ADDY TIP

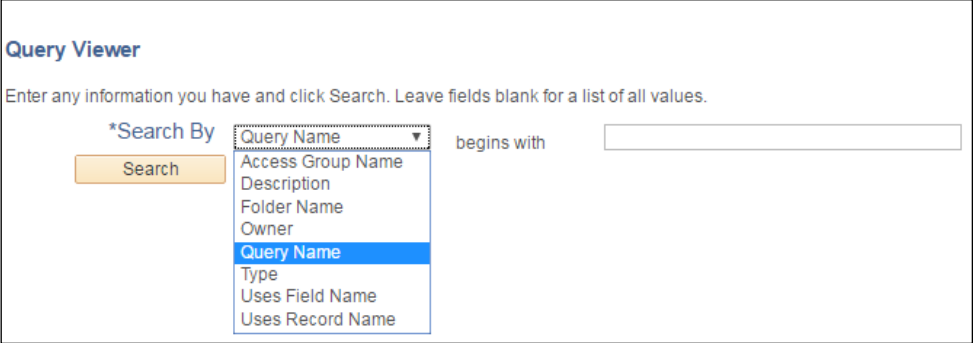**ATTENTION:**
This Addy Tip is a procedural resource for the UCF Financials Reference Database, which only contains data prior to July 1, 2022.

UCF
FINANCIALS REFERENCE DATABASE

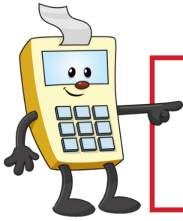## Asset Management: Running Online Property Inventory Queries

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.
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
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

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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