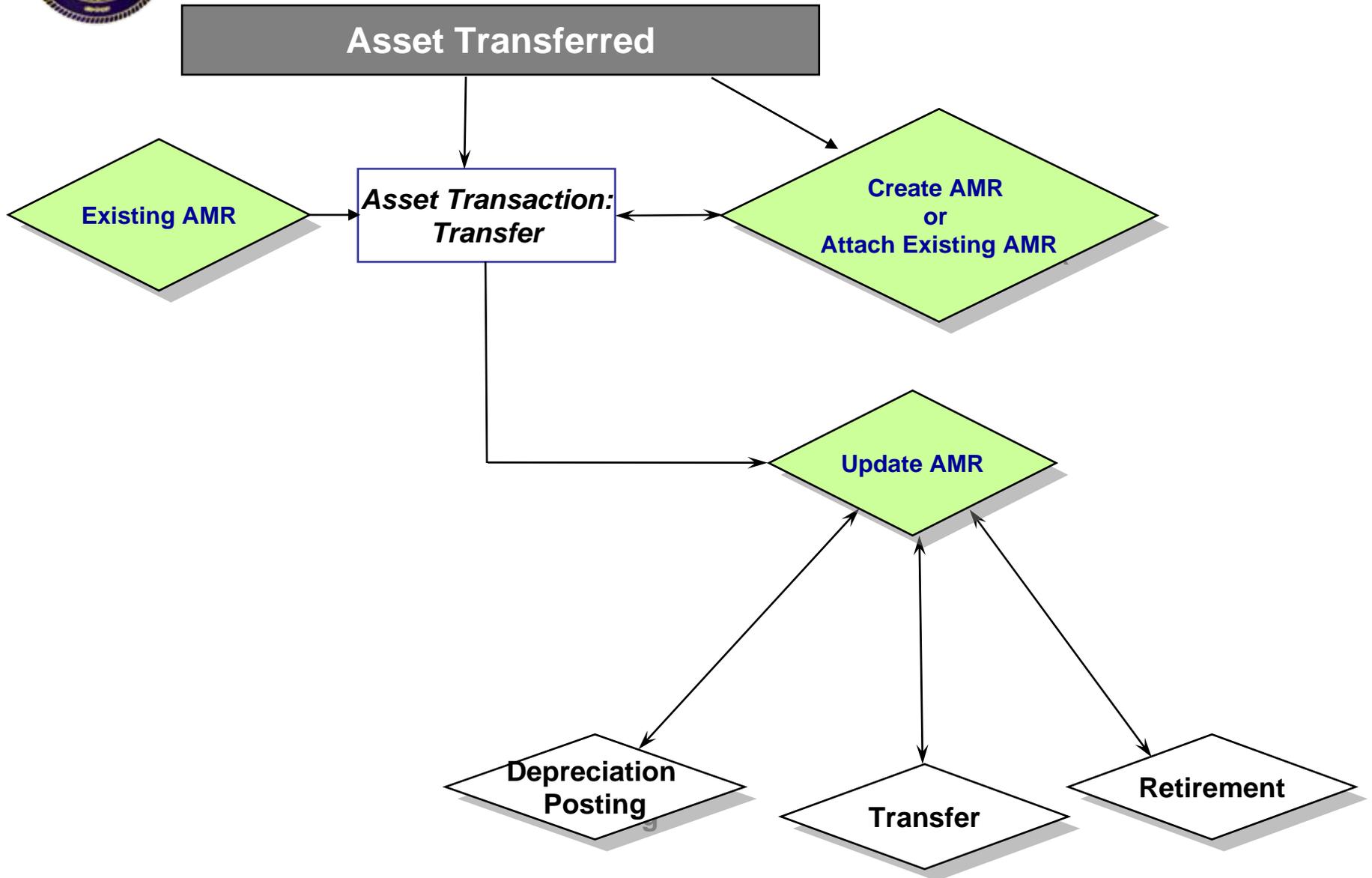
- **Correction such as:**
 - Input error – s/b in another asset classes or another AMR in same asset class
 - Financial change – cost center, fund, functional area, business area

- **Trade-In**





Asset Acquisition: Transfer to New AMR





Asset Acquisition: *Capital Lease*

- *Capital Lease*
 - *to be covered in subsequent session*





SAP Glossary

- **Asset Class** - Main criterion for classifying fixed assets according to legal and management requirements.
- **Asset Master Record (AMR)** – Contains general information and valuation/depreciation rules for a specific item in the Asset Accounting (AA) module. In SAP, it also stores all the values and transaction data for the item.
- **Main Asset Number** - Unique number, in combination with company code and asset sub number, that identifies a fixed asset.
- **Sub Asset Number** – Asset record for an individual part of an asset, or subsequent acquisitions, can be represented by a subnumber to a main asset number.

- **Capital Asset** - Tangible property which cannot easily be converted into cash and which is usually held for a long period, including real estate, equipment, etc
- **Low Value Asset (LVA)** – Items that do not meet the capital asset criteria and are recorded for tracking purposes. In general, LVAs are fully depreciated in the year of purchase or in the period of acquisition.
- **Asset under Construction (AuC)** - An asset that you produce yourself which must be managed as a separate asset master record, generally without depreciation, during the construction phase.



