FABweb ADDITIONS AND UPDATES
PARTICIPANT GUIDE

URBANA-CHAMPAIGN

CHICAGO

SPRINGFIELD

UNIVERSITY OF ILLINOIS SYSTEM

Acknowledgements

Sections of this guide are based on Ellucian Banner System, Release 9.3.0.1.

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Course Prerequisites

The following are prerequisites for this course:

- Introduction to Banner and Finance I
- Introduction to Property Accounting

Course Information

Course ID: FABweb Additions and Updates

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Course Overview

This course provides an overview of FABweb procedures that you will use to process new fixed asset acquisitions and update records for existing fixed assets. You will also learn how FABweb interacts with Banner, and how to find fixed asset information in Banner.

In addition, you will learn about FABweb security, as well as parent and children assets.

This information will help you keep your department's asset records accurate and up-to-date.

Course Objectives

At the end of this session, you will be able to:

- Describe FABweb's purpose
- Differentiate between View Mode and Update Mode
- Find fixed asset information using *FFIMAST* and *FOIDOCH* in Banner
- Find a pending new acquisition record
- Create a record for a non-cash addition
- Update the record for an existing acquisition
- Identify assets that have parent/child relationships

Lesson 1: Introduction to FABweb

In this lesson, you will learn what FABweb is, what it is used for, and how it relates to the University of Illinois System's Banner database.

1.1: What is FABweb?

FABweb is a web-based interface used by university departments to complete or update property accounting records. For example, when a department acquires a new fixed asset, they must use FABweb to complete the record of the acquisition.

Property contacts use FABweb to:

- Complete new acquisition records

- Create records for new non-cash additions

- Update existing asset records

Later in this course, you will learn the steps to perform all these tasks.

1.2: How Does FABweb Work With Banner?

Banner contains the official record of the U of I System's fixed assets. Because departments cannot update fixed asset information directly in Banner, they use FABweb to communicate their department's asset information. FABweb allows you to take a more active role in asset record maintenance.

When you log in to FABweb and access a fixed asset record, FABweb retrieves fixed asset data directly from Banner. Completed new acquisition records or new non-cash additions in FABweb are forwarded to University Property Accounting and Reporting (UPAR) staff, who review them and submit them to the Banner database. When you update existing asset records, the information you enter into FABweb is sent directly to the Banner database when the transaction is finalized.

It is the department's responsibility to complete their FABweb records and finalize them, so the department's assets can be entered into Banner and inventoried correctly. Your unit is required by State of Illinois regulations to submit new acquisitions within 30 days of payment and OTag creation.

Lesson 2: Access to Equipment Records

In this lesson, you will learn how to log in to FABweb, and you will learn about the access you have to your department's fixed asset records in FABweb. You will also learn about viewing records in FABweb, as well as the difference between View and Update modes. In addition, you will learn how to view asset records in Banner.

2.1: Logging In to FABweb

1) Open a web browser (such as *Edge, Firefox, Chrome*) and go to the following address:
   https://fabweb.uillinois.edu/

2) On the **Welcome** page, click the **Logon** button.

3) Type your **ID** and **Password** in the appropriate fields.

4) Click the **Login** button.
   Result: The FABweb main menu window *or* the **Request Authorization** window will display.
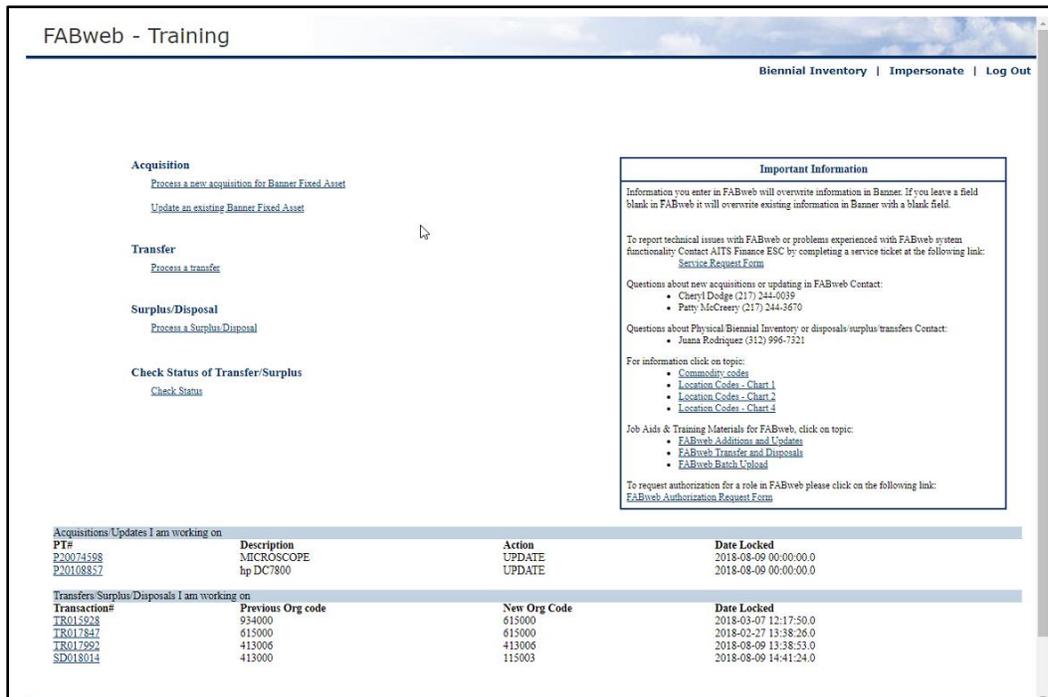
Figure 2.1: FABweb Main Menu

Requesting FABweb Authorization

If the **Request Authorization** window displays, this is the only action that you can take.

1) Complete all fields of the form, including your six-digit department Organization code.

Figure 2.2: Request Authorization window

2) Click the **Continue** button.

3) If successful, the **Request Authorization** window will show a message stating that further instructions will be sent to your e-mail address. Follow the directions in the email. You will receive notification when access has been completed.

Figure 2.3: Request Sent window

Once you have access to FABweb, you will be able to view and update equipment records for the Chart and Organization code(s) for which you have security access. Any new equipment purchased using the Chart and Organization codes that you have access to will appear in the **Process a new acquisition for Banner Fixed Asset** section of FABweb.

2.2: Viewing and Locking Fixed Asset Records

When you first access a record in FABweb, it displays as read-only, or in View Mode. View Mode allows you to view the attributes of any asset in FABweb within your Chart and Organization security without locking the record. Locking the record prevents any other FABweb user from viewing or updating the record, even though they might have security access to that Chart and Organization. View Mode does not allow you to update records.

To make changes to a record in FABweb, you must be in Update Mode. Click the **Update** button after you access a record to get into Update Mode. The **Update** button is located on both the **Unit Info** and **Item Info** tabs.

Once you are in Update Mode for a record, that record is locked to your user ID. Other users will not be able to view or update the record in FABweb until it is unlocked. Locked records appear in the **Records I am Working on** section at the bottom of the main menu page. Information that has been updated on locked records will not appear in Banner until the record is finalized. It is good business practice to review any records that appear in the **Records I am Working on** section and either finalize or unlock them so that others can access them. To unlock a record without saving your changes, go to the **Finalize Transaction** tab and click the **Cancel Update** button. Any changes to the record will not be saved, and the record will be unlocked.

FABweb times out with approximately one hour of inactivity.

Figure 2.4: Records I am Working on section

If an asset is *not* assigned to your Chart and Organization, you will not be able to access its record in FABweb. Instead, you can use one of two forms in Banner to find information about the asset:

- **Fixed Asset Master Query Form (*FFIMAST*)** allows you to search by permanent (PTag) number to view the equipment record.

- **Document History Form (*FOIDOCH*)** allows you to search by Purchase Order or Invoice number to determine which Organization owns the record.

2.3: Fixed Asset Master Query Page (*FFIMAST*)

The Fixed Asset Master Query page (*FFIMAST*) in Banner allows you to search for an asset record by tag number and view information associated with the asset.

FFIMAST is a query page, which means a user is not allowed to update fields, but can search for and review data. This page shows such information as the PTag number, origination (OTag) number, a description of the asset, the cost of the asset, how and when it was acquired, and the C-FOAPAL string with which the asset is associated. *FFIMAST* will also let you find what Organization code is responsible for an asset, as well as its location.

For fixed asset items, these fields in *FFIMAST* contain important data:

Field Name	Description
Asset Description	Describes the item.
Condition	Status of the item.
Title To	Owner of the item (*F* - Federal, *S* - State, *P* - Private, or *O* - Other).
COA	University where the item is located.
Organization	Which department is responsible for the item.
Location	The physical location of the item.
Custodian ID	The UIN and name of the person who is responsible for the item.

Accessing Banner

To access Banner, follow the steps below.

1) Open a web browser (**do not use Internet Explorer**) and go to https://apps.uillinois.edu/banner/.

2) Click the **Connect to Banner** button.

3) Type your **ID** and **Password** in the appropriate fields.

4) Click the **Login** button.

Contact your Unit Security Contact (USC) to obtain access to the Distributed Financial Query User profile, if needed.

Viewing an Asset Record in *FFIMAST*

To use the **Fixed Asset Master Query** page (*FFIMAST*), log into Banner as described above and use the following steps:

1) Type *FFIMAST* in the **Search** field and press ENTER.

