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.

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

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.
7. For the "Book" tab, select “Capital,” “Non-Capital,” or “Capital and Non-Capital” using the drop down arrow.

![Select Book Option]

8. 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]

9. Click “Select Report” in the bottom right-hand corner.

![Select Report Button]

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

![Select Report and Include Certification]

11. 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.”