SAP Glossary

- **Capital Lease** - A lease that meets one or more financial criteria as defined by FASB. This type of lease is considered to have the economic characteristic of asset ownership, thus it is recognized both as an asset and as a liability (for the lease payments) on the balance sheet.
- **Operating Lease** - In an operating lease, the lessor (or owner) transfers only the right to use the property to the lessee with the property being returned to the lessor at the end of the lease. This type of lease is treated as an operating expense in the income statement and the lease does not affect the balance sheet.

- **Depreciation** - The reduction of the asset book value because of decline in economic usefulness or because of legal requirements for taxes.
- **Depreciation Area** - An area showing the valuation of a fixed asset for a particular purpose (for example, for individual financial statements, balance sheets for tax purposes, or management accounting values).
- **Equipment Master Record (EMR)** – Details recorded for an individual, physical object that is maintained as an autonomous unit in the Plant Maintenance (PM) module.



SAP Glossary

- **Screen Layout** – Settings that specifies the fields that are displayed during master data maintenance and the field entry characteristics (e.g. required, optional, display only). Field entry characteristics are also referred to as 'Field Status'.
- **Account Assignment** – Settings which determines which general ledger accounts to post to from a business transaction. Sometimes referred to as 'Account Determination'.
- **Account Determination** – see 'Account Assignment'
- **Post Capitalization** – Correction of asset value, which was either set too low because capitalization was not performed in the past, or which was treated entirely as expense.

- **Goods Receipt (GR)** - A term from inventory management denoting a physical inward movement of goods or materials. It is usually triggered by a document that denotes the delivery of goods from a vendor to a company. For assets, the AMR valuation occurs at either time of GR or IR.
- **Invoice Receipt (IR)** - A term from Invoice Verification describing the receipt of an invoice issued by a vendor (creditor). For assets, the AMR valuation occurs at either time of GR or IR.



SAP Glossary

- **Project System** – Module that allows the user to plan, execute and account for a project.
- **WBS Element** - Work Breakdown Structure – Forms the basis for the coordination and organization of a project. It is the Hierarchical outline of a task, item or process, described in the project definition.
- **Settlement** - Full or partial allocation of costs from one object to another (e.g. from WBS to AuC, from AuC to final AMR)



AS IS.....



Existing System Data - Protege

Welcome - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/main.cfm?CFID=19908698&CFTOKEN=

File Edit View Favorites Tools Help

Welcome - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets **Contacts** Transfers Admin Reports

Search
Search - Asset Num
Search - Advanced
Saved Searches

Add
Add Asset
Add Equipment
Add Vehicle
Add Elective
Fuel Log Entry

Management
Protege Platform

...eeler (Change password)
...ncy User

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https://web5.incircuit.com/protege/main.cfm?CFID=19908698&CFTOKEN=69341926

Start | Internet | 100%

Inbox - ... | RE: Lynn'... | RE: Lynn'... | Welcom... | G:_ERP ... | Microsoft... | 9:00 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?id=1401092& Live Search

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number* 10200-000619

Agency* 10200 DIVISION OF ADMINISTRATION-FACILITY PLANNING AND CONTROL

Vehicle Class* FLEET

Vehicle Type* CAR, SMALL AUTO

Description* 2008 WHITE FORD FUSION

Make* FORD

Model* FUSION

Model Year* 2008

VIN 3FAHP07188R172212

Summary Vehicle Capacity Assignment Fuel/Mileage Maint/Repair Completed Acq/Disp Validation Accounting

History

Parish* EAST BATON ROUGE Vehicle Use* POOL VEHICLE Status* Active

Location* 17.GARAGE Parent Asset Number

License Plate* 206174 Type of Attachment Unlocated Year

Unit Num #619 Child Assets View/Change (0) Cost Center

Fuel Type* GAS Images View/Change (0)

< Cancel Save >

Internet 75%

Start Inbox - Mi... RE: Lynn'... RE: Lynn'... Asset De... G:_ERP ... Microsoft ... 9:06 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?id=1401092& Live Search

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000819

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Vehicle Class * FLEET

Vehicle Type * CAR, SMALL, AUTO

Description * 2008 WHITE FORD FUSION

Make * FORD

Model * FUSION

Model Year * 2008

VIN 3FAHP07188R172212

Summary Vehicle Capacity Assignment Fuel/Mileage Maint/Repair Completed Acq/Disp Validation Accounting

History

Series Transmission Make

Key Code Transmission Model

Usage Code MILES Engine Make

Spec Number Engine Model

Start Internet 100%

Inbox - Mi... RE: Lynn'... RE: Lynn'... Asset De... G:_ERP ... Microsoft ... 9:12 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?id=1401092&... Live Search

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000619

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Vehicle Class * FLEET

Vehicle Type * CAR, SMALL, AUTO

Description * 2008 WHITE FORD FUSION

Make * FORD

Model * FUSION

Model Year * 2008

VIN 3FAHP07188R172212

Summary Vehicle **Capacity** Assignment Fuel/Mileage Maint/Repair Completed Acq/Disp Validation Accounting

History

Gross Veh. Weight [] []

Engine Size [] []

Additional measurements [Add measurement](#)

Unit Capacity Unit of Measure Del.

There are currently no records. Click "Add measurement" to create one.