2) Type a PTag number in the **Asset Tag** field, or click the **Search** button to search for a PTag number.

3) Click the **Go** button to view the **Master Information** block. (see Figure 2.5)

4) Click the **Next Section** button to view the **Acquisition Information** block.

5) Click the **Next Section** button to view the **Procurement Information** block. (see Figure 2.6)

6) Click the **Next Section** button to view the **Funding Source** block.

7) Click the **Next Section** button to view the **Capitalization Information** block.

8) Click the **Next Section** button to view the **User Fields** block. This block contains, when relevant, vehicle codes, entity codes, & grant A-21 codes.

9) Click the **Exit** button to close the page when done.

NOTE: See Appendix C for information on the fields in the **Fixed Asset Master Query** page (*FFIMAST)*.

Figure 2.5: FFIMAST Master Information Section
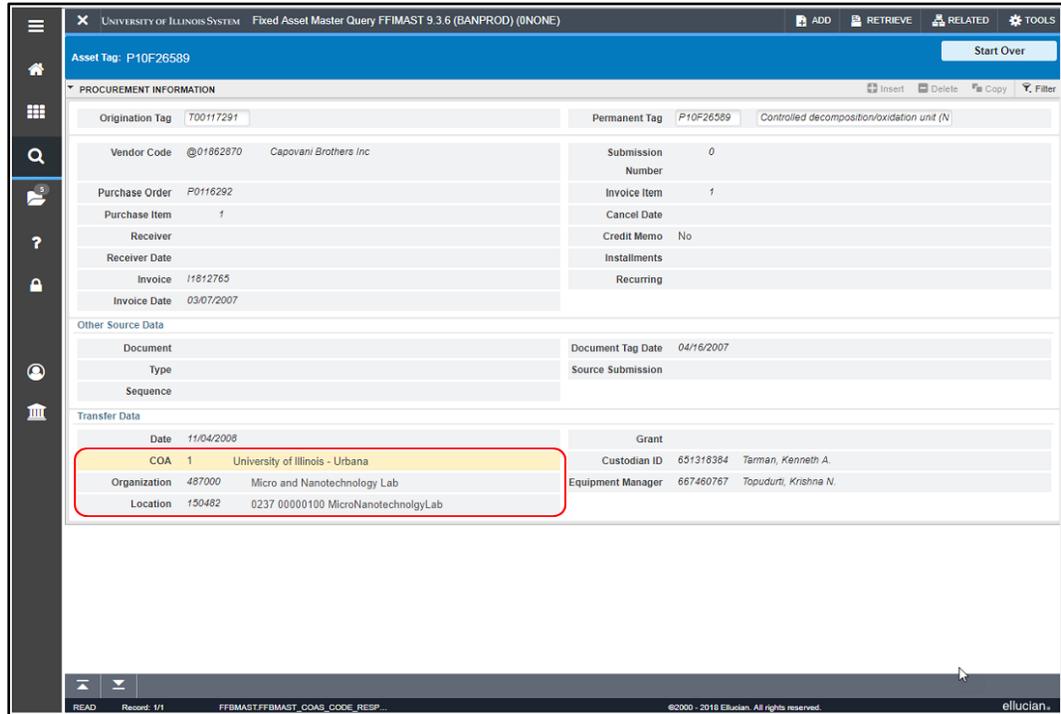
Figure 2.6: FFIMAST Procurement Information Section

2.4: Document History Page (*FOIDOCH*)

You can use Banner to find all the OTag or PTag numbers associated with a purchase order or invoice, using the Document History Form (*FOIDOCH*). You can also view the purchase order or invoice details.

FOIDOCH is a query page, which means a user is not allowed to update fields, but can query and review data. This page identifies and provides the status of all documents in Banner, and it provides the history of purchasing and payment documents. To find a document's status, enter the type of document it is (such as *INV* for invoices or *PO* for purchase orders) and the specific document number (such as *P0111078*). Status indicators are as follows:

A	Approved	C	Completed	F	Final Reconciliation
P	Paid	R	Receipt Required	S	Suspended
O	Open	V	Void	H	Hold
T	Tagged Permanently				

Viewing Documents in *FOIDOCH*

To use the **Document History** page (*FOIDOCH*), log into Banner as described previously and use the following steps:

1) Type *FOIDOCH* in the **Search** field and press ENTER.

2) Type *PO* or *INV* in the **Document Type** field or click the **Search** button to select an appropriate document type.

3) Type a purchase order or invoice number in the **Document Code** field or click the **Search** button to search for a document code.

4) Click the **Go** button.

5) To view a particular document, click that document's code and select the appropriate page from the **Related** menu. For example, to view an invoice, click the document number and select **Query Document [BY TYPE]** from the **Related** menu.

6) Click the **Go** button to view the next page. In this example, **Invoice/Credit Memo Query FAIINVE** opens.

7) Click the **Retrieve** button to open the image.

8) Close the tab in the web browser to exit the image.

9) Click the **Close** button to return to FOIDOCH when done.

NOTE: See Appendix C for information on the fields in the **Document History** page (*FOIDOCH).*
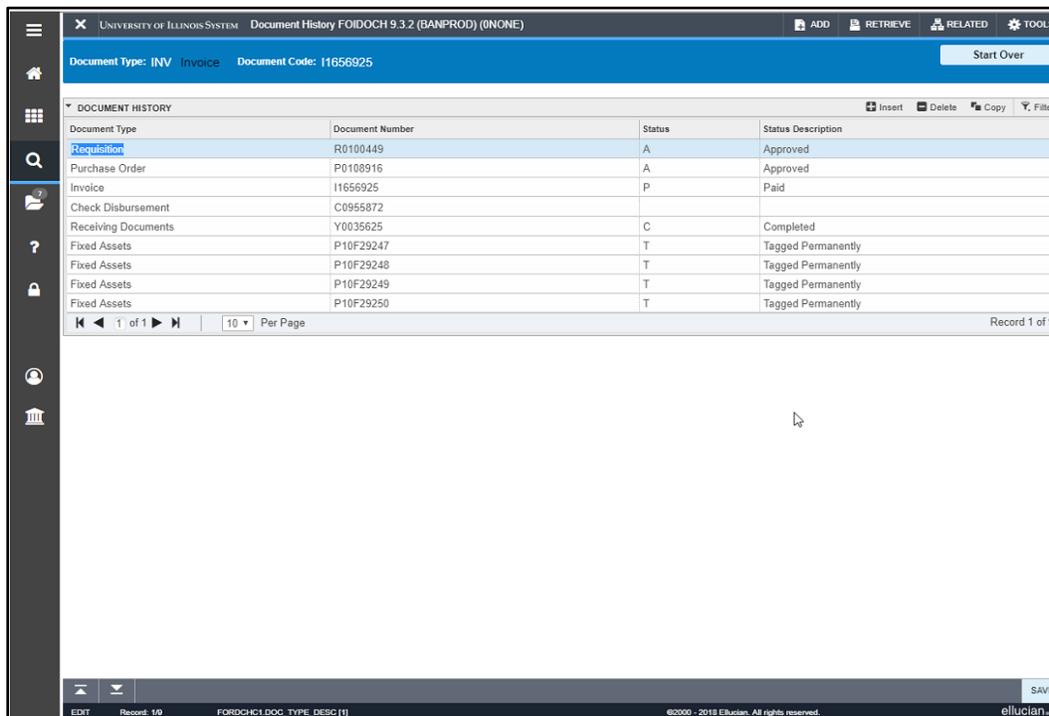
Figure 2.7: FOIDOCH
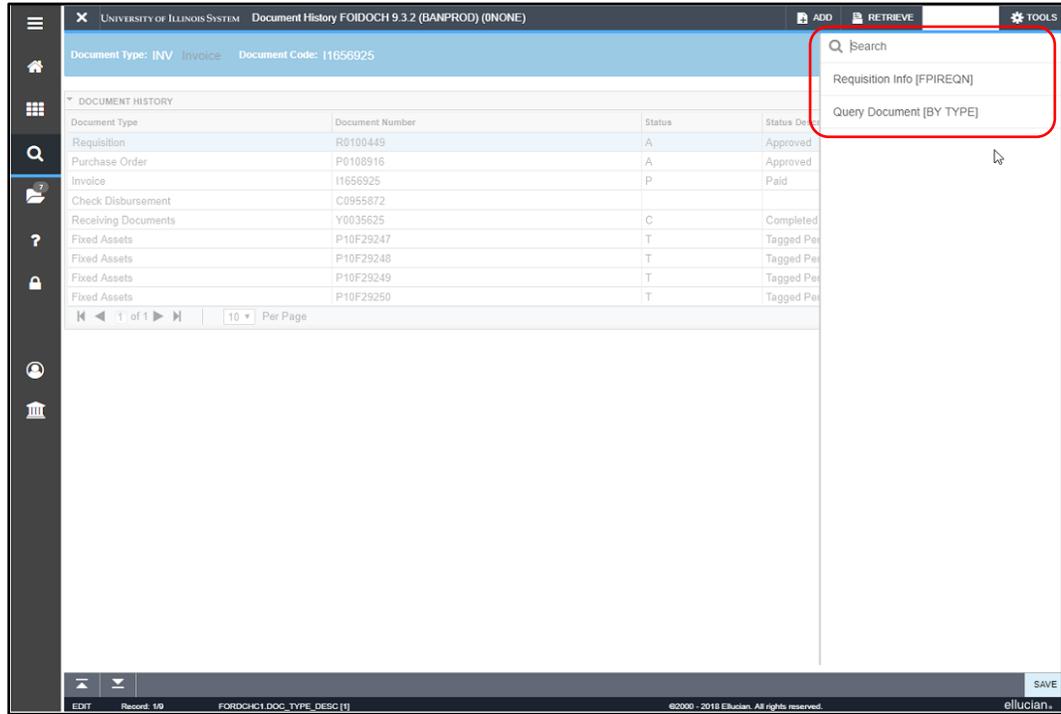
Figure 2.8: FOIDOCH showing Related Menu
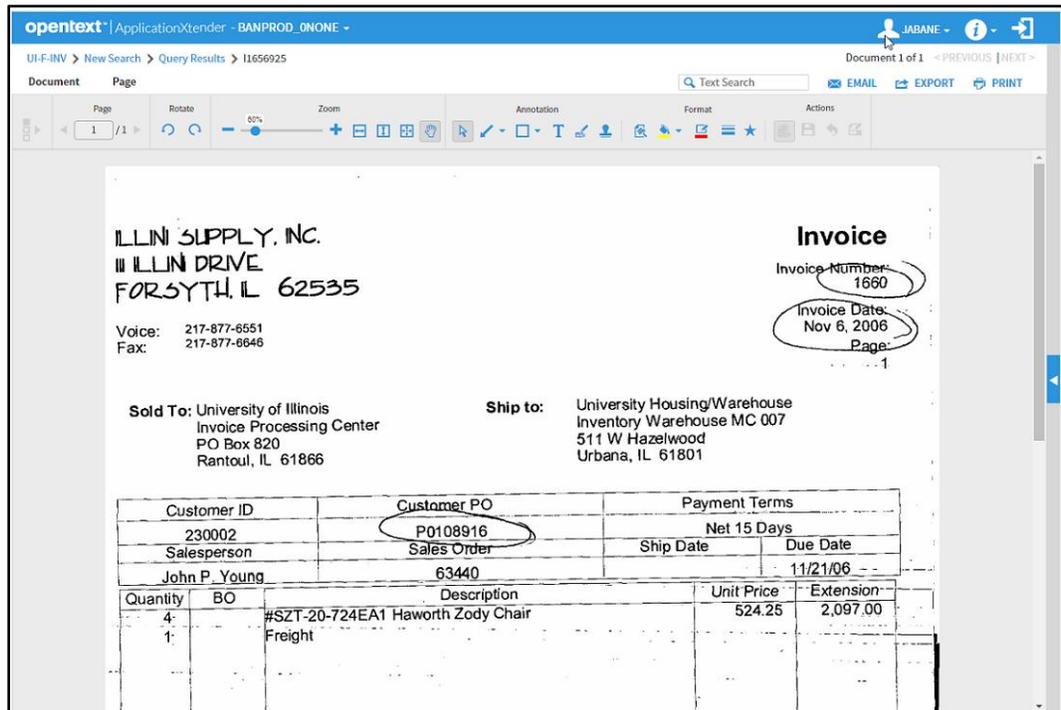
Figure 2.9: FAIINVE showing image

