

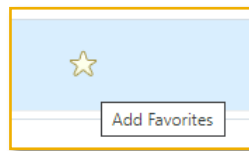
INVENTORY REPORTING: EQUIPMENT INVENTORY LISTING

Use this help guide to run an Equipment Inventory Listing Report

NAVIGATION:

Oracle Home Page > Financial Reporting Center

Step	Action
1.	Enter UCD Equipment Inventory Listing in the search window.
2.	Select All to see all results.
3.	Click on the Star on the right side of the row to make the report a favorite.
4.	Click on the title of the report UCD Equipment Inventory Listing .



Step	Action
5.	Enter UCD Equipment Inventory Listing in the search window.
6.	Enter Period Name .
7.	Enter Campus Code (UCANR is 0302)
8.	If you know the UCOP Tag Number enter it in the Tag Number field for more detailed results.

UCD Equipment Inventory Listing ☰ ★

* Period Name: Sep-23	* Asset Status: Active	Oracle Asset Number: All	Tag Number: 903090644
Custodial Division: All	Custodial Code: All	Asset Rep: All	PI Name: All
Campus Code: 0302-UC Davis - Universitywi	Building Code: All	Acquisition Code: All	Disposal Code: All
Primary Fund Number: All	EQ Fund Source Code: All	Asset Minor Category: All	
Title Flag: All	Manufacturer: All	Lawson Asset No: All	
Last Inventory Cert Date From: <input type="text"/>	Last Inventory Cert Date To: <input type="text"/>	<input type="button" value="Apply"/>	

Step	Action
9.	Select the Output method (Excel or HTML). NOTE: if there is a lot of data in the result, the best method is Excel export, but if you know the Tag Number of the item, you can select HTML for a quick report.
10.	Select the Apply . The result will display in the Output window for HTML or a download file will be created for Excel. End of Procedure

UCD Equipment Inventory Listing

* Period Name: Sep-23 | * Asset Status: Active | Oracle Asset Number: All | Tag Number: 903090644

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Campus Code: 0302-UC Davis - Universitywi | Building Code: All | Acquisition Code: All | Disposal Code: All

Primary Fund Number: All | EQ Fund Source Code: All | Asset Minor Category: All

Title Flag: All | Manufacturer: All | Lawson Asset No: All

Last Inventory Cert Date From: | Last Inventory Cert Date To: | **Apply**

Output

Asset Rep	Custodial Code	PI Name	Oracle Asset #	UCOP Tag #	Manufacturer	Model	Serial Number	Asset Description	Building Code	Room Code	Alt Address	Condition Code	Date Placed in Service
	2607		3006731	903090644	MURRAY	CONTRACTOR 1982	821243	TRAILER EQUIPMENT HAULING GIFT	4417	DEFAULT	DEFAULT	O2	03-01-1990