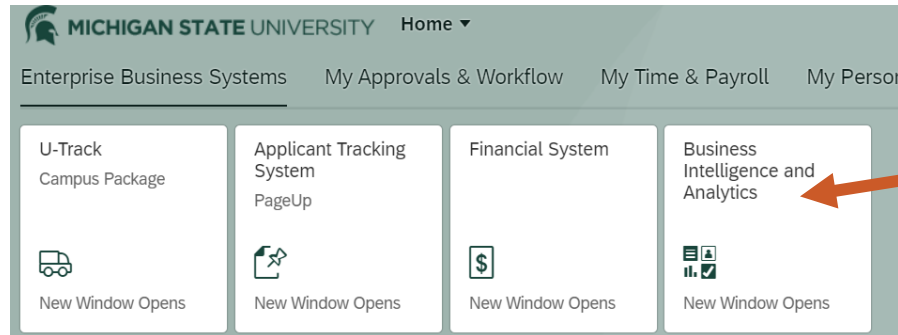




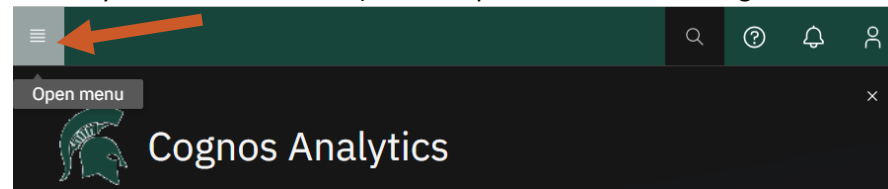
Run the UPL021 – Movable Asset Inventory Report

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.

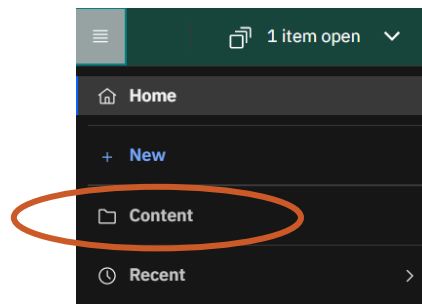
1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.



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



3. Select **Content**.

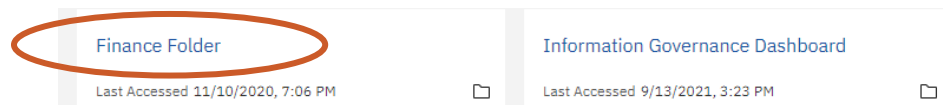


4. Select the **Team Content** tab.

Content



5. Select the **Finance Folder**.

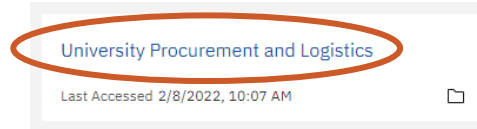




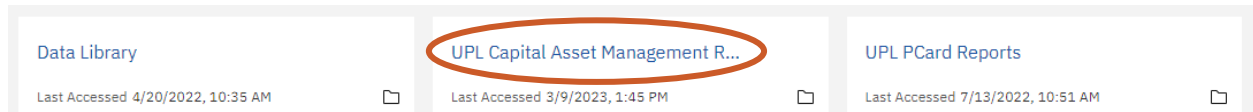
6. Select the **Central Finance Reports** block.



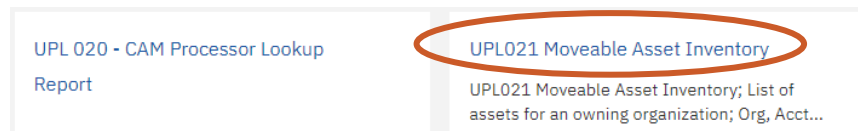
7. Select the **University Procurement and Logistics** block.



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:

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

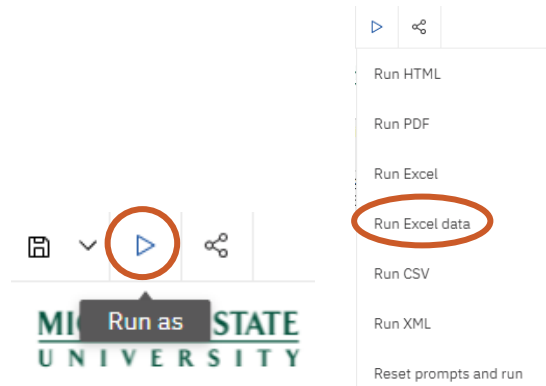
Starts with any of these key:

