UNIVERSITY OF CALIFORNIA
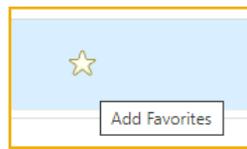## Agriculture and Natural Resources

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**.

Add Favorites

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	Last Inventory Cert Date To 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
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		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