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# FIXED ASSET MANUAL

## SEARCH FOR ASSETS USING ONLINE INQUIRY SCREENS

### INTRODUCTION

FAS online inquiries allow you to view posted FAS records and make some changes to them. FAS assets can also be found in IBIS. [Click here for more information about IBIS.](#)

### OPEN THE FAS ONLINE INQUIRY SCREENS

To make FAS inquiries, you must have proper security access. If you need access to the FAS Online Inquiry, contact your agency's STARS system administrator.

The FAS Main Menu example below illustrates the various Inquiry screens available under the **INQUIRY** section. Some are also available under the **MAINTENANCE/INQUIRY** section.

To open an inquiry screen, enter the two-character screen number in the **FUNCTION** field and press ENTER. For example, type **40** in the **FUNCTION** field and press ENTER to open the **PROPERTY MAINT/INQUIRY** screen.

**Figure 1: FAS Main Menu inquiry screen locations**

VERSION 3.1	FAS--MAIN MENU	S015
FUNCTION:		
DATA ENTRY	INQUIRY	
32 HOLD FILE	39 NON FINANCIAL HISTORY	
33 STARS TO FAS DATA ENTRY	43 FAS FINANCIAL HISTORY	
35 FAS DIRECT DATA ENTRY	4C PROP BY CLASS CODE	
	4L PROP BY LOCATION1	
	4P PROP BY PROPERTY NUMBER	
	4S PROP BY AGY SFX AND PROP NUM	
	4T PROP BY LICENSE NUMBER	
	4U PROP BY SERIAL NUMBER	
MAINTENANCE/INQUIRY	TABLE MAINTENANCE	
40 PROPERTY MAINT/INQUIRY		
41 MASS CHANGE		
37 REPLACEMENT VALUE ADJUSTMENTS	30 FAS DESCRIPTOR TABLE	
44 CHANGE FUNDING SOURCE	31 FAS TRANSACTION CODE DECISION TABLE	
45 INQUIRE ON FUNDING CHANGES	38 FAS LOCATION1 TABLE	

## SELECT AN ASSET FROM AN INQUIRY SCREEN

The FAS inquiry screens that allow you to select a specific asset include the following:

- [S04C](#) - Property by Class Code Inquiry
  - [S04L](#) - Property by Location 1 Inquiry
  - [S04P](#) - Property Number Inquiry (From the S040 screen you can press F3 to go to the Property Number Inquiry screen.)
  - [S04S](#) - Property by Agency Suffix Inquiry
  - [S04T](#) - Property by License Number Inquiry
  - [S04U](#) - Property by Serial Number Inquiry
1. Type the screen number in the **FUNCTION** field at the FAS Main Menu and press **ENTER**.
  2. Type **R** in the **FUNCTION** field and any other information unique to the particular inquiry screen (for example, the Class Code), and press **ENTER**. A list of asset records will be displayed. **NOTE:** The information unique for the particular screen, e.g., a license number, is optional. If left blank, the inquiry will display results in alphanumeric order. To page through the records, type **N** (Next) or **P** (Previous) in the **FUNCTION** field and press **ENTER**.
  3. Type an **S** in the **FUNCTION** field, and then press **TAB** until you reach the blank space next to the desired record.
  4. Type either an **S** or **X** next to the record you want to select, and press **ENTER**.

**Figure 2: FAS Property by Class Code Inquiry**

VERSION 3.1		FAS PROPERTY BY CLASS CODE INQUIRY				S04C	
<b>FUNCTION:</b> S (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)							
AGENCY: 999 CLASS CODE: 1510 CLASS CD SFX:							
<b>STATUS:</b> A (A=ACTIVE, D=DISPOSED)							
	PROP NO/COMP	DESCRIPTION	STAT	CAP IND	AGY SFX	LOCAT1	
	_ 0000019742 00	HAND CART	U	I	04	01338	
	<b>x</b> 0000019826 00	HAND CART	U	I	04	01338	
	_ 0000020124 00	GENERAL HAND CART	U	I	04	01338	
	_ 0000020308 00	4 WHEEL FLATBED WAREHOUSE CAR	U	I	04	01338	
	_ 0000229041 00	HAND CART	U	I	04	01338	
INTERRUPT:							
Z07 NEXT RECORD SUCCESSFULLY READ							
END OF CLASS CODE							

By default, each of the inquiry screens will list only active assets. To display disposed assets, enter **D** in the **STATUS** field.

