

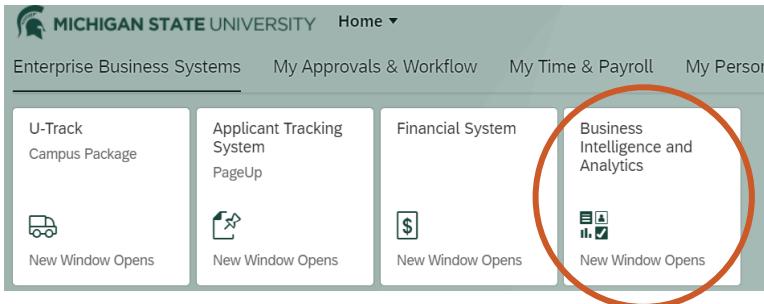


Run the Movable Asset Inventory Report-CAM021

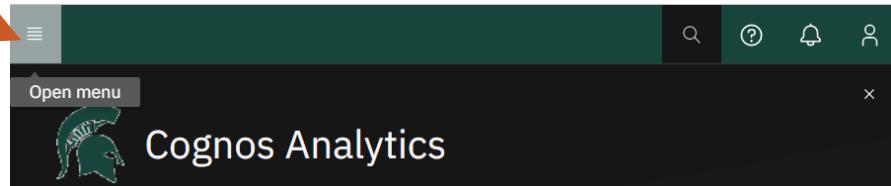
Overview: This job aid demonstrates how to run and format the Movable Asset Inventory-CAM021 report in Cognos/BI, which is an inventory report used to identify all movable capital assets within a department.

Export the report

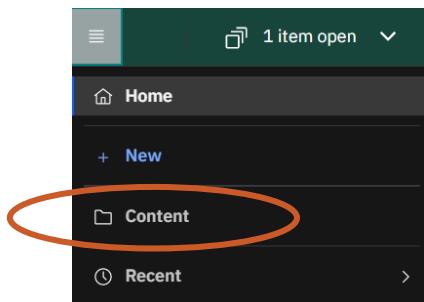
1. Log in to ebs.msu.edu and click the **Business Intelligence and Analytics** tile.



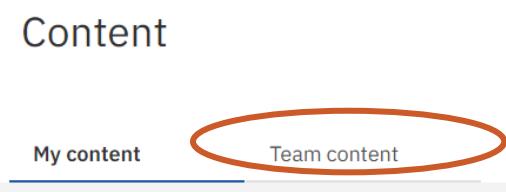
2. Open the menu (indicated by four horizontal lines) in the top left corner of the Cognos window.



3. Select **Content**.



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



5. Select the **Finance Folder**.





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

Central Finance Reports

University Finance Reports

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

CA - Capital Assets

8. Select the **Movable Asset Inventory Report-CAM021** box to display the report lookup options.

Movable Asset Inventory-CAM021	Role 6 Processor Lookup-CAM020	Untagged Movable Asset Aging Report-CAM061
Last Accessed 9/15/2025, 3:38 PM	Last Accessed 9/16/2025, 7:49 AM	Last Accessed 10/9/2024, 12:14 PM

9. Within the **report lookup** page:

a. Check the **A - Active and identifiable** and **U - Under construction** asset statuses.

A - Active and identifiable
 N - Non-Capital Active
 O - Non-Capital Retired
 R - Retired
 U - Under Construction

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

b. 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.

Select an In Service Date Range:
(Defaults to Current Fiscal Year if nothing selected)

From: Sep 17, 2025

Earliest date

To: Sep 17, 2025

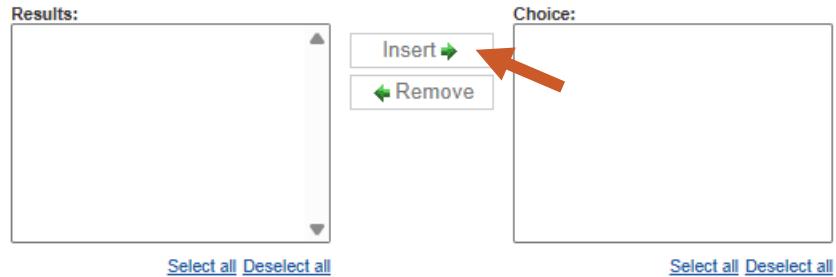
Latest date

c. Enter your org code(s) in the keyword search box and click **Search**.

Keywords:
Type one or more keywords separated by spaces.



d. Insert and remove resulting org code(s) into the Choice selection field



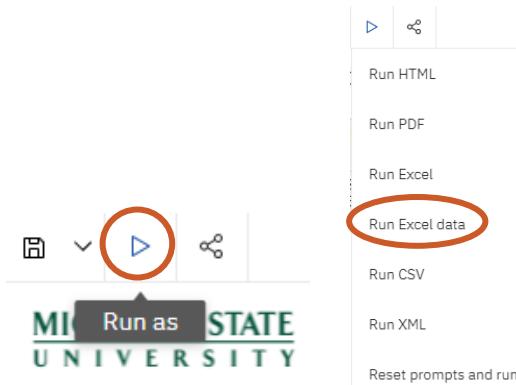
Results: Select all Deselect all

Choice: Insert Remove Select all Deselect all

e. Select **Finish** to run the report.



