

GEARS

General Enterprise And Resource Support

**REP300-AM
Asset Management Reports**

June 12, 2013

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REP300

REP300 Accessing GEARS Reports

AM Reports

Lesson Overview

This lesson will cover the process for producing the required report(s) for the Asset Management module in GEARS

1.1 Running the Magic Report

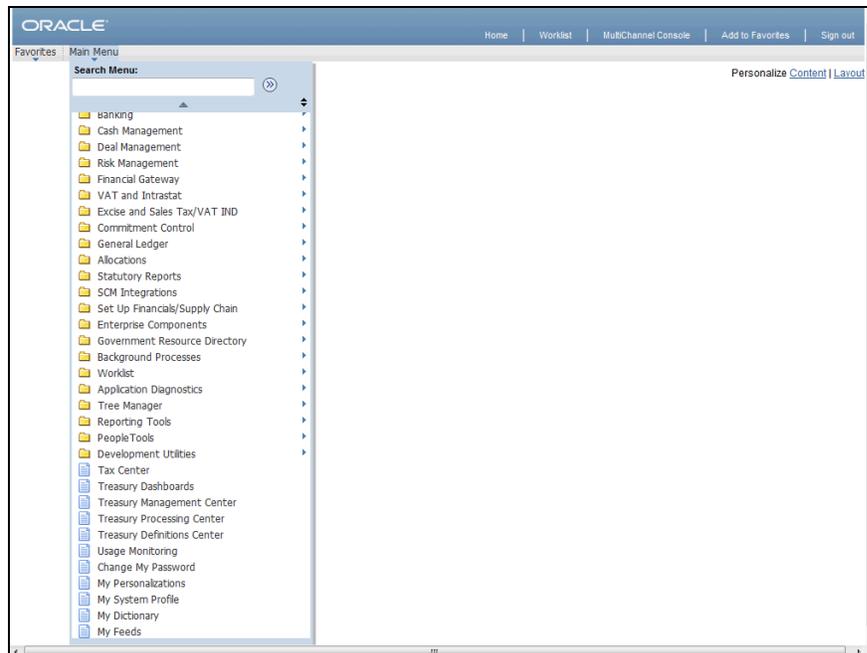
Run the Magic Report query after a receipt has been created, updated or cancelled in the GEARS Purchasing application.

After completing this topic, you will be able to:

