

# Banner Fixed Assets Quick Guide

Managing Fixed Assets in the Banner System

User Guide for Fixed Asset Custodians

April 2025



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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 for the University. Each department with fixed assets identifies a Fixed Asset Custodian who is responsible for maintaining the asset records and conducting an annual inventory certification.

To assist custodians in this process, this user guide is to be used to navigate the Banner fixed asset system and VCU Reporting Center.

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# VCU Fixed Assets Policies and Procedures

The Fixed Asset Custodian must:

- Read and UNDERSTAND the FA policies
- Each fiscal 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 (FC #).
  - This number is assigned by Fixed Asset Accounting according to purchase data.
  - The number stays with the department, not the individual.

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/>

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.
  - The certification Docusign form is sent out from the Fixed Assets department yearly.
- If there is a change to the departmental fixed asset custodian, use the following Docusign: [Change Fixed Asset Custodian \(2025\)](#)
- Any asset used off-site must have the proper form completed, found at: [Offsite Equipment Form](#)
- 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 after receiving the following notification by form from the fixed asset custodian: [Addition to Equipment Inventory Form](#)

## Fixed Assets Department Contacts

- **Fixed Asset questions:**

- [fixedassets@vcu.edu](mailto:fixedassets@vcu.edu); Jessica Burruss 828-0597; Sherria Anderson 828-4920

- **General Banner questions:**

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



# F.A.Q. - Frequently Asked Questions

Use: To answer questions that are commonly asked.

## How do I enter the permanent tag number into Banner?

- ✓ Tag numbers must be 9-digits in Banner. See below for the different ways to reach the 9-digits for different asset tag numbers by adding extra zeroes as needed.
  - Start with the 5- to 6-digit asset tag number on the barcode sticker.
  - Assets beginning with 9 and below: 2 zeroes in front and back. (00XXXXX00)
  - Assets beginning with 10 and above: 1 zero in front, 2 in back. (01XXXXX00)
  - System assigned numbers can start with less than 5-digits and the zeroes should all be added at the front.
  - System assigned numbers beginning with N are 9-digits long, no change needed.

## What is this number that starts with an N? There is no tag on the item!

- ✓ This is a system assigned fixed asset. This occurs when the asset is out of reach or unable to be tagged physically.
  - Older system assigned assets have smaller than 5-digits or are mostly zeroes.
  - Newer system assigned assets begin with “N” and are 9-digits long.

## What is the percentage sign used for?

- ✓ It is called a bookend for Banner searches.
- ✓ The Banner system uses exact matching for many searches, but if a % symbol is used, it searches for everything on the side the symbol is placed.
  - For example: The Sanger Hall building, search with the Title field: Sanger%
  - It will search for all the listings beginning with Sanger without needing to know how the rest of the entry looks.

## What is “Inventory Certification?”

- ✓ This is an annual inventory check that each fixed asset custodian performs for their department.
- ✓ A memo is sent out every year from the Fixed Assets Department to custodians with the form to be signed and a deadline for when it is due. There are also reminder e-mails.
- ✓ Each custodian receives further instructions from the Fixed Assets Department e-mail, including any special notices during the current certification period
- ✓ Completed inventory certifications require:
  - A signed form with two unique signatures.
  - The list of assets used during certification that confirms assets are accurate.

## This asset is fully depreciated, or old, can I delete it?

- ✓ No, a fixed asset stays a fixed asset as long as it is in service.
- ✓ Assets may only be removed through allowable disposals or transfers to other departments.

# FFAMAST - Fixed Asset Master Maintenance Form

Use: To update information on existing asset records.

1. Key **FFAMAST** in the **Search** field, press **Enter**.
2. Enter the full 9-digit asset number to update into Asset Tag field. (See page 3 F.A.Q.)
  - 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.
  - System assigned numbers start with less than 5-digits or begin with N.
3. Click **Action** drop arrow and choose **Permanent Tag - Update Asset**
4. **Next Section**, (  or Ctrl/PgDn), or **Go**.
5. You may add to the description **AFTER** asset description **only**.