☒ Case Insensitive

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

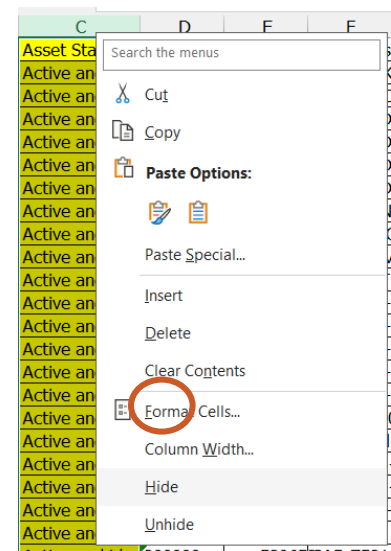


11. Click the **Run as** button (right-pointing triangle) in the top left of the report screen and select **Run Excel data** to create an Excel spreadsheet.

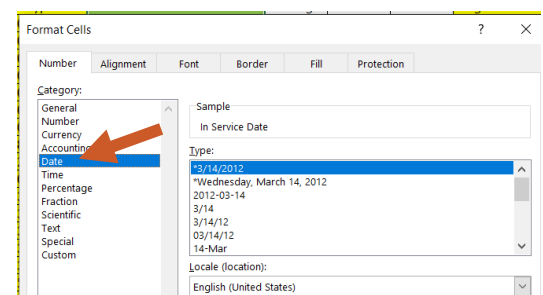
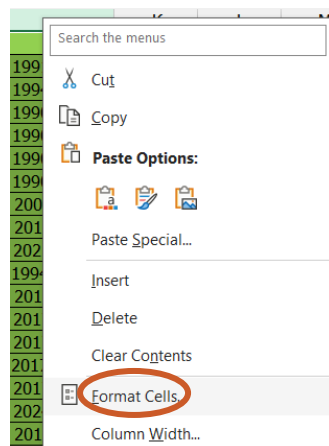


Format the report for a CAM-assisted audit

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.

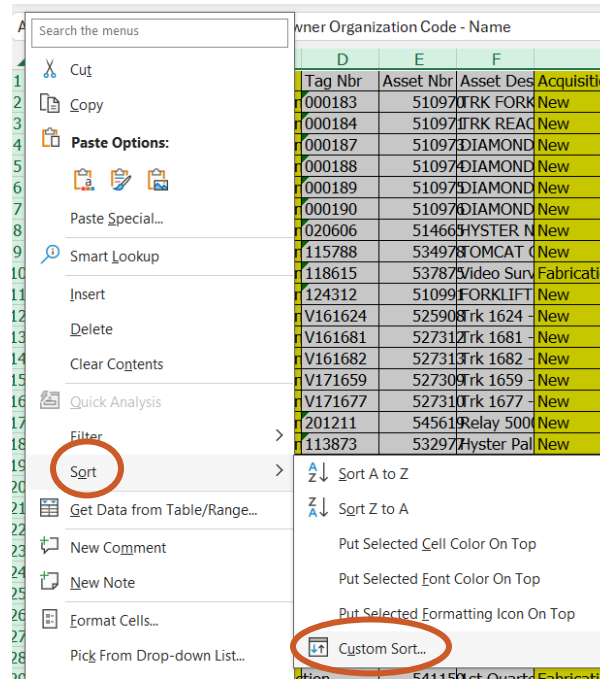




15. Click the arrow in the upper left corner of the spreadsheet to highlight all the data at once.

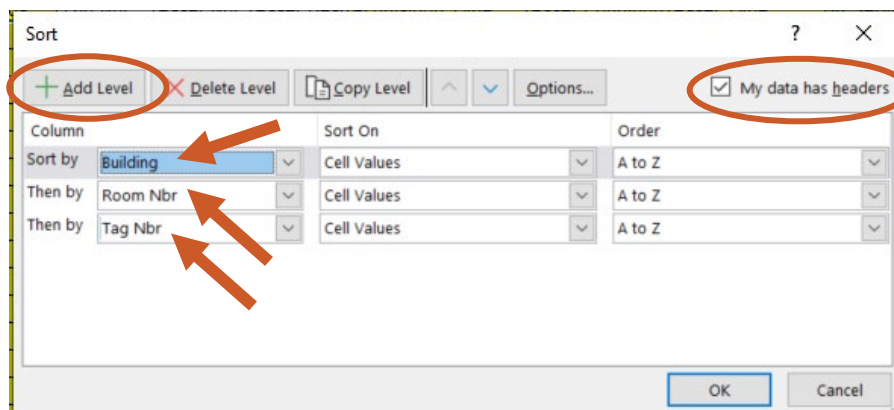
	A
1	Owner Org
2	10074363

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.

- Sort by **Building**
- Then by **Room Nbr**
- Then by **Tag Nbr**



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