



# **Banner**

## **Fixed Assets Custodian Training**

Managing Fixed Assets in the Banner  
Finance System

**VCU** Controller's Office

# What will I learn today?

- Objectives
- Banner Navigation
- User Guide and How to Get Help
- Fixed Assets Policies and Responsibilities
- Banner Procedures

Reports

Banner Forms

VCU Reporting Center

# Objectives

By the end of this session, you will:

1. Know where to locate Fixed Asset documents, policies and procedures
2. Know the responsibilities of a Fixed Assets Custodian
3. Understand the processes of disposing of non-capitalized and capitalized assets
4. Know the account types to use for creating purchase orders for Fixed Assets
5. Know the Banner forms associated with Fixed Assets and how to query asset information
6. Know how to update the description, serial number, model number, condition code, etc. of an asset in the Banner system
7. Know how to update the Fixed Asset Custodian and location information for an asset in the Banner system
8. Know how to request reports from Banner and the VCU Reporting Center

# Fixed Asset Policies

Fixed assets are defined as items with a purchase price of \$2,000 or more and a useful life of two years or more; donations with an estimated (or appraised) market value of \$2,000 or more and a useful life of two years or more are also included; and new construction and renovations, with a cost of \$10,000 or more or (for renovations) a significant improvement of the existing asset or the extension of its useful life. Items representing construction in progress are not entered into the fixed asset system until the construction or renovation is complete. The classification of a renovation as a fixed asset depends upon the significance of the renovation to the structure.

# Fixed Asset Policies

The Banner fixed asset module is the software used to record and track fixed assets and provides management with the information to effectively manage and control its fixed assets. This system is the University's official system of record for fixed assets, and it contains all demographic information about fixed assets (including tag number, ownership, location, condition, cost, model number, serial number, etc.) their acquisition, disposal, and date of physical inventories.

# Fixed Asset Policies

The Banner fixed asset system enables the University to comply with federal and state regulations and meet regulatory or audit reporting requirements. It is the responsibility of the fixed asset custodian to update the fixed asset system on a timely basis to record changes in the operational status, location, or demographic information about fixed assets.

# Fixed Asset Policies

The University follows the same basic procurement policies and procedures for the purchase of equipment and other fixed assets as it does for the purchase of any other goods or services.

# Fixed Asset Policies

The Banner fixed asset system tracks capitalized and controlled fixed assets.

**Capitalized** assets have a purchase price or estimate/appraised value of \$5,000 or more and a useful life of two years or more. These assets are reported in the University's financial statements.

Assets with a purchase price or estimated/appraised value of \$2,000 - \$4,999 and a useful life of two years or more are captured in the fixed asset system for information purposes as **controlled** assets.



# Fixed Asset Policies

The Banner fixed asset system tracks capitalized and controlled fixed assets.

In addition to controlled assets from \$2,000 to \$4,999, we include assets with a cost of \$500-\$1,999 for Higher Education Equipment Trust Fund (HEETF) only because the State Council of Higher Education in Virginia (SCHEV) includes information about controlled assets in the overall determination of future Equipment Trust Fund allocations. We want to make sure all of these assets are included in their numbers.

# Fixed Asset Policies

Fixed Assets Accounting is responsible for recording all newly acquired fixed assets into the University's Fixed Asset System.

The purchasing table in Banner Finance provides information for items paid on purchase orders, which meet specified dollar values and account criteria, and a list of pending assets is generated. Items purchased with a corporate purchasing card are not included.

Fixed asset custodians must complete the "Addition to Equipment Inventory" form and forward the completed form to Fixed Assets Accounting. Forms are available at the following web address:

<http://www.controller.vcu.edu/finreporting/fixedforms.htm>

# Fixed Asset Policies

The “Addition to Equipment Inventory” form must be completed by the department to document fixed assets acquired through donation, fabrication, transfers from other universities or agencies, or simply found in the department and not listed on the department’s inventory report. The form includes a description of the item, its current location, and (for donations) the donor’s name and address; any available documentation, especially if it supports the estimated cost or appraised value of the item, must be attached. The department must submit the form to Fixed Assets Accounting within five days of the receipt (or discovery) of the fixed assets.

# Fixed Asset Policies

Asset identification tags are affixed to each asset at the University unless it is not physically practicable. Fixed Assets Accounting schedules appointments with departments to tag newly acquired assets or retag assets at the department's request. During the tagging process, Fixed Assets Accounting verifies the description of the asset and collects additional information such as serial number, model number and location. This information is entered in the Banner fixed asset module.

# Fixed Asset Policies

Components of an asset will be identified with a related asset number in the Banner system. Should a component be moved from one asset to another, Fixed Assets Accounting must be notified to change the fixed asset system record for the component unit.

