

INVENTORY REPORT OF ASSETS THAT NEED TO BE INVENTORIED

EMIS

BEx Web Analyzer

New Analysis

Roles

Property

Assets

Inventory – Click OK

GENERAL VARIABLES

Period/Fiscal Year = 004/2009 (Last period that shows in the box) – Click OK

Deactivation Flag = Click on drop down box – Highlight “ Active” and “A”
Click Add, then OK

APO Name = Click on drop down box
Filter (Looks like funnel) = *APO’s Last Name – Click on the Filter
Highlight APO’s Name – Click Add – Then Click OK

Last Inventory Date = Click on drop down box
Show Tool = Click on Value Ranges
From = 10/01/2007
To = 09/30/2008
Click on Add – (Moves range to second box) – Click OK

Click OK to run the report.
(This shows assets that need to be inventoried, but it does not show a
Last Inventory Date column.)

Click on “Export to Excel”
Save the report into the Directory you want it in.

A box will appear – Download Complete – Click Close

EXCEL

Open the report in your Directory

Highlight the Header Titles

Old Version = Click on: Data – Filter – Auto Filter

New Version – Click on: Data - Filter

(This puts little boxes with down arrows to the right of each title.)

Limit to one CPO – Click on down arrow in the box to the right of the CPO Name

Old Version = Highlight the CPO Name you want and left click once

New Version = Select ALL to remove check marks, then highlight
the CPO – Click OK

(This gives you everything in that particular CPO's name.)

Old Version = To go to another CPO – Click on down arrow in box to right of
the CPO Name - Highlight the next CPO you want.

New Version = Uncheck the Select ALL – Check the new CPO – Click OK

(This gives you everything in the new CPO's name.)

When completely finished – Click on down arrow in box to right of CPO Name

Highlight “ALL” to bring back all of the CPOs and their assets.

