

BANNER

FIXED ASSET MODULE PROCEDURES

A. INTRODUCTION

All fixed assets received on or after July 1, 2001 are processed using \$5,000 as the minimum capitalization amount. Also, beginning July 1, 1998, all newly acquired computer equipment/software and telephone equipment items are recorded with a useful life of three years instead of five.

Fixed asset records are created for items that are requisitioned using a Capital Expense Account. These are expense accounts that are internally linked to an asset account. When an item, which is coded to one of these accounts, is invoiced, an origination (*temporary*) tag is created. This tag will automatically be capitalized based on the dollar amount. If the amount equals \$5,000 or more, the system will debit the asset account and credit an appropriate fund addition account in the NIP capitalization fund 8702.

Only origination tags (Otags) that are invoiced can be converted to a permanent tag (Ptag).

The Materials Control Department is responsible for receiving and physically examining the property acquired from the vendor, ensuring that it is in good condition, and delivering the property to the appropriate department. The staff verifies the packing slip, designates the item as "Received" in the Banner System, and forwards the invoice to the Accounts Payable Clerk for payment.

The Materials Control Department is also responsible for assigning asset tag numbers to each item received, updating the master asset files, maintaining all property records, conducting physical inventories on a periodic and consistent basis, and sending yearly inventory reports to the custodian department. The Materials Control Department notifies the Accounting Office of any adjustments that need to be made to permanent assets, i.e. an increase/decrease in cost, deletion of asset, etc. The Accounting Office will make these adjustments.

Fixed asset items are physically tagged with asset tag numbers in the format of A\$\$\$\$ or B\$\$\$\$, where \$\$\$\$ is a one-up number. For those items which cannot be physically tagged, the items will be assigned a number generally in the form of W\$\$\$\$ (for computer related items) or Z\$\$\$\$ (for other items). Assets recorded in the FRS System were converted to the Banner system without the leading zeros.

B. FIXED ASSET FORMS

B-1. Update/Adjustment Forms:

FFAMAST - Fixed Asset Master Maintenance Form - Used to create new asset records, convert origination tags to permanent tags or update existing tags. - Updateable by the Accounting Office and the Materials Control Department

FFADEPR - Fixed Asset Depreciation Form - Allows for the specification of the accounting for depreciation for an asset. - Updateable by the Accounting Office and the Materials Control Department

FFAADJF - Fixed Asset Adjustment Form - Used when making adjustments to an asset such as write-ups or write-downs, disposals, sale of assets or general ledger changes to support FOAPAL source changes. - Updateable by the Accounting Office **only**

FFAFDEL - Fixed Asset Master Delete Form - Used to remove fixed asset records from the system without creating accounting entries. Only assets that have not been capitalized or assets that are included on a canceled invoice can be deleted from this form. Assets that have had any adjustments made to them cannot be deleted. - Updateable by the Accounting Office and the Materials Control Department

FFATRAN - Fixed Asset Transfer Form - Used to transfer an asset between locations or custodians, recognize a change in accountability, or record a change in an asset tag number. - Updateable by the Accounting Office and the Materials Control Department

FTMLOCN - Location Code Maintenance Form - Used when adding new rooms or buildings or when changing or inactivating existing location codes. - Updateable by the Accounting Office and the Materials Control Department

B-2. Inquiry Forms:

FFIMAST - Fixed Asset Master Query Form - Used to query fixed asset records.

FFIFALV - Fixed Asset List Form - Provides an online display of all assets.

FFIPROC - Fixed Asset Procurement Query Form - Provides access to a purchase order, invoice and receiving data for an asset.

FFIADJF - Fixed Asset Adjustment History Form - Provides an online query of adjustment documents in the Fixed Asset Module. Best used when the adjustment document number is known. Otherwise the FFIADJH form below may be used.

FFIADJH - Fixed Asset Adjustment History Form - Lists all adjustment documents created in the Fixed Asset Module. This list can be sorted by either original asset tag number, permanent tag number or adjustment document number, according to the selection you make.

FFIADJL - Fixed Asset Adjustment List Form - Lists all adjustment documents by document number. Also accessed by FFIADJF above when adjustment document number is not known.

C. FIXED ASSET PROCESSES/REPORTS

C-1. Processes

FFPOEXT - **Fixed Asset Origination Tag Extract Process** - This process creates origination tags for those items that have been invoiced since the last time this process was run. The only **parameters** used here are “A” for **Audit mode** or “U” for **Update mode**. It is recommended to first run this process in Audit mode and print the results to the database for review and then run in Update mode. Only when run in Update mode will this process create fixed asset records. **If, in Audit mode, the report generates more than a few thousand lines, contact the Accounting Office immediately and do not run the process in update mode. The Accounting Office will review the process for errors and inform you when it is safe to proceed with the process in the Update mode.** Note: This process should be executed each time you want to pick up any new origination tags that were created since the last time the Extract was run.

FFPDEPR - Fixed Asset Depreciation Process - To be updated at a later date.

C-2. Reports

FFRPROC - **Fixed Asset Procurement Report** - This report produces a single-line printed display of the procurement and payable information related to an asset master record for each selected asset. **The only parameter needed is “A” for Chart of Accounts. Run this report after FFPOEXT has been run.** *An alternative Brio query/report has been created to use in place of FFRPROC. It is entitled **procurement report.bqy**.*

FFRMAST - **Fixed Asset Master Report** - Produces a printed record of all of the data appearing on the Asset Master record for selected assets. The **Responsible Chart of Accounts should be “A”**. All other parameter values are optional.

FFRAGRP - **Fixed Asset/Asset Group Report** - Allows you to select a specified asset master record or a group of asset master records that are associated as attachments or components. This report shows all of the data elements that appear in the FFRMAST report. **In order to print this report, an asset number must be entered in the Values column for Specific Asset(s).** (See 4-4)

FFRPROP - **Fixed Asset Property Report** - This is a report that may be used when taking a physical inventory of our fixed and moveable assets. It produces a single-line display of the responsible party information from the Asset Master record for each selected asset. **Be sure the Values for Chart of Accounts is “A”**. All other parameter values are optional. *An alternative Brio query/report has been created to use in place of FFRPROP. It is entitled **inv worksheets.bqy**.*

D. EXECUTING PROCESSES/REPORTS – GJAPCTL

Process: Parameter Get:

Printer Control

Printer Special Print Lines Submit Time

Parameter Values

Parameters	Values
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Submission

Save Parameters As: Hold Submit

Process Name, press SEARCH for valid processes.
Record: 1/1

Go to **GJAPCTL* - Process Submission Control Form**.

In the **Process** field, type the name of the report or process you want to execute.

Go to **NEXT BLOCK**. The cursor should be on the **Printer** field. Double click in the field to select the appropriate printer. If no hard copy is needed, type **NOPRINT** or you can type **DATABASE** if you wish to be able to view the results on-line.

Go to **NEXT BLOCK** and the cursor should be in the **Parameters Field**. If needed, update the values column.

Go to **NEXT BLOCK**. The cursor is next to **Save Parameters**. Click in block to save. **Submit** is selected by default. Click on **Review Output** in the left pane to view your report or **Save** to print it.

* It is also possible to enter the report and/or process name on the **Direct Access** form. This will take you directly to GJAPCTL and default the report and/or process you have chosen into the **Process** field. You can then continue as above.

E. APPROVING FIXED ASSETS

When approving fixed assets in the Banner System, the Materials Control Department should first execute **FFPOEXT - Fixed Asset Orig Tag Extract**. This process creates origination tags for those items that have been invoiced since the last time this process was run. It is possible to print, though not necessary, a hard copy of this report which lists line item numbers and a description of each origination tag; whereas, the Procurement Report that is run next, shows only the description of those items which were processed by a commodity code.

Next run **FFRPROC - Fixed Asset Procurement Report**. This report lists all Otag items that may need to be converted to permanent tags. Use this report in conjunction with the Fixed Asset Orig Tag Extract referenced above when approving assets. *An alternative Brio query/report has been created to use in place of FFRPROC. It is entitled **procurement report.bqy**. This report is sorted by P.O. number for easier grouping of asset dollars, as opposed to being sorted by Otag number. When asset tag numbers are assigned in the Storeroom, the tag number is entered in the **Manufacturer** field within the Receiving Screen and is reflected on the Brio Procurement Report.*

