

## AM.020.074 – LOADING NBV TABLE

<b>Purpose</b>	<ul style="list-style-type: none"> <li>Identify what the Net Book Value Table displays.</li> <li>Load the Net Book Value table.</li> </ul>
<b>Description</b>	<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>
<b>Security Role</b>	<b>BOR_AM_DEPRECIATE</b>
<b>Dependencies/ Constraints</b>	None
<b>Additional Information</b>	None

### Procedure

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

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

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