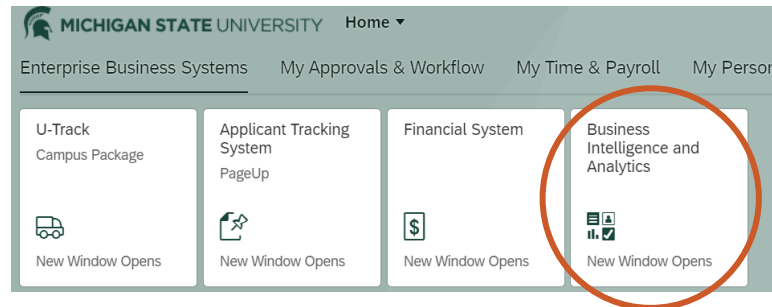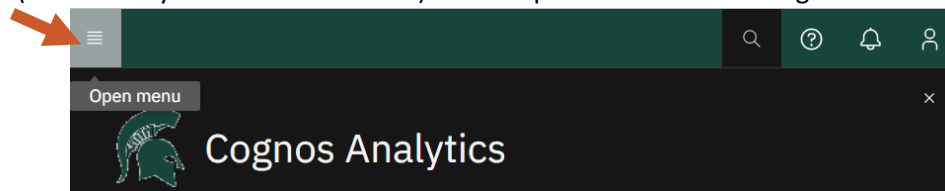# Run the Movable Asset Inventory Report-CAM021

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.
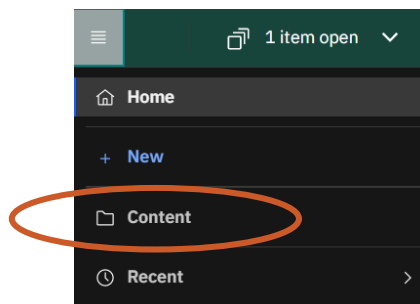
Export the report

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.
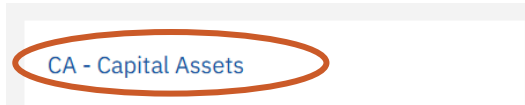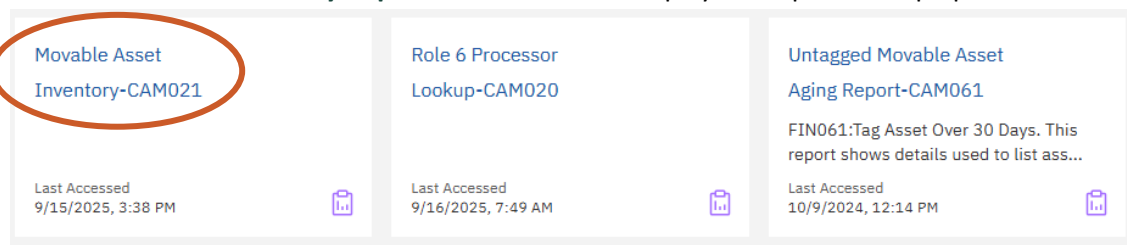

5. Select the **Finance Folder**.

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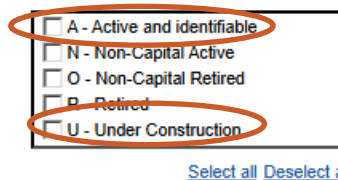

7. Select the **CA – Capital Assets** block.

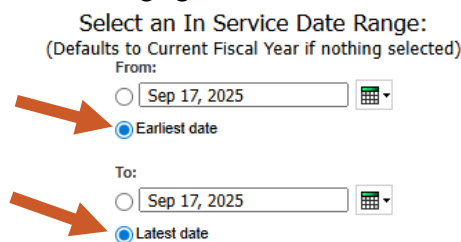8. Select the **Movable Asset Inventory Report-CAM021** box to display the report lookup options.

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

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

   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.

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

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If you have any questions, please contact Capital Asset Management
at (517) 884-6081 or camhelp@msu.edu.

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

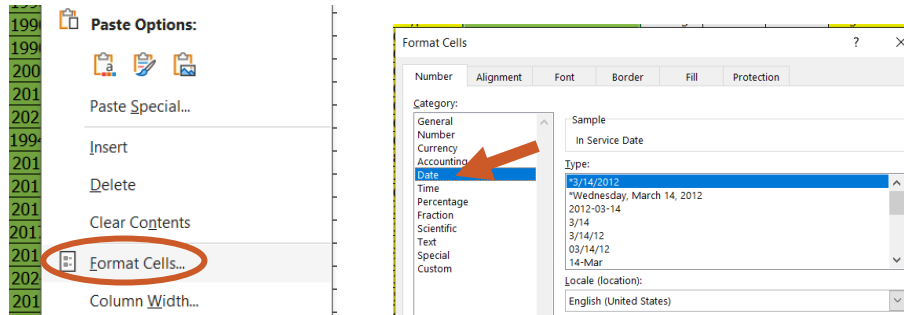e. Select **Finish** to run the report.

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.

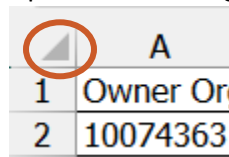## Format the report for a CAM-assisted audit

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
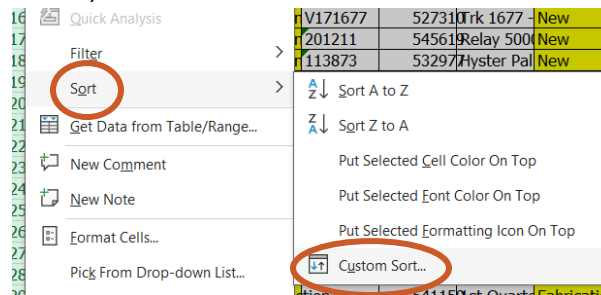   f. W: Total Amt for Act NBR
   g. X: Total Amount for Organization

3. 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.
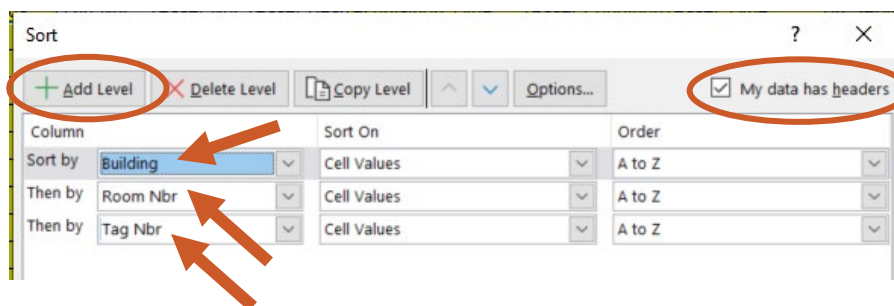

4. Click the arrow in the upper left corner of the spreadsheet to highlight all the data at once.

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

6. Ensure that the box labeled **My data has headers** is checked and then add three sorting criteria.
   a. Sort by **Building**
   b. Then by **Room Nbr**
   c. Then by **Tag Nbr**

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

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