Lesson 3: Processing New Acquisitions

When a department acquires a new asset, you, as the department's property contact, need to record the required equipment attributes in Banner by using FABweb. It is important that you provide the correct information at this stage of the acquisition process; this helps ensure an accurate record throughout the life of the asset.

Equipment purchases automatically have records created in FABweb. These records need to be completed by the department that acquired the new equipment within 30 days of payment and OTag creation, as required by State of Illinois regulations.

3.1: Process Flow of New Acquisitions

When an invoice using a fixed asset Account code is paid, Banner automatically establishes a skeletal equipment record for that item and assigns a unique reference number to the record. This unique record reference number is known as the record's Origination number, or OTag.

Purchase orders for fixed assets must be issued on regular orders, with the *Yes Receipt Required* option selected.

NOTE: If you are ordering a fixed asset with separate component parts (such as a high-powered camera, with a camera body, flash, and camera lenses), you should provide the appropriate tagging documentation in the Banner purchase requisition. Each separate component being ordered will automatically generate its own OTag, but the entire fixed asset might only need one PTag. You should add the tagging information in the **Requisition** page *(FZAREQN)* by selecting **Document Text** from the **Options** menu and including the line item numbers, description, and dollar amount for each PTag needed. For instance, you could enter "*1 PTag for lines 1-4, camera, $2599.97 total*" for the camera example above. Contact UPAR at obfsuafrproperty@uillinois.edu if you have any questions about components and tagging.

University of Illinois System policy requires that a fixed asset be received via the Banner **Receiving Goods Form (*FPARCVD*)**. Processing a **Receiving Goods Form** should be triggered by shipments being delivered. The Account code identifies the item as a fixed asset. The OTag is generated when the invoice is paid by University Payables. Departments should not wait for an invoice to appear in Banner prior to completing a receipt. This will delay payment to the vendor and creation of the OTag in Banner.

For iBuy purchase orders, the OTag is created when the invoice is paid by University Payables. Receiving is not available unless the individual invoice sent by the vendor is more than $19,999.99. When creating a requisition for non-catalog items, each line should represent a single piece of equipment. You can attach a quote if more detail is needed. If you purchase tagged equipment and other non-inventory items on the same order, apply Account codes (C-FOAPALs) at the line level (not the header level) to appropriately code each line item on the order.

Equipment procured through internal sources is paid through the journal voucher feeder process (TS documents for Facilities & Services, Urbana and OS documents for Auxiliary Services, Chicago). When an asset is acquired using a journal voucher, Banner automatically assigns a unique identification number called a Document number, or DTag, to a temporary asset record. These DTags are reviewed by UPAR staff and converted to OTags.

If the purchase was made with a P-Card, the OTag is created when the P-Card transaction is reconciled in the P-Card Solution software and transmitted to Banner. The OTag and the skeletal information from the purchase documents appear in the **Process a new acquisition for Banner Fixed Asset** section in FABweb.

New acquisitions are items of equipment with an individual purchase price of $1000 or greater. Modular furniture is typically not inventoried and tracked unless a single component is greater than $1000. If a purchase is considered a repair part and used to keep a tagged asset functioning, it does not need to be recorded as equipment. It should be purchased using an account code indicating repair/maintenance, such as *121700 – Parts for Other Equipment*.

Equipment purchases of less than $1000 are not tracked in Banner and are therefore not available in FABweb. Even though these items are not issued PTags, your unit may devise its own labeling system and record these assets outside of Banner.

Department personnel with fixed asset responsibilities should review FABweb and the **Process a new acquisition for Banner Fixed Asset** section at least weekly. Any items identified with an OTag should be resolved within 15 days.

The **Process a new acquisition for Banner Fixed Asset** section will show a maximum of 500 records at a time. If more than 500 records are available, and you have security access to more than one Chart and Organization, you can filter your view by Chart and Organization code. If you only have access to one Chart and Organization, and you have more than 500 records available, you must finalize some of the viewable records to make room for more to display.
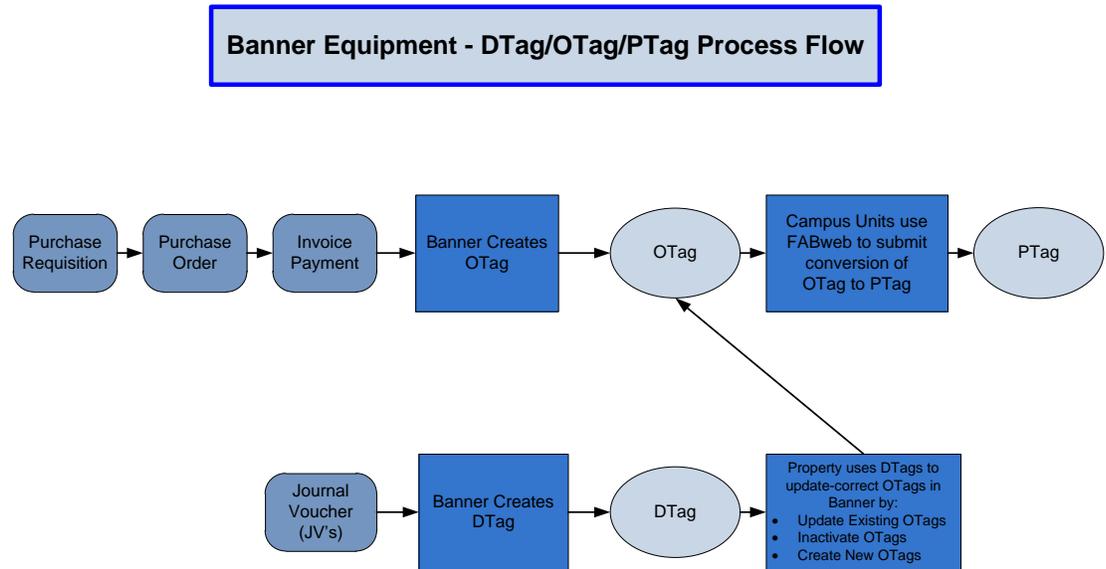
Figure 3.1DTag/OTag/PTag Processing Flow

3.2: Finding a New Acquisition Record in FABweb

Use the following steps to find a new acquisition record in FABweb.