Asset Tag: 011060600 Action: Permanent Tag - Update Asset

**2** **9** **5**

Start Over

MASTER INFORMATION

Orignation Tag: T02404053 Permanent Tag Date: 04/28/2014

Permanent Tag: 011060600 Last Adjustment Date:

Primary Tag: ... Orignation Tag:

Cancel Date:

Subordinate Type: None System Status Code: I Invoiced

Orignation Tag Date: 03/11/2014

Asset Description: Printer Asset Type: KH

6. Click **Save or Next Section**, (  or Ctrl/PgDn) to update 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 Ctrl/PgDn) to find current Location, Fixed Custodian, and the purchase order number if available.
  - A. This information can only be changed in **FFATRAN** (pages 5-7).
9. Click **Close** ( **X** or Ctrl/Q) or **Start Over** (or Shift/F7) for more asset updates.

Orignation Tag: T02404053 Permanent Tag: 011060600 **5** Printer, Mail Room 2nd Floor

Acquisition Method:  Purchased Acquisition Date: 03/11/2014

Make: Canon Solutions America Inc Serial Number or VIN: QLL00565 **C**

Model: 500iF Part Number or Vehicle Tag:

Manufacturer: Canon

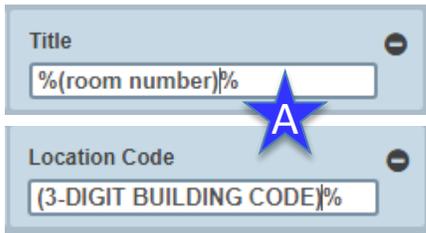
**A** **B**

# FFATRAN - Fixed Asset Transfer (Basic Filter)

Use: To update/transfer custodian number, condition, and/or physical location of an asset.

1. Key **FFATRAN** in the **Search** Field, press **Enter**.
2. For **Permanent Tag**, key the 9-digit asset tag number of the equipment you are changing the custodian number or its location. Description will populate. (See page 3 FAQ for asset tag help.)
3. Click **Next Section**, (  or Ctrl/PgDn) or **Go** to show current information.
  - If “**Receiver ID**” message appears, ignore it.
4. To **change** information, click **Tools**  > **Transfer Information, (or F3)**.
5. Move to **Locn To:** or **Custodian To:** to update information in those blocks.
6. Enter new 6-digit location code and/or full FC# then skip to step 8 (page 7). If unknown, continue to next step.
7. Click the **Search** icon (...) to retrieve list of values on the section you want to change. This will open the **FTVLOCN**, or the **FOIIDEN** form.
  - I. Click **Filter** or press **F7** for the Basic Filter. Use % as bookends. (See in FAQ)

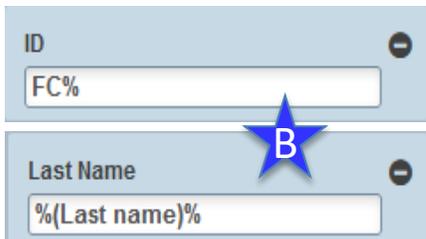
## A. **FTVLOCN** Location code search Title and/or Location Code. (A):



The screenshot shows two input fields. The first is labeled 'Title' and contains the text '%(room number)%'. The second is labeled 'Location Code' and contains the text '(3-DIGIT BUILDING CODE)%'. A blue star with the letter 'A' is overlaid on the Title field.

- Title, enter the room number or one word of the building name with proper capital (EX: Stagg, not stagg). Use % in front and back to search all. ;
- Location Code, enter the Banner building code if you know it (this is not the address). Use % after to search all.

## B. **FOIIDEN**: Person FC search ID and Last Name. (B):



The screenshot shows two input fields. The first is labeled 'ID' and contains the text 'FC%'. The second is labeled 'Last Name' and contains the text '%(Last name)%'. A blue star with the letter 'B' is overlaid on the Last Name field.

1. ID, enter “**FC%**” (ALWAYS) Never select a V#.
2. Last Name, enter the last name of a known custodian, or leave Name field blank to see all Custodians. **Note:** First letter must be upper case (Ex: Smith). Use % in front.

- II. Click **Go** or press **Enter** (or F8) to see list of results.
- III. Scroll down or Next Page 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.

