

Capital Asset Inquiry

Under the Financials Menu, click on:



Fixed Assets

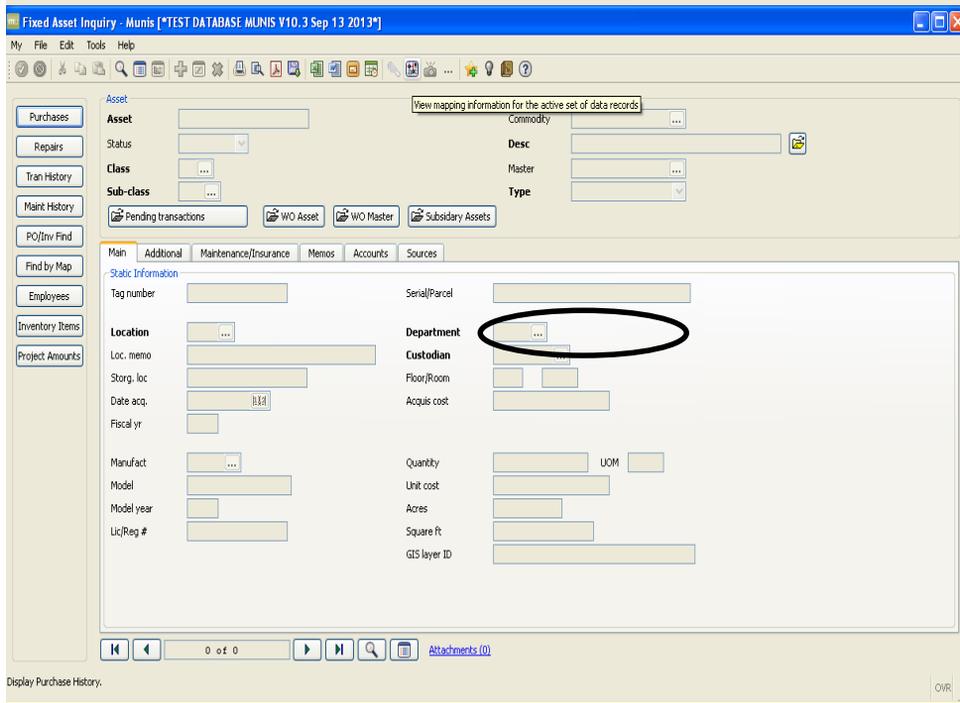
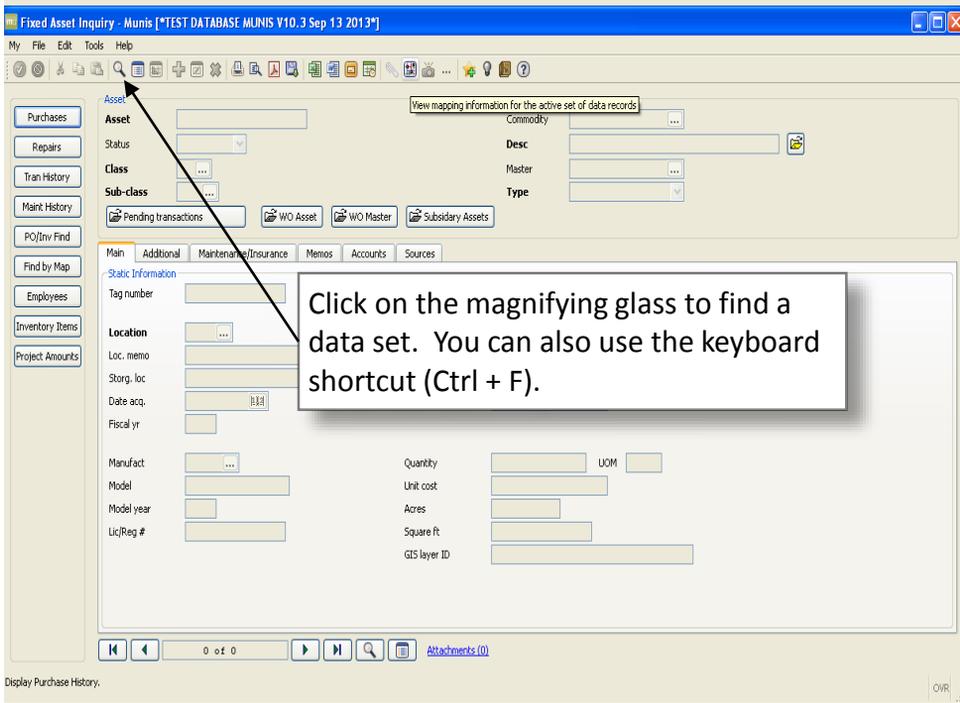


