The purpose of this report description is to explain how to generate the Employee Asset Assignment report.

REPORT DESCRIPTION

The B0036: Employee Asset Assignment report provides a list of employees who have objects on loan for the organizational unit selected. Examples of objects on loan are State ID badge, office keys, equipment, state credit card, etc.

REPORT LOCATION

PA: Employee Details

REPORT USES

This report can be used to track the agency's assets that have been assigned to employees for the org unit specified. It can be used after hiring a new employee to verify that all asset assignments have been entered into the system correctly. It can also be run to identify objects on loan for a separating employee, to be used as a checklist to ensure that all assets have been returned prior to the employee's final day.

QUICK LINKS

How to generate this report

This report is generated after selecting values for the mandatory prompts. All mandatory prompts must have values selected before the Run Icon can be used to generate the report. Mandatory prompts can be identified as mandatory by the exclamation mark inside of the yellow-orange triangle, the square with the checkmark, or the display of (Mandatory). Detailed instructions for interaction with each prompt can be found at https://www.osc.nc.gov/documents/files/web-intelligence-prompts.
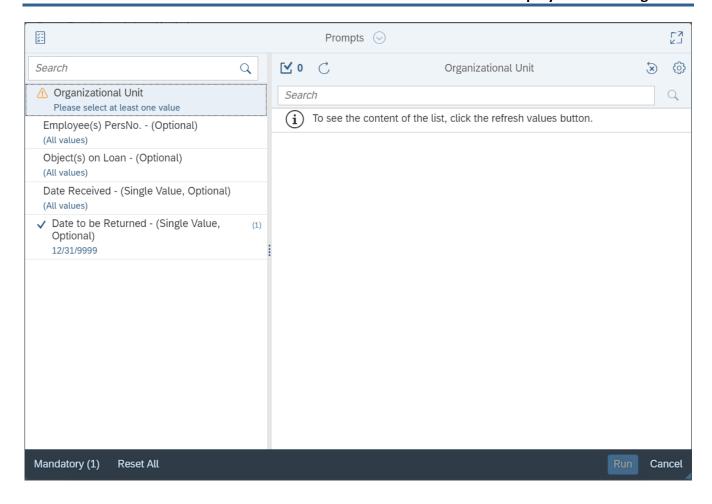
The Mandatory prompts for this report are:

- Organizational Unit

This report can also be further limited by utilizing the Optional prompts to further limiting the amount of data that retrieved into the body of the report. Optional prompts are indicated as optional in parentheses beside the prompt.

The Optional prompts are:

- Employee(s) PersNo. - (Optional)
- Object(s) on Loan - (Optional)
- Date Received - (Single Value, Optional)
- Date to be Returned - (Single Value, Optional)

Prompts ⌄

Search 🔍

| Organizational Unit |
| ⚠ Organizational Unit |
| Please select at least one value |
| Employee(s) PersNo. - (Optional) |
| (All values) |
| Object(s) on Loan - (Optional) |
| (All values) |
| Date Received - (Single Value, Optional) |
| (All values) |
| ✓ Date to be Returned - (Single Value, Optional) (1) |
| 12/31/9999 |

☑ 0 ↻ Organizational Unit

Search 🔍

ⓘ To see the content of the list, click the refresh values button.

Mandatory (1)   Reset All   Run   Cancel

Available Objects

This is a list of the available objects that can be added to the report, from the Document Dictionary once in the Design mode:

Dimensions

- Employee
- Employee Group
- Employee Subgroup
- Employee's Name
- Employment Status
- Job
- Object On Loan
- Org Unit
- Original Hire Date
- Personnel Area
- Personnel Subarea
- Position
- Supv Employee
- Supv Position
- Valid From
- Valid To

Measures

- Number of Objects on Loan

Variables

- Prompt Response Date Received
- Prompt Response Date to be Returned
- Prompt Response Employee PersNo
- Prompt Response Object(s) on Loan
- Prompt Response Organizational Unit

- ⌄ Dimensions
  - > ✛ Employee
  - > ✛ **Employee Group**
  - > ✛ **Employee Subgroup**
  - ✛ Employee's Name
  - > ✛ **Employment Status**
  - > ✛ **Job**
  - > ✛ Object On Loan
  - > ✛ **Org Unit**
  - ✛ **Original Hire Date**
  - > ✛ **Personnel Area**
  - > ✛ **Personnel Subarea**
  - > ✛ **Position**
  - > ✛ Supv Employee
  - > ✛ **Supv Position**
  - ✛ Valid From
  - ✛ Valid To
- ⌄ Measures
  - 📏 Number of Objects on Loan
- ⌄ Variables
  - ✛ Prompt Response Date Received
  - ✛ Prompt Response Date to be Returned
  - ✛ Prompt Response Employee PersNo
  - ✛ Prompt Response Object(s) on Loan
  - ✛ Prompt Response Organizational Unit

Initial Layout

B0036: Employee Asset Assignment

Employee's Name	Employee	Object On Loan	Date Received	Date to be Returned	Supv Name	Number of Objects on Loan
KIMBERLY		State ID	3/29/19	12/31/99	Not assigned	1
ROBERT		State ID	3/9/13	12/31/99		1
ROBERT		State ID	4/24/24	12/31/99		1
CATHERINE		State ID	8/5/14	12/31/99	Not assigned	1
		State ID	9/9/24	12/31/99		0
					Total	**4**

Special Report Considerations/Features

- The report defaults to generating a list of all employees who have an asset assigned to them with a high date of 12/31/9999.
- There are no employee group/subgroup exclusions.
- The data is refreshed daily and is current as of the close of business from the previous business day.

CHANGE LOG

Effective 10/7/2024

- Update to Business Objects 4.3 - K. Bridges