# Fixed Asset Policies

## Allowable Disposals and Transfers:

**Assets Destroyed**: loss due to fire, flood, etc. reported to Risk Management; Reference the date of the loss on the Disposal Form

**Surplus Property**: to request a work order, follow the procedures shown on this web address:

<http://www.fmd.vcu.edu/fmdsurplus/Surpro.htm>

For the Surplus Form, Click on **FMD Surplus** on the left menu, then click on **Surplus Property Transfer to DGS Form**.

# Fixed Asset Policies: Stolen Assets

The custodian is responsible for contacting VCU Police and retaining a copy of the police report. A copy of the police report must be mailed or faxed to Fixed Asset Accounting.

- Send to **Connie Jefferson**

**P.O. Box 843035 or Fax: 828-1404**

When recording the disposal of the stolen asset in Banner, you must include the police report number in the reference field of the disposal form.

# Disposing of Non-Capitalized Assets

If you have an asset that needs to be deleted from Banner that is not capitalized...

- Costs less than \$5,000.00
- Send the Asset Number(s) to **Connie Jefferson** by e-mail, or fax to 828-1404.
- Please E-MAIL her if you are faxing your list. [ctjeffer@vcu.edu](mailto:ctjeffer@vcu.edu), or call her at **828-0848**.



# Creating Purchase Orders

- If you create Purchase Orders, DO NOT use “7” Banner Account unless it is a Fixed Asset **OVER** \$2,000.
- On HEETF, if you are creating Purchase Orders, use Banner Account **720190** for \$5,000 or greater and **700190** for less than \$5,000.

# Fixed Assets Policies & Responsibilities

Fixed asset custodians are responsible for conducting an annual inventory of assets in their department. Departmental Inventory Listings are available in the Banner system or through SAS Web Report Studio. The custodian is responsible for ensuring that the information regarding the asset is correct and updating the Banner fixed asset system to reflect changes such as location.

# Fixed Assets Policies & Responsibilities

Fixed Assets Accounting requires custodians to sign a “Certification of Completion” indicating the date that the inventory is conducted.

# Fixed Assets Policies & Responsibilities

Departmental Fiscal Administrators are responsible for reviewing the inventory and certifying on the same form that the inventory was conducted according to University policies and procedures and that it is accurate. During the annual audit performed by staff from the Auditor of Public Accounts office, departmental inventories are reviewed.

# Where do I start?

There are Banner tools to help:

- **Banner Reports**

Summaries of data

Can save and sort

- **Banner Forms**

Display limited amounts of data

No manipulation

# Review these Forms in the User Guide under the Course Documents Menu Item

## **FFAMAST – Fixed Asset Master Maintenance**

Form used to change description, serial number, model number, manufacturer number of an asset.

## **FFATRAN – Fixed Asset Transfer**

Form used to change custodian number, the location of an asset, or condition code of an asset.

## **FFAADJF – Dispose of Capitalized Asset (Assets of \$5,000.00 or greater)**

Form used to dispose of capitalized assets by retirement, surplus, or any disposal method (stolen, fire, trade in, etc.)

## **FFIMAST – Fixed Asset Master Query**

Query all information for assets

## **FFRPROP – Fixed Asset Property Report**

# FFRPROP - Fixed Asset Property Report

The **Fixed Asset Custodian** must maintain all of the fixed asset information in Banner that is assigned to them.

Use this report to verify fixed assets assigned to a specific fixed asset custodian. A FC number is assigned to all fixed assets in Banner.

# How do I Run a Property Report?

Type FFRPROP in the Go To Box:

Click on the Next Block icon.

The screenshot shows the Oracle Developer Forms Runtime interface for the 'Fixed Asset Property Report'. The window title is 'Oracle Developer Forms Runtime - Web: Open > GJAPCTL'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various navigation and editing icons. The main form area is titled 'Process Submission Controls GJAPCTL 8.3.0.2 (PROD)'. It features a 'Process:' dropdown menu with 'FFRPROP' selected and a text field containing 'Fixed Asset Property Report'. To the right is a 'Parameter Set:' dropdown menu. Below this is a 'Printer Control' section with fields for 'Printer:', 'Special Print:', 'Lines:', and 'Submit Time:'. The 'Parameter Values' section is a table with columns for 'Number', 'Parameters', and 'Values'. The 'Submission' section at the bottom includes a 'Save Parameter Set as' checkbox, 'Name:' and 'Description:' text fields, and radio buttons for 'Hold' and 'Submit'. The status bar at the bottom shows 'Log file: ffrprop\_1356176.log List file: ffrprop\_1356176.lis' and 'Record: 1/1'.

Number	Parameters	Values
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		



# How do I Run a Property Report?

Click on the Next Block icon again to enter the Parameter Values block. Scroll down to the Custodian ID (begins with FC). Click on Next Block to enter the Submission block. Click on the Save icon on the Banner toolbar. Click on Options>Review Output from the Banner menu bar.

