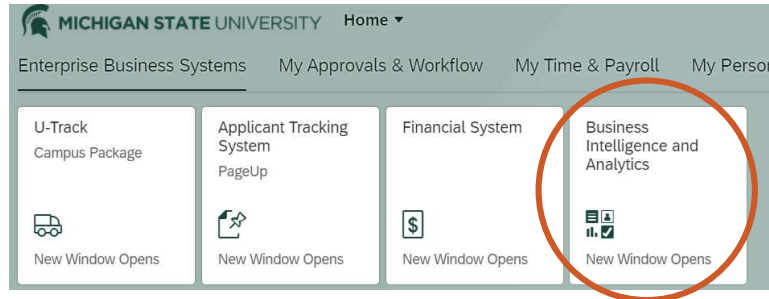




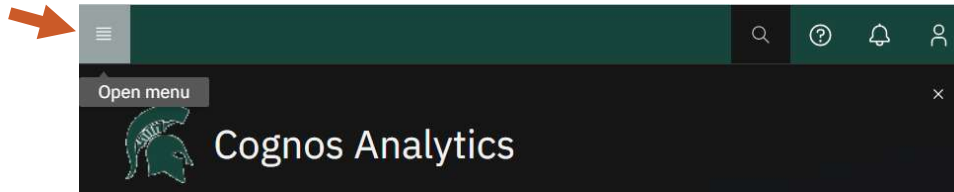
Run the Untagged Movable Asset Aging Report-CAM 061

Overview: This job aid demonstrates how to download unit specific **Untagged Movable Asset Aging Report – CAM061 in Cognos BI**. This also demonstrates how to set up and receive the **report** automatically, which can be used to identify asset records that require updates in KFS to ensure compliance within 30 days of acquisition.

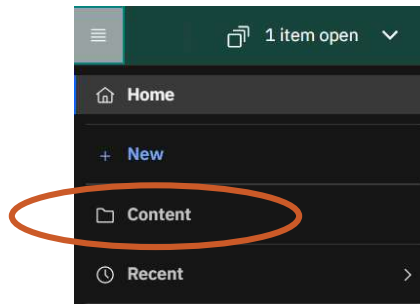
1. Log in to ebs.msu.edu and select the **Business Intelligence and Analytics** tile.



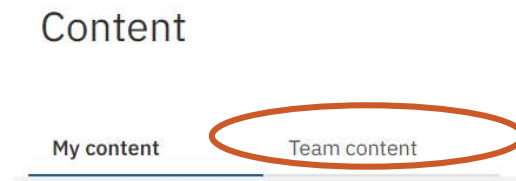
2. Open the menu (indicated by four horizontal lines) in the top left corner of the Cognos window.



3. Select **Content**.



4. Select the **Team Content** tab.



5. Select the **Finance Folder**.





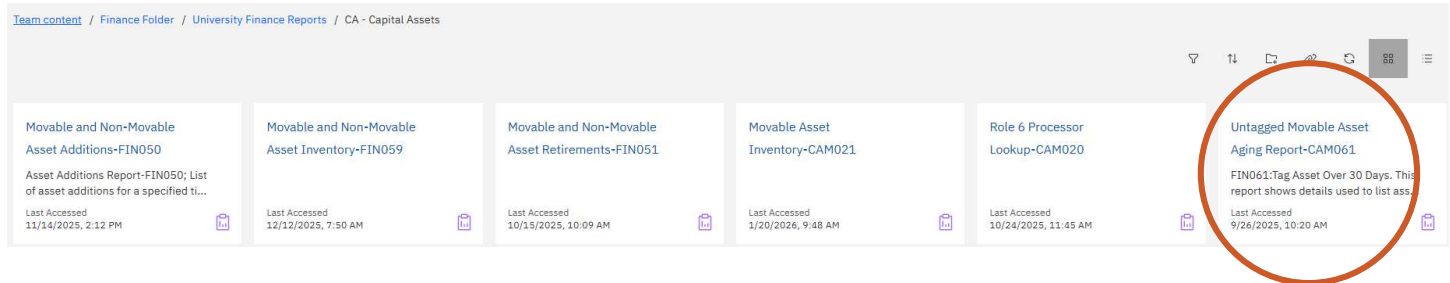
6. Select the **University Finance Reports** block.



7. Select the **CA – Capital Assets** block.

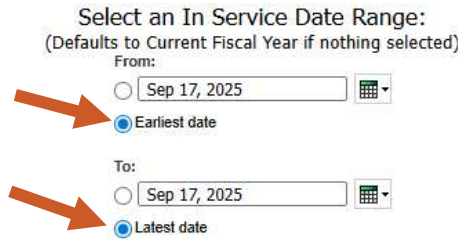


8. Select the **Untagged Movable Asset Aging Report – CAM 061** box to display the report lookup options.

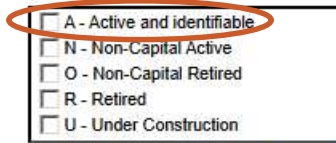


9. Within the report lookup page:

- a. Ensure the default service date range values, **Earliest date** and **Latest date**, are selected.
 - i. **Note:** CAM recommends not changing these values as the defaults will pull all asset records.

