



PeopleSoft v9.1 Asset Management Excel Upload Demo

July 2012

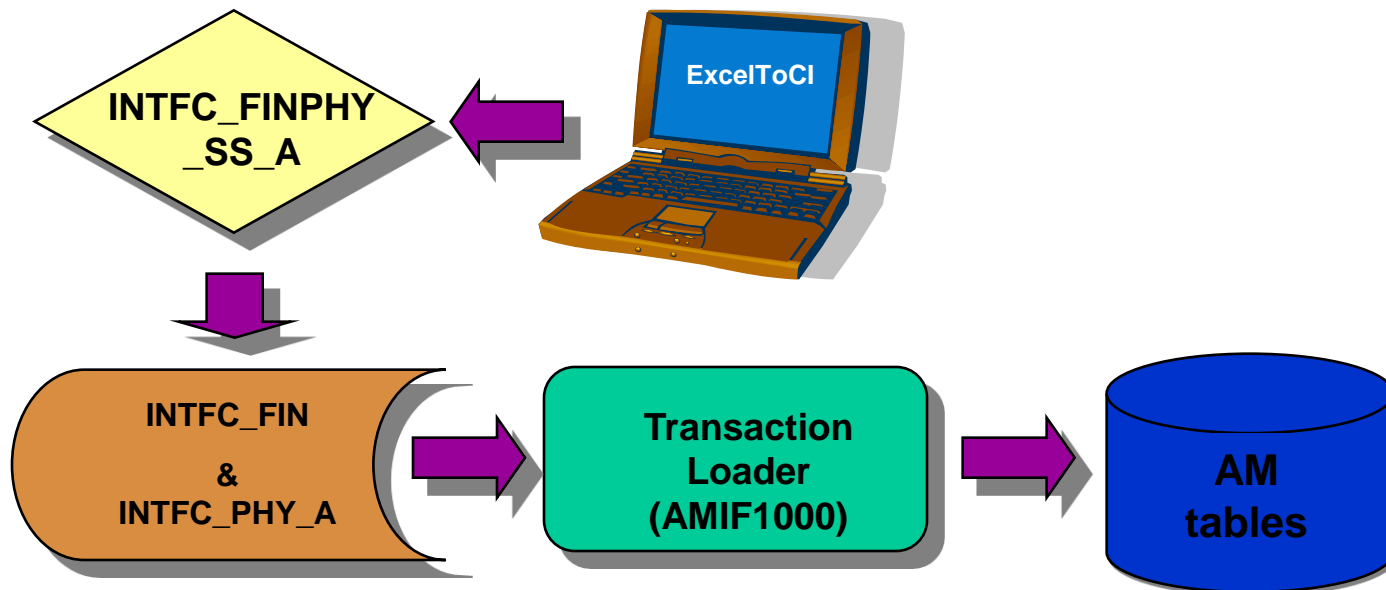
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Loading Assets via Excel to Component Interface

- **ExcelToCI uses Excel Visual Basic Code to execute the business logic built into the component and provides a higher level of validation than a simple SQL insert**
- **Easy to use, uses Excel functions like auto fill, formatting, etc**
- **Custom insert scripts are no longer needed for adding multiple assets**

What is ExcelToCI

- The INTFC_FINPHY_SS_A populates the interface tables. AMIF1000 is then executed to load the data into the Asset Management tables.



What is ExcelToCI – Structure

➤ The structure of the CI template is as follows:

Record(s) used in CI

Field name

* Parent/Child relation of the collection

Field Type: Ex. Char, Num, Date, etc.

INTFC_FINPHY_SS_A				
Collection				
Property				
Record Type				
Field Type				
Field Length				
Key / Required				
Sequence				
Status	Line No	Record Type	Interface ID	Interface
		INTFC_FINPHY_SS_A	INTFC	
		INTFC_ID	INTFC	
		000	000	
		NUMBER	NUMB	
		8	8	
		Y/R	Y/R	
			2	
Template	000			
Template	100			
Template	200			

Length of each field

Fields that are Key or Required

The order of fields

* Record Type 000 = level 0
 100 = level 1
 200 = level 1

Note: Level 2 starts with the identifier of the parent's record (level 1) and ends with a '0'.

AM ExcelToCI – Database Connection

- Connect to the database using the URL. Enter the required information into ExcelToCI.

