

**NDSS REPORTING
PLATFORM
ASSET REPORTS
USER MANUAL**

NATO UNCLASSIFIED

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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 (**NDSS Reporting Services**) 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

DASHBOARD HOME

Group: Site:

1 of 1 Find | Next

| Daily Dues | | | | | |
|---|-------------------|--------|--------------|---------|-------|
| Report | Last Time | Status | Elapsed Time | Measure | Value |
| Weekly Dues | | | | | |
| Report | Last Time | Status | Elapsed Time | Measure | Value |
| Asset Movements Report | 01 Feb 2018 17:07 | ● | - | | |
| Asset Report | 01 Feb 2018 14:21 | ● | - | | |
| Asset Verification Report | 01 Feb 2018 15:36 | ● | - | | |
| Monthly Dues | | | | | |
| Report | Last Time | Status | Elapsed Time | Measure | Value |
| Quarterly Dues | | | | | |
| Report | Last Time | Status | Elapsed Time | Measure | Value |

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

Account: Closing Date (Julian Date Format):

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

DASHBOARD HOME

Account: Closing Date (Julian Date Format):



4. The selected report is displayed in a table view

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Generated by IDS3.0/next On 05/02/2018

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-851 | 10512 |
| 184011 | 1095 | Miscellaneous Weapons | 1095NIC0001 | PISTOL STORAGE RACK, 16 COMPARTMENT | EA | 946.500000 | EUR | Y | CUST: C031 - BSG SES (C031) | 1 | AG-4838 | 1095NIC0001-001 |
| 184011 | 1095 | Miscellaneous Weapons | 1095NIC0001 | PISTOL STORAGE RACK, 16 COMPARTMENT | EA | 946.500000 | 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-2288 | 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

1 of 131 Find | Next

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

1 of 131 Find | Next

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

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Word
Excel
PowerPoint
PDF
TIFF file
MHTML (web archive)
CSV (comma delimited)
XML file with report data
Data Feed
HTML 4.0

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

Do you want to open or save **Asset Report.xlsx** from s99nrs2?

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 defined 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.

Account: Starting Date (Julian Date Format):
Closing Date (Julian Date Format):

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

DASHBOARD HOME

Account: Starting Date (Julian Date Format):
Closing Date (Julian Date Format): 

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 |
|--------------------|-------------|--------------------------------|---------------|--------------------------------------|------|------------|----------|--|-----|----------|---------------|---|-----------------------------|-----------------|
| 183011 | 5820 | Radio and Television Communica | 5820-AG-00002 | SEAMER MITSUBISHI XQ480U (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 | VAGOP880150113 |
| 183011 | 5826 | Radio Navigation Equipment, AI | 5826AG10004 | TOMTOM START 4G CENTRAAL EUROPA | EA | 189.950000 | EUR | STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off | -1 | AG-15178 | VN2554F02338 | NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER | SHIPMENT CONFIRMATION FOR 1 | VAGOP880150008 |
| 183011 | 7110 | Office Furniture | 7110AG73004 | CHAIR SWIVEL WITH ARMS | EA | 244.200000 | EUR | CUST: C031 - BSG SEG (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 | VAGOP880150008 |
| 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 | VAGOP880150016 |
| 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 | VAGOP880150080 |
| 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 | VAGOP880150076 |
| 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 | VAGOP880150108 |
| 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 | VAGOP880150130 |
| 183011 | 7110 | Office Furniture | 71100394887 | CHAIR SWIVEL WIARMS 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 | VAGOP880150070 |
| 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 | VAGOP880150142 |
| 183011 | 7110 | Office Furniture | 7110AG73006 | CHAIR SWIVEL LEATHER GENERAL/OFFICER | EA | 324.500000 | EUR | STOCK: 07 - RES4 - Reserved 4. Awaiting Write-Off | -2 | | | NON PROPERTY ACCOUNTING ITEM ISSUED TO CUSTOMER | SHIPMENT CONFIRMATION FOR 2 | VAGOP880150052 |

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 valorization 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:

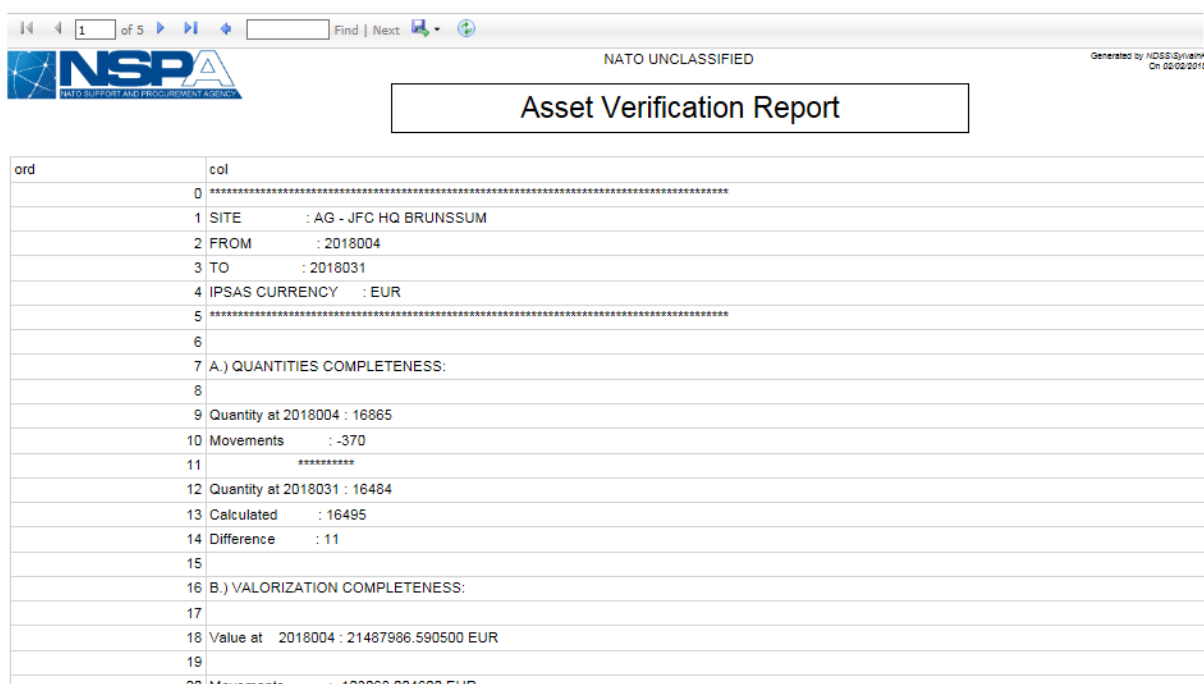
1. Click on the Asset Validation Report hyperlink
2. Enter the report parameters which are the starting date and the closing date.

| | | | |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|
| Starting Date (Julian Date Format): | <input type="text" value="2018004"/> | Closing Date (Julian Date Format): | <input type="text" value="2018031"/> |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|

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

| | | | | | |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|---|--|
| Starting Date (Julian Date Format): | <input type="text" value="2018004"/> | Closing Date (Julian Date Format): | <input type="text" value="2018031"/> |  | <input type="button" value="View Report"/> |
|-------------------------------------|--------------------------------------|------------------------------------|--------------------------------------|---|--|

4. The selected report is displayed in a table view



| 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 | |
| 20 | Movements : 403058.004500 EUR |

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).