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NDSS REPORTING PLATFORM

ASSET REPORTS

USER MANUAL

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NDSS REPORTING PLATFORM - ASSET REPORTS - USER MANUAL

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NDSS Reporting platform
Asset Report User manual
Audience: PAOs and Subordinates

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Introduction

Based on data recorded in NDSS databases, NRPS (**N**DSS **R**e**p**orting **S**ervices) is a tool to generate reports and which enable to view and browse through reports and to export each report in various formats.

The purpose of this document is to provide end-users with basic information related to NDSS Asset Reports, allowing them to quickly use the reporting platform for Finance, and giving them an overview of what these reports consists of.

Context

In the context of NDSS Asset Reports, snapshots are generated automatically on a regular basis (monthly or quarterly) in each NDSS database and are available for selection on each site from the dashboard for Finance.

Are considered assets, all items which:

1. Belong to an ACO Asset Category starting with 18;
2. Have a status of serviceable, unserviceable or repairable;
3. Are in stock or under the custody of a PCH.

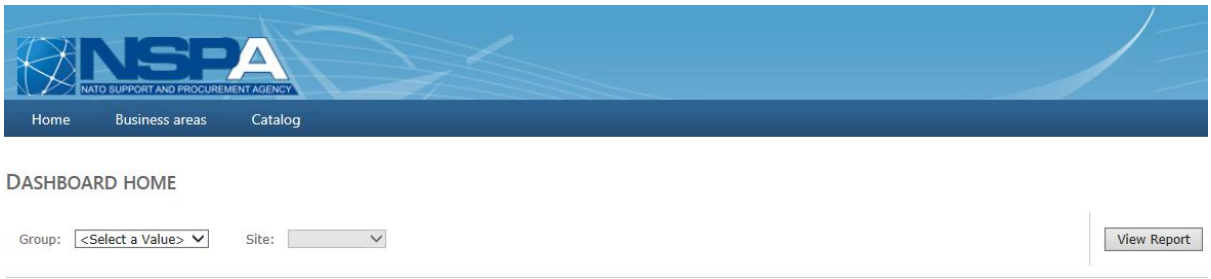
Quick Start

How to access the web interface?

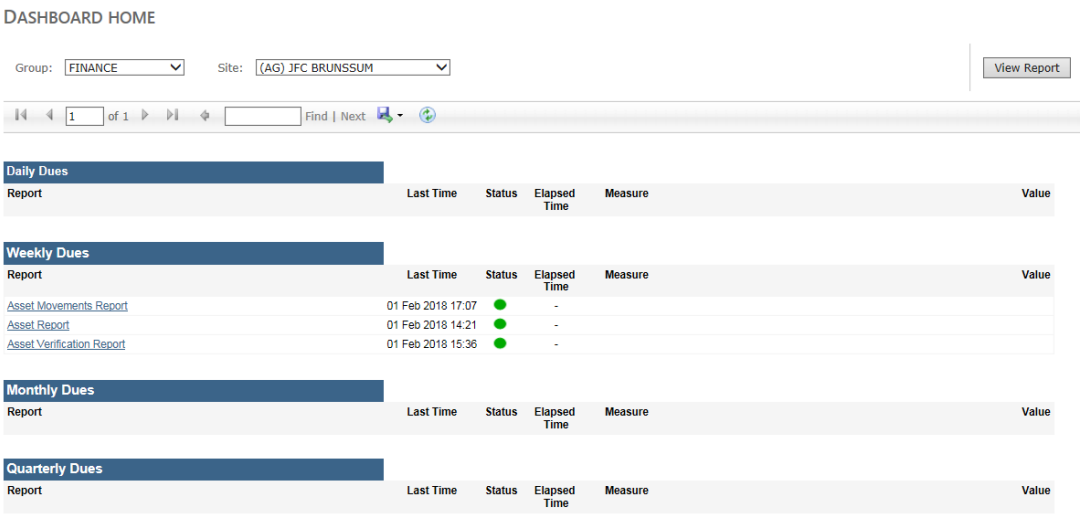
NB: some users may not have direct access through their local Internet Browser. If that should be the case, an NSPA Terminal Services session should be started first.

