

Fixed Assets



Overview and Agenda

You Have the Power!



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 FOIDOC to open FFIMAST

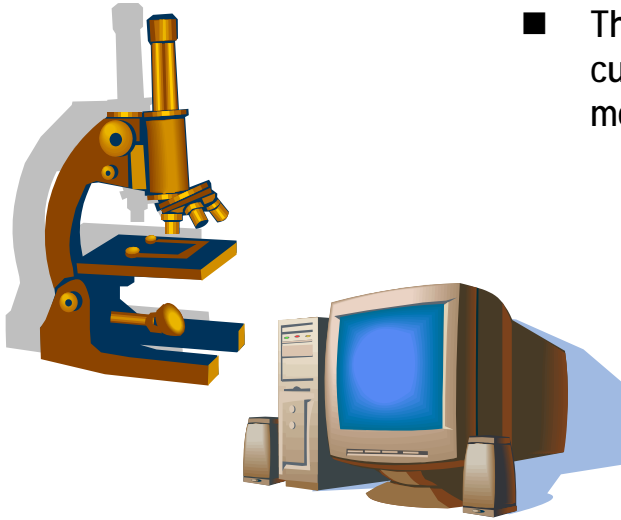
Topic 1: About Fixed Assets

What you will learn in this topic:

- Characteristics of moveable equipment fixed assets

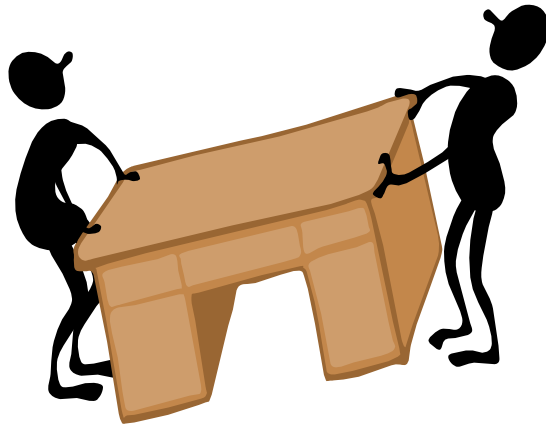


Discussion: About Fixed Assets



- The Property Management Department and each custodial unit is responsible for the safeguarding of all moveable equipment.

Discussion: About Fixed Assets



“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:

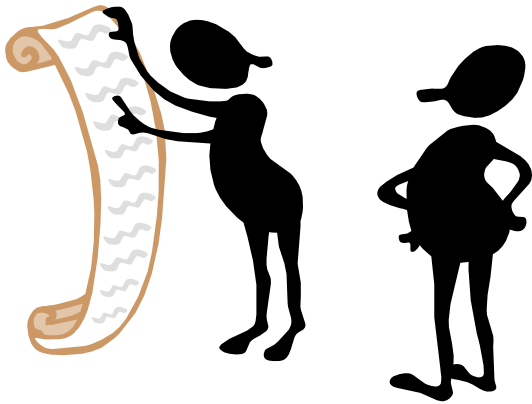
- Account code **714** (fabricated equipment) – equipment fabricated as part of a sponsor contract. Property Management must be notified when fabrication is complete.
- Account code **715** (equipment enhancement) – enhancement to existing equipment. Enhancements must have a cost of \$2,000 or greater 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.

Discussion: About Fixed Assets

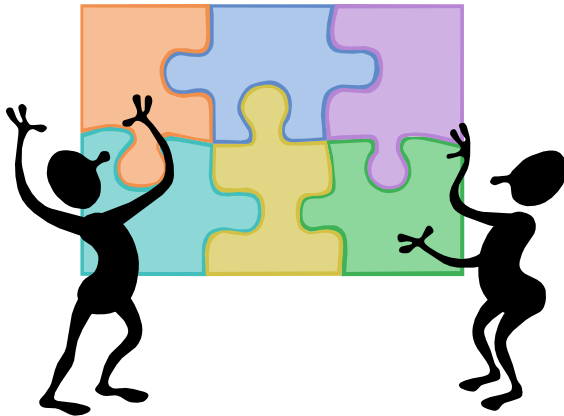
- Using form FOIDCH, assets can be looked up in Banner by any of the following identifying information:
 - Purchase Requisition Number
 - Purchase Order Number
 - Invoice Number
 - Check Number
 - Asset Tag Number (after one has been assigned)



