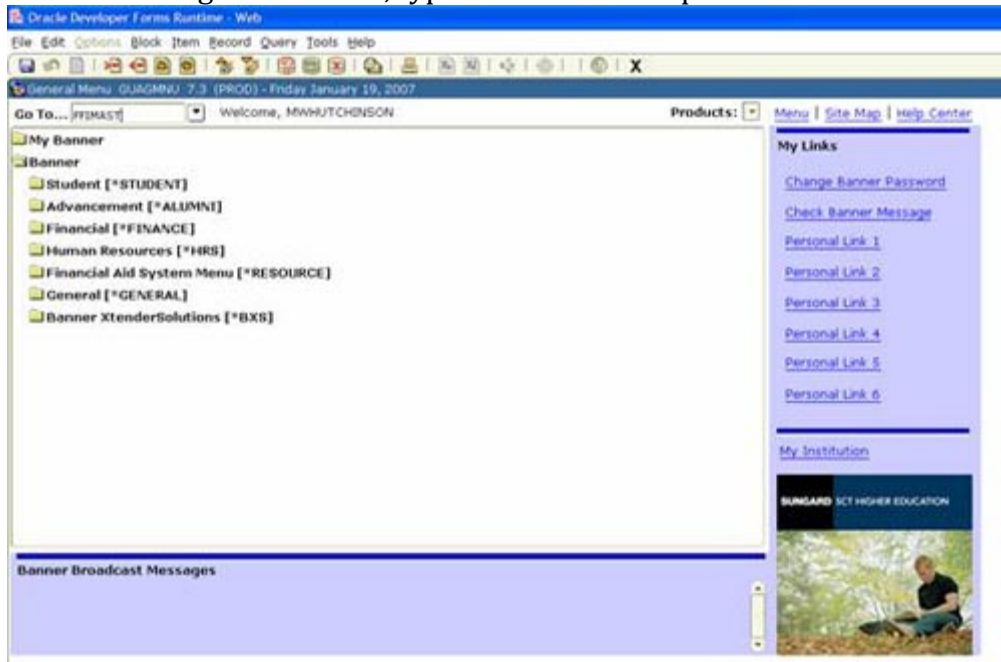


USING BANNER FIXED ASSETS FORM FFIMAST

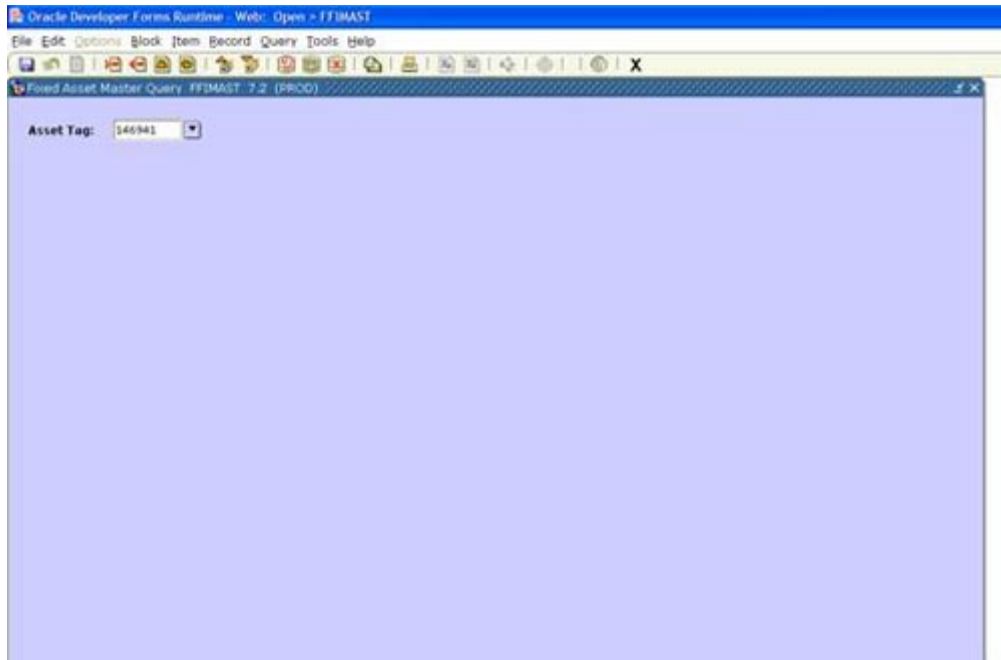
Step One

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' window 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:** NC 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' window for Asset Tag 146941. The form displays 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

Oracle Developer Forms Runtime - Web: Open - FFIMAST

File Edit Options Block Item Record Query Tools Help

Procurement Information: FFIMAST 7.2 (PROD)

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

Vendor Code:

Purchase Order: 0010626 Purchase Item: 1

Receiver: Receiver Date:

Invoice: P-CARD Invoice Date: 29-OCT-2004 Submission Number: 0

Invoice Item: 1 Cancel Date:

Credit Memo: N Installments: Recurring:

Other Source Data

Document: Type: Sequence: Document Tag Date:

Source Submission:

Transfer Data

Date:

COA: 2 Eastern Illinois University

Organization:

Location: 011137 Old Main 011137 Acctg

Grant:

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

Oracle Developer Forms Runtime - Web: Open - FFIMAST

File Edit Options Block Item Record Query Tools Help

Funding Source: FFIMAST 7.2 (PROD)

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

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

Document: Attachment Origination Tag: Percentage: 100.00

Document: Attachment Origination Tag: Percentage:

Document: Attachment Origination Tag: Percentage:

Document: Attachment Origination Tag: Percentage:

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

Capitalization Information

The screenshot shows the 'Capitalization Information' form in Oracle Developer Forms Runtime. The window title is 'Capitalization Information: FFDMAS1 7.2 (PROD)'. The browser address bar shows 'Web: Open - FFDMAS1'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The form content is divided into two sections. The top section has a header with 'Origination Tag: 146941', 'Permanent Tag: 146941', and 'Computer Gateway E-4100-C'. Below this, there are two columns of input fields. The left column includes 'Change Sequence' (with a red indicator), 'Sequence' (with a red indicator), 'COA:', 'Capitalization Fund: 75000', 'Equity Account: 91524', 'Asset Account: 12000', 'Accumulated Depreciation Account: 12500', and 'Bank Code: 04'. The right column includes 'Direct Asset Indicator' (with a red indicator), 'Attachment Otag Code:', 'Cost:', 'Adjusted Cost:', 'Percentage: 100.0', 'Accumulated Depreciation:', and 'Depreciation/Posting Indicator:'. The bottom section is identical to the top section but with all fields empty and no indicators.

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

User Fields

The screenshot shows the 'User Fields' form in Oracle Developer Forms Runtime. The window title is 'User Fields: FFDMAS1 7.2 (PROD)'. The browser address bar shows 'Web: Open - FFDMAS1'. The menu bar includes 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The toolbar contains various icons for navigation and editing. The form content is divided into two sections. The top section has a header with 'Origination Tag: 146941', 'Permanent Tag: 146941', and 'Computer Gateway E-4100-C'. Below this, there are three columns of input fields. The first column is labeled 'User Attributes', the second 'Code', and the third 'Description'. Each column has a red header and several empty rows for data entry.

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