Done Internet 100%

Start Inbox - Microsoft O... Asset Detail - In... G:_ERP PROJECT\... Microsoft PowerPoi... 9:53 AM



Existing System Data - Protege

Fuel Log Entry - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/vehicleLogFuelEdit.cfm?ASSETID=1401092&ID=08&isPopup=true

File Edit View Favorites Tools Help

Star Home RSS Print Page Tools ?

Fuel Log Entry

Begin Date

End Date *

Odometer *

Gallons *

Fuel Cost *

Fuel Card

Project

Function Code

Log Type

Status

Done

Internet 100%

Start Inbox - Micro... Asset Detail - ... G:_ERP PRO... Microsoft Po... Fuel Log Ent... 9:54 AM



Existing System Data - Protege

Vehicle Maintenance - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/vehicleMaintInsert.cfm?assetID=1401092&queryFilter=VEH%5FLOG%5FSTAT%20NOT

File Edit View Favorites Tools Help

Vehicle Maintenance

Date *

Odometer *

Vendor *

Completed	Maintenance*	Cost*
<input type="checkbox"/>	AIR FILTER CHANGE	<input type="text"/>
<input type="checkbox"/>	FUEL FILTER CHANGE	<input type="text"/>
<input type="checkbox"/>	OIL CHANGE	<input type="text"/>
<input type="checkbox"/>	TRAN FLUID CHANGE	<input type="text"/>
<input type="checkbox"/>	INSPECTION STICKER	<input type="text"/>
<input type="checkbox"/>	OTHER	<input type="text"/>
	<input type="text" value="Enter explanation (required)"/>	

Cancel Save

Done

Internet 100%

Start | Inbox - Micro... | Asset Detail -... | G:_ERP PRO... | Microsoft Po... | Vehicle Main... | 9:55 AM



Existing System Data - Protege

A screenshot of a Windows Internet Explorer browser window displaying a web form titled "Vehicle Repair". The browser's address bar shows the URL: https://web5.incircuit.com/protege/assets/vehicleRepairInsert.cfm?assetID=1401092&queryFilter=VEH%5FLOG%5FSTAT%20NO. The form contains several input fields: "Date *" with a calendar icon, "Odometer *", "Vendor *", "Description", and "Cost *". Below the fields are "Cancel" and "Save" buttons. The browser's taskbar at the bottom shows the Start button and several open applications: "Inbox - Micro...", "Asset Detail -...", "G:_ERP PRO...", "Microsoft Po...", and "Vehicle Rep...". The system tray on the right shows the time as 9:55 AM and the date as August 19-20, 2008.



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?id=1401092&... Live Search

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

Vehicle Class * FLEET

Vehicle Type * CAR, SMALL, AUTO

Description * 2008 WHITE FORD FUSION

Make * FORD

Model * FUSION

Model Year * 2008

VIN 3FAHP07188R172212

Summary	Vehicle	Capacity	Assignment	Fuel/Mileage	Maint/Repair	Completed	Acq/Disp	Validation	Accounting
History									
Net Book Value	\$15,814.00	PO Number	3225154	Disposition Date					
Original Acq Cost	\$15,814.00	Lease Begin		Disposition Amount					
Original Acq Date	12/05/2007	Lease End		Disposition Method					
Current Acq Cost	\$15,814.00	Warranty Exp.		Notes 1					
Current Acq Date	12/05/2007			Notes 2					
Acquisition Method *	Original Purchase			Notes 3					

< Cancel Save >

Start Internet 100%

Inbox - Microsoft O... Asset Detail - In... G:_ERP PROJECT\... Microsoft PowerPoi... 9:56 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?id=1401092&

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

Vehicle Class * FLEET

Vehicle Type * CAR, SMALL, AUTO

Description * 2008 WHITE FORD FUSION

Make * FORD

Model * FUSION

Model Year * 2008

VIN 3FAHP07188R172212

Summary Vehicle Capacity Assignment Fuel/Mileage Maint/Repair Completed Acq/Disp Validation Accounting

History

Date	Type	Method	Description	Amount	Tran ID
12/05/2007	Original Acquisition	Original Purchase		15,814.00	3261926

Insert...

< Cancel Save >

Start Internet 100%

Inbox - Microsoft O... Asset Detail - In... G:_ERP PROJECT\... Microsoft PowerPoi... 9:57 AM



Existing System Data - Protege

New Accounting Transaction - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/accountingEdit.cfm?assetID=1401092&&isPopup=true

File Edit View Favorites Tools Help

Tools >>

New Accounting Transaction

Tran Date *

Tran Type *

Method *

Description

Amount *

Pay District

Project Number

PO Number

PO Date

Voucher

Vendor

Fund allocation for this transaction [Add fund](#)

Fund Type	Fund	Percent	Del.
There are currently no records. Click "Add fund" to create one.			

Done Internet 100% 00%

Start Inbox - Micro... Asset Detail -... G:_ERP PRO... Microsoft Po... New Accoun... 9:56 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?mode=normal

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000617

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Class * PRINTER

Description XEROX WIDE FORMAT COPIER & PRINTER

Record Type ASSET

Make XEROX 6050 9D

Model 6050WFCP

Model Year

Serial Number TUD781293

Summary	Acquisition	Disposition	Validation	Notes	Accounting	History
Person Responsible		Parent Asset Number		Status *	Active	
ORM Building	Claiborne Bldg.	Type of Attachment		Unlocated Year		
Floor	7TH	Child Assets	View/Change (0)	Cost Center	1200	
Room	7-173			Images	View/Change (0)	
Location *	7-173					

Start | Internet | 100% | 9:48 AM

Inbox - Microsoft O... | Asset Detail - In... | G:_ERP PROJECT\... | Microsoft PowerPoi...



