

Instructions for Running a Report of Your Department's Full List of Assets

Go to "e-Reports" <http://www.ereports.osu.edu/>

Log in. Enter your OSU Internet User Name (name.#) and password (If you have any problems with your password, contact 8-HELP)

Select the "Financials" folder

Select the "Asset Management Reports" folder

Select "AMB100DW - Online Assets and Equipment" report (a new window will open)

Select the appropriate "Business Unit" using the drop down arrow

Enter Organization number (department number) be sure to separate multiple organizations with a comma

Select "Book" (Capital, Non-Capital or both) using the drop down arrow

Report Specific Parameters

Enter "from date" and "through date using valid date format (MM/DD/YYYY)

Enter location code using valid format (XXX-XXXX) and separate multiple locations by a comma if running asset detail report by location

Enter profile - category (e.g. COMPE, LABOE) if running asset detail report by profile – category

Select report on the bottom right

Select Physical Inventory and Equipment Review – Detail & Summary and include certification page with detail when completing annual self-audit

To print, select the box to the right of Physical Inventory and Equipment Review and select "Process Selected Reports"

Select -ok