

# VCU Controller's Office

## Banner Fixed Assets Custodian Training

### *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 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

The VCU Controller's Office provides this documentation at:

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

Please review the Fixed Assets Policies.

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

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

## Contact Information:

- **Fixed Asset questions:**
    - Connie Jefferson, Fixed Asset Accounting  
(804) 828-0848, [ctjeffer@vcu.edu](mailto:ctjeffer@vcu.edu)
  - **General Banner questions:**  
**Banner Finance Help Line 828-0388**
-


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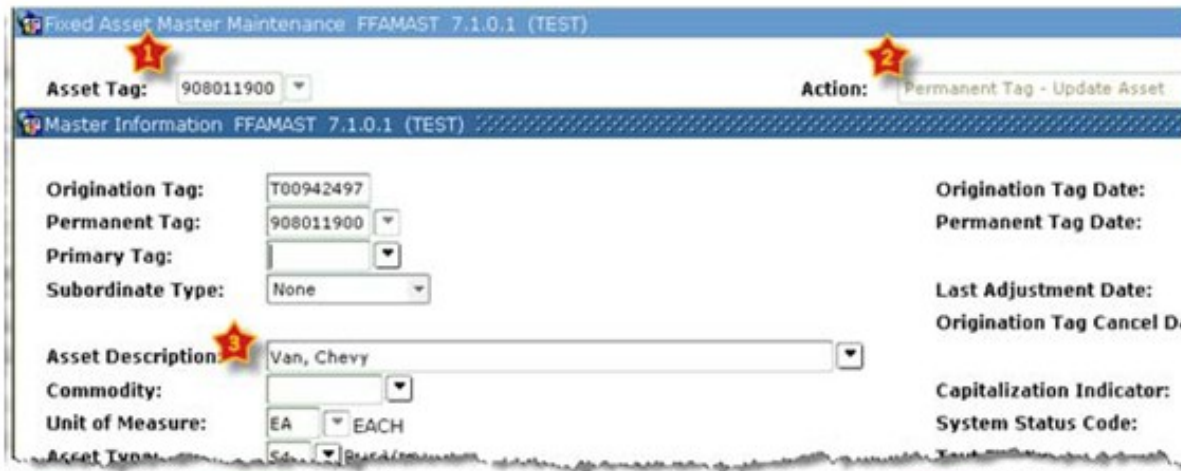
## FFAMAST- Fixed Asset Master Maintenance Form

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**.



Fixed Asset Master Maintenance FFAMAST 7.1.0.1 (TEST)

Asset Tag: 908011900 Action: Permanent Tag - Update Asset

Master Information FFAMAST 7.1.0.1 (TEST)

Origination Tag: T00942497 Origination Tag Date:

Permanent Tag: 908011900 Permanent Tag Date:

Primary Tag:

Subordinate Type: None Last Adjustment Date:


Asset Description: Van, Chevy Origination Tag Cancel De

Commodity:

Unit of Measure: EA EACH Capitalization Indicator:

System Status Code:

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

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

- Make
- Model Number
- Manufacturer Name
- Serial Number



Acquisition Information FFAMAST 7.1.0.1 (TEST)

Origination Tag: T00942497 Permanent Tag: 908011900 Van, Chevy

Acquisition Method: Purchased

Acquisition Date: 01-AUG-1989

Make: Chevy

Model: 1989

Manufacturer: Ford

Serial Number or VIN:

Part Number or Vehicle Tag: 0000790050

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.

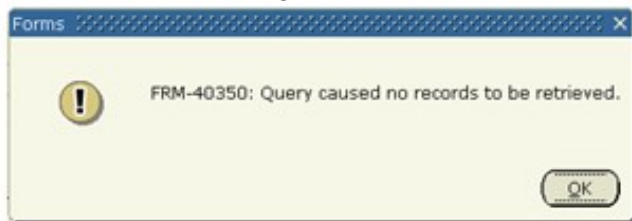
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## FFATRAN - Fixed Asset Transfer

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**). Type a capital "V" as the COA, then Tab over to the Title Field for location, or Last Name field
- o Note: you must surround the name with **%...%** as shown in the examples.  
For Example: **%Sanger%** - make sure the first letter is capitalized

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## FFATRAN - Fixed Asset Transfer, Continued

