ADDY TIPS

UCF Financials

Running Inventory Reports

UCF Financials uses queries to extract data about property and assets. Refer to the table below for common queries designed to provide information about the property assigned to your department and/or project.

Common Inventory Queries	
• FXAM_ASSETBYLOCATION	• FXAM_SCANNED_ASSETS_DEPT_PROJ
• FXAM_LISTOFASSETS_BY_DEPT_PROJ	• FXAM_SCANNED_BY_LOCATION
• FXAM_LOST_MISSING_BY_DEPT_PROJ	• FXAM_SEARCH_ASSET_BY_PO
• FXAM_LOST_MISSING_BY_TAG	• FXAM_SEARCH_ASSET_BY_VOUCHER
• FXAM_NOT_SCANNED_BY_DEPT_PROJ	• FXAM_SEARCH_BY_SERIALID
• FXAM_NOT_SCANNED_BY_LOCATION	• FXAM_SURPLUS_BY_DEPT_PROJ
• FXAM_OFFCAMPUS_BY_DEPT_PROJ	• FXAM_TAGGABLE_ACCT_W_PROFILE

To look up a query in UCF Financials, go to **Main Menu** > **Reporting Tools** > **Query** > **Query Viewer** and **Search By** the desired **Query Name**.

If you need to surplus old equipment or inventory, visit the UCF Surplus Property website (http://www.rm.fs.ucf.edu/ent/surplus) for instructions.

The Property & Inventory Control section on the Division of Finance website (http://www.fa.ucf.edu) provides links to forms, manuals, guidelines, building number and location codes, fiscal year information, and contact details. Training classes offered by the Property department can be found on the UCF Financials website (https://financials.ucf.edu/) under the Training tab.