Web Server Machine Name: devppl12.archstonesmith.com

Protocol: http

HTTP Port: 80

Portal: EMPLOYEE

PeopleSoft Site Name: findmo

Node: PT_LOCAL

Language Code: ENG

Chunking Factor: 40

Error Threshold:

Action: CREATE

Navigation: Coversheet | **Connect Information** | Template | Data Input | Staging & Submission

AM ExcelToCI – Create New Template

- Create new template: Click Add-Ins tab to show ExcelToCI menu. Click New Template button and enter required information.

The screenshot shows the Microsoft Excel interface with the 'Add-Ins' tab selected. The 'New Template' button is highlighted in the ribbon. A 'Login' dialog box is open, displaying the following information:

Field	Value
User ID:	MBALLARD
Password:	*****
Component Interface Name:	INTFC_FINPHY_SS_A

The dialog box also includes a 'Generate Log' checkbox (checked) and 'OK' and 'Cancel' buttons. The background spreadsheet shows a table with columns for 'Status', 'Line No', 'Record Type', 'Interface ID', 'Interface Line Number', 'Business Unit', and 'Asset Identificat'.

AM ExcelToCI – Select Input Fields

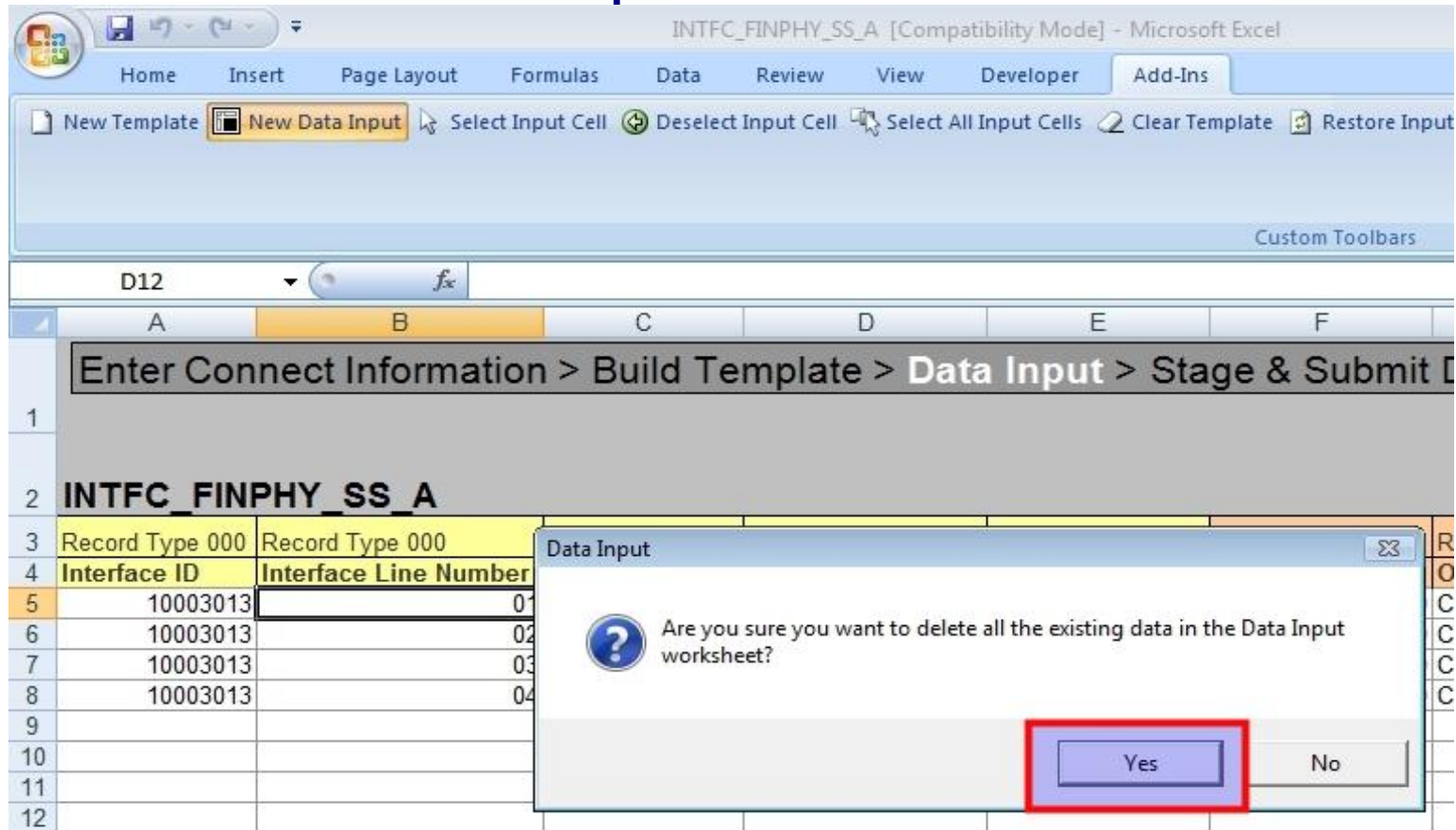
- All Fields that are Keys or Required must be selected.
- Place cursor on the correct cell and click Select Input Cell.
- When all cells are selected click New Data Input to build Data Input tab.