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?mode=normal

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000617

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Class * PRINTER

Description XEROX WIDE FORMAT COPIER & PRINTER

Record Type ASSET

Make XEROX 8050 9D

Model 8050WFCP

Model Year

Serial Number TUD781293

Summary	Acquisition	Disposition	Validation	Notes	Accounting	History
Net Book Value	\$8,400.00	PO Number	3912591			
Original Acq Cost	\$21,000.00	ISIS	115			
Original Acq Date	06/30/2005					
Current Acq Cost	\$21,000.00					
Current Acq Date	06/30/2005	Lease Begin				

Start | Internet | 100% | 9:50 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?mode=normal

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000617

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Class * PRINTER

Description XEROX WIDE FORMAT COPIER & PRINTER

Record Type ASSET

Make XEROX 6050 9D

Model 6050WFCP

Model Year

Serial Number TUD781293

Summary	Acquisition	Disposition	Validation	Notes	Accounting	History
Disposition Date						
Disposition Amount						
Disposition Method						
Remarks						

Start Internet 100%

Inbox - Microsoft O... Asset Detail - In... G:_ERP PROJECT\... Microsoft PowerPoi... 9:50 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?mode=normal

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000617

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Class * PRINTER

Description XEROX WIDE FORMAT COPIER & PRINTER

Record Type ASSET

Make XEROX 6050 9D

Model 6050WFCP

Model Year

Serial Number TUD781293

Summary Acquisition Disposition Validation Notes Accounting History

Date	Type	Method	Description	Amount	Tran ID
06/30/2005	Original Acquisition	Original Purchase	Acquisition	21,000.00	1381090
06/30/2005	Depreciation	Straight-Line	Straight Line (Annual)	-4,200.00	3071433
06/30/2006	Depreciation	Straight-Line	Straight Line (Annual)	-4,200.00	3098522
06/30/2007	Depreciation	Straight-Line	Straight Line (Annual)	-4,200.00	3128575

Start | Internet | 100% | 9:51 AM



Existing System Data - Protege

Asset Detail - InCircuit Asset Management - Windows Internet Explorer

https://web5.incircuit.com/protege/assets/assetDetail.cfm?mode=normal

File Edit View Favorites Tools Help

Asset Detail - InCircuit Asset Management

InCircuit Home Preferences Help Support Sign out

Assets Contacts Transfers Admin Reports

Asset Number * 10200-000617

Agency * 10200 DIVISION OF ADMINISTRATION-FACILITY

Class * PRINTER

Description XEROX WIDE FORMAT COPIER & PRINTER

Record Type ASSET

Make XEROX 6050 9D

Model 6050WFCP

Model Year

Serial Number TUD781293

Summary Acquisition Disposition Validation Notes Accounting History

Date	Column	New Value	Old Value	User	History Type
07/13/2005 08:25:34 AM	Inserted Accounting Transaction (Original Acquisition)	1381090		SUE WHEELER	User Edit
07/13/2005 08:25:34 AM	New Record	10200-000617		SUE WHEELER	User Edit

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Inbox - Microsoft O... Asset Detail - In... G:_ERP PROJECT\... Microsoft PowerPoi... 9:51 AM



Existing System Data – SLABS Land Parcels

Maintain Conveyance Data - Windows Internet Explorer

https://www.tst.doa.louisiana.gov/slabs/conveyance/dsp_ConveyanceForm.cfm?ID=6337&Action=GET&redirectFrom=&index=7&listType=search

File Edit View Favorites Tools Help

State Land And Building System

[Site](#) | **[Building](#)** | [Conveyance](#) | [Reports](#) | [REELS](#) | [STAMPS](#) | [Msg. Center](#) | [Admin](#) | [Logout](#) | [Help](#)

Document:	0078	Site:	2 - 17 - 025 (View Site)	Setup Date:	04/01/1992	Last Update:	02/10/2000
Department:	01 - EXECUTIVE DEPARTMENT		Agency:	107 - DIVISION OF ADMINISTRATION			
Facility Name:	STATE CAPITOL PARK		Lease/Own Indicator:	S - OWNED			
Vendor:	LA AND ARKANSAS RAILWAY CO		Vendee:	DEPT OF HIGHWAYS-STATE OF LA			
Instrument Date:	12/19/1961	Instrument Type:	PU - PURCHASE	Acquisition Cost:	\$ 125,686	State Cost:	\$ 125,686
Record Date:	12/22/1961	COB/Folio:	1608/377	Entry Number:	54/5032	Minerals:	
Sec-Twn-Rng:	042 - 07 S - 01 W	Meridian:	S - ST. HELENA	Plat:	Y - YES		

Acreage

Total:	7.07	Owned:	7.07	Leased:	0.00	Transfer:	0.00	R.O.W.:	0.00
--------	------	--------	------	---------	------	-----------	------	---------	------

