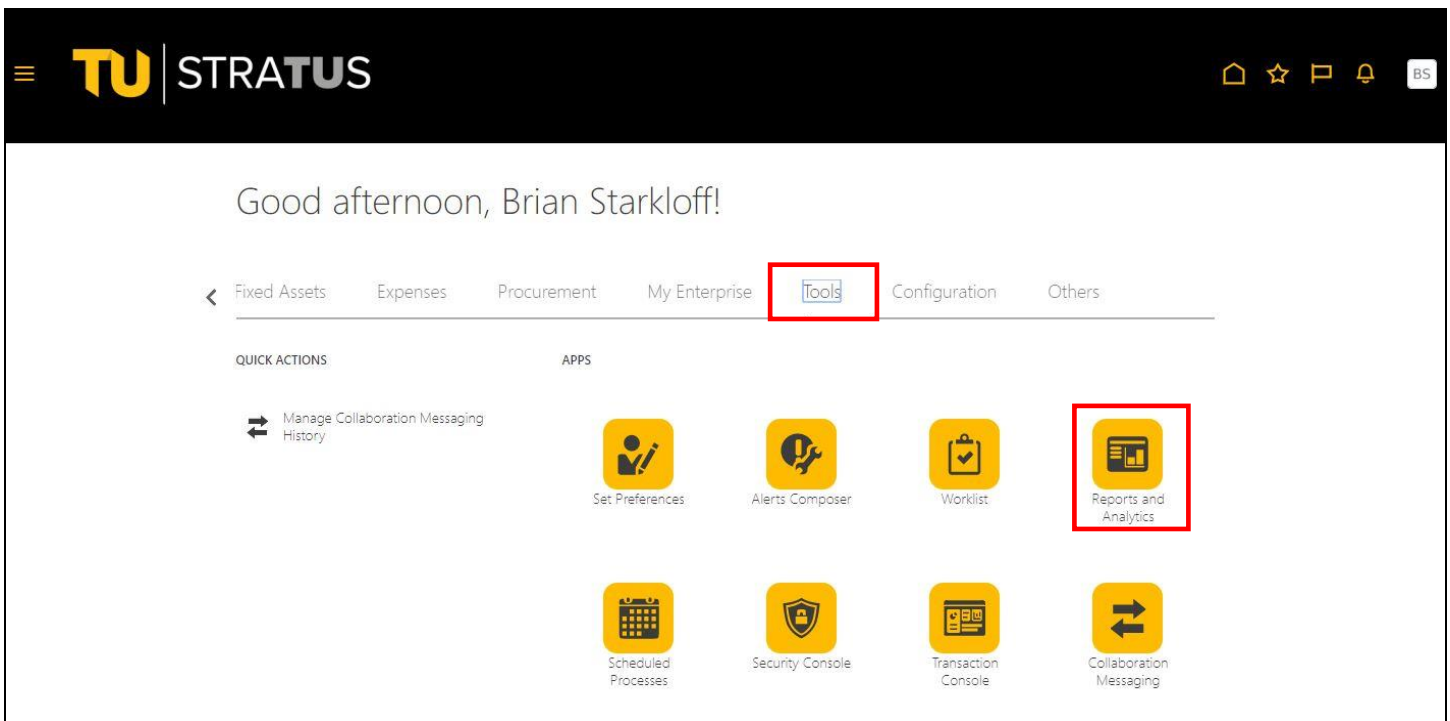


How to Run the Active Asset and Retired Asset Reports: TU_FA_Active_Asset_Detail_Report, TU_FA_Retired_Asset_Detail_Report

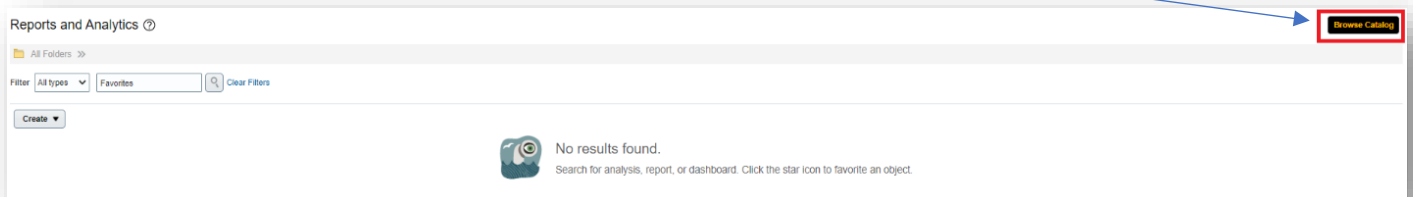
These reports list all of the details for active and retired TU assets. This is a tool to be used by inventory coordinators to understand asset counts, location, and department ownership. It is recommended that each inventory coordinator run these reports on a monthly basis to ensure accuracy of their asset records.

NOTE: Both reports are saved in the same location and have the same prompts. For this example we are demonstrating how to run the Active Asset report. But the same process applies to Retired asset report.

