

# Online Property Inventory Reports

**Note:** Only employees with access to UCF Financials will be able to run and download these reports. Reports can be printed online or downloaded to Excel.

<b>Navigation:</b>  Reporting Tools / Query / Query Viewer	<b>Instruction:</b>  Under "Search By", select the drop down "Query Name." Input the query name from below in the box to the right of "begins with."
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Query Name	Report Description
FXAM_NOT_SCANNED_DEPTPROJ_DAL	List of assets by department/project that includes DAL information
FXAM_PCT_MYASSETS	List of assets by PCT
FXAM_ASSETBYLOCATION	List of assets by location
FXAM_SCANNED_ASSETS_DEPT_PROJ	List of scanned assets by department/project
FXAM_SCANNED_BY_LOCATION	List of scanned assets by location
FXAM_NOT_SCANNED_BY_DEPT_PROJ	List of assets not scanned by department/project
FXAM_NOT_SCANNED_BY_LOCATION	List of assets not scanned by location
FXAM_OFFCAMPUS_BY_DEPT_PROJ	List of off-campus assets by department/project
FXAM_NOT_AUTHORIZED_OFFCAMPUS	List of pending off-campus assets
FXAM_LOST_MISSING_BY_DEPT_PROJ	List of lost assets by department/project
FXAM_LOST_MISSING_BY_TAG	List of lost assets by tag number
FXAM_SURPLUS_BY_DEPT_PROJ	List of surplus assets by department/project
FXAM_TAGGABLE_ACCT_W_PROFILE	List of taggable accounts with proper profile ID
FXAM_SEARCH_ASSET_BY_PO	Search inventory information by purchase order
FXAM_SEARCH_ASSET_BY_VOUCHER	Search inventory information by voucher ID number
FXAM_SEARCH_BY_SERIALID	Search inventory information by serial ID number