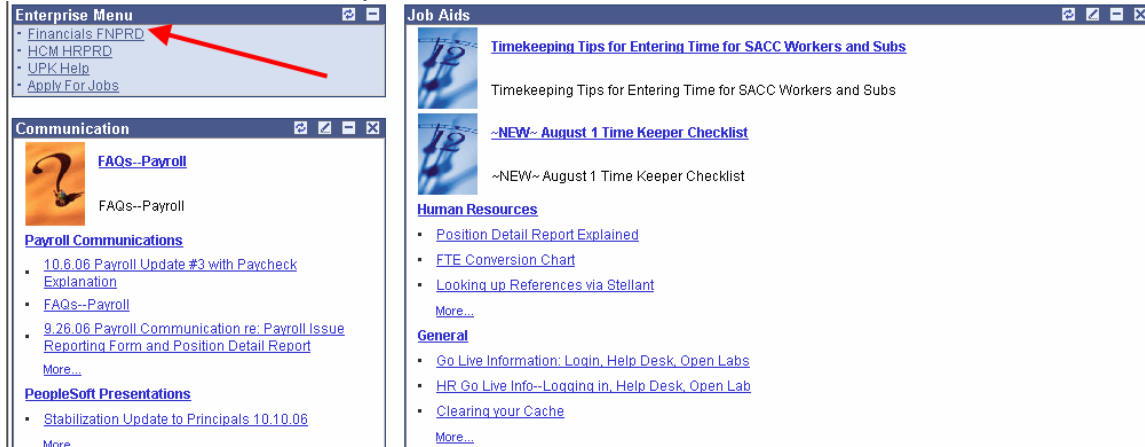


Capital Assets

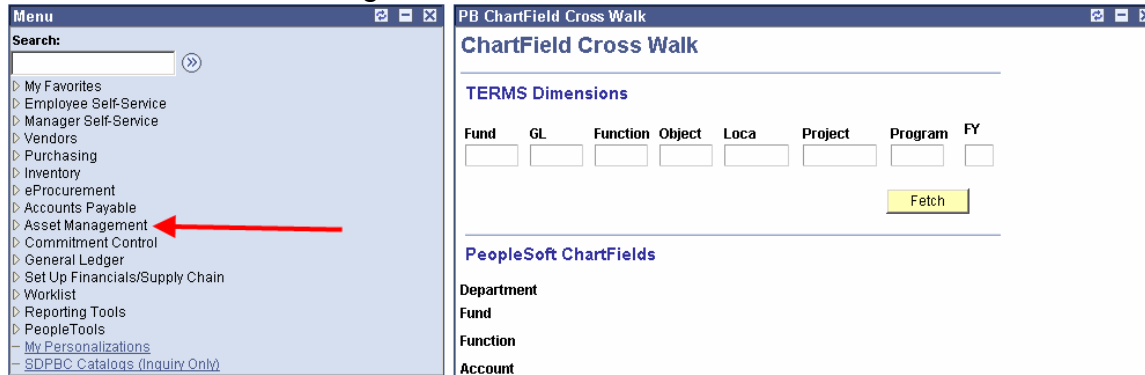
How to Run Reports

To run reports in PeopleSoft, follow the steps below.

First, log into PeopleSoft using your regular User ID and password. Choose Financials from the Enterprise Menu.



