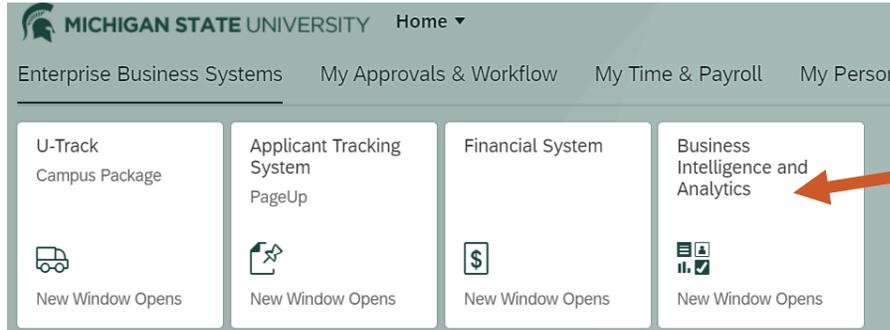




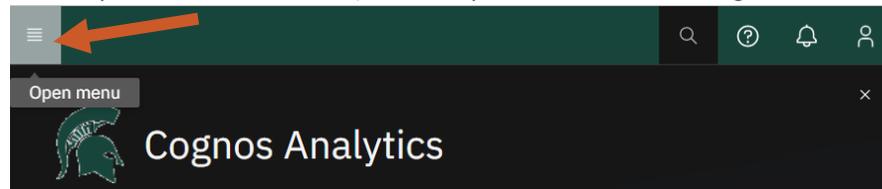
Run the UPL021 – Movable Asset Inventory Report

Overview: This job aid demonstrates how to run and format the UPL021 – Movable Asset Inventory report in Cognos/BI, which is an inventory report used to identify all moveable capital assets within a department.

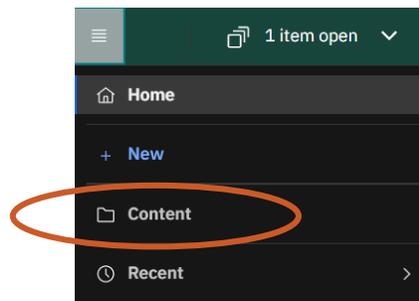
1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.



2. Open the menu (indicated by four horizontal lines) in the top left corner of the Cognos window.



3. Select **Content**.



4. Select the **Team Content** tab.



5. Select the **Finance Folder**.





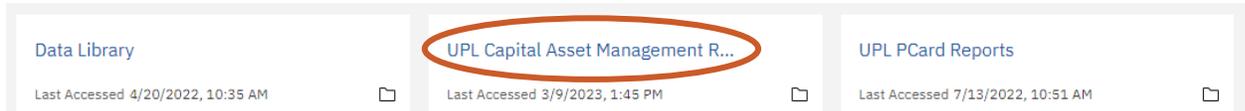
6. Select the **Central Finance Reports** block.



7. Select the **University Procurement and Logistics** block.



8. Select the **UPL Capital Asset Management Reports** block.



9. Select the **UPL021 Moveable Asset Inventory Report** box to display the report lookup options.



10. Within the **report lookup** page:

- a. Check the **A - Active and identifiable** and **U - Under construction** asset statuses.
- b. Ensure the default service date range values, **Earliest date** and **Latest date**, are selected.
 - i. **Note:** CAM recommends not changing these values as the defaults will pull all asset records.
- c. Enter your org code(s) in the keyword search box and click **Search**.
- d. Select **Finish** to run the report.

UPL021-Moveable Asset Inventory

This an inventory report that is used to identify all assets within a department.

Select One or More Asset Statuses:

- A - Active and identifiable
- N - Non-Capital Active
- O - Non-Capital Retired
- R - Retired
- U - Under Construction

[Select all](#) [Deselect all](#)

Select an In Service Date Range:
(Defaults to Current Fiscal Year if nothing selected)

From:

Earliest date

To:

Latest date

Search and Select One or More Owner Organizations:

Keywords:

Input keywords here

Select all

No Results

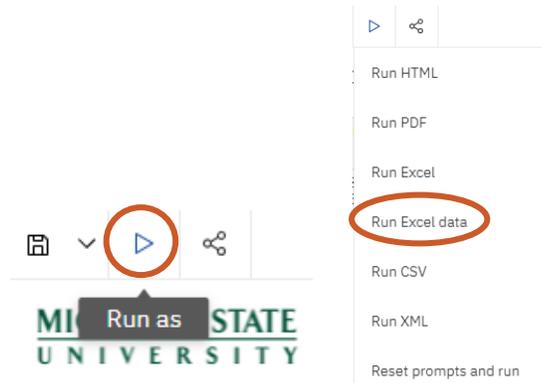
Starts with any of these key:

Case Insensitive

Search and Select prompts only return 200 values, use options to refine search results. Reference reports are available within university wide folders.



11. Click the **Run as** button (right-pointing triangle) in the top left of the report screen and select **Run Excel data** to create an Excel spreadsheet.

