9.2 ASSET MANAGEMENT QUERIES AND REPORTS

Asset Management Queries

To access a BOR predefined query:
- **Query Viewer**: Main Menu > Reporting Tools > Query > Query Viewer
- **Query Manager**: Main Menu > Reporting Tools > Query > Query Manager

Enter the **Query Name** in the “begins with” field. Click **Search**.

You can add any query to a **My Favorites** list. They will appear under **My Favorite Queries** on both the **Query Viewer** and **Query Manager** pages.

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Parameters</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BOR_AM_ASSET_NO_TAG_NUMBER</strong></td>
<td>Assets Missing Tag Numbers Query</td>
<td>List of all assets in the system without a tag number. Run this query prior to performing physical inventory.</td>
</tr>
<tr>
<td><strong>BOR_AM_ASSET_AP_TO_AM_LOAD</strong></td>
<td>Assets to Load Query</td>
<td>Returns the identification of the receipts and vouchers that are ready to be interfaced to the AM Module.</td>
</tr>
<tr>
<td><strong>BOR_AM_ASSET_LISTING</strong></td>
<td>Asset Listing for Auditors Query</td>
<td>Returns the following for each asset listed in a book:  *Asset ID, Tag Number, Description, Acquisition Code, Acquisition Date, Profile ID, Serial ID, Category, Cost, Department, Location</td>
</tr>
<tr>
<td><strong>BOR_AM_SVP_ACTUALS_DTL</strong></td>
<td>SVP Actuals Journals Query</td>
<td>Returns details related to journal entries in the Actuals Ledger for small value property.</td>
</tr>
<tr>
<td><strong>BOR_AM_SVP_AM_DTL</strong></td>
<td>SVP AM Transaction Detail Query</td>
<td>Returns detailed information for small value property transactions.</td>
</tr>
<tr>
<td>Query Name</td>
<td>Description</td>
<td>Return Data</td>
</tr>
<tr>
<td>------------</td>
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</tr>
<tr>
<td>BOR_AM_CAP_ASSET_BQ</td>
<td>BOR Capital Asset Query</td>
<td>Returns the following for all capital assets in the system: Journal ID, Date, Line Number, Ledger, Account, Amount</td>
</tr>
<tr>
<td>BOR_AM_CAP_DTL_BQ</td>
<td>Detailed Transactions in AM Module Balanced Query</td>
<td>Returns detailed information regarding the transactions in the Asset Management Module.</td>
</tr>
<tr>
<td>BOR_AM_CAP_ACT_DTL_BQ</td>
<td>Detail of Ledger Entries by Account Balanced Query</td>
<td>Returns the following for all ledger entries for a specified accounting period: Account, Fund, Department, Program, Class, Project, Year, Period, Sum total amount</td>
</tr>
<tr>
<td>BOR_AM_DEPR_DET_BY_PERIOD_BQ</td>
<td>Calculate Asset Depreciation for Period Balanced Query</td>
<td>Calculates the depreciation for each asset in a specified accounting period. Returns the following: Asset ID, Fund, Department, Program, Class, Project, Category</td>
</tr>
<tr>
<td>BOR_AM_DEPR_DIST_LN_BQ</td>
<td>Depreciation Transactions in DIST_LN Table Balanced Query</td>
<td>Returns details on the depreciation transactions. Returns the following: Asset ID, Category, Sum Amount, Journal ID, Date, Period, Year, Status, Fund, Department, Program, Class, Project</td>
</tr>
<tr>
<td>BOR_AM_DEPR_CAP_LED_TTL_BQ</td>
<td>Capital Ledger Journal Totals Balanced Query</td>
<td>Returns the total depreciation amount for each account by accounting period in the Capital Ledger.</td>
</tr>
</tbody>
</table>
| **BOR_AM_ACTUALS_CAP_DTL_BQ**  
**Asset Entries in the Actual Ledger Balanced Query** | Returns details related to asset entries in the Actuals Ledger.  
Returns the following:  
• Source, Reference, Sum Amount, Account, Fund, Department, Program, Class, Budget Period, Project, Period, Year, Journal ID, and Date | • Business Unit  
• Fiscal Year  
• Accounting Period |
| --- | --- | --- |
| **BOR_AM_VCHR_ACCTG_LN_BQ**  
**Voucher Accounting Line Balanced Query** | Returns accounting information for all vouchers in a specified period.  
Returns the following:  
• Account, Department, Description, Amount, Quantity, Accounting Date, Period, Year, PO Number, Fund, Class, Program, Journal ID, Receipt Number | • Period  
• Year  
• Business Unit |
| **BOR_AM_ACTUALS_LEDGER_CAP_TTLS**  
**Actuals Ledger Capitalized Totals Query** | Returns a sum total of the amount charged to each “8” accounts in the Actuals Ledger by period in the Fiscal Year specified.  
Returns the following:  