Inquiries and Reports



Asset Inquiry

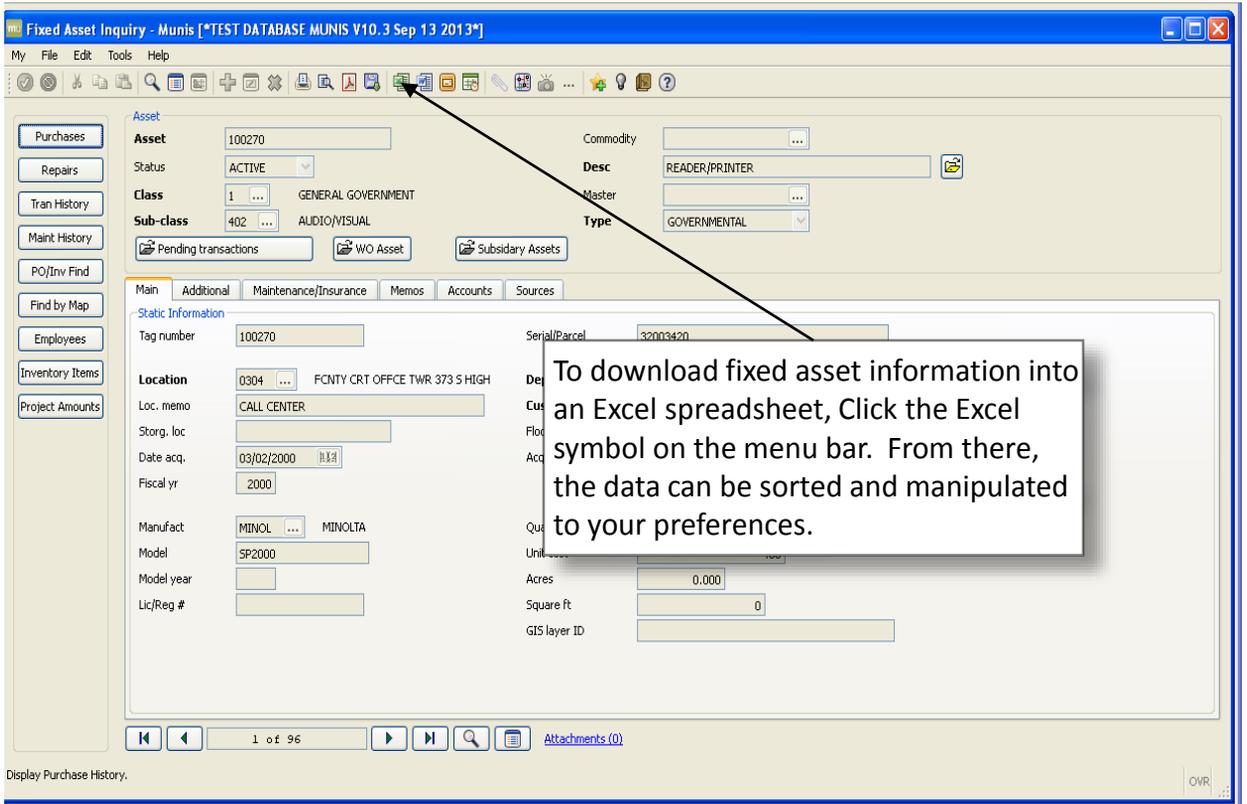
The screenshot displays the Munis App Center interface. The title bar reads "Munis App Center - *TEST DATABASE MUNIS V10.3 Sep 13 2013* - krchesse - 09/27/2013". The main menu includes "System", "Favorites", "Financials", "Human Resources/Payroll", "General Revenues", "Property Revenues", and "Departmental Functions". The "Financials" menu is expanded, showing options: "A. General Ledger Menu", "B. Budget Processing", "C. Purchasing", "D. Accounts Payable", "G. Fixed Assets", "K. Employee Expense", "L. Account Inquiry", and "M. Accounts Overview". The "G. Fixed Assets" menu is further expanded to show: "A. Set Up", "B. Fixed Asset Processing", "C. Inquiries and Reports", and "D. Fixed Asset Workflow Administration". The "C. Inquiries and Reports" menu is expanded to show a list of options: "A. Asset Inquiry", "B. Asset List by Location/Class", "C. Asset List by GL Account", "D. Asset Insured Value List", "E. Missing/Not in Use List", "F. Activity(History) List", "G. Asset Depreciation List", "H. Due for Replacement List", "I. Asset Worksheet", "J. Asset History by GL Account", "K. Capital Asset Disclosure", "L. GASB34 Report Writer Interface", "M. Asset Depreciation Schedule", "N. Asset Disclosure Report from GL", "O. Fixed Assets Activity Report", "P. Fixed Assets Discrepancy Report", "Q. Fixed Asset Depreciation Tracking Report", "R. Fixed Asset Gain/Loss Report", and "S. Fixed Asset Transfer History Report". The background features a graphic with the text "Citizen Services Capital Management" and the "tyler technologies" logo.



