

Banner Fixed Assets Quick Guide

Managing Fixed Assets in the Banner System

User Guide for Fixed Asset Custodians

February 2019



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The Banner 9 Fixed Asset System is a real-time on-line system for maintaining up-to-date fixed asset records. Each department identifies a fixed asset custodian who is responsible for maintaining the asset records and conducting an annual inventory.

To assist custodians in this process, training sessions offer hands-on instruction on navigating and using the fixed asset system, as well as using this user guide.

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VCU Fixed Assets Policies and Procedures

The Fixed Asset Custodian must:

- Read and UNDERSTAND the FA policies
- Each year, by June 30, conduct an annual inventory of your fixed assets to verify the accuracy of the data in Banner. If there are any discrepancies, you must update the Banner records.
- All assets are assigned to a Fixed Asset Custodian ID or FC #.
 - This number is assigned by Fixed Asset Accounting according to purchase data.

The VCU Controller's Office provides this documentation at:

<https://controller.vcu.edu/fixed-assets/>

Please review the Fixed Assets Policies:

<https://controller.vcu.edu/fixed-assets/fixed-asset-policies/>

Paper forms that are frequently used:

- Each Fixed Asset Custodian must conduct an annual inventory (by June 30 of each year) of all equipment that is in their department. The Custodian must retain a copy of their inventory procedures/findings in their inventory folder in case APA audits their department.
- If there is a change to the departmental property custodian, use the following form: <https://controller.vcu.edu/media/controller/uco-pdfs/pdfs/custodianchange.pdf>
- Any asset used off-site must have the proper form completed, found at <https://controller.vcu.edu/media/controller/uco-pdfs/pdfs/offsiteequipment.pdf>
- Any equipment (with a value of \$5,000 or greater) that is donated, fabricated, found, transferred from another University or Agency or purchased with a departmental MasterCard (P-Card) needs to be added to your departmental inventory. Fixed Asset Accounting adds the assets to your inventory. In order to notify Fixed Asset Accounting, please use the following form: <https://controller.vcu.edu/media/controller/uco-pdfs/pdfs/Addequipinventory.pdf>

Contact Information:

- **Fixed Asset questions:**

- fixedassets@vcu.edu; Connie Jefferson 828-0848; Jessica Burruss 828-0597

- **General Banner questions:**

- **Banner Finance Help Line 828-0388**

FFAMAST - Fixed Asset Master Maintenance Form

Use the Fixed Asset Master Maintenance Form to update information on existing asset records.

Key **FFAMAST** in the **Search** Field, press **Enter**.



1. Enter the asset number to update.
 - Include extra zeroes as needed to fill 9-digit number.
 - Assets beginning with 9 and below: 2 zeroes in front and back.
 - Assets beginning with 10 and above: 1 zero in front, 2 in back.
2. Click **Action**: drop arrow and choose **Permanent Tag - Update Asset**
3. **Next Section**, (or Alt/Pgdn), then **Go**.
4. Add to description **AFTER** asset description **only**.

5. Click **Save** (or F10).
6. Click **Next Section**, (or Alt/Pgdn) to update only the fields below:
 - A. Model Number
 - B. Manufacturer Name
 - C. Serial Number
7. Click **Save** (or F10). Look for green Confirmation message at the top right.
8. Click **Next Section**, (or Alt/Pgdn) to find Location and Fixed Custodian.
 - A. This information can only be changed in **FFATRAN** (next page).
9. Click **Exit** (**X** or Ctrl/Q) or **Start Over** (or F5) for more asset updates.

FFATRAN - Fixed Asset Transfer

Update/Transfer custodian number, condition, and/or physical location of an asset.

Key **FFATRAN** in the **Search** Field, press **Enter**.

1. **Permanent Tag**: Key the asset tag number of the equipment you are changing the custodian name or its location. Description will populate. (Ex: 00XXXXX00 or 0XXXXXX00- 9 digits)
2. **Next Section**, ( or Alt/Pgdn). Click **No** or **Cancel** to save at this time.
3. If “**Receiver ID**” message appears, ignore it. Current info will then be displayed.
4. Click **Tools**  > **Transfer Information**, (or **F3**)
5. Press **Tab** or **scroll** to move to **Locn To** or **Custodian To** to update information.
6. Click the **Search** icon (...) to retrieve list of values.
7. This will open the **FTVLOCN**, or the **FOIIDEN** form.

1. To search for a specific value:
2. Click **Filter** or press **F7**.
3. Add filters by clicking on **Add Another Field...**



1. **FTVLOCN** Location: Create up to 3 fields (**A**):

1. One for Chart of Accounts, a capital “V”;
2. One for Title, enter the room number or one word of the building name with proper capital (EX: Stagg, not stagg);

2. **FTVLOCN**: Optional filter for Location Code, enter the building number if you know it (this is not the address).