To access the reporting platform web interface, users can apply the following procedure:

1. Open an Internet Browser (i.e. Internet Explorer)
2. Enter the relevant URL:
    a. http://s99nrs2:8080/ for the production environment;
    b. http://s99ssms1:8080/ for the play environment;
3. If prompted, enter your personal NDSS credentials
4. If the login and password are correct, the following page will be displayed:



5. Select the Group FINANCE and the Site for which you wish to access Asset Reports and click on the button View Report to access the main form for asset reports



Three reports are available from the Weekly Dues section

- Asset Movements Report
- Asset Report
- Asset Verification Report

In order to use both Asset Movements Report and Asset Verification Report, as these two reports show variations during a period delimited by two Asset Reports, you will be required to select a starting Asset Report and a closing Asset Report.

The Asset Report and the Asset Movements Report will require you to select an account and will therefore display the situation for a single account. But on the contrary, the Asset Verification Report will summarize the situation for all accounts.

Asset report

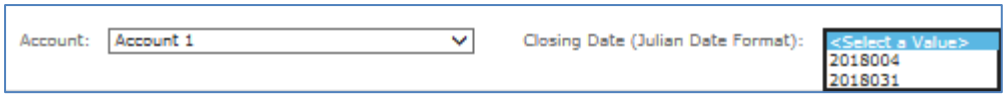
The Asset Report shows a subset of the assets full inventory generated at a specific date (closing date) for a specific account. Each Asset Report is generated automatically on a regular basis (e.g. monthly the last day of the month at 00:00)

The result data includes the following information: ACO Asset Category, Group Class, Group Name, Stock Number, Description, Unit of Issue, Unit Price, Currency, Serialized, Location, Quantity, NAN and Serial Number. This report can be exported to an Excel file.

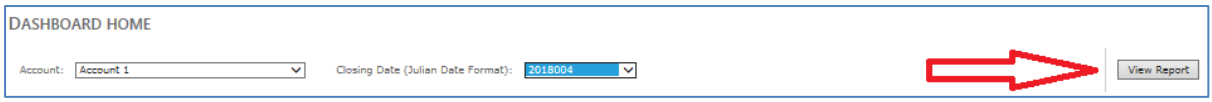
CAUTION
In NDSS, the stock situation (current and from history) includes unconfirmed releases.
For the first closing snapshot, in the inventory valuation report, to the balance stock are added the releases quantities that have not been confirmed (that is the release quantity is added to the stock quantity).

In order to view an asset report, here are the steps to follow:

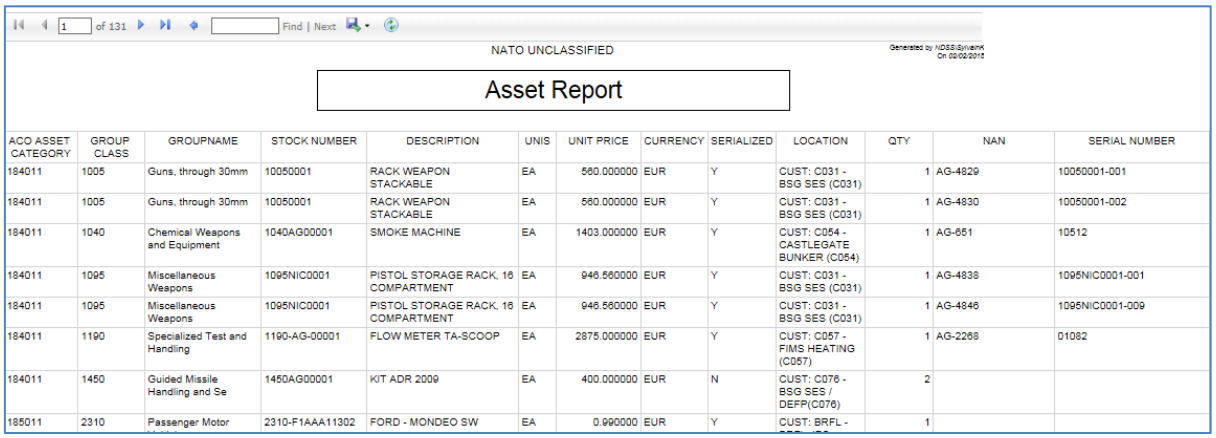
1. Click on the Asset Report hyperlink
2. Enter the report parameters which are the account and the report closing date