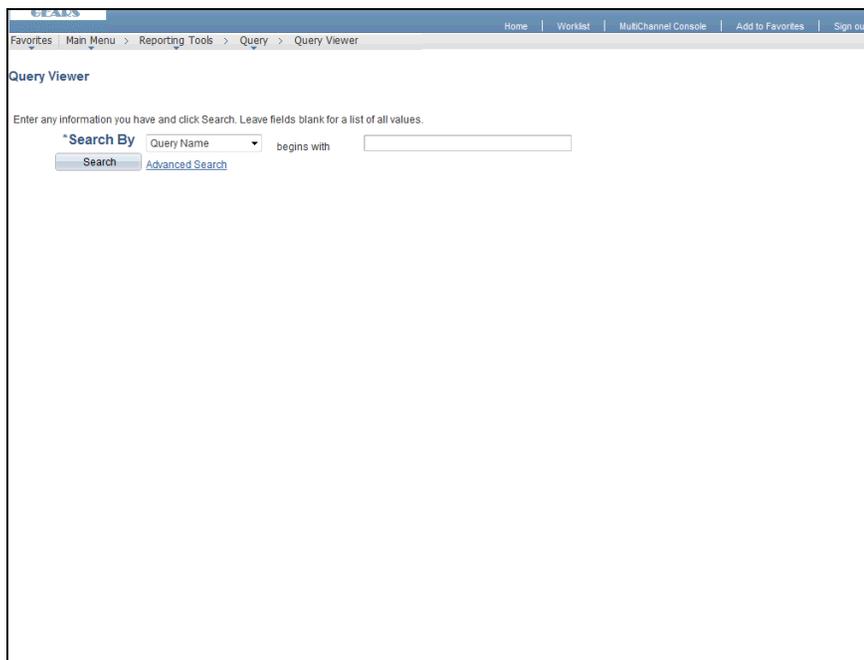
- Generate the AOC Magic Report

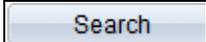
Procedure

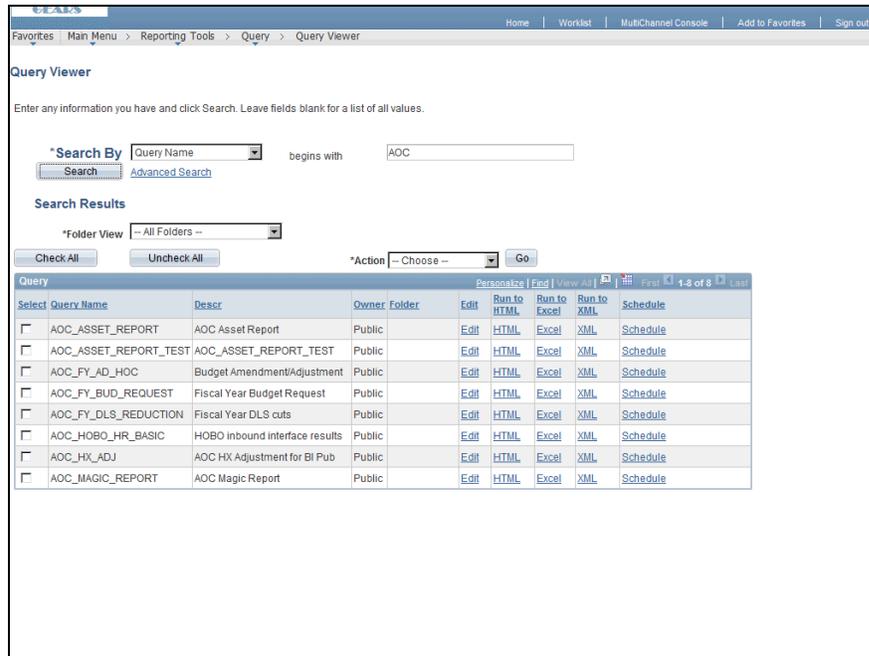
In this topic, you will run the Magic report for a non-IT software asset for which a receipt has been created in the Purchasing application.



Step	Action
1.	Begin by navigating to the Query Viewer search page. Click the Reporting Tools menu. 
2.	Click the Query menu. 
3.	Click the Query Viewer menu. 



Step	Action
4.	The Query Viewer search page displays. Search for the ' AOC_MAGIC_REPORT ' query. Reenter the full query name or partial query name in the Search By field to narrow your search results.
5.	Click the Search button. 
6.	Queries matching the criteria entered display in the Query search results grid.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By begins with

