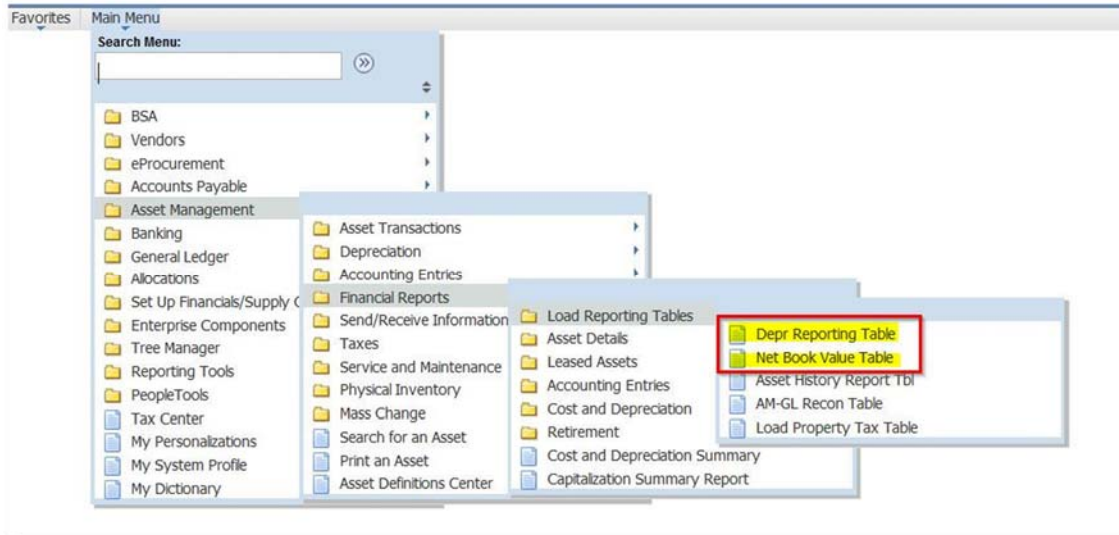


Creating the Net Book Value Fixed Asset Report

Because of the way the data is kept, and that the system allows you to grab historical data, running reports for Net Book Value requires several steps that must be taken each time you create a report.

Before creating any of the Fixed Asset Reports you need to run the two “Load Reporting Tables” processes highlighted below.



Depr Report Table

The screenshot shows the 'Depr Reporting Table' configuration page. The breadcrumb trail is: Favorites > Main Menu > Asset Management > Financial Reports > Load Reporting Tables > Depr Reporting Table. The page includes a 'Run Control ID' field with the value 'load_depr_reporting_table', a 'Run' button (highlighted in red), and a 'Process Instance' number '6654414'. Below this is a 'Request' section with 'Request ID' set to '1' and 'Process Frequency' set to 'Always'. The 'Run Options' section contains several fields: 'Use Open Trans' (unchecked), 'Keep Other Fiscal Years' (checked), 'From Year' (1920), 'To Year' (2020), 'Unit' (L456), 'Book Name' (ACTUALS), 'From Asset ID' (empty), and 'To Asset ID' (empty). There are also checkboxes for 'Process Current Activity' (checked) and 'Update Statistic' (unchecked). A 'Save' button is highlighted in red at the bottom left.

The first time you run this process you will need to create a new Run Control, then set up the process as illustrated above:

Request ID: "1"

Process Frequency: "Always"

Check the box for "Keep Other Fiscal Years"