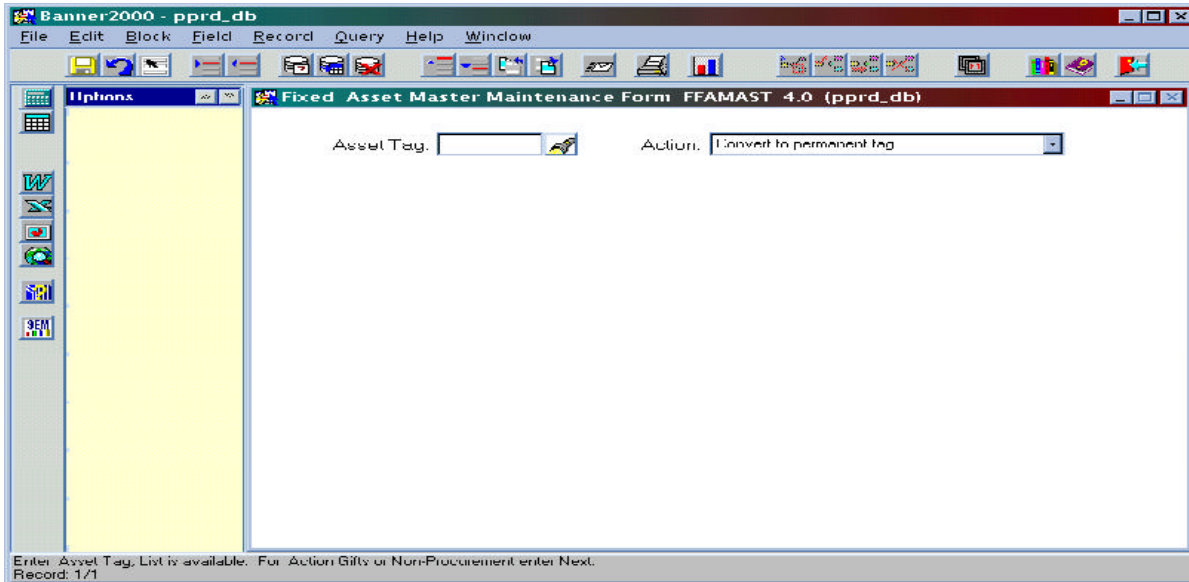
Assets are approved on **FFAMAST - Fixed Asset Master Maintenance Form**. Any adjustments that need to be made to the cost or accounting information of the assets must be forwarded to the Accounting Office. At that time, the Accounting Office will make the necessary adjustments on **FFAADJF - Fixed Asset Adjustment Form**.

As assets are approved, the Materials Control Department should also update **FFADEPR - Fixed Asset Depreciation Form**. This can be reached by using the **Navigate to** button on the FFAMAST screen and choosing Depreciation.

F. FIXED ASSET MASTER MAINTENANCE FORM (FFAMAST)

Fixed Assets are entered into the Banner Fixed Asset System through the **FFAMAST** form using the steps outlined below. These instructions are mainly for assets purchased through the normal procurement process. For **Gift/Donated** assets, see also F-3. For assets acquired through **Non-Procurement** means, see also F-4.

Click on the **Fixed Asset Master Maintenance Form (FFAMAST)** from the Fixed Asset System Menu or type FFAMAST in the **Direct Access** field.



You are now in the Fixed Asset Form and may begin to enter data.

In the **Asset Tag** field, enter the origination tag or permanent tag number you want to update. This field is 9 characters long, though the asset tag number may be shorter.

Tab to the **Action** field. Click on the drag-down box to highlight the action you want to perform. The options are as follows:

Convert to permanent tag allows you to convert an existing origination tag number to a permanent tag number. This action can only be used if an origination tag number was entered. You may enter details for this asset while you are converting.

Permanent Tag - Update Asset is used to update a permanent tag with asset details at a later date. This action can only be used if a permanent tag number was entered.

Origination Tag - Update Asset is used to update an origination tag with asset details at a later date. This function is also used to **attach** an origination tag to a permanent tag record. This action can only be used if an origination tag number was entered.

Gifts/Donations is used when there is no origination or permanent tag in the system, such is the case when an asset is given to the University. Since there is no tag number, you have to enter **NEXT** in the **Asset Tag** field on the first page of the FFAMAST form. For more detailed instructions for Gifts/Donations, see also F-3.

New Tag, Non-Procurement is intended for assets imported from a prior system or assets capitalized directly in the General Ledger via journal voucher. Use this function when creating an origination tag when no gift or donation is involved. Since there is no tag number, you have to enter **NEXT** in the **Asset Tag** field on the first page. For more detailed instructions for New Tag, Non-Procurement, see also F-4.

Disposal of Uncapitalized Tag is intended for uncapitalized permanent or origination tags. This action is for informational purposes: no accounting entries are generated.

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Fixed Asset Master Maintenance Form FFAMAST 1.0 (pprd_db)

Asset Tag: T00000000 Action: Convert to permanent tag

Master Information FFAMAST 1.0 (pprd db)

Origination Tag #:	T00000000	Origination Tag Date:	07-JUL-1990
Permanent Tag#:		Permanent Tag Date:	??-NOV-2000
Primary Tag#:		System Status Code:	
Subordinate Type:	None	Cap Ind:	N
Asset Desc:	P053558 - Line 2	Text Exists:	N
Commodity:		Tag in Use:	
U/M:			
Asset Type:	LC		Laboratory Equipment (non-computer)
User Status Code:			
Insurance Value:		Cust:	5000.40
Market Value:		Total Cost:	5898.40
Replacement Value:		Not Book Value:	0.00
Book Value:		Total Not Book Value:	0.00

For Action: Convert/Bill/None procurement enter tag code as Next
Record: 1/1

Go to Next Block (Master Information)

Your cursor will be on the **Permanent Tag #** field. Notice that the **Origination Tag #** and **Origination Date** fields default from the Master Information Window.

You can enter the assigned tag number in the Permanent Tag # field. **Note: If Convert to permanent tag was selected in the Action field in the Main Window, this field is required. It is optional if Gifts/Donations was selected.**

Physical Tag numbers will be in the series A\$\$\$\$ or B\$\$\$\$ where \$\$\$\$ is a one-up number. For those items which cannot be physically tagged, the items will be assigned a number generally in the form of W\$\$\$\$ (for computer related items) or Z\$\$\$\$ (for other items).

The **Permanent Tag Date** defaults to the date the tag number was converted. If Gifts/Donations or New Tag, Non-Procurement was selected, the date will default to the date in which the asset is created.

Tab to the next field. Your cursor will be on the **Primary Tag #** field. This field is only required when an asset is attached to an existing Permanent Tag record or is designated as a component of an existing Permanent Tag record.

Tab to the **Subordinate Type** field. The default is **NONE**. This changes only when the asset is a component of or attachment to another asset.

The **System Status Code** shows the current system status of the fixed asset. This is a display only field.

System Status Code List

C	Canceled invoice/check
D	Disposed
G	Gift/Donated
I	Origination tag created from invoice
N	New Tag, Non-Procurement
O	Converted from FRS
R	Origination tag created from receiving department

The **Cap Ind** field signifies whether an asset has been capitalized either automatically by the capitalization process or subsequently by using the Fixed Asset Adjustment Form (FFAADJF). This is a display only field with a value of either **Y** or **N**.

The **Text Exists** field indicates whether or not text exists for this asset. This is a display only field with a value of either **Y** or **N**.

The **Tag In Use** field indicates if the asset record is currently being adjusted or depreciated by another user or process. This is a display only field with a value of either **Y** or **Null** (empty).

Tab to the **Asset Desc** field. Type in a descriptive title for the asset. The commodity description will display if a commodity code was used. The user can override this description. This is a required field.

The **Commodity** and **U/M** fields default from the Procurement or Payables Process.

Tab to the **Asset Type** field. Enter the two-letter code for that particular asset or click on the gray box and select the correct code for that particular asset.

Asset Type List

AP	Appliances
AV	Audio/Visual Equipment
BD	Buildings
BI	Building Improvements
CA	Carpeting
CL	Capitalized Leases
CT	Computer Equipment/Software & Telephone Eq
DR	Draperies
FU	Furniture
HM	Heavy Maintenance Equipment
LA	Land
LB	Library Books
LE	Laboratory Equipment (non-computer)
LI	Leasehold Improvements
MI	Other Equipment
NI	Nonstructural Improvements
OE	Office Equipment
VM	Vehicle & Light Maintenance Equipment
WA	Works of Art

Tab to the **User Status Code** field. Enter the one letter code or click on the gray box and select the desired code. The letter “R” is used most often.

The **Insurance Value, Market Value, Replacement Value** and **Book Value** are all user-defined items. These fields are optional.

The **Cost** field is the unadjusted cost of the asset when it was originally capitalized. This will default.

The **Total Cost** is the original cost of the asset plus (or minus for credit memos) the original cost of any attachments. This field will default.

The **Net Book Value** field is the original cost of an asset plus adjustments less accumulated depreciation. This field will default.

The **Total Net Book Value** includes attachments plus or minus adjustments less accumulated depreciation for the **primary asset**. This field will default.

The screenshot shows the Banner2000 - pprd_db software interface. The main window is titled "Acquisition Information I1AMAS1 4.0 (pprd db)". The interface includes a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar with various icons. On the left, there is a vertical navigation pane with icons and labels for "Options", "Asset Master", "Acquisition Information", "Procurement Information", "Funding Source Information", "Capitalization Information", "User Fields", "Document Text", "Invoice/L/M Information", and "Purchase Order Information". The main area contains several input fields and labels: "Origination Tag #", "Permanent Tag #", and a description field. Below these are fields for "Acquisition Method", "Acquisition Date", "Make", "Model", "Manufacturer", "Serial Number/VIN", "Part Number/Vehicle Tag", "User Reference Number", "Barcode Number", "In Service Date", "Last Inventory Date", "Percentage Used", "Condition", "Title Tu.", and "Disposal Method". There are also checkboxes for "Gift Indicator" and "Work In Progress". At the bottom, a status bar reads "FRM 40400: Transaction complete: 1 records applied and saved. Record: 1/1".