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

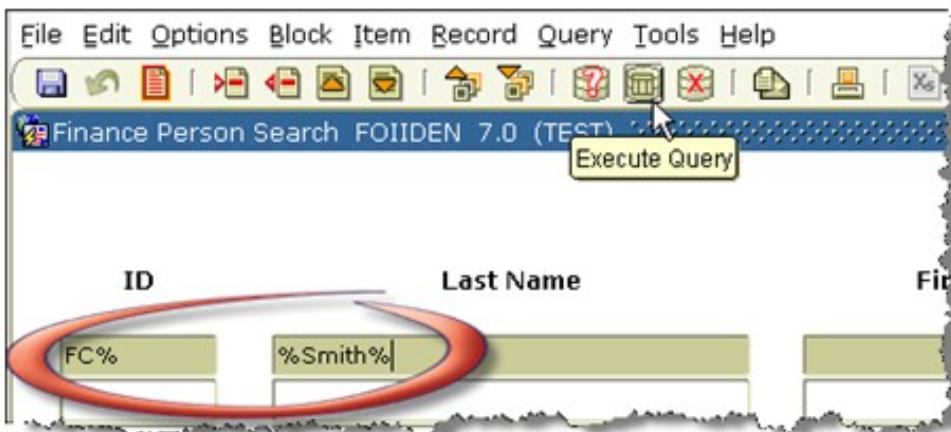



10. Scroll down until you find the desired value and **double click** on the line, to return the custodian information to the **FFATRAN** form.  
**Note: Cursor must be in the Chart of Accounts, or ID field.** (continue on page 5)

OR, For **FOIDEN**,

8. In the **ID** field, key %FC%  
 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%.



9. **Execute Query** (  or **F8**) to see list of results.
10. Scroll down until you find the desired value and **double click** on the line, to return the custodian information to the **FFATRAN** form.  
**Note: Cursor must be in the Chart of Accounts, or ID field.** (continue on page 5)



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## FFATRAN - Fixed Asset Transfer, Continued

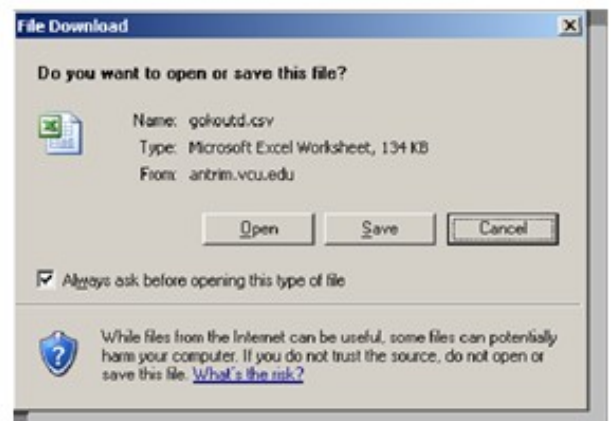
11. Then, once back in the **FFATRAN** form, **Tab** to **Transfer Reason** field and enter reason.
12. **Tab** to **Condition Code** and enter a condition if needed:  
**EX = Excellent FR = Fair GD = Good OB = Obsolete PR = Poor needs repair**
13. **Save** (  or **F10**). Look for Confirmation message in the Status Line.
14. **Exit** (  or **Ctrl/Q**), or **Rollback** (  or **Shift/F7**) for more asset updates.

## Extracting Building Data from Banner to Excel (the **Extract Data No Key** feature)

Extracting Banner Data from the Location Code Validation form: **FTVLOCN** to **Excel**

1. Key **FTVLOCN - Location Code Validation form** in the **Go To** field and press **Enter**.
2. Click **Enter Query** (  or **F7**) - Click **Enter** to blank out form.
3. Key **V** in Chart of Accounts - then, **Tab** twice
4. Key **Name of Building** as listed in Banner parentheses and enclose the name with the Wild Card "%".
5. First letter **must** be upper case - Example: *%Sanger%*
6. **Execute Query** (  or **F8**) - A list will appear
7. Hold down **CTRL** key (Continue **holding down** the **CTRL** key until you see your data) and select **Help** from the Tool Bar. Then, select **Extract Data No Key**.
8. The File download box appears.
9. Click **Open** - the Excel file will pop up.
10. **Save** to Excel.

