



# 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