

VI-5.Fixed Assets Queries (Depreciable Assets Only)

A. Fixed Asset Master Query FFIMAST (Depreciable Assets Only)

Use the Fixed Asset Master Query form, FFIMAST, to query depreciable fixed or moveable asset records.

NOTE: NSU is maintaining Fixed Assets for only the “fixed assets” that meet the Depreciation thresholds.

This form consists of a main window and additional windows for querying asset details and user- defined attributes. Use the main window of this form to enter or search for the tag number to query.

Access the Fixed Asset Master Query form from the General Menu by entering **FFIMAST** in the Direct Access **Go To...** field.

1. If you know the Asset Tag number, enter it in the Asset Tag field.

NOTE: To search for an Asset Tag you can use the Search option . Select Fixed Asset List Form [FFIFALV] from the Options list.

2. Next Block [Ctrl+Pg Down]

C. Fixed Asset Procurement Query FFIPROC (Depreciable Assets Only)

Use the Fixed Asset Procurement Query form, FFIPROC, to search for an asset by purchase order number.

NOTE: NSU is maintaining Fixed Assets for only the “fixed assets” that meet the Depreciation thresholds.

Access the Fixed Asset Procurement Query form by entering **FFIPROC** in the Direct Access **Go To...** field.

1. Type the **Purchase Order** number.
2. Execute Query [F8].

NOTE: This form can be used to search for an asset by Serial number or VIN number. Enter the Serial Number/VIN instead of the PO Number before executing the query.

All fixed assets from the purchase order will be displayed.

Origination Tag	Permanent Tag	Description	Origination Tag Cancel Date
T0000081		Scientific Computers for Space Research Lab.	
Purchase Order	Invoice	Receiver	Vendor
P0000189	I0000191		200054021
Serial Number/VIN	Asset Type	Organization	Location
			Cost
			18,000.00

Origination Tag	Permanent Tag	Description	Origination Tag Cancel Date
T0000082		Scientific Computers for Space Research Lab.	
Purchase Order	Invoice	Receiver	Vendor
P0000189	I0000191		200054021
Serial Number/VIN	Asset Type	Organization	Location
			Cost
			18,000.00

Origination Tag	Permanent Tag	Description	Origination Tag Cancel Date
T0000083		Scientific Computers for Space Research Lab.	
Purchase Order	Invoice	Receiver	Vendor
P0000189	I0000191		200054021
Serial Number/VIN	Asset Type	Organization	Location
			Cost
			18,000.00

Press COUNT QUERY HITS for Purchase Query.
Record: 1/? | ... | <OSC>

3. Exit [Ctrl+Q] to return to the General Menu after reviewing your records.