Fixed Assets
Another Banner Bonus: You can now find out everything you’ve ever wanted to know about a fixed asset, simply and **on your own**.

**Fixed Assets** is a module of Banner that contains financial information about moveable equipment, buildings, land, land improvement, software, library books, and leasehold improvements.

This training focuses specifically on **moveable equipment** because it is the type of fixed asset most commonly inquired about by WSU employees.

**Lesson Agenda**

- Topic 1: About Fixed Assets
- Topic 2: View Fixed Asset Information
- Topic 3: Use FOIDOCH to open FFIMAST
What you will learn in this topic:

- Characteristics of moveable equipment fixed assets
Discussion: About Fixed Assets

- The Property Management Department and each custodial unit is responsible for the safeguarding of all moveable equipment.
“Moveable Equipment” fixed assets are defined as:

- A cost of $5,000 or greater.
  - The cost of equipment and any attachments with a total cost of $5,000 or greater. For example, a microscope and a digital camera.

- A useful life of at least two years.
  - This means that the item will be used at Wayne State for at least two years.

- An asset tag number assigned and entered into Banner.
  - An asset tag number will be assigned by the Property Management Department and entered into Banner.

- The assigned asset tag number affixed to the equipment, if possible.
  - Scientific equipment such as a rotor, for instance, would not have an asset tag affixed to it.
Discussion: About Fixed Assets

It's important that the correct account codes are entered when preparing the requisition:

- Account code 711 (capitalizable equipment over $5,000) should be used for equipment meeting moveable equipment criteria.

Additionally, there are other account codes that indicate capitalizable taggable equipment:

- Account code 714 (fabricated equipment) – equipment fabricated as part of a sponsor contract. Property Management must be notified when fabrication is complete.
- Account code 715 (equipment enhancement) – enhancement to existing equipment. Enhancements must have a cost of $2,000 or greater and cannot operate alone. The asset tag number must be included in the item text of the requisition.
- Account code 716 (sponsor-owned equipment) – the title of the equipment vests with the sponsor. Capitalization guidelines are based on the contract and NOT recorded as an asset of the University.

When the Property Management Department sees one of these account codes, it knows that the item needs to be tagged and recorded as an asset in the Fixed Asset module of Banner.
Using form FOIDOCH, assets can be looked up in Banner by any of the following identifying information:

- Purchase Requisition Number
- Purchase Order Number
- Invoice Number
- Check Number
- Asset Tag Number (after one has been assigned)
FFIMAST contains all asset information in a series of six blocks:

- Master Information
- Acquisition Information
- Procurement Information
- Funding Source
- Capitalization Information
- User Fields
Looking up information about fixed assets involves entering the asset tag number into Banner, then on the inquiry-only FFIMAST form. This topic will walk you through the process.

What you will learn in this topic:

• How to look up fixed asset information in Banner using FFIMAST
1) Open form FFIMAST.
   - Use Direct Access from the File menu, or your own preferred method.

2) In the Asset Tag field, enter the equipment's permanent tag number.

Procedure: View Fixed Asset Information

4) The Master Information screen appears. Here, you can view **Asset Information**, such as:
   
a. The Origination Tag is a temporary number that Banner assigns.
   
b. Permanent Tag (assigned by the Property Management Department and entered into Banner)
   
c. Asset Description
   
d. Asset Type
   
e. System Status Code
      - D = Disposed
      - C = Cancelled Invoice
      - G = Gifts
      - I = Invoiced
      - O = Converted from OLD System
   
f. Cost

5) Press **Ctrl + Page Down**.
6) The Acquisition Information screen appears. Here you can view Acquisition Information, such as:
   a. Acquisition Date
   b. Make
   c. Model
   d. Manufacturer
   e. Serial Number or VIN
   f. Title To
      • May be owned by a title to WSU, a sponsor, or a lease.
   g. Disposal Method & Disposal Date

Procedure: View Fixed Asset Information

8) The Procurement Information screen appears. Here, you can view Procurement Information, such as:
   a. Vendor Code & Name
   b. Purchase Order Number
   c. Receiver Date
   d. Invoice
      • The invoice number.
   e. Invoice Date
   f. Responsible Organization
   g. Location

Procedure: View Fixed Asset Information

10) The Funding Source screen appears. Here, you can view Funding Source Information, such as:

a. FOAPAL Information
   • If the cost is split between departments or indexes, the account distribution is shown here.

b. Account Code
   • Account code 711 indicates a taggable asset; these must be tagged!

c. Cost

12) The Capitalization Information screen appears. Here, you can view *Capitalization Information*, such as:
   a. Capitalization Fund
   b. Asset Account
   c. Accumulated Depreciation Account
   d. Cost
   e. Adjusted Cost
   f. Accumulated Depreciation

14) This is the **User Attributes** block, but Wayne State does not use it for any functions.

15) Press **Ctrl + Page Down**.
Topic 3: Use FOIDOCH to open FFIMAST

There may be times when you want to look up information about a fixed asset for which you do not have the asset tag number, but have the purchase order number, invoice number, or other tracking information. In this case, you can use FOIDOCH, the portal to FFIMAST, to determine the asset tag number and open FFIMAST. This topic will walk you through the process.

What you will learn in this topic:

- How to use FOIDOCH to find an asset tag number and open FFIMAST.
1) Enter FOIDOCH in the Go To… field on the Banner Main Menu and press Enter.

The FOIDOCH screen appears.

2) In the Doc Type box, enter one of the following, depending on the type of information you have for this asset (or click the down arrow for a list of all choices):
   - If you have the Asset Tag Number, enter FAS.
   - If you have the Requisition Number, enter REQ.
   - If you have the Invoice Number, enter INV.
   - If you have the Purchase Order Number, enter PO.

**Note:** Banner refers to transactions such as purchase orders & invoices as “documents.”
3) In the **Doc Code** box, enter the number from the document you referenced.
   - For example, if you selected PO as the Doc Type, now enter the actual purchase order number.

4) Press **Ctrl + Page Down**.

5) The Requisition, Purchase Order, Invoice, Check, and Asset Tag numbers populate, if they exist for the asset.

6) Click in the **Asset Tag** field.

**TIP**: You can **tab** through the boxes, or just use your mouse to click inside each one.
7) From the **Options** menu, select **Asset Master Information**.

8) **FFIMAST** opens!