3. Run the report by clicking the “View Report” button



4. The selected report is displayed in a table view



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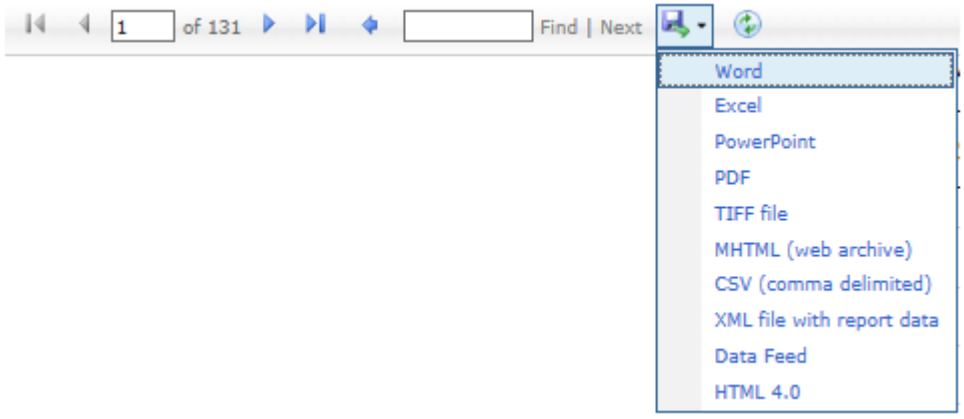
Asset Report

ACO ASSET CATEGORY	GROUP CLASS	GROUPNAME	STOCK NUMBER	DESCRIPTION	UNIS	UNIT PRICE	CURRENCY	SERIALIZED	LOCATION	QTY	NAN	SERIAL NUMBER
184011	1005	Guns, through 30mm	10050001	RACK WEAPON STACKABLE	EA	560.000000	EUR	Y	CUST: C031 - BSG SES (C031)	1	AG-4829	10050001-001
184011	1005	Guns, through 30mm	10050001	RACK WEAPON STACKABLE	EA	560.000000	EUR	Y	CUST: C031 - BSG SES (C031)	1	AG-4830	10050001-002
184011	1040	Chemical Weapons and Equipment	1040AG00001	SMOKE MACHINE	EA	1403.000000	EUR	Y	CUST: C054 - CASTLEGATE BUNKER (C054)	1	AG-651	10512
184011	1095	Miscellaneous Weapons	1095NIC0001	PISTOL STORAGE RACK, 16 COMPARTMENT	EA	946.560000	EUR	Y	CUST: C031 - BSG SES (C031)	1	AG-4838	1095NIC0001-001
184011	1095	Miscellaneous Weapons	1095NIC0001	PISTOL STORAGE RACK, 16 COMPARTMENT	EA	946.560000	EUR	Y	CUST: C031 - BSG SES (C031)	1	AG-4846	1095NIC0001-009
184011	1190	Specialized Test and Handling	1190-AG-00001	FLOW METER TA-SCOOP	EA	2875.000000	EUR	Y	CUST: C057 - FIMS HEATING (C057)	1	AG-2268	01082
184011	1450	Guided Missile Handling and Se	1450AG00001	KIT ADR 2009	EA	400.000000	EUR	N	CUST: C076 - BSG SES / DEFP(C076)	2		
185011	2310	Passenger Motor	2310-F1AAA11302	FORD - MONDEO SW	EA	0.990000	EUR	Y	CUST: BRFL -	1		

5. It is possible to browse through the report via the page menu

6. It is possible to search for a specific entry via the find menu

7. It is possible to export the entire table in various formats



Clicking on your preferred format will prompt you with the following message box

You can either choose to open the report directly or save it for later usage.

