




Obtaining Movable Equipment Data by Department

Overview

This user guide provides instructions for those responsible for movable equipment inventory in their units. It shows how to run the Movable Equipment by Department with Comments report to obtain asset data in their units that are necessary for movable equipment inventory.

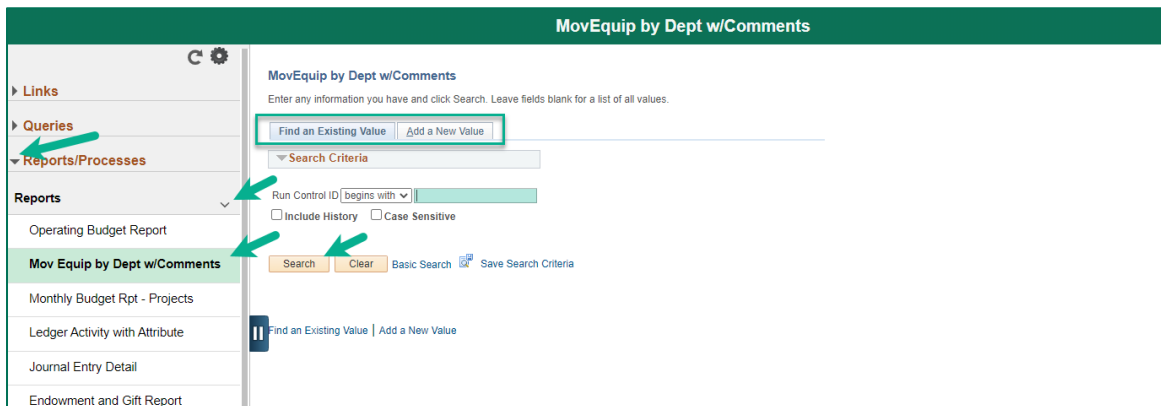
1. In PeopleSoft Financials **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



- a. Click the **Arrow**  icon to expand the **Reports/Process** menu and the **Reports** menu to view frequently used reports. Then select **Mov Equip by Dept w/Comments**.

If you do not have access to run this report, please contact [Financial & Cost Accounting Services](#).

- b. A Run Control ID is needed to run this report. Click the **Search** button on the **Find an Existing Value** tab and choose a **Run Control ID**, or create a Run Control ID by selecting the **Add a New Value** tab. Type a name for the Run Control ID (spaces are not accepted), then click **Add**.





2. Enter the range of department codes in the **From Department** and **To Department** fields.
3. In the **Tag Number** field, type % sign to display all of the equipment for the department (s) you requested. Otherwise, use the % with tag specific number information to narrow your list of assets requested.
4. Select **CSV/Excel Format**.
5. Click the **Run** button.

MovEquip by Dept w/Comments

Moveable Equipment

Run Control ID Test Report Manager Process Monitor **Run**

Select

*From Department 52060

*To Department 52060

Tag Number (%) % (Use % for wildcard search or for all Equipment)

Report Output

CSV/Excel Format Report Format

Save Return to Search Add Update/Display Include History

6. In the Process Scheduler select “Web” for the **Type** and “TXT” for the **Format**. Press **OK**.

Process Scheduler Request

User ID tjbarker Run Control ID Test

Server Name [dropdown] Run Date 10/18/2020

Recurrence [dropdown] Run Time 11:35:12AM Reset to Current Date/Time

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Mov Equip by Dept with Comments	UV_FSRPT038	Application Engine	Web	TXT	Distribution

OK Cancel

7. Click on the **Process Monitor** hyperlink.



- The report generated will be the top one in the process list. Click the **Refresh** button (may need to happen multiple times) until the Run Status changes to “Success” and the Distribution Status is “Posted” – then click **Details**.

The screenshot shows the 'Status Bar' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a 'View Process Request For' section with various filters: User ID (tjbarker), Type (Application Engine), Last (10 Days), and a 'Refresh' button highlighted with a red arrow. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, and Details. The first row in the table has Instance 4835515, Process Name UV_FSRPT038, User tjbarker, Run Date/Time 10/18/2020 11:35:12AM EDT, Run Status Success, and Distribution Status Posted. The 'Details' link for this row is also highlighted with a red arrow.

- Click the **View Log/Trace** hyperlink at the bottom of the screen.

The screenshot shows the 'Process Detail' window. It displays the following information:

- Process:** Instance 4835515, Type Application Engine, Name UV_FSRPT038, Description Mov Equip by Dept with Comments, Run Status Success, Distribution Status Posted.
- Run:** Run Control ID Test, Location Server, Server PSUNX, Recurrence.
- Update Process:** Hold Request, Queue Request, Cancel Request, Delete Request, Re-send Content, Restart Request.
- Date/Time:** Request Created On 10/18/2020 11:37:20AM EDT, Run Anytime After 10/18/2020 11:35:12AM EDT, Began Process At 10/18/2020 11:37:31AM EDT, Ended Process At 10/18/2020 11:37:46AM EDT.
- Actions:** Parameters, Message Log, Batch Timings, View Log/Trace (highlighted with a red arrow), Transfer, View Locks.