**Note:** This process may not work if there are Pop Up Blockers turned on or if the PC system cannot support the function. It works very well with Microsoft Office EXCEL 2003. PC problems should be reported to your technical support.



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## 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.

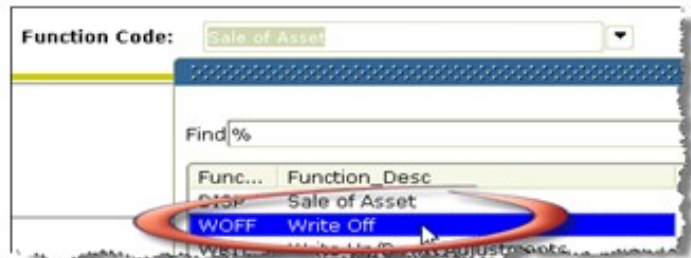
Key FFAADJF in the **Go To** field, press **Enter**.

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 disposal code.



desired

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

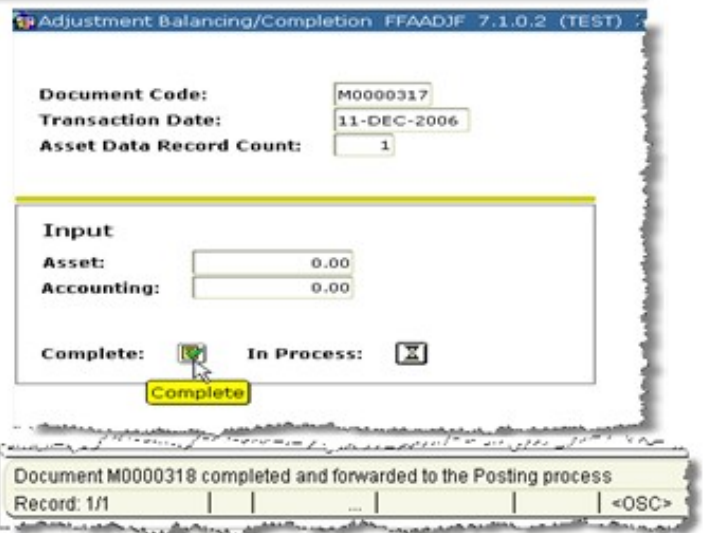
11. The **Adjustment Balancing/Completion** block will open



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.

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## 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. (If it came over from FRS, this information will **NOT** be here. This is why it's blank.)
  - a. **Next Block**, (  or **Ctrl/PgDn**).
6. **Capitalization Information**, View Accumulated Depreciation (**Only** if over \$5,000.)
  - 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.




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## 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 Fixed Asset Accounting
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.

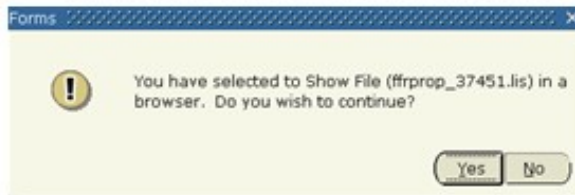
8. **Save** (  or F10). Report .lis file name will display in the Status line



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, then open and save it as a .doc (Word Document) or a .xls (Excel Spreadsheet) and manipulate as needed.

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## VCU Reporting Center

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 following web address:

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

1. **Log In:** Enter your eID as your User Name and eID Password.



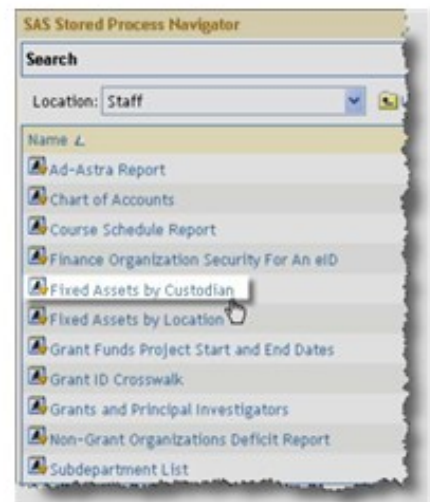
2. On the right side Reports Menu, click the **Staff** folder.

3. Click on **Fixed Assets By Custodian**.



4. From the **Drop Down Box:** Choose the **Custodian's name** with the associated **FCXXXXXXX** number.

5. Select the Output Type as either **HTML** or **Excel**.



6. Click **Run**.