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# FFATRAN - Fixed Asset Transfer (Advanced Filter)

Use: To update/transfer custodian number, condition, and/or physical location of an asset.

1. Key **FFATRAN** in the **Search** Field, press **Enter**.
2. For **Permanent Tag**, key the 9-digit asset tag number of the equipment you are changing the custodian name or its location. Description will populate. (Ex: 00XXXXXX00 or 0XXXXXX00. See page 3 F.A.Q.)
3. **Next Section**, (  or Ctrl/PgDn) or **Go** to show current information.
  - If “**Receiver ID**” message appears, ignore it.
4. To **change** information, click **Tools**  **> Transfer Information, (or F3)**.
5. Move to **Locn To:** or **Custodian To:** to update information in those blocks.
6. Enter new 6-digit location code and/or full FC# then skip to step 8 (next page). If unknown, continue to next step.
7. Click the **Search** icon (...) to retrieve list of values on the section you want to change. This will open the **FTVLOCN**, or the **FOIIDEN** form.
  1. Click **Filter** then **Advanced Filter**.

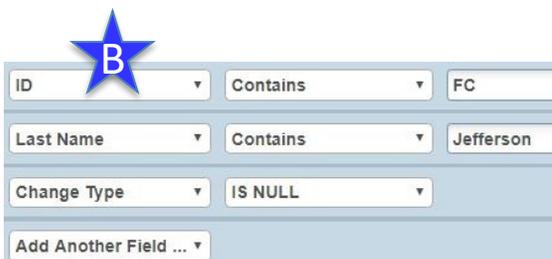
## 1. **FTVLOCN** Location: Change fields to Contains from Equals (**A**):



The screenshot shows the FTVLOCN form with two rows of dropdown menus. The first row has 'Title' selected, 'Contains' as the operator, and 'Room Number' as the value. The second row has 'Location Code' selected, 'Contains' as the operator, and 'CODE' as the value. A blue star with the letter 'A' is positioned over the 'Title' dropdown.

1. For Title, enter the room number or one word of the building name with proper capital (Ex: Stagg, not stagg);
2. For Location Code, enter the 3-digit Banner building code if you know it (this is not the address).

## 2. **FOIIDEN**: Custodian: Change fields to Contains from Equals(**B**):



The screenshot shows the FOIIDEN form with three rows of dropdown menus. The first row has 'ID' selected, 'Contains' as the operator, and 'FC' as the value. The second row has 'Last Name' selected, 'Contains' as the operator, and 'Jefferson' as the value. The third row has 'Change Type' selected, 'IS NULL' as the operator, and an empty value field. A blue star with the letter 'B' is positioned over the 'ID' dropdown.

1. ID field, enter “**FC**”. Never search without this field filled in, otherwise V#s will be included.
2. Last Name field, enter the “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. Ex: Smith.
3. Change Type, change the second Drop-down to IS NULL.

2. Click **Go** (or F8) to see list of results.
3. 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.

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# FFATRAN - Fixed Asset Transfer, Continued

- Then, once back in the FFATRAN form, Tab to or click in Transfer Reason field and enter a reason. This is required to finish the transfer.

**Transfer Details**

Transfer Document	<input type="text"/>	Subordinate Type	<input type="text" value="None"/>
Transfer Date	<input type="text" value="07/28/2017"/>	User Status	<input type="text" value="..."/>
Text Exists	<input type="text" value="N"/>	System Status	<input type="text" value="I"/>
Transfer Reason	<input type="text" value="moved"/>	Condition Code	<input type="text" value="EX"/> ... Excellent

- Tab to or click in Condition Code and enter a condition if needed: EX = Excellent, FR = Fair, GD = Good, OB = Obsolete, PR = Poor needs repair.
- Save (  or F10). Look for Confirmation message in the Status Line.
- Click **Exit** ( X or Ctrl/Q) or **Start Over** (or Shift/F7) for more asset transfers.

## Exporting Building Data from Banner to Excel

Use: Creating an Excel file with all Banner codes for a building.