The screenshot shows the Oracle Developer Forms Runtime interface for a web application. The window title is "Oracle Developer Forms Runtime - Web: Open > GJAPCTL". The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The toolbar contains various icons for navigation and actions. The main content area is titled "Process Submission Controls GJAPCTL 8.3.0.2 (PROD)".

The "Process" dropdown is set to "FFRPROP" and the "Parameter Set" dropdown is set to "Fixed Asset Property Report".

The "Printer Control" section includes a "Printer" dropdown set to "DATABASE", a "Special Print" field, "Lines" set to "55", and a "Submit Time" field.

The "Parameter Values" section is a table with two columns: "Number" and "Parameters". The "Parameters" column has a dropdown menu. The "Values" column has a dropdown menu. The table contains the following data:

Number	Parameters	Values
04	To Date	
05	System Status Code	
06	User Status Code	
07	Primary asset tag	
08	Commodity Code	
09	Asset Type	
10	Custodian ID	FC804p000
11	Title To Code	

Below the table, the text reads: "LENGTH: 9 TYPE: Character O/R: Optional M/S: Single Enter Valid Custodian ID from FTIIDEN."

The "Submission" section includes a "Save Parameter Set as" checkbox, a "Name:" field, a "Description:" field, and radio buttons for "Hold" and "Submit".

The status bar at the bottom shows "Record: 10/?" and navigation icons.

# How do I Run a Property Report?

Click on the drop down menu for File Name. Two output files will appear in the main block area. Double click on the file ending in **.lis**.

The screenshot shows the Oracle Developer Forms Runtime - Web interface. The main window title is "Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJIREVO". The menu bar includes "File", "Edit", "Options", "Block", "Item", "Record", "Query", "Tools", and "Help". The toolbar contains various icons for file operations. The main content area is titled "Saved Output Review - GJIREVO 8.0 (PROD)".

At the top of the main content area, there are several fields and dropdown menus:

- Process:** FFRPROP (dropdown menu) Fixed Asset Property Report
- Number:** 1356176 (dropdown menu)
- File Name:** (empty dropdown menu)
- Lines:** (empty text field)

Below these fields is a section titled "Available Files" with a search bar containing "ffrprop\_1356176.l%". Below the search bar is a table with two columns: "Output File Name" and "Record Count".

Output File Name	Record Count
ffrprop_1356176.lis	73
ffrprop_1356176.log	14

At the bottom of the window, there is a status bar with the text "Choices in list: 2" and "Record: 1/1".

# How do I Run a Property Report?

Click on the drop down menu for File Name. Two output files will appear in the main block area. Double click on the file ending in **.lis**. From here you can either print the file or save it as a text file to import into Excel.

Oracle Developer Forms Runtime - Web: Open > GJAPCTL - GJREVO

File Edit Options Block Item Record Query Tools Help

Process: FFRPROP Fixed Asset Property Report  
Number: 1356176 File Name: ffrprop\_1356176.lis Lines: 73

RUN TIME 12:58 PM

Permanent Tag	Origination Tag	Asset Description	Primary Asset Tag	Sub typ	Status Sys Usr	Cond code	Custodian	Locn	Orgn	Cost
007099600	T00923100	Lcd Projector			D		Jessica A Burruss	149CJH	1360	10,277.50
007099900	T00923102	Lcd Projector			D		Jessica A Burruss	149CKK	1360	10,277.50
007636700	T00924286	Projector			D		Jessica A Burruss	149KHV	1360	7,188.00
007636800	T00924287	Projector			D		Jessica A Burruss	149KHU	1360	7,188.00
007707100	T00924547	Projector			D	EX	Jessica A Burruss	149KJN	1360	5,078.00
007707200	T00924548	Projector			D	EX	Jessica A Burruss	149CHU	1360	5,078.00
007862000	T00925039	Projector			D	EX	Jessica A Burruss	149F45	1360	5,120.00
008140900	T00926474	Projector			D	EX	Jessica A Burruss	149AH6	1360	6,119.00
008284600	T00927541	Proje Data/Video			D	EX	Jessica A Burruss	149CKF	1360	6,822.00
008362100	T00928033	Copier			D	EX	Jessica A Burruss	051FAJ	1805	7,757.00
008437600	T00928605	Computer			D	EX	Jessica A Burruss	149CHV	1360	5,665.61
008461900	T00928781	Projector			D	EX	Jessica A Burruss	149KJ2	1360	7,546.00
008543700	T00929456	Security Box			N	EX	Jessica A Burruss	060A8E	1336	9,541.72
008625800	T00930136	Projection System			D	EX	Jessica A Burruss	149AGS	1360	9,074.21
008918700	T00932532	Projector Split Coded			D	EX	Jessica A Burruss	149EHX	1360	5,400.22

Press KEY-COMMIT to save, KEY-DELREC to delete the output, TAB or ENTER to shift view.  
Record: 19/?

# VCU Reporting Center

## VCU Reporting Center

Lets you view reports from your Web browser.

Use this Report to see all of your accounts via Fixed Assets by Custodian.