

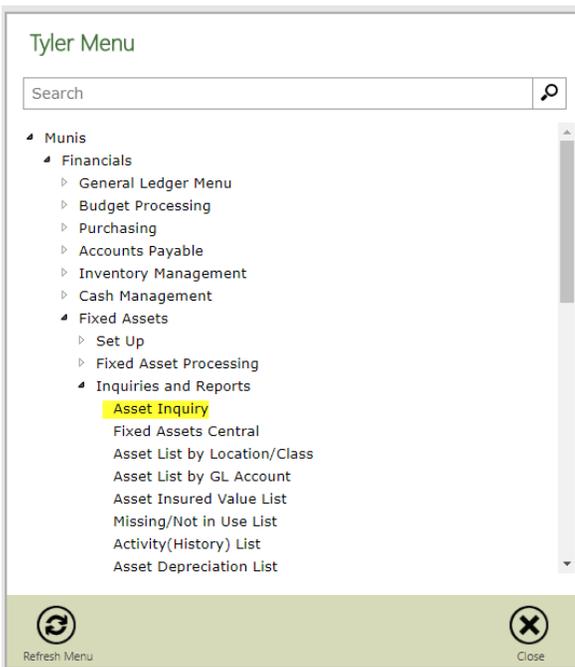
Fixed Asset Look Up

Version 11.3

Ways to view:

- Inquiry
- Asset Listing

Inquiry:



Select **Search**

Search and accept to leave wide open, or you can search by any of the fields below:

Asset Inquiry - Munis [Union County, OH v11.3 Live]

HOME

Accept Cancel Search Browse Query Builder Add Update Global Duplicate Print PDF Preview Output Text file Excel Word Email Attach Notes Audit Purchases Maint History Repairs PO/Inv Find Tran History Alerts Maplink More... Return

Asset: [Field] Commodity: [Field]
 Status: [Field] Desc: [Field]
 Class: [Field] Master: [Field]
 Sub-class: [Field] Type: [Field]

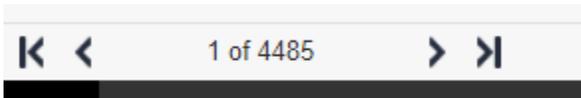
Pending transactions WO Asset WO Master Subsidiary Assets

Main Additional Maintenance/Insurance Memos Accounts Sources Images

Static Information

Tag number	[Field]	Serial/Parcel	[Field]
Location	[Field]	Department	[Field]
Loc. memo	[Field]	Custodian	[Field]
Storg. loc	[Field]	Floor/Room	[Field]
Date acq.	[Field]	Acquis cost	[Field]
Fiscal Year	[Field]		
Manufact	[Field]	Quantity	[Field] UOM [Field]
Model	[Field]	Unit cost	[Field]
Model year	[Field]	Acres	[Field]
Lic/Reg #	[Field]	Square ft	[Field]
		GIS layer ID	[Field]

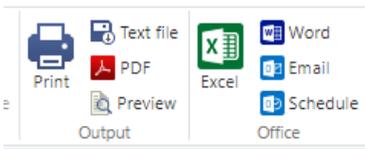
The number of records will show at the bottom.



Push to excel, then you can manipulate and sort the data however it works best for you.



Or, you can output to another format.



Asset Listing Program:

Tyler Menu

Search

- ▾ Munis
 - ▾ Financials
 - General Ledger Menu
 - Budget Processing
 - Purchasing
 - Accounts Payable
 - Inventory Management
 - Cash Management
 - ▾ Fixed Assets
 - Set Up
 - Fixed Asset Processing
 - ▾ Inquiries and Reports
 - Asset Inquiry
 - Fixed Assets Central
 - Asset List by Location/Class**
 - Asset List by GL Account
 - Asset Insured Value List
 - Missing/Not in Use List
 - Activity(History) List
 - Asset Depreciation List

Select **Define** to search on the fields below, or leave it wide open.
 Be sure to choose active if you do not want those assets that have been disposed of to generate.

Selection Criteria				Asset Criteria	
Execute this report Now					
Fund	<input type="text"/>	to	<input type="text"/>	Asset type	
Location	<input type="text"/>	to	<input type="text"/>	<input checked="" type="checkbox"/> Governmental	
Class	<input type="text"/>	to	<input type="text"/>	<input checked="" type="checkbox"/> Proprietary	
Sub-class	<input type="text"/>	to	<input type="text"/>	<input checked="" type="checkbox"/> Shared Across Funds	
Commodity	<input type="text"/>	to	<input type="text"/>	Capitalization flag	
Department	<input type="text"/>	to	<input type="text"/>	<input type="radio"/> Capitalized assets	
Acquis date	<input type="text" value="01/01/1900"/>	to	<input type="text" value="12/31/2017"/>	<input type="radio"/> Non-capitalized	
Custodian	<input type="text"/>	to	<input type="text"/>	<input checked="" type="radio"/> Both	
History date	<input type="text" value="11/08/2017"/>	to	<input type="text" value="11/08/2017"/>	Asset status	
<input type="checkbox"/> Include assets with no history				<input checked="" type="radio"/> Active	
				<input type="radio"/> Inactive	
				<input checked="" type="radio"/> All	
Report Options					
	Field		Total		Page Break
Sequence 1	▼		■		■
Sequence 2	▼		■		■
Sequence 3	▼		■		■
Sequence 4	▼		■		■
Sequence 5	▼		■		■
Sequence 6	▼		■		■
Sequence 7	▼		■		■
Sequence 8	▼		■		■
Sequence 9	▼		■		■
<input checked="" type="checkbox"/> Print PO/Invoice information					
<input checked="" type="checkbox"/> Print detailed description					
Report title	<input type="text"/>				
	<input type="text"/>				

Accept the search criteria, then select **Report Options** to define the bottom half of the screen. All information including the report title must be entered each time. It does not save.

Selection Criteria		Asset Criteria	
Execute this report	Now		
Fund	...	to	...
Location	...	to	...
Class	...	to	...
Sub-class	...	to	...
Commodity	...	to	...
Department	...	to	...
Acquis date	01/01/1900	to	12/31/2017
Custodian	...	to	...
History date	11/08/2017	to	11/08/2017
<input type="checkbox"/> Include assets with no history			
Asset Criteria			
Asset type			
<input checked="" type="checkbox"/> Governmental			
<input checked="" type="checkbox"/> Proprietary			
<input checked="" type="checkbox"/> Shared Across Funds			
Capitalization flag			
<input type="radio"/> Capitalized assets			
<input type="radio"/> Non-capitalized			
<input checked="" type="radio"/> Both			
Asset status			
<input type="radio"/> Active			
<input type="radio"/> Inactive			
<input checked="" type="radio"/> All			
Report Options			
	Field	Total	Page Break
Sequence 1	Department	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sequence 2	Location	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sequence 3	Tag number	<input type="checkbox"/>	<input type="checkbox"/>
Sequence 4		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 5		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 6		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 7		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 8		<input type="checkbox"/>	<input type="checkbox"/>
Sequence 9		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Print PO/Invoice information			
<input type="checkbox"/> Print detailed description			
Report title	INVENTORY LISTING 2017		

Output to your preferred format