Type in the agency number in the Department field (i.e. Auditor = 21) or use the browse button for the field to select an agency.

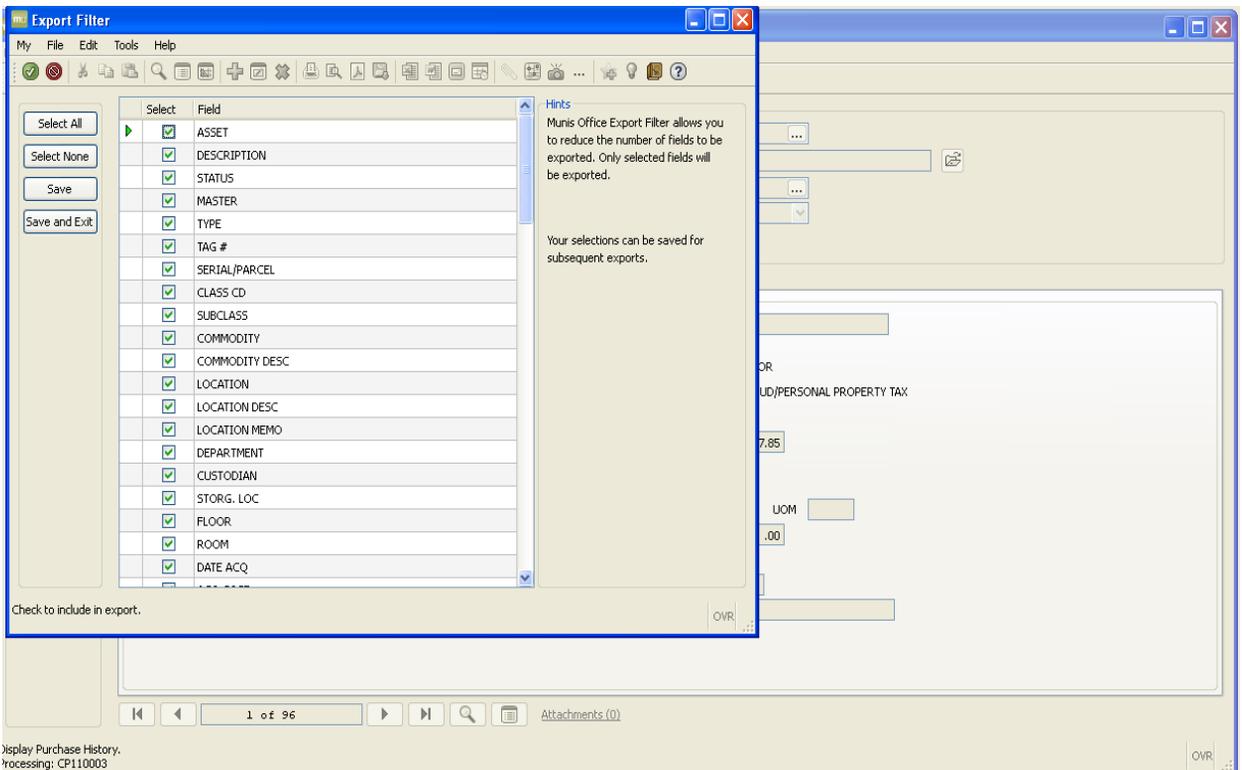
Enter

Hit "Enter"



To download fixed asset information into an Excel spreadsheet, Click the Excel symbol on the menu bar. From there, the data can be sorted and manipulated to your preferences.

The program offers an export filter which allows you to select which fields you would like to have exported to Excel.





You can also click on the browse icon to see a listing of assets for the selected agency

The screenshot shows the 'Fixed Asset Inquiry' window with a menu bar (File, Edit, Tools, Help) and a toolbar. The main area contains a table with 18 rows of asset data. Below the table is a search/filter section with a magnifying glass icon, a filter icon, and a 'Go' button. To the right of the search section, it says 'Record 1 of 96'. In the bottom right corner, there is an 'OVR' button.

Record Number	Asset	Description	Status	Class	Serial/Parcel	Loc. Descr	Fiscal
1	100270	READER/PRINTER	ACTIVE -	1	32003420	FCNTY CRT	
2	100271	TRUCK, 00', #137	ACTIVE -	1	1FTNX20LSYED94200	PRK LT/ALL	
