ASSET MANAGEMENT RECONCILIATION JOB AID

The following list of BOR reports and queries are reconciliation tools that may be helpful when reconciling. All institutions are not expected to run all the queries each month; however, some method of monthly reconciliation is required. For a list of common asset management queries and their descriptions, see the Asset Management Queries and Reports job aid.

Step	Action	Description	Navigation	Recommended Queries to Research Further	Completed
1.	Reconcile NBV data to DIST_LN table – AM Asset NBV/Dist Line Compare	This process compares net book value from the ASSET_NBV_TBL to the DIST_LN table for each asset and returns any differences between the two that will need to be researched to determine the cause of the discrepancy.	*BOR Menus > BOR Asset Management > BOR AM Reports > AM Asset NBV/Dist Line Compare*	BOR_AM_NBV_COMPARE BOR_AM_LTD_DETAIL BOR_AM_DEPR_VARIANCE BOR_AM_ASSET_NBV_TABLE	
2.	Reconcile DIST_LN table to JRNL_LN table – AM Asset Dist/Journal Compare	This process compares DIST_LN table entries to Journal Line table entries by account and can be run for AM journals only or for all CAPITAL journals.	*BOR Menus > BOR Asset Management > BOR AM Reports > AM Asset Dist/Journal Compare*	BOR_AM_DIST_JRNL_RECON BOR_AM_FY_RECON BOR_AM_GL_BALANCING_QUERY	
3.	Reconcile AP to AM (ACTUALS Ledger to CAPITAL Ledger) – Account Reconciliation Report	This process compares transactions in the Capital Ledger and Actuals Ledger for an account. Accounts reconciled should include SVP, Capital Asset Purchases, and Lease Payments.	*BOR Menus > BOR Asset Management > BOR AM Reports > Account Reconciliation Report*	BOR_AM_CAP_ASSET_BQ BOR_AM_FY_RECON BOR_AM_CAP_ACT_DTL_BQ BOR_AM_VCHR_ACCTG_LN_BQ BOR_AM_SVP_AM_DTL BOR_AM_SVP_ACTUALS_DTL	
4.	Close the AM Accounting Period	This page is used to define open periods for a PeopleSoft product, business unit, and ledger group. It is best to close the AM accounting period once you have completed AM processing for a given month. It is no longer necessary to close each asset book via "Book Close" in AM.	*Setup Financials/Supply Chain > Business Unit Related > General Ledger > Open Periods > Open Period Update > Open Period Update*	BOR_AM_OPEN_PERIOD_CHECK	