```
FRS - HRS

File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help

   W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
   501   Fixed Assets Menu                            FFX Version 3.00


   Screen: █__    Asset: _____    Status: _


                        50M   Asset Maintenance Menu
                        51M   Asset Transaction Menu
                        54M   Building Menu
                        5DM   FX Data Collect Menu
                        5QM   FX Inquiry Menu
                        5TM   FX Table Maintenance Menu


                        FIN   Financial Systems Menu
```
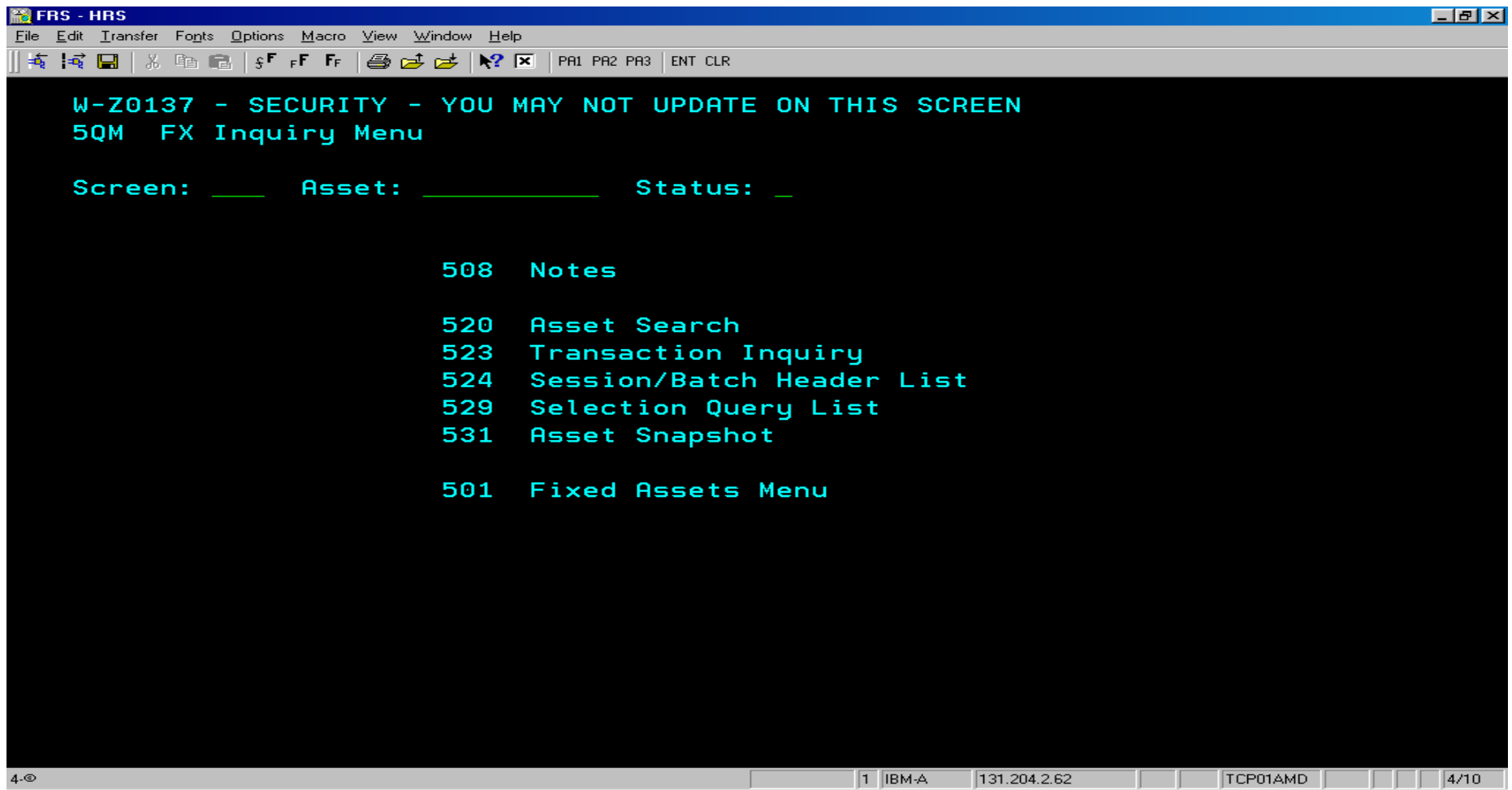
Screen 501

