# Financial Information:  Find by Source Line

Find by Source Line is another query method that can be used to locate an asset.  Find by Source Line allows you to track information about where assets came from using sources such as the Supplier Name or Supplier Number, Invoice Number or PO Number.

Most of the searches within the By Source Line region will be executed using one of the following fields:
- Supplier Name
- Supplier Number
- Invoice Number
- PO Number

For the purposes of this document, two searches will be demonstrated.  The first search will be done using the Supplier Number.  The second search will be done using an Invoice Number.

Executed queries retrieve matching records and display them on the Assets window.  The Assets window features allow you to track Source Line information relative to the selected asset.

## Navigation

- SIU Fixed Assets Managerial Inquiry $\rightarrow$ Inquiry $\rightarrow$ Financial Information

## Search by Supplier Number

- To begin practice, enter a portion of the Supplier Number and the wildcard "%".
  - For demonstration purposes, we entered 3198%.

- Click **Find.**

- An intermediate **Supplier Numbers** window opens; choose the correct value.  You may need to use the scroll bars.
  - For demonstration purposes, we selected MTI Technology Corporation.

- Click **OK**.

- The Find Assets window returns and both the Supplier Name and Supplier Number fields are populated.

- Click **Find**.

- The retrieved records are displayed on the Assets window.

- All records displayed are from the Supplier indicated in the search criteria.

- Click **Source Lines**.

- The **View Source Lines** window opens for the selected asset.
  - Notice the Asset Number is included as part of the window title.

- When this window opens, the following fields are viewed by default.
  - Invoice Number - AIS invoice number/ FAS voucher number.
  - Line - AIS Purchase Order (PO) line number.
  - Description - brief description of the asset.
       - Display the Editor window to  view the entire contents of the Description field.
  - Active - Active vs. Inactive tag number.
  - Line Amount - dollar amount of the item, as it appeared on the Purchase Order.
  - Supplier Name - AIS supplier name.
  - Supplier Number - AIS supplier number.
  - PO Number - Purchase Order Number.
  - Source Batch - AIS General Ledger source.
  - Descriptive Flexfield (DFF) - clicking in this field opens the Asset Invoices window.
       - Remember: The information in the DFF is hidden; you won't see it unless you open the DFF window.

- Project Number or Task Number.  If a Purchase Order contained project and task references, that information would be displayed in these fields.

- This concludes review of the View Source Lines window.

- To close this window and return to the Assets window click on the Oracle icon and select **Close**.

- To continue the demonstration, we'll return to the Find Assets window and perform another search.

- Click the Flashlight icon to redisplay the Find Assets window.

- Click **Clear** to remove the previous search criteria.

## Search by Invoice Number

In the By Source Line region, there are two more fields commonly used for searches, **Invoice Number** and **PO Number**.  If you have reference to either of these numbers, you can query on the whole number or a portion using the % wildcard character to track an asset.  This time we'll use an Invoice Number as the source.

Although, the Invoice Number field will be used, the inquiry steps we're about to perform are applicable to searches using the PO Number.  In order to minimize the length of this learning cycle, a search using the PO Number field will not be demonstrated.

- For practice, enter the % wildcard character before and after the known portion of the Invoice Number.
  - For demonstration purposes %116308% was entered.

- Click **Find**.

- The Cancel Query window displays while the system searches for the records. Ignore this window, unless you want to cancel the search.

- The Assets window displays a list of assets relative to the Invoice Number specified in the query.

- You can select an Asset and click the Source Lines button to open the View Source Lines window or use one of the other features of the Assets window to view Assignment or Book information for the selected asset.

- This completes the Find by Source Line learning cycle.

- Return to the Navigator by clicking the **Close Form** icon.