The screenshot shows the Microsoft Excel interface with the 'Add-Ins' ribbon active. Two buttons, 'New Data Input' and 'Select Input Cell', are highlighted with red boxes. Below the ribbon, a table titled 'INTFC_FINPHY_SS_A' is displayed. The table has columns for Collection, Property, Record Type, Field Type, Field Length, Key / Required, and Sequence. The 'Key / Required' row is highlighted in purple. In row 12, the 'Interface ID' cell is highlighted with a red box.

Collection	Property	Record Type	Field Type	Field Length	Key / Required	Sequence		
INTFC_FINPHY_SS_A	INTFC_ID	000	NUMBER	8	Y/	1		
INTFC_FINPHY_SS_A	INTFC_LINE_NUM	000	NUMBER	8	Y/	2		
INTFC_FINPHY_SS_A	BUSINESS_UNIT	000	CHARACTER	5	Y/	3		
INTFC_FINPHY_SS_A	ASSET_ID	000	CHARACTER	12	Y/	4		
INTFC_FINPHY_SS_A	BOOK	000	CHARACTER	10	Y/	5		
INTFC_FINPHY_SS_A	DTTM_STAN	100	DATETIME	26	Y/	6		
Status	Line No	Record Type	Interface ID	Interface Line Number	Business Unit	Asset Identification	Asset Book Name	Date/Time
Template	000	000						
Template	100	100						
Template	200	200						

AM ExcelToCI – Create Template

- Create New Data Input tab, this will delete any existing data in the current Data Input tab.
- Click Yes to build the new template.