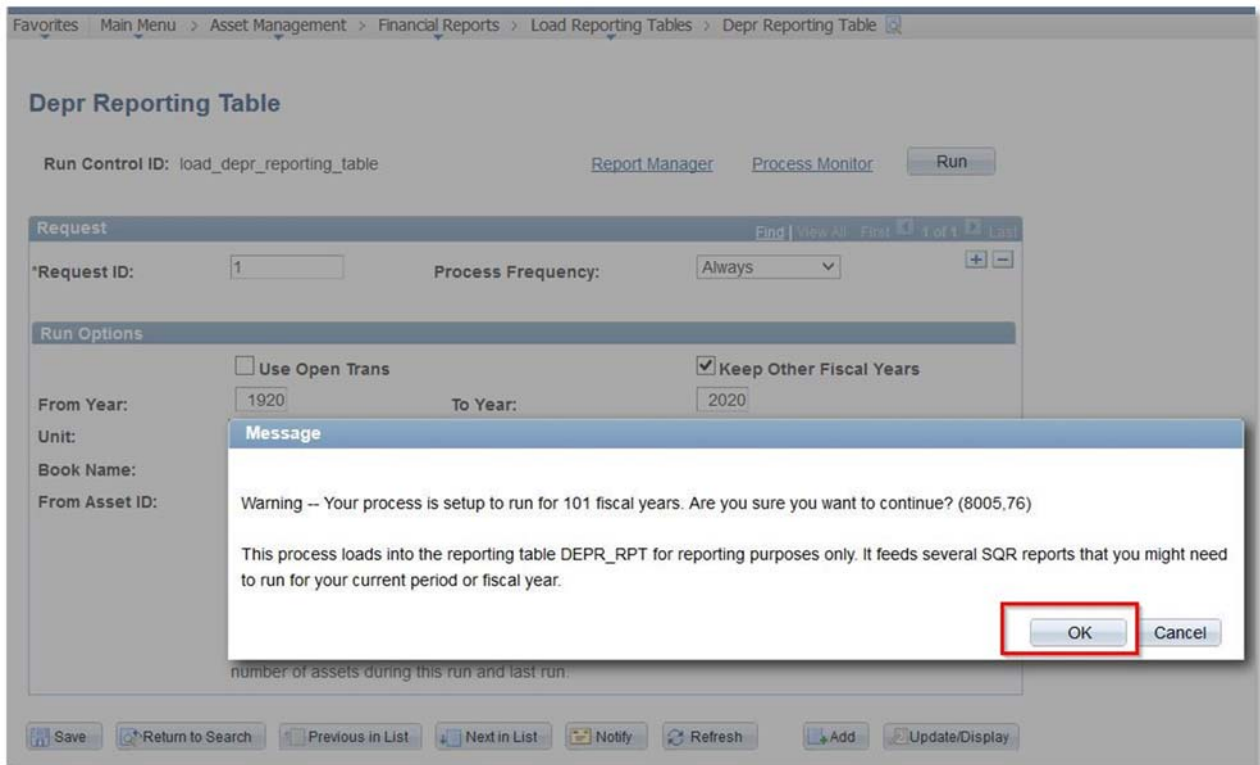
From Year "1920" To Year "2020"

Unit: "Put your council number in this box"

Book Name: "Actuals"

Check the box for "Process Current Activity"

Click "Save" and then click "Run"



When you click on Save and Run you will get this Message, click "OK" and you will be ok

Net Book Value Table

Run Control ID: load_net_book_value_table

[Report Manager](#) [Process Monitor](#) **Run**

Process Request Parameters

Run ID: 1

Unit: L456

Book Name: ACTUALS

As Of FY: 2017 Period: 12

Selection Criteria

Include Transfers

Include Retirements

Save [Return to Search](#) [Previous in List](#) [Next in List](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

The first time you run this process you will need to create a new Run Control, then set up the process as illustrated above:

Run ID: "1"

Unit: "Put your council number in the box"

Book Name "Actuals"

As of FY and Period "Select the year and month you want the report to be"

Check the box for including "Transfers and Retirements"

Click "Save and Click "Run"

Running the Asset Net Book Value Query

A query option for reporting exists to allow you to output into Excel or CSV

Navigate to Query Viewer and search for the "LC_ASSET_NET_BOOK_VALUE" query, run in HTML to keep your output options open

The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Reporting Tools > Query > Query Viewer'. Below this, the 'Query Viewer' title is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are: '*Search By' set to 'Query Name', 'begins with' set to 'LC_ASSET_NET'. A 'Search' button is highlighted with a red box. Below the search bar, the 'Search Results' section shows '*Folder View' set to '-- All Folders --'. A table of results is displayed with columns: Query Name, Description, Owner, Folder, Run to HTML, Run to Excel, Run to XML, Schedule, Definitional References, and Add to Favorites. The first row is for 'LC_ASSET_NET_BOOK_VALUE' with description 'Asset Reconciliation Info' and owner 'Public'. The 'Run to HTML' button in this row is highlighted with a red box.