- After pressing ENTER, the Property Maintenance/Inquiry screen S040 will open for the selected asset. Press F3 to return to the inquiry screen.

## S040 - PROPERTY MAINTENANCE / INQUIRY SCREEN

Screen SO40 Property Maintenance/Inquiry screen will show a particular asset, Property, and Component number combination. You can also make changes to the property record from this screen, if your security level allows.

- Type **40** in the **FUNCTION** field and press ENTER.
- Type **R** in the **FUNCTION** field and press ENTER. This will recall a list of records, in order by the Property Number. NOTE: If you enter a specific Property and Component number, that record will be displayed at the top of the list of records.
  - If the record for the Property and/or Component numbers you entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an "END OF FILE" message will display.
- Once results have been returned, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER. NOTE: Press F3 to return to the Inquiry screen to select another record.
- Type an **S** in the **FUNCTION** field, and then press TAB until you reach the blank space next to the desired record.
- Type either an **S** or **X** next to the record you want to view, and then press ENTER.

**Figure 4: FAS Property Record Maintenance/Inquiry Screen**

VERSION 3.1	FAS PROPERTY RECORD MAINTENANCE/INQUIRY	S040
FUNCTION:	(N=NEXT, P=PREVIOUS, R=RECALL, C=CHANGE)	
AGENCY:	PROPERTY NUMBER:	COMPONENT NUMBER:
CM: PM: CP: PP: PY: CUM: ACTV:		
AGY SFX:	STATUS:	OWNRSH: CAP IND: ACQ DT:
INSTRV DT:	RSK MG:	DSP MTH: ACQ MTH: DISP DT:
CLASS CD:	CL SFX:	AGY MTH: ST MTH: DEPR DT:
INVNT DT:	U LIFE:	COND CD: QTY: QTY UNT:
LOCAT 1:	DISP %:	DESC:
INS IND:	CURR DOC:	PO NO : MODEL YR: FR:
LAST NM:		FIRST : MID INIT:
SERIAL :		LICENSE: ODOMETER:
LOCAT 2:		COMMENT:
ORIGINAL AMOUNT:		POSITIVE ADJ :
STWD ACCUM DEPR:		NEGATIVE ADJ :
DISPOSITIONS :		SALVAGE VALUE :
GAIN AMOUNT :		REPLCMNT VALUE :
LOSS AMOUNT :		AGY DISP ADJ :
STWD LQDTD DEPR:		AGY ACCUM DEPR :
STWD BOOK VALUE:		AGY BOOK VALUE :
	LAST-PROC-DATE :	INTERRUPT:
PLEASE ENTER FUNCTION		
PF3 = RETURN TO INQUIRY PF7 = GO TO FUNDING SOURCE PF8 = OPTIONAL FUNDING		

## UPDATE THE PROPERTY FILE

If you have the security level to change information on the Property record, type **C** in the **FUNCTION** field, enter the information you want to change, and then press F3 or ENTER.

[Click here for more information about updating a single record in the Property File.](#)

[Click here for information about doing a "mass change" to multiple property records.](#)

## ENTER PERIOD OF TIME INDICATORS

Screen S040 Property Maintenance/Inquiry Screen can inquire on cumulative financial amounts, or inquire by a specific period of time. The period of time indicators are:

- **CM** - Current Month (amounts presented are through the current date)
- **PM** - Prior Month (amounts presented are through the end of the previous month)
- **CP** - Current Period (amounts presented are through the current date for the current fiscal quarter)
- **PP** - Prior Period (amounts presented are through the end of the previous fiscal quarter)
- **PY** - Prior Year (amounts presented are through the end of the prior fiscal year)