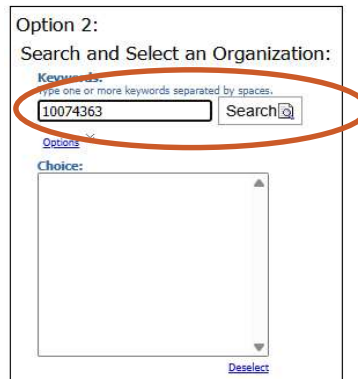


b. Check the **A - Active and identifiable** asset status.



[Select all](#) [Deselect all](#)

c. In the **Option 2** box, enter your **organization number** and select **Search**.





- d. When your organization number and name appear in the choice box, select (highlight) the organization name and number, then select **Finish**.

Note: If the organization name and number are not selected, the report will pull untagged assets from all University units.

Option 1:
Search and Select One or More Asset Type Codes:

Keywords:
Type one or more keywords separated by spaces.
 Search

Options ▾

Results:

Choice:

[Select all](#) [Deselect all](#)

Option 2:
Search and Select an Organization:

Keywords:
Type one or more keywords separated by spaces.
 Search


Options ▾

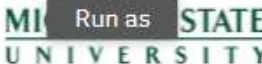
Choice:
10074363 - SUPPLY CHAIN FULFILLMENT

[Deselect](#)

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

- 10. Select the **Run as** button (right-pointing triangle) in the top left of the report screen. Select a file format from the list of options.





- Run HTML
- Run PDF
- Run Excel
- Run Excel data
- Run CSV
- Run XML
- Reset prompts and run

Note: This report can also be setup for automatic scheduled delivery from within Cognos BI .



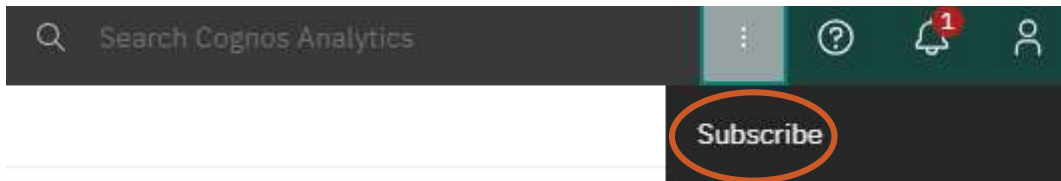
How to schedule the CAM 061 report in Cognos BI

*Scheduling is an option and should be considered by units that frequently purchase assets or prefer to regularly receive the **Untagged Movable Asset Aging Report – CAM 061**.*

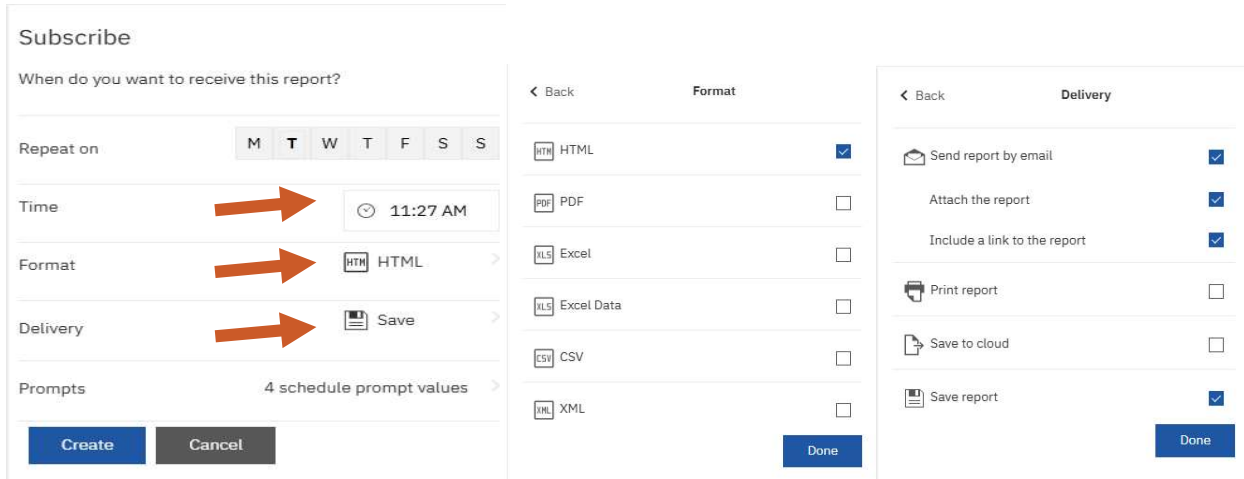
1. After the report has run in Cognos BI, select the **three dots (ellipsis)**.



2. Select **Subscribe**.



3. Choose the **date and time, report format, and delivery method** to setup the report.



4. Select **Create** and the report will be delivered to the user **weekly** at the scheduled date and time.