- Key **FTVLOCN** in the **Search** Field, press **Enter**.
- Click **Filter**.
  - Title filter: Key **First Word of Building** as listed in Banner.
    - First letter **must** be upper case - *Example: Sanger%*
    - Use bookend (%) behind the word to pull everything.
  - OR** Location Code filter: Key **Building Number** (3-digits) then a bookend (%).
- Click **Go or F8** - A list of all location codes will appear for the building requested.
- Click on **Tools** (  )> **Export** or **Shift+F1**
- The file will open in Excel, Save as Excel file. Make sure to allow pop-ups if this does not occur.

# FFAADJF - Dispose of Capitalized Asset

## (Assets \$5,000.00 or greater ONLY)

Use: To dispose of a capitalized asset by surplus, or any disposal method (stolen, fire, trade in, etc.) of assets with a value of GREATER THAN \$5,000.00. (Other assets should be sent to [fixedassets@vcu.edu](mailto:fixedassets@vcu.edu) for removal.)

\*\*Go to [Facilities Self Service](#) and create a ticket to have your assets picked up by Surplus. Pick-up is prior to deleting assets in Banner. Retain a copy of the ticket and completion as back-up.



Document Code: \*  ...

Function Code:  ...

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

1. Key **FFAADJF** in the **Search** field, press **Enter**.
2. For **Document Code**: Key the word **NEXT** and press **Tab**.
3. For **Function Code**: Click search drop box (...)
4. Double click **WOFF** to select **Write Off only**.
5. Click **Next Section**, (  or **Ctrl/PgDn**) or **Go**.
6. Fill in **Description**: with the reason for disposal (Maximum of 35 Characters allowed).
  1. Ex. Surplus, Traded in, Fire, etc.
7. Click **Next Section**, (  or **Ctrl/PgDn**).
8. Enter the full fixed asset number into the **Permanent Tag**: field. (9- digits total, see FAQ page 3.)
9. Press **Tab** to **Disposal Method**: field (\*\*May take a few seconds to populate asset description.)
  - A. Amount should be 0.00
10. Click **Search** icon and double click on the desired disposal code. **YOU ARE NOT DONE.**
11. **MUST Next Section**, (  or **Ctrl/PgDn**) to complete the disposal. Continue until the end.
12. The **Adjustment Balancing/Completion** section will open on a second page.
13. A **Notification** will display **Saved successfully (2 rows saved)**. **YOU ARE NOT DONE.**
14. Click on the **Complete** button, it will complete and **Start Over**.
15. A **Notification** will display "**Document M00XXXXX completed and forwarded to the Posting process.**"
16. Record the Document M-Number on your surplus form for your records to keep for audit.
17. Next day, run your inventory report on VCU Reporting Center (page 11) to confirm asset has been removed.
18. Repeat to remove another capitalized fixed asset. **YOU ARE DONE.**

# FFIMAST -- Fixed Asset Master Query

Use: View all current information for a fixed asset. \*This is Query Only - No changes can be made here.

1. Key **FFIMAST** in the **Search** field, press **Enter**.
2. Enter Asset Tag number into **Asset Tag:** field. (9-digits, see FAQ page 3.)
3. Click **Next Section**, (  or **Ctrl/PgDn**) to cycle through the information sections. Descriptions below, each number represents the next page/section.

## 1. Master Information

- Asset Description, Total Cost, Capitalization Indicator, Asset Type, etc.

## 2. Acquisition Information

- Make, Model, Manufacturer, Serial Number, Title To, In Service Date, etc.

## 3. Procurement Information

- Vendor, current Custodian ID and name, Location, Purchase Order number, etc.

## 4. Funding Source and Details

- Index, Fund, Orgn, Acct. (If it is older and prior to Banner, it came over from FRS and this information will NOT be here. It will be blank.)

## 5. Capitalization Information

- View Accumulated Depreciation (Only if capitalization indicator was checked on 1<sup>st</sup> page).

## 6. User Fields and Details

- Not used at this time.
- This is the last page of records, continuing will start back at 1.

