













# How to run a Fixed Assets Report(based on location):

1. Look for **FA: Fixed Assets Report by Location, Date or PO#\_Fund\_by\_Campus\_Report**.

Fixed Assets Reports	
	FA: Fixed Assets Deletion Report by Location
	FA: Fixed Assets Report by Location, Date or PO# (INVENTORY MI reports)
	FA: Fixed Assets Report by Location, Date or PO# with fqa with Excel option (up 05162008)
	FA: Fixed Assets Report by Location, Date or PO# with fqa with Excel option (up 05162008)_testing
	FA: Fixed Assets Report by Location, Date or PO# with fqa with Excel using InvoiceDt_Recon
	FA: Fixed Assets Report by Location, Date or PO#_FUND_by_Campus_Report
	GL: Available Balance by FQA and Location (WAREHOUSE BUDGET REPORT)
	GL: Expenditure Detail for Fixed Assets
	GL: Expenditure Summary for Fixed Assets Reconciliation
	FA: Fixed Assets Data Entry Report ALL Data no nulls 012022
	FA: Fixed Assets Data Entry Report Data with NULLS 012022
	PO: PO Encumbrance and Payment Report

2. Set **output to excel** to Y.
3. Enter your **location**.
4. Enter the Status. Use **AC** for active and **MI** for missing.
5. Click on **Submit**.

FA: Fixed Assets Report by Location, Date or PO#\_FUND\_by\_Campus\_Report

Selection Criteria | Location of the fixed assets ▾

Output to Excel (Y or N)?	<input type="text" value="Y"/>
Enter the Location:	<input type="text" value="915"/>
Enter the value for 'DEPT':	<input type="text" value="*"/>
Enter the PO Number:	<input type="text" value="*"/>
Enter the Status:	<input type="text" value="AC, MI"/>
Enter the value for 'FAID': Asset ID	<input type="text" value="*"/>

6. If the excel file doesn't automatically open, click on the paperclip in the corner to download the excel file.

BusinessPlus FA: Fixed Assets Report by Location, Date or PO#\_FUND\_by\_Campus\_

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BROWNSVILLE INDEPENDENT SCHOOL DISTRICT  
FIXED ASSETS INVENTORY

PAGE: 1

LOC Dept ROOM# TAG# ASSET ID STAT DESCRIPTION MANUFACTURER MODEL SERIAL# DATE P.O.# COST FUND

Exporting to Excel, please wait.

Export Complete - click on the yellow paper in the paperclip in the upper left side of the screen to view spreadsheet

