Property Control myReports Tutorial

If you have any questions, contact Rene Botiller at rbotiller@asu.edu or (480)965-8371.

Additional myReports information can be found at http://www.asu.edu/it/eds/welcome.html.

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Opening myReports

From the Property Control homepage [cfo.asu.edu/fs-property-control](cfo.asu.edu/fs-property-control) click on “Reports.”
Click on “Take me to myReports”

**myReports**

Property Control Web Reports have been migrated to Hyperion myReports. For more information on using myReports, visit the [ASU myReports website](#).

For myReports version 11, [click here](#).

**Requesting Access**

To request access to Property Control via myReports, please use the Data Warehouse 11: myReports/ Dashboard Access – Property Control Information form. For any questions or concerns, email property-O@asu.edu for assistance.

**Available Queries**

In the Property Control folder within myReports is a blank query as well as many pre-built queries. To suggest additional pre-build queries and for any questions or concerns, email property-O@asu.edu for assistance.

A step-by-step tutorial on how to look up your department’s equipment is also available. [Download myReports Tutorial Now](#)

If you have not yet made any customizations to the myReports interface, follow the instructions [here](#).

**Looking Up Your Department’s Assets**

Click “Property Control” in the folder list.

If you do not know your HR Department Code, follow the instructions [here](#) to look it up.
If you do know your HR Department Code, double-click “Assets without Payment or Custom Information.bqy” in the query window.

Click the “Process” button on the toolbar.
A prompt window will open to select the asset status that you want to search. Click “A” to select active assets, “M” to select missing assets (this status is not used for capital assets), or “R” to select retired assets. You can select multiple assets by holding down the CTRL key while clicking the value. Click “OK” once you have made your selections.

A prompt window will open for you to select whether you want capital and/or non-capital assets.
A prompt window will open to enter your department code(s).
1. Enter your department code in the text box. Multiple codes can be entered by separating them with a semicolon.
2. Click the checkmark button to validate your entries.
3. Click “OK” to complete your selections.

A prompt window will open to limit the search to specific buildings. Enter the building number(s) as above with department codes and click “OK.” To search all buildings, click “Ignore.”
A prompt window will open to limit the search to specific room numbers. Enter the room number(s) as above with department codes and click “OK.” To search all rooms, click “Ignore.”

The query results will display in the “Results” tab.

You can save the results as an Excel spreadsheet (File > Export > Selection).

You can also save a copy of the query in your myReports user folder which will allow you to customize the query to fit your needs. Go to File > Save to Repository As and navigate to your user folder.
Customizing Hyperion 11

Select “Preferences” under the File menu.

From the General menu, click the dropdown box and select “Explore” from the Content options.
From the Interactive Reporting menu, open the dropdown and select “Interactive Reporting Web Client.” Click “OK” to close the Preferences window.

Logout and restart your browser to confirm all changes have been applied.
Department Code Search

Under Property Control, open the Code Tables folder.

Open the query “Department_Codes_SortBy_DepartmentCode.bqy.”

Click “Process” to update results.

The query results will display in the “Results” tab.