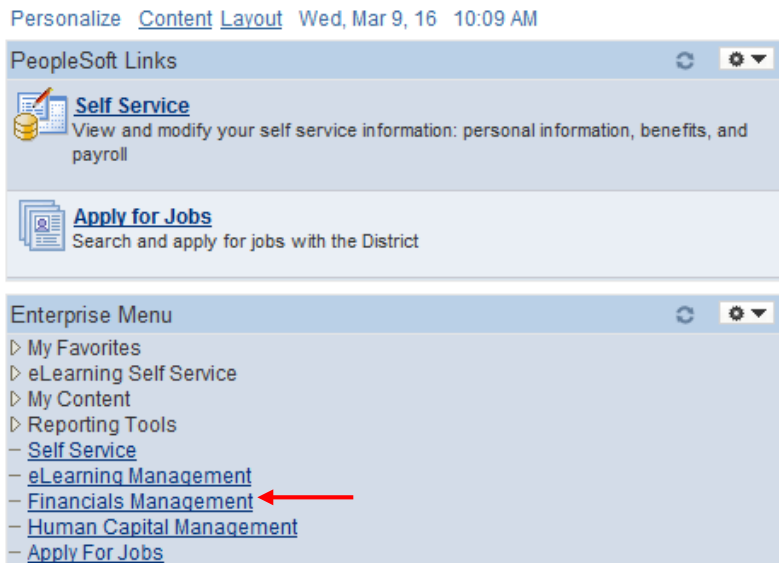
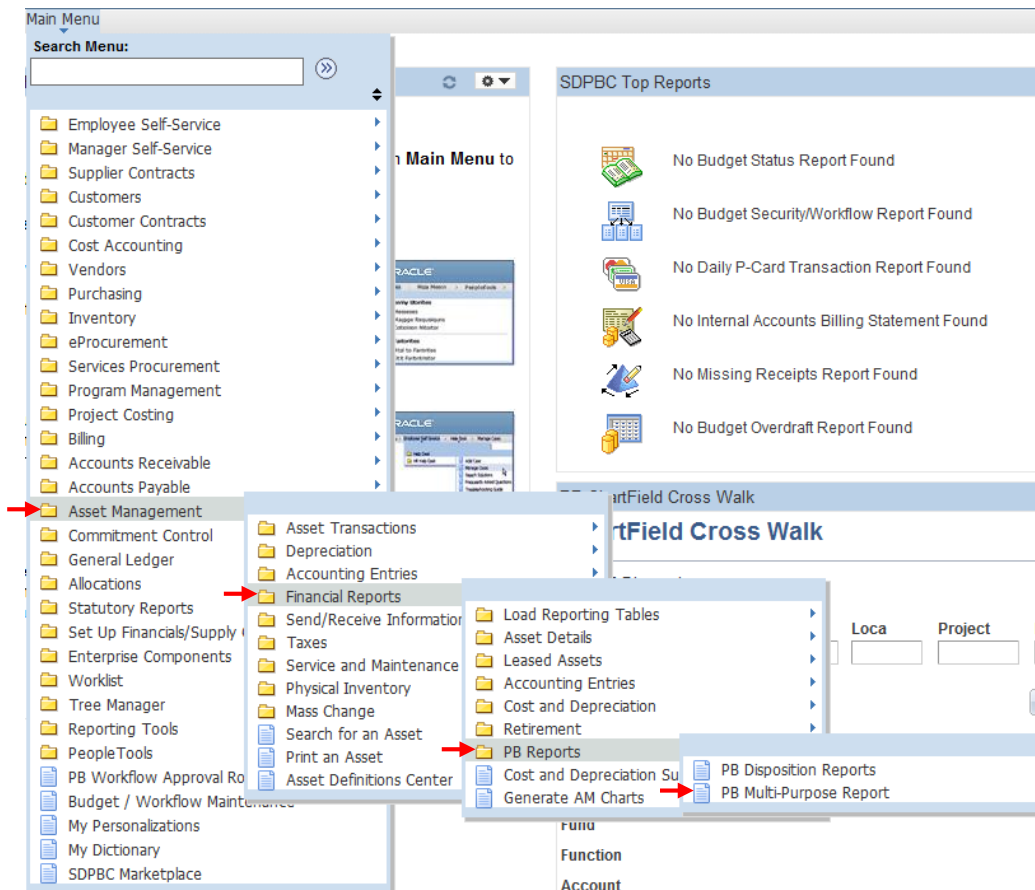


How to Run Asset Reports

- Login to PeopleSoft. Navigate to the Enterprise Menu and click on Financials Management



- On the top of the page, click on Main Menu → Asset Management → Financial Reports → PB Reports → PB Multi-Purpose Report



- In order to run a report, you have to establish a Run Control ID. If you think you have already have one, click on Search and see if anything comes up.