## ENTER CUMULATIVE OR ACTIVITY INDICATORS

In addition to identifying the period of time, you can view financial amounts on an activity basis or on a cumulative basis. The indicators are:

- **CUM** - Cumulative (amounts are inception-to-date, since the property was established in FAS)
- **ACTV** - Activity (amounts presented are activity for the requested period of time only)

The following examples illustrate how the selection of a period of time and the selection of cumulative or activity affect the presentation of the amount:

- **CM & CUM** - The amounts presented are the inception-to-date amounts through the current month.
- **CM & ACTV** - The only amounts presented are for the activity for the current month. If no activity has occurred during the current month, zero values are shown.
- **PM & CUM** - The amounts are the inception-to-date amounts through the end of the prior month.
- **PM & ACTV** - The amounts presented are only for the activity for the prior month. If no activity occurred during the prior month, zero values are displayed.

NOTE: When you first access any inquiry screen, the default period of time is **CM** (the current month) and **CUM** (cumulative), reflecting cumulative amounts through the current date.

**Figure 5: Period of time indicators and cumulative and activity fields**

VERSION 3.1 FAS PROPERTY MAINTENANCE/INQUIRY SCREEN S040

FUNCTION: (N=NEXT, P=PREVIOUS, R=RECALL, C=CHANGE)  
AGENCY: PROPERTY NUMBER: COMPONENT NUMBER:

**CM: PM: CP: PP: BY: CUM: ACTV:**

AGY SFX: STATUS: OWNRSHP: CAP IND: ACQ DT:  
INSRV DT: RSK MG: DSP MTH: ACQ MTH: DISP DT:  
CLASS CD: CL SFX: AGY MTH: ST MTH: DEPR DT:  
INVNT DT: U LIFE: COND CD: QTY: QTY UNT:  
LOCAT 1: DISP %: DESC:  
INS IND: CURR DOC: PO NO : MODEL YR: MFR:  
LAST FIR ID INIT:  
SERIAL LIC METER:  
LOCAT COM :  
ORIG PRG :  
COSTY IDJ :

**Period of time indicators** (Callout pointing to CM, PM, CP, PP)

**Cumulative and activity fields** (Callout pointing to CUM, ACTV)

## S045 - FUNDING SOURCE HISTORY INQUIRY

Screen S045 shows the record of the funding source history of a specific asset.

1. Type **45** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter the desired Property and Component number, and press ENTER.
  - If the record for the Property and/or Component numbers you entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once results have been returned, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 6: FAS Funding Source History Inquiry**

```

VERSION 3.1                FAS - FUNDING SOURCE HISTORY INQUIRY                S045

FUNCTION: R      (R=RECALL, N=NEXT, P=PREVIOUS)
AGENCY: 999 PROPERTY NO: 0000247999   COMP NO: 00   DATE: 08232001
AGY SFX:          CLASS CODE/SFX: 3432   STWD BOOK VALUE:      1,640.00
RESP NAME:                               LOCAT1: 00099 SEQ NO: 01
DESCRIPTION: CPU,MILLINEA MAX PENT III/1.4G
***** CHANGED TO ***** CHANGED FROM *****
  BUDG UNIT FUND/DTL      AMOUNT      BUDG UNIT FUND/DTL      AMOUNT
01:  GVLA      0001          1,640.00  GVLA      0348/95          1,640.00
02:                               .00                               95              .00
03:                               .00                               95              .00
04:                               .00                               95              .00
05:                               .00                               95              .00
06:                               .00                               95              .00
07:                               .00                               95              .00
08:                               .00                               95              .00
09:                               .00                               95              .00
10:                               .00                               95              .00
-----
                                1,640.00                                1,640.00
                                INTERRUPT:

Z07 NEXT RECORD SUCCESSFULLY READ
PLEASE ENTER FUNCTION
  
```

## S039 - NON FINANCIAL HISTORY INQUIRY

Screen S039 (Non Financial History Inquiry) shows all the non-financial changes posted to an asset. The S039 screen displays the date any changes were made, the field(s) affected, and what information was on the record prior to the last change.