Description: 7.066 ACRES IN SECS 42 & 44 ADJOINING DOTD HQ SITE, BD BY DOTD ON WEST & L&A RR R/W ON EAST. Notes:

[Return to List](#) | [Return to Search Form](#) | [Prev Conveyance](#) | [Next Conveyance](#) | [Print](#)

https://www.tst.doa.louisiana.gov/slabs/conveyance/dsp_ConveyanceForm.cfm?ID=6336&Action=GET&redirectFrom=&index=7; Internet 100%

Start | Inbox - Microsoft Outl... | FI-AA-001_AssetClas... | Y:_ERP PROJECT\ER... | Workshop FI-AA-02 A... | Maintain Conveyan... | 9:54 AM



Existing System Data – SLABS Sites

Maintain Site Data - Windows Internet Explorer
 https://www.st.louisiana.gov/slabs/site/dsp_SiteForm.cfm?SiteID=253&redirectFrom=CONVEYANCE&approvalRedirect=no&approvalRecord=0&CFID=4936&CFTOKEN=23392140

File Edit View Favorites Tools Help

State Land And Building System

[Site](#) | [Building](#) | [Conveyance](#) | [Reports](#) | [REELS](#) | [STAMPS](#) | [Msg. Center](#) | [Admin](#) | [Logout](#) | [Help](#)

Site Code: **2 - 17 - 025** Department: **EXECUTIVE DEPARTMENT** Setup Date: **04/01/1992** Last Update: **10/05/2007**
 Group Name: **OFFICE OF STATE BUILDINGS** Agency: **DIVISION OF ADMINISTRATION**

Facility Name: STATE CAPITOL PARK Address: 900 N. THIRD STREET Address 2: STATE CAPITOL DRIVE City: BATON ROUGE State: LA Zip: 70802 Contact: JERRY JONES, FACILITY PLANNING & CONTROL Phone : 225-342-0849	Function: GOVERNMENTAL OFFICES Lease/Own: OWNED Minerals: MIXED Status: Active	Improvements Total \$11,224,310.00 Year To Date \$0.00 Grand Total \$11,224,310.00 CAFR: YES Fiscal Year: 2009 Prior Year Adjustment:
---	---	---

Documents: **156** Acres: Total: **434.19** Trans: **120.04** Active Buildings: **64** [View Bldg. List](#)
 First Date: **02/20/1903** Land Acquisition \$ **19,623,635** Owned: **368.08** R.O.W.: **0.18**
 S-T-R-M 1: **044-07 S-01 W - S - ST. HELENA** Lease: **0.00**
 2: **097-07 S-01 W**
 3: **071-07 S-01 W**
 Area: **5,331,265 Sq. Ft.**
 Replacement \$ **502,314,894**

Description: BOUNDED IN GENERAL BY MAIN, MISS RIVER, MEMORIAL STADIUM AREA, FIFTH, THIRD, RIVER ROAD; COVERING MULTIPLE SECS IN T7S-R1W. **Notes:** CAPITOL, ANNEX, PENTAGON, LIBRARY, GOV MANSION, DOTD, FIRST CIRCUIT COURT, LASALLE, ISB, CLAIBORNE, GALVEZ, POYDRAS, LIVINGSTON, BIENVILLE, STATE MUSEUM, ETC

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Existing System Data – SLABS Buildings

Maintain Building Data - Windows Internet Explorer
 https://www.st.doa.louisiana.gov/slabs/building/Dsp_BuildingFORM.cfm?BuildingID=10831&Action=SEARCH&index=35&redirectFrom=BUILDING

File Edit View Favorites Tools Help

State Land And Building System

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Bldg Id: S02044 Site: 2-17-025 STATE CAPITOL PARK [View Site](#) ORM Loca. Code: 0650 - DOTD-H.Q./MANAGEMENT & FINANCE Status: Active-Approved

GIS: Longitude: -91.17768380 Latitude: 30.45898318 Altitude: Last GIS Reading: 2007-03-12 10:59 [View FM attachment\(s\)](#)

Bldg Name: DOTD HEADQUARTERS BLDG.	Total Sqft: 290,655	Stories: 6.0	Use (Spec): OFFICE	Building Insurance: Y
Addr1: 1201 CAPITOL ACCESS RD.	Ground Sqft: 52,521	Elevators: Y	Use (Gen): OFFICE	Valua Date: 01/2007
Addr2:	Val/Sqft: \$ 138	Mech Ele: Y	Occ Code: 327 - GOVERNMENTAL BUILD	Mar-Swift: Y
City: BATON ROUGE	Gross Sqft: 0	Const Class: 5 - MODIFIED FIRE RESISTIVE	Cvrge Code: P10	Repl Cost: \$ 40,039,888
St: LA Zip:				

Dim: IRREGULAR-INCLUDES EAST WING ADDITION STAMPS: Y [EDIT](#) REELS: N [ADD](#) Bldg Object: No Setup: 04/01/1992 Last Update: 02/12/2008 [View Projects](#)

Movin: 1960 Fld Zone: C Map Name: E BATON ROUGE/COMM-PANEL NO 220058-0090C Dwelling Units: 0 State Employees: 0 [View Approvals](#)

