

PeopleSoft v9.2 Lease Administration

Financials Supply Chain Management (FSCM)

Lease Administration 5-day Agenda

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
- GASB 87 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

Lease Administration 5-day Agenda

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

Lease Administration 5-day 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