• Ledger, Period, Account, Sum Total Amount | • Fiscal Year |
| **BOR_AM_ASSET_LOCATION**  
**Asset Location Count Query** | Lists assets and their locations. | |
| **BOR_AM_ASSET_NBV_TBL**  
**Sum of ASSET_NBV_TBL Query** | Returns sum of NBV by Profile ID.  
Returns the following:  
• Business Unit, Book Name, User, Run ID, Sum Cost, Sum Accum Depr, Sum NBV, As of date, Profile ID |
| **BOR_AM_CAP_ACT_RECON**  
Compared JRNL_LN and LEDGER tables | Compares AM data between Journal and Capital Ledger.  
Returns the following:  
- Account, Dept, Year, Period, Sum Amount, Ledger Grp, JE Prefix, Unit, Descr, Source Descr, Journal ID, Ref, Status | • Business Unit  
• Fiscal Year Start  
• Period Start  
• Fiscal Year End  
• Period End  
• DeptID |
| **BOR_AM_CY_RECON**  
Asset Related Transactions | Returns transactions from the DIST_LN, JOURNAL, and LEDGER tables so that data can be compared for reconciling purposes.  
Returns the following:  
- Account, Dept, Year, Period, Amount, Ledger Grp, JE Prefix, Unit, Descr, Source, Journal ID, Asset ID, Voucher ID | • Business Unit  
• Account  
• Fiscal Year  
• As of Date |
| **BOR_AM_DEPR_CLOSE_CHECK**  
Verify Depr Close Run Query | Verifies that Depr Close has been run.  
Returns the following:  
- Unit, Date/Time, Acctg Date, Dist Type, Trans Type, Journal ID, Date, Instance, Status, User, Ledger Grp, Ledger, Year, Period | • Unit  
• From Acctg Date  
• To Acctg Date |
| **BOR_AM_DEPR_VARIANCE** | Used to identify the specific accounting periods where variances exist between the DEPRECIATION table and DIST_LN.  
Used to find variances from the AM Asset NBV to Dist Line Compare Report | |
| **BOR_AM_DIST_JRNL_RECON**  
NBV by Asset Query | Compares totals between DIST_LN and JOURNAL tables by asset ID.  
Returns the following: | • Business Unit  
• Fiscal Year  
• As of Date |
<table>
<thead>
<tr>
<th>BOR_AM_FY_RECON</th>
<th>Returns DIST_LN and JRNL_LN compare for CAPITAL, ACTUALS &amp; GAAP so that data can be compared for reconciling purposes. Includes JRNL_LN transactions from all sources, not just AM.</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOR_AM_GL_BALANCING_QUERY</td>
<td>Returns all entries from DIST_LN and JRNL_LN for an account.  This is cumulative from 2009 beginning balance forward and can be used to validate trial balance totals. This query returns many rows and is intended to be pivoted for analysis.</td>
</tr>
</tbody>
</table>
| BOR_AM_GL_BALANCING_QUERY_CONS | • For consolidated institutions  
• Year Consolidated field refers to first fiscal year as a consolidated institution  
• Uses department crosswalk information to return the current dept for older entries |
| BOR_AM_INTFC_LOAD_CHECK | Identify assets not loaded  
Identifies any assets that need to be loaded via transloader but have not yet been.  
Returns the following:  
• Intfc ID, Line Number, Unit, Asset ID, Book Name, Date/Time, Voucher, Line, Distribution Ln, Category, Load Type, Sys Source, Intfc Stat, Load Stat, Trans Date, Acctg Date, Quantity, Cost, User  
• Unit  
• From Acctg Date  
• To Acctg Date |
| BOR_AM_JRNL_GEN_CHECK | AM Entries not Journal Generated  
Identifies any asset related transactions that need to be journal generated.  
• Unit  
• From Acctg Date  
• To Acctg Date |
<table>
<thead>
<tr>
<th>Job Aid: 9.2 AM Queries and Reports</th>
<th>GeorgiaFIRST Financials</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Query Name</th>
<th>Description</th>
<th>Returns the following:</th>
<th>Returns the following:</th>
</tr>
</thead>
</table>
| BOR_AM_LTD_DETAIL | Journal Detail by Asset Query | Lists all transactions in the DIST_LN table for a given account. | • Business Unit  
• Account  
• As of Date |
| BOR_AM_LTD_SUMM | Asset Information by Trans Type Query | Lists all transactions in the DIST_LN table by Trans Type for a given account. | • Business Unit  
• Account  
• As of Date |
| BOR_AM_NBV_COMPARE | Compare expected Asset NBV to DIST_LN query | Provides listing of asset transactions in the DIST_LN table and asset data from the ASSET_NBV_TBL table that can be compared to ensure that the AM Module is reconciled. | • Business Unit  
• Accounting Date |
| BOR_AM_OPEN_PERIOD_CHECK | View AM Open Periods query | Running this query determines which AM periods are open. | • Unit |