When you run this you will need to enter your council number into the Business Unit: box and enter your User ID using CAPITAL LETTERS into the User: Box (this is the same Login you use for myBSA and PeopleSoft)

The screenshot shows the results page for the query 'LC_ASSET_NET_BOOK_VALUE - Asset Reconciliation Info'. It includes input fields for 'Business Unit: L456' and 'User: MCREAGH'. A 'View Results' button is highlighted with a red box. Below the input fields, there are download options: 'Excel Spreadsheet', 'CSV Text File', and 'XML File (527 kb)'. A table of results is displayed with columns: Business Unit, User, As of Date, Book Name, Asset ID, Profile ID, In Service Date, Description, Location Code, Life in Years, Life in Months, Fund, Account, Project, Class, Cost, Current Period Depreciation, YTD Depreciation, Accumulated Depreciation, Salvage Value, and Net Book Value. The table contains four rows of data for different assets.

Business Unit	User	As of Date	Book Name	Asset ID	Profile ID	In Service Date	Description	Location Code	Life in Years	Life in Months	Fund	Account	Project	Class	Cost	Current Period Depreciation	YTD Depreciation	Accumulated Depreciation	Salvage Value	Net Book Value
1	L456	MCREAGH	12/31/2017	ACTUALS	000000000962	LAND SVCTR	1218 W Adams Chicago		0.0	0.2	1801	1004	99		248422.000	0.000	0.000	0.000	0.000	248422.000
2	L456	MCREAGH	12/31/2017	ACTUALS	000000000963	LAND CAMP	5 Lots Muskegon County		0.0	0.2	1802	054	25		500.000	0.000	0.000	0.000	0.000	500.000
3	L456	MCREAGH	12/31/2017	ACTUALS	000000000964	LAND CAMP	Camp Owasippe		0.0	0.2	1802	054	25		325674.270	0.000	0.000	0.000	0.000	325674.270
4	L456	MCREAGH	12/31/2017	ACTUALS	000000000965	LAND IMP C	Ham Radio Tower		0.0	120.2	1807	054	25		12966.090	108.060	4105.930	4105.930	0.000	8860.160

You will get results including Asset ID, Profile ID, In Service Date, Description, Life in years, Accounts, Original Cost, YTD Depreciation, Accumulated Depreciation and Net Book Value. Line by line for each asset in your council.

You can then output as an Excel or CSV to create reports or do additional calculations.

Asset Net Book Value Set Up (needed the first time only)

Proceed to page nine if you already have the run control set

Favorites | Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Asset Net Book Value

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

NOTE:

The First time you run this report you will need to create a new Run Control and do some setup for the reports to output correctly.

Favorites | Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Asset Net Book Value

Run Control ID: Asset_Net_Book_Value_Report | Report Manager | Process Monitor | Run

Language: English

Report Print Options

Report By: Account | Title Override:

CF Template ID: CF TEMPLATE | Update/Add CF Template | Amount Length:

RF Template ID: RF TEMPLATE | Update/Add RF Template

Report Request Parameters

Unit: L456 |

Book Name: ACTUALS |

Fiscal Year/Period

As Of Fiscal Year: 2017 | Period: 12

OR

Date Range

As of Date:

Type of Report

Detail | Summary

Stopped depreciation options

Assets with negative NBV only

Assets with NBV < Salvage

Include Transfers | Include Retirements

Location:

Category:

Fund Code:

Department:

Class Field:

Product:

PC Business Unit:

Project:

Activity:

Save | Return to Search | Previous in List | Next in List | Notify | Refresh | Add | Update/Display

The first time you run the Asset Net Book Value process you need to set up the Report Print Options

Click on the little arrow on the left of the blue header (See screen Shot above). You will see hyperlinks to set the Chartfield (CF) Template and the Report Field (RF) templates. You will only need to do this once as long as you use the same run control.