3	101063	TAPE DRIVE	RETIRED	1	4A94CHT177XW	FCNTY CRT	
4	101064	SERVER	RETIRED	1	D029CL61K019	FCNTY CRT	
5	101937	OCTANE ANALYZER	ACTIVE -	1	14185	FCNTY CRT	
6	102004	MICROFILM READER/PRINTER	ACTIVE -	1	32005156	FCNTY CRT	
7	102045	COPIER	RETIRED	1	26PEO8282	FCNTY CRT	
8	103119	7 BAY CABINET	ACTIVE -	1	4121DP4Z1000	FCNTY CRT	
9	104053	DYE PLOTTER	ACTIVE -	1	5G2BM1401R	FCNTY CRT	
10	104060	GIS PROG	RETIRED	1	ECHK3250017	FCNTY CRT	
11	104085	AUTOMATIC FEED MAILER	RETIRED	1	03CV-5816	FCNTY CRT	
12	104086	DUPLICATOR/REFORMATOR	ACTIVE -	1	0036019	FCNTY CRT	
13	104087	DYE PLOTTER	ACTIVE -	1	5G2CG1400N	FCNTY CRT	
14	104088	DYE PLOTTER	ACTIVE -	1	5G2CQ14020	FCNTY CRT	
15	104128	CAT 6000	RETIRED	1	CAT0804YOLK	FCNTY CRT	
16	104129	INSIDE 563	RETIRED	1		FCNTY CRT	
17	104137	SERVER	RETIRED	1	HG1WQ41	FCNTY CRT	
18	104149	COPIER	RETIRED	1	J5937203444	FCNTY CRT	

Use your arrow keys to move up and down the listing. You can access an assets individual record from this screen by double-clicking on the row containing the asset record you wish to view.

You can also download this information, as is, into an Excel spreadsheet.