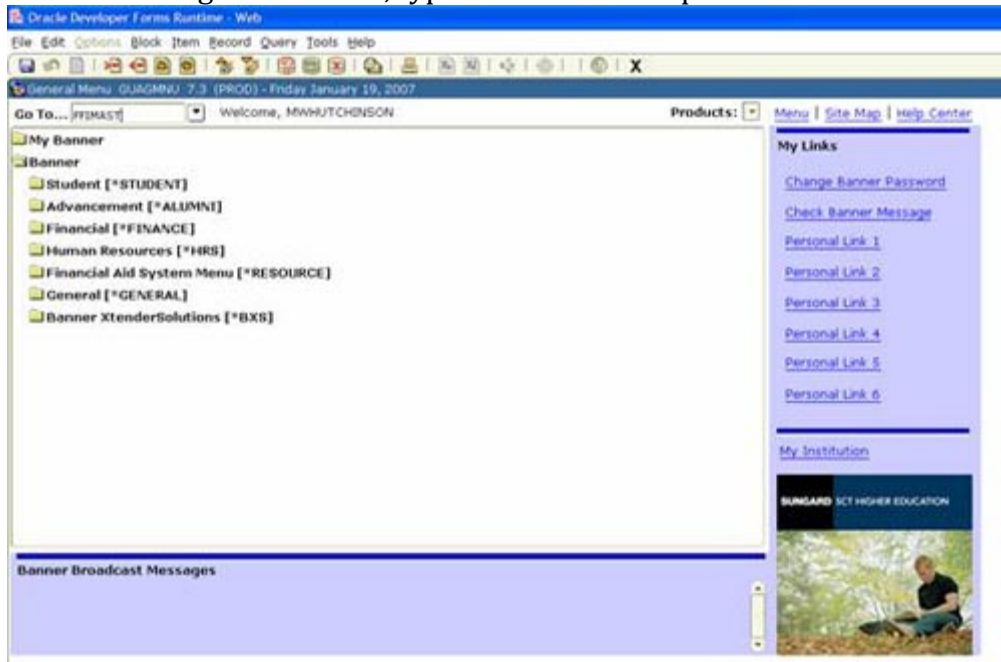# USING BANNER FIXED ASSETS FORM FFIMAST
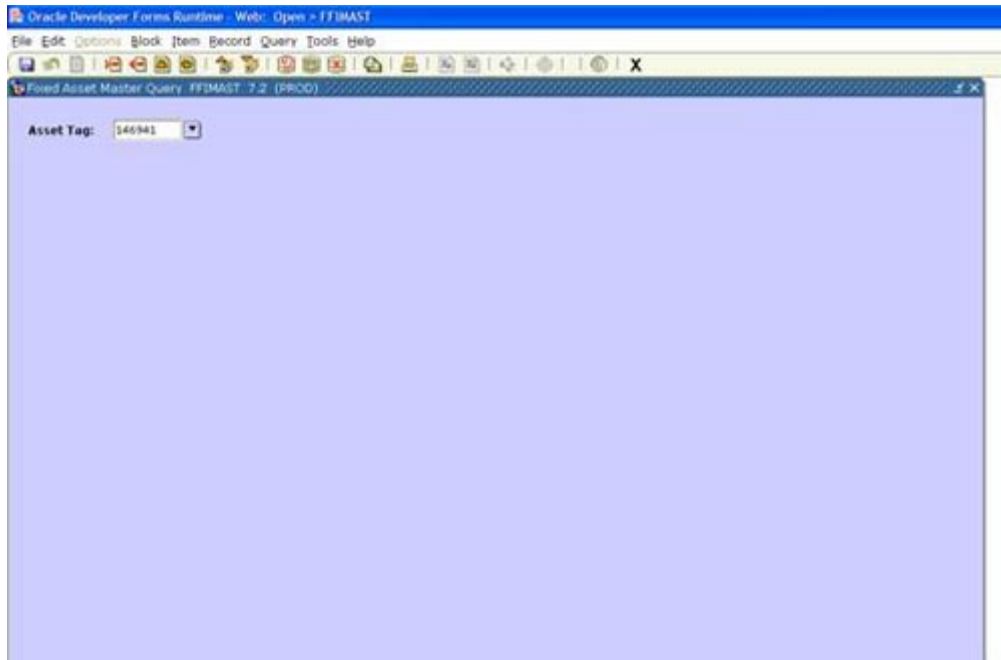
Step One

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 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

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

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

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

Capitalization Information

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

User Fields

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