Access Annual Capital Inventory Report (PIERR)

1. Start at the Business Office Web site: [http://cfaesfinance.osu.edu](http://cfaesfinance.osu.edu)
2. Click on Financial Systems
3. Click on eReports
4. Click Login
5. Sign in with your OSU Internet Username and Password
6. eReports will launch in a new window

**Navigate to your report**

Double click each:
- Financials
- Physical_Inventory_YR
- FY_20XX
- FAES
- Choose the appropriate D Node
  - Academic units are D11xxx
  - ATI units are 08xxx
  - OARDC units are D56xxx
  - VP units are D4xxx
  - Extension State units are D550x
  - Extension Counties are D5502.
- Choose your ORG
- Choose the PDF in the right frame.

**Review the report**

- Return the signed certification and detail pages once a year. These are usually due July 31st.
- Signature should be the Unit Director and one other person.
- Sign all pages that have a certification page, including Capital Equipment, Non capital equipment and OSURF inventory items.
- Before returning, verify:
  - That you still have the equipment,
  - That there is a tag (and it is the right number) on the equipment,
  - That the location description is correct,
  - And that all of the remaining information is correct on the detail report.
- If you need to make changes to the report write them directly on the pages and complete the appropriate form (if applicable):
  - Forms: [http://controller.osu.edu/am/am-home.shtm](http://controller.osu.edu/am/am-home.shtm)
    - Application for Asset Retirement Form (AM0001)
    - Equipment Interdepartmental Transfer Form (AM0003)
- Return by fax 614-688-0529 or email michel.5@osu.edu. Please do NOT return to the address on form.