1) From the FABweb **Acquisition** menu, click **Process a new acquisition for Banner Fixed Asset**.

2) The **Find a Record** window displays, with a list of the equipment records for the Chart and Organization code(s) for which you have security access. You can locate a specific record in one of the following ways:

a) Enter the acquisition document number, if known, in the **Acquisition Document #** field and click the **Find** button. The acquisition document number could be the purchase order number, invoice number, journal voucher number, P-Card number, or feeder number that identifies the record.

b) Select your Organization code from the **Org (Resp)** drop down list and click the **Find** button.

c) Let the **All Units** default selection remain and browse all records.

Process a new acquisition for Banner Fixed Asset

Find a Record

To find records for processing, enter the information about the acquisition and click on Find:

Acquisition Document: # [   ]

Org (Resp):   [All Units   ▼]

[Find]

Upload a File

To upload a file for processing, select the file and click on Upload:

New Acquisition File: [Browse…] No file selected.   [Upload]

Or, browse all the records for your organization(s) listed below.

Create a new non-cash record   **Export all new acquisitions to Excel**

From Banner						
(1 220001) Materials Rsrch Lab						
OTag #	Acq Doc #	Line/Item #	OTag Date	PTag #	Commodity	Invoice #	Amount
T00472401	P0792514		7/15/2013			IE218061	$802.08
T00472458	P0812866		7/15/2013			IE215871	$963.16
T00472459	P0812866		7/15/2013			IE215871	$1,046.88

Figure 3.2: Find a Record window

3) Click an OTag number to view that asset's record.

NOTE: You can also **Export all new acquisitions to Excel** for Batch Uploading. This functionality doesn't process, save, or lock the items in FABweb, it just creates a spreadsheet in the upload format for unit updating and use.

3.3: Completing a New Acquisition Record

To complete a new acquisition, find the record as described previously and use the following steps:

1) Click an OTag number to view the asset's acquisition information in the **Acquisition Doc Info** tab.

NOTE: See Appendix D for information on the fields in FABweb.

Figure 3.3: Complete the Banner Record for a New Acquisition window – Acquisition Doc Info

2) Select the **Unit Info** tab to view department information.

3) Click the **Update** button to enter or revise the following:

Field name	Input Data
PTag number	Enter if equipment was obtained from F&S and a label was sent with the equipment or if the department assigns their own tag numbers. Otherwise, leave this field blank; Property Accounting will insert the PTag number.
Chart **(required)**	One-digit Chart code, which should be the same as the Chart from the **Acquisition Doc Info** tab
Responsible Organization code **(required)**	Six-digit Organization code, which should be the same as the Orgn from the **Acquisition Doc Info** tab. If this Organization code needs correcting, please refer to Introduction to Property Accounting (FA 101), Lesson 3.1
Location **(required)**	Six-digit Location code that represents the university, building, and room where the equipment is located. Level 3 of the Location Hierarchy if available.
Custodian	UIN of the person using or responsible for the equipment.
Equipment Manager	UIN of the property contact.
Commodity code **(required)**	Detail level (NIGP Code). If the equipment cost at least $5000, the commodity code used MUST have a useful life (used for depreciation).

How Do I…?	Use This Tool:	Reference Location:
Find the correct Location code to use in FABweb?	Location Report in EDDIE OR Location Codes by Chart – available on OBFS Equipment Management website, under Helpful Documents: Chart 1 (XLS) Chart 2 (XLS) Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Locate the appropriate commodity code to use in FABweb?	Commodity Search in EDDIE OR Commodity Codes (Detail) (XLS) – available on OBFS Equipment Management website, under Helpful Documents.	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Process an Interdepartmental Transfer of Equipment?	FABweb	Accounting & Financial Reporting Training: FABweb Transfers and Disposals, Lesson 1

Figure 3.4: Complete the Banner Record for a New Acquisition window – Unit Info

4) Click the **Save this Info** button to save your changes.

5) Click the **Item Info** tab to view asset-specific information.

6) Click the **Update** button, if needed, to enter or revise the following:

Field name	Input Data
Manufacturer **(required)**	If none, enter *N/A.*
Model **(required)**	If none, enter *N/A.*
Part number Vehicle Tag	For fleet vehicles (for Physical Plant only).
Serial Number/Vehicle Identification Number **(required)**	Unique number that identifies the equipment. If none, enter *N/A.*
Description **(required)**	The description should aid in physically identifying the equipment. You can add to the default information, or remove the default information and add a new description. If equipment is located off-campus and an off-campus Location code is used, the description should include the complete address.
In-Service Date **(required)**	Date equipment was put in use. Cannot use 9/9/9999.
Master/Parent PTag number	Enter PTag of parent asset, if this is a component of another asset.
External Cross Ref	Enter PTag of asset traded-in to acquire this asset, if applicable. If more than one asset was traded-in, list additional PTags in comments.

Figure 3.5: Complete the Banner Record for a New Acquisition window – Item Info

7) Click the **Save this Info** button to save your changes.

8) Click the **Finalize Transaction** tab to enter or revise the following information:

- Contact Person
- Phone number
- E-mail address
- Comments to Property Accounting

Figure 3.6: Complete the Banner Record for a New Acquisition window – Finalize Transaction

9) Click the **Save this Info** button to save your changes.

10) Click the **Forward to Property Accounting** button to submit the record. If any required information is missing or incorrect, an error message will be displayed. You must correct the errors before you can forward to Property Accounting. After the record has been submitted, it will no longer display in your list of incomplete new acquisitions. To process another new acquisition, click the link to return to the **Find a Record** window.

If you do not submit the record at this time, it will display in the **Records I am Working On** section in the FABweb main menu. The record will be locked for other users; nobody else will be able to make changes to the record until you submit it or cancel it.

NOTE: You should log out of FABweb when you have finished with your transactions. The **Log Out** link is displayed in the upper right corner of every FABweb screen. FABweb times out with approximately one hour of inactivity.

3.4: New Acquisition Aging

You should submit new acquisition records through FABweb within 30 days of payment and OTag creation. This is the date that preliminary asset records are created in Banner and FABweb. If the new acquisition record isn't submitted within 30 days, UPAR staff will send you a reminder with a 30-day extension. Then, if the new acquisition record isn't submitted by the new deadline, UPAR staff will "take" the record, in order to comply with State of Illinois regulations.

When UPAR takes equipment records, they use the information available in invoices and purchase orders to complete it as much as possible. However, your unit must still do the following:

- Check the record in FABweb to update any missing or incomplete information, such as Location code or Equipment Manager. If this information is wrong, it may cause problems with doing inventory. It could also affect the Facilities and Administrative (F&A) rate, which depends on correct condition codes and Location codes.

- Possibly re-tag equipment if your department assigns its own PTags.

- Possibly correct and re-tag any parent/child equipment.

3.5: Common Problems

Below are some common problems that FABweb users encounter when processing new equipment acquisition records.

Non-equipment purchases are showing up in FABweb*.*

Problem: Non-equipment items (such as office supplies, repairs, or contract services) are purchased using an equipment Account code in the FOAPAL.	Solution: Departments must contact their UPAR new acquisitions staff member to process this correction. UPAR staff will complete a journal voucher (JV) to move the charge from the original equipment Account code to an appropriate non-equipment Account code.

Equipment that is expected to be in FABweb *is not appearing.*

There are several reasons that equipment you expect to see in FABweb is not appearing there.

Problem: A new equipment acquisition was purchased using a non-equipment Account code in the FOAPAL.	Solution: Departments must complete a journal voucher (JV) to move the charge from the original non-equipment Account code to an appropriate equipment Account code.
Problem: The equipment is not appearing in FABweb *because it has not been paid for.*	Solution: Check **FOIDOCH** in Banner to see if a check has been issued to the vendor, or if OTags have been assigned to the equipment.
Problem: The equipment was purchased by an Organization code that you don't have security access to in FABweb*.*	Solution: Check **FOIDOCH** in Banner to see what Organization code purchased the equipment.

An equipment purchase was returned for credit.

Problem: An equipment record appears in FABweb *as a credit.*	Solution: Departments must contact their UPAR new acquisitions staff member for correction. UPAR staff will need the PTag number assigned to the equipment or original document number from the purchase transaction.

Multiple tags for one item or a single tag for multiple items were received.

Problem: Only one OTag was issued for multiple items purchased or multiple OTags were issued for one item purchased.	Solution: Departments must contact their UPAR new acquisitions staff to identify the appropriate number of equipment records to create.

Record is locked by another user.

Problem: You receive the message, "Asset is currently in use by another user".	Solution: Another user within your organization has locked the record by using the Update Mode of FABweb. Contact the other FABweb users in your department to resolve, through finalizing or cancelling their update. If the record was not locked by another departmental user, contact UPAR for resolution.

Lesson 4: Adding Non-Cash Records

Not all equipment items are acquired in exchange for cash. Equipment items that are *not* acquired in exchange for cash must be added into Banner as a non-cash addition in FABweb. In this lesson, you will explore a variety of situations requiring this special process.

4.1: Different Types of Non-Cash Additions

Capital Lease/Installment Purchase

Equipment ownership of these items is transferred to the system after a series of payments. UPAR determines whether leased equipment qualifies as a capital lease and will work with a department to record the equipment in Banner.