Desc: PRE-CAST CONCRETE WITH BUILT UP ROOF; INCLUDES EAST WING OF BLDG. Aprr Notes: IMPROVEMENTS COVERED WALKWAYS, FRONT DOTD SIGN, FRONT PORTICO, FLAGPOLE, & ANTENNA -24 HR BOILER SHIFTS & NIGHT COMPUTER SHIFTS-& EAST WING

Contact: K SALTER Ph: 219-4983 ORM Area: 0 Inspector: KIM SALTER Insp Date: 03/12/2007

		Funding		Funding Sources	
Department: 07 - DEPT OF TRANSPORTATION & DEVEL	Original Cost: \$ 9,736,896	General: \$ 0	Spec Rev: \$ 0	Source1: \$ 0	
Agency: 272 - TRANS & DEV OFF OF THE SEC	Index Cost: \$ 0	Federal: \$ 0	Donation: \$ 0	Source2: \$ 0	
Movable: N Fiscal Year: 2009	Actual Cost: \$ 16,211,700	Cap Outlay: \$ 6,259,312		Source3: \$ 0	
CAFR: Y Prior Year Adjustment:	Imprvmnt Value: \$ 0	Proprietary: \$ 0		Source4: \$ 0	
	Major Renov: \$ 0				

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Existing System Data – SLABS Contents for Insurance

Maintain Contents - Windows Internet Explorer
 https://www.st.doa.louisiana.gov/slabs/stamps/dsp_ContentsMaintain.cfm?pkContentsID=8891

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State Land And Building System

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Building ID:	S 02044 View Building	DOTD HEADQUARTERS BLDG.	Total Square Feet:	276,040
ORM Location Code:	0650	DOTD-H.Q./MANAGEMENT & FINANCE	Ground Square Feet:	45,601
Record Type:	U		Last Update:	12/10/2002
Status:	Active			
Val/SqFt Override:		Reason for Override:		

Category Description	State-Owned	Non State-Owned	Misc. Categories	Building Info:
Fine Arts	\$92,500	\$0	General Content - Property Value	Total Allocated SqFt
Livestock	\$0	\$0	General Content - Flood	285,460
Computer Equipment	\$8,810,316	\$0	Other Contents - Flood	Total Allocated Ground SqFt
Boats	\$0	\$0	Business Income	52,521
Mobile Structure	\$0	\$0	Registered Mail/Parcel Post	Total Calculated Contents
			LPPFA/3rd Party Fin	\$7,344,886
				Total Calculated Flood
				\$1,351,366
				Building Total SqFt
				290,655
				Building Ground SqFt
				52,521

Comments: THIS IS HOST AGY RECORD. SQ FT SHOULD EQUAL THE AMT ON BLDG RECORD LESS AMT ON ANY 'F' OR 'U' RECORDS

[Return to STAMPS List](#)
[Related Records](#)
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Done

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Inbox - Microsoft Outl... | FI-AA-001_AssetClas... | Y:_ERP PROJECT\ER... | Workshop FI-AA-02 A... | Maintain Contents -...

10:02 AM



Existing System Data – SLABS Real Estate Leasing

Maintain REELS Lease - Windows Internet Explorer
 https://www.st.louisiana.gov/slabs/reels/dsp_reelsForm.cfm?pkLeaseID=937&action=GET&fromREELSSearch=1

File Edit View Favorites Tools Help

State Land And Building System

[Site](#) | [Building](#) | [Conveyance](#) | [Reports](#) | **REELS** | [STAMPS](#) | [Msg.Center](#) | [Admin](#) | [Logout](#) | [Help](#)

Lease: **01 0107** Type: **OFC** Dept: **01 - EXECUTIVE DEPARTMENT** XRF: [] [] Status: **Active**

Building: **S** | **01111** [View Building](#)

Name: **WOODDALE TOWER**

Address: **1885 WOODDALE BLVD**

City/State: **BATON ROUGE , LA**

Parish: **17 - EAST BATON ROUGE**

Lease Address: **1885 WOODDALE, 11TH FLOOR**

Lessor: **OFFICE FACILITIES CORPORATION**

ATTN: **C/O FACILITY PLANNING & CONTROL**

Address: **POST OFFICE BOX 94095**

City: **BATON ROUGE**

State/Zipcode: **LA** | **70804-9095**

Phone: **225-342-0820**

Setup Date: **07/18/2006**

Last Update: **10/05/2007**

Occ Code: **344 - OFFICE**

Rate/SqFt: \$ **16.3890**

Annual Rent: \$ **8,861.88**

Usage Type: **OFFICE**

Lease Period (Mos): **12**

Occ Date: **7/1/2006**

Start Date: **7/1/2006**

End Date: **6/30/2007**

State Space: **99**

Utilities Included: **Yes**

JNTRL Included: **Yes**

FM Approved: **Yes**

DEQ Approved: **Yes**

Parking Spaces: **0**

Num Options: **0**

Option Term: **0**

Tot SqFt: **531**

Ground SqFt: **0**

Number Occupants: **0**

SqFt/Occupants: **0**

Notes:

Inactivate	Agency	SubAgency	Loca Code	Total Available SqFt	Ground SqFt	Number Occupants	SqFt/Occupants	Status
<input type="checkbox"/>	100 - EXECUTIVE OFFICE	TROOPS TO TEACHERS	0030 - MENTAL HEALTH ADVOCACY	531	0	0		0 Active
(New)								
(New)								
(New)								
(New)								