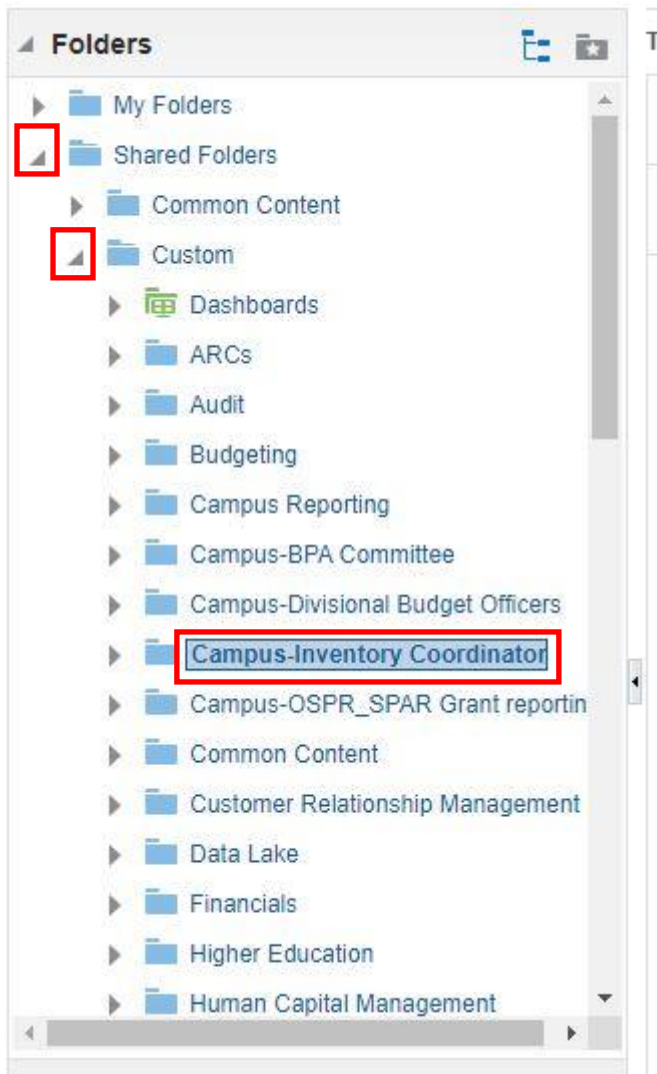
Log into Stratus. Go to Tools>Reports and Analytics.



Select Browse Catalog.

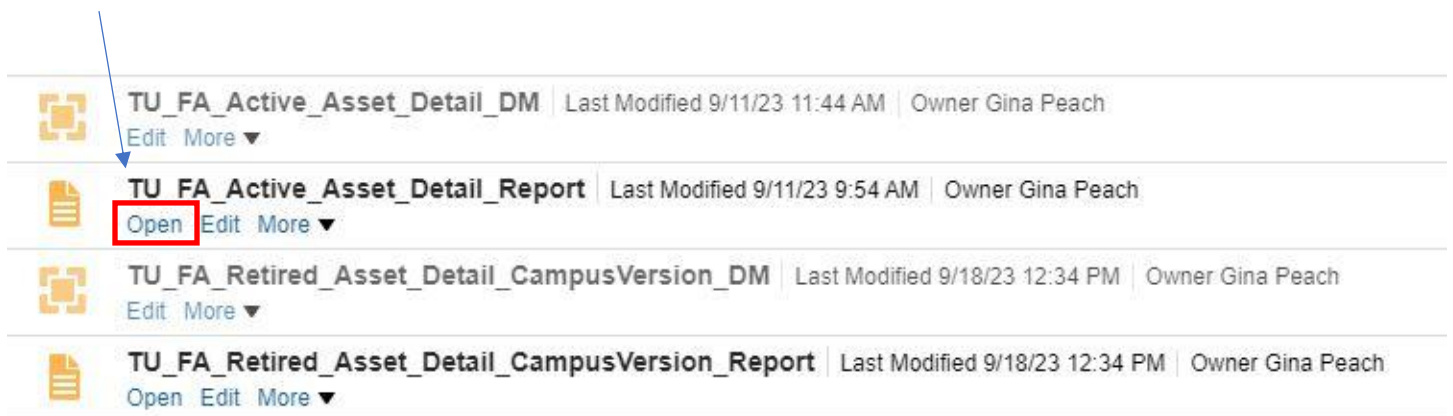


Select Shared Folders > Custom > Campus-Inventory Coordinator



You can choose to run the Active Asset Detail Report or the report for Retired Assets.

Select [Open](#) under the report name.



Here you will enter your parameters. You can choose to define your search based on the following Prompts:

Department(s) i.e. Education, College of, Building(s), Minor Category (IT Computer Equipment for example), Tag Number, as well as date ranges. Use drop downs for each prompt to make your selections. You can select more than one value in each prompt. Also click on search if you don't find it on the initial list.

