Welcome to Sunflower Report Training!

The following training is designed to enable you to generate reports for your department's capital assets in the Sunflower Assets system. It is suggested that you print this training manual and then perform the easy to follow instructions below.

Purpose of Report Training

The purpose of this training is to familiarize you with the numerous Sunflower reports which have been developed to assist you in managing your organization's capital equipment assets. This training will also demonstrate how to generate these reports.

Sunflower Reports

There are two categories of Sunflower reports that will be useful to you - financial reports and inventory reports. A list of these reports appears below. A description of each report, along with the field names contained in the report, and a print screen indicating the relevant parameters is at the end of this training.

Accountable Equipment Officer Review Asset Event Type Report Asset Recap Sheet Capital Equipment Events by Org Capital Equipment Snapshot by Org Cost Component Record Search Report Inventory Cost by Org Inventory Report by Org Service Center Projected Depreciation Report

Other reports are available; however, these are specialized reports and will generally not be helpful to you. Please contact Equipment Accounting if you have any questions.

How to Create a Report

This component of the training will demonstrate how to create a report. First, you will need to login to Oracle.





From the Admin Systems screen, **click** on the Oracle HR & Finance link on the left of the page.







You must wait for this screen to load.



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My Completed Requests	
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All My Requests	
Specific Requests	
Request ID	
Name	
Date Submitted	
Date Completed	
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Order By Request ID	
Select the Number of Days to View:	
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The Find Requests window appears. This window enables you to do several things related to reports. The default selection is All My Requests. **Click** on the Submit a <u>N</u>ew Request button.



The Submit a New Request window appears. Single Request is the default option. **Click** the <u>O</u>K button.

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The Submit Request window appears. This window enables you to select a specific report to run. **Click** on the ellipsis in the Name field.

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Run the Job	SFUAB Program Capital Equipment Snapshot By Organization PRCSF038	UAB_CL
	SFUAB Program AEO REVIEW PRCSF067	UAB_CL
👘 — Upon Completion	SFUAB Program Annual Lost WriteOff Activity PRCSF063	UAB_CU
	SFUAB Program Annual Lost WriteOff for Grants and Contracts PRCSF064	UAB
	SFUAB Program Annual Lost WriteOff for Service Centers PRCSF065	DAB_CL
Layout	SFUAB Program Annual Write Uit Preview PRCSFU58	
Notity	SELIAB Program Cast Component Record Search PRCSE068	
Print to	SEUAB Program Deferred Depreciation Start Dates PRCSE049	UAB_CL
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A LOV listing all the available custom reports appears. **Select** the report that you want to run, and then **click** the <u>O</u>K button.

<u>Note</u>: In the report training, all participants will create a Capital Equipment Snapshot by Organization report.





Click into the next field and another ellipsis will appear. The Manager field is always a choice between HOSPITAL and UNIVERSITY. Make your selection and then, **click** the <u>O</u>K button.

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i – Upor	09000000	090000000:ATHLETICS DEPARTMENT ADMINISTRATION	
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Choices in liv	st: 702		

Click into the Steward Org field and another ellipsis will appear. **Click** on the ellipsis in the field and **select** the specific org for this report. Then, **click** the <u>O</u>K button.

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At these Tin Run Upon Comp S	ounting_Period JUL-2006 Manager UNIVERSITY Steward Org 090000000 OCONTHLETICS DEPARTMENT ADMINISTRATION teward Org - To Status Output Type	
Help (<u>C</u>)	QK Cancel Clear Help	

Notice that there are two Steward Org parameter fields available. These fields enable you to select a range of Steward Orgs for the report. You are also able to select the same Steward Org and only information about that one Steward Org will appear in the report.

<u>Note</u>: Most reports allow you to retrieve data for a range of Steward Orgs.

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Steward Org - To	Description	
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090001200	090001200:MEN'S BASKETBALL	×
090001300	090001300:MEN'S FOOTBALL	
090001400	090001400:MEN'S GOLF	
090001500	090001500:MEN'S SOCCER	
090001600	090001600:MEN'S TENNIS	TUNI
090005000	090005000/WOMEN'S BASKETBALL	
090005100	090005100:WOMEN'S GOLF	
090005200	090005200:WOMEN'S RIFLE TEAM	
090005300	090005300:WOMEN'S SOCCER	
090005400	090005400:WOMEN'S SOFTBALL	
090005500	090005500:WOMEN'S SYNCHRONIZED SWIMMING	
090005600	090005600:WOMEN'S TENNIS	Clear Halp
090005700	090005700:WOMEN'S TRACK & FIELD	Ciear Estb
090005800	090005800.WOMEN'S VOLLEYBALL	
10000000	100000000:OFFICE OF THE PRESIDENT	
100001000	100001000:BOARD LIAISON OFFICIA	

Select the same Steward Org or another Steward Org, and **click** <u>OK</u>.