8. In order to return to the main form for asset reports, do not use the return arrow from your browser; use instead the return arrow from the menu bar.

Asset Movements report

The Asset Movements Report shows all asset movements which occurred during the period define by two Asset Report snapshots (starting and closing).

Movements considered in this report are:

- Asset Addition
  - composite item creation
  - FMS procurement
  - cannibalization
  - commercial procurement through fins
  - commercial procurement existing contract
  - procurement other national
  - commercial procurement small purchase
  - commercial through NSPA
  - US national
  - inter depot transfer
  - manual stock quantity increase
- Asset Addition (Increase onhand)
- Asset write off (Decrease onhand, ROS Approved)
- Asset write off (manual stock quantity decrease)
- Issue to PCH, non-property accounting item issued to customer, issue to inter depot transfer
- Asset location update
  - Customer Returns
  - Return from external repair
  - Return from internal repair
  - issue to external repair
  - issue to internal repair
- Asset location update (Relocation (gaining/loosing) to another PCH)
- Write Offs (Issues to disposal account, negative stock adjustments)
- In Transit (items that are in the process of being repaired)
- Miscellaneous (Stock Number change, Stock Number merge, Unit of issue change, Group Class change)

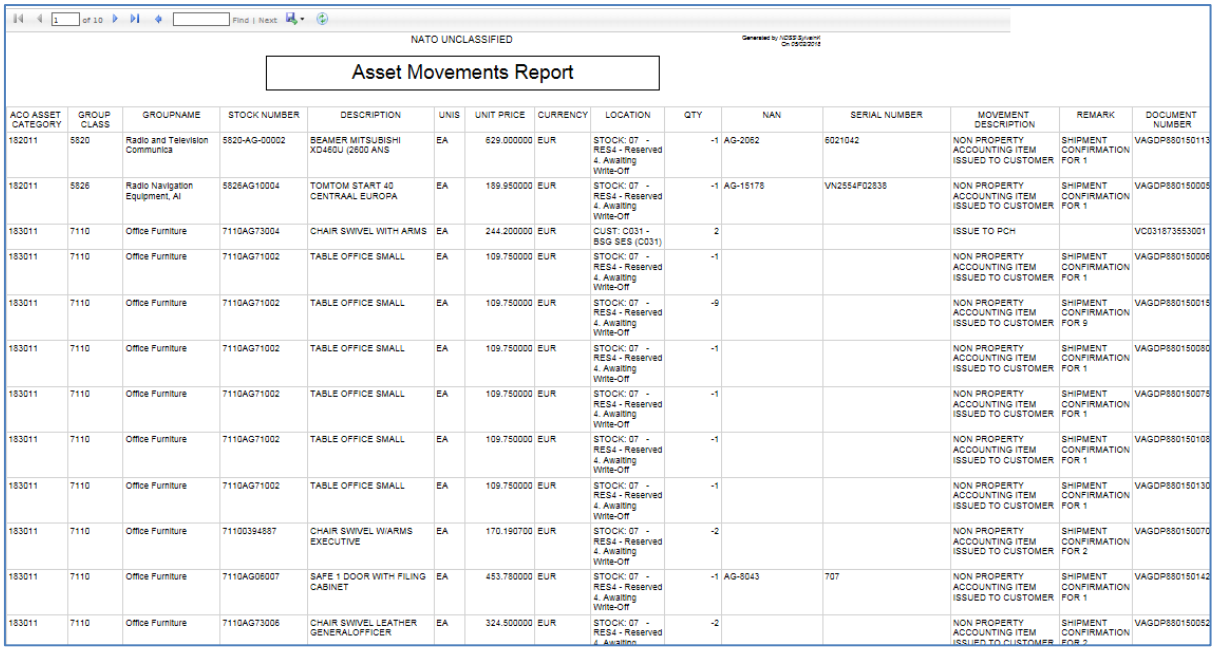
The result data includes the following information: ACO Asset Category, Group Class, Group Name, Stock Number, Description, Unit of Issue, Unit Price, Currency, Location, Quantity, NAN, Serial Number, Movement Description, Remark and Document Number.

