



<b>Section</b>	<b>16</b>	<b>Inventory, Trackable Assets and Capital Assets</b>	<b>Effective Date</b>	<b>7/1/2016</b>
<b>Sub-section</b>	<b>07</b>	<b>Asset Net Book Value Report</b>	<b>Revision Date</b>	<b>9/9/2016</b>
<b>SAM Ref</b>				

**BACKGROUND**

The procedures below identify how to run the Asset Net Book Value (NBV) report. In order to run the report, STAR users must have the ASSETS\_MANAGER role.

The report displays a detail or summarized listing of asset net book value information by chartfield. The report allows the user to specify agency business unit, date range, category and chartfield combination. Report output includes asset ID, description, category, cost balance, current depreciation, Year to Date (YTD) depreciation, Life to Date (LTD) depreciation, and net book value.

This report is used to monitor and review asset net book value data. It is useful for CAFR reporting because it provides information on both a fund and category basis. Fund is used as a basis for capital asset reporting in the CAFR while the note disclosure must present information by asset category.

Section 18-01 of the Wisconsin Accounting Manual contains various monthly pre-closing checklists. Step #10 of the Asset Management Checklist indicates that agencies are to run the NBV report.

**Navigation Path to the Report**

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

**PROCEDURES**

Create a new run control ID or select an existing one.

Enter the following (continued on next page):

Field	Enter	Notes
<b>Report Print Options</b>		
Report By	Select from the Drop Down Menu	
CF Template ID	Click “Update/Add CF Template” to edit	User must add template prior to running the report for the first time (see steps below)
RF Template ID	Click “Update/Add RF Template” to edit	User must add template prior to running the report for the first time (see steps below)
<b>Report Request Parameters</b>		
Unit	Enter your BU	
Book Name	CAFR	



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Fiscal Year/Period Range	Enter fiscal year and periods	Enter Fiscal Year and Period <b>OR</b>
Date Range	Select specific dates	Date Range
Type of Report	Select radio button	Detail = lists every asset in the report. Summary = summarizes by chartfield combination.
Stopped depreciation options	Assets with negative NBV	If this box is checked, the report will only return assets with negative NBV
	Assets with NBV < Salvage	If this box is checked, the report will only return assets with negative NBV
Include Transfers		Recommended to check the box
Include Retirements		Recommended to check the box. See discussion below.
Chartfield Criteria	Type the chartfields or use the lookups to select	Select chartfield combinations to display only asset data for those combinations. Leave chartfields blank to display asset data for all.

Push the Save button to save the report parameters.

Push the Run button.

Select the Type of Report you want:

Process List						
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

- Asset Net Book Value Detail = Will provide asset details for certain chartfields you set up in the CF and RF Template IDs. Select this one.
- French Net Book Value Account = Do not select this one.
- Select the format that you want. Can be PDF or CSV. If you select the ‘Detail’ option in the Report Request Parameters, you may want CSV (Excel), because you will receive a list of all assets and presumably want to work with the data. While the report is not formatted in a pretty manner in Excel, it is useable. The more chartfields you add to the report, the more difficult the report can be to use in Excel.
- After making these selections, push the OK button.



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Click the Process Monitor Link.

- View the Processing Status of the report.
- Push the refresh button until the Run Status is “Success” and the Distribution Status is “Posted.”
- Click the Details link
- Click the View Log/Trace link
- Click the report name to display the results.

An example of the Report Request Parameters would look like:

### Asset Net Book Value

Run Control ID: AM\_NBV\_report      Report Manager      Process Monitor      Run

Language: English

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**Report Print Options**

Report By: Fund Code      Title Override: \_\_\_\_\_

CF Template ID: AMDP2100      Update/Add CF Template      Amount Length: \_\_\_\_\_

RF Template ID: AMDP2100      Update/Add RF Template

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**Report Request Parameters**

Unit: 14500       Include Transfers

Book Name: CAFR       Include Retirements

**Fiscal Year/Period**

As Of Fiscal Year: 2016      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

Location: \_\_\_\_\_

Category: \_\_\_\_\_

Budget Reference: \_\_\_\_\_

Fund Code: 53200

Appropriation: \_\_\_\_\_

Department: \_\_\_\_\_

Program Code: \_\_\_\_\_

Operating Unit: \_\_\_\_\_

Product: \_\_\_\_\_

PC Business Unit: \_\_\_\_\_

Project: \_\_\_\_\_

Activity: \_\_\_\_\_

Source Type: \_\_\_\_\_

Category: \_\_\_\_\_

Subcategory: \_\_\_\_\_

#### Include Retirements Checkbox

Assume an asset was retired in May which is period 11. If you run the report through period 12, the asset will not appear on the report whether or not the box is checked. If you run the report through period 10, the asset will appear on the report whether or not the box is checked. The box matters when the report is run



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through the period the asset is retired. If the box is checked and the report is run through period 11, the asset will show up on the detail report; however, the cost and accumulated depreciation balances will be \$0. If the box is not checked and the report is run through period 11, the asset will not show up on the detail report. In all cases, the total cost and accumulated depreciation will be the same for each report whether or not the box is checked. The difference is whether retired assets will be displayed with \$0 values in the period of retirement in a detailed report.

Chartfield Format Template

Click the Add CF Template Link. The Report ID will already be populated with AMDP2100. Type AMDP2100 in the CF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the chartfields you want to appear and to be subtotaled in the report. Once the template has been added the first time, users can then update it to provide different chartfields each time the report is subsequently run.

ChartField Format Template x

Help

**Report Template**

Report ID

CF Template ID  Delete Template

Chartfields	Field Name	Field Order	Display Length	Label Override	Include in Report	Print subtotals
	Budget Reference	<input type="text" value="1"/>	<input type="text" value="8"/>	<input type="text" value="Bud Ref"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Fund Code	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="Fund"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	Appropriation	<input type="text" value="3"/>	<input type="text" value="5"/>	<input type="text" value="Appro"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Department	<input type="text" value="4"/>	<input type="text" value="10"/>	<input type="text" value="Dept"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Program Code	<input type="text" value="6"/>	<input type="text" value="5"/>	<input type="text" value="Progr"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Operating Unit	<input type="text" value="7"/>	<input type="text" value="8"/>	<input type="text" value="Oper Uni"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Product	<input type="text" value="8"/>	<input type="text" value="6"/>	<input type="text" value="Produc"/>	<input type="checkbox"/>	<input type="checkbox"/>
	PC Business Unit	<input type="text" value="9"/>	<input type="text" value="5"/>	<input type="text" value="PC Bu"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Project	<input type="text" value="10"/>	<input type="text" value="15"/>	<input type="text" value="Project"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Activity	<input type="text" value="11"/>	<input type="text" value="15"/>	<input type="text" value="Activity"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Source Type	<input type="text" value="12"/>	<input type="text" value="5"/>	<input type="text" value="Sourc"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Category	<input type="text" value="13"/>	<input type="text" value="5"/>	<input type="text" value="Categ"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Subcategory	<input type="text" value="14"/>	<input type="text" value="5"/>	<input type="text" value="Subca"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Asset Category	<input type="text" value="99"/>	<input type="text" value="5"/>	<input type="text" value="Categ"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



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## Report Fields Format Template

Click the Add RF Template Link. The Report ID will already be populated with AMDP2100. Type AMDP2100 in the RF Template ID. Click the Add Template link.

The screen below will appear. Use it to select the fields you want to appear in the report. Once the template has been added the first time, users can then update it to provide different values each time the report is subsequently run.

Report Fields Format Template
✕

Help

**Report Template**

Report ID

RF Template ID  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 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