Navigating In Banner to Obtain Asset Numbers and Other Asset Information

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FFIPROC:

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, etc.

For example, you have the last 3 digits of the asset number (e.g. 386). You would query based on the Permanent Tag field. You would enter the “3 digits of the asset number” (e.g. 386).
Once you have entered this information into this screen, you will 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.
**FFIMAST:**

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 asset number and click Go to move to new screen.

The next screen will have the information related to the particular asset as mentioned above. You can then toggle to obtain additional information about the asset found on other pages.