Departmental business managers, rather than property contacts, are usually involved in capital lease acquisitions. However, a capital lease item might appear in your FABweb inbox if your department has acquired a capital lease item. Check with your UPAR contact if you have any questions about a capital lease item.

Certificate of Participation

This is equipment that is acquired through external financing, specifically through issuance of a bond or bonded indenture. All equipment acquired through bonded indenture or any other type of external financing is added to inventory by the Plant Accountants in the University Accounting and Financial Reporting (UAFR) office. Departments will not need to use this option unless specifically requested by UAFR. University Property Accounting and Reporting completes the recording of these assets in Banner.

Donation/Gift

A non-monetary gift of tangible real and personal property (such as equipment, computers, or land) is sometimes given to a University of Illinois System department.

Determining the value of the gift, who is involved, what forms need to be completed, and departmental step-by-steps can be found in the FA 101: Introduction to Property Accounting training material by clicking the **Learn More** button under **Gifts**.

Special Field Information

Field	Instructions
Amount	Enter the *Value of Gift* amount provided to the University of Illinois Foundation (UIF) on the Gift-in-Kind form.
CFOAPAL	Enter a department gift fund.
Comments	Provide basic donor information so UPAR can match the equipment record with the completed Gift-in-Kind copy from UIF.

Fabricated

Fabricated equipment is equipment that has been purchased in pieces and assembled in the department.

Acquisitions of pieces of equipment/supplies that are being used to fabricate a single equipment asset should be charged to the Account Code range *128nnn*. When construction of the equipment is complete or the equipment is placed in use, the department holding the equipment must report its completion and total cost using the non-cash addition process in FABweb. UPAR then processes a journal voucher to record the fabricated equipment as a new asset.

The unit/department representative should verify the data in the newly created asset record for accuracy and make any updates that are necessary by using FABweb to update an existing asset.

Special Field Information

Field	Instructions
Amount	Total of all pieces purchased to build the asset.
CFOAPAL	Enter the **exact** FOAPAL used to purchase the pieces used in the construction.
Comments	Enter any additional FOAPALs used to purchase the pieces used in the construction.

Found/Recovered

Occasionally, during physical inventory or at other times, equipment that cannot be identified is found within a department.

Found equipment is equipment:

- which has a fair market value of $1000 or more,
- that cannot be identified in Banner, and
- that lacks any kind of university identification labels.

NOTE: Items costing from $1000 to $2,499.99 that were purchased before July 1, 2005, should contain a *Property of the State of Illinois* or *University of Illinois* label and should not be recorded as found items.

Special Field Information

Field	Instructions
Amount	Enter the estimated fair market value.
CFOAPAL	Enter a FOAPAL (typically ICR) to attach to the equipment record. State and Grant funds are not acceptable when adding found equipment.
Comments	Enter information about who found the item and where the found item was found.

Other

This covers equipment arriving on campus from other agencies or institutions. Departments will work closely with UPAR to complete these records on a per instance basis.

4.2: Creating Non-Cash Additions

Use the following steps when you need to create a record for a non-cash addition that is not already in FABweb.

1) From the FABweb **Acquisition** menu, click **Process a new acquisition for** Banner **Fixed Asset**.

2) In the **Find a Record** window, click **Create a new non-cash record**.

Process a new acquisition for Banner Fixed Asset

Find a Record

To find records for processing, enter the information about the acquisition and click on Find:

Acquisition Document: #

Org (Resp):   All Units

Find

Upload a File

To upload a file for processing, select the file and click on Upload:

New Acquisition File: Browse… No file selected.   Upload

Or, browse all the records for your organization(s) listed below.

Create a new non-cash record   **Export all new acquisitions to Excel**

From Banner

(1 220001) Materials Rsrch Lab

OTag #	Acq Doc #	Line/Item #	OTag Date	PTag #	Commodity	Invoice #	Amount
T00472401	P0792514		7/15/2013			IE218061	$802.08
T00472458	P0812866		7/15/2013			IE215871	$963.16
T00472459	P0812866		7/15/2013			IE215871	$1,046.88

Figure 4.1: Find a Record window

3) In the **Create a Banner Record for a New Non-Cash Acquisition** window, select the type of non-cash addition from the drop down list.

NOTE: See Appendix D for information on the fields in FABweb.

Figure 4.2: Create a Banner Record for a New Non-Cash Acquisition window – Acquisition Doc Info

4) Enter the amount in the **Amount** field.

5) Click the **Save this Info** button to save your changes.

6) Click the **Unit Info** tab to enter the following information:

Field name	Input Data
PTag number	Enter if the department assigns their own tag numbers; otherwise, leave this field blank, and Property Accounting will insert the PTag number.
Chart **(required)**	One-digit Chart code
Responsible Organization code **(required)**	Six-digit Organization code.
Location **(required)**	Six-digit Location code that represents the university, building, and room where the equipment is located. Level 3 of the Location Hierarchy if available.
Custodian	UIN of the person using or responsible for the equipment.
Equipment Manager	UIN of the property contact.
Commodity code **(required)**	Detail level (NIGP Code). If the equipment cost at least $5000, the commodity code used MUST have a useful life (used for depreciation).
FOAPAL (Chart, Fund, Organization, Account, and Program: **required**)	See above for specific guidelines.

How Do I…?	Use This Tool:	Reference Location:
Find the correct Location code to use in FABweb?	Location Report in EDDIE *OR* Location Codes by Chart – available on OBFS Equipment Management website, under Helpful Documents: Chart 1 (XLS) Chart 2 (XLS) Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Locate the appropriate commodity code to use in FABweb?	Commodity Search in EDDIE *OR* Commodity Codes (Detail) (XLS) – available on OBFS Equipment Management website, under Helpful Documents.	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2

Figure 4.3: Create a Banner Record for a New Non-Cash Acquisition window – Unit Info

7) Click the **Save this Info** button to save your changes.

8) Click the **Item Info** tab to enter the following information:

Field name	Input Data
Manufacturer **(required)**	If none, enter *N/A.*
Model **(required)**	If none, enter *N/A.*
Part number Vehicle Tag	For fleet vehicles (for Physical Plant only).
Serial Number/Vehicle Identification Number **(required)**	Unique number that identifies the equipment. If none, enter *N/A.*
Description **(required)**	The description should aid in physically identifying the equipment. You can add to the default information, or remove the default information and add a new description. If equipment is located off-campus and an off-campus Location code is used, the description should include the complete address.
In-Service Date **(required)**	Date that equipment was put in use. Cannot use 9/9/9999.
Master/Parent PTag number	Enter PTag of parent asset, if this is a component of another asset.
External Cross Ref	Enter PTag of asset traded-in to acquire this asset, if applicable. If more than one asset was traded-in, list additional PTags in comments.

Figure 4.4: Create a Banner Record for a New Non-Cash Acquisition window – Item Info

9) Click the **Save this Info** button to save your changes.

10) Click the **Finalize Transaction** tab to enter or revise the following information:

- Contact Person
- Phone number
- E-mail address
- Agency or institution name when a type of **Other** is used
- Comments to Property Accounting

Figure 4.5: Create a Banner Record for a New Non-Cash Acquisition window – Finalize Transaction

11) Click the **Save this Info** button to save your changes.

12) Click the **Forward to Property Accounting** button to submit the record. If any required information is missing or incorrect, an error message will be displayed. You must correct the errors before you can forward to Property Accounting.
To process another new acquisition or create another non-cash record after the record has been submitted, click the link to return to the **Find a Record** window.

If you do not submit the record at this time, it will display in the **Records I am Working On** section in the FABweb main menu. The record will be locked for other users; nobody else will be able to make changes to the record until you submit it.

NOTE: You should log out of FABweb when you have finished with your transactions. The **Log Out** link is displayed in the upper right corner of every FABweb screen. FABweb times out with approximately one hour of inactivity.

Lesson 5: Maintaining Existing Equipment Records

When an asset in your department moves to a different location, you need to update that asset's record in FABweb so that the new location is correctly reflected in the record's Location code field. In this lesson, you will learn how to maintain existing records in FABweb. This helps to ensure an accurate record throughout the life of the asset.

5.1: Updating Existing Equipment Records

When you need to update an existing record, the associated item must have a PTag number already assigned to it. You need the item's PTag number to access the record. You can only update records assigned to the Chart and Organization codes for which you are authorized in FABweb. To view records for which you don't have authorization, use **FFIMAST** (see Lesson 2.3).

To update an existing acquisition record, use the following steps:

1) From the FABweb main menu, click **Update an existing** Banner **Fixed Asset**.

2) In the **Update Existing** Banner **Fixed Assets** window, type the asset's PTag number.

3) Click the **Find** button.

4) In the **Update an Existing** Banner **Fixed Asset** window, review the information on the active **Acquisition Doc Info** tab.

NOTE: See Appendix D for information on the fields in FABweb.

Figure 5.1: Update an Existing Banner Fixed Asset – Acquisition Doc Info

5) Click the **Unit Info** tab to view department information.

6) Click the **Update** button to revise any of the following:

Field name	Input Data
Location **(required)**	Six-digit Location code that represents the university, building, and room where the equipment is located. Level 3 of the Location Hierarchy if available. See Lesson 5.2 for specific information required for loans.
Custodian	UIN of the person using or responsible for the equipment. See Lesson 5.2 for specific information required for loans.

Field name	Input Data
Equipment Manager	UIN of the property contact. See Lesson 5.2 for specific information required for loans.
Condition	Status of the equipment. See Lesson 5.2 for specific information required for loans.