7. Below is an example of the fixed assets report.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
LOC	Dept	ROOM#	TAG#	ASSET ID	STAT	DESCRIPTION	MANUFACTURER	MODEL	SERIAL#	DATE	P.O.#	PURCHASE AM	FUND							
3	915	915	0102	FA0019005	XX154769	AC	CPU	DELL	5050	7CGJHQ2	9/6/2016	P322303	849.00	199						
4	915	915	0102	FA0082948	XX247881	AC	LAPTOP	DELL	5510	FLK1N53	12/3/2020	P363716	1,283.00	277						
5	915	915	0102	FA0092674	XX261437	AC	LAPTOP	DELL	3410	HQNSP93	5/12/2021	P370813	880.00	199						
6	915	915	0102	FA0092675	XX261438	AC	LAPTOP	DELL	3410	1RN5P93	5/12/2021	P370813	880.00	199						
7	915	915	0102	FA0124298	XX302824	AC	CURVED MONITOR	DELL	C3422WE	84FR1P3	4/14/2023	P409414	660.00	199						
8	915	915	0103	FA0035350	XX182193	AC	CPU	DELL	7070	9H3SRZ2	10/18/2019	P343556	1,513.00	199						
9	915	915	0103	FA0082947	XX247880	AC	LAPTOP	DELL	5510	CML1N53	12/3/2020	P363716	1,283.00	277						
10	915	915	0107	FA0019003	XX154765	AC	CPU	DELL	5050	7CFMHQ2	9/6/2016	P322303	849.00	199						
11	915	915	0107	FA0092673	XX261436	AC	LAPTOP	DELL	3410	2RN5P93	5/12/2021	P370813	880.00	199						
12	915	915	0107	FA0104038	XX271862	AC	SCANNER	HP	3000	CN1APAB05X	2/9/2022	P390302	417.18	199						
13	915	915	0107	FA0124299	XX302825	AC	CURVED MONITOR	DELL	C3422WE	J3FR1P3	4/14/2023	P409414	660.00	199						
14	915	915	0114	FA0035349	XX182192	AC	CPU	DELL	7070	9H3SRZ2	10/18/2019	P343556	1,513.00	199						
15	915	915	0115	FA00373126	XX070976	AC	PRINTER	DATAMAX	DMMM4308	23566149	10/8/2012	P181033	1,245.00	199						
16	915	915	0115	FA00373072	XX108859	AC	IPAD	APPLE	A1566	SDMPNV2YG5VJ	2/3/2015	P237052	568.00	199						
17	915	915	0115	FA00407474	XX130880	AC	BMI SCANNER	UNITECH	PA692	5501551087	8/30/2016	P273999	2,095.00	199						
18	915	915	0115	FA0019007	XX154770	AC	CPU	DELL	5050	7CGPHQ2	9/6/2016	P322303	849.00	199						
19	915	915	0115	FA0033658	XX180276	AC	POCKET PRINTER	BROTHER	PJ722	U6145M82880036	9/10/2019	P344029	322.20	199						
20	915	915	0115	FA0053253	XX200866	AC	CPU	DELL	7070	93J6N23	5/4/2020	P354154	864.00	162						
21	915	915	0115	FA0082949	XX247882	AC	LAPTOP	DELL	5510	G9L1N53	12/3/2020	P363716	1,283.00	277						
22	915	915	0115	FA0105931	XX276512	AC	SIGNATURE TERMINAL	E PAD	E PAD 11 SINGLE	20200214020100EE	4/5/2022	P393456	156.74	199						
23	915	915	0115	FA0105932	XX276513	AC	SIGNATURE TERMINAL	E PAD	E PAD 11 SINGLE	202002140201029F	4/5/2022	P393456	156.74	199						
24	915	915	0115	FA0108920	XX279424	AC	PRINTER	HP	M404DN	VNG3D13299	4/22/2022	P390302	499.97	199						
25	915	915	0115	FA0111666	XX281848	AC	49 IN CURVED MONITOR	DELL	U4924DW	7CGMH3	5/12/2022	P393739	1,322.58	199						
26	915	915	BKRM	000080105	FA000000018	AC	SCALE	TOLEDO	2120	7402502-7RV	8/31/1993	95103669	853.40							
27	915	915	BKRM	000307696	FA0000000158	AC	AIR CIRCULATOR	SCHAFFER	WAY COOL	00707G014G	6/26/2006	P026900	1,414.80							
28	915	915	BKRM	000307699	FA0000000161	AC	AIR CIRCULATOR	SCHAFFER	WAY COOL	00507G014G	6/26/2006	P026900	1,414.80							
29	915	915	BKRM	000400122	XX116615	AC	CPU	DELL	7020	1FHAC62	9/3/2015	P250041	1,044.20	199						
30	915	915	BKRM	FA0053241	XX200854	AC	CPU	DELL	7070	93SFT13	5/4/2020	P354154	864.00	162						
31	915	915	BKRM	SD0424215	XX282822	AC	ELECTRIC PALLET JACK	CROWIN	WP-3035	10443446	5/20/2022	P389901	5,800.00	199						
32	915	915	DRIV	FA0056644	XX222405	AC	IPAD	APPLE	PW7M2LL	SF9FD20GZMF3N	7/1/2020	P359508	408.34	277						
33	915	915	DRIV	FA0056645	XX222406	AC	IPAD	APPLE	PW7M2LL	SF9FD19S1MF3N	7/1/2020	P359508	408.34	277						
34	915	915	DRIV	FA0056646	XX222408	AC	IPAD	APPLE	PW7M2LL	SF9FD19R2MF3N	7/1/2020	P359508	408.34	277						
35	915	915	DRIV	FA0056647	XX222409	AC	IPAD	APPLE	PW7M2LL	SF9FD174WMF3N	7/1/2020	P359508	408.34	277						
36	915	915	FACL	000324850	XX004425	AC	SCANNER	HP	9250C	CN8C81Z08V	4/25/2008	P076594	3,740.00	199						
37	915	915	FACL	000419851	XX156759	AC	CPU	DELL	5050	3KQGN92	4/5/2018	P312874	850.00	199						
38	915	915	FACL	000419952	XX156760	AC	CPU	DELL	5050	3KLP9N2	4/5/2018	P312874	850.00	199						
39	915	915	FACL	000419954	XX156762	AC	CPU	DELL	5050	3KJXLN2	4/5/2018	P312874	850.00	199						
40	915	915	FACL	000419955	XX156763	AC	CPU	DELL	5050	3KQWLN2	4/5/2018	P312874	850.00	199						
41	915	915	FACL	FA0019004	XX164767	AC	CPU	DELL	5050	7CGMHQ2	9/6/2016	P322303	849.00	199						
42	915	915	FACL	FA0096127	XX266129	AC	BMI SCANNER	UNITECH	PA-760	177318210387	10/6/2021	P383367	2,387.00	199						
43	915	915	FACL	FA0105111	XX273051	AC	75 IN INTERACTIVE DISPLAY	CLEAR TOUCH	6075-K	40210726000301	3/4/2022	P391017	4,071.28	496						