[Return to Lease Search](#) | [Submit](#) | [Reset](#) | [Print](#)

Done | Start | Internet | 100% | 10:05 AM



.... TO BE



.... ASSET CLASSES



SAP Asset Classes *(proposed per existing)*

Capital Asset – LAND & BUILDINGS	Threshold	Life (yrs)
Land/Non-Depreciable Land Improvements	N/A	N/A
Depreciable Land Improvements	\$100,000	20
Buildings & Improvements	\$100,000	40
Leasehold Improvements	\$100,000	Varies
Mobile Structures	\$5000	10



SAP Asset Classes *(proposed per existing)*

Capital Asset – MACHINERY & EQUIPMENT	Threshold	Life (yrs)
Software (Purchased or Licensed)	\$1,000,000	3
Software (Internally Developed)	\$1,000,000	3
Historical Treasures & Works of Art (owned, loaned, leased, donated)**** Moved to LVA!!!	N/A	N/A



SAP Asset Classes *(proposed per existing)*

Capital Asset – MACHINERY & EQUIPMENT	Threshold	Life (yrs)
Automobiles	\$5,000	5
Other Vehicles (Motorcycles, ATVs)	\$5,000	5
High Mileage Automobiles	\$5,000	3
Trucks (light general purpose)	\$5,000	5
Trucks (heavy general purpose)	\$5,000	6
Buses	\$5,000	9
Tractor Units (over the road)	\$5,000	5
Trailers & Mounted Containers	\$5,000	6
Marine & Watercraft over 26'	\$5,000	18
Marine & Watercraft 26' & under	\$5,000	18
Airplanes	\$5,000	6



SAP Asset Classes *(proposed per existing)*

Capital Asset – MACHINERY & EQUIPMENT	Threshold	Life (yrs)
Hogs (breeding)	\$5,000	4
Sheep & Goats (breeding)	\$5,000	5
Dairy Cattle (breeding)	\$5,000	7
Horses (breeding)	\$5,000	10
Horses (non breeding or work)	\$5,000	12
Animals, Other	\$5,000	7



SAP Asset Classes *(proposed per existing)*

Capital Asset – MACHINERY & EQUIPMENT	Threshold	Life (yrs)
Radio/TV Broadcasting Equipment	\$5,000	6
Telephone Station Equipment	\$5,000	10
Telephone Central Office Equipment	\$5,000	18
Recreation Assets (entertainment svcs for a fee)	\$5,000	10
Computers and Peripheral Equipment	\$5,000	5
Voting Machines	\$5,000	10
OTM routers and switches???	\$5,000	??



SAP Asset Classes *(proposed per existing)*

Capital Asset – MACHINERY & EQUIPMENT	Threshold	Life (yrs)
Office Furniture and Fixtures	\$5,000	10
Office Machinery and Equipment	\$5,000	6
Printing and Publishing Equipment	\$5,000	10
Construction Equipment	\$5,000	6
Medical Equipment	\$5,000	5
Agricultural Assets	\$5,000	10
Assets Used In Research/Experimentation	\$5,000	10
Law Enforcement Equipment	\$5,000	??
Other Machinery & Equipment (generators, shop equipment, etc)	\$5,000	??



SAP Asset Classes *(proposed per existing)*

Capital Asset – INFRASTRUCTURE	Threshold	Life (yrs)
Infrastructure (? is lower categorization required ?)	\$3,000,000	40



SAP Asset Classes *(proposed per existing)*

Capital Asset – ASSETS UNDER CONSTRUCTION (AuC)	Threshold	Life (yrs)
AuC - Buildings	?	N/A
AuC - Capitalized Buildings	?	N/A
AuC - Infrastructure	?	N/A
AuC – Equipment (placeholder, if needed)	?	N/A
AuC – Software	?	N/A



SAP Asset Classes *(proposed per existing)*

Capital Asset – Capital Lease	Threshold	Life (yrs)
Land	NA	?
Buildings	NA	?
Office Space (partial building)	NA	?
Equipment	NA	?
Historical Treasures & Works of Art?	NA	N/A



SAP Asset Classes *(proposed per existing)*

Capital Asset – INTANGIBLE ASSETS*	Threshold	Life (yrs)
Easements	?	?
Water Rights	?	?
Timber Rights	?	?
Patents	?	?
Trademarks	?	?
Software?	?	?
Mineral Rights	?	?

* GASB 51 – effective July 1, 2009:

This pronouncement applies to all state and local governmental entities, and requires that all intangible assets subject to the provisions of this statement be classified as capital assets. Intangible assets include easements, water rights, timber rights, patents, trademarks, and computer software, and can be purchased, licensed, acquired through nonexchange transactions, or internally generated."



