

# Non-Capital Asset Report Query

## Introduction

The Non-Capital Asset report has been designed for Faculties & Divisions to manage their assets and to assist with stocktakes.

## Procedure

1. Navigate to Reporting Tools > Query > Query Viewer
2. Search for Query Name: **ASSETS\_NON\_FIN\_IN\_SERVICE\_UOA**
3. Click the **Excel** hyperlink:

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

\*Search By  begins with

[Advanced Search](#)

**Search Results**

\*Folder View

Query									
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
ASSETS_NON_FIN_IN_SERVICE_UOA	Non Fin Assets In Service	Public		HTML	<input type="button" value="Excel"/>	XML	Schedule	Lookup References	Favorite

4. Lookup Faculty or leave blank to show all:

**ASSETS\_NON\_FIN\_IN\_SERVICE\_UOA - Non Fin Assets In Service**

Faculty Description

5. Click **View Results** and the query will run and deliver the output in Excel.

## Contact Us

For further support or questions, please contact the Finance and Procurement Support Team.  
Telephone: +61 8 8313 3414 Email [finprosupport@adelaide.edu.au](mailto:finprosupport@adelaide.edu.au)