Click on the "Update/Add CF Template"

You will need to create a Template Name (the CF TEMPLATE might be used already, you can add your council number to it) and click on "Add Template"

Report ID: AMDP2100

CF Template ID: CF TEMPLATE [Add Template](#)

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
				<input type="checkbox"/>	<input type="checkbox"/>

OK Cancel Refresh

Favorites Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

ChartField Format Template

Report Template

Report ID: AMDP2100

CF Template ID: CF TEMPLATE [Delete Template](#)

Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
Fund Code	1	4	Fund	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Department		6	Dept	<input type="checkbox"/>	<input type="checkbox"/>
Class Field	3	4	Clas	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Product		4	Prod	<input type="checkbox"/>	<input type="checkbox"/>
PC Business Unit		5	PC Bu	<input type="checkbox"/>	<input type="checkbox"/>
Project	2	8	Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Activity		15	Activity	<input type="checkbox"/>	<input type="checkbox"/>
Asset Category	99	5	Categ	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

OK Cancel Refresh

Make sure you have the setup as illustrated in the screen shot above, and then click "OK"

You will next need to click on the hyperlink "Update/Add RF Template" to set up the report

You will need to create a Template Name (the RF TEMPLATE might be used already, you can add your council number to it) and click on "Add Template"

Report Fields Format Template

Report Template

Report ID: AMDP2100

RF Template ID: RF TEMPALTE456 Add Template

Field Label	Include in Report	Override Label	Label Override
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

OK Cancel Refresh

The Report Fields Template needs to be reviewed and then click "OK"

Report Fields Format Template

Report Template

Report ID: AMDP2100

RF Template ID: RF TEMPLATE Delete Template

Field Label	Include in Report	Override Label	Label Override
Asset ID	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Asset ID"/>
Description	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Description"/>
Cost Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Cost Type"/>
Cost Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Cost Balance"/>
Current Depr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Current Depr"/>
YTD Depr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="YTD Depr"/>
LTD Depr	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="LTD Depr"/>
Net Book Value	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="text" value="Net Book Value"/>

OK Cancel Refresh

You are now set to run the report

Running the Asset Net Book Value Report

(Assuming you have already set up the Report Print Options – See above)

Open the Asset Net Book Value Process found in the Cost and Depreciation folder

The screenshot shows the 'Asset Net Book Value' report configuration page. At the top, the breadcrumb trail is 'Favorites > Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value'. The page title is 'Asset Net Book Value'. Below the title, the 'Run Control ID' is 'Asset_Net_Book_Value_Report'. There are links for 'Report Manager' and 'Process Monitor', and a 'Run' button highlighted with a red box. A 'Language' dropdown is set to 'English'. Below this is a 'Report Print Options' section. The main configuration area is 'Report Request Parameters', which includes: 'Unit' (L456), 'Book Name' (ACTUALS), 'Fiscal Year/Period' (As Of Fiscal Year: 2017, Period: 12), 'Date Range' (As of Date: empty), 'Type of Report' (Detail selected, Summary unselected), and 'Stopped depreciation options' (Assets with negative NBV only and Assets with NBV < Salvage unselected). On the right side, there are checkboxes for 'Include Transfers' and 'Include Retirements', both checked, and several searchable input fields for Location, Category, Fund Code, Department, Class Field, Product, PC Business Unit, Project, and Activity. At the bottom, there is a 'Save' button highlighted with a red box, along with 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display' buttons.

In the Unit Box “Place your council Number”

Make sure that the Include Transfer and Retirement boxes are checked

Make sure you are using the “Actuals” Book Name

Select the Year and Month you want the report for (this needs to be the same as the month and year you selected when you ran the “Net Book Value Table” Load

Select the “Detail” type of Report

Click “Save” and “Run”

Favorites Main Menu > Asset Management > Financial Reports > Cost and Depreciation > Asset Net Book Value

Process Scheduler Request

User ID MCREAGH Run Control ID Asset_Net_Book_Value_Report

Server Name PSNT1 Run Date 04/24/2018
 Recurrence Recurrence Run Time 8:02:56AM
 Time Zone Time Zone

Reset to Current Date/Time

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Asset Net Book Value Detail	AMDP2100	SQR Report	Web	PDF	Distribution
<input type="checkbox"/>	French Net Book Value Account	AMFR2120	SQR Report	Web	PDF	Distribution

