



Functional Course

PeopleSoft 9.2 Lease Administration Training

Financials Supply Chain Management (FSCM)

Developed for implementation team members and functional end users, PeopleSoft Lease Administration v9.2 training quickly introduces students to the set-up considerations, configuration decisions, and transactional processing components of the Lease Administration module. During this 5-day course participants will quickly define implementation requirements, identify systematic gaps, and configure a functional prototype build out. This class is divided into two parts. Days 1-3 focus on Lease Administration functionality, requirements and configuration. Days 4 and 5 focus on a custom-tailored implementation roadmap.

Day 1 - AM

Introduction

- Lease Administration Overview
- Online Demo – Payable Lease Processing (PSFT Demo Environment)
- Lifecycle of Lease Transactions
- FASB 842 Compliance
- Data Flow within Lease Admin
- Integration Points Between Lease Administration and Other PeopleSoft Modules:
 - Asset Management
 - Accounts Payable
 - Billing / Transaction Billing Processor
 - General Ledger
- Best Practices for Lease Administration Implementations:
 - How to identify lease transactions
 - Tools to collect required data
 - Phased versus Big-Bang rollout
 - Multi-currency / Multi-GAAP considerations

Day 1 - PM

Lease Administration Requirements Gathering

- Standard compliance-based requirements
- Organizational requirements
- Payable Lease requirements
- Receivable Lease requirements

Day 2 - AM

Lease Administration Configuration Definition

- Setup Steps and Sequences
- Using the Lease Data Import tool (Component Interface)
- Best Practices for Defining Lease Administration Business Unit Structure
- Defining Transaction Routing Codes
- Defining Lease Administration Accounting Rules

Day 2 - PM

Lease Administration Configuration (continued)

- Defining Lease Admin Roles and Role Types
- Establishing Lease Types
- Utilizing Related Lease Types
- Defining Amendment Types
- Creating Security Deposit Types
- Maintaining Operating Expense Categories
- Defining Miscellaneous Rent Types
- Defining Lease Clauses

Day 3 - AM

Lease Administration Configuration Definition

- Defining Sales Categories
- Defining Default Lease Administration Product Options
- Utilizing User Defined Fields
- Integrations with PeopleSoft
- Linking Leases between Asset Management and Lease Administration
- Payables Leases - Accounts Payable / Voucher Build
- Receivables Leases - Transaction Billing Processor / Billing
- General Ledger Lease Administration Journal Entry Template (JGEN)

Day 3 - PM

Lease Administration Configuration (continued)

- Detailed walk-through of Lease Data Import Tool
 - Field by field discussion mapped back to requirements
 - Update requirements based on session feedback
- Review of delivered Lease Administration Reports

Agenda

Day 4 - All Day

Lease Administration Project Planning

- Identify currently known population of existing leases
- Deploy and execute queries used to identify potential lease payments
- Define approach for collecting full population of leases
- Determine deployment approach (phased or big-bang)
- Complete Fit/Gap Analysis
- Calculate level of complexity for project
- Identify need for application of Lease Administration functionality through current Image 31
- Finalize implementation work plan

Day 5 - All Day

Lease Administration Prototype Build

- Configure minimal value sets for Prototype
 - Based on Setup Steps defined and requirements gathered
 - Small set of leases / data sets to be loaded via Lease Import Load tool
 - Basic payable lease only
 - Single business unit – no integrations or workflow
- Conduct 1-hour 'Conference Room Pilot' based on Prototype build