

FFIPROC - PROCUREMENT QUERY

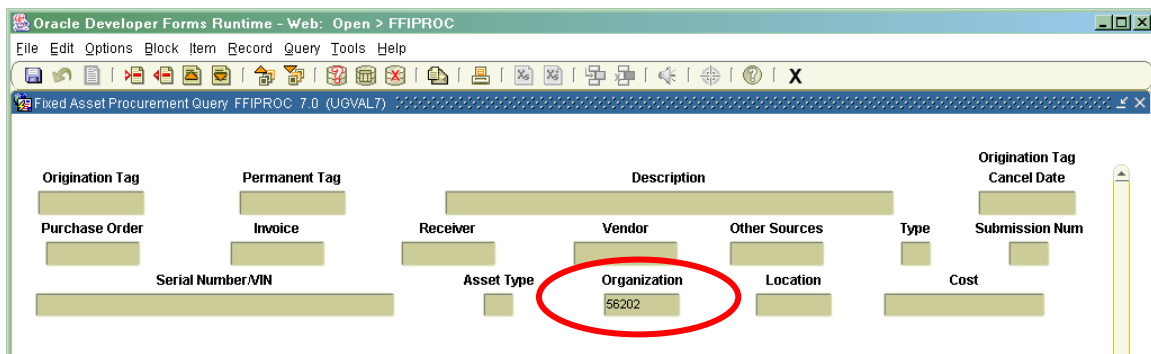
The Fixed Asset Procurement Query Form provides access to purchase order, invoice, and receiving data for fixed assets. Access this form from the Fixed Asset System Menu (*FINASSET).

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.

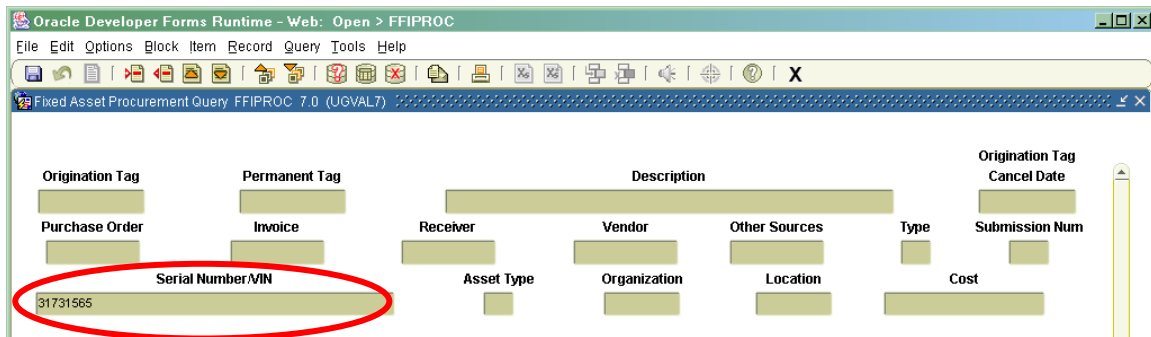
Fixed Assets Query

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.



The screenshot shows the Oracle Developer Forms Runtime window for the Fixed Asset Procurement Query (FFIPROC 7.0). The form contains several input fields for querying assets. The 'Organization' field, located under the 'Vendor' section, is highlighted with a red circle and contains the value '56202'. Other fields include 'Origination Tag', 'Permanent Tag', 'Description', 'Receiver', 'Other Sources', 'Type', 'Submission Num', 'Purchase Order', 'Invoice', 'Serial Number/VIN', 'Asset Type', 'Location', and 'Cost'.

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**.



The screenshot shows the Oracle Developer Forms Runtime window for the Fixed Asset Procurement Query (FFIPROC 7.0). The form contains several input fields for querying assets. The 'Serial Number/VIN' field, located at the bottom left, is highlighted with a red circle and contains the value '31731565'. Other fields include 'Origination Tag', 'Permanent Tag', 'Description', 'Receiver', 'Other Sources', 'Type', 'Submission Num', 'Purchase Order', 'Invoice', 'Asset Type', 'Organization', 'Location', and 'Cost'.

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.