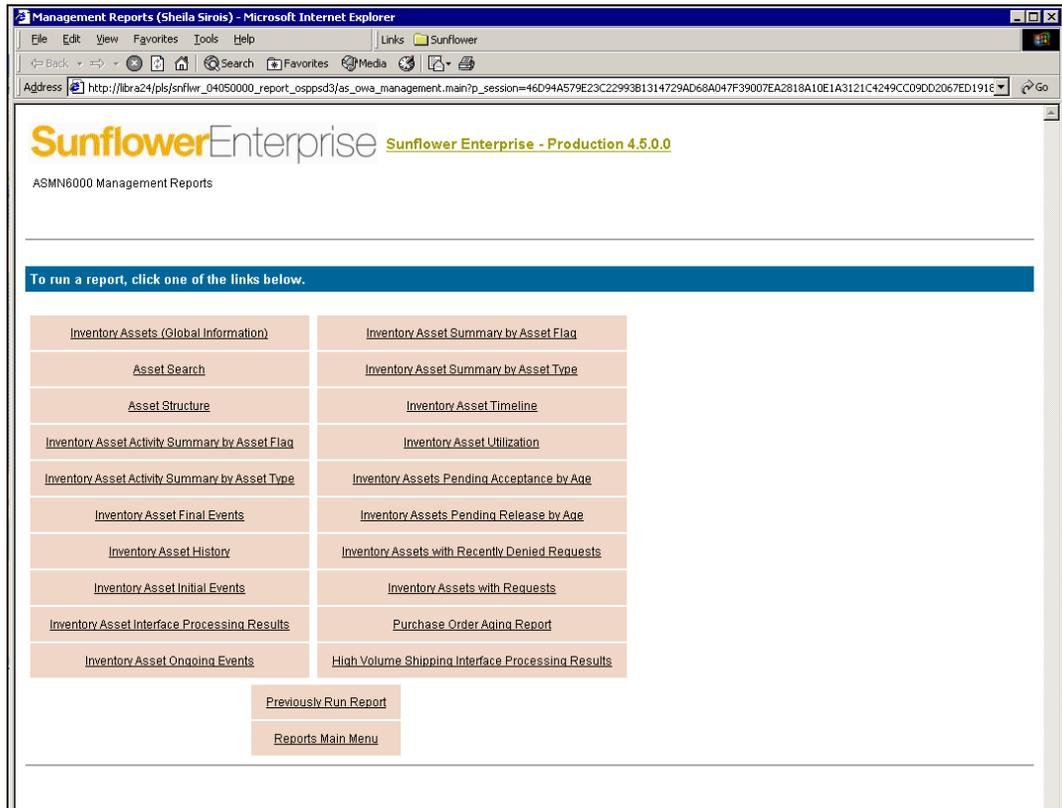


Generate Report for Commodity Assets being Excessed

Inventory Clerk

M > Mgmt > Management Reports

Management Reports



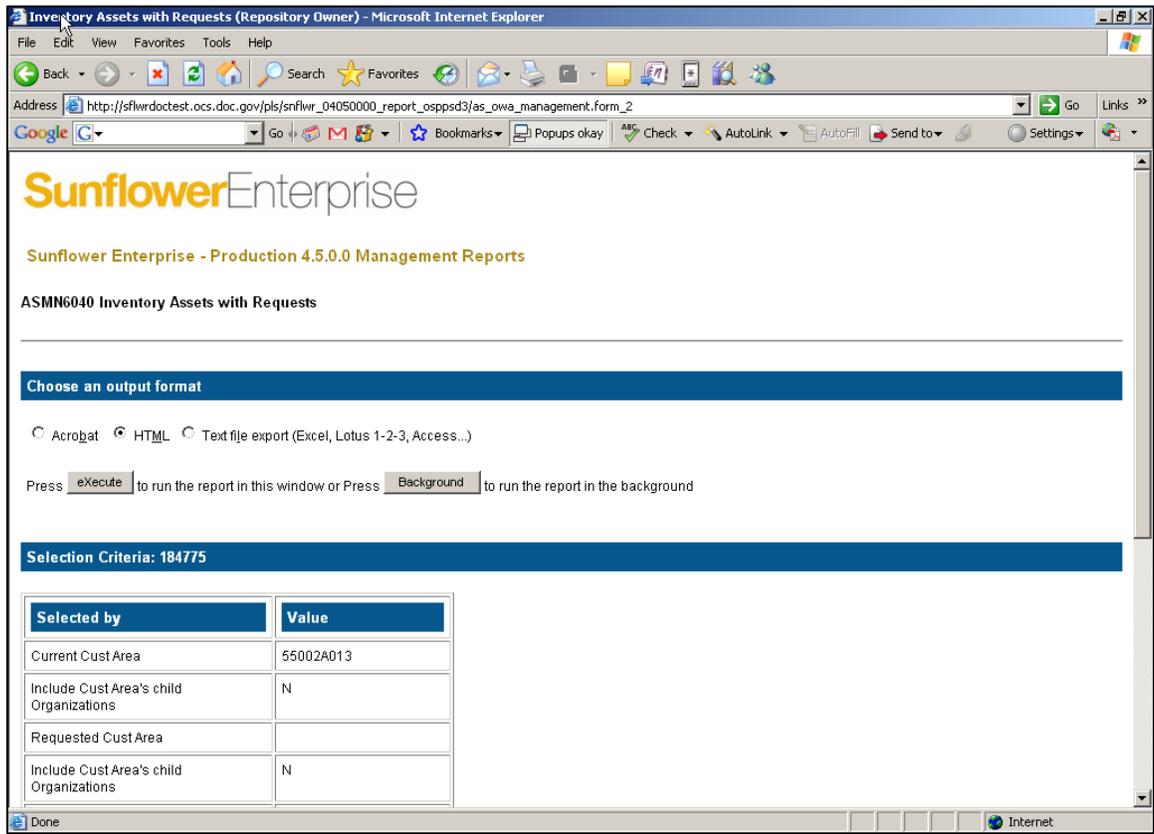
1. Select **Inventory Assets with Requests**.

Result: The **Inventory Assets with Request** parameters are displayed:

2. Enter your Custodial Area in the **Current Cust Area** field to view all assets being transferred from your custodial area.
3. Select the type of request(s) from the **Include Which of the Following?** area.

Note: To view asset requests to your area, select **Change Cust Area Requests**. You must select at least one of these boxes to run the report.
4. Sort by **Requested Custodial Area**, so that all the assets being transferred to **HCHB Moving Services** will be listed in the same area of the report.
5. Select the **Submit** button.

Result: A window displays that allows you to review the report parameters:



6. Select the **Acrobat** radio button.
7. Review your parameters and select the **eXecute** button.

Result: A report is opened in a separate window.

Current Cust Area : 55002A013

Barcode #	Flags	Description	Manufacturer	Model Number	Serial Number	Asset Value	Eff Date
CD0212040747	S 0	LAPTOP COMPUTER	DELL INC.	100L LATITUDE	5EH45876898	\$ 1,399.00	01/23/2008
Current Cust Area : 55002A013				Requested Cust Area : 55002A014		- 01/18/2008	
				Requester : OWNER REPOSITORY			
