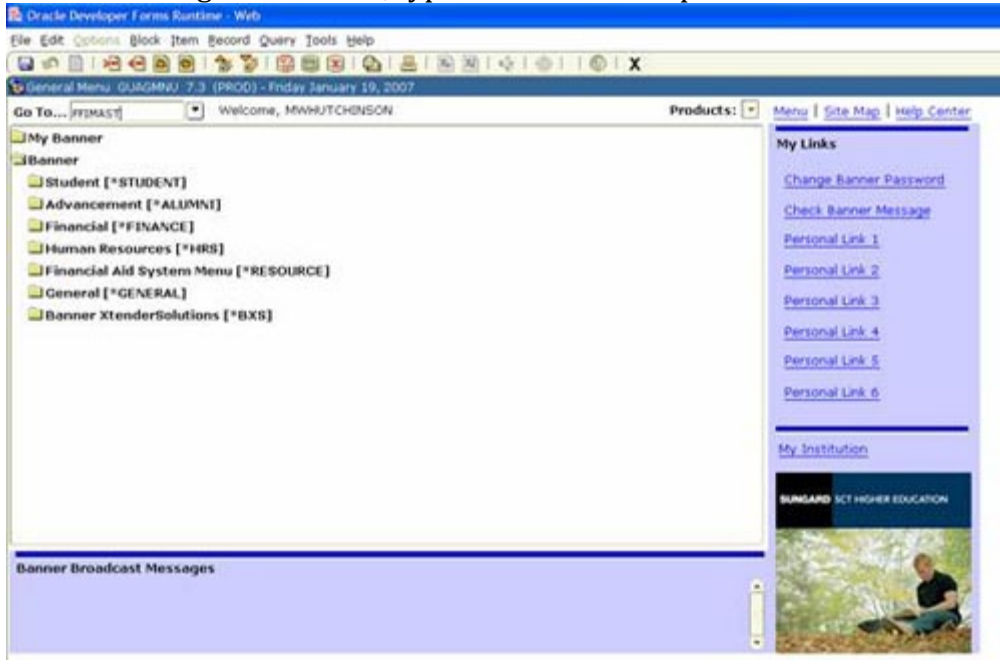


USING BANNER FIXED ASSETS FORM FFIMAST

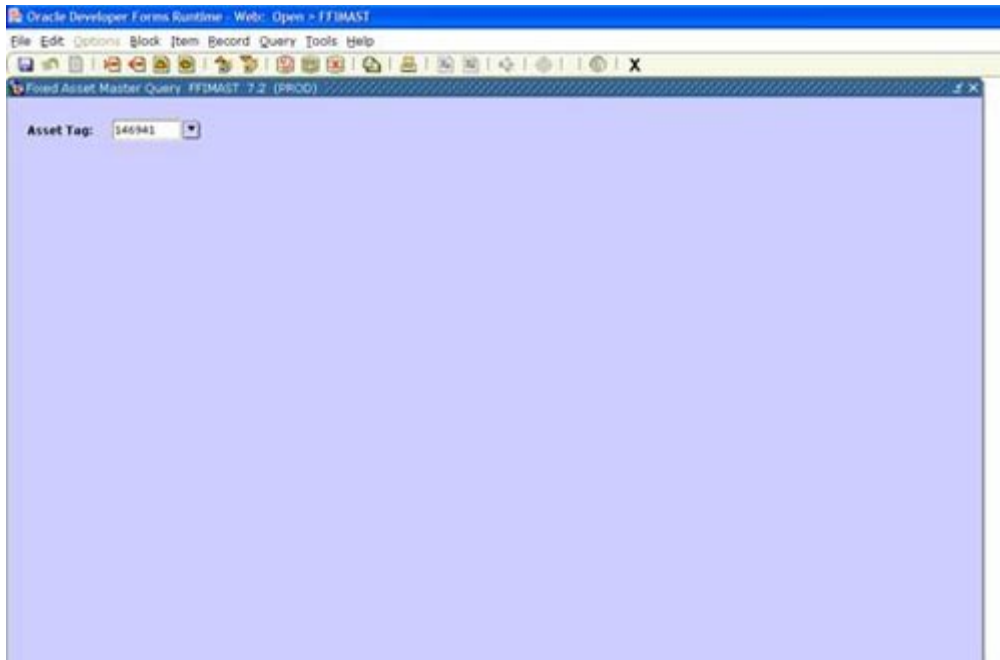
Step One

At the Banner general menu, type "FFIMAST" and press ENTER.



Step Two

On the form FFIMAST, enter the tag number (from the red tag) of the item you want information about. Click on NEXT BLOCK.



Step Three

Banner Fixed Assets will bring up the following form (the main inquiry form):

The screenshot shows the 'Master Information' form for Asset Tag 146941. The form is divided into several sections:

- Asset Tag:** 146941
- Origination Tag:** 146941
- Permanent Tag:** 146941
- Primary Tag:** (empty)
- Subordinate Type:** (empty)
- Asset Description:** Computer Gateway E-4100-C
- Commodity:** (empty)
- Unit of Measure:** EA EACH
- Asset Type:** INC Non Capitalized Assets-Equipment
- User Status Code:** C Converted
- Origination Tag Date:** 20-OCT-2004
- Permanent Tag Date:** 20-OCT-2004
- Last Adjustment Date:** (empty)
- Origination Tag Cancel Date:** (empty)
- Capitalization Indicator:** N
- System Status Code:** N
- Text Exist:** N
- Tag in Use:** N
- Gift Indicator:** N
- Insurance Value:** (empty)
- Market Value:** 1,540.00
- Replacement Value:** 1,540.00
- Book Value:** (empty)
- Cost:** 1,540.00
- Total Cost:** 1,540.00
- Net Book Value:** .00
- Total Net Book Value:** .00

The permanent tag is the number shown on the red tag assigned by the university. You may see the following screens using Options on the menu or clicking on the NEXT BLOCK or PREVIOUS BLOCK buttons.