* Choose Departments: Education, College Of
Choose Minor Category
ed In Service From Date
* Asset Deta...
Search . . . F12

Tips: If you can't find an asset, leave prompts as ALL and just enter the tag number only.

Click Apply.

TU_FA Active Asset Detail...

Your report should download to Excel. Once you open it, you can filter the heading row to refine your search to find what you are looking for.

Major Category	Minor Category	Department	Asset Number	Tag Number	Serial Number	Description	Manufacturer Name	Model	Date Placed In Service	Check In Date	Original Cost	Current Cost	PO Number	No
Building Improv	20 Years	Financial Report	300411			5th Psychology Renovations			2022-08-01		716,690	716,690		
Equipment	IT, Computers, & Networking	Education, College	300075	200209	HWT1QN3	LC120	Dell Inc.	XPS 15 9510	2022-07-25	05/22/2023	2,658	2,658		72
Bulk Equipment	15 Years	Financial Report	300418			Science Complex Equip-12/31/22 -15yr			2022-10-01		925,709	925,709		
Bulk Equipment	15 Years	Financial Report	300420			Science Complex Equip. Loan-12/1/22-15YR			2022-12-01		327,181	327,181		
Bulk Equipment	5 Years	Financial Report	300417			Science Complex Equip-12/31/22 - 5yrs			2022-10-01		81,295	81,295		
Building Improv	20 Years	Financial Report	300411			5th Psychology Renovations			2022-08-01		716,690	716,690		
Bulk Equipment	15 Years	Financial Report	300418			Science Complex Equip-12/31/22 -15yr			2022-10-01		925,709	925,709		
Bulk Equipment	15 Years	Financial Report	300420			Science Complex Equip. Loan-12/1/22-15YR			2022-12-01		327,181	327,181		
Bulk Equipment	5 Years	Financial Report	300417			Science Complex Equip-12/31/22 - 5yrs			2022-10-01		81,295	81,295		
Building Improv	20 Years	Financial Report	300411			5th Psychology Renovations			2022-08-01		716,690	716,690		
Building Improv	20 Years	Financial Report	300412			Cook Academic Commons			2022-09-09		3,446,491	3,446,491		
Bulk Equipment	15 Years	Financial Report	300418			Science Complex Equip-12/31/22 -15yr			2022-10-01		925,709	925,709		
Bulk Equipment	15 Years	Financial Report	300420			Science Complex Equip. Loan-12/1/22-15YR			2022-12-01		327,181	327,181		
Bulk Equipment	5 Years	Financial Report	300417			Science Complex Equip-12/31/22 - 5yrs			2022-10-01		81,295	81,295		
Building Improv	15 Years	Financial Report	301535			Towson Center SECU Arena Chiller			2023-05-31		1,058,537	1,058,568		
Building Improv	15 Years	Financial Report	301535			Towson Center SECU Arena Chiller			2023-05-31		1,058,537	1,058,568		
Building Improv	15 Years	Financial Report	300421			401 Washington Roof and Cooling Tower			2022-10-31		1,058,387	1,058,387		
Building Improv	20 Years	Financial Report	300411			5th Psychology Renovations			2022-08-01		716,690	716,690		
Building Improv	20 Years	Financial Report	300413			Enrollment Services Coating			2022-07-29		662,005	662,005		
Bulk Equipment	15 Years	Financial Report	300418			Science Complex Equip-12/31/22 -15yr			2022-10-01		925,709	925,709		
Bulk Equipment	15 Years	Financial Report	300420			Science Complex Equip. Loan-12/1/22-15YR			2022-12-01		327,181	327,181		
Building	40 Years	Financial Report	300927			Armory			2023-03-02		8,600,000	8,600,000		
Bulk Equipment	5 Years	Financial Report	300417			Science Complex Equip-12/31/22 - 5yrs			2022-10-01		81,295	81,295		
Building Improv	15 Years	Financial Report	301535			Towson Center SECU Arena Chiller			2023-05-31		1,058,537	1,058,568		
Software	All	Financial Report	300416			Stratus project			2022-07-11		7,746,506	7,746,506		
Building Improv	20 Years	Financial Report	300411			5th Psychology Renovations			2022-08-01		716,690	716,690		
Bulk Equipment	15 Years	Financial Report	300418			Science Complex Equip-12/31/22 -15yr			2022-10-01		925,709	925,709		
Bulk Equipment	15 Years	Financial Report	300420			Science Complex Equip. Loan-12/1/22-15YR			2022-12-01		327,181	327,181		
Bulk Equipment	5 Years	Financial Report	300417			Science Complex Equip-12/31/22 - 5yrs			2022-10-01		81,295	81,295		
Building Improv	15 Years	Financial Report	301535			Towson Center SECU Arena Chiller			2023-05-31		1,058,537	1,058,568		

Additional Notes:

- We recommend that each inventory coordinator run this report on a monthly basis to ensure the items listed belong to their department and are in the correct location.
- Inventory coordinators can contact Property Records for help running reports or any other issue they may have with this process.
- Report any discrepancy to Property Records: propertyrecords@towson.edu