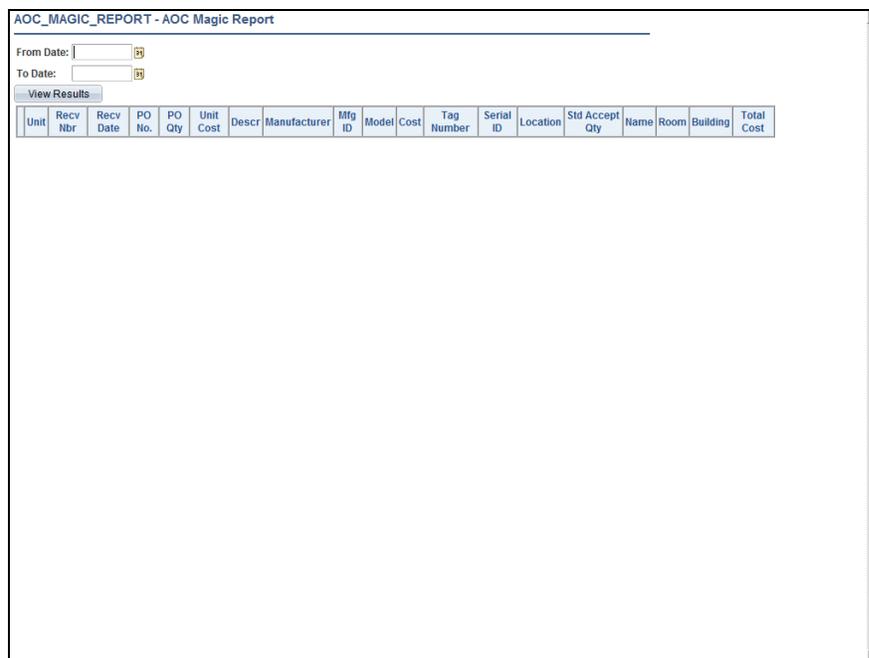
Search Results

*Folder View

*Action

Select	Query Name	Descr	Owner	Folder	Edit	Run to HTML	Run to Excel	Run to XML	Schedule
<input type="checkbox"/>	AOC_ASSET_REPORT	AOC Asset Report	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_ASSET_REPORT_TEST	AOC_ASSET_REPORT_TEST	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_FY_AD_HOC	Budget Amendment/Adjustment	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_FY_BUD_REQUEST	Fiscal Year Budget Request	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_FY_DLS_REDUCTION	Fiscal Year DLS cuts	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_HOBO_HR_BASIC	HOBO inbound interface results	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_HX_ADJ	AOC HX Adjustment for BI Pub	Public		Edit	HTML	Excel	XML	Schedule
<input type="checkbox"/>	AOC_MAGIC_REPORT	AOC Magic Report	Public		Edit	HTML	Excel	XML	Schedule

Step	Action
7.	<p>Run the Magic Report to an Excel spreadsheet that can be printed and used to update asset information in the Magic system.</p> <p>Click the Excel link for the AOC_MAGIC_REPORT query.</p> <p>Excel</p>



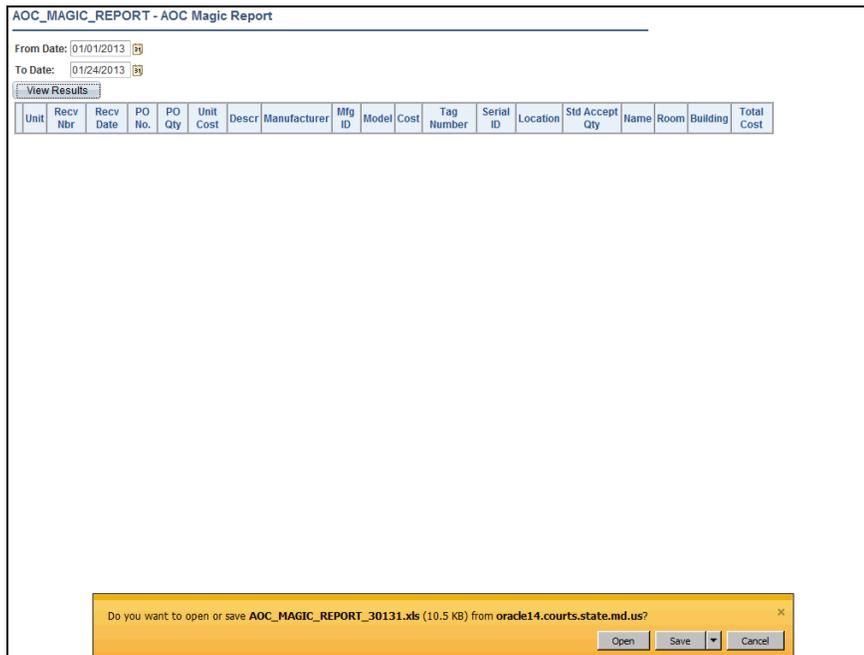
AOC_MAGIC_REPORT - AOC Magic Report

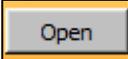
From Date:

