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.

If you have any questions or need assistance, please contact Capital Asset Management at (517) 355-1700 or email camhelp@msu.edu.
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.

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”.

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