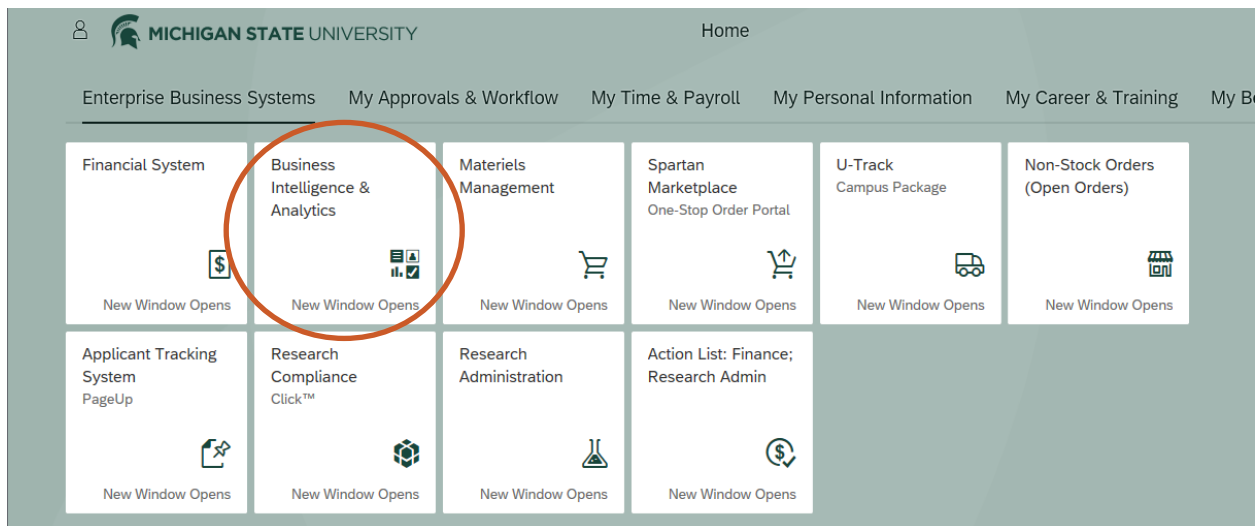




Run Asset Inventory FIN059 Report

Overview: This job aid demonstrates how to run the Asset Inventory FIN059 report in EBS, 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 & Analytics (Cognos)** tab.



2. In Cognos, navigate to the **Asset Inventory-FIN059** report using one of the following methods:
 - a. Use the search function and search for the term "FIN059".



- b. Select the Team Content folder, and follow this path: Finance Folder > University Finance Reports > CAM-Capital Asset Management > Asset Inventory-FIN059.





3. Within the **report creation** 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.

Asset Inventory-FIN059

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

Select One or More Asset Statuses:

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

Search and Select One or More Owner Organizations:

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

Cancel **Finish**

4. Once the report has processed, you can export to Excel to sort and filter.

- a. Select the triangle button in the upper left corner and select "Run Excel".