OK Cancel Refresh

In the Process Scheduler you will need to select what Asset Net Book Value Report you want and then click "OK"

In the Report Manager you will find the finished report

Favorites Main Menu > Reporting Tools > Report Manager

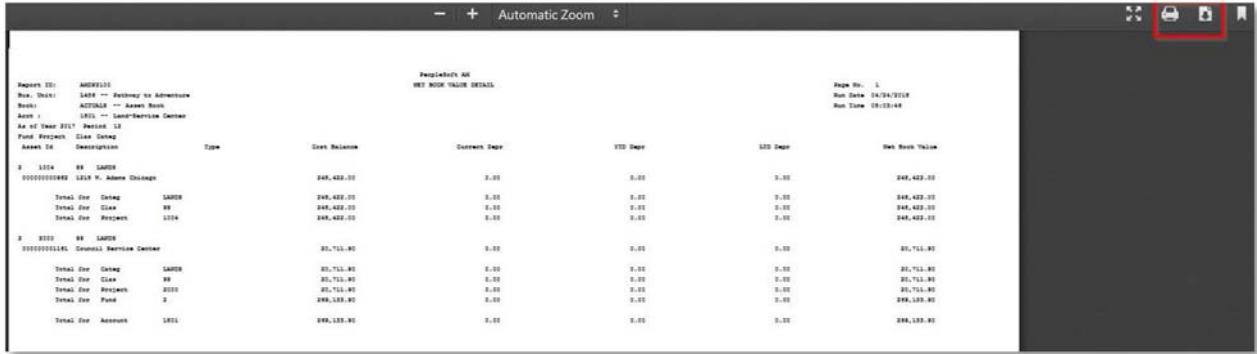
List Explorer Administration Archives

View Reports For
 User ID MCREAGH Type Last 8 Hours Refresh
 Status Folder Instance to

Select	Report ID	Prce Instance	Description	Request Date/Time	Format	Status	Details
<input type="checkbox"/>	9502034	6654444	Asset Net Book Value Detail	04/24/2018 8:03:24AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9502001	6654419	Load Asset Net Book Values	04/24/2018 7:55:20AM	Acrobat (*.pdf)	Posted	Details
<input type="checkbox"/>	9501996	6654414	Depreciation By Period	04/24/2018 7:52:33AM	Text Files (*.txt)	Posted	Details

Select All Deselect All
 Delete Click the delete button to delete the selected report(s)

Once you open the report you can save or print the PDF to your computer



As shown in this sample shot, the detail in by asset broken into segments by accounts and project codes.

Asset ID	Description	Type	Cost Balance	Current Depr	YTD Depr	LTD Depr	Net Book Value
00000001100	Land - Camp Beta	26 LANDC	143,000.81	0.00	0.00	0.00	143,000.81
	Total for Categ	LANDC	143,000.81	0.00	0.00	0.00	143,000.81
	Total for Class	26	143,000.81	0.00	0.00	0.00	143,000.81
	Total for Project	002	143,000.81	0.00	0.00	0.00	143,000.81
00000000963	Land - Horseagon County	26 LANDC	800.00	0.00	0.00	0.00	800.00
00000000964	Camp Overlippe	26 LANDC	326,274.27	0.00	0.00	0.00	326,274.27
4003	LAND BEAR SITE 18 - 28X100	26 LANDC	100.00	0.00	0.00	0.00	100.00
	Total for Categ	LANDC	326,274.27	0.00	0.00	0.00	326,274.27
	Total for Class	26	326,274.27	0.00	0.00	0.00	326,274.27
	Total for Project	004	326,274.27	0.00	0.00	0.00	326,274.27
00000001160	Land Camp Shin Go Beek	26 LANDC	14,112.00	0.00	0.00	0.00	14,112.00
	Total for Categ	LANDC	14,112.00	0.00	0.00	0.00	14,112.00
	Total for Class	26	14,112.00	0.00	0.00	0.00	14,112.00
	Total for Project	2000	14,112.00	0.00	0.00	0.00	14,112.00