Go to **NEXT BLOCK** or click on **Acquisition Information** in the left pane.

This window displays the Origination Tag #, Permanent Tag # and description. The cursor will be on the **Acquisition Method** field. Enter the two-letter code or click on the gray box and select the desired code.

The following fields are optional but complete this section with as much information as you can:

- Acquisition Date – This field is very important. Use the receiving date if available. If the receiving date is not available, use invoice date. If not available, use the in-service date. If none of the above referenced dates are available use the transaction date.
- Make
- Model
- Manufacturer
- Serial Number/VIN
- Part Number/Vehicle Tag
- User Reference Number
- Barcode Number

- In Service Date
- Last Inventory Date

The **Gift Indicator** field is system-generated and updated when the Gift/Donated Action is selected to create an origination or permanent tag record. A **Y** indicates the item is a gift/donated.

The **Percentage Used** field is user-defined and optional.

The **Work In Progress** field is user-defined and optional. A **Y** indicates that the work is in progress. Tab to the **Condition** field. Use the two-letter code or click on the gray box and select the desired code. In most cases the code will be **VG** for Very Good.

Tab to the **Title To** field. Use the two-letter code or click on the gray box and select the desired code. In most cases, this code will be **MU** for Millersville University.

The **Disposal Method** and **Disposal Date** fields are automatically updated when assets are disposed of using the **Fixed Asset Adjustment Form (FFAADJF)**.

Go to **NEXT BLOCK** or click on **Procurement Information** in the **left** pane.

The screenshot shows the Banner 2000 - pprd_db Procurement Information form. The form is titled "Procurement Information - FFAMASI 4.0 (pprd_db)". The left pane contains a navigation menu with options: Asset Master, Acquisition Information, Procurement Information, Funding Source Information, Capitalization Information, User Fields, Document Text, Invoice/C/M Information, and Purchase Order Information. The main form area contains the following fields:

- Origination Tag #: T00000008
- Permanent Tag: A90000
- Permanent Tag: P053558 - Line 2
- Vendor Code: MUUUUU544
- Fisher Scientific
- Purchase Order: []
- Purchase Item: 0
- Receiving Code: []
- Received Date: []
- Credit Memo: N
- Invoice Code: 1A53558A
- Invoiced Date: 07 JUL 1998
- Submission #: 1
- Invoice Item: 1
- Cancel Date: []
- Transfer Data:
 - Transfer Date: []
 - Responsible: []
 - COA: 27120
 - Orgn: Millersville University
 - Equip: Science & Math Eq
 - Fund: []
 - Grant: []
 - Custodian ID: []
 - Equipment Mgr: []

At the bottom of the form, it says "Enter responsible COA. Record: 1/1".

All the fields in the top portion of this form will automatically display information from the Purchasing/Accounts Payable processes concerning the asset.

The **COA and ORGN** fields will already be displayed. The Chart of Accounts will default to **A** and the ORGN will default to the organization that is paying for the asset.

The **Locn** field should be the physical location of the asset. Click on the gray box and select the desired code. The first two characters are alpha representing the Building. The following four characters are alpha/numeric representing the room number, floor or person.

The **Grant** field could be entered if a grant fund or organization purchased the asset. We probably will not use this field since this information would already exist in the ORGN field.

The **Custodian ID** field is the party who is responsible for the asset. It is preceded by 'FM' for Finance Manager. Select your option from the list. Ex. FM43300 would be used for the Accounting Department.

The **Equipment Mgr** field could be the person in Receiving/Accounting who is responsible for the overall maintenance of the asset. We probably will not use this field.

Go to **NEXT BLOCK** or click on **Funding Source Information** in the left pane.

Options Funding Source FFAMAST 4.0 (pprd_db)

Origination Tag #: T00000008 Permanent Tag: A90000 P053558 - Line 2

Sequence: Attachment Utag Code:

COA Index Fund Orgn Acct Prng Actv Locn Proj

A [] [] [1200] [2/120] [410] [2/J] [] [] []

Cost: 5898.40 Percentage: 100

Sequence: Attachment Utag Code:

COA Index Fund Orgn Acct Prng Actv Locn Proj

[] [] [] [] [] [] [] [] []

Cost: Percentage:

Enter Chart of Accounts code. List is available.
Result 1/1 List of Values

This window lists the Accounting information for a particular asset. This information will default from the Invoice Accounting Distribution Window of the associated invoice document. If Gift/Donation or New Tag, Non-Procurement is selected in the Action field in the main window, new Accounting records may be entered.

Go to **NEXT BLOCK** or click on **Capitalization Information** in the left pane.

Banner2000 pprd_db

File Edit Block Field Record Query Help Window

Options Capitalization Information FFAMAST 4.0 (pprd_db)

Asset Master

Acquisition Information

Procurement Information

Funding Source Information

User Fields

Depreciation Information

Origination Tag #: T00000008 Permanent Tag: A90000 P003008 - Line 2

Change Sequence #: 1 Sequence: 1 Direct Asset Ind: N

COA: A Attachment Ctag Code:

Capitalization Fund: 0702 Cost: 0.00

Equity Account: 9411 Adjusted Cost: 0.00

Asset Account: 1951 Percentage: 0

Accumulated Depr Acct: Accumulated Depr:

Hook Code: 01 Depr/Posting Ind:

New Sequence:

Press New Sequence button to create next Set of Records.
Record: 1/1

This window is used to view the capitalization accounting distribution and related information.

This information defaults for assets purchased through the normal procurement process or the Gift/Donated action. If an asset is entered as New Tag, Non-Procurement, this information must be entered manually. See also F-3 for Gift/Donated assets or F-4 for New Tag-Non Procurement assets. The **Accumulated Depr Acct** may be entered or changed at any time prior to depreciation. **NOTE: No other changes are allowed here. Any other changes to the capitalization accounting distribution must be made through FFAADJF (Fixed Asset Adjustment Form).**

When the depreciation process (FFPDEPR) is run at the end of the fiscal year, the system will look at the **Total Net Book Value** of the permanent tag (which includes any adjustments plus the cost of any attached assets).

Once an origination tag is converted to a permanent tag, the accounting information for **depreciation** of the permanent tag must be updated. For assets recorded through the normal procurement process (see F-3 and F-4 for Gift/Donated and New Tag, Non-Procurement, respectively), select **Depreciation Information** in the left pane*.

You should now be on the **FFADEPR - Fixed Asset Depreciation Form**.

The screenshot shows the Banner2000 application window with the Fixed Asset Depreciation Form (FFADEPR 4.0) open. The form is titled "Fixed Asset Depreciation Form FFADEPR 4.0 (pprd_db)".

Permanent Tag #: A9999 Computer, GP6-366C

Asset Depreciation Information

Primary Tag#: [] Subordinate Type: [] System Status: [1]
 Method: SL Straight Line Useful Life: []
 Frequency: (A)nnual Remaining Periods: [2]
 Salvage Value: []
 Total Adjusted Cost: 1367.00 Start Date: 26-MAR-1999
 Accumulated Depreciation: 603.50 Last Depreciation Date: 30-JUN-2000
 Total Net Book Value: 683.50 Last Activity Date: 15-AUG-2000

Asset Depreciation Expense Distribution

Seq	COA	Fund	Orgn	Acct	Proj	Actv	Loch	Post Code
1	A	8/U2	49/U2	779b	771			(F)ost Deprac

Enter Useful Life Years.
 Record 1/1

In the **Permanent Tag #** field, enter the permanent tag number (this should default if you used Depreciation Information in the left pane instead of the Direct Access method to get to this form).

Go to **NEXT BLOCK**. In the **Asset Information** window, make sure **SL - Straight Line** is highlighted in the **Method** field. Tab to the **Frequency** field. Select **(A)nnual** from the drop-down box. Tab to the **Start Date** field and enter the acquisition date. Everything else should already be entered. **Save** the information by clicking on the disk icon in the top left corner of the form. Click on the Red Door icon in the right corner of the form to exit.

* **NOTE: If you were not already in the FFAMAST Form, then you can access the Fixed Asset Depreciation Form by typing FFADEPR in the Direct Access field.**

F-1. Attaching One or More Origination Tags to a Permanent Tag

When the cost of a **capitalized** origination tag should be part of another **capitalized** permanent tag, the origination tag should be attached to the permanent tag.

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Options Fixed Asset Master Maintenance Form FFAMAST 1.0 (pprd db)

Asset Tag: 10000023 Action: Origination Tag - Update Asset

Click on the appropriate type of Action.
Record: 1/1

Go to **FFAMAST - Fixed Asset Master Maintenance Form**.

Type in the origination tag number in the **Asset Tag** field. Tab to the **Action** field and select **Origination Tag - Update Asset**.

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Options Fixed Asset Master Maintenance Form FFAMAST 1.0 (pprd db)

Asset Tag: 10000023 Action: Origination Tag - Update Asset

Master Information FFAMAST 4.0 (pprd db)

Origination Tag #:	10000023	Origination Tag Date:	09JUL1998
Permanent Tag#:		Permanent Tag Date:	
Primary Tag#:		System Status Code:	N
Subordinate Type:	None	Cap Ind:	N
Asset Desc:	FU03161	Text Excl:	N
Commodity:		Leq in Use:	
U/M:			
Asset Type:	AP	Appliances:	
User Status Code:			
Insurance Value:		Cost:	2365.00
Market Value:		Total Cost:	2365.00
Replacement Value:		Net Book Value:	0.00
Book Value:		Total Net Book Value:	0.00

Enter the permanent tag# of the owner of this asset. <<List is available>>.
Record: 1/1

Go to **NEXT BLOCK (Master Information)**.

