Instructions to print the Asset Net Book Value report

Navigate to the bread-crumbs trail listed below to create the asset net book value report:

The first time this report is created, a new run control must be added. To do this, click the “Add a New Value” tab, name the run control e.g. “Asset_Net_Book_Value_Report” then click the Add button. The next time this report is created, click the “Find an Existing Value” tab and select the run control e.g. “Asset_Net_Book_Value_Report.”
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Enter the Unit e.g. L066, Book Name “Actuals” and the Fiscal Year and Period for the report period. Page defaults should be set to “Detail” as the type of report, the include transfers and include retirements boxes should be checked. Click Save and then Run.

A “Field is required” message will appear the first time this report is created, click OK.
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Select “Account” in the Report By field. CF (Chart Field) and RF (Report Field) Template IDs must be created the first time this run control is created. Click the “Update/Add CF Template” link to create the Chart Field Template.

Enter a template name in the CF Template ID field e.g. “CF_Template” then click the “Add Template” link.
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In the Chartfields section, edit the information in the columns for Field Order, Include in Report and Print subtotals as shown below and click OK.

![ChartField Format Template](image)

Click the “Update/Add RF Template” link to create the Report Field Template.

![Asset Net Book Value](image)
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Enter a template name in the RF Template ID field e.g. “RF_Template” then click the “Add Template” link.

Accept the defaults as shown below and click OK.
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Click the Save button, then click the Run button.

Select PSNT for Server Name, check the box next to “Asset Net Book Value Detail” and click OK.
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Click the “Process Monitor” link.

Check to see if the run status ran successfully and the distribution status shows posted. If so, Click the “Go back to Asset Net Book Value” link to return to the main screen.
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Click the “Report Manager” link.

Select the “Administration” tab and click the “Asset Net Book Value Detail” link to view the report.
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The report will appear on the screen. Move the mouse to the lower middle part of the report and a menu will appear. Click the print icon.
Instructions to print the Asset Net Book Value report

Select the printer you wish to print to, select the “Landscape” orientation and click the “Print” button.

You have successfully completed the steps to print the Asset Net Book Value report.