7. Click **Exit** ( **X** or **Ctrl/Q**) or **Start Over** (or **Shift/F7**) for more asset viewing.

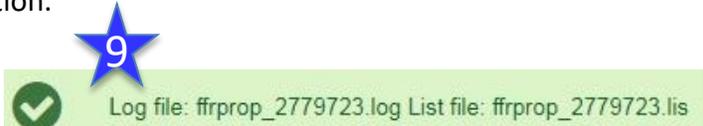
# FFRPROP - Fixed Asset Property Report

Use: To show all fixed assets under a single Fixed Custodian number (FC#).

This report or the VCU Reporting Center (next page, *recommended*) are used to verify the required annual audit for inventory certification.

- All assets are assigned to a Fixed Asset Custodian ID or FC #.
- This report includes Disposed assets. These will have a Status of D and are not a fixed asset.
- This report is up to the minute accurate for the Banner record.

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 or department if unknown.
2. Sign on to Banner, a link can be found on the Controller's Website at the top right Search field.
  - <https://go.vcu.edu/adminpages>
3. Key **FFRPROP** in the **Search** field, press **Enter**. (The GJAPCTL form will open.)
4. Click **Next Section**, (  or **Ctrl/PgDn**)
5. The **Chart of accounts** Parameter should have **"V"** in the Values field.
6. The **Inventory Selection Option** Parameter should have **"3"** in the Values field.
7. The **Custodian ID** Parameter should have your FC number ("FCXXXXX00" 9-digits) in the Values field.
8. Click **Next Section**, (  or **Ctrl/PgDn**) to move to the Submission section.
9. Click **Save** ( or F10).
  - Log file .lis file name will display as a Notification.
10. Click **Related** then **Review Output [GJIREVO]**. 
11. Double click in the **File Name** field. 
12. Double click on the **.lis** file name for your inventory. This opens the report.
13. To Print:
  1. Click **Tools** then **Show Document (Save and Print File)** 
  2. Click **Yes**. A window or tab will open in your browser.
  3. Print page or print to PDF.
14. To send to Excel:
  1. Click **Tools** then **Export**.
  2. Use pop-up to **Save** or **Open with** Excel.
  3. Click **OK**.

# VCU Reporting Center (Recommended)

Use: To show the fixed assets details listed under a single custodian.

The VCU Reporting Center allows you to view reports from Banner in a Web Browser and export to Excel.

- All assets are assigned to a Fixed Asset Custodian ID (FC #).
- This report can be easily sent to Excel and sorted, unlike FFRPROP.

To open VCU Reporting Center: Go 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 right side under Resources then General Resources. Or, go directly to the report by clicking on this link: [Fixed Assets by Custodian](#) (skip to step 3)

\*\*Go to [VCU Reporting Center](#) to begin with your log in.

1. Click [List Available Stored Processes and Reports](#).
2. On the left under **Reports**, **select** the **Staff** folder. 
3. Click on the **Fixed Assets By Custodian** stored process below.
4. Choose the **Custodian's name (sorted by first)** with the associated **FCXXXXXXX number**.
  - **Search** by clicking on the **magnifying glass** if name of custodian unknown.
  - **Note** your own FC# as it will be needed for various processes.
5. Select the Output Type as either **HTML** or **Excel**.
6. Click **Run**.
7. Print or Save results.

 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 Delete-status like the Banner report, FFRPROP.

 It also includes serial numbers and location descriptions.

## Stored Processes

### Reports

- ▣ Degrees and Certificates Awarded
- ▣ Federal Funding Spons Prog
- ▣ Finance
- ▣ FYTD Data
- ▣ HR Leave
- ▣ HR Student Worker Reports
- ▣ Richmond Talent Pathways



### Staff

- Account Listing
- Chart of Accounts
- Course Attributes - Catalogue Fees
- Course Attributes - Schedule Fees
- Course Schedule Report
- Course Schedule with Attributes
- Course Schedule with RON selections
- Courses Used as Pre-requisites
- Courses- Last Term Used
- EMS Report
- Event Report
- Finance Organization Security For an eID
- Fixed Assets by Custodian**
- Fixed Assets by Location
- Grant Funds Project Start and End Dates



### Parameters

\*Please select a custodian name:

Jessica A Burruss - FC8040000 



\*Select the Output Type:

EXCEL ▾



Run