The cursor will be at the **Primary Tag #** field. Enter the **Permanent Tag #** to which you want to attach the Temporary Tag. Tab to the **Subordinate Type** field and select **Attached To**. Complete the rest of the Form as usual.

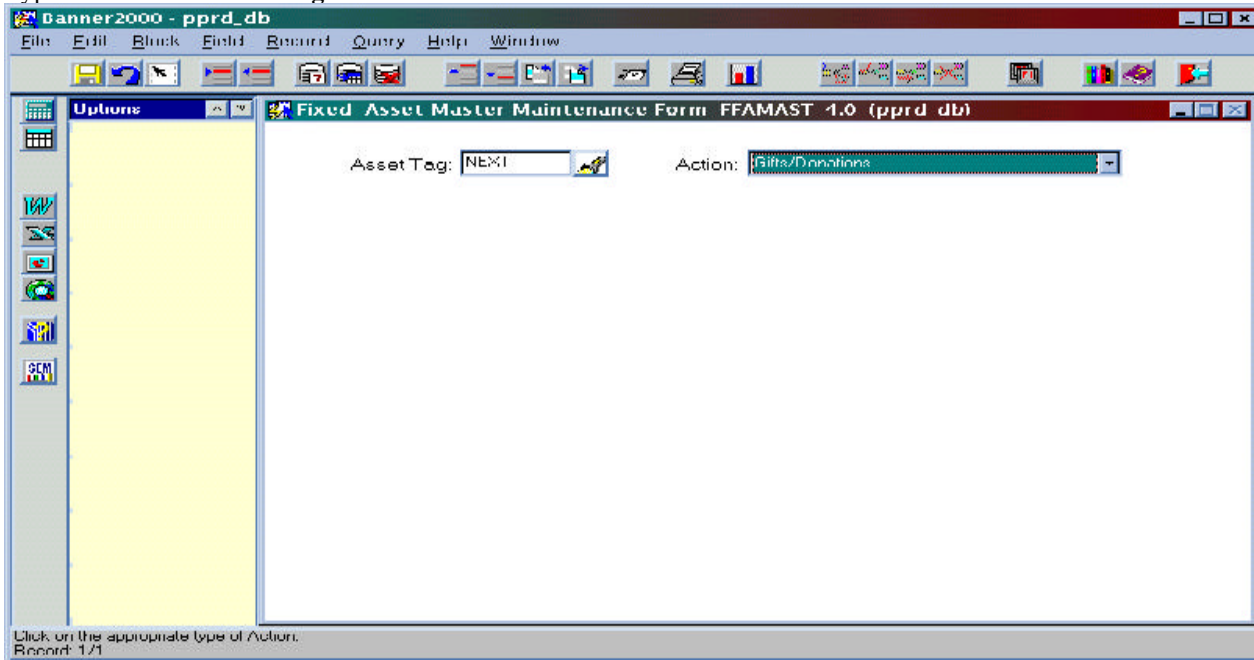
F-2. Combining More Than One Origination Tag:

- When several origination tags all go together and one is capitalized and the others are not, convert the capitalized origination tag to a permanent one. Next, inform the Accounting Office to adjust the new permanent tag by the amount of the uncapitalized origination tags by using **FFAADJF - Fixed Asset Adjustment Form**. The Materials Control Department can delete the uncapitalized origination tags by using the **FFAFDEL - Fixed Asset Master Delete Form**.
- When several origination tags all go together and none of them are capitalized, have the Accounting Office capitalize one of the origination tags using **FFAADJF - Fixed Asset Adjustment Form**. Once this is done, the Inventories & Control Department can convert this tag to a permanent tag using **FFAMAST - Fixed Asset Master Maintenance Form**. The Accounting Office then must add the cost of the other uncapitalized tags to this new permanent tag using **FFAADJF - Fixed Asset Adjustment Form**. The Materials Control Department can delete these tags on the **FFAFDEL - Fixed Asset Master Delete Form**.

F-3. Creating Gift/Donated Asset Records

Go to **FFAMAST (Fixed Asset Master Maintenance)**

Type **NEXT** in the **Asset Tag** Field



The screenshot shows a software window titled "Banner2000 - pprd_db" with a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. The main window is titled "Fixed Asset Master Maintenance Form FFAMAST 4.0 (pprd db)". It features a vertical "Options" pane on the left and a main data entry area. In the main area, the "Asset Tag" field contains the text "NEXT" and the "Action" dropdown menu is set to "Gifts/Donations". At the bottom left of the window, there is a status bar that reads "Click on the appropriate type of Action. Record: 1/1".

Tab to the **Action** field. Click on the drag-down box to highlight **Gifts/Donations**.

Go to **NEXT BLOCK (Master Information)**

Fixed Asset Master Maintenance Form FFAMAST 4.0 (pprd_db)

Asset Tag: NEXT Action: Gifts/Donations

Master Information FFAMAST 4.0 (pprd_db)

Origination Tag #: [] Origination Tag Date: 22 NOV 2000
 Permanent Tag #: [] Permanent Tag Date: 22-NOV-2000
 Primary Tag #: [] System Status Code: G Cap Ind: N
 Subordinate Type: None Text Exists: N Tag in Use: []
 Asset Desc: []
 Commodity: []
 U/M: []
 Asset Type: []
 User Status Code: []
 Insurance Value: [] Cost: []
 Market Value: [] Total Cost: []
 Replacement Value: [] Not Book Value: []
 Bank Value: [] Total Net Book Value: []

For Action Convert/Gift/Non procurement enter ptag code or Next.
Record: 1/1

The cursor will be in the **Permanent Tag #** field. Enter the permanent tag number assigned to the asset.

Complete the rest of this block as described in E above. You can come back to this window at anytime to make changes to these fields.

Go to **NEXT BLOCK** or click on **Acquisition Information** in the left pane.

Acquisition Information FFAMAST 4.0 (pprd_db)

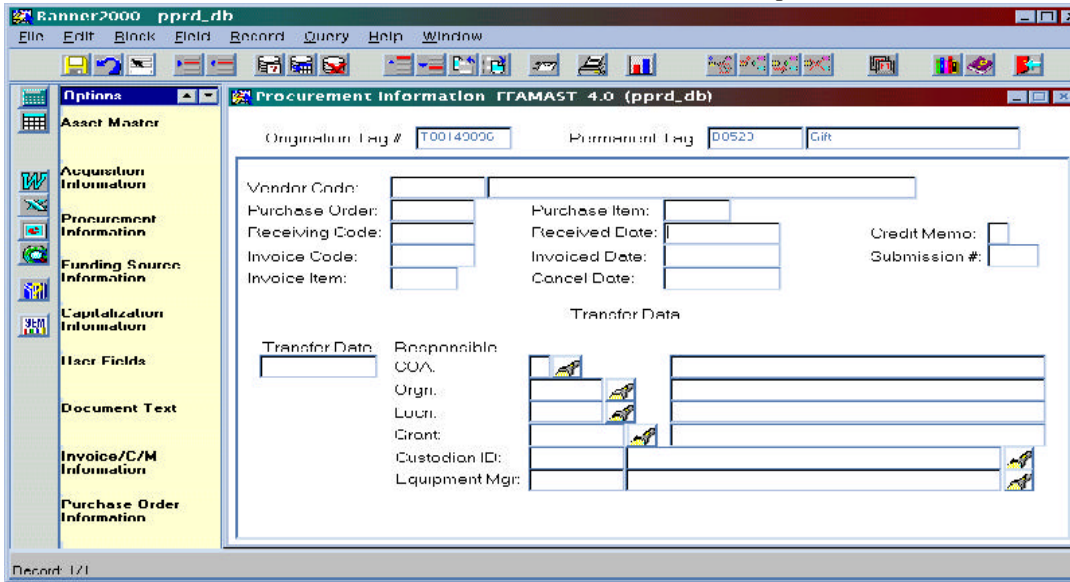
Origination Tag #: T00149096 Permanent Tag: B8523 Gift

Acquisition Method: []
 Acquisition Date: []
 Make: []
 Model: []
 Manufacturer: []
 Serial Number/VIN: []
 Part Number/Vehicle Tag: []
 User Reference Number: [] Barcode Number: []
 In Service Date: [] Gift Indicator: Y
 Last Inventory Date: [] Percentage Used: [] Work In Progress: []
 Condition: []
 Title Tr: [] Disposal Date: []
 Disposal Method: []

FRM-40400. Transaction complete. 1 records applied and saved.
Record: 1/1

The cursor will be in the **Acquisition Method** field. Enter “GF” in this field and complete the rest of this block as described in F above with as much information as you can at this time. You can come back to this form later to complete additional information.

Go to **NEXT BLOCK** or click on **Procurement Information** in the left pane.