How Do I…?	Use This Tool:	Reference Location:
Find the correct Location code to use in FABweb?	Location Report in EDDIE *OR* Location Codes by Chart – available on OBFS Equipment Management website, under Helpful Documents: Chart 1 (XLS) Chart 2 (XLS) Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Locate the appropriate commodity code to use in FABweb?	Commodity Search in EDDIE *OR* Commodity Codes (Detail) (XLS) – available on OBFS Equipment Management website, under Helpful Documents.	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2

Figure 5.2: Update an Existing Banner Fixed Asset – Unit Info

7) Click the **Save this Info** button to save your changes.

8) Click the **Item Info** tab to view asset-specific information.

9) Click the **Update** button, if necessary, to revise any of the following:

Field name	Input Data
Manufacturer **(required)**	If none, enter *N/A.*
Model **(required)**	If none, enter *N/A.*
Part number Vehicle Tag	For fleet vehicles (for Physical Plant only).
Serial Number/Vehicle Identification Number **(required)**	Unique number that identifies the equipment. If none, enter *N/A.*
Description **(required)**	The description should aid in physically identifying the equipment. You can add to the default information, or remove the default information and add a new description. If equipment is located off-campus and an off-campus Location code is used, the description should include the complete address.
In-Service Date **(required)**	Date that equipment was put in use. Cannot use 9/9/9999.
External Cross Ref	Enter PTag of asset traded-in to acquire this asset, if applicable. If more than one asset was traded-in, list additional PTags in comments.

Figure 5.3: Update an Existing Banner Fixed Asset – Item Info

10) Click the **Save this Info** button to save your changes.

11) Click the **Finalize Transaction** tab to submit or cancel your changes.

12) Click the **Submit to** Banner button to submit the record. If any required information is missing or incorrect, an error message will be displayed. You must correct the errors before you can submit to Banner. To update another asset after the record has been submitted, click the link to return to the **Update Existing** Banner **Fixed Assets** window.

If you do not submit the record at this time, it will display in the **Records I am Working On** section in the FABweb main menu. The record will be locked for other users; nobody else will be able to make changes to the record until you submit it or cancel the updates.

NOTE: You should log out of FABweb when you have finished with your transactions. The **Log Out** link is displayed in the upper right corner of every FABweb screen. FABweb times out with approximately one hour of inactivity.

5.2: Updating Existing Equipment Records for Loans

Whenever equipment is loaned to employees, other departments, or other universities, there are procedures to follow in order to document the terms of the loan and the location of the borrowed equipment. When the loaned equipment is returned at the end of the loan period, there are usually additional steps to take to ensure that the equipment's fixed asset record is updated, and the return is documented. For further information about the appropriate forms used to document loans, please refer to the [FA 104: Equipment Loans and Other Transfers](#) training material.

Loans to Faculty, Staff, and Students

When a piece of equipment has been loaned to an employee or student and will be off campus for more than one academic term, the property contact must use the following steps to update the fixed asset record:

1) Complete the [Equipment Loan to Employees and Students Agreement](#) according to the [instructions](#).

2) Update the following field(s) on the **Unit Information** tab in FABweb.

    a. Update the **Location** field with an off-campus Location code.

    b. Type the borrower's UIN in the **Custodian** field.

    c. Select *E* (Loaned to Faculty/Staff/Student) in the **Condition** field.

3) Update the following field(s) on the **Item Information** tab in FABweb.

    a. Add the actual location to the **Description** field after the existing description (up to 35 characters).

When an item is returned by an employee or student after being off campus for more than one academic term, the property contact must use the following steps to update the fixed asset record with the item's current status:

1) Sign and date the original agreement form to document that the equipment was returned.

2) Update the following field(s) on the **Unit Information** tab in FABweb.

    a. Update the **Location** field with the current Location code.

    b. Type the UIN of the person who will now be using the equipment in the **Custodian** field, if it has been reassigned within the department.

    c. Select the appropriate condition in the **Condition** field.

3) Update the following field(s) on the **Item Information** tab in FABweb.

    a. Remove the off campus location from the **Description** field. Do not delete the item's original description!

Loans to Other University Units

If one department is borrowing equipment from another department and is going to have it for more than one academic term, the property contact of the loaning department must use the following steps to update the fixed asset record to indicate the actual location of the item:

1) Complete the [Shared Usage Agreement](#).

2) Update the following field(s) on the **Unit Information** tab in FABweb.

    a. Update the **Location** field with the current Location code.

3) Update the following field(s) on the **Item Information** tab in FABweb.

    a. Add the actual location to the **Description** field after the existing description (up to 35 characters).

When an item is returned, the property contact of the loaning department must follow the steps above and remove the location from the **Description** field. Do not delete the item's original description!

Loans to Other Institutions

The property contact of the loaning department must use the following steps to update the fixed asset record when equipment is loaned to another institution:

1) Complete the [Sponsored Equipment Loan Agreement](#) if the equipment has been paid at least partly with sponsored project funds, or the [Equipment Loan to Institutions of Higher Education](#) (see [instructions](#)) if the equipment has been paid with non-restricted funds.

2) Update the following field(s) on the **Unit Information** tab in FABweb.

    a. Update the **Location** field with an off campus location code.

    b. If the equipment is being accompanied by a researcher, type the UIN of the researcher in the **Custodian** field.

    c. Select *L* (Loaned to Other University) in the **Condition** field.

3) Update the following field(s) on the Item Information tab in FABweb.

    a. Add *Loan to (Name of Institution)* to the **Description** field after the existing description (up to 35 characters).

When equipment that was loaned to another institution is returned, the property contact must use the following steps to update the fixed asset record with the item's current status and location:

1) Notify UPAR that the equipment has been returned according to instructions.

2) Update the following field(s) on the **Unit Information** tab in FABweb.

    a. Update the **Location** field with the current location code.

    b. Type the UIN of the person who will now be using the equipment in the **Custodian** field. (This step is optional).

    c. Select the appropriate condition in the **Condition** field.

3) Update the following field(s) on the **Item Information** tab in FABweb.

    a. Remove the name of the borrowing institution from the **Description** field. Do not delete the item's original description!

Lesson 6: Parent/Child or Component Records

In this lesson, you will learn about the parent/child relationship, and you will learn how to identify and update parent and child asset records in FABweb.

6.1: Definition of Parent/Child Relationship

An asset that has a main part (also referred to as the parent asset) and subordinate parts (also called child/children or component assets) must be identified as a single asset for inventory purposes. This relationship is referred to as a parent/child or parent/component relationship, as illustrated below. The main asset is the parent, and the components are children of the parent. Each component asset record is assigned its own PTag number for tracking purposes.
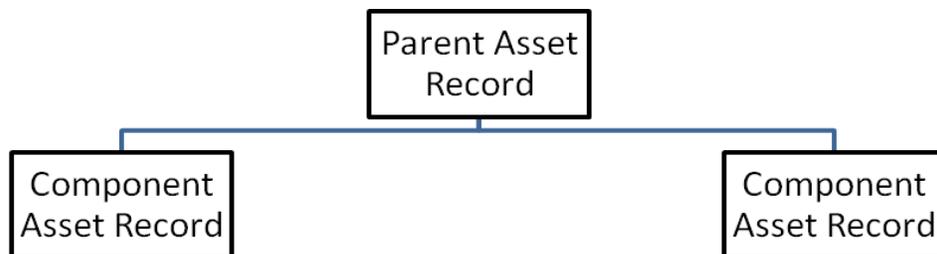
Figure 6.1: Parent and Component Assets

6.2: Examples of Parent/Child Relationships

There are two main categories of parent/child relationships.

The first type of parent/child relationship is a piece of equipment that might be made up of several individual pieces of equipment. Each piece has a separate equipment record, but for practical reasons, they are a single unit. An example of this is a high-powered camera, where the camera body is the parent asset, the camera flash is a child asset, and each camera lens is another child asset.

The second type of parent/child relationship occurs when a single asset needs to be identified using more than one fixed asset record. This could result from the need to depreciate some parts of the asset differently than other parts, or it could arise from a need to add value to an asset in years subsequent to its acquisition. For example, if a piece of equipment were upgraded a year after it was acquired, the upgraded part would need to be depreciated over a different period of years than the original acquisition. This is accomplished by having two separate asset records with different depreciation start dates and calculations. However, those two asset records represent a single asset for physical inventory purposes, and the asset records must be linked together to be identified as one asset.

Any parent or child asset record that you view in FABweb will display links to its associated children or parent asset records. You will see the "family" of records. For example, if you view a child asset's record, you will see a link to the parent asset. You can click this link to go directly to the parent asset's record in FABweb.

Figure 6.2: Child Asset Record Showing Link to Parent Record

If you need to establish a parent/child link between two or more asset records, whether they are existing assets or new acquisitions, contact your UPAR representative with the parent and child PTag numbers, along with the reason to link the records.

6.3: Updating Existing Parent/Child Records

Certain information must be in sync between parent and child asset records; that is, the information must match between parent and child. For example, you can't have a different Location code for a child asset than for its parent; they must have the same Location code. Therefore, you can only update the Location code in the parent's asset record, and that information will flow down to the child's asset record.

Updating a Child Record

For a child record, you can only update information on the **Item Info** tab. Use the following steps to update a child record:

1) From the FABweb main menu, click **Update an existing** Banner **Fixed Asset**.