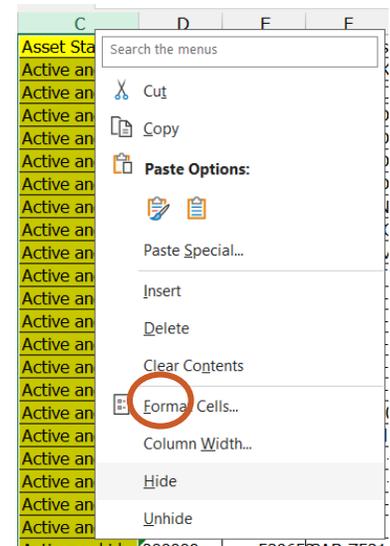


Format the report for a CAM-assisted audit

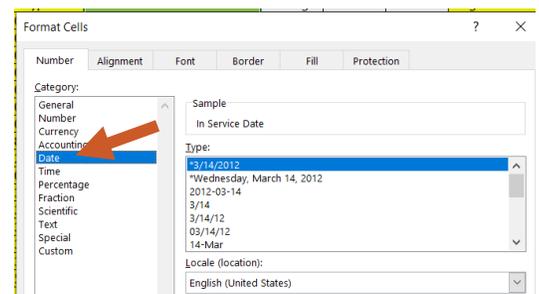
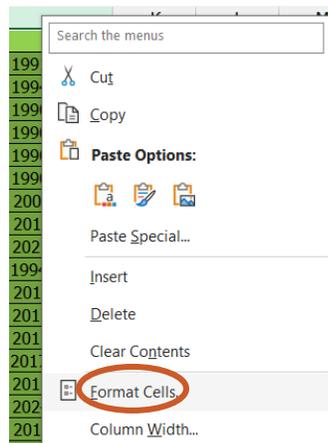
12. Open the spreadsheet in Excel.

13. Hide the following columns, which are not relevant to the audit, by right-clicking the letter at the top of the column and selecting **Hide** from the dropdown menu.

- a. G: Acquisition Type
- b. I: Asset Type
- c. N: Building Street Address
- d. O: Building City
- e. P: Building State
- f. W: Total Amt for Act NBR
- g. X: Total Amount for Organization

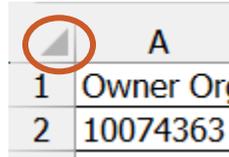


14. Format the dates in Columns J (In Service) and T (Last Inventory Date) by right-clicking the letter at the top of the column and selecting **Format Cells**. In the resulting menu, select **Date** and then select the first formatting option.

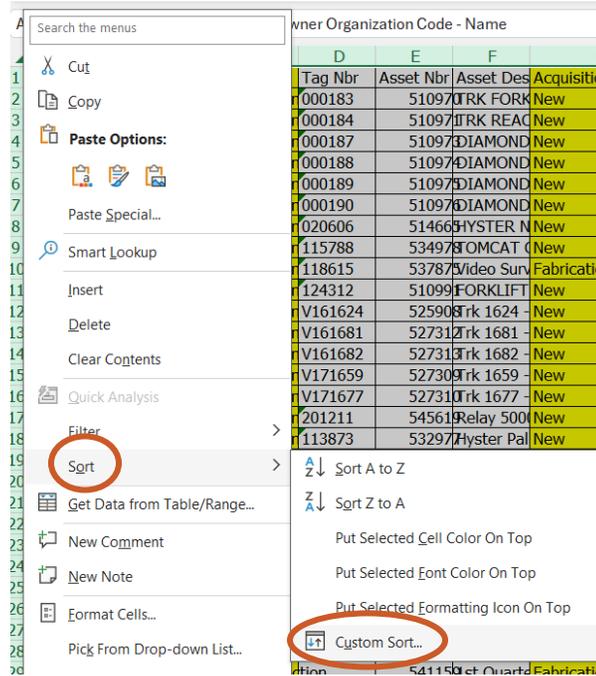




15. Click the arrow in the upper left corner of the spreadsheet to highlight all the data at once.

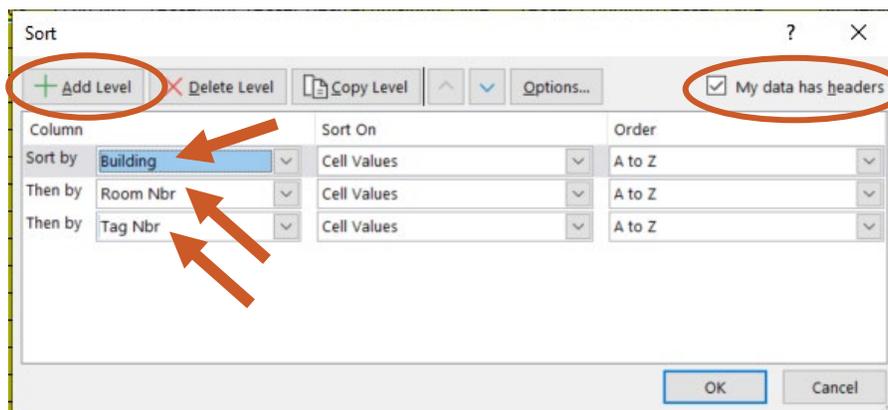


16. Right-click the arrow and select **Sort**, then **Custom Sort**.



17. Ensure that the box labeled **My data has headers** is checked and then add three sorting criteria.

- a. Sort by **Building**
- b. Then by **Room Nbr**
- c. Then by **Tag Nbr**



18. Click **OK**. The sorted spreadsheet can now be saved and printed for use in your capital asset audit.