This screen shows the Fixed Assets Main Menu. You may access screens either from the menus or by directly typing the screen number you need into the "Screen: _____" prompt located in the upper left of the screen.

```
FRS - HRS                                                                _ 🗗 ✕
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
🖪 📇 🖫 | 🗶 🖺 🖺 | $F FF FF | 🖨 🖻 🖻 | ▶? ✕ | PA1 PA2 PA3 | ENT CLR

    W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
    5QM   FX Inquiry Menu


    Screen: ____    Asset: _____    Status: _


                        508   Notes

                        520   Asset Search
                        523   Transaction Inquiry
                        524   Session/Batch Header List
                        529   Selection Query List
                        531   Asset Snapshot

                        501   Fixed Assets Menu




4-◎                                        1  IBM-A    131.204.2.62      TCP01AMD        4/10
```

Screen 5QM

This screen shows the Fixed Assets Inquiry Menu. This screen is a nice reminder of the different screens available for Inquiry. You may access screens either from the menus or by directly typing the screen number you need into the "Screen: _____" prompt located in the upper left of the screen.

```
    529 Selection Query List (Part 1)


    Screen: ____    Asset: _____    Status: _


                From              To
    Asset Number: _____      _____    Status:            _
    PO Number:      _____        _____        Disposed:          _
    Acq. Date:      _____    _____    Bldg Component: _
    Total Cost:     _____ _____
    Description:    _____


    Property Control          Location              Other
      Class:        _____    Campus:     __        Commodity:  _____
      Condition:      __        Building:   _____     Vendor:     _____
      Availability:   __        Room/Floor: _____     Invoice:    _____
      Inventory Type: __        Exec Level: __         Insured By: _____
      Owner/Title:    _         Division:   __         Source:     ___
      How Tagged:     __        School:     __         Sponsor:    _____
      Tag Number:   _____ Department: 01239     Purpose:       _
      Custodian No:   _____                         Exposure Code: __
      Custodian Name: _____                Spec. License: __
      Model Number:   _____                Capitalized: _
      Serial Number:  _____                Acct Campus: __
```

Screen 529

This screen allows you to query for assets based on many different selection criteria. A search by Department is given in the example. The asset file is searched 10,000 records at a time for a match. Up to 7 records will be displayed on a screen.

Your search can be done by any of the criteria shown on the screen above.

```
FRS - HRS                                                                    _ 8 X
File  Edit  Transfer  Fonts  Options  Macro  View  Window  Help
```

```
I-TZ149  PRESS ENTER TO CONTINUE SEARCH
529 Selection Query List (Part 2)

Screen: █__     Asset: _____     Status: _

Line Asset/Status      Description        Custodian        Cond   Avail    Dept

  1     168909      A   DETACHER,  MOORE    ISS              EX             01239
                        FORMS               001239000
  2     174015      D   DESK, SECRETARIAL   ISS              EX             01239
                                            001239000
  3     174016      D   DESK, SECRETARIAL   ISS              EX             01239
                                            001239000
  4     174017      A   DESK, EXECUTIVE     ISS              EX             01239
                                            001239000
  5     174018      A   DESK, EXECUTIVE     ISS              EX             01239
                                            001239000
  6     174019      D   DESK, SECRETARIAL   ISS              EX             01239
                                            001239000
  7     174020      D   DESK, SECRETARIAL   ISS              EX             01239
                                            001239000


 Found   007   Searched   06615              Line Number: __    Next Screen: ___
```

This is the first screen of 7 assets found for Department 01239. You would press the "Enter" key to search for the next 7 records.

Fixed Assets Notes

Asset records are placed in the Fixed Assets systems when the vendor is paid. The item is transferred and then Property Services will approve the asset and tag it.

Auburn's capitalization amount is $2,500.

Auburn University is a federally and state funded institution. Due to this, each department has a responsibility to make sure that they do not spend duplicate funds for equipment that is already located on our campus that could be borrowed or used at a cost. For example, if a department needed to conduct experiments in a wind tunnel for research on a contract/grant, they would need to use the wind tunnel that is located in Aerospace Engineering instead of requesting funds to purchase a new wind tunnel. The Office of Sponsored Programs reviews all requisitions for purchases made on a contract/grant prior to the items being purchased. Generally, small dollar equipment does not fall in this requirement and approval for the purchase will be granted.