PB Multi Purpose Report

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

Find an Existing Value Add a New Value

Search Criteria

Search by: Run Control ID begins with

Case Sensitive

Search [Advanced Search](#)

- If not, click on Add a New Value. Enter your desired Run Control ID and click Add.

Find an Existing Value Add a New Value

Run Control ID:

→ Add

Suggestions:
your first
name, initials,
position, etc.

- After you access your Run Control ID, you will get a screen where you can select your report parameters.

Pb Run Cntl Pnl

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

Language: English

Asset Report Parameters

Select the type of Report Parameters

All Location Tag Number

Business Unit PO

Resp Dept Asset Class

Use your school # → Location Code

Profile ID

Serial ID

Leave blank

You can choose a specific profile. Ex: Music, computers, etc.

Sort By

Aquisition Date Range

From Date Through Date

You can choose items based on their purchase date.

Save Return to Search Previous in List Next in List Notify Add Update/Display

- After you fill in your desired parameters, click Run on the top right.
- The Process Scheduler Request screen will now come up. Make sure the sever name is blank and the format is set to PDF. Hit OK.

Process Scheduler Request

User ID 1108184 Run Control ID Inventory

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

- You will be taken back to screen where you selected your parameters. Click on Process Monitor.

Pb Run Cntl Pnl

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

Language: English Process Instance: 9936370

Asset Report Parameters

Select the type of Report Parameters

All
 Location
 Tag Number

Business Unit PO
 Resp Dept Asset Class
 Location Code Profile ID
 Serial ID

Sort By:

Acquisition Date Range: From Date Through Date

- Now, you should be on the Process List screen. Once the Run Status is “Success” and the Distribution Status is “Posted,” you can click on Details to view the report.

Process List **Server List**

View Process Request For

User ID Type Last Days

Server Name Instance to

Run Status Distribution Status Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	9936370		Crystal	PBFR0019	1108184	03/10/2016 8:22:40AM EST	Success	Posted	Details

- The Process Detail screen will come up. Click on View Log/Trace.
- Process Detail**

Process

Instance 9936370 Type Crystal

Name PBFR0019 Description Asset Multi Purpose

Run Status Success Distribution Status Posted

Run **Update Process**

Run Control ID Inventory Hold Request

Location Server Queue Request

Server PSNT Cancel Request

Recurrence Delete Request

Restart Request

Date/Time **Actions**

Request Created On 03/10/2016 8:26:14AM EST [Parameters](#) Transfer

Run Anytime After 03/10/2016 8:22:40AM EST [Message Log](#)

Began Process At 03/10/2016 8:26:34AM EST Batch Timings

Ended Process At 03/10/2016 8:27:01AM EST [View Log/Trace](#)

- Now you can access your report by clicking on the link ending with .PDF

View Log/Trace

Report		
Report ID:	9872765	Process Instance: 9933781 Message Log
Name:	PBFR0019	Process Type: Crystal
Run Status:	Success	

Asset Multi Purpose

Distribution Details	
Distribution Node:	pspweb
Expiration Date:	03/23/2016

File List		
Name	File Size (bytes)	Datetime Created
CRW_PBFR0019_9933781.log	0	03/09/2016 10:41:54.571067AM EST
PBFR0019_9933781.PDF ←	137,083	03/09/2016 10:41:54.571067AM EST
pssqltrace.trc	514	03/09/2016 10:41:54.571067AM EST

Distribute To	
Distribution ID Type	*Distribution ID
User	1108184

[Return](#)

- You should get a report that looks like this:



SDPBC General Assets Report

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1108184

Assets Selected by Location :1701

Asset ID	Tag	Dept	Description	Manf	Model	Serial	Building	Room	Assigned To	Profile	P. O	Acquisition Date	Cost
000000289215	246M782	1701	Laptop, Latitude 3150, Celeron	Dell	3150	246M782				COMP-\$1000	2016015785	02/11/2016	0.00
000000276257	9L1NS22	9231	OptiPlex 3020 Small Form Facto	Dell	3020 SFF	9L1NS22				COMP-\$1000	2015014856	04/17/2015	0.00
000000276250	9L3PS22	9231	OptiPlex 3020 Small Form Facto	Dell	3020 SFF	9L3PS22				COMP-\$1000	2015014856	04/17/2015	0.00
000000276255	9L8MS22	9231	OptiPlex 3020 Small Form Facto	Dell	3020 SFF	9L8MS22				COMP-\$1000	2015014856	04/17/2015	0.00
000000276280	9L9CS22	9231	OptiPlex 3020 Small Form Facto	Dell	3020 SFF	9L9CS22				COMP-\$1000	2015014856	04/17/2015	0.00
000000276246	9L9PS22	9231	OptiPlex 3020 Small Form Facto	Dell	3020 SFF	9L9PS22				COMP-\$1000	2015014856	04/17/2015	0.00
000000276254	9LD9S22	9231	OptiPlex 3020 Small	Dell	3020 SFF	9LD9S22				COMP-\$1000	2015014856	04/17/2015	0.00