Click into the next field, **click** on the ellipsis and **select** the appropriate status of assets. Then, **click** <u>O</u>K.





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Run this Request	Copy	
	SELLAB Program Capital Equipment Spanshot By Organization PRCSE038	
Parameters	JUL-2006:UNIVERSITY:090000000:090005800:ACTIVE:PDF	— I, I
Language	American English	
	Language Settings Debug Options	
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Run the Job	As Soon as Possible Schegule	
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The Submit Request window opens portraying the report parameters that you previously chose. **Click** on the Submit button to request the report.

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Request ID	Parent					
Name	0.11	Phase	Status	Parameters		
2886080 SFUAB Prog	ram Capital	Pending	Normal	JUL-2006, UNIVERSILY,	1900 <u>-</u>	
2886023 SFUAB Repo	ort AEO REVI	Completed	Normal	AEO, 50000032269, ,		
2886022 SFUAB Prog	ram AEO RE	Completed	Normal	AEO, 50000032269, ,		
2886013 SFUAB Prog	ram AEO RE	Completed	Normal	AEO, 50000032269, ,		
2885995 SFUAB Repo	ort AEO REVI	Completed	Error	AEO, 50000032269, ,		
2885994 SFUAB Prog	ram AEO RE	Completed	Normal	AEO, 50000032269, ,		
2885993 SFUAB Repo	ort AEO REVI	Completed	Normal	AE0, , ,		
2885992 SFUAB Prog	ram AEO RE	Completed	Normal	AEO, , ,		
2885989 SFUAB Prog	ram AEO RE	Completed	Normal	ORG, , 090001300, 09000	1500	
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Hold Request	View Detail	•		View Output		
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FRM-40400: Transaction comple	ete: 1 records applied and s					

This is the Request window indicating the status of your report requests. Your latest request appears at the top of the list. Notice at the top of the Phase column your report is "Pending." **Click** on the Refresh Data button to update the Phase indication.

Request ID	Name	P: 	arent Phone	Status	Parametero	
2886081	SFUAB Report G	tal Ec	Runnin	g Normal	JUL-2006, UNIVERSITY, 0900	
2886080	SFUAB Program	Cepital	Comple	ted Normal	JUL-2006, UNIVERSITY, 0900	
2886023	SFUAB Report A	EO REVI	Comple	ted Normal	AEO, 50000832269,	
2886022	SFUAB Program	AEO RE	Comple	ted Normal	AEO, 50000032269, ,	
2886013	SFUAB Program	AEO RE	Comple	ted Normal	AEO, 50000832269, ,	
2885995	SFUAB Report A	EO REVI	Comple	ted Error	AEO, 50000032269, ,	
2885994	SFUAB Program	AEO RE	Comple	ted Normal	AEO, 50000032269, ,	
2885993	SFUAB Report A	EO REVI	Comple	ted Normal	AEO, , ,	
2885992	SFUAB Program	AEO RE	Comple	ted Normal	AEO, , ,	
2885989	SFUAB Program	AEO RE	Comple	ted Normal	ORG, , 090001300, 090001500	
Hold	Request	Vie	w Det <u>a</u> ils		View Output	
Cance	el Request	D	iagnostics		View Log	
		_				<u> </u>

After repeated clicking, the Phase column may indicate "Running." Continue **clicking** on the Refresh Data button.

Note: When the output format of "ALL" is selected, the PDF will be indicated as SFUAB Report which will be listed above the EXCEL format indicated as SFUAB Program.

