

Quick Ref. - GENERATING A PRE-AUDIT REPORT

Click **Information Systems > General Report Selection**

Click **Folder** icon on left of:

PCSB Reports

Asset Management

Audit Reports

Inventory Audit/Discrepancy Report

Double-click TPP (Pre) Audit-Location Only

Selections:

Asset Class already defined.

Cost Center box should be blank

Location box: *Type four digit School /Department Number and 3 zeros. (Example: 0031000)*

-OR- Click the **down arrow** on right of **Location** field

Click the **Name** bar at the top (to sort Locations in alphabetical order)

Double-click the Location Name. The Number is displayed in the Location box.

Setting:

Report Date box: *Type or select the Report Date.*

(The **last day** of the **Current Fiscal Year** you are in). **Example: 06/30/2004**

Sort Version box: *Type one of the Code's below*

Z007 = Location/Room/BPI No. (sorts the old BPI numbers in sequential order by room by Location)

Acquisition Value box: *Double Click* inside of the box **Highlight greater than or equal to**

Click the **green check** or *Press enter*

Type 750 in the Acquisition Value box (shows current assets)

Click the **Execute** icon on toolbar. (Green check with clock). Depending on the database size, the report may take about a minute or so to generate.

To Print:

Click the **Print** icon on toolbar---when the next screen appears make sure that the **Print Immed.** Box is checked under the **Spool Control** section about midway down the screen.

Click the **Print** icon in upper left---the report should print at your printer within about a minute.

To generate another **Sort Version Report**, Click the **green back arrow** on the toolbar.

Type the next code in the **Sort Version** box

Click **Execute**

The **key fields** to focus in on regarding the **printed report** include:

- Description
- Serial Num.
- Acq. Date = date item was acquired
- Acq. Value = cost of item
- Manufacturer = if available
- Room = room asset was located in if available
- Comments = may indicate invalid location or not located based upon last audit
- Main num. = SAP number
- Leg. Num. = Old BPI Number if item was acquired prior to 07/01/2000

To Exit, Click the **yellow up arrow** or the **green back arrow**