

Banner Fixed Assets Custodian

Managing fixed assets in the Banner System

The Banner 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 will offer hands-on instruction on navigating and using the fixed asset system, as well as this user guide.

Table of contents:

VCU Fixed Assets Policies and Procedures.....	1
Contact Information:	1
FFRPROP – Fixed Asset Property Report	2
FFAMAST– Fixed Asset Master Maintenance Form	3
FFATRAN – Fixed Asset Transfer	4
FFAADJF – Dispose of Capitalized Asset (<i>Assets \$5,000.00 or greater ONLY</i>).....	6
FFIMAST -- Fixed Asset Master Query	7

VCU Fixed Assets Policies and Procedures

The Fixed Asset Custodian must:

- Read and UNDERSTAND the FA policies
- Maintain assigned assets in Banner for the required annual FA audit, due by June 30 each year.
 - See policy 10.30
- All assets are assigned to a Fixed Asset Custodian ID or FC #.
 - This number is assigned by Fixed Asset Accounting

The VCU Controller's Office provides this documentation at

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

Please review the Fixed Assets Policies and the Quick reference guide.

<http://www.controller.vcu.edu/finreporting/FixedAssetPolicies.pdf>

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

Paper forms that are frequently used:

- Each Fixed Asset Custodian must conduct an annual inventory of all equipment that is in their department.
- If there is a change to the departmental property custodian, use the following form:
<http://www.controller.vcu.edu/finreporting/custodianchange.pdf>
- Any asset used off-site must have the proper form completed, found at
<http://www.controller.vcu.edu/finreporting/offsiteequipment.pdf>

- Any equipment (with a value of \$2,000 or greater) that is donated, fabricated, found, transferred from another University or Agency or purchased with a departmental American Express Card needs to added to your departmental inventory. Please use the following form:
<http://www.controller.vcu.edu/finreporting/Addequipinventory.pdf>

Contact Information:


- **Fixed Asset questions:**
 - o Connie Jefferson, Fixed Assets Accounting
(804) 828-0848, ctjeffer@vcu.edu


FFRPROP – Fixed Asset Property Report


The Fixed Asset Custodian must maintain all fixed asset information in Banner assigned to them. Use this report to verify the required annual audit.

- Note: In Banner, asset numbers are nine positions, using two leading zeros and two zeros at the end. *Example: 009851400.*
- 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 Finance
2. Sign on to Banner
3. Key **FFRPROP** in the **Go To** box. Press **Enter**. (The GJAPCTL form will open.)
4. **Next Block**, ( or **Ctrl/PgDn**) twice to move to the Parameters block
5. **Chart of accounts**: Enter “**V**” in the Values field.
 - a. Use keyboard arrow key or scroll bar to choose parameters
6. **Custodian ID**: Enter “**FC...**” number in the Values field.

7. **Next Block**, ( or **Ctrl/PgDn**) to move cursor to the Submission block.

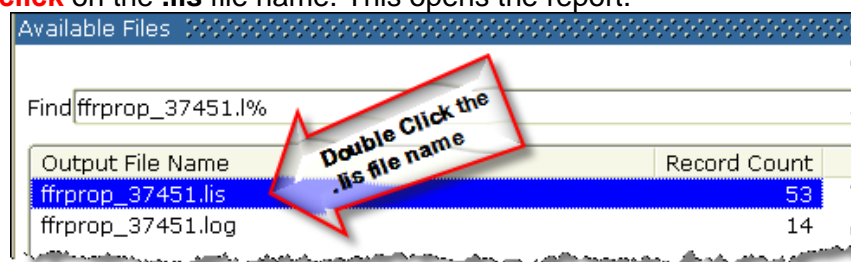
8. **Save** ( or F10). Report .lis file name will display in the Status line



9. Click **Options > Review Output (GJIREVO)**.

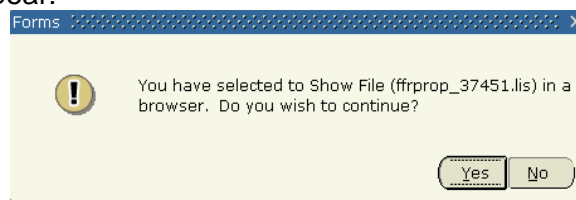
10. **Double click** in the **File Name** field.