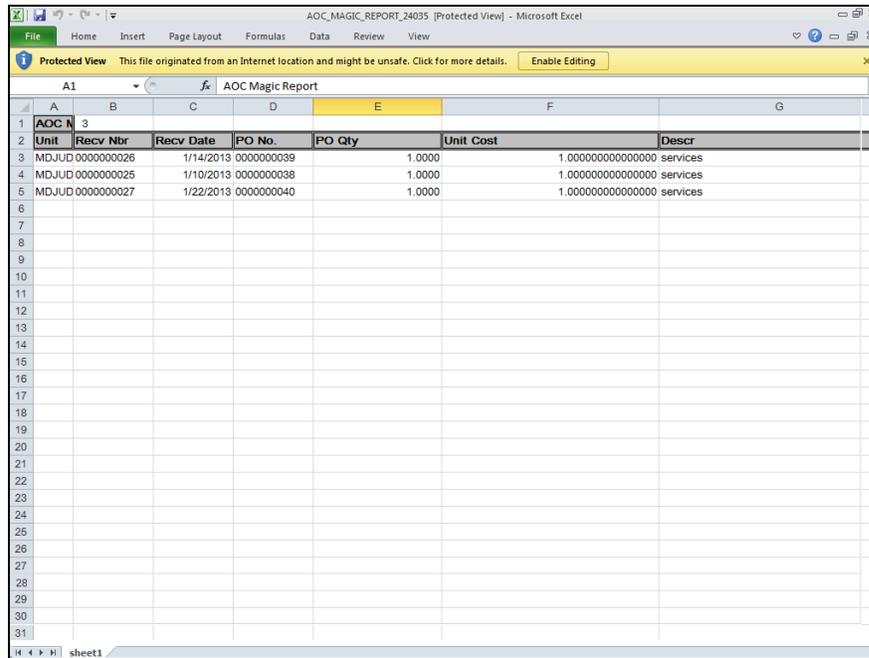
To Date:

Unit	Recv Nbr	Recv Date	PO No.	PO Qty	Unit Cost	Descr	Manufacturer	Mfg ID	Model	Cost	Tag Number	Serial ID	Location	Std Accept Qty	Name	Room	Building	Total Cost
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Step	Action
8.	<p>The AOC Magic Report query opens in a new browser window.</p> <p>Before running the report, you must enter a receipt date range for which you want to view data.</p> <p>NOTE: The results you retrieve are driven by the date the original receipt was entered in GEARS.</p> <p>Enter a date in the From Date and To Date fields.</p>
9.	<p>Click the View Results button.</p> 



Step	Action
10.	<p>A dialog box displays.</p> <p>Click the Open button to open the Excel spreadsheet.</p> <p>NOTE: If you run the AOC Magic Report to an HTML format, after query results display you must click the Excel Spreadsheet link, then click "Open" to view the report in an Excel spreadsheet.</p> 



Unit	Recv Nbr	Recv Date	PO No.	PO Qty	Unit Cost	Descr
MDJUD 0000000026		1/14/2013	0000000039	1.0000	1.0000000000000000	services
MDJUD 0000000025		1/10/2013	0000000038	1.0000	1.0000000000000000	services
MDJUD 0000000027		1/22/2013	0000000040	1.0000	1.0000000000000000	services

Step	Action
11.	The Magic Report query results open in an Excel spreadsheet. The number of records returned from the query displays in the top left corner.
12.	Review the report results and print, if desired.
13.	You have successfully completed <i>Running the Magic Report</i> . You have learned how to: - Run the Magic Report using Query Viewer End of Procedure.

Course Summary



Congratulations!

You have successfully completed the REP300-AM Asset Management Reports course. In this course, you have learned how to:

- Generate and review Asset Management Reports

We hope that you found this class informative, interactive, and fun. Check out other GEARS training courses, available on the GEARS website at <http://courtnet/gears/index.html> (<http://courtnet/gears/index.html>).

We are always looking for opportunities to improve our courses. If you have ideas on improving this course please share your feedback by sending us an email at gears@mdcourts.gov.