In order to view an Asset Movements Report, here are the steps to follow:

1. Click on the Asset Movements Report hyperlink
2. Enter the report parameters which are the account, the starting date and the closing date.

3. Run the report by clicking the "View Report" button

4. The selected report is displayed in a table view



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Asset Movements Report

ACO ASSET CATEGORY	GROUP CLASS	GROUPNAME	STOCK NUMBER	DESCRIPTION	UNIS	UNIT PRICE	CURRENCY	LOCATION	QTY	NAN	SERIAL NUMBER	MOVEMENT DESCRIPTION	REMARK	DOCUMENT NUMBER
182011	5820	Radio and Television Communica	5820-AG-00002	BEAMER MITSUBISHI XD460U (2600 ANS	EA	629.000000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1	AG-2062	6021042	NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150113
182011	5826	Radio Navigation Equipment, Al	5826AG10004	TOMTOM START 40 CENTRAAL EUROPA	EA	189.950000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1	AG-15178	VN2554F02836	NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150005
183011	7110	Office Furniture	7110AG73004	CHAIR SWIVEL WITH ARMS	EA	244.200000	EUR	CUST: C031 - BSG SES (C031)	2			ISSUE TO PCH		VC031873553001
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150006
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-9			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 9	VAGDP880150015
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150080
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150075
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150108
183011	7110	Office Furniture	7110AG71002	TABLE OFFICE SMALL	EA	109.750000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150130
183011	7110	Office Furniture	7110039488?	CHAIR SWIVEL W/ARMS EXECUTIVE	EA	170.190700	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-2			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 2	VAGDP880150070
183011	7110	Office Furniture	7110AG06007	SAFE 1 DOOR WITH FILING CABINET	EA	453.780000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off	-1	AG-8043	707	NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 1	VAGDP880150142
183011	7110	Office Furniture	7110AG73006	CHAIR SWIVEL LEATHER GENERALOFFICER	EA	324.500000	EUR	STOCK: 07 - RES4 - Reserved 4. Awaiting	-2			NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER	SHIPMENT CONFIRMATION FOR 2	VAGDP880150052

5. For navigation, search and export features, they are identical to those described in the Asset Report section points 5, 6, 7 and 8.

Asset Verification report

The Asset Verification Report shows variations which occurred during a period between two Asset Report snapshots.

The report comprises 4 parts:

A) Quantities Completeness

B) Valorization Completeness

C) Valorization per NAFS Account

D) Valorization per NDSS Account-NAFS Account

Detail description of each part:

A) Quantity Completeness

- Quantity at starting date
- Quantity movements
- Quantity at closing date
- Calculated (Quantity at starting date + Quantity Movements)
- Difference (Difference between “Quantity at closing date“ and “Calculated”)

B) Valorization Completeness

- Valorization of stock at starting date
- Valorization of stock movements
- Valorization of stock at closing date
- Difference (Difference between “Valorization of stock at closing date“ and valorizazion at starting date + valorization of Movements)

C) Valorization per NAFS Account

- Valorization of stock at starting date for each NAFS Account
- Valorization of stock movements for each NAFS Account
- Valorization of stock at closing date for each NAFS Account

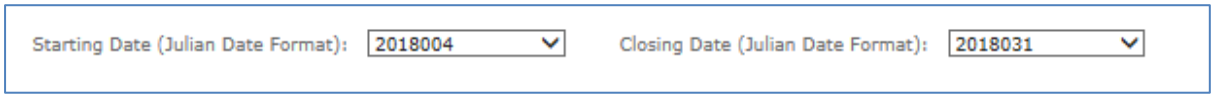
D) Valorization per NDSS Account - NAFS ACCOUNT

- Valorization of stock at starting date for each NDSS Account - NAFS ACCOUNT
- Valorization of stock movements for each NDSS Account - NAFS ACCOUNT
- Valorization of stock at closing date for each NDSS Account - NAFS ACCOUNT

NB: The value represents the sum of quantities or values in the currency defined in the IPSAS report currency for all movements during the period.

