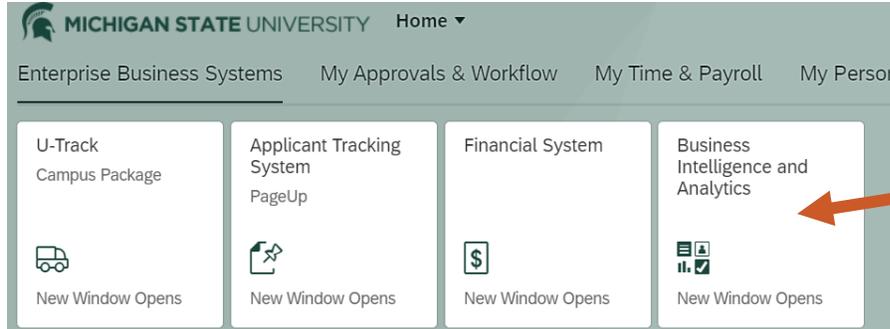




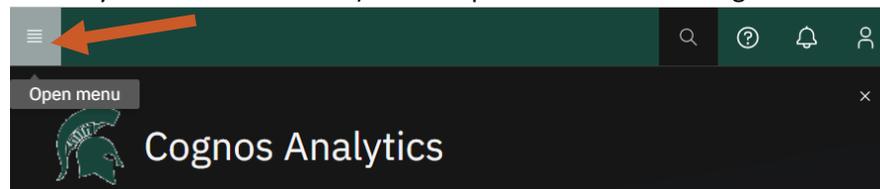
Accessing the CAM Processor Lookup Report in Cognos

Overview: This job aid demonstrates how to access the **UPL 020 – CAM Processor Lookup** report in Cognos BI. All MSU employees with access to Cognos BI should have access to this report, which can be used to find departmental Capital Asset Management (CAM) Role 6 Processor contact information based on a variety of search criteria.

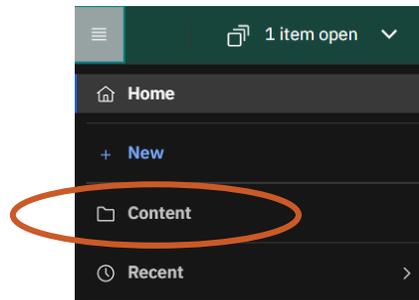
1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.



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



3. Select **Content**.

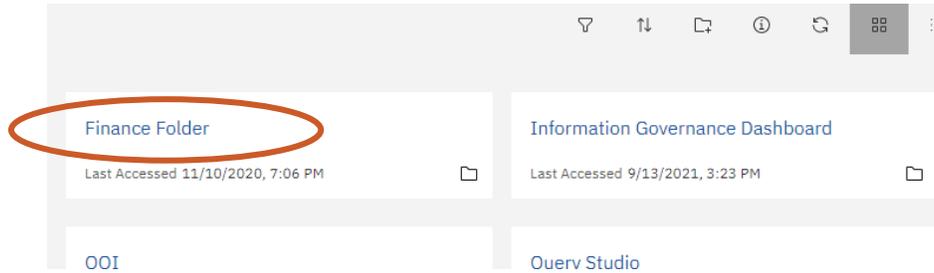


4. Select the **Team Content** tab.

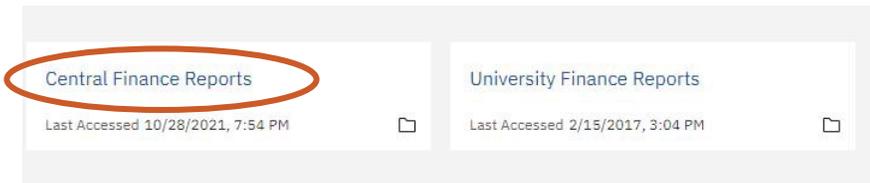




5. Select the **Finance Folder**.



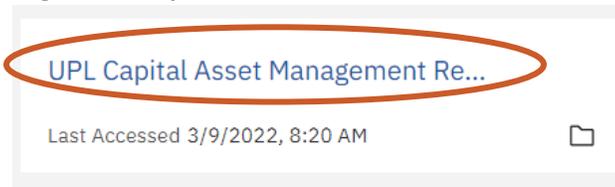
6. Select the **Central Finance Reports**.



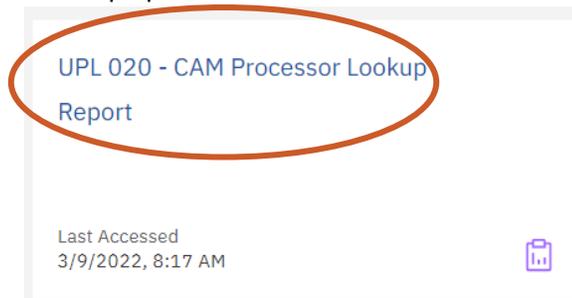
7. Select the **University Procurement and Logistics** block.



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



9. Select the box to display the report lookup options.





10. Enter your search criteria into the appropriate box and click **Apply Filters**. All searches will return the contact information for any CAM Role 6 Processors that are assigned to the data. Please only use one filter per search.
- Asset tag # (barcode):** the six-digit number printed on the physical label attached to the asset, which is added to the asset record in KFS by the CAM Role 6 Processor.
 - Use this field when 1) an asset is on your department inventory that you aren't familiar with or 2) a tagged asset is in your space that is not on your department inventory list. The assigned contact can help you track down the asset or update the asset record.
 - Note:** If the search result for this field is empty, please [contact the CAM team](#).
 - Asset #:** the six-digit number assigned by CAM to the asset when the asset record is created in KFS. This number will always be linked to the asset, even after the asset is retired.
 - Use this field if there is an asset record where an asset tag number was not assigned to find the CAM Role 6 Processor(s).
 - Acct #:** the account number of the department/unit that owns the asset.
 - Org code:** the organization number of the department/unit that owns the asset.
 - Organization:** the organization name in KFS of the department/unit that owns the asset.

UPL 020 - CAM Processor Lookup Report

Asset Tag # (barcode): Asset #: Acct #: Org Code: Organization:

Contacts:

Add information in one of the fields above to see contact information. Make sure you use only 1 filter to avoid errors. If you do not find a contact for the organization you searched for, try using the U1/MAU Organization Code instead.

11. 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.