1. Type **39** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter the desired Property and Component number, and press ENTER.
  - If the record for the Property and/or Component numbers you entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once results have been returned, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 8: FAS Non Financial History File Inquiry**

```

VERSION 3.1                FAS - NON FINANCIAL HISTORY INQUIRY                S039

FUNCTION: N (R=RECALL, N=NEXT, P=PREVIOUS)
AGENCY: 999  PROPERTY NO: 0000993117  COMP NO: 00
AGY SFX: 01  CLASS CODE/SFX: 4412      STWD BOOK VALUE: 175.00
RESP NAME:                                LOCAT1: 01338
DESCRIPTION: DESK

DATE          ELEMENT NAME          CHANGED FROM
1999 06 29   LOCAT2                5301
1999 06 11   LOCAT1                5301
1999 06 11   LOCAT2
1998 06 09   LOCAT1                5305
1996 09 04   LOCAT1                5101

                                INTERRUPT:

```

## S043 - FINANCIAL HISTORY INQUIRY

Screen S043 shows the record of the financial history of a particular asset.

1. Type **43** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter the desired Property number, and press ENTER.
  - If the record for the Property number you entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once results have been returned, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 7: FAS Financial History Inquiry**

```

VERSION 3.1                FAS - FINANCIAL HISTORY INQUIRY                S043

FUNCTION: N (N=NEXT, P=PREVIOUS, R=RECALL)
AGCY: 999  PROPERTY NO: 00COM09999

COMP  PROC DATE  TC  ID      ACQ AMOUNT      TRANS AMOUNT      DISP AMOUNT
00    05/20/1998  AR2 BOB      70,760.00      70,760.00         .00
03    05/22/2000  AP4 MDA      43,667.00      43,667.00         .00

                                INTERRUPT:

```

## S04C - PROPERTY BY CLASS CODE INQUIRY

Screen S04C (Property by Class Code Inquiry) shows Property and Component numbers related to a specific Class Code and Class Code Suffix. (To view *disposed* assets, type **D** in the **STATUS** field.)

1. Type **4C** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter a specific class code (optional), and press ENTER.
  - If the record for the class code and class code suffix you entered does not exist, FAS displays the record, in order of next class code and class code suffix, in the FAS Property File.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once results have been returned, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 9: FAS Property by Class Code Inquiry**

VERSION 3.1		FAS PROPERTY BY CLASS CODE INQUIRY				S04C	
FUNCTION: R (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)							
AGENCY: 999 CLASS CODE: 1510 CLASS CD SFX:							
STATUS: A (A=ACTIVE, D=DISPOSED)							
PROP NO/COMP	DESCRIPTION	STAT	CAP IND	AGY SFX	LOCAT1		
_ 0000019742 00	HAND CART	U	I	04	01338		
_ 0000019826 00	HAND CART	U	I	04	01338		
_ 0000020124 00	GENERAL HAND CART	U	I	04	01338		
_ 0000020308 00	4 WHEEL FLATBED WAREHOUSE CAR	U	I	04	01338		
_ 0000229041 00	HAND CART	U	I	04	01338		

## S04L - PROPERTY BY LOCATION 1 INQUIRY

Screen S04L (Property by Location 1 Inquiry) shows Property and Component numbers related to a specific Location 1 code. (To display *disposed* assets, type **D** in the **STATUS** field.)

1. Type **4L** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter a Location 1 code (optional), and press ENTER.  
NOTE: Enter a Property and a Component number to display that specific asset first in the list of records.
  - If the record for the Location 1 code entered does not exist, FAS displays the next available Location in the FAS Property File.
  - If the record does not exist and no additional records exist, an “END OF FILE” message will be displayed.
3. Once a list of assets is displayed, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 10: FAS Property by Location 1 Inquiry**