10. Click the **Run as** button (right-pointing triangle) in the top left of the report screen and select **Run Excel data** to create an Excel spreadsheet.

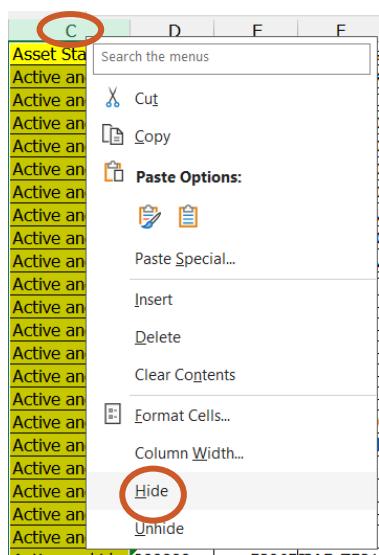


Run as Run as STATE
UNIVERSITY

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

Format the report for a CAM-assisted audit

1. Open the spreadsheet in Excel.
2. Hide the following columns, which are not relevant to the audit, by right-clicking the letter at the top of the column and selecting **Hide** from the dropdown menu.
 - a. G: Acquisition Type
 - b. I: Asset Type
 - c. N: Building Street Address
 - d. O: Building City
 - e. P: Building State
 - f. W: Total Amt for Act NBR
 - g. X: Total Amount for Organization



C Search the menus

Cut Copy Paste Options:

Paste Special...

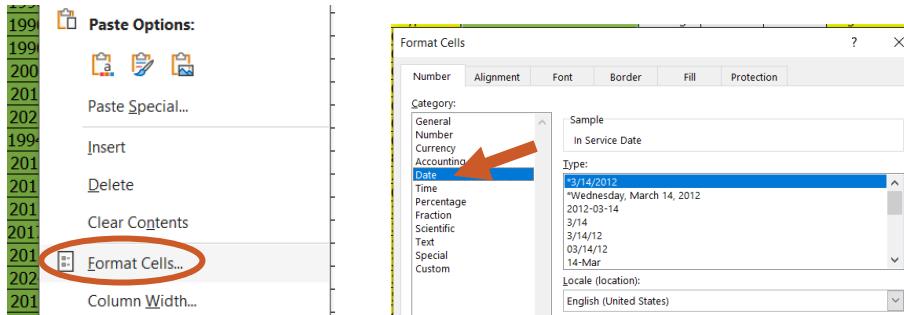
Insert Delete Clear Contents

Format Cells... Column Width...

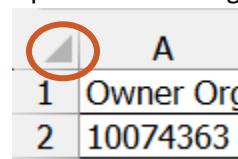
Hide Unhide



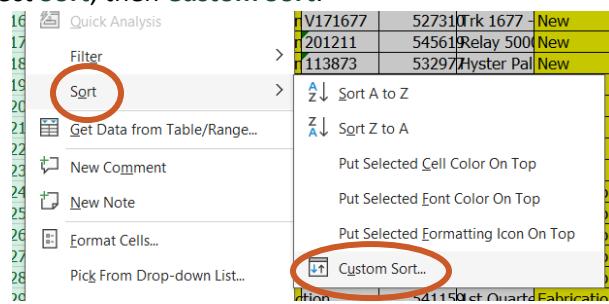
- Format the dates in Columns J (In Service) and T (Last Inventory Date) by right-clicking the letter at the top of the column and selecting **Format Cells**. In the resulting menu, select **Date** and then select the first formatting option.



- Click the arrow in the upper left corner of the spreadsheet to highlight all the data at once.

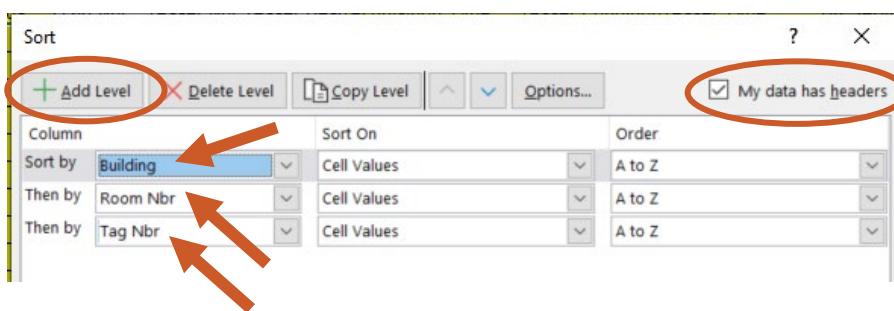


- Right-click the arrow and select **Sort**, then **Custom Sort**.



- Ensure that the box labeled **My data has headers** is checked and then add three sorting criteria.

- Sort by **Building**
- Then by **Room Nbr**
- Then by **Tag Nbr**



- Click **OK**. The sorted spreadsheet can now be saved and printed for use in your capital asset audit.

