## How to Run the Active Asset and Retired Asset Reports: TU FA Active Asset Detail Report, TU FA Retired Asset Detail Report

These reports list all of the details for active and retired TU assets. This is a tool to be uses by inventory coordinators to understand asset counts, location, and department ownership. It is recommended that each inventory coordinator run these reports on a monthly basis to ensure accuracy of their asset records.

NOTE: Both reports are saved in the same location and have the same prompts. For this example we are demonstrating how to run the Active Asset report. But the same process applies to Retired asset report.

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Log into Stratus. Go to Tools>Reports and Analytics.

Select Shared Folders > Custom > Campus-Inventory Coordinator



You can choose to run the Active Asset Detail Report or the report for Retired Assets.

Select Open under the report name.



Here you will enter your parameters. You can choose to define your search based on the following Prompts:

Department(s) i.e. Education, College of, Building(s), Minor Category (IT Computer Equipment for example), Tag Number, as well as date ranges. Use drop downs for each prompt to make your selections. You can select more than one value in each prompt. Also click on search if you don't find it on the initial list.



Tips: If you can't find an asset, leave prompts as ALL and just enter the tag number only.

Click Apply.

* Choose Departments:	Education, Colle	ge Of	•	* Choose Buildings:	All		*
* Choose Minor Category	IT, Computers, & Networking		•	* Tag Number	All		v
Date Placed In Service From Date	01-01-1900	tio -		* Date Placed In Service To Date	09-22-2023	Ce Apply	1

Your report should download to Excel. Once you open it, you can filter the heading row to refine your search to find what you are looking for.

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Bulk Equipment 15 Years	Financial Report	200420			Science Complex Equip-12/31/22 -13yl			2022-10-01		227,103	207 101		
Bulk Equipment 5 Vears	Financial Report	200417			Science Complex Equip. 2011-12/31/22 - 5vrs			2022-12-01		91 205	91 205		
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Additional Notes:

- We recommend that each inventory coordinator run this report on a monthly basis to ensure the items listed belong to their department and are in the correct location.
- Inventory coordinators can contact Property Records for help running reports or any other issue they may have with this process.
- Report any discrepancy to Property Records: <a href="mailto:propertyrecords@towson.edu">propertyrecords@towson.edu</a>