SAP Asset Classes *(proposed per existing)*

Asset – Low Value Assets	Threshold	Life (yrs)
LVA-Buildings & Improvements	?	NA
LVA-Leasehold Improvements	?	NA
LVA-Software?	?	NA
LVA-Historical Treasures & Works of Art?	?	NA
LVA-Marine & Water Craft 26' & under	?	NA
LVA-Trailers	?	NA
LVA-Mobile Structures	?	NA
LVA-Automobiles	?	NA
LVA-Other Vehicles	?	NA



SAP Asset Classes *(proposed per existing)*

Asset – Low Value Assets	Threshold	Life (yrs)
LVA-Hogs	?	NA
LVA-Sheep & Goats	?	NA
LVA-Cattle	?	NA
LVA-Horses	?	NA
LVA-Other Animals & Livestock	?	NA



SAP Asset Classes *(proposed per existing)*

Asset – Low Value Assets	Threshold	Life (yrs)
LVA-Radio/TV Broadcasting Equipment	?	NA
LVA-Telephone Station Equipment	?	NA
LVA-Telephone Central Office Equipment	?	NA
LVA-Recreation Assets (entertainment svcs for a fee)	?	NA
LVA-Computers and Peripheral Equipment	?	NA
LVA-Voting Machines	?	NA
LVA-OTM routers and switches?	?	NA



SAP Asset Classes *(proposed per existing)*

Asset – Low Value Assets	Threshold	Life (yrs)
LVA-Office Furniture and Fixtures	?	NA
LVA-Office Machinery and Equipment	?	NA
LVA-Printing and Publishing Equipment	?	NA
LVA-Construction Equipment	?	NA
LVA-Medical Equipment	?	NA
LVA-Agricultural Assets	?	NA
LVA-Assets Used In Research / Experimentation	?	NA
LVA-Law Enforcement Equipment	?	NA
LVA-Other Machinery & Equipment (generators, shop equipment, etc)	?	NA



.... SCREEN LAYOUTS



Screen Layouts - proposed

Master Data Screen Layout:

- For maximum future flexibility:
 - Each Asset Class will have it's own Screen Layout Rule
- For ease of use and consistency:
 - Groupings of similar asset classes, such as Transportation related, will use a similar layout

Depreciation Area Screen Layout:

- For maximum future flexibility and consistency:
 - Three unique screen layouts will be defined for:
 - Capital Assets/Assets under Construction
 - Capital Leases
 - Low Value Assets



.... *GL ASSIGNMENTS*



GL Account Assignments

...refer to handout



.... ASSET NUMBERING



Asset Numbering - proposed

Asset Main Numbers:

- Internally assigned
- Use full character length
- Number ranges will be grouped by similar type of asset classifications, with exact numbering scheme to be finalized. For example:

- Land 1xxxxxxxxxxx
- Buildings 2xxxxxxxxxxx
- AuC 3xxxxxxxxxxx
- Machinery & Equipment: 4xxxxxxxxxxx
 - *Transportation Related* - 41xxxxxxxxxxx
 - *Furniture & Fixtures* - 42xxxxxxxxxxx
- Infrastructure 5xxxxxxxxxxx
- Capital Lease 6xxxxxxxxxxx
- Low Value Assets 7xxxxxxxxxxx



Asset Numbering

Asset Sub Numbers:

- Internally assigned for most asset classes?
- Details to be finalized by asset class requirements



.... *SAP Asset Master Data*



Asset Master Record

- Refer to Screen Layout Handouts:
 - Protégé
 - SLABS
 - SAP

- Other Data requirements?



.... SAP Security Considerations



SAP Security Considerations

- What considerations must be made for access restriction?
- Why are these restrictions necessary?



Business Process Flow

- Asset Master Record Create / Update will be determined in following sessions:
 - Acquisitions
 - Transfers
 - Retirements
 - Capital Lease
 - Physical Inventory
 - Periodic Processing (e.g. Depreciation)



Process Improvement Opportunities (Pain Points)

- Opportunity to provide consistent alignment for all capital and low value assets
 - Protégé has over 1000 detailed “classes” that map to one of the 28 OSRAP categories for movable property.
 - Multiple data sources.
- Opportunity to have thorough data review and clean up
 - Data Conversion process will require careful data mapping and clean up



Process Improvement Opportunities (Pain Points)

- Opportunity to reduce manual data gathering processes used to produce CAFR
- Opportunity to eliminate need for duplicate data entry
- Tracking follow-up currently with management:
 - Currently track state owned property currently in Protégé although budget and other financial information for that agency will not be in SAP (ex. Higher Education).



Leading Practices

- Use consistent valuation and calculation parameters / methods for assets across the portfolio
- Consistent use of general ledger accounts for asset accounting postings
- Disallow direct journal postings to asset reconciliation accounts (i.e. all fixed asset financial updates must be done via the asset sub-ledger)
- Use field characteristics to ensure that relevant fields are available by asset class and that mandatory fields are defined.



Leading Practices

- Asset Master Record Create/Update – business processes procedure to ensure data elements and values are updated appropriately
- Restrict access only as required...
 - If too restrictive will become a ‘maintenance’ challenge



Enterprise Readiness Challenges

- Potential organizational impacts and training impacts
 - New asset classifications
 - New asset numbering schemes
 - New asset valuation & depreciation calculation processes (i.e. multiple depreciation areas)
 - Data analysis may require data from multiple modules (e.g. AA, PM, PS, RE)
 - Asset Master Record creation and maintenance processes – amount of change to be determined



Next Steps

- Prepare and send out meeting minutes to invitees.
- Draft Design Document is prepared.
- Follow up on action items identified during the workshop.
- Schedule off-line meeting (s) to discuss areas of special concern
- Plan follow on workshops, as required.
- Plan validation workshop.
- Ensure all to-do's are appropriately documented



Questions?