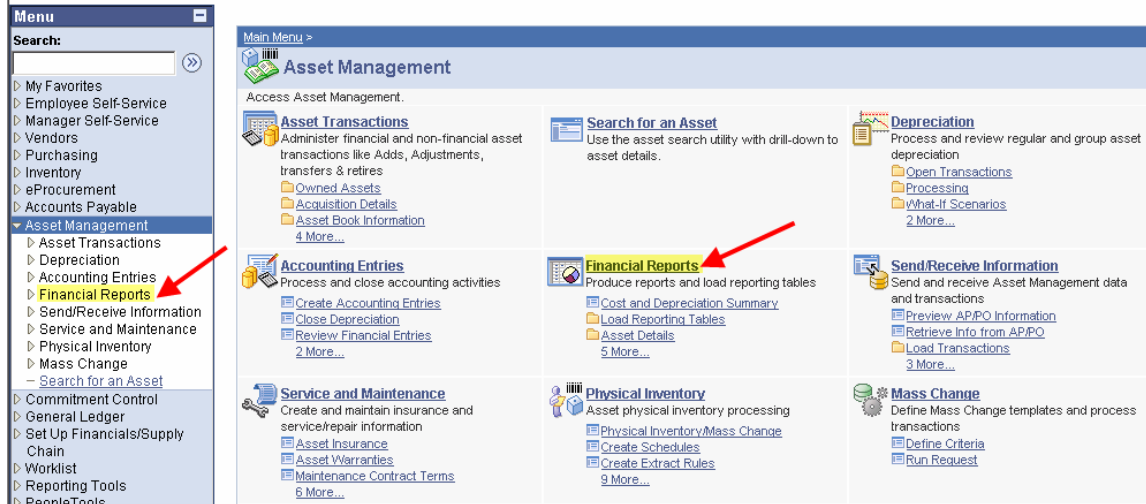
Next choose Asset Management..



If you do not have asset management on your menu, your Principal or Director must email erpaccess@palmbeach.k12.fl.us . Include your name, employee ID number if possible. They should request that you have the Asset Management PBF Asset Update Security Role.

Capital Assets How to Run Reports

Choose Financial Reports.



Select PB Multi Purpose Report.



In order to run the report, you have to establish a Run Control ID (if you don't already have one). If you think you might already have one, choose Search and see if anything is listed. If not, select Add a New Value.

PB Multi Purpose Report

Enter any information you have and click Search. Leave fields blank for a list of all values.

Search by: Run Control ID begins with

Case Sensitive

[Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

Capital Assets

How to Run Reports

Choose an ID name. Suggestions are first name, initials, etc.

PB Multi Purpose Report

[Find an Existing Value](#) | [Add a New Value](#)

Run Control ID: **Suggestions for ID: your initials, first name, position (ITSA, Media, etc.)**

←

[Find an Existing Value](#) | [Add a New Value](#)

The following screen appears. This is where you can choose what you would like on your report. The business unit must be **SDPBC**. The *location code* will be your school number for schools. *Resp Dept* is primarily for Departments. You can search using a specific *PO* or *Serial ID*, but it would be easier to use “Search for an Asset”. Leave *Asset Class* blank. Use the magnifying glass to see a selection of acceptable choices. If you want to know items that are very old, or very new, use the *Acquisition Date Range*.

Once you have all your choices made, click on Run.

Pb Run Cntl Pnl

Run Control ID: [Report Manager](#) [Process Monitor](#) →

Language:

Asset Report Parameters

Select the type of Report Parameters

All Location Tag Number

Business Unit: PO:

Resp Dept: Asset Class: ← Leave blank.

Location Code: Profile ID: ← You can choose to sort by a specific profile, Music for example.

Serial ID:

Sort By: → Choose how you want the report sorted.

Acq Date
Building
Room
Tag#

Acquisition Date Range

From Date: Through Date: ← You can choose items by the date they were purchased.

Capital Assets

How to Run Reports

This brings up the Process Scheduler Request screen. Click OK.

Process Scheduler Request

User ID: PALMERJ1 Run Control ID: example

Server Name: Run Date: 11/01/2006

Recurrence: Run Time: 9:06:51AM

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Asset Multi Purpose	PBFR0019	Crystal	Web	PDF	Distribution



You will be returned to the Pb Run Cntl Pnl screen. Don't choose *Run* again, click on *Process Monitor*.