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Requests :					, , 	×
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Request ID			Parent			
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2886080	SFUAB Program	Capital	Completed	Normal	JUL-2006, UNIVERSITY, 0900	
2886023	SFUAB Report A	EO REVI	Completed	Normal	AEO, 50000032269, ,	
2886022	SFUAB Program	AEO RE	Completed	Normal	AEO, 50000032269, ,	
2886013	SFUAB Program	AEO RE	Completed	Normal	AEO, 50000032269, ,	
2885995	SFUAB Report A	EO REVI	Completed	Error	AEO, 50000032269, ,	
2885994	SFUAB Program	AEO RE	Completed	Normal	AEO, 50000032269, ,	
2885993	SFUAB Report A	EO REVI	Completed	Normal	AE0, , ,	
2885992	SFUAB Program	AEO RE	Completed	Normal	AE0,,,	
2885989	SFUAB Program	AEO RE	Completed	Normal	ORG, , 090001300, 090001500	
Hol	d Request	Vi	ew Details 🤇	<	View Output	>
Cano	el Request		Diagnostics		View Log	

As soon as "Completed" appears in the Phase column, then you are ready to review the report. **Click** on the View Output button to see the report.

<u>Note</u>: You can provide the Request ID to someone else to review the report.

ACTIVE 090000000:						_
Asset Identifier	Asset Description	Acquisition Final Event Date Date	Total Cost	Accumulated Depreciation	Net Value	
297148	BASKETBALL GOAL	02/02/1988	9,281.40	9,281.40	0.00	
97222	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
97223	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
97224	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
297225	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
297226	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
325472	BASKETBALL GOAL	02/02/1988	9,281.40	9,281.40	0.00	
26283	BASKETBALL GOAL	02/02/1988	7,158.70	7,158.70	0.00	
00427	TRUCK	01/07/1992	18,164.82	18,164.82	0.00	
00562	TRUCK	08/29/1995	19,102.73	19,102.73	0.00	
00563	TRUCK	08/29/1995	19,102.73	19,102.73	0.00	
65026	WASHING MACHINE	10/12/1995	10,618.00	10,618.00	0.00	
00550	TRUCK	10/19/1995	18,652.75	18,652.75	0.00	
65025	WASHING MACHINE	12/11/1995	6,595.00	6,595.00	0.00	
72415	COMPUTER	08/21/1997	6,565.00	6,565.00	0.00	
79492	PROJECTOR	09/25/1998	7,075.00	5,660.00	1,415.00	
79582	STIMULATOR	09/28/1998	6,070.45	4,856.35	1,214.09	
84149	PHOTOCOPIER	11/19/1999	5,195.00	3,117.00	2,078.00	
87553	PHOTOCOPIER	01/17/2001	11,492.00	5,746.00	5,746.00	
87744	PHOTOCOPIER	01/24/2001	14,950.00	7,475.00	7,475.00	
89222	COMPUTER	08/01/2001	5,000.00	5,000.00	0.00	
86040	PHOTOCOPIER	08/28/2003	6,177.84	3,706.70	2,471.14	
00574	GOLF CART	09/14/2004	6,111.99	1,222.40	4,889.59	
3429799	INFLATABLE CHARACTER-OBJECT	11/02/2004	6,622.55	662.25	5,960.30	
3430199	INFLATABLE CHARACTER-OBJECT	11/02/2004	6,291.42	629.14	5,662.28	
97985	PHOTOCOPIER.	04/21/2005	8,053.00	805.30	7,247.70	
	090000000:ATHLETICS DEPAR	TMENT ADMINISTRATION	243,355.28	199,196.18	44,159.10	

Here is the PDF view of the report. Notice that the report displays the data according to the requested parameters. Notice also that there are four pages to this report.

The report may also be sent to the printer at this time.

RUN: 08/16/2005 PGM: RPT.SF.002 ACTIVE 990001300:MEN'S FOOTBALL Asset Asset Identifier Description 37:125 LIFTE 37:035 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:095 COMPUTER 38:005 COMPUTER 39:005 COMPUTE	UNIVERSITY OF ALABAMA AT BIRMING Capital Equipment Snapshot By Organiza As of: JUL-2006 Acquisition Final Event Date 02021984 0301987 0313000 1013000 10272003	Total Cost Accumulated Depreciation 5,051.00 5,051.00 0,745.60 20,745.60 10,045.00 9,041.50 14,865.00 14,245.00 20,745.60 14,245.00 20,745.60 14,245.00 5,000,00 1,000,00 44,855.60 124,412.10	PAGE 2 OF 4	Here are the other pages of the report. Notice the individual column header titles and the footer which may often provide a sub total of specific values, in this example, by specific Steward Orgs.	a
RUN: 08/16/2006 PGM: RPT.SF.002 ACTIVE 0900500:WOMEN'S BASKETBALL Asset Asset Identifier Description 38/051 EDTING SYSTEM 090005000:WOMEN'S BASKETE	UNIVERSITY OF ALABAMA AT BIRMING Capital Equipment Snapshot By Organiza As of: JUL-2005 Acquisition Final Event Date Date Outwisss IALL Report Totale: 411	HAM titon Total Accumulated Cost Depreciation 15,346.00 10,741.50 15,346.00 10,741.50 15,356.88 335,549,78	PAGE 4 OF 4	On the final page of the report, you can see the sub total for a Steward Org and the Report Total which would include the range of selected Steward Orgs from the parameters. To return to the Request screen or to generate a new report request, simply click on the Close button in the upper right corner of the screen.	;

