1.   Log In to Finance.

2.   In Finance, go to: Custom Reports > AM > Assets By Department
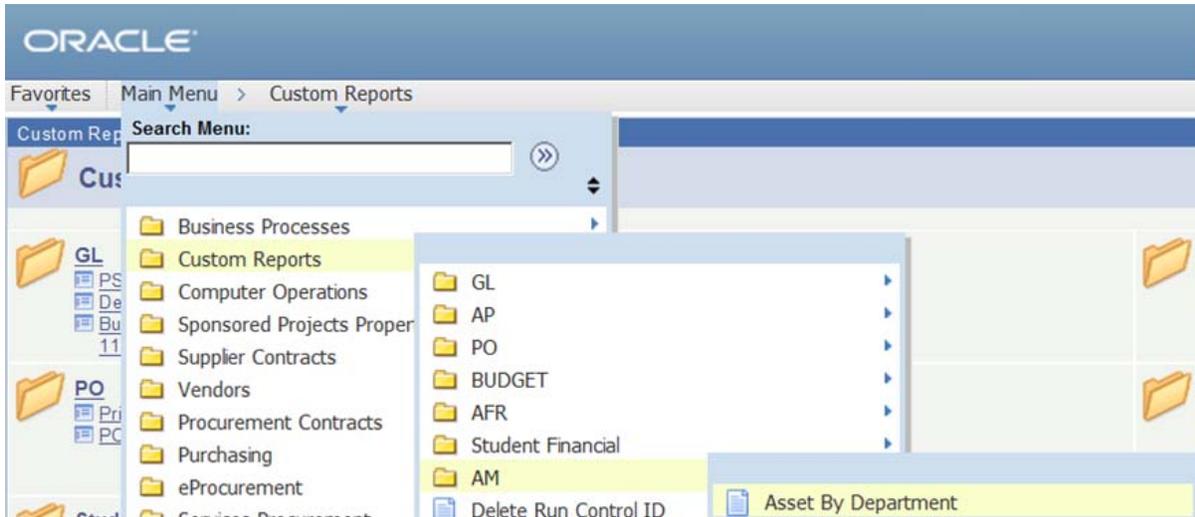
3.   Select how to run the report – it can be run for a single department, a Department ID Tree Node, or All departments (not recommended – it will run for quite a while).

4.	Select "Run" and identify the desired output. The report can be run to a PDF file or to a CSV file that can be opened in Excel and sorted.

Process Scheduler Request

User ID:	0110404
	Run Control ID: AssetsByDept

Server Name:		Run Date: 12/14/2012
Recurrence:		Run Time: 4:23:32PM Reset to Current Date/Time
Time Zone:		

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	Property Management Asset Rpt	UAMS0001	SQR Report	Web	CSV	Distribution

CSV
HP
HTM
LP
PDF
PS
SPF

OK   Cancel

5.	Pick up the report in the Report Manager.

Untagged equipment is identified in the report by Class Code "NEU", which stands for New Equipment Untagged.

BU	Tag Number	Serial Number	Description	Class	Acq. Date
00730	609813	10004312	INC 115V 20.3CF FRUITFLY	NEU	10/17/2012
00730	609869	BC49-IN	49 CU. FT. DROSOPHILA CHAMBER	NEU	11/12/2012