Use the following navigation to search for an asset.

1. The purpose of the Search for an Asset page is to be able to search based on different criteria than allowed from the Basic Asset component. The Search for an Asset page allows flexibility to search by fields such as category, location or asset status as well as to search by chartfields or other fields that may be used by SPPS.

2. From the Main Menu page, select Finance Navigation > Asset Management > Search for an Asset

3. The Business Unit field defaults to 62500.

4. Enter additional search criteria to help locate the asset or assets you desire to search. If you are looking for a category such as Buildings use the Category field. If you are looking for a particular location (physical location of assets) then use the Location field. If you are looking for all assets charged to a project code then you will use the Chartfield Search Criteria hyperlink.

5. The Additional Search Criteria hyperlink displays the following page where you can use any of these fields to narrow down your search.
6. Click OK to return to the main search page when you complete entering any information on the Additional Search Criteria page.

7. The Chartfield Search Criteria hyperlink displays the following page and allows you to specify specific chartfield(s) to narrow your search results.

8. Click OK to return to the main search page when you complete entering any information on the Chartfield Search Criteria page.

9. You can also use the Acquisition Details section of the page to narrow down the search by PO/AP/PC related information.

10. Check the appropriate boxes in the Retrieve section of the page as to the data you want to see once you get your search results.

11. Below is an example of a completed page where we are looking for assets that are Capital Equipment for one location.
12. Once you have input all the appropriate search criteria, click **Search**.

13. The search results will display at the bottom of the page.

14. Select the asset or assets that you desire to see more detail on. Either use the tabs available in the **Search Results** box or use the **Drill-Down To** options area to go to more details.

15. From the **Drill-Down TO** options you have the following list of choices.

16. After selecting the **Drill-Down To** option you desire, and selecting the Asset(s) you want to view more details on, click **GO**.
17. In our example, after selecting the asset and the **Drill-Down To** option of Asset Cost History, and clicking **GO**, the system displays the **Asset Cost** history page for the selected asset by opening a new window.

18. Depending on which **Drill-Down To** option selected, you will be taken to different pages.

19. Once you have reviewed, close the additional window that was opened, and you will be back to the search page.

20. You can continue selecting different options for the assets already retrieved in the **Search Results**.

21. Or you can click the **Clear** button and start a new Search.