

# Navigating in Banner to Obtain Asset Numbers and Other Asset Information

(Updated 12/09/19)

## FFIPROC (Fixed Asset Procurement Query):

This form is used to initiate a query to obtain an asset number. You will be able to query based on the Purchase Order, Description (as entered in the system), Serial Number, partial Asset Number, etc.

Fixed Asset Procurement Query FFIPROC 9.0 (BANPROD)

Basic Filter Advanced Filter

Origination Tag Permanent Tag Description Origination Tag Cancel Date Purchase Order Add Another Field ...

Origination Tag	Permanent Tag	Description	Cost	Origination Tag Cancel Date	Purchase Order	Invoice	Receiver	Vendor	Other Sources	Type	Submission Num

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For example, if you have the last 3 digits of the asset number (e.g. 386), you would query based on the *Permanent Tag* field. You would then enter the “3 digits of the asset number”, preceded by the wildcard symbol (e.g. %386). The wildcard symbol (%) must be included to represent the missing digits at the beginning of the Asset Number in order to allow Banner to execute the query.

Fixed Asset Procurement Query FFIPROC 9.0 (BANPROD)

Basic Filter Advanced Filter

Origination Tag Permanent Tag Description

Origination Tag Permanent Tag Description Cost Origination Tag Cancel Date

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RELATED TOOLS 1

Delete Copy Filter

Clear All Go

Type	Organization	Location

Record 1 of 1

Once you have entered this information into this screen, you will click “Go” (or press *F8*) to execute the query. You will now have the asset number that can be used to access additional information about the asset using Banner form *FFIMAST*.

Fixed Asset Procurement Query FFIPROC 9.0 (BANPROD)

Active filters: Permanent Tag: %386 Clear All

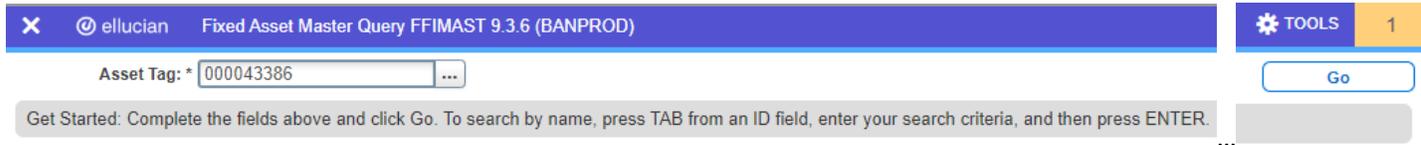
Origination Tag	Permanent Tag	Description	Cost	Origination Tag Cancel Date	Purchase Order	Invoice	Receiver	Vendor
000043386	000043386	Air Monitoring System	60,585.00					
T00005800	000079386	Computer System Laptop	1,690.00					
T00013691	000080386	Microcomputer Desktop Systems	5,824.16		P0712975	I0132325		800366948
T00026724	000081386	Base Station for Wireless Head...	5,523.09					
T00058055	000082386	TRIMBLE TSC3 CONTROLLER	5,495.00		P1134051	Z0015272		800000927
T00067556	000083386	INFOBLOX APPLIANCE (GRID...	25,871.04		P1411468	Z0094928		800843062
T00070619	000084386	OSCILLOSCOPE	5,911.88		P1618962	Z0207915		800882809
T00096616	000085386	iMac Pro with Retina 5K Display	6,579.00		P1827871	Z0318674		800728646

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## FFIMAST (Fixed Asset Master Query):

This form is used when you have the asset number and wish to obtain additional information about an asset such as the Asset Cost, Net Book Value (NBV), Custodian, In-Service Date, etc.

You will first enter the complete asset number (including any preceding zeros) in the Asset Tag field, and click *Go* to move to the next screen.



The next screen will have the information related to the particular asset as mentioned above. You can then click the up and down arrows at the bottom left of the screen  to obtain additional information about the asset found on other pages.



MASTER INFORMATION			
Origination Tag	T00058055	Permanent Tag Date	06/15/2011
Permanent Tag	000082386	Last Adjustment Date	06/30/2019
Primary Tag		Origination Tag	
Subordinate Type		Cancel Date	
Origination Tag Date	06/10/2011	System Status Code	I Invoiced
Asset Description	TRIMBLE TSC3 CONTROLLER	Asset Type	DU 947600-Other Equip
Commodity		User Status Code	
Unit of Measure	EA Each		
Insurance Value		Replacement Value	
Market Value		Book Value	
	<input checked="" type="checkbox"/> Capitalization Indicator		<input type="checkbox"/> Tag In Use
	<input type="checkbox"/> Asset Text Exists		<input type="checkbox"/> Gift Indicator
Cost	5,495.00	Net Book Value	3,274.10
Total Cost	5,495.00	Total Net Book Value	3,274.10