11. **Double click** on the **.lis** file name. This opens the report.



12. Click: **Options > Show Document (Save and print file)**

13. Message will appear:



14. Click **Yes**


15. In the menu bar, click **File > Save as**, to save file as a text file and manipulate as needed.

FFAMAST– Fixed Asset Master Maintenance Form


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

Update fixed assets information:


Key **FFAMAST** in the **Go To** Field, press **Enter**.

1. Enter the asset number to update.
2. Click **Action**: drop arrow and choose **Permanent Tag - Update Asset**
3. **Next Block**, ( or **Ctrl/PgDn**)
4. Update the **asset description only**.

5. **Save** ( or **F10**).

6. **Next Block**, ( or **Ctrl/PgDn**) to update only the fields below:

- Make
- Model Number
- Manufacturer Name
- Serial Number


7. **Save** ( or **F10**).
Look for Confirmation message in the Status Line.

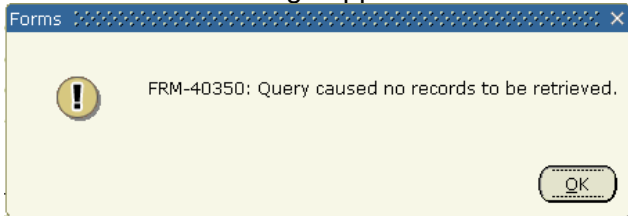
8. **Exit** ( or **Ctrl/Q**) or **Rollback** ( or **Shift/F7**) for more asset updates.

FFATRAN – Fixed Asset Transfer

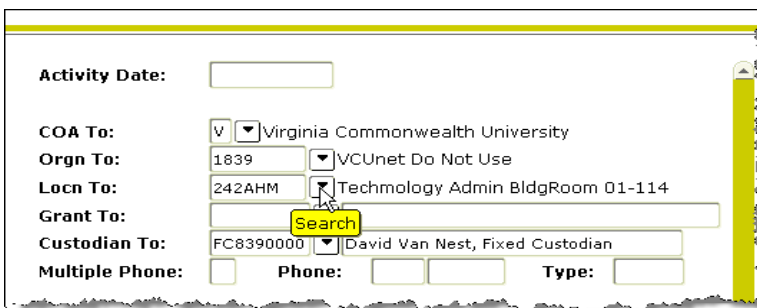
Update/Transfer custodian number, condition, and/or physical location of an asset.

Key **FFATRAN** in the **Go To** 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: 00XXXXXX00 – 9 digits)
2. **Next Block**, ( or Ctrl/PgDn).
3. Click **OK** if message appears as below. Current info will then be displayed.




4. Click **Options > Transfer Information**
5. Press **Tab** to move to **Locn To:** or **Custodian To:**, to update information
6. Click the **Search** icon to retrieve list of values.




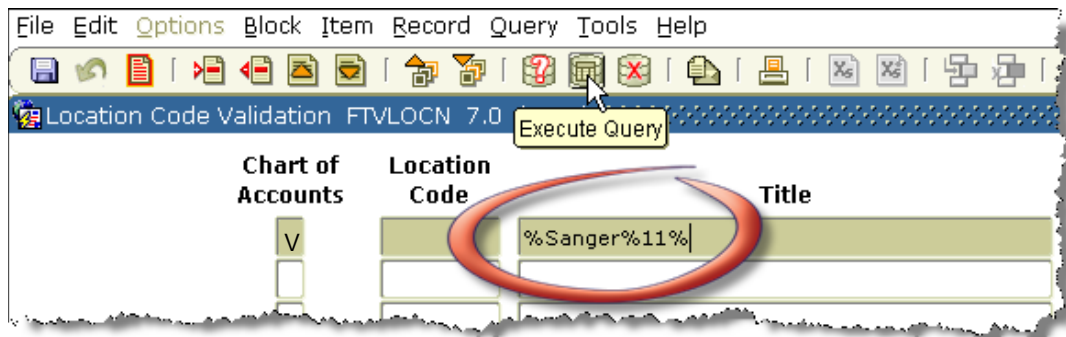
7. This will open the **FTVLOCN**, or the **FOIDEN** form.