Ref	resh Data	Find Req	uests		Sub <u>m</u> it a New Request	
432145	SFUAB Report C	Capital Ec	Completed	Normal	JUL-2006, UNIVERSITY, 0900	^
3432144 ◀	SFUAB Program	Capital	Completed	Normal	JUL-2006, UNIVERSITY, 0900	
3431655	SFUAB Report F	ederal E	Completed	Normal	JAN-2006, SEP-2006	
3431654	SFUAB Program	Federal	Completed	Normal	JAN-2006, SEP-2006	** -
3431470	SFUAB Report N	legative /	Completed	Normal		
3431469	SFUAB Program	Negativ	Completed	Normal		
3430962	SFUAB Report G	ain and	Completed	Normal	SEP-2006	
3430961	SFUAB Program	Gain an	Completed	Normal	SEP-2006	
3430891	SFUAB Program	Equipm	Completed	Normal	JAN-2006, SEP-2006, EXCEL	
3428655	SFUAB Report C	Cost Com	Completed	Normal	1314663, , , ,	-
Hol	i Request	View Det	gils	\bigcirc	View Output	>
Canc	el Request	Diagnos	stics		View Log	

When you return to the Request screen, **select** the second report request labeled "Program." This will be the Excel report. **Click** on the View Output button to view it.

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Report request[D - 3432144 includes consecutive c								
Page 1 Page 1								
<pre><?xml version="1.0"?></pre>								
<pre><?mso-application progid="Excel.Sheet"?></pre>								
<pre><workbook <="" pre="" xmlns="urn:schemas-microsoft-com:office:spreadsheet"></workbook></pre>								
xmlns:o="urn:schemas-microsoft-com:office:office"								
xmlns:x="urn:schemas-microsoft-com:office:excel"								
xmlns:ss="urn:schemas-microsoft-com:office:spreadsheet"								
xmlns:html="http://www.w3.org/TR/REC-htm140">								
<documentproperties xmlns="urn:schemas-microsoft-com:office:office"></documentproperties>								
<officedocumentsettings xmlns="urn:schemas-microsoft-com:office:office"></officedocumentsettings>								
<downloadcomponents></downloadcomponents>								
<locationofcomponents href="file:///D:\"></locationofcomponents>								
<excelworkbook xmlns="urn:schemas-microsoft-com:office:excel"></excelworkbook>								
<windowheight>7170</windowheight>								
<windowwidth>13275</windowwidth>								
<windowtopx>O</windowtopx>								
<windowtopy>15</windowtopy>								
<protectstructure>False</protectstructure>								
Go To First Previous Next Last								

The initial output will appear in a "code" format.



Click on Tools in the Menu and **select** Copy File.



The Viewer Option window will appear. **Click** on Ok.



You will be presented with the options to Open or Save the file. **Click** on Open to view the data. You may choose to save the Excel spreadsheet later.

<u>Note</u>: If you want to manipulate the data (rearrange columns, create totals, etc.) in the Excel format, you must save the file first.