VERSION 3.1		FAS PROPERTY BY LOCATION1 INQUIRY					S04L	
FUNCTION: R (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)								
AGENCY: 999 LOCATION1: 01338								
STATUS: A (A=ACTIVE, D=DISPOSED)								
PROP NO/COMP	DESCRIPTION	STAT	PROP TYPE	CAP IND	AGY SFX	LOCAT1		
_ 0000004205 00	CABINET FILE 4 DWR LEGAL	S	P	I	01	01338		
_ 0000004589 00	GENERAL HAND CART	U	P	I	04	01338		
_ 0000004604 00	SHELVING STORAGE METAL	U	P	I	02	01338		
_ 0000005220 00	CABINET FILE 4 DWR LEGAL	U	P	I	03	01338		
_ 0000005224 00	EXECUTIVE SWIVEL CHAIR	U	P	I	04	01338		
_ 0000011375 00	LADDER	U	P	I	04	01338		
_ 0000013387 00	CHAIR WOOD	U	P	I	02	01338		
_ 0000013829 00	CABINET FILE 5 DWR LEGAL	U	P	I	04	01338		
_ 0000014677 00	FILING CABINET 2 DR LATERAL	U	P	I	02	01338		
INTERRUPT :								

## S04P - PROPERTY NUMBER INQUIRY

Screen S04P (Property Number Inquiry) shows Property and Component numbers in numerical order of the Property number. The **STATUS** field automatically lists active assets. (If you want to see disposed assets, type **D** in the **STATUS** field.)

1. Type **4P** in the **FUNCTION** field and press ENTER.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter the desired Property and Component numbers, and press ENTER.
  - If the record for the Property and/or Component numbers entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once a list of assets is displayed, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 11: FAS Property Number Inquiry**

VERSION 3.1		FAS PROPERTY NUMBER INQUIRY				S04P	
<b>FUNCTION:</b> R (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)							
AGENCY: 999							
STATUS: A (A=ACTIVE, D=DISPOSED)							
PROP NO/COMP	DESCRIPTION	STAT	TYPE	IND	SFX	LOCAT1	
_ 0000011375 00	LADDER	U	P	I	04	01338	
_ 0000013387 00	CHAIR WOOD	U	P	I	02	01338	
_ 0000013829 00	CABINET FILE 5 DWR LEGAL	U	P	I	04	01338	
_ 0000013839 00	METAL SHELVING	U	P	I	04	01338	
_ 0000013897 00	EXECUTIVE WOOD DESK	U	P	I	04	01338	
_ 0000014677 00	FILING CABINET 2 DR LATERAL	U	P	I	02	01338	
_ 0000015473 00	EXECUTIVE SWIVEL CHAIR	U	P	I	03	01338	
_ 0000015625 00	EXECUTIVE STEEL DESK	U	P	I	03	01338	
_ 0000015626 00	JR EXECUTIVE SWIVEL CHAIR	U	P	I	04	01338	
_ 0000015638 00	EXECUTIVE STEEL DESK	U	P	I	04	01338	
_ 0000015640 00	FILING CABINET 4 DWR STEELCA	U	P	I	01	01338	
_ 0000015652 00	METAL SHELF 3 X 3	U	P	I	04	01338	
_ 0000015653 00	FILE LATERAL 5DWR LEGAL	U	P	I	03	01338	
INTERRUPT :							

## S04S - PROPERTY BY AGENCY SUFFIX INQUIRY

Screen S04S (FAS Property by Agy Sfx and Prop Num Inquiry) shows Property and Component numbers related to an Agency Suffix. (To view disposed assets, type **D** in the **STATUS** field.)

1. Type **4S** in the **FUNCTION** field.
2. Type **R** in the **FUNCTION** field, enter the agency number, enter a specific agency suffix (optional), and press ENTER.
  - If the record for the Agency and Agency Suffix entered does not exist, FAS displays the next available record.
  - If the record does not exist and no additional records exist, then an "END OF FILE" message will display
3. Once a list of assets is displayed, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 12: FAS Property by Agency Suffix Inquiry**