3. **FOIIDEN**: Create up to 3 fields (**B**):

1. ID field, enter “FC”
2. Last Name field, enter “Lastname” if you desire to find a specific person, or leave Name field blank to see all FC numbers. **Note**: First letter must be upper case. Example: Smith.
3. Change Type, change the second Drop-down to IS NULL.

4. **Execute Query** (or F8) to see list of results.

5. Scroll down until you find the desired value and **double click** on the line, to return the information to the **FFATRAN** form. Note: Cursor must be in the *Chart of Accounts*, or *ID* field.


(Continued on Page 5)



FFATRAN - Fixed Asset Transfer, Continued


1. Then, once back in the FFATRAN form, Tab to Transfer Reason field and enter reason.

The screenshot shows the 'Transfer Details' section of the FFATRAN form. It contains several input fields and dropdown menus. The 'Transfer Reason' field is highlighted with a blue star and the number 1, and contains the text 'moved'. The 'Condition Code' field is highlighted with a blue star and the number 2, and contains the text 'EX'. Other fields include 'Transfer Document', 'Transfer Date' (07/28/2017), 'Text Exists' (N), 'Subordinate Type' (None), 'User Status', 'System Status' (I), and 'Condition Code' (EX, Excellent).

2. Tab to Condition Code and enter a condition if needed: EX = Excellent FR = Fair GD = Good OB = Obsolete PR = Poor needs repair
3. Save ( or F10). Look for Confirmation message in the Status Line.
4. Click **Exit** (X or Ctrl/Q) or **Start Over** (or F5) for more asset transfers.

Exporting Building Data from Banner to Excel

Exporting Banner Data from the **Location Code Validation** form: [FTVLOCN](#) to [Excel](#)

1. Key **FTVLOCN** in the **Search** Field, press **Enter**.
2. Click **Filter**. Add filters by clicking on **Add Another Field...**
 1. (Optional) Chart of Accounts filter: Key "**V**"
 2. Title filter: Key **Name of Building** as listed in Banner
 1. First letter **must** be upper case - *Example: Sanger*
 3. OR Location Code filter: Key **Building Number** (3-digits) (*not recommended*)
3. Click **Go or F8** - A list of location codes will appear for the building requested.
4. Click on **Tools** ()> **Export** or **Shift+F1**
5. A pop-up will let you save to your computer, choose the location.
 1. **Note:** This process may not work if there are Pop Up Blockers turned on. Allow them for Banner 9 and try again.
6. Click **Save**.
7. **Open** file in Excel, **Save As** an **Excel file (.xlsx)** and **Save**.

FFAADJF - Dispose of Capitalized Asset

(Assets \$5,000.00 or greater ONLY)

To dispose of capitalized asset by retirement, surplus, or any disposal method (stolen, fire, trade in etc.) of assets with a value of GREATER THAN \$5000.00 only!

**Go to <http://www.fmd.vcu.edu/physicalplant/surplus.html> and print and complete the Surplus Property form prior to deleting assets in Banner. Retain a copy for your records.

Key FFAADJF in the Search Field, press Enter.



A screenshot of a web form with two input fields. The first field is labeled 'Document Code: *' and contains the text 'NEXT'. The second field is labeled 'Function Code:' and contains the text 'Write Off'. Both fields have a three-dot menu icon to their right. A blue star with the number '1' is positioned to the left of the first field.


1. **Document Code:** Key the word **NEXT** and press **Tab**

2. **Function Code:** Click search drop box (...)

3. Double Click : **Write Off**

4. **Next Section**, ( or **Alt/Pgdn**) or **Go**.


5. **Description:** Key reason for disposal (Maximum of 35 Characters allowed)

6. **Next Section**, ( or **Alt/Pgdn**).

7. **Permanent Tag:** Enter fixed asset number. (Ex: 00XXXXX00 or 0XXXXXX00 - 9 digits)

8. **Tab** to **Disposal Method:** field (**May take a few seconds to populate information.)

9. Click **Search** icon and double click on the desired disposal code.

10. **Next Section**, ( or **Alt/Pgdn**).

11. The **Adjustment Balancing/Completion** section will open.

12. A **Notification** will display **Saved successfully (2 rows saved)**

13. Click on the **Complete** button, it will complete and **Start Over**

14. A **Notification** will display **Document M00XXXXX completed and forwarded to the Posting process**

15. Record the Document M-Number on your surplus form for your records.

Get Started: Fill out the fields above and press Go.

FFIMAST -- Fixed Asset Master Query

*This is Query Only - No changes can be made here

Key **FFIMAST** in the **Go To** field, press **Enter**.