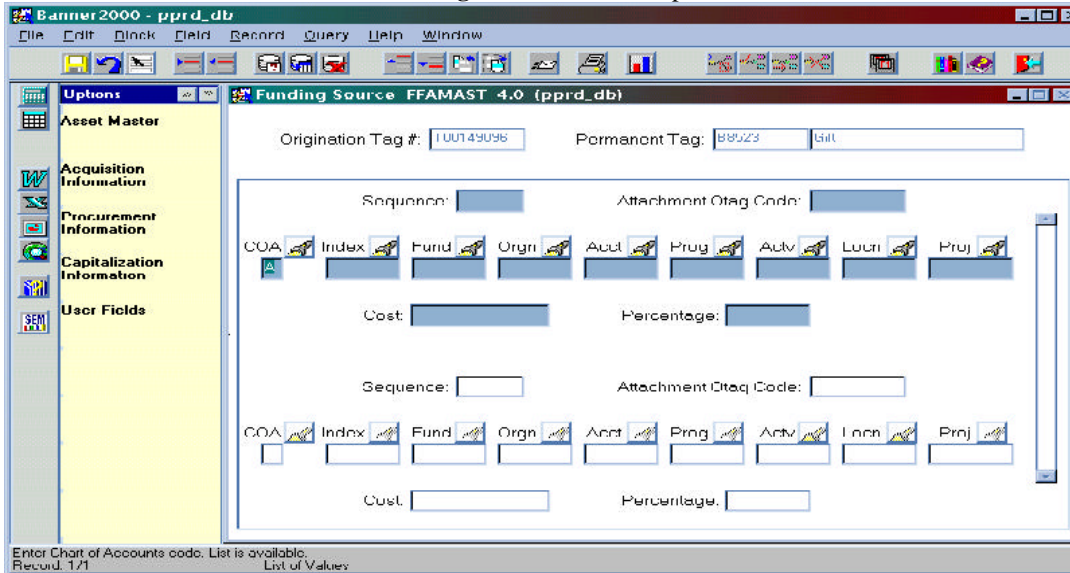
The cursor will be on the **Received Date** field. The **Received Date**, **COA** and **Org** fields do not default as they do when an asset is purchased through the normal procurement process. Enter the date the asset was received.

Tab to the **COA** field and Enter "A".

Tab to the **Orgn** field and enter the organization code of the department that received the asset.

The **Locn**, **Grant**, **Custodian ID** and **Equipment Mgr** fields can be completed as in F above now or at a later time.

Go to **NEXT BLOCK** or click on **Funding Source** in the left pane.



Complete the **Fund**, **Orgn**, **Acct**, **Prog** and **Cost** fields. For Gifts/Donated assets, the **Acct** field will accept an **Asset Account number only**. This is different from New Tag, Non-Procurement assets that require an expense account (See F-4). These fields normally would default if the asset had been purchased through the normal procurement process.

Go to **NEXT BLOCK** or click **Capitalization Information** in the **left pane**.

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Options
Capitalization Information FFAMAST 4.0 (pprd_db)

Origination Tag #: T00149096 Permanent Tag: R8523 Gift

Change Sequence #: 0 Sequence: Direct Asset Ind: N

COA: A Attachment Otag Code:

Capitalization Fund: 8702 Cost:

Equity Account: 9470 Adjusted Cost:

Asset Account: 1301 Percentage:

Accumulated Depr Acct: 1050 Accumulated Depr:

Bank Code: Depr/Posting Ind:

New Sequence:

Press New Sequence button to create next Set of Records
Record: 1/1

All required information in this window will default from the accounting information entered in the Funding Source block. This is different from New Tag, Non-Procurement assets that require this information to be entered manually (See F-4).

Save the asset. This information may be subsequently changed as long as the asset has not yet been capitalized on **FFAADJF - Fixed Asset Adjustment Form**. To do this, select **New Sequence** on the bottom of this block (Capitalization Information) and make the desired changes. For assets that have already been capitalized, adjustments must be made by the Accounting Office through **FFAADJF - Fixed Asset Adjustment Form**.

Because this asset has not yet been capitalized, as with assets purchased through the normal procurement process, it is not possible to navigate directly to the **Depreciation** form. The Accounting Office must first capitalize this asset on **FFAADJF - Fixed Asset Adjustment Form** and then either the Accounting Office or the Materials Control Department must set up depreciation for this new tag on **FFADEPR - Fixed Asset Depreciation Form**

Go to **FFADEPR - Fixed Asset Depreciation Form**

The cursor will be on the **Method** field. Highlight “**SL**”.

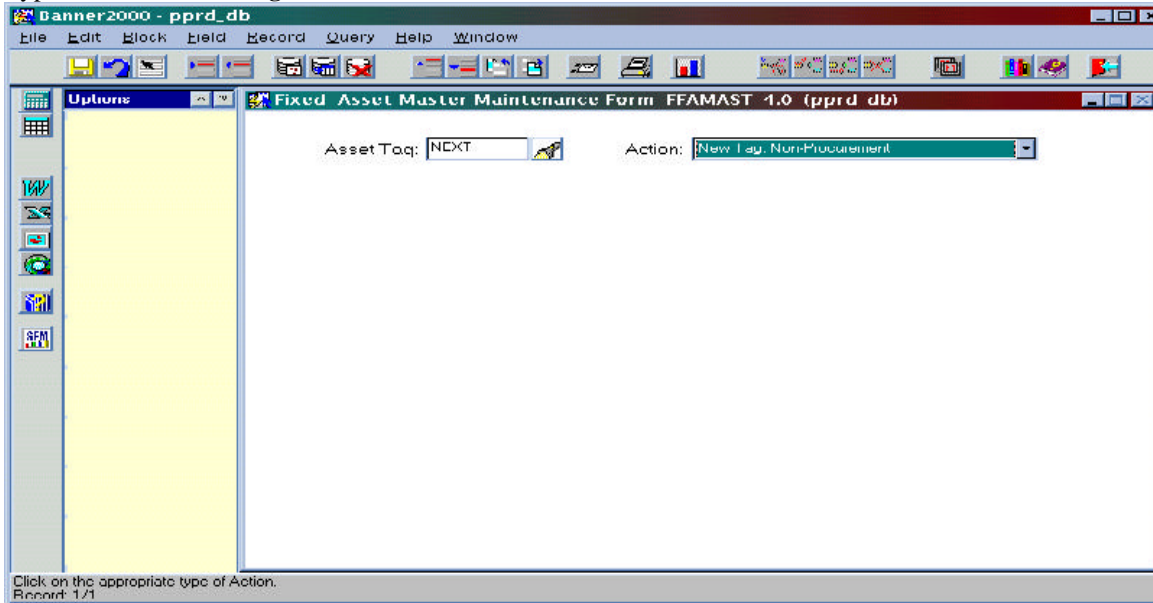
Tab to the **Useful Life** field. Enter the appropriate useful life from the **Capital Asset Types** spreadsheet. If this tag were created through the normal procurement process, the useful life would default.

The **Frequency** should be “**(A)nnual**” and the **Start Date** should be the acquisition date.

F-4. Creating New Tag, Non-Procurement Asset Records

Go to FFAMAST (Fixed Asset Master Maintenance)

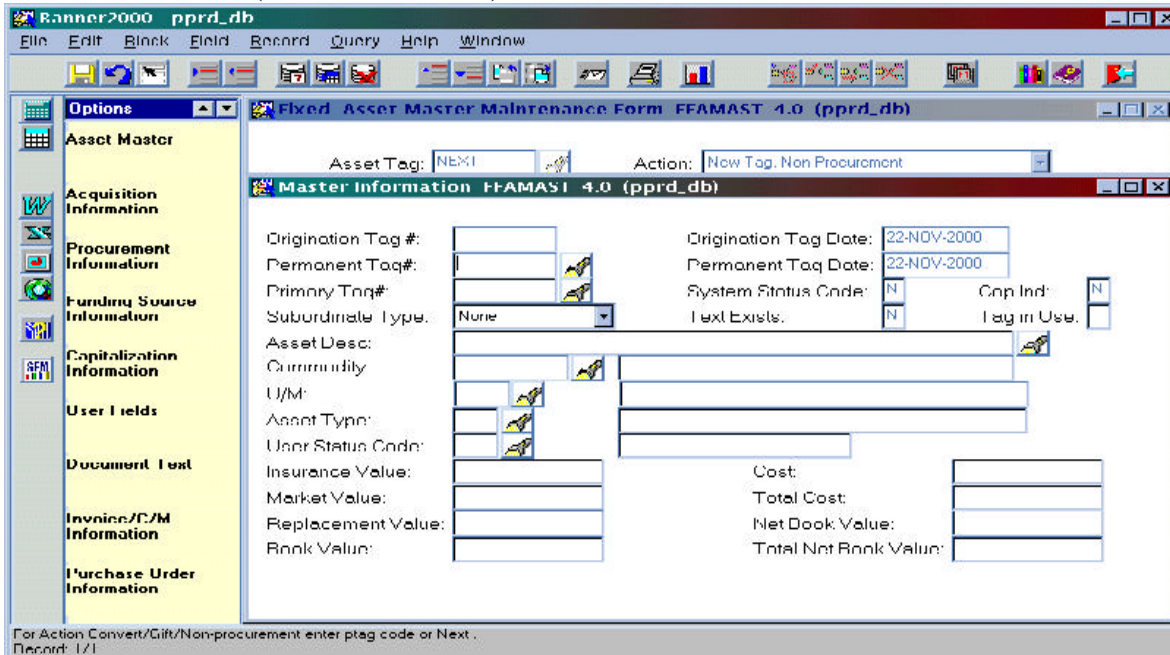
Type NEXT in Asset Tag field



The screenshot shows the Banner2000 - pprd_db interface. The main window is titled "Fixed Asset Master Maintenance Form FFAMAST 1.0 (pprd_db)". The "Asset Tag" field contains the text "NEXT". The "Action" dropdown menu is open, showing "New Tag, Non-Procurement" selected. The status bar at the bottom indicates "Click on the appropriate type of Action. Record: 1/1".