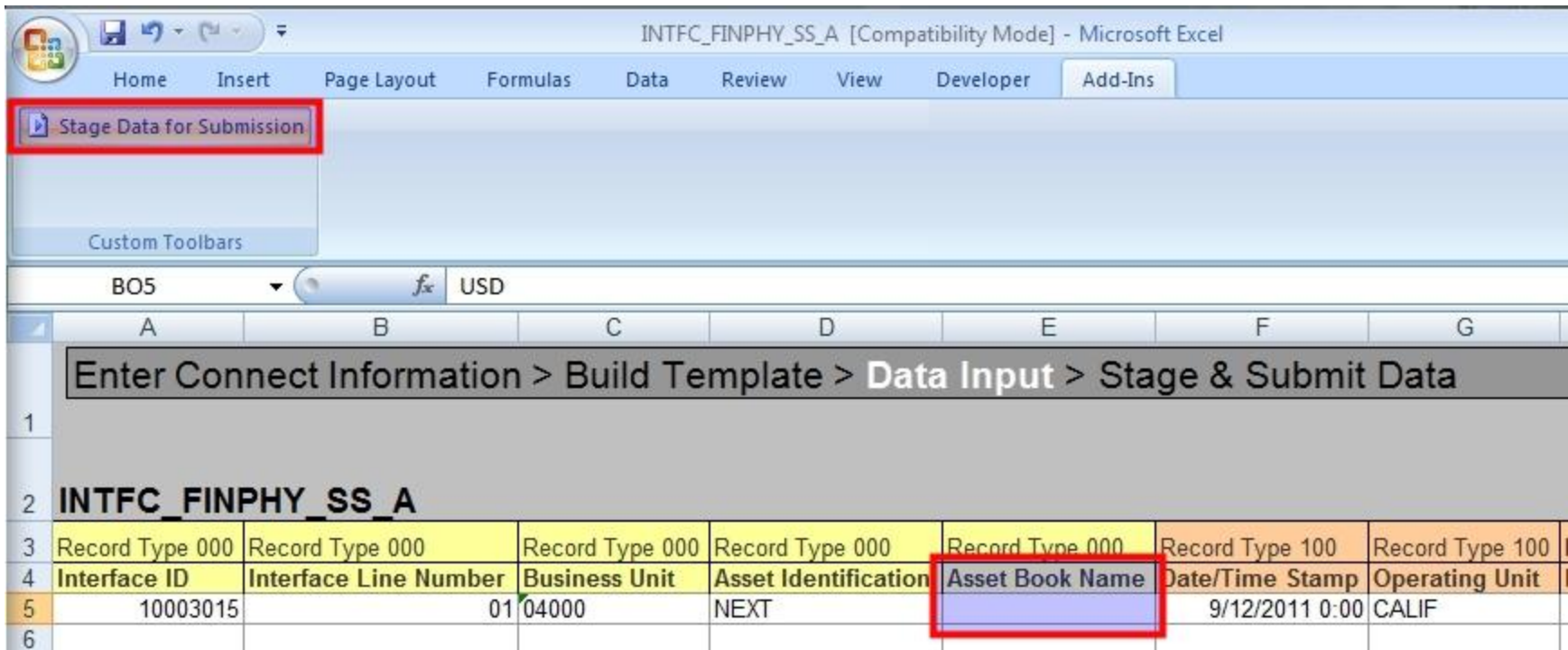
AM ExcelToCI – Minimum Required Fields

- The following fields are the minimum amount that must be populated to upload an Asset.

RECORD TYPE000	RECORD TYPE100		RECORD TYPE200	
	INTFC_FIN		INTFC_PHY_A	
INTFC_ID	DTTM_STAMP	TOTAL_COST	DTTM_STAMP	DESCR_FIELD_FOR_ACQ_DET
BUSINESS_UNIT	ASSET_CATEGORY	CURRENCY_CODE	TRANS_LOAD_TYPE	CAPITALIZED
ASSET_ID	TRANS_LOAD_TYPE	USER_ID	SYSTEM_SOURCE	TRANSACTION_CURRENCY
	SYSTEM_SOURCE	SUSPEND_STATUS	AUTO_APPROVAL_STATUS	CURRENCY_CODE
	AUTO_APPROVAL_STATUS	RATE_DIVISOR	INTERFACE_STATUS	RATE_DIVISOR
	INTERFACE_STATUS	RATE_MULTIPLIER	LOAD_STATUS	RATE_MULTIPLIER
	LOAD_STATUS	RATE_EFFECTIVE_DATE	DEFAULT_PROFILE_SW	RATE_TYPE
	DEFAULT_PROFILE_SW	RATE_TYPE	DESCRIPTION	TRANSACTION_AMOUNT
	TRANS_DT	TRANSACTION_COST	SHORT_DESCRIPTION	AMOUNT
	ACCOUNTING_DT	TRANSACTION_CURRENCY	ASSET_STATUS	QTY_INTERFACE
	IN_SERVICE_DT		CAPITALIZED_ASSET	AMOUNT
	QTY_INTERFACE		NEW_ASSET	BASE_USE_TAX_AMOUNT
	DEPRECIATION_AVERAGING_OPTION		ACQUISITION_CODE	ASSET_CATEGORY
			ACQUISITION_DATE	ASSET_CUSTODIAN_EFFECTIVE_DT
			ASSET_PROFILE_ID	LOCATION_EFFECTIVE_DT

AM ExcelToCI – Stage Data for Submission

- Populate all relevant Asset data in Data Input tab.
- All fields are not required to have data (example Asset Book Name).
- Click Stage Data for Submission button to populate Staging & Submission tab.



The screenshot shows the Microsoft Excel interface for the file 'INTFC_FINPHY_SS_A [Compatibility Mode]'. The ribbon includes 'Home', 'Insert', 'Page Layout', 'Formulas', 'Data', 'Review', 'View', 'Developer', and 'Add-Ins'. A custom toolbar is visible with a button labeled 'Stage Data for Submission', which is highlighted with a red box. Below the ribbon, the worksheet is titled 'INTFC_FINPHY_SS_A'. The data table below has the following structure:

Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 000	Record Type 100	Record Type 100
Interface ID	Interface Line Number	Business Unit	Asset Identification	Asset Book Name	Date/Time Stamp	Operating Unit
10003015	01	04000	NEXT		9/12/2011 0:00	CALIF

The 'Asset Book Name' cell in the second row of the data table is highlighted with a red box.