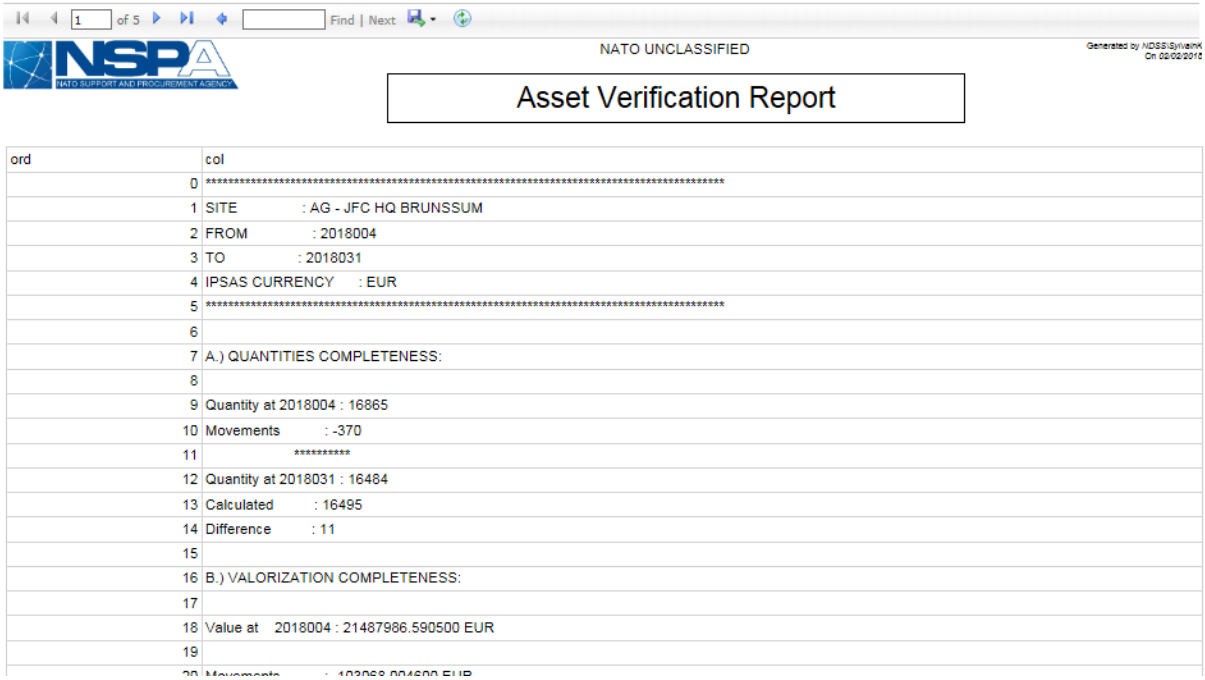
In order to view an Asset Validation Report, here are the steps to follow:

1. Click on the Asset Validation Report hyperlink
2. Enter the report parameters which are the starting date and the closing date.



3. Run the report by clicking the “View Report” button

4. The selected report is displayed in a table view



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Generated by NDSS\SylvainK On 02/02/2018

NSPA NATO SUPPORT AND PROCUREMENT AGENCY

Asset Verification Report

ord	col
0	**********
1	SITE : AG - JFC HQ BRUNSSUM
2	FROM : 2018004
3	TO : 2018031
4	IPSAS CURRENCY : EUR
5	**********
6	
7	A.) QUANTITIES COMPLETENESS:
8	
9	Quantity at 2018004 : 16865
10	Movements : -370
11	**********
12	Quantity at 2018031 : 16484
13	Calculated : 16495
14	Difference : 11
15	
16	B.) VALORIZATION COMPLETENESS:
17	
18	Value at 2018004 : 21487986.590500 EUR
19	

5. For navigation, search and export features, they are identical to those described in the Asset Report section points 5, 6, 7 and 8.

Security management – users and groups

Security is applied on directories and reports. Security is managed by designated administrators.

In order to access specific reports and/or groups, you must be associated to the appropriate groups of users. If you cannot access the asset reports dashboard for the finance group of your site, please contact the NDSS Service desk (ServiceDesk@ndss.nato.int).