



Activity: **Fixed Asset Inquiry**
Munis > Financials > Fixed Assets > Inquiries and Reports > Asset Inquiry

Search for asset by specific criteria

1. Navigate to **Asset Inquiry**
2. Click **Search**
3. Input or select one or more search criteria
 - a. Search by **Tag number** by inputting a valid tag number in the **Tag number** field
 - b. Search by **Status** by selecting the desired status from the **Status** drop down
 - c. Search by **Class** by inputting a valid class number in the **Class** field
 - i. Alternatively, click the ellipsis to generate a list of all valid class numbers
 - ii. Select the desired class number and click **Accept**
 - d. Search by **Sub-class** by inputting a valid sub-class number in the **Sub-class field**
 - i. Alternatively, click the ellipsis to generate a list of all valid sub-class numbers
 - ii. Select the desired sub-class number and click **Accept**
 - e. Search by **Location** by inputting the cost center in the **Location** field
4. Click **Accept** once all desired search criteria have been inputted or selected
 - a. A system message confirming the search will appear in the event a large number of records is returned
 - b. Click **Yes, Continue** to proceed or **No** to cancel the search
5. To export the asset list to a spreadsheet, click **Excel**
 - a. Ensure that any fields desired for the spreadsheet are selected
 - b. Click **Accept** once selections are made to generate the spreadsheet, or **Return** to cancel the export
 - c. The exported document will appear differently depending on computer platform
 - i. On a Windows computer, the option to Open, Save, or cancel the document will appear
 - ii. On a Mac computer, the document will automatically download to the default download location