Navigating in Banner to Obtain Asset Numbers and Other Asset Information

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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.

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.

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.
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.