Tab to the Action field. Click on the drag-down box to highlight New Tag, Non-Procurement.

Go to NEXT BLOCK (Master Information)



The screenshot shows the Banner2000 - pprd_db interface. The main window is titled "Fixed Asset Master Maintenance Form FFAMAST 4.0 (pprd_db)". The "Asset Tag" field contains "NEXT" and the "Action" dropdown is set to "New Tag, Non-Procurement". The "Master Information" block is displayed, showing various fields for asset details. The "Permanent Tag #" field is highlighted with a cursor. The status bar at the bottom indicates "For Action Convert/Gift/Non-procurement enter tag code or Next. Record: 1/1".

Origination Tag #:		Origination Tag Date:	22-NOV-2000		
Permanent Tag #:		Permanent Tag Date:	22-NOV-2000		
Primary Tag #:		System Status Code:	N	Cap Ind:	N
Subordinate Type:	None	Text Exists:	N	Tag in Use:	
Asset Desc:					
Commodity					
U/M:					
Asset Type:					
User Status Code:					
Insurance Value:		Cost:			
Market Value:		Total Cost:			
Replacement Value:		Net Book Value:			
Book Value:		Total Net Book Value:			

The Cursor will be in the **Permanent Tag #** field. Enter the permanent tag number assigned to the asset.

Complete the rest of this block as described in F above. You can come back to this window at anytime to make changes to these fields.

Go to **NEXT BLOCK** or click on **Acquisition Information** in the left pane.

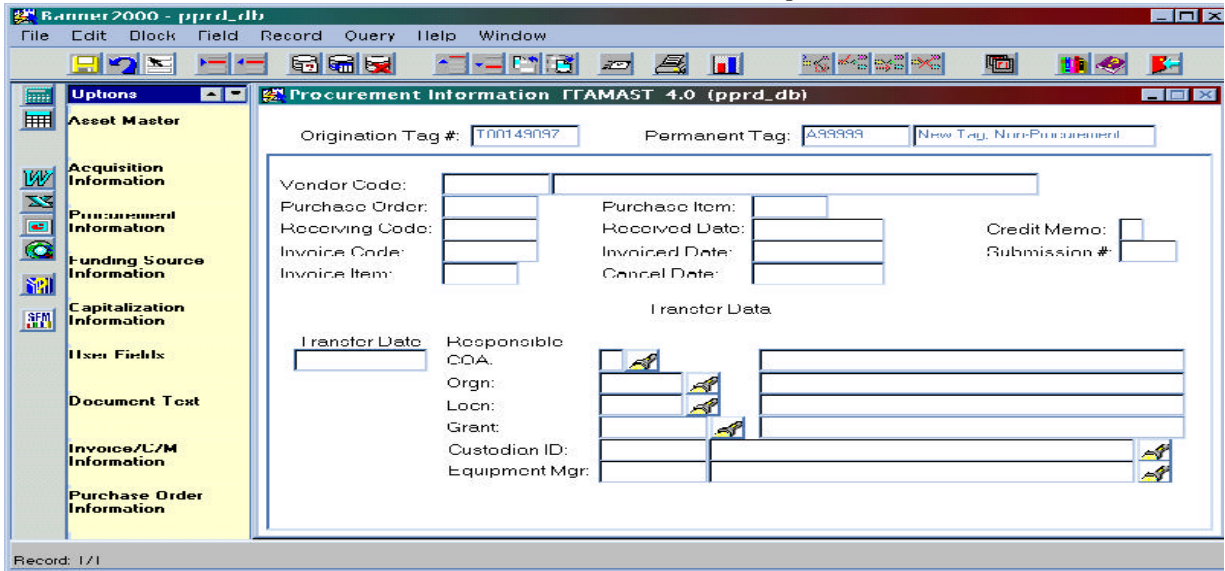
The screenshot shows the Banner 2000 - pprd_db software interface. The main window is titled "Acquisition Information FFAMAST 4.0 (pprd_db)". The left-hand pane contains a navigation menu with the following items: Options, Asset Master, Acquisition Information (highlighted), Procurement Information, Funding Source Information, Capitalization Information, User Fields, Document Text, Invoice/C/M Information, and Purchase Order Information. The main form area contains the following fields and controls:

- Origination Tag #: T00149097
- Permanent Tag: A99999
- New Tag: Non-Procurement
- Acquisition Method: [Dropdown menu]
- Acquisition Date: [Text field]
- Make: [Text field]
- Model: [Text field]
- Manufacturer: [Text field]
- Serial Number/MIN: [Text field]
- Part Number/Vehicle Tag: [Text field]
- User Reference Number: [Text field]
- Barcode Number: [Text field]
- In Service Date: [Text field]
- Last Inventory Date: [Text field]
- Percentage Used: [Text field]
- Condition: [Text field]
- Title To: [Text field]
- Disposal Method: [Text field]
- Gift Indicator: [N] (radio button)
- Work In Progress: [] (checkbox)
- Disposal Date: [Text field]

At the bottom of the window, a status bar displays: PPM-40400: Transaction complete: 1 records applied and saved. Record: 1/1

The Cursor will be in the **Acquisition Method** field. Complete the rest of this block as described in F above with as much information as you can at this time. You can come back to this form later to complete additional information.

Go to **NEXT BLOCK** or click on **Procurement Information** in the left pane.



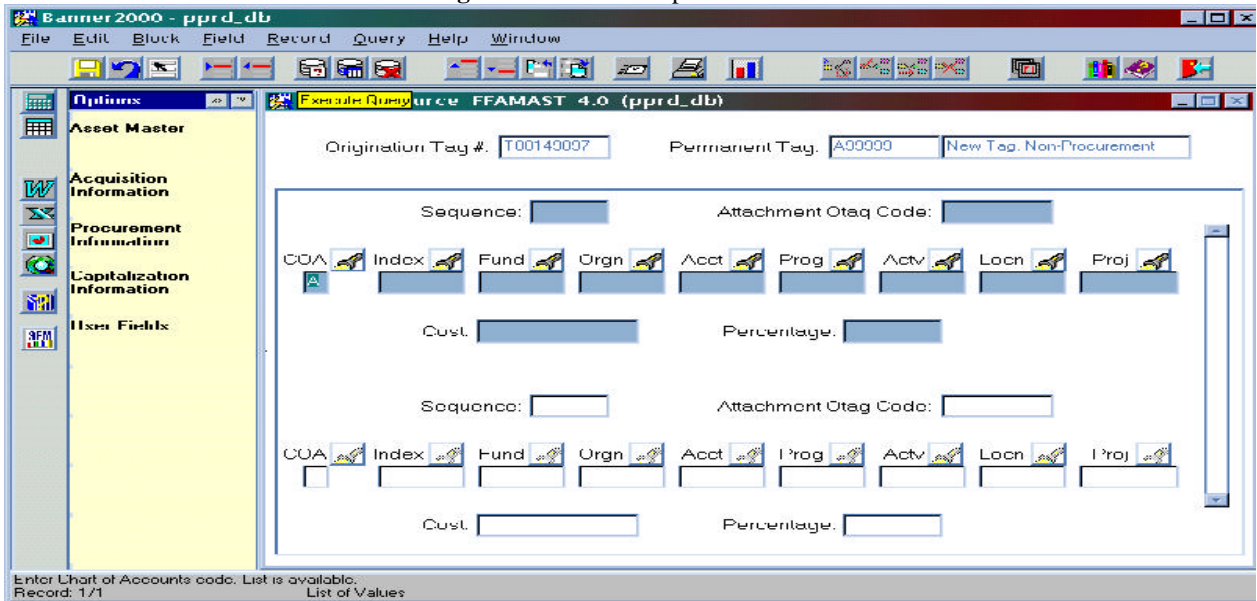
The cursor will be on the **Received Date** field. The **Received Date**, **COA** and **Orgn** fields do not default as they do when an asset is purchased through the normal procurement process. Enter the date the asset was received.

Tab to the **COA** field and enter "A".

Tab to the **Orgn** field and enter the organization code of the department that purchased the asset.

The **Locn**, **Grant**, **Custodian ID** and **Equipment Mgr** fields can be completed as in F above now or at a later time.

Go to **NEXT BLOCK** or click on **Funding Source** in the left pane.



