Run the FIN 059 – Asset Inventory Report

Overview: This job aid demonstrates how to run the FIN 059 – Asset Inventory report in Cognos/BI, which is an inventory report used to identify all assets within a department.

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

![Business Intelligence and Analytics tile](image)

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

![Open menu](image)

3. Select Content.

![Content selection](image)

4. Select the Team Content tab.
5. Select the Finance Folder.

6. Select the University Finance Reports block.

7. Select the CAM – Capital Asset Management block.

8. Select the Asset Inventory report box to display the report lookup options.

9. Within the report lookup page:
   a. Check the A - Active and identifiable and U - Under construction asset statuses.
   b. Select the Earliest date and Latest date options for in service date range.
   c. Enter your org code(s) in the keyword search box and click Search.
   d. In the search results, highlight your org code(s) and click Insert to move them to the choice box.
   e. Select Finish to run the report.
10. To export the data in a secondary format (e.g. PDF or Excel), click the Run as button (right-pointing triangle) in the top left of the report screen and select your preferred format.

   a. Note: CAM recommends exporting the report to Excel and sorting by location information (building and room number) for use in the annual asset inventory process.

If you have any questions, please contact the Capital Asset Management team at (517) 884-6081 or camhelp@msu.edu.