AM ExcelToCI – Load Data to PeopleSoft Tables

- Click Submit Data, enter User ID and Password, Check Generate Log and click OK.
- Status changes to Green for data that is loaded, Red for data with errors.

The screenshot shows the Microsoft Excel interface with the 'Submit Data' button highlighted in red. A red arrow points from the text 'Click Submit Data' to the button. Another red arrow points from the text 'Enter User ID and Password' to the 'User ID' field in the 'Login' dialog box. A third red arrow points from the text 'Check Generate Log' to the 'Generate Log' checkbox in the dialog box. A fourth red arrow points from the text 'Click OK' to the 'OK' button in the dialog box. The dialog box contains the following information:

Login

User ID: MBALLARD

Password: *****

Component Interface Name: INTFC_FINPHY_SS_A

Generate Log

Buttons: OK, Cancel

The background Excel spreadsheet shows a table with the following data:

Status	Line No	Record Type	Interface ID
	5	000	1000301
	5	100	
	5	200	

Below the table, the text 'STOP' is visible in cell A14.

AM ExcelToCI – Review and Load Data

➤ Review Data in the PeopleSoft Asset Management tables

ORACLE

Favorites | Main Menu > Asset Management > Send/Receive Information > Import Data via Spreadsheet > Financial and Physical

Financial Transaction | Physical Transaction

Intfc ID: 10003017 Line Num: 1 Unit: 04000

Information Find | View All | First 1 of 1 Last

Load Type: Financial & Physical Add **Intfc Stat:** Mass Changes Generated **User:** MBALLARD
System Source: Component Inter Spreadsheet **Load Status:** Loaded **Auto Approval Status**

Book Information

Asset ID: 000000000015 **Default Books from Profile** **Book Name:**
Group Asset ID: **In Service Dt:** 09/12/2011 **Impairment Process**

Depreciation Related Fields

Method: Straight Line **Calculation Type:** RemVal **Depreciate When In Service**
Convention: FM **Depreciation Status:** Depreciable **Depreciation Bonus**
Retire Conv: **Adjust Convention:** AM **Bonus Percent:**
Useful Life: 60 **Depreciation Percent:** **UOP ID:**
End Date: **DB Percent:** **Future Depr Yrs:**
Susp Stat: **Schedule Code:** **Avg Option:**
Susp Date: **Depr Limit Code:** **Acct Mthd:**
Suspend Pd: **Low Limit:**
Resume Dt: **Cost Limit:**
 Retire Option:

AM ExcelToCI – Review and Load Data

- Load Data via Transaction Loader (AMIF1000)
- Continue normal Asset processing as if Asset were added online.

ORACLE

Favorites Main Menu > Asset Management > Send/Receive Information > Load Transactions > Load Transactions into AM

Load Transactions into AM

Run Control ID: AMIF_1000_MB [Report Manager](#) [Process Monitor](#)

Run Control Parameters Find | View All First 1 of 1 Last

*Request ID:	<input type="text" value="1"/>	Process Frequency:	<input type="text" value="Always"/>
Interface ID:	<input type="text" value="10003017"/>	To Interface ID:	<input type="text" value="10003017"/>
AM Business Unit:	<input type="text"/>	System Source:	<input type="text" value="Component Inter Spreadsheet"/>

Find Trans Load ID (optional)

System Source:	<input type="text"/>	Load Type:	<input type="text"/>
AM Business Unit:	<input type="text"/>	Load Status:	<input type="text" value="Pending"/>

Financial Record Physical Records

Interface Information Customize | Find | First 1-7 of 7 Last

Interface ID	System Source	Load Type	AM Business Unit	Load Description	Load Status	Total Items in Query
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AM ExcelToCI – Error Correction

- Submitting Data triggers simple edits in ExcelToCI
- Errors are highlighted in Red in the Status Column
- Hover over Error status to see the error.
- Click Post Results, correct the error in the Data Input tab.
- Click Stage for Submission, then Submit Data