Complete the **Fund**, **Orgn**, **Acct**, **Prog** and **Cost** fields. **For New Tag, Non-Procurement assets, the Acct field will accept an Expense Account number only.** This is different from Gifts/Donated assets that require an Asset Account number (See F-3). These fields normally would default if the asset had been purchased through the normal procurement process.

Go to **NEXT BLOCK** or click on **Capitalization Information** in the **left pane**.

The screenshot shows the Banner 2000 - pprd_db interface. The left pane contains a navigation menu with the following items: Asset Master, Acquisition Information, Procurement Information, Funding Source Information, User Fields, and Depreciation Information. The main window displays the 'Capitalization Information' form for 'FFAMAST 4.0 (pprd_db)'. The form contains the following fields and values:

- Origination Tag #: T00149097
- Permanent Tag: A99999
- New Tag, Non-Procurement:
- Change Sequence #:
- Sequence:
- Direct Asset Ind.:
- COA:
- Attachment Utag Code:
- Capitalization Fund:
- Cost:
- Equity Account:
- Adjusted Cost:
- Asset Account:
- Percentage:
- Accumulated Depr Acct:
- Accumulated Depr:
- Bank Code:
- Depr/Posting Ind.:

At the bottom of the form, there is a 'New Sequence' button with a small icon.

Complete **COA**, **Capitalization Fund** (8702 always), **Equity Account** (be sure to use the Equity Account associated with the fund used in the Funding Source block), **Asset Account** (be sure to use the Asset Account associated with the Asset Type on the Master Information Block), **Accumulated Depreciation** (will default), **Bank Code** (01 always) and **Cost** fields. All these fields would default if the asset had been purchased through the normal procurement process.

Save the asset. This information may be subsequently changed for assets recorded as New Tag, Non-Procurement as long as the asset has not yet been capitalized on **FFAADJF - Fixed Asset Adjustment Form**. To do this, select **New Sequence** on the bottom of this block (Capitalization Information) and make the desired changes. For assets that have already been capitalized, adjustments must be made by the Accounting Office through **FFAADJF - Fixed Asset Adjustment Form**.

Because this asset has not yet been capitalized, as with assets purchased through the normal procurement process, it is not possible to navigate directly to the **Depreciation** form. The Accounting Office must first capitalize this asset on **FFAADJF - Fixed Asset Adjustment Form** and then either the Accounting Office or the Materials Control Department must set up depreciation for this new tag on **FFADEPR - Fixed Asset Depreciation Form**.

Go to **FFADEPR - Fixed Asset Depreciation Form**

Fixed Asset Depreciation Form FFA PrintR 4.0 (pprd_db)

Permanent Tag#: A9999 Computer, GP6-366C

Asset Depreciation Information

Primary Tag#: Subordinate Type: System Status:

Method: SL Straight Line Useful Life:

Frequency: (A)nnual Remaining Periods:

Salvage Value:

Total Adjusted Cost: 1367.00 Start Date: 26-MAR-1999

Accumulated Depreciation: 603.50 Last Depreciation Date: 30-JUN-2000

Total Net Book Value: 683.50 Last Activity Date: 15-AUG-2000

Asset Depreciation Expense Distribution

Seq	COA	Fund	Orqn	Acct	Proq	Actv	Loch	Post Code
1	A	8702	49702	7795	771			(F)ost Deprec

Enter Useful Life Years.
Record 1/1

The cursor will be on the **Method** field. Highlight “SL”.

Tab to the **Useful Life** field. Enter the appropriate useful life from the **Capital Asset Types** spreadsheet. If this tag was created through the normal procurement process, the useful life would default.

The **Frequency** should be “(A)nnual” and the **Start Date** should be the acquisition date.

G. ADJUSTING FIXED ASSETS (FFAADJF) - Accounting Dept Only

Go to **FFAADJF - Fixed Asset Adjustment Form**

The cursor should be on the **Document Code** field. Type the word **NEXT**. This will assign a system-generated number starting with an “M”. Tab to the **Function Code** field. Select the appropriate action from the drop-down list. The possible actions are shown below.

Go to **NEXT BLOCK**. The cursor will be on the **Description** field. The description is a required field. Tab to the **Trans Date** field. This will default to current date, but can be changed to a previous date only. The **Document Reference** field is an optional field.

Go to **NEXT BLOCK**. Enter required data. This window will only let you update certain fields based upon the initial selection made from the function type field.

Once you have entered the appropriate data (detailed on the next page by Function Type), go to **NEXT BLOCK** and then select **Complete**.

Function Types

Write off (disposals) - enter the permanent tag number in the **Ptag Code** field and the two-letter code in the **Disposal** field. Ex. DA - Damaged, SL - Sale, etc.

Write up/down Adjustments - enter the permanent tag number in the **Ptag Code** field and the dollar amount you want to adjust the asset by in the **Amount** field. For write down adjustments, a minus (-) sign should precede the amount. **Note: A write up is debited to the asset cost, but a write down to an asset is credited to accumulated depreciation.**

Ptag Capitalization - enter the permanent tag number in the **Ptag Code** field. The Net Book Value and Amount will default.

Depreciation Adjustment - enter the permanent tag number in the **Ptag Code** field. The Net Book Value, Salvage Value and Net Depreciable Value will default. Select **NEXT BLOCK** to move to the **Amount** field. Enter the amount of the adjustment you want to make to the accumulated depreciation for the asset; if you are adjusting the amount down, the amount must be preceded by a minus (-) sign. **Note: You cannot adjust depreciation for a particular asset until you have run the Depreciation Process (FFPDEPR) for that asset.**

Record Past Depreciation - enter the permanent tag number in **Ptag Code** field. The Net Book Value, Salvage Value and Net Depreciable Value will default. Enter the past depreciation amount in the **Amount** field.

GL Change - Asset Account - enter the permanent tag number in the **Ptag Code** field. The Net Book Value and Amount will default. Go to the **Next Block** and make the correction to the Asset Account field.

GL Change - Equity Account - enter the permanent tag number in the **Ptag Code** field. The Net Book Value and Amount will default. Go to the **Next Block** and make the correction to the Equity Account field.

GL Change - Fund Code - Do not use. The fund should always be 8702.

GL Change - Fund and Equity - Do not use. The fund should always be 8702 and use the above GL Change - Equity Account to change the Equity Account.

GL Change - Cap Amount/Account - Enter the permanent tag number in the **Ptag Code** field. The Net Book Value and Amount will default. Go to **Next Block** and make the correction to the Account, Amount and/or Depreciation Amount fields.

No Post to GL - Enter the permanent tag number (must be an uncapitalized asset) in the **Ptag Code** field. The Net Book Value and Amount will default. This function is mainly used to enter assets into the Fixed Asset records that have already been recorded in the GL, usually to fix an error.

Reverse Cap to Ptag - enter the permanent tag number in the **Ptag Code** field. All other fields will default.

Reverse Cap to Otag - enter the origination tag number in the **Otag Code** field. All other fields will default.

H. DELETING FIXED ASSETS (FFAFDEL)

This form can only be used to delete origination or permanent tags that **have not been capitalized**. Otherwise, the **Fixed Asset Adjustment Form (FFAADJF)** has to be used. Also, if an origination tag has any adjustments associated with it, it can never be deleted.

Go to **FFAFDEL - Fixed Asset Master Delete Form**

The screenshot shows the Banner2000 - pprd_db Fixed Asset Master Delete Form (FFAFDEL 4.1). The interface includes a menu bar (File, Edit, Block, Field, Record, Query, Help, Window) and a toolbar. On the left, there is an 'Options' pane with 'Delete All' and 'Asset Master Information' buttons. The main area contains a table with the following columns: Otag, Ptag, Asset Description, Invoice, Item, PO Num, and Mark For Delete. The table is currently empty. At the bottom, a status bar indicates 'Record: 1/1'.

Enter the known information, i.e. Otag, Ptag, etc. and press the **F8** key to execute the query or use the pull down menu by selecting **Query**, then **Execute**. The desired asset information will then be displayed.

The screenshot shows the Banner2000 - pprd_db Fixed Asset Master Delete Form (FFAFDEL 4.1) with a populated table. The table has the following columns: Otag, Ptag, Asset Description, Invoice, Item, PO Num, and Mark For Delete. The data is as follows:

Otag	Ptag	Asset Description	Invoice	Item	PO Num	Mark For Delete
T0000008	A90000	P053558 Line 2	IA53558A	1		<input type="checkbox"/>
T0000015	C10000	Unknown Equipment P053879	IA53879A	1		<input type="checkbox"/>
T0000021	A90001	P053874	IA53874A	1		<input type="checkbox"/>
T0000023		P053164	IA53164A	1		<input type="checkbox"/>
T0000024		P053907	IA53907A	1		<input type="checkbox"/>
T0000026		P053595	IA53595B	1		<input type="checkbox"/>
T0000028		P053908	IA53908A	1		<input type="checkbox"/>
T0000035		P053827	IA53827A	1		<input type="checkbox"/>
T0000038		P053851	IA53851A	1		<input type="checkbox"/>
T0000039		P046255	IA46255A	1		<input type="checkbox"/>
T0000057		P053893	IA53893A	1		<input type="checkbox"/>
T0000050		P053032	IA53032A	1		<input type="checkbox"/>
T0000059		P053553	IA53553A	1		<input type="checkbox"/>
T0000074	A90000	P053881	IA53881B	1		<input type="checkbox"/>
T0000071		P053858	IA53858B	1		<input type="checkbox"/>
T00000254		P048372	IA48372E	1		<input type="checkbox"/>
T00000257		P053848	IA53848A	1		<input type="checkbox"/>

At the bottom, a status bar indicates 'Record: 1/7'.