At the bottom, there are 'OK' and 'Cancel' buttons.

- Click on the line that has your abbreviated name and ends with .csv, and choose to open the file.



View Log/Trace

Report

Report ID 4458955 Process Instance 4835515 [Message Log](#)
 Name UV_FSRPT038 Process Type Application Engine
 Run Status Success

Mov Equip by Dept with Comments

Distribution Details

Distribution Node PSXREP2 Expiration Date 01/16/2021

File List

Name	File Size (bytes)	Datetime Created
AE_UV_FSRPT038_4835515.stdout	293	10/18/2020 11:37:46.129095AM EDT
tjbarker_4835515_MovEquipDeptComments.csv	62,579	10/18/2020 11:37:46.129095AM EDT

Distribute To

Distribution ID Type -Distribution ID

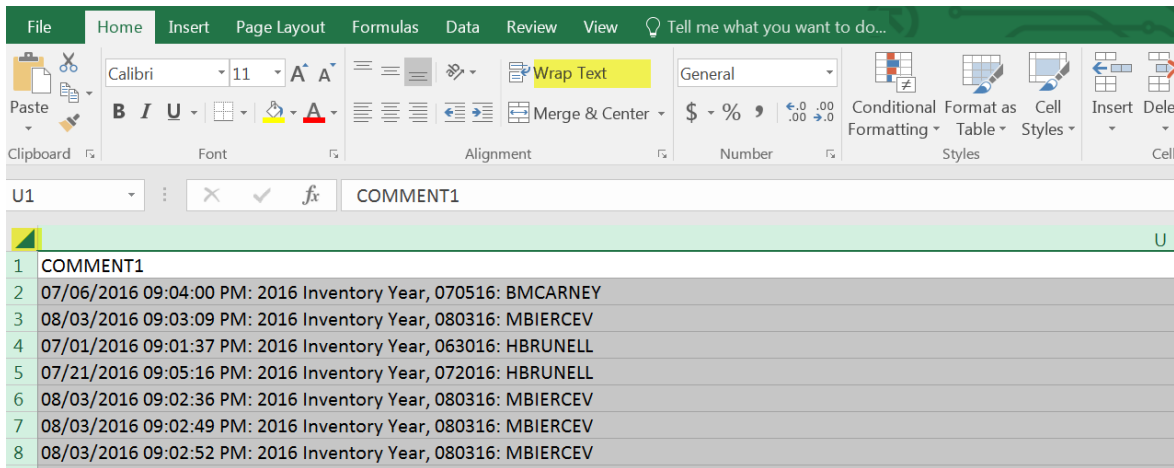
User tjbarker

[Return](#)

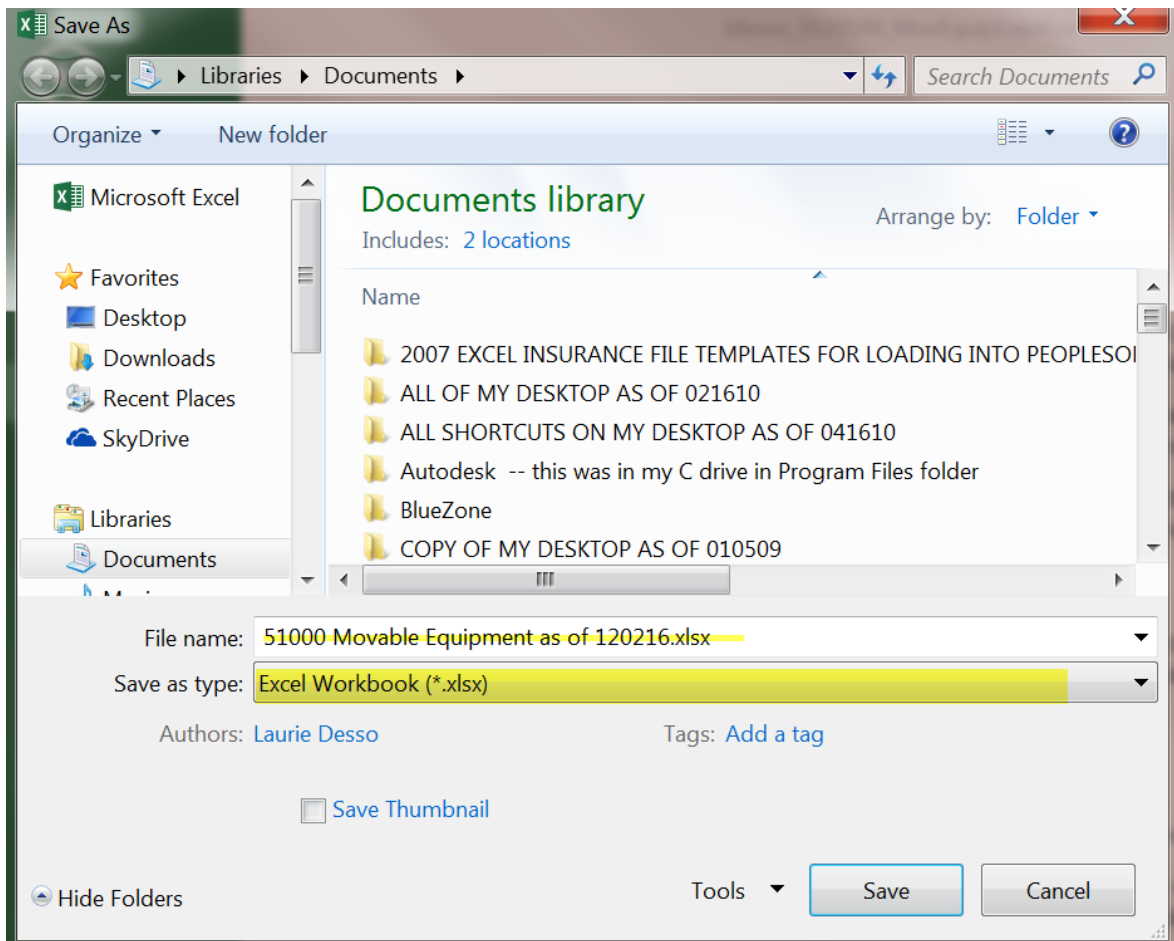
11. Highlight the entire spreadsheet by clicking on the cell above the 1 and to the left of the A column, then go to the down arrow underneath the word Format (in the Excel ribbon layout), and select Autofit Column Width.