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1 R	Report Date :	1-OCT-06		University Of	Alabama At Birmingha	m				
2 P	GM : SFUAB	RPTSF038 CAF	ORGSS	SFUAB Repo	rt Capital Equipment Si	napshot By Orga	nization RPTSF038			
3				Requested P	eriod:08-JUL-06 to 05-/	AUG-06				
4										
5										
6 A	sset Status	Activity Status	Activity Parameter	Org Name	Steward Org	Asset Identifier	Asset Description	Acquisition Date	Be	gin Dat
7										
1 8	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	03429799	INFLATABLE CHARA	(02-NOV-04	02	-NOV-04
9 11	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	03430199	INFLATABLE CHARA	(02-NOV-04	02	-NOV-04
10 11	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297148	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
11	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297222	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
12 1	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297223	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
13 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297224	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
14 IP	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297225	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
15 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	297226	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
16 1	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	325472	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
17 II	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	326283	BASKETBALL GOAL	02-FEB-88	02	-FEB-88
18 II	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	365025	WASHING MACHINE	11-DEC-95	11	-DEC-95
19 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	365026	WASHING MACHINE	12-OCT-95	12	-OCT-95
20 1	V SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	372415	COMPUTER	21-AUG-97	21	-AUG-97
21 🗈	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	379492	PROJECTOR	25-SEP-98	25	-SEP-98
22 1	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	379582	STIMULATOR	28-SEP-98	28	-SEP-98
23 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	384149	PHOTOCOPIER	19-NOV-99	19	-NOV-99
24 1	V SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	386040	PHOTOCOPIER	28-AUG-00	28	-AUG-0(-
25 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	387744	PHOTOCOPIER	24-JAN-01	24	-JAN-01
26 II	V SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	389222	COMPUTER	01-AUG-01	01	-AUG-01
27	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	397985	PHOTOCOPIER	21-APR-05	21	-APR-05
28 II	V SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	700574	GOLF CART	14-SEP-04	14	-SEP-04
29 11	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	A00427	TRUCK	07-JAN-92	07	-JAN-92
30 II	V SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	A00550	TRUCK	19-OCT-95	19	-OCT-95
31 IN	N SERVICE	ACTIVE		UNIVERSITY	090000000:ATHLETICS	A00562	TRUCK	29-AUG-95	29	-AUG-9
4 4	▶ ▶ \Sheet1	/		1				-		•[[
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The data will appear in a spreadsheet format. However, this is not Excel. Evaluate the data carefully to determine if it represents what you have requested.

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If you choose to save the data in an Excel spreadsheet format, then **select** Save As from File in the Menu.

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In the Save As window, **select** the folder or drive where you want the spreadsheet to reside, and then name the spreadsheet. In the Save As Type field, click on the drop-down arrow and select Microsoft Excel Workbook.xls. **Click** the Save button to save the spreadsheet in Excel.

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If you want to request an additional report, close all windows (Excel and Report: Request ID). When you return to the Requests screen, **click** on the Submit a New Request button.

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The Submit a New Request window will appear. **Click** OK to submit a new Sunflower report request.

Available Reports and Descriptions:

Accountable Equipment Officer Review - This report provides a current listing of Accountable Equipment Officers (AEOs) by organizational units. The report does not include history records of AEOs. The fields of data in this report include: Name of the AEO, Steward Org, AEO Begin Date, and AEO End Date. View parameters below:

Parameters 2000000000					0-0-0-0-0-0	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
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<u>Asset Event Report</u> - This report provides a listing of capital equipment based on a specified Asset Event such as Initial, Ongoing, and Final. The fields of data for an asset include: Asset ID, Asset Description, Asset Event, Event Date, Acquisition Date, Write-Off Date, Deferred Depreciation Start Date, Tag Location, Service Center Account, and Total Cost. The parameters for this report are: Begin Date, End Date, Event Type (INITIAL, ONGOING, or FINAL), and Report Type (PDF, EXCEL or ALL). View parameters below:

O Parameters		×
Begin Date MM/DD/YYYY	01/01/2005	
End Date MM/DD/YYYY	06/30/2006	
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<u>Asset Recap Sheet</u> - This report provides users with a recap of selected financial information about a specific asset and its funding. The fields of data for an asset include: Asset ID, Asset Description, Asset Type Category, Activity Status, Final Event, Final Event Date, Accountable Equipment Officer, Steward Org, Acquisition Date, Last Inventory Date, Last Inventory By, Building, Room #, Manufacturer, Model, Serial #, Model Yr, License #, Capital/Memo, Total Cost, Accumulated Depreciation, Net Book Value, Service Life, Remaining Depreciable Life, and Cost information. The parameters for this report are: Asset #. View parameters below:

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Asset 1	388239
Asset 2	396788
Asset 3	SG-463
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<u>Capital Equipment Events by Org</u> - This report provides users with a listing of capital equipment by event, over a specified range of accounting periods, by the Steward Organization. The fields of data in this report include: Asset Identifier, Asset Description, Asset Event, Event Date, Acquisition Date, and Total Asset Value. The parameters for this report are: Accounting Periods (From and To), Event Type, Manager Org (HOSPITAL or UNIVERSITY), Steward Names (From and To), and Output (PDF or EXCEL). View parameters below:

Accounting Period	JAN-2006	
Accounting Period To	JUL-2006	
Event Type	ASSET INITIAL EVENT	ASSET INITIAL EVENT
Manager Org	UNIVERSITY	UNIVERSITY
Steward Name	311702400	311702400:SLEEP/WAKE DISORDERS CTR
Steward Name To	311702600	311702600:CTR FOR PSYCHIATRIC MEDICINE
Output	PDF	PDF

<u>Capital Equipment Snapshot by Org</u> - This report provides users with a listing of capital equipment, as of a specific accounting period, by the Steward Organization. The fields of data in this report include: Asset Identifier, Asset Description, Acquisition Date, Final Event Date, Total Cost, Accumulated Depreciation, and Net Value. The parameters for this report are: Accounting Period, Manager Org (HOSPITAL or UNIVERSITY), Steward Orgs (From and To), Status (ACTIVE, INACTIVE, ALL) and Output (PDF or EXCEL). View parameters below:

OParameters 2000		
Accounting_Period	JAN-2006	
Manager	UNIVERSITY	UNIVERSITY
Steward Org	09000000	09000000:ATHLETICS DEPARTMENT ADMINISTRATION
Steward Org - To	090005800	090005800:WOMEN'S VOLLEYBALL
	ACTIVE	ACTIVE
Output Type	PDF	PDF
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<u>Cost Component Record Search Report -</u> This report will enable users to search for assets with only limited information. The search will be based on UDFs (user-defined fields) that contain payment information about the asset. The fields of data in this report include: Asset Identifier, Description, Acquisition Date, Asset Activity Status, Steward Org, Funding Account, PO Requisition Number, PO Number, Invoice Number, Check/Wire Number, Check/Wire Date, Vendor/Lender, Cost Line Amount, and Total Cost. View parameters below:

Parameters	×
Check/Wire Number	1619650
Invoice Number	
PO Number	1137454
PO Requisition Number	
Vendor Lender	
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<u>Note</u>: Data for <u>all</u> of the parameters is not required. The report may be run with data for only one parameter.

Inventory Cost Report by Funding Org - This report provides a department with the means to determine the capital equipment cost funded by org or account. The fields of data in this report include: Asset Identifier, Asset Description, Resolution, Capital/Memo, Acquisition Date, Affiliation Org, Manufacturer, Model, Serial #, Cost Line Amount, and Total Cost. The parameters for this report are: As of Date, Manager Org (HOSPITAL or UNIVERSITY), Beginning Steward Org range, End Steward Org range, Purchase Account (a wild card "%" feature is provided in case the full Purchase Account number isn't known), and Selected Report Type (PDF or EXCEL). View parameters below:

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Manager Org	HOSPITAL	HOSPITAL			
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End Org Range	704250000 704250000:FOOD & NUTRITION SERVICES				
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Please Select One	PDF	PDF			
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Inventory Report by Org - This report provides users with a listing of capital equipment assets found or not found during a Review Campaign, by Steward Org. The fields of data in this report include: Asset Identifier, Asset Description, Grant Status, Activity Status, Last Inventory Date, Capital/Memo, Manufacturer, Model, Serial #, Total Cost. The parameters for this report are: Output Type Output (ALL, PDF or EXCEL), Fiscal Year (Date of Inventory Campaign), Org Name, Equipment in Inventory Choice (ALL, FOUND, NOT FOUND). View parameters below:

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Organization Name	09000000:ATHLETICS DEPARTMENT ADMINISTRATION					
Equipment In Inventory Choice	ALL	ALL				
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Service Center Projected Depreciation Report – This report provides users with a listing of capital equipment assets and projected depreciation amounts by Service Center account. The report gives the Projected Current Fiscal Year and Projected Next Fiscal Year depreciation expense. It will be used primarily by Service Centers in determining their rates. The fields of data in this report include: Asset Identifier, Asset Description, Acquisition Date, Activity Status, Building, Room Number, Depreciation Life, Remaining Depreciation Life, NonFederal Dollars, NonFederal Accumulated Depreciation, NonFederal Net Book Value, Projected Depreciation Expense (Current FY), Projected Depreciation Expense (Next FY). View parameters below:

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