Put a check in the **Mark For Delete** box of those tags that are to be deleted. Click on the **Delete All** in the left pane. The message at the bottom of the form will prompt you to **Select 'Delete All'** again to delete. If you are sure you want to delete the checked tag numbers, click on **Delete All** in the left pane again. A message will appear in the middle of the screen stating **"Fixed Assets marked for delete and all detail records will be deleted, OK"**. Click **OK**. If you execute the query again, those items that were checked will not be on this form.

I. TRANSFERRING FIXED ASSETS (FFATRAN)

Go to FFATRAN - Fixed Asset Transfer Form

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Options

Fixed Asset Transfer Form FFATRAN 4.0 (pprd_db)

Permanent tag #: Origination Tag #:

Description:

Seq #: User ID: Activity Date:

From To

COA: COA:

Orgn: Orgn:

Locn: Locn:

Grant: Grant:

Custodian: Custodian:

Phone#: Phone#:

Phone: Type: Phone: Type:

Transfer Document #: Transfer Date: Text Exists:

Transfer Reason:

Equipment Manager:

Enter the Permanent Tag Number. List of values is available.
Record: 1/1

The cursor will be on the **Permanent Tag #** field. Enter the permanent tag number you want to transfer.

Go to NEXT BLOCK

Banner2000 - pprd_db
File Edit Block Field Record Query Help Window

Options

Fixed Asset Transfer Form FFATRAN 4.0 (pprd_db)

Permanent tag #: A9403 Origination tag #: T00000004

Description: Printer, Laserjet 4000TN

Seq #: User ID: PVIA Activity Date: 28-OCT-1998

From To

COA: A Millersville University COA: A Millersville University

Orgn: 40200 Budget Office Orgn: 40200 Budget Office

Locn: Dw220 DILWORTH BUILDING 220 Locn: Dw220 DILWORTH BUILDING 220

Grant: Grant:

Custodian: FM43200 Budget Office. Custodian: FM43200 Budget Office.

Phone#: Phone#:

Phone: Type: Phone: Type:

Transfer Document #: Transfer Date: 28-OCT-1998 Text Exists: N

Transfer Reason: Update User Status Code

Equipment Manager:

Receiver ID is not in the Telephone table.
Record: 3/3

Select **Transfer Information** in the left pane.

Banner 2000 - pprd_db

File Edit Block Field Record Query Help Window

Fixed Asset Transfer Form FFATRAN 4.0 (pprd_db)

Permanent tag #: A9403 Origination Tag #: T00000004

Description: Printer, Laserjet 4000TN

Seq #: [] User ID: [] Activity Date: []

From		To	
COA:	A Millersville University	COA:	A Millersville University
Orgn:	43200 Budget Office	Orgn:	43200 Budget Office
Locn:	DW220 DILWORTH BUILDING 220	Locn:	DW220 DILWORTH BUILDING 220
Grant:	[]	Grant:	[]
Custodian:	FM43200 Budget Office	Custodian:	FM43200 Budget Office
Phone#:	[]	Phone#:	[]
Phone:	[] []	Phone:	[] []
Type:	[]	Type:	[]

Transfer Document #: [] Transfer Date: [] Text Exists: N

Transfer Reason: []

Equipment Manager: []

Receiver ID is not in the Telephone table.
Record: 4/4 List of Values

This will move the information in the “TO” column over to the “FROM” column. Make your changes in the “TO” column, *if applicable*.

If you select **Additional Transfer Information** in the left pane of the form, you will enter the next window where the **Permanent Tag Number, User Status, Condition Code and/or Title-To** can be changed. If you want to add text to the asset or make changes to the text, select **Document Text**. Save the changes clicking on the disk icon in the left corner of the form. Click Header Information in the left pane to return. Once all the information is entered, exit the form.

Banner 2000 pprd_db

File Edit Block Field Record Query Help Window

Fixed Asset Transfer Form FFATRAN 4.0 (pprd_db)

Permanent tag #: A0403 Origination Tag #: T00000004

Description: Printer, Laserjet 4000TN

Seq #: [] User ID: [] Activity Date: []

From		To	
COA:	A Millersville University	COA:	A Millersville University
Orgn:	43200 Budget Office	Orgn:	43200 Budget Office
Locn:	DW220 DILWORTH BUILDING 220	Locn:	DW220 DILWORTH BUILDING 220

Additional Information FFATRAN 4.0 (pprd_db)

Permanent Tag #: A9403 Primary Tag #: []

User Status: R Received Subordinate Type: None

Condition Code: VG Very Good System Status: []

Title-To: Millersville University Disposal Code: []

Disposal Date: []

Enter the Permanent Tag Number. List of values is available.
Record: 4/4

J. CREATING, MODIFYING OR INACTIVATING LOCATION CODES (FTMLOCN)

J-1. Creating Location Codes

Go to FTMLOCN - Location Code Maintenance Form.

The screenshot shows the 'Location Code Maintenance Form' in the Banner2000 application. The window title is 'Banner2000 - pprd_db' and the form title is 'Location Code Maintenance Form FTMLOCN 1.2 (pprd_db)'. The form is divided into several sections:

- Chart of Accounts:** A dropdown menu with a checkmark next to 'Active Status' and a 'Last Activity' field.
- Location:** A text field for the location code.
- Dates -> Effective:** A date field containing '22 NOV 2000'. There are also 'Termination' and 'Next Change' date fields.
- Predecessor Location:** A text field for the predecessor location code.
- Square Footage:** Fields for 'Square Footage' and 'Square Footage Rate'.
- Address Lines:** Three text fields for 'Address Line 1', 'Address Line 2', and 'Address Line 3'.
- City, State/Province, Zip/PC, County, Nation:** Fields for geographical information.
- Telephone, Carrier Route, Delivery Point, Correction Digit:** Fields for contact and routing information.

The status bar at the bottom indicates 'Enter Chart of Accounts Record: 1/1' and 'List of Values'.

The cursor should be at the **Chart of Accounts** field. Enter "A" in this field and tab to the next field. The **Active Status** field will have a **check mark** in it.

Tab to the **Location** field. Type in the two-letter abbreviation for the Building/location to be added and then the next four numbers or letters for a particular room. **For example: PAGARA would indicate Palmer Building, Garage Area.**

Tab to the **Title** field and enter the description.

Tab to the **Effective Date** field and enter the current date.

Tab to the **Predecessor Location** field and enter the two-letter abbreviation for the building in which this room is located.

When you tab to the next field, a new window will appear entitled **Location Hierarchy Form - FGOLOCH**

This shows you that Palmer Garage rolls-up to Palmer Building which in turn rolls-up to the Main Campus.

Click on the **Continue** button. This will bring you back to the location code maintenance main window. Click on the **Save** button and **Exit**.

J-2. Modifying Existing Location Codes

Go to **FTMLOCN - Location Code Maintenance Form**.

Retrieve the current record of the Location Code you wish to update by entering the **query mode**. Do this by pressing the **F7** key or by using the pull down menu and selecting **Query**, then **Enter**. The cursor will be in the **Chart of Accounts** field. Enter "A" in this field and tab to the **Location** field. In this field, enter the Location Code you wish to update and press the **F8** key to execute the query or use the pull down menu by selecting **Query**, then **Execute**. The current Location Code information will be displayed. To modify this Location Code with new information you must first select, from the pull down menu, **Record, Insert**, then **Record, Duplicate**. This action will create a new record for this Location Code enabling you to make changes that will override the current information. You may now tab to the field(s) you wish to update and make the desired change(s). **With every modification to a Location Code, you must also be sure to tab to the Effective Date field and enter the current date. This is required by the system in order to save the record.** When all desired modifications are complete, click on **Save**, then **Exit**. **When viewing a Location Code on FTMLOCN, the original information and all subsequent changes are visible by using the scroll bar provided at the right side of the form.**

J-3. Inactivating Existing Location Codes

Go to **FTMLOCN - Location Code Maintenance Form**

Retrieve the current record of the Location Code you wish to update by entering the **query mode**. Do this by pressing the **F7** key or by using the pull down menu and selecting **Query**, then **Enter**. The cursor will be in the **Chart of Accounts** field. Enter "A" in this field and tab to the **Location** field. In this field, enter the Location Code you wish to update and press the **F8** key to execute the query or use the pull down menu by selecting **Query**, then **Execute**. The current Location Code information will be displayed. To inactivate this Location Code you must first select, from the pull down menu, **Record, Insert**, then **Record, Duplicate**. This action will create a new record for this Location Code. Tab to the **Active Status** field and click on it to remove the check mark. **You must also be sure to tab to the Effective Date field and enter the current date. This is required by the system in order to save the record.** Then click on **Save**, then **Exit**. The most current record will show this Location Code to be inactive. **When viewing a Location Code on FTMLOCN, the original information and all subsequent updates, including inactivation are visible by using the scroll bar provided at the right side of the form.**