- To search for a specific value:

- **Enter Query** ( or **F7**). Click in the Title Field for location, or Last Name field
 - Note: you must surround the name with %...% as shown in the examples.

FFATRAN – Fixed Asset Transfer, Continued

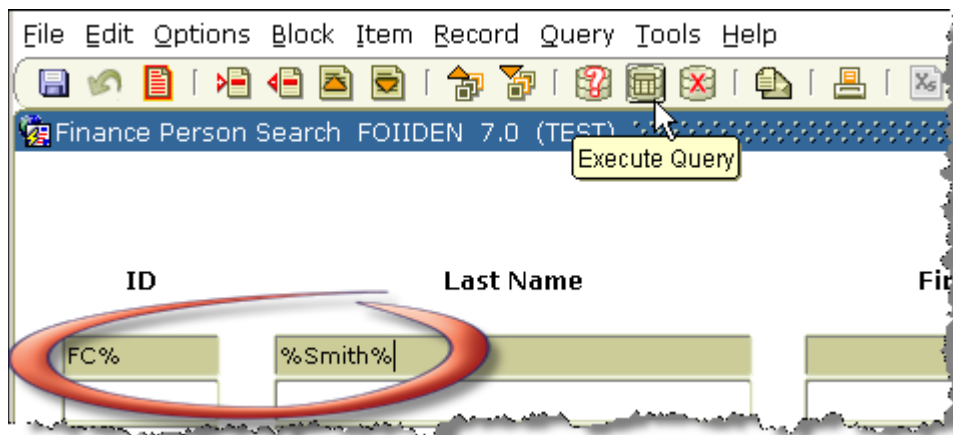
1. For **FTVLOCN** – In the Title field, **Key: %Building%Floor%**
 - i. Note: First letter must be upper case. *Example: %Sanger%11%*
2. **Execute Query** ( or **F8**) to see list of results.







OR, For **FOIIDEN**,

1. In the **ID** field, key **%FC%**
2. In **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. **Execute Query** ( or **F8**) to see list of results.
4. Scroll down until you find the desired value and **double click** the on the line, to return the custodian information to the FFATRAN form.
 - a. Note: Cursor must be in the Chart of Accounts, or ID field.

1. In the FFATRAN form, **Tab** to **Transfer Reason** field and enter reason.
2. **Tab** to **Condition Code** and click the **Search icon** to enter a condition if desired.
3. **Save** ( or **F10**). Look for Confirmation message in the Status Line.
4. **Exit** ( or **Ctrl/Q**), or **Rollback** ( or **Shift/F7**) for more asset updates.

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.vcu.edu/fmd/fmdsurplus.htm> and print and complete the Surplus Property form prior to deleting assets in Banner.

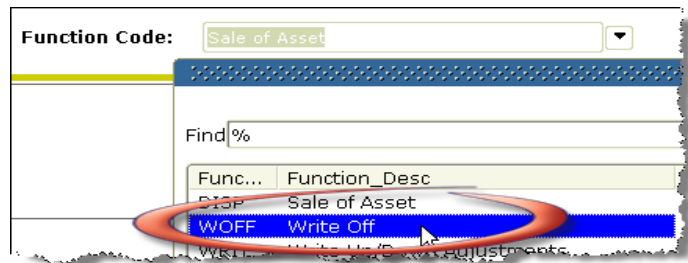
Key **FFAADJF** in the **Go To** field, press **Enter**.