1. **Asset Tag:** Enter asset number. (Ex: 00XXXXX00 or 0XXXXXX00 - 9 digits)
 1. **Next Section**, (or **Alt/Pgdn**) to cycle through the information sections.
2. **Master Information**, View Description, Total Cost etc.
 1. **Next Section**, (or **Alt/Pgdn**).
3. **Acquisition Information**, View Make, Model, Serial, Title to, etc.
 1. **Next Section**, (or **Alt/Pgdn**).
4. **Procurement Information**, View Vendor, Custodian Name and Number, Location.
 1. **Next Section**, (or **Alt/Pgdn**).
5. **Funding Source Information**, View Index, Fund, Orgn, Acct. (If it came over from FRS, this information will NOT be here. This is why it's blank.)
 1. **Next Section**, (or **Alt/Pgdn**).
6. **Capitalization Information**, View Accumulated Depreciation (Only if over \$5,000).
 1. **Next Section**, (or **Alt/Pgdn**).
7. **User Fields**, not used at this time.
 1. **Next Section**, (or **Alt/Pgdn**) to return to Master Information section.
8. Click **Exit** (**X** or Ctrl/Q) or **Start Over** (or F5) for more asset disposals.





FFRPROP - Fixed Asset Property Report

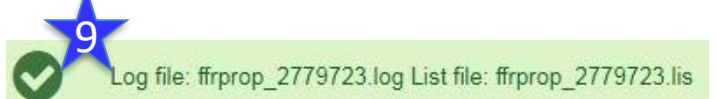
The Fixed Asset Custodian must maintain all fixed asset information in Banner assigned to them.

Use this report or VCU Reporting Center (next page, *recommended*) to verify the required annual audit.

- Note: In Banner, asset numbers are nine characters, using one or two leading zeros and two zeros at the end. Example: 009851400 or 012345600.
- All assets are assigned to a Fixed Asset Custodian ID or FC #.

To obtain a report of all asset numbers assigned to a specific Fixed Asset Custodian ID or FC #:

1. Obtain **FC #** from Fixed Asset Accounting
2. Sign on to Banner
3. Key **FFRPROP** in the **Go To** field, press **Enter**. (The GJAPCTL form will open.)
4. **Next Section**, ( or **Alt/Pgdn**) twice to move to the **Parameters** block
5. **Chart of accounts**: Should have **"V"** in the Values field.
6. **Inventory Selection Option**: Should have **"3"** in the Values field.
7. **Custodian ID**: Enter your FC number ("FCXXXXX00") in the Values field.
8. **Next Section**, ( or **Alt/Pgdn**) to move cursor to the Submission block.
9. **Save** (or F10). Log file .lis file name will display as a Notification.
10. Click **Related> Review Output (GJIREVO)**. 
11. **Double click** in the **File Name** field.
12. **Double click** on the **.lis** file name. This opens the report.
13. Click: **Tools > Show Document (Save and Print File)** 
14. **Notification** in red will appear: Click **Yes**. A window or tab will open in your browser.
15. **Save** from your browser or print to PDF.



VCU Reporting Center (*Recommended*)

The VCU Reporting Center allows you to view reports from Banner in your Web Browser. You can get to this site by going to the VCU Main Page, click on myVCU at the top, log in with your eID and password, and click on VCU Reporting Center on the left side under General Resources (automatically logs you in). Or, go directly to the report by clicking on this link: [Fixed Assets by Custodian](#)

**Go to <https://sasbimid2.vcu.edu/SASPortal/main.do> to begin with your log in.

1. **Log In**: Enter your eID as your User Name and eID Password.
2. On the right side Reports Menu, click the **Staff** folder.
3. Click on **Fixed Assets By Custodian**.
4. From the **Drop Down Box**: Choose the **Custodian's name (sorted by first)** with the associated **FCXXXXXXX number**.
5. Select the Output Type as either **HTML** or **Excel**.
6. Click **Run**.



This report updates at **midnight**: all information will be from the day before.



This is *still* the best report because it does not include assets in D-status like the Banner report, FFRPROP.



It also includes serial numbers and location descriptions.

The screenshot shows the 'SAS Navigator Portlet' interface. Step 2 is indicated by a blue star with the number 2, pointing to the 'Location:' dropdown menu which is set to 'Staff'. Step 3 is indicated by a blue star with the number 3, pointing to the 'Fixed Assets by Custodian' report option in the list, which is highlighted in yellow. Other reports in the list include Account Listing, Chart of Accounts, Course Attributes, Course Schedule Report, Courses Used as Pre-requisites, Courses- Last Term Used, EMS Report, Event Report, Finance Organization Security For An eID, and Fixed Assets by Location.

Parameters

The screenshot shows the 'Parameters' section of the report configuration. Step 4 is indicated by a blue star with the number 4, pointing to the 'Please select a custodian name:' dropdown menu which is set to 'Jessica A Burruss - FC8040000'. Step 5 is indicated by a blue star with the number 5, pointing to the 'Select the Output Type:' dropdown menu which is set to 'EXCEL'. Step 6 is indicated by a blue star with the number 6, pointing to the 'Run' button.