Discussion: About Fixed Assets

■ FFIMAST contains all asset information in a series of six blocks:

- Master Information
- Acquisition Information
- Procurement Information
- Funding Source
- Capitalization Information
- User Fields

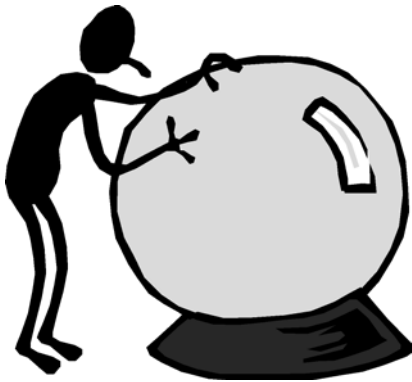


Topic 2: View Fixed Asset Information

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**





Procedure: View Fixed Asset Information

- 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**.
- 3) Press **Ctrl + Page Down**.

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST (TRG6C)

Asset Tag: 310905

Enter Asset Tag; LIST is available.
Record: 1/1 | ... | <OSC>



Procedure: View Fixed Asset Information

4) The Master Information screen appears. Here, you can view **Asset Information**, such as:

- The Origination Tag is a temporary number that Banner assigns.
- Permanent Tag (assigned by the Property Management Department and entered into Banner)
- Asset Description
- Asset Type
- System Status Code
 - D = Disposed
 - C = Cancelled Invoice
 - G = Gifts
 - I = Invoiced
 - O = Converted from OLD System
- Cost

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

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Fixed Asset Master Query FFIMAST (TRG6C)

Asset Tag: 310905

Master Information FFIMAST (TRG6C)

Origination Tag: T00000015 (a)

Permanent Tag: 310905 (b)

Primary Tag:

Subordinate Type:

Asset Description: Microscope, Trinocular Polarizing, Model # ML9300 (c)

Commodity: ME Medical Equipment (d)

Unit of Measure: EA EACH

Asset Type: 5S Microscopes/Stereoscopes

User Status Code:

Insurance Value:

Market Value:

Replacement Value:

Book Value:

Origination Tag Date: 11-AUG-2006

Permanent Tag Date: 15-AUG-2006

Last Adjustment Date:

Origination Tag Cancel Date:

Capitalization Indicator: Y (e)

System Status Code: I

Text Exist: N

Tag in Use:

Gift Indicator: N

Total Cost: 6,978.00 (f)

Cost: 6,978.00

Net Book Value: 6,978.00

Total Net Book Value: 6,978.00

Record: 1/1 | ... | <OSC>



Procedure: View Fixed Asset Information

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

7) Press Ctrl + Page Down.

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Acquisition Information FFIMAST (TRG6C)

Origination Tag: T000000015 Permanent Tag: 310905 Microscope, Trinocular Polarizing, Model

Acquisition Method: A1

Acquisition Date: 18-AUG-2006

Make: ML9300

Model: Scientific America

Manufacturer: 6514851651

Serial Number or VIN: 6514851651

Part Number or Vehicle Tag:

User Reference Number:

Barcode Number:

In Service Date:

Last Inventory Date:

Percentage Used:

Work In Progress:

Condition: U

Title To:

Disposal Method:

Disposal Date:

Press NEXT BLOCK to navigate to the Procurement Block.

Record: 1/1 ... <OSC>



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

9) Press Ctrl + Page Down.

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information FFIMAST (TRG6C)

Original: T000000015 Permanent Tag: 310905 Microscope, Trinocular Polarizing, Model

Vendor Code: 003743136 Surgipath Medical Industries

Purchase Order: P0000222

Receiver:

Invoice: I0000030

Invoice Item: 1

Credit Memo: N

Purchase Item: 1

Receiver Date:

Invoice Date: 11-AUG-2006

Cancel Date:

Installments: N

Submitting Number: 0

Recurring: N

Other Source Data

Document: Type: Sequence: Document Tag Date: Source Submission:

Transfer Data

Date:

COA: Wayne State University

Organization: 12C1 Biological Sciences Administration

Location: 089043 01177.00 Biological Sciences

Grant:

Custodian ID:

Equipment Manager:

Press NEXT BLOCK to navigate to the Funding Source Block.

Record: 1/1 ... <OSC>



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

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

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Funding Source FFIMAST (TRG6C)

Origination Tag: T00000015 Permanent Tag: 310905 Microscope, Trinocular Polarizing, Model

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Cost
1	W	124961	111168	12C1	711	19				6,978.00

Document: 10000030 Attachment Origination Tag: Percentage: 100

Document: Attachment Origination Tag: Percentage:

Document: Attachment Origination Tag: Percentage:

Document: Attachment Origination Tag: Percentage:

Press NEXT BLOCK to navigate to the Capitalization Block.

Record: 1/1 ... <OSC>



Procedure: View Fixed Asset Information

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

13) Press Ctrl + Page Down.

Internet Native Banner [INB] Web TRNG6 7.0+: Open > FOIDDOCH - FFIMAST

File Edit Options Block Item Record Query Tools Help

Capitalization Information FFIMAST (TRG6C)

Origination Tag: T000000015 Permanent Tag: 310905 Microscope, Trinocular Polarizing, Model

Change Sequence: Sequence: 1

COA: W

Capitalization Fund: 77H2

Equity Account: 9352

Asset Account: 1750

Accumulated Depreciation Account: 17903

Bank Code: 06

Direct Asset Indicator: N

Attachment Otag Code:

Cost: 6,978.00

Adjusted Cost: 6,978.00

Percentage: 100.00

Accumulated Depreciation:

Depreciation/Posting Indicator:

Change Sequence: Sequence:

COA:

Capitalization Fund:

Equity Account:

Asset Account:

Accumulated Depreciation Account:

Bank Code:

Attachment Otag Code:

Cost:

Adjusted Cost:

Percentage:

Accumulated Depreciation:

Depreciation/Posting Indicator:

Press NEXT BLOCK to navigate to the User Block.

Record: 1/1 | | | | | <OSC>



Procedure: View Fixed Asset Information

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

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

[illegible]

Topic 3: Use FOIDCH 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 **FOIDCH**, 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 **FOIDCH** to find an asset tag number and open **FFIMAST**.





Procedure: Use FOIDOCH to 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**.

Document Type: FAS ▼

Document Code: ▼

Requisition Status

Bid Status

Purchase Order Status

Issues Status

Invoice Status

Check Status

Return Status

Receiver Status

Asset Tag Status

Asset Adjustment Status

Note: Banner refers to transactions such as purchase orders & invoices as "documents."



Procedure: Use FOIDOCH to open FFIMAST

- 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.

Document History FOIDOCH (TRG6C)

Document Type: ☐ PO ☐ Purchase Order

Document Code:

Document Type	Document Code	Status
Requisition	R0001647	A
Bid		
Purchase Order	P0000222	A
Invoice	I00000030	A
Check		
Return		
Asset Tag	310905	T
Asset Adjustment		

Record: 1/15

TIP: You can **tab** through the boxes, or just use your mouse to click inside each one.



Procedure: Use FOIDOCH to open FFIMAST

- 7) From the **Options** menu, select **Asset Master Information**.
- 8) **FFIMAST** opens!

The screenshot shows the FFIMAST application window. The menu bar includes File, Edit, Options, Block, Item, Record, Query, Tools, and Help. The 'Options' menu is open, and 'Asset Master Information [FFIMAST]' is highlighted. A red circle with the number 7 points to this menu item. The main window displays a grid of data entry forms for various document types, each with a 'Status' column. The 'Document Type' is set to 'PO' (Purchase Order) and the 'Document Code' is 'P0000222'. The forms include Requisition, Bid, Purchase Order, Issues, Invoice, Check, Return, Receiver, Asset Tag, and Asset Adjustment. The 'Asset Tag' form shows a list of tags, with '310905' selected. The status columns for each form have a vertical scroll bar and a status indicator (e.g., 'A' for Active, 'T' for Terminated).

Document Type:	PO	Purchase Order	Document Code:	P0000222	
Requisition	Status: A	Bid	Status:	Purchase Order	Status: A
Invoice	Status: A	Check	Status:	Return	Status:
Asset Tag	Status: T	Asset Adjustment	Status:	Issues	Status:
Receiver	Status:				

Record: 1/15 | ... | <OSC>