- Unit, Date/Time, Acctg Date, Dist Type, Trans Type, Journal ID, Date, Instance, Status, User, Ledger Grp, Ledger, Year, Period
- Asset ID, Account, Dept, Year, Period, Sum Amount, Ledger Grp, JE Prefix, Unit, Descr, Source, Journal ID
- Asset ID, Account, Dept, Year, Sum Amount, Ledger Grp, JE Prefix, Unit, Descr, Source
- Asset ID, Account, Sum Amount, Descr, Source, Trans Type, Status, Descr, Category, Book Name
- Unit, Ledger Grp, PSFT Prod, Calendar, From, Begin Lag, First Open, To, End Lag, Last Open
| **BOR_AM_OPEN_TRANS_CHECK** | Provides listing of assets that have a pending open transaction. Returns the following:  
- Unit  
- Asset ID, Book Name, Date/Time, Trans Date, Acctg Date, Eff Date, Depreciate, Distribute, User, Trans ID, Instance  
- Unit  
- From Acctg Date  
- To Acctg Date |  
| **BOR_AM_PRE_AM_INTFC_CHECK** | Provides listing of AP/PO data that has not yet been run through the Payables/Purchasing Interface. Returns the following:  
- PreIntfcID, PreIDLine, date/time, sys source, intfc ID, line num, load stat, trans date, acctg date, load type, PO unit, PO no., PO line, line, BU recv, receipt No, receipt line, RecvDistLn, AP unit, voucher, line, distribution li, AM business unit, asset ID, profile ID, tag number, serial ID, descry, quantity, cost, invoice, and date.  
- AM Business Unit  
- From Acctg Date  
- To Acctg Date |
Asset Management Reports

Reports can be viewed in either the Report Manager or the Process Monitor. When running a report, you can select how you want the report to be displayed, e.g., HTML, PDF. You can also choose to run your report to the Web or to a separate window.

<table>
<thead>
<tr>
<th>Report Name</th>
<th>Description</th>
<th>Navigation</th>
<th>Parameters</th>
</tr>
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<tbody>
<tr>
<td>AM Asset Dist/Journal Compare</td>
<td>Compares General Ledger journal information in DIST_LN to Journal Header and Journal Line.</td>
<td>BOR Menus &gt; BOR Asset Management &gt; BOR AM Reports &gt; AM Asset Dist/Journal Compare</td>
<td>Business Unit, Fiscal Year</td>
</tr>
<tr>
<td>Depreciation Activity AMDP2000</td>
<td>Sorts cost activity by Chartfield, by Category, or by Account, and lists the beginning depreciation additions to depreciation and ending depreciation for a specific Chartfield, Category, or Account.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Depreciation Activity</td>
<td>Business Unit, Book Name, From Fiscal Year, Period, Thru Fiscal Year, Period</td>
</tr>
<tr>
<td>Asset Net Book Value AMDP2100</td>
<td>Sorts cost activity by Chartfield, by Category, Location, or by Account, and shows Cost, Current Depreciation, Year to Date Depreciation, Life-to-Date Depreciation, and NBV of the asset.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &lt; Asset Net Book Value</td>
<td>Unit, Book Name, As Of Fiscal Year, Period, As of Date, Location</td>
</tr>
<tr>
<td>Cost Activity AMAS2000</td>
<td>Sorts cost activity by Chartfield, by Category, or by Account, and includes the Beginning Balances, Additions, Adjustments, Retirements, and Ending Balance by the Chartfield, Category, or Account Specified.</td>
<td>Asset Management &gt; Financial Reports &gt; Cost and Depreciation &gt; Cost Activity</td>
<td>Unit, Book Name, From Fiscal Year, Period, Thru Fiscal Year, Period</td>
</tr>
</tbody>
</table>

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| **Asset Tag Number** | **BORRM001** | **View asset Tag Numbers by Department.** | **BOR Menus > BOR Asset Management > BOR AM Reports > Asset Tag Number** | • Unit  
• From Dept  
• Thru Dept |
| --- | --- | --- | --- | --- |
| **Asset Location** | **BORRM002** | **Provides the same data as the Asset Tag Number report, but the sort is by Location rather than Tag Number.** | **BOR Menus > BOR Asset Management > BOR AM Reports > Asset Location** | • Business Unit  
• Department  
• Building |
| **Auxiliary Capital Assets** | **BORRG015** | **Year-end report that provides details on auxiliary capital assets.** | **BOR Menus > BOR General Ledger > BOR GL Reports > Year End Reports > Auxiliary Capital Assets** | • Business Unit  
• For Fiscal Year Ending |
| **Federal Assets** | **BORRM053** | **Identifies Federal Assets and certain attributes of those assets, including agency, percentage, condition, and type of title.** | **BOR Menus > BOR Asset Management > BOR AM Reports > Federal Assets** | • Business Unit |
| **Account Reconciliation** | **BORRM009** | **Reconciles asset management entries between DIST_LN, Journal Line, and the Ledger.** | **BOR Menus > BOR Asset Management > BOR AM Reports > Account Reconciliation Report** | • Business Unit  
• Fiscal Year  
• Begin Period  
• End Period  
• From Account  
• To Account |
| **AM Asset NBV/Dist Line Compare** | **BORRM007** | **Compares Asset NBV information to General Ledger journal information in DIST_LN.** | **BOR Menus > BOR Asset Management > BOR AM Reports > AM Asset NBV/Dist Line Compare** | • Business Unit  
• Accounting Date  
• Asset Category |