OPRID	BLDG_DESROOM	TAG_NO	DESCR	MANUFAC	MODEL	SERIAL_ID	AMOUNT	ACQ_DT	LAST_INV	
Idesso	MOV_EQL00075	Health Sci	233A	A0894270	#FV-CSS1 I	SCIREQ FV-MI/FV-	988267/98	23460.87	#####	7/5/2016
Idesso	MOV_EQL00082	Hills Agri	S 21	A0842370	LABORAT	LABCONC	99116259!	6413.9	#####	8/3/2016
Idesso	MOV_EQL00084	Stafford E	306	A0892020	CATALOG	BIO RAD	PROTEAN	526BR031	5598.75	#####
Idesso	MOV_EQL00084	Stafford E	322	A0805070	ULTRACEN	BECKMAN	TLXCE	CTC97K08	27757.43	#####
Idesso	MOV_EQL00086	Marsh Life	104	A0826980	MICROSC	LEICA	MZ8	N/A	11844.98	#####
Idesso	MOV_EQL00086	Marsh Life	104	A0836420	MICROPIP	SUTTER	IN P-97	9865	6810	#####
Idesso	MOV_EQL00086	Marsh Life	104	A0838240	AXOPATCH	AXON INS	'200B	48156	9571.93	1/7/2000
Idesso	MOV_EQL00086	Marsh Life	104	A0838250	PCLAMP	8 AXON INS	'DIGIDATA	47858	6600	1/7/2000
Idesso	MOV_EQL00086	Marsh Life	104	A0842500	FREEZERU	REVCO	ULT1786-	C228J-4654	5850	#####
Idesso	MOV_EQL00086	Marsh Life	104	A0892890	WESCOR	WESCOR	5520	55200323	5170.85	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0850750	MICROSC	NIKON	ECLIPSE	TE414339	19422	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0889520	NIKON	TE	NIKON	TE2000S	520574	16564.1
Idesso	MOV_EQL00086	Marsh Life	104A	A0889740	MULTICLA	AXON INS	'700A	103588	11500	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0892570	MP-285	RISUTTER	IN MP-285	16457	7505	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0896900	MICROELE	AXON	MULTILAN	115561	19313	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0896920	MP285	MISUTTER	MP285	E-2124	7298.91	7/1/2005
Idesso	MOV_EQL00086	Marsh Life	104A	A0901170	electroph	Axon Instr	Axopatch	114466	19704.2	#####
Idesso	MOV_EQL00086	Marsh Life	104A	A0906470	Nikon Mic	Nikon	TE2000-S	26391.06	#####	8/3/2016

12. Note: there are three columns on the right side of the Excel file, Comment1, Comment2, and Comment3. Highlight each column and select Wrap Text in order to be able to read it better; do this for each column if necessary.



13. Click **File > Save As**, and select a location to save the file. **Save the file as an .xlsx file, NOT a .csv** file. The suggested naming convention is Dept # Movable Equipment as of DATE.



14. Click **Save**.



15. If you do not have access to run this report, please contact Financial & Cost Accounting Services.

Resources/Help

Contact links

Training

- [UFS Roadshow Topics \(PDF\)](#)
- [Professional Development & Training Classes](#)

Relevant UVM Departments

- [Financial & Cost Accounting Services](#)