VERSION 3.1		FAS PROPERTY BY AGENCY SUFFIX INQUIRY				S04S	
FUNCTION: N (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)							
AGENCY: 999 AGENCY SFX: 01							
STATUS: A (A=ACTIVE, D=DISPOSED)							
PROP NO/COMP	DESCRIPTION	STAT	PROP TYPE	CAP IND	LOCAT1		
_ 0000019454 00	IDAHO STATE FLAG; PENNANTS	U	P	I	01338		
_ 0000019455 00	UNITED STATES FLAG; PENNANTS	U	P	I	01338		
_ 0000019461 00	WESTINGHOUSE PEDESTAL FLOOR FA	U	P	I	01338		
_ 0000019492 00	EXECUTIVE STEEL DESK	U	P	I	01338		
_ 0000019549 00	WOOD CABINETS	U	P	I	01338		
_ 0000019554 00	TYPING TABLE	U	P	I	01338		
_ 0000019555 00	WOOD WORK TABLE	L	P	I	01338		
_ 0000019721 00	EXECUTIVE DESK WOOD 3 X 6FT	U	P	I	01338		
_ 0000019740 00	TABLE 3 X 3FT	U	P	I	01338		
_ 0000019833 00	CABINET FILE 2 DWR	L	P	I	01338		
_ 0000019869 00	FOLDING TABLE	U	P	I	01338		
INTERRUPT:							

## S04T - PROPERTY BY LICENSE NUMBER INQUIRY

Screen S04T (FAS Property by License Number Inquiry) shows Property and Component numbers related to license numbers. (To see disposed assets, type **D** in the **STATUS** field.)

1. Type **4T** in the **FUNCTION** field.
2. Type **R** in the **FUNCTION** field, enter the agency number, enter a specific license number (optional), and press ENTER.
  - If the record for the License Number entered does not exist, FAS displays searches for the next available License Number in the FAS Property File and displays the record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once a list of assets is displayed, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 13: FAS Property by License Number Inquiry**

VERSION 3.1	FAS PROPERTY BY LICENSE NUMBER INQUIRY	S04T			
FUNCTION: N (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)					
AGENCY: 999					
STATUS: A (A=ACTIVE, D=DISPOSED)		AGY			
LICENSE	PROP NO/COMP	DESCRIPTION	STAT	SFX	LOCAT1
— 10KRUN	LAND 40	CLASS 4 SGL SPLIT INTO LAND/BL	I		00106
— 2MG3195	00COM25250 00	REPEATER TOWER	U	80	00101
— 465POV66	ACQUIS21 21	ADDITION TO BUILDING 21			00106
— 53PUT559	ACQUIS19 19	ADD TO BUILDING 42			00106

## S04U - PROPERTY BY SERIAL NUMBER INQUIRY

The purpose of screen S04U (FAS Property by Serial Number Inquiry) is to present Property and Component numbers for a specific serial number. (To view *disposed* assets, type **D** in the **STATUS** field.)

1. Type **4U** in the **FUNCTION** field.
2. Type **R** in the **FUNCTION** field, enter the agency number (if necessary), enter a specific serial number (optional), and then press ENTER.
  - If the record for the Serial Number entered does not exist, FAS searches for the next available Serial Number in the FAS Property File and displays the record.
  - If the record does not exist and no additional records exist, then an “END OF FILE” message will display.
3. Once a list of assets is displayed, you may page through the list of records by typing **N** (Next) or **P** (Previous) in the **FUNCTION** field and pressing ENTER.

**Figure 14: FAS Property by Serial Number Inquiry**

VERSION 3.1	FAS PROPERTY BY SERIAL NUMBER INQUIRY	S04U
FUNCTION: N (R=RECALL, N=NEXT, P=PREVIOUS, S=SELECT)		
AGENCY: 999		
STATUS: A (A=ACTIVE, D=DISPOSED)		
AGY		
SERIAL NUMBER	PROP NO/COMP DESCRIPTION	STAT SFX LOC1
_ A3LCST768	0000214479 00 DELL MONITOR	U 03 01338
_ A5214	0000200519 00 IBM 33903 DASD A38	U 04 01338
_ A55GYP2251	0000244905 00 PHONE - CELLULAR	U 01 01338