				Phone Number :			
Current Property Con : SMITH ALISON 278038				Requested Property Cont :			
				Requester :			
				Phone Number :			
Current Current Use : HOPKINS OWEN HOPKINS_DMO				Requested Current User :			
				Requester :			
				Phone Number :			
Current Location : SEOUL				Requested Location :			
BUILDING : KOREA, SEOUL ROOM : 345				Requester :			
				Phone Number :			
462	0	FURNACE, LABORATORY	***NON- ACCOUNTABLE PROPERTY***	***NON- ACCOUNTABLE PROPERTY***		\$ 500.00	01/25/2008
Quantity : 10		Quantity : EA		Long Description : BROKEN CHAIRS			
Current Cust Area : 55002A013				Requested Cust Area : HCHB MOVING SERVICES		- 01/25/2008	
				Requester : OWNER REPOSITORY			
				Phone Number :			
Current Property Con : SMITH ADAM B 280336				Requested Property Cont :			
				Requester :			
				Phone Number :			
Current Current Use : JONES ALICE M 288340				Requested Current User :			
				Requester :			
				Phone Number :			
Current Location : WASHINGTON, DC				Requested Location :			
BUILDING : HCHB ROOM : 2345				Requester :			
				Phone Number :			
Total :						30 \$	85,493.78
Report Total :						30 \$	85,493.78

- Find the asset you are looking for, then print the sheet and attach to the asset(s).
Without the attached report, HCHB Moving Services will not know the barcode number of the asset(s) being excessed, and therefore they will have a difficult time accepting the transfer.

End of activity.