

Fixed Asset Entry Information (click here to open form)

This form is used to report the information that was data entry into the fixed asset module in BANNER. This form is used by Statewide to balance the expenditure side to fixed asset module. This form is used for additions, updates and deletions.

Fill in the date, userid and campus code. The only information needed is the tag number, reference number from the reconciliation, the proper addition or delete. Comment field is to explain something unusual with the line item. This form will automatically add the columns for additions and deletions, the total will move to the top of the form. You no longer need to separate creates from updates or deletions.

If items offset each other just leave the Tag number blank and enter the appropriate reference code and enter the amount in the proper column(s). The comment can be entered as OFFSET, but that is not necessary.

TRANSFERS to/from other campuses must be done on a separate form.

Complete the form and fax it to the Statewide property officer at 907-450-8051