2) In the **Update Existing** Banner **Fixed Assets** window, type the child asset's PTag number.

3) Click the **Find** button.

4) In the **Update an Existing** Banner **Fixed Asset** window, review the information from the active **Acquisition Doc Info** tab.

NOTE: See Appendix D for information on the fields in FABweb.

5) Click the **Unit Info** tab to review department information.

6) Click the **Item Info** tab to view asset-specific information.

7) Click the **Update** button to revise any of the following:

Field name	Input Data
Manufacturer **(required)**	If none, enter *N/A.*
Model **(required)**	If none, enter *N/A.*

Field name	Input Data
Part number Vehicle Tag	For fleet vehicles (for Physical Plant only).
Serial Number/Vehicle Identification Number **(required)**	Unique number that identifies the equipment. If none, enter *N/A.*
Description **(required)**	The description should aid in physically identifying the equipment. You can add to the default information, or remove the default information and add a new description. If the equipment is located off-campus and an off-campus Location code is used, the description should include the complete address.
In-Service Date **(required)**	Date that equipment was put in use. Cannot use 9/9/9999.
External Cross Ref	Enter PTag of asset traded-in to acquire this asset, if applicable. If more than one asset was traded-in, list additional PTags in comments.

Figure 6.3: Update an Existing Banner Fixed Asset – Item Info (Child)

8) Click the **Save this Info** button to save your changes.

9) Click the **Finalize Transaction** tab to submit or cancel your changes.

10) Click the **Submit to** Banner button to submit the record. If any required information is missing or incorrect, an error message will be displayed. You must correct the errors before you can submit to Banner.
To update another asset after the record has been submitted, click the link to return to the **Update Existing** Banner **Fixed Assets** window.

If you do not submit the record at this time, it will display in the **Records I am Working On** section in the FABweb main menu. The record will be locked for other users; nobody else will be able to make changes to the record until you submit it or cancel the updates. FABweb times out with approximately one hour of inactivity.

Updating a Parent Record

The following fields on the **Unit Info** tab need to be in sync for parent and child asset records:

- Location
- Custodian
- Equipment Manager
- Condition

Because these fields must be in sync, you are not allowed to update these fields in a child record. You can only update them in a parent record. When you update these fields in an existing parent record in FABweb, all associated child records will be updated with the changed information.

Updating information in the **Unit Info** tab of a parent record automatically updates the same information on the associated child asset records. However, updating information on the **Item Info** tab of a parent asset record does not automatically update a child asset record unless you specifically select the option to update all children records.

Use the following steps to update a parent asset record:

1) From the FABweb main menu, click **Update an existing** Banner **Fixed Asset**.

2) In the **Update Existing** Banner **Fixed Assets** window, type the parent asset's PTag number.

3) Click the **Find** button.

4) In the **Update an Existing** Banner **Fixed Asset** window, review the information from the active **Acquisition Doc Info** tab.

5) Click the **Unit Info** tab to view department information.

6) Click the **Update** button to revise any of the following *for both parent and all associated children asset records*:

Field name	Input Data
Location **(required)**	Six-digit Location code that represents the university, building, and room where the equipment is located. Level 3 of the Location Hierarchy if available. See Lesson 5.2 for specific information required for loans.
Custodian	UIN of the person using or responsible for the equipment. See Lesson 5.2 for specific information required for loans.
Equipment Manager	UIN of the property contact. See Lesson 5.2 for specific information required for loans.
Condition	Status of the equipment. See Lesson 5.2 for specific information required for loans.

How Do I…?	Use This Tool:	Reference Location:
Find the correct Location code to use in FABweb?	Location Report in EDDIE *OR* Location Codes by Chart – available on OBFS Equipment Management website, under Helpful Documents: Chart 1 (XLS) Chart 2 (XLS) Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Locate the appropriate commodity code to use in FABweb?	Commodity Search in EDDIE *OR* Commodity Codes (Detail) (XLS) – available on OBFS Equipment Management website, under Helpful Documents.	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2

Figure 6.4: Update an Existing Banner Fixed Asset – Unit Info (Parent)

7) Click the **Save this Info** button to save your changes.

8) Click the **Item Info** tab to view asset-specific information.

9) Click the **Update** button, if necessary, to revise any of the following:

Field name	Input Data
Manufacturer **(required)**	If none, enter *N/A.*
Model **(required)**	If none, enter *N/A.*
Part number Vehicle Tag	For fleet vehicles (for Physical Plant only).
Serial Number/Vehicle Identification Number **(required)**	Unique number that identifies the equipment. If none, enter *N/A.*
Description **(required)**	The description should aid in physically identifying the equipment. You can add to the default information, or remove the default information and add a new description. If the equipment is located off-campus and an off-campus Location code is used, the description should include the complete address.
In-Service Date **(required)**	Date that equipment was put in use. Cannot use 9/9/9999.
External Cross Ref	Enter PTag of asset traded-in to acquire this asset, if applicable. If more than one asset was traded-in, list additional PTags in comments.

10) Click the checkbox next to any field to also update that field in the child record(s).

Figure 6.5: Update an Existing Banner Fixed Asset – Item Info (Parent)

11) Click the **Save this Info** button to save your changes.

12) Click the **Finalize Transaction** tab to submit or cancel your changes.

13) Click the **Submit to** Banner button to submit the record. If any required information is missing or incorrect, an error message will be displayed. You must correct the errors before you can submit to Banner. To update another asset after the record has been submitted, click the link to return to the **Update Existing** Banner **Fixed Assets** window.

If you do not submit the record at this time, it will display in the **Records I am Working On** section in the FABweb main menu. The record will be locked for other users; nobody else will be able to make changes to the record until you submit it or cancel the updates. FABweb times out with approximately one hour of inactivity.

Removing a Parent/Child Link

If you find that a parent/child link between assets needs to be removed, contact your UPAR representative with the parent and child PTag numbers, along with the reason the link needs to be removed.

Course Summary

This course provided an overview of FABweb procedures that you can use to process new fixed asset acquisitions and update records for existing fixed assets. You also learned how FABweb interacts with Banner, and how to find fixed asset information in *Banner*.

In addition, you learned about FABweb security, as well as parent and children assets.

This information will help you keep your department's asset records accurate and up-to-date.

Course Objectives

Now that you have completed this course, you should be able to:

- Describe FABweb's purpose

- Differentiate between View Mode and Update Mode

- Find fixed asset information using *FFIMAST* and *FOIDOCH* in Banner

- Find a pending new acquisition record

- Create a record for a non-cash addition

- Update the record for an existing acquisition

- Identify assets that have parent/child relationships

Appendix A: OBFS Resources

OBFS Training Center

The OBFS Training Center aims to meet units' needs for training, knowledge, and understanding of the OBFS systems, policies, and processes. From their web site, you may access information on types and availability of courses, register for classes, access online training, and download training materials. Visit the OBFS Training Center at http://www.obfs.uillinois.edu and click the **Training Center** link. Then check out these helpful links:

- Click the **Course Registration** link to register for an OBFS training course.
- Download the **Curriculum Guide (PDF)** to help identify OBFS courses and prerequisites you should take.

OBFS News Center

If you wish to receive announcements from the OBFS functional unit sponsoring the content of this course, subscribe to the Accounting and Financial Reporting announcements at the OBFS News Center as outlined below:

> **OBFS Home Page:** http://www.obfs.uillinois.edu
> **> Sign up for e-mail updates!** (See the link on the lower right side of the page.)
> > **>** Fill out the form and be sure to select the following topic: **Finance**

Property Accounting Courses

Materials for the following courses are available from the OBFS Training Center web site when you go to http://www.obfs.uillinois.edu and click the **Training Center** link. Then click the **Job Aids & Training Materials** link to see these courses:

- **Introduction to Property Accounting** – View the Fixed Assets 101 course materials.

- **FABweb Additions and Updates** – View or download the course materials for this course.

- **FABweb Transfers and Disposals** – View or download the Fixed Assets 103 course materials.

- **Equipment Loans and Other Transfers** – View the Fixed Assets 104 course materials.

- **Physical Inventory of Equipment** – View or download the Fixed Assets 105 course materials.

- **FABweb Batch Upload** – View the training materials to upload files with multiple records.

Appendix B: Support and Resources Summary

How Do I…?	Use This Tool:	Reference Location:
Find the correct Location code to use in FABweb?	Location Report in EDDIE *OR* Location Codes by Chart – available on OBFS Equipment Management website, under Helpful Documents: Chart 1 (XLS) Chart 2 (XLS) Chart 4 (XLS)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Locate the appropriate commodity code to use in FABweb?	Commodity Search in EDDIE *OR* Commodity Codes (Detail) (XLS) – available on OBFS Equipment Management website, under Helpful Documents.	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 5.2
Process an Interdepartmental Transfer of Equipment?	FABweb	Accounting & Financial Reporting Training: FABweb Transfers and Disposals, Lesson 1
Know which equipment Account codes trigger a FABweb entry?	Account Code Reference Guide for Equipment Purchases (PDF)	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 3.2
Discover more information about purchasing methods and the purchasing process?	Register for any of the following courses: Requisition Processing (PO 101) iBuy P-Card	Accounting & Financial Reporting Training: Introduction to Property Accounting, Lesson 2.1.A
Find my UPAR processor?	Department Property Contacts (XLS) in the New Acquisitions Contact column	OBFS Equipment Management website, under Helpful Documents.

