



FIXED ASSETS

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Fixed Asset Tips

- Only assets costing > \$5000 are assigned fixed asset tags, tracked in Banner, and included on departmental inventories.
- Assets < \$5000 acquired prior to 2009 may have tags but are no longer tracked since the threshold was increased to \$5000.

Banner Searches

Data Search with FAS tag number

- Go to FFIMAST in Banner; enter tag number preceded by four zeroes; next block through several screens that will provide cost, serial number, purchase date, purchase order (PO) number, location of record, funding information, and the department inventory on which the asset is listed.

Tag number Search with PO number

- Go to FOIDOCH in Banner; enter "PO" in Document Type; enter the PO number in the Document Code box; next block to see asset tag number in lower left corner.

Asset Search with description or serial number/VIN

- Go to FFIPROC in Banner; enter brief description or serial number/VIN preceded and followed by percent sign (%microscope% or %DX9%); press F8 for query results of assets with microscope in description or serial number/VIN with DX9.
- TIP: for best results, use a portion of the serial number/VIN that doesn't include 1's and l's; 5's and S's; 2's and Z's as these are prone to being misread.

Our Purpose

To maintain accurate and current data on movable equipment, record and perform annual inventories, and provide timely reports and information to campus.

Movable Equipment Forms

- Movable Equipment forms are used to transfer an asset from one department to another, to report the trade-in of equipment, and to report an asset that has been lost or stolen.
- Department heads of both the originating and receiving departments MUST sign the form.
- Note: departments MUST attach a police report to all MEF forms reporting lost or stolen equipment.

Account Code Tips

- When ordering a printers and ink cartridges, use proper account code for printers < \$5000 (945212) and >= \$5000 (945252), but use EDP Supply account (932910) for cartridges.
- When ordering iPads, use 945214 (Other Computer Equip). For keypads, iPad covers, etc., use EDP Supply account (932910). For iPad protection plans, use account 924436 (Maint Contracts-Other EDP Equip).
- When ordering computers, use proper account code for computers < \$5000 (945220) and >= \$5000 (945250). For monitors, keyboard, mouse, etc. use account code for < \$5000 (945214) and >= \$5000 (945254). For maintenance contracts, use 924431 (Maint Contracts-PC&Printers). For Computrace, use 953990 (Cur Svc-Misc Other).