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

2. **Function Code:** Click drop box

3. Double Click : **Write Off**

4. **Next Block**, ( or **Ctrl/PgDn**).



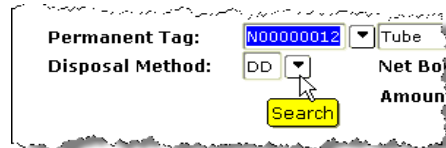
5. **Description:** Key reason for disposal (Maximum of 35 Characters allowed)

6. **Next Block**, ( or **Ctrl/PgDn**).

7. **Permanent Tag:** Enter fixed asset number. (Ex: 00XXXXX00 – 9 digits)

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

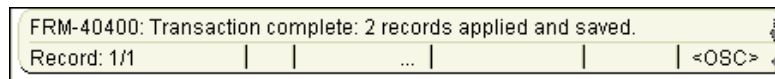
9. Click **Search** icon and double click on the desired disposal code.



10. **Next Block**, ( or **Ctrl/PgDn**).

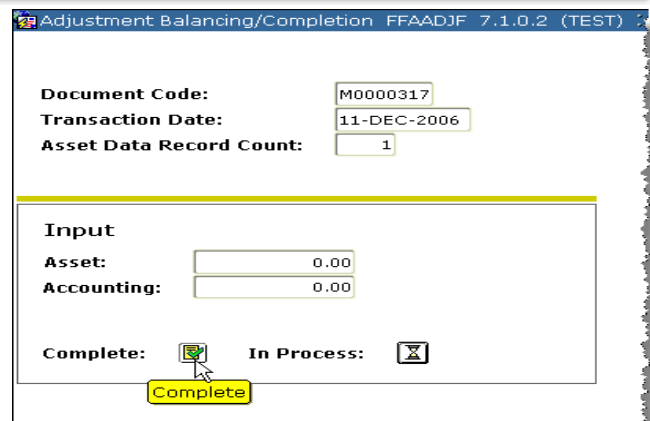
11. The **Adjustment Balancing/Completion** block will open



12. The **Status Line** will display **Transaction complete: 2 records applied and saved**

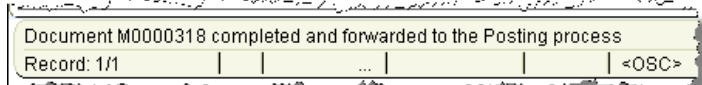


13. Click on the **Complete** icon

14. The status line will display **Document MXXXXXX completed and forwarded to the posting process.**












15. **Exit** ( or **Ctrl/Q**), or **Rollback** ( or **Shift F7**) for more asset updates.



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: 00XXXXXX00 – 9 digits)
 - a. **Next Block**, ( or **Ctrl/PgDn**) to cycle through the information blocks.
2. **Master Information**, View Description, Total Cost etc.
 - a. **Next Block**, ( or **Ctrl/PgDn**).
3. **Acquisition Information**, View Make Model, Serial, Title to, etc.
 - a. **Next Block**, ( or **Ctrl/PgDn**).
4. **Procurement Information**, View Vendor, Custodian Name and Number, Location
 - a. **Next Block**, ( or **Ctrl/PgDn**).
5. **Funding Source Information**, View Index, Fund, Orgn, Acct
 - a. **Next Block**, ( or **Ctrl/PgDn**).
6. **Capitalization Information**, View Accumulated Depreciation
 - a. **Next Block**, ( or **Ctrl/PgDn**).
7. **User Fields**, not used at this time
 - a. **Next Block**, ( or **Ctrl/PgDn**) to return to Master Information block.
8. **Exit** ( or **Ctrl/Q**), or **Rollback** ( or **Shift/F7**) for more asset updates.