Log in to FABweb at https://fabweb.uillinois.edu/.

Visit the OBFS web site at http://www.obfs.uillinois.edu/ and the OBFS Equipment Management web site at http://www.obfs.uillinois.edu/equipment-management/ to find links to log in to FABweb, information about fixed assets, and other helpful links. The web site also contains links to job aids and other training materials.

To determine which UPAR staff member is assigned to your Chart and Organization, use the Department Property Contacts located in the right panel under **Helpful Documents.** Their contact information is listed below.

Name	Phone	E-mail
Ron Janowski	217-300-3107	janowski@uillinois.edu
Angela Russell	217-265-7030	acrussel@uillinois.edu
Ayanna Swain	217-300-9899	swain@uillinois.edu

For technical problems with FABweb, contact the AITS Help Desk at 217-333-3102 or 312-996-4806, or send a message to servicedeskaits@uillinois.edu.

If you have any additional property accounting questions, you may contact:

Jeff Weaver
Director, Equipment
University Accounting & Financial Reporting
217-244-7978
jweaver2@uillinois.edu

Marti Conrad
Assistant Director, Equipment
University Accounting & Financial Reporting
217-300-2159
mdesjar2@uillinois.edu

Appendix C: Field Definitions for Banner Pages

This appendix lists the fields and their definitions for the **Fixed Asset Master Query** page *(FFIMAST)* and the **Document History** page *(FOIDOCH)* in Banner. These pages are demonstrated in 2.3 and 2.4.

Form Name	Form Title	Menu Path
FFIMAST	Fixed Asset Master Query	Finance » Fixed Asset

Field Name	Input Data	Usage
Acct	Default	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications.
Accumulated Depreciation	Default	System-calculated life-to-date depreciation expense for the asset.
Accumulated Depreciation Account	Default	The asset contra-account to which the offset for the depreciation expense is posted.
Acquisition Date	Default	Date on which the asset was acquired.
Acquisition Method	Default	Code which describes the method by which an asset was acquired.
Actv	Default	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects selected from a listing of pre-defined generic codes or codes defined and requested by users.
Adjusted Cost	Default	The original cost or total cost (including attachments) plus or minus any adjustments.
Asset Account	Default	Associated fixed asset account to which capitalization is posted.
Asset Description	Default	Description of the asset.
Asset Tag	Text Entry	Reference number used to identify an asset.
Asset Type	Default	Code which describes an asset category for depreciation purposes.
Attachment Origination Tag/ Attachment Otag Code	Default	Origination tag number of an attachment record.
Bank Code	Default	Used to default the correct cash account and interfund entries for sale proceeds when an asset is sold.

Field Name	Input Data	Usage
Barcode Number	Default	Used when an asset is a child or component of another asset, and one or both assets are not capitalized. Denotes the PTag of the parent asset.
Net Book Value	Default	The value of the asset as shown on the books- cost less depreciation.
Cancel Date	Default	Used if the invoice or check associated with the asset has been cancelled.
Capitalization Fund	Default	The fund code to which automatic capitalization entries will be made.
Capitalization Indicator	Default	Indicates whether the asset is capitalized.
Change Sequence	Default	Tracks any changes made to the capitalization accounting distributions.
COA	Default	A one-digit code for a university or major accounting entity used to facilitate financial reporting.
Code	Default	A four-digit numeric code associated with fixed asset items which are used in revenue-generating activities.
Commodity	Default	Five-digit code which categorizes equipment and ensures a useful life is assigned to an asset.
Condition	Default	Status (condition) of the asset.
Cost	Default	The unadjusted historical cost of the asset.
Credit Memo	Default	Indicates whether the tag created for a commodity originated from a credit memo.
Custodian ID	Default	UIN and name of the person who is responsible for the asset.
Date	Default	Date on which the asset is transferred.
Depreciation/Posting Indicator	Default	Indicates whether the account distribution sequence is eligible for depreciation.
Description	Default	Description of entity code.
Direct Asset Indicator	Default	Used when an asset is capitalized directly.
Disposal Date	Default	Date that the asset was disposed, if applicable.
Disposal Method	Default	Method of disposal for the asset, if applicable.

Field Name	Input Data	Usage
Document	Default	Document number that originally created the funding source entry. *OR* Non-invoice document number of another source, such as a journal voucher, that originally created a tag.
Document Tag Date	Default	Date when the document tag information for this record was entered or last updated.
Equipment Manager	Default	UIN and name of the person who is the equipment manager for the asset.
Equity Account	Default	The fund equity account to which the offset for the automatic capitalization entry is posted.
Fund	Default	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts.
Gift Indicator	Default	Indicates whether the asset was a gift.
Grant	Default	The code of the grant which paid for the asset, if applicable.
In Service Date	Default	Date on which the asset is put in service.
Index	Default	A unique alphanumeric code representing user-defined FOP segments.
Installments	Default	Used if an asset is procured using installment option at invoice time.
Insurance Value	Default	Amount that is reported to the insurance company in the event of the asset's total loss.
Invoice	Default	Unique invoice document number associated with the asset.
Invoice Date	Default	The transaction date for the invoice document associated with the asset.
Invoice Item	Default	The line item of the commodity in the invoice document associated with the asset.
Last Adjustment Date	Default	Date the asset record was last changed.
Last Inventory Date	Default	Date on which the asset was last inventoried.
Location/Locn	Default	A code to designate physical places or sites, such as building and room number.
Make	Default	Make of the asset.
Manufacturer	Default	Manufacturer of the asset.
Market Value	Default	Current value of the asset, what it can be sold for on the open market.

Field Name	Input Data	Usage
Model	Default	Model number of the asset.
Net Book Value	Default	The original or historical cost of an asset plus adjustments, less accumulated depreciation.
Organization/Orgn	Default	Organization code identifying the department.
Origination Tag	Default	The unique system-generated identification number of the asset in Banner. Also called OTag.
Origination Tag Cancel Date	Default	This field is used if the invoice or check associated with the asset has been cancelled or when the tag has been inactivated.
Origination Tag Date	Default	Date the OTag was created.
Part Number or Vehicle Tag	Default	Part number or vehicle tag number associated with or assigned to the asset.
Percentage	Default	Percentage of the accounting distribution.
Percentage Used	Default	Number quantifying the percentage of the asset used.
Permanent Tag	Default	The 9-digit number that corresponds to the inventory number or property control number assigned to an asset for physical tracking purposes. Also called PTag.
Permanent Tag Date	Default	Date the PTag was created.
Primary Tag	Default	Used when an asset is a child or component of another asset, and the child/component is capitalized. Denotes the PTag of the parent asset.
Prog	Default	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
Proj	Default	Identifies the Project code that appears on a transaction. Not used.
Purchase Item	Default	The line item number of the commodity in the purchase order associated with this asset.
Purchase Order	Default	The unique purchase order number associated with the asset.
Receiver	Default	The unique receiving document number associated with the asset.
Receiver Date	Default	Date the asset was received.
Recurring	Default	Used if an asset is procured using installment option at invoice time.
Replacement Value	Default	Replacement value in dollars of an asset.

Field Name	Input Data	Usage
Sequence	Default	System-generated sequential number relating to transactions within a document.
Serial Number or VIN	Default	Serial number or Vehicle Identification Number associated with the asset.
Source Submission	Default	The submission number, if applicable, of the non-invoice document that created the original tag.
Submission Number	Default	The submission number associated with a recurring payable.
Subordinate Type	Default	The relationship type of the child or component asset to the parent asset. For example, (C)omponent of or (A)ttached to.
System Status Code	Default	Shows the current system status of the fixed asset master record.
Tag in Use	Default	Indicates that the asset record is being adjusted or depreciated by another user or process.
Text Exists	Default	Indicates whether there is additional text for this asset record on FOATEXT.
Title To	Default	Owner of the item (F - Federal, S - State, P - Private, or O - Other).
Total Cost	Default	The original or historical cost of an asset plus (or minus for credit memos) the original cost of any attachments.
Total Net Book Value	Default	The total cost of the asset, including its attachments, plus or minus adjustments, less accumulated depreciation.
Type	Default	Non-invoice document type of another source, such as a journal voucher, that created the tag.
Unit of Measure	Default	The unit of measure associated with the commodity.
User Attributes	Default	Used primarily to denote entity codes.
User Reference Number	Default	Used for ad-hoc referencing purposes, providing additional identification for the asset.
User Status Code	Default	Code which describes the status of the asset. For example, (L) for on Loan.
Vendor Code	Default	Code for the vendor from whom the asset was acquired.
Work In Progress	Default	For assets such as a building, this field is set to Y, if work is in progress.

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Field Name	Input Data	Usage
Document Code	Text Entry	Code representing the document you want to retrieve.
Document Number	Default	Title of the results column showing all the documents associated with the original document code entered.
Document Type	List of Values	Two or three letter abbreviation for the document type, such as *INV* for invoices or *PO* for purchase orders.
Document Type	Default	Title of the results column spelling out all the document types associated with the original document code entered.
Status	Default	One-letter status of the associated document, such as A – Approved or T – Tagged Permanently.
Status Description	Default	

Appendix D: Field Definitions for FABweb

This appendix lists the fields and their definitions for FABweb, