The Fixed Asset Procurement Query Form provides access to purchase order, invoice, and receiving data for fixed assets. Access this form from the Fixed Asset System Menu (*FINASSET).

All fields are display only and all may be queried.

The form opens in query mode. Enter the desired query and select Execute Query. The retrieved records are sorted by **Origination Tag** (Origination Tag Number). The Permanent Tag is the asset number, which is formatted as N000#####, while the barcode for the same asset is formatted as 0####0000, using the same 5 digits.

**Fixed Assets Query**

1. **For a listing of all of the assets in your specific organization**, enter the org number into the Organization field and click the **Execute Query** button or **F8**, and scroll thru the results.

2. **For an asset whose barcode may be missing**, enter the serial number in the Serial Number/VIN field and click on **Execute Query** or **F8**.

3. **For historical document numbers**, enter the asset permanent tag number in the Permanent Tag field and **Execute Query** button or **F8**.

4. **For identifying an asset by PO number**, enter the PO number in Purchase Order field and the **Execute Query** button or **F8**.

This form will be helpful for all assets purchased on the FRS and Banner Systems for queries 1 and 2.