Pb Run Cntl Pnl

Run Control ID: example Report Manager **Process Monitor** Run

Language: English Process Instance: 297989

Asset Report Parameters

Select the type of Report Parameters

All Location Tag Number

Business Unit: SDPBC PO:

Resp Dept: Asset Class:

Location Code: 0011 Profile ID:

Serial ID:

Sort By: Tag#

Aquisition Date Range

From Date: Through Date:

Save Return to Search Notify Add Update/Display

Capital Assets

How to Run Reports

Click the *Refresh* button until the Run Status says Success and the Distribution Status is Posted. This may take a few minutes. Then choose *Details*.

Process List Server List

View Process Request For

User ID: PALMERJ1 Type: Last: 1 Days Refresh


Server: Name: Instance: to

Run Distribution Save On Refresh

Status: Status:

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	297989		Crystal	PBFR0019	PALMERJ1	11/01/2006 9:06:51AM EST	Success	Posted	Details



Selecting Details brings up the following screen. Choose *View Log/Trace*.

Process Detail


Process

Instance: 297989 **Type:** Crystal

Name: PBFR0019 **Description:** Asset Multi Purpose

Run Status: Success **Distribution Status:** Posted

Run	Update Process
<p>Run Control ID: example</p> <p>Location: Server</p> <p>Server: PSNT</p> <p>Recurrence:</p>	<p><input type="radio"/> Hold Request</p> <p><input type="radio"/> Queue Request</p> <p><input type="radio"/> Cancel Request</p> <p><input type="radio"/> Delete Request</p> <p><input type="radio"/> Restart Request</p>
Date/Time	Actions
<p>Request Created On: 11/01/2006 9:07:57AM EST</p> <p>Run Anytime After: 11/01/2006 9:06:51AM EST</p> <p>Began Process At: 11/01/2006 9:08:25AM EST</p> <p>Ended Process At: 11/01/2006 9:08:48AM EST</p>	<p>Parameters Transfer</p> <p>Message Log</p> <p>Batch Timings</p> <p>View Log/Trace</p>



OK Cancel

Capital Assets How to Run Reports

From the Log/Trace Screen, choose the PDF file.

View Log/Trace


Report			
Report ID:	276945	Process Instance:	297989 Message Log
Name:	PBFR0019	Process Type:	Crystal
Run Status:	Success		

Asset Multi Purpose

Distribution Details

Distribution Node:	pspweb	Expiration Date:	11/08/2006
---------------------------	--------	-------------------------	------------

File List

Name	File Size (bytes)	Datetime Created
Message Log	0	11/01/2006 9:08:48.773227AM EST
PBFR0019_297989.PDF 	93,115	11/01/2006 9:08:48.773227AM EST
PeopleSoft Trace File	604	11/01/2006 9:08:48.773227AM EST

Distribute To

Distribution ID Type	*Distribution ID
User	PALMERJ1

Hopefully, you will have a report that looks like this:

SDPBC General Assets Report												Page 1 of 16	
Assets Selected by Location :0011												11/1/2006	
												PALMERJ1	
Asset ID	Tag	Dept	Description	Manf	Model	Serial	Building	Room	Assigned To	Profile	P. O	Acquisition Date	Cost
00000123666	AC4002	0011	BUS SCHOOL - 47	THOMAS	FS85/0710S	4UZ9CJACOXCF525	999	0000		BUSES	PO810881	08/01/1999	46,848.00
00000123302	AD8906	9151	PASSENGER (OVEN CONVECTION MIXER, FOOD	BLODGETT	FA100	0991R2088104	001	1-116A	CAFE MANAGER	CAFETERIA	CONTFURN	03/01/1992	6,375.50
00000127792	AF4846	0011		HOBART	D-300DT	311056793		KITCHEN	CAFETERIA MANAC	TRACK ONLY		10/05/2008	0.00
000000096253	AJ4754	2071	COMPUTER - GX2600 - 2.0GHZ -	DELL	GX2600	JTT7721	300	301	ESE	DESKTOP	PO320781	07/17/2003	780.00
000000096254	AJ4755	2071	COMPUTER - GX2600 - 2.0GHZ -	DELL	GX2600	JTT7721	300	306	ESE	DESKTOP	PO320781	07/17/2003	780.00
00000126086	BB6670	9151	COMPUTER - OPTIPLEX GX270D	DELL	GX270D	HSWRJ41	001	0000		TRACK ONLY	PO412163	04/14/2004	0.00
00000107357	BC0813	9049	COMPUTER - OPTIPLEX GX270D	DELL	GX270D	CCL2N41	B	MCKESSO	NL FY06 N.S. SPAR	TRACK ONLY	PO410086	04/28/2004	0.00
00000123275	BD2688	9151	OPTIPLEX GX270D MIXER/W20A 30	HOBART	D-300D	31-1056-793	001	CAFE	MARY LYN REGAN	CAFETERIA	PO607369	11/01/1996	6,144.00
00000123918	BD4676	0011	QT.1115 VOLT MEDICAL EQUIP	MEDTRONICS		32404971	000	ADMIN	NURSE	CLASSROOM	PO502144	11/23/2004	1,530.00
00000106630	BD6657	0011	MEDTRONICS CR DYNAMO (WIN) W/	DYNAVOX	DMO-WIN	DY900929			ALEXIS WINTER	ELECTRONIC	PO017043	05/01/2000	1,845.00

Capital Assets

How to Run Reports

This is the final page of the report. It shows the total number of assets and the total acquisition cost.

Assets Selected by Location :0011

Asset ID	Tag	Dept	Description	Manf	Model	Serial	Building	Room	Assigned To	Profile	P. O	Acquisition	Cost
												Date	
000000123274	BF0519	0011	CONFERENCE TABLE ARC ENDED	KRUG INC	6906-96-48	NONE	001	1-103E		FURNITURE	PO612141	10/04/2005	1,728.53
000000123425	BF1278	0011	DIGITAL MIXER		MX4DV	060753	001	1-104E		ELECTRONIC	PO601522	11/22/2005	4,303.06
000000123426	BF1279	0011	VIDEONICS MX4DV RECORDER MINI	PANASONIC	AGDV2500	F5C8730JV3	001	1-104E		ELECTRONIC	PO601522	11/22/2005	2,064.48
000000123405	BF1280	0011	DV PANASONIC AG- INTERCOM	ANCHOR	COM40		000	0000		ELECTRONIC	PO601522	11/22/2005	2,003.71
000000123406	BF1381	0011	SYSTEM ANCHOR SOUND SYSTEM			VARIOUS	001	1-138	MUSIC	ELECTRONIC	PO603802	12/07/2005	7,067.53
000000123803	BF1671	0011	EQUIPMENT POSTER PRINTER	PROIMAGE	VARPROMO-1 10	62207285	001	1-104G	MEDIA	OTHCOMPUTR	PO606603	01/19/2006	3,665.00
000000123804	BF5018	0011	VARPROMO-110 PR WAX APPLICATOR	FASTRAC	ULTRATRAC	13013	001	182		MAINTEQUIP	PO612775	05/25/2006	2,251.65
000000123407	BF5628	0011	FASTRAC ULTRATR LAPTOP	DELL	LATITUDE	WKVK2	001	103D	PRINCIPAL	LAPTOP	PO627213	12/01/1999	2,936.00
00000018052	BF5629	0011	COMPUTER- KILN	SKUTT	KM1227PK	000853	001	139		CLASSROOM	CONTFURN	07/01/2005	3,334.00
000000127789	BF7044	0011	DYNAMO (MAC) W/CARRYING CASE		DMO-MAC	DY900899			BRANDON BISSOOI	TRACK ONLY		10/04/2006	0.00
Total No of Assets		427											
Total Cost		403,276.61											

Go to our website to get directions for other reports and searches.

<http://www.palmbeach.k12.fl.us/FinMan/FINANCIALDIVISIONS/Accounting/CapitalAssets/index.htm>