

AM.020.074 – LOADING NBV TABLE

Purpose	<ul style="list-style-type: none"> Identify what the Net Book Value Table displays. Load the Net Book Value table.
Description	<p>This topic demonstrates how to load the Net Book Value Table. The NBV Table displays asset depreciation information for downloading into a spreadsheet.</p> <p>Some of the information contained in the NBV table is accumulated depreciation, current period depreciation, and year-to-date depreciation.</p>
Security Role	BOR_AM_DEPRECIATE
Dependencies/ Constraints	None
Additional Information	None

Procedure

Below are step by step instructions on how to load the net book value table.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the Asset Management link.
4.	Click the Financial Reports link.
5.	Click the Load Reporting Tables link.
6.	Click the Load Net Book Value Table link.
7.	Click the Add a New Value tab.
8.	Enter name for Run Control ID field and click the Add button.
9.	Enter the Run ID in the Run ID field.
10.	Enter your institution's Business Unit in the Unit field.

Step	Action
11.	Click the Look up Book Name button and select the Book name entry.
12.	Enter the year in the As of FY field and the period in the Period field, then click the Run button.
13.	Click the OK button.
14.	Click the Process Monitor link.
15.	Click the Refresh button until the Run Status of the process says Success and the Distribution Status says Posted .