

Instructions for Running a Report of Your Department's Full List of Assets

- Go to “e-Reports”
- Enter your user name (name.#) and password (If you have any problems with your password, you should call 688-HELP)
- On the main page under “eReports Categories” select “Financials”
- From the menu on the left of the page, click on “General Procurement Reports”
- Under the report “AMB100OS – Online Assets and Equipment” click on the “bqy” link (New window will open).
- Click on, or type in all appropriate criteria for the search. “Business Unit”, “Organization” (Department Number) and “Book” (Capital, Non-Capital or both) are all require fields.
- The information you will need to run a full list of your department’s asset are: “Business Unit” = “All – Excluding OSUMC”, “Organization” = your Org number, and “Book” = “Capital, Non-Capital and Sponsor”. This will list all assets (both OSURF and UNIV) currently assigned to your department.
- Click on “Select Report”
- Next to “Physical Inventory and Equipment Review – Summary and Detail”, click on “Report”
- Once the report opens, click on the print icon to print.
- You can choose to export to an Excel spreadsheet by clicking the “Export” radial button at the top right corner, then clicking the check box next to the report name, then clicking on “Process Selected Reports”. This will prompt you to save the document. Select the location to save to and click “Save”.