Acquisition Information Screen

The screenshot shows the 'Acquisition Information' form for Asset Tag 146941. The form contains the following details:

- Origination Tag:** 146941
- Permanent Tag:** 146941
- Asset Description:** Computer Gateway E-4100-C
- Acquisition Method:** CV Converted from FRS
- Acquisition Date:** 20-OCT-2004
- Make:** (empty)
- Model:** E-4100-C
- Manufacturer:** Gateway
- Serial Number or VIN:** 0034258295
- Part Number or Vehicle Tag:** 146941
- User Reference Number:** 7706025600
- Barcode Number:** (empty)
- In Service Date:** 20-OCT-2004
- Last Inventory Date:** (empty)
- Percentage Used:** (empty)
- Work In Progress:** (empty)
- Condition:** (empty)
- Title To:** UN University owned
- Disposal Method:** (empty)
- Disposal Date:** (empty)

This form shows the acquisition date, make, model, manufacturer, serial number, FAS/FRS account number (if purchased prior to Banner implementation), and the date the equipment was placed in service.

Procurement Information

The screenshot shows the 'Procurement Information' form in Oracle Developer Forms Runtime. The form is titled 'Procurement Information: FFIMAST 7.2 (PROD)'. It contains several sections of data entry fields:

- Origination Tag:** 146941
- Permanent Tag:** 146941
- Computer Gateway E-4100-C**
- Vendor Code:** [Empty]
- Purchase Order:** 0010626
- Purchase Item:** 1
- Receiver:** [Empty]
- Receiver Date:** [Empty]
- Invoice:** P-CARD
- Invoice Date:** 29-OCT-2004
- Submission Number:** 0
- Invoice Item:** 1
- Cancel Date:** [Empty]
- Credit Memo:** N
- Installments:** [Empty]
- Recurring:** [Empty]

Other Source Data

- Document:** [Empty]
- Type:** [Empty]
- Sequence:** [Empty]
- Document Tag Date:** [Empty]
- Source Submission:** [Empty]

Transfer Data

- Date:** [Empty]
- COA:** 2 Eastern Illinois University
- Organization:** [Empty]
- Location:** 011137 Old Main 011137 Acctg
- Grant:** [Empty]
- Custodian ID:** 01208268 Cannon, Larry G.
- Equipment Manager:** 01208268 Cannon, Larry G.

This form shows the vendor, purchase order number, Banner invoice number, invoice date, as well as location, custodian, and equipment manager information. Equipment managers can be used to subdivide a custodian's equipment inventory to multiple inventories.

Funding Source Information

The screenshot shows the 'Funding Source Information' form in Oracle Developer Forms Runtime. The form is titled 'Funding Source: FFIMAST 7.2 (PROD)'. It contains several sections of data entry fields:

- Origination Tag:** 146941
- Permanent Tag:** 146941
- Computer Gateway E-4100-C**

Funding Source Table:

Sequence	COA	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Cost
			7000	2000	0335	01				1,344.00

Document: [Empty] **Attachment Origination Tag:** [Empty] **Percentage:** 100.00

Document: [Empty] **Attachment Origination Tag:** [Empty] **Percentage:** [Empty]

Document: [Empty] **Attachment Origination Tag:** [Empty] **Percentage:** [Empty]

Document: [Empty] **Attachment Origination Tag:** [Empty] **Percentage:** [Empty]

This form shows the fund, organization, account and program information that paid for the item. There may be more than one line.

Capitalization Information

Oracle Developer Forms Runtime - Web: Open - FFDMAST

File Edit Options Block Item Record Query Tools Help

Capitalization Information: FFDMAST 7.2 (PROD)

Origination Tag: 146943 Permanent Tag: 146943 Computer Gateway E-4100-C

Change Sequence: Sequence: Direct Asset Indicator:

COA:

Capitalization Fund: Attachment Otag Code:

Equity Account: Cost:

Asset Account: Adjusted Cost:

Accumulated Depreciation Account: Percentage:

Bank Code: Accumulated Depreciation:

Depreciation/Posting Indicator:

Change Sequence: Sequence: Direct Asset Indicator:

COA:

Capitalization Fund: Attachment Otag Code:

Equity Account: Cost:

Asset Account: Adjusted Cost:

Accumulated Depreciation Account: Percentage:

Bank Code: Accumulated Depreciation:

Depreciation/Posting Indicator:

This form shows accounting information. Most custodians will not use this form.

User Fields

Oracle Developer Forms Runtime - Web: Open - FFDMAST

File Edit Options Block Item Record Query Tools Help

User Fields: FFDMAST 7.2 (PROD)

Origination Tag: 146943 Permanent Tag: 146943 Computer Gateway E-4100-C

User Attributes	Code	Description

This form can be used to add attributes not already available.