



ADDY TIPS



Asset Management: Running Online Property Inventory Queries

This Addy Tip explains how to run online property inventory queries. Select one of the queries listed below to generate an asset category or an asset inventory search report. Then, print the report from your browser or download it to an Excel spreadsheet.

Step	Action
1.	Navigate to Main Menu > Reporting Tools > Query > Query Viewer.
2.	Select Query Name from the Search By drop-down menu. <div data-bbox="371 846 1341 1234" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div>
3.	Select a query from the table below, and enter the name of the query in the begins with field.
4.	Click the Search button.

Asset Category Reports

Use the queries listed below to generate reports by asset category.

To Obtain a List of . . .	Use this Query
Assets by department or project	FXAM_LISTOFASSETS_BY_DEPT_PROJ
Scanned assets by department or project	FXAM_SCANNED_ASSETS_DEPT_PROJ



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To Obtain a List of . . .	Use this Query
Unscanned assets by department or project	FXAM_NOT_SCANNED_BY_DEPT_PROJ
Off-campus assets by department or project	FXAM_OFFCAMPUS_BY_DEPT_PROJ
Lost or missing assets by department or project	FXAM_LOST_MISSING_BY_DEPT_PROJ
Surplus assets by department or project	FXAM_SURPLUS_BY_DEPT_PROJ
Taggable account numbers with proper profile IDs	FXAM_TAGGABLE_ACCT_W_PROFILE
Assets by location only	FXAM_ASSETBYLOCATION
Scanned assets by location	FXAM_SCANNED_BY_LOCATION
Unscanned assets by location	FXAM_NOT_SCANNED_BY_LOCATION
Lost or missing assets by tag number	FXAM_LOST_MISSING_BY_TAG

Asset Inventory Search Reports

Use the queries below for asset inventory search reports.

To Run a Search for . . .	Use this Query
Inventory by purchase order number	FXAM_SEARCH_ASSET_BY_PO
Inventory information by voucher ID number	FXAM_SEARCH_ASSET_BY_VOUCHER
Inventory information by serial ID number	FXAM_SEARCH_BY_SERIALID