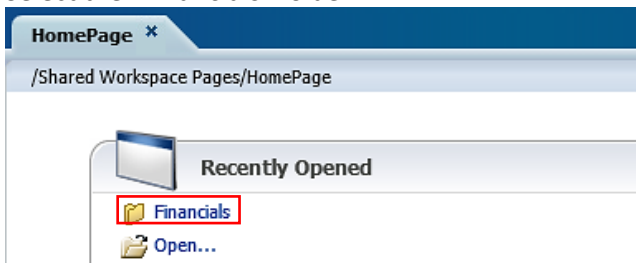


Running a Report of a Department's Assets

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



2. **Log in** using your OSU username (name.#) and password.
3. Select the "Financials" folder.



4. Select the "Asset Management Reports" folder.

/Financials					
!	*	Name ▲	Type	Modified	Description
		Asset Management Reports	Folder	9/13/15 4:05 PM	

5. Select "AMB100DW - Online Assets and Equipment," which will open a new window.

/Financials/Asset Management Reports					
!	*	Name ▲	Type	Modified	Description
		AMB100DW - On-Line Assets and ...	Interactive Repo...	3/9/17 3:13 AM	On-Line Assets and Equipment

6. Select the appropriate "Business Unit" using the drop down arrow. Then, enter **Organization number (department number)**. Be sure to separate multiple organizations with a comma.

OSU-FS Assets and Equipment AMB100DW

Select General Options	Report Specific Parameters
<p>Business Unit: UNIV</p> <p>Organization: 56941, 10022</p> <p>Fund: _____</p> <p>Project: _____</p> <p>Program: _____</p> <p>User Defined: _____</p> <p>(Separate multiple items by a comma)</p> <p>Book: Capital and Non-Capital</p>	<p>Asset Additions, Retirements, Transfers Custodian Changes Location Changes</p> <p>From Date: _____ Through Date: _____</p> <p><small>The valid format is MM/DD/YYYY e.g. 12/31/1999 Blank defaults to today's date</small></p> <p>Asset Detail by Location</p> <p>Location Code: _____</p> <p><small>The valid formats are: XXX-XXXX e.g. 001, 001-100B</small></p> <p>Asset Detail by Profile - Category</p> <p>Category: _____</p>
<p>Clear Form Select Report</p>	

- For the "Book" tab, select "Capital," "Non-Capital," or "Capital and Non-Capital" 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 "category" (e.g. COMPE, LABOE) if running asset detail report by profile – category

Report Specific Parameters

- Click "Select Report" in the bottom right-hand corner.

- Select "Physical Inventory and Equipment Review - Detail & Summary" and "Include Certification Page with Detail" when completing annual self-audit.

- To print, be sure "Print" is selected at the top of the page and check the box next to the "Physical Inventory and Equipment Review – Detail & Summary." Then, click "Process Selected Reports," and click "Ok."

Information Topic	Report	Pivot	<input checked="" type="radio"/> Print	<input type="radio"/> Export
Asset Additions, Retirements, Transfers	Report	Pivot	<input type="checkbox"/>	<input type="checkbox"/>
Custodian Changes	Report	Pivot	<input type="checkbox"/>	<input type="checkbox"/>
Location Changes	Report	Pivot	<input type="checkbox"/>	<input type="checkbox"/>
Asset Detail by Location	Report	Pivot	<input type="checkbox"/>	<input type="checkbox"/>
Asset Detail by Profile - Category	Report	Pivot	<input type="checkbox"/>	<input type="checkbox"/>
Physical Inventory and Equipment Review - Detail & Summary	Report	Pivot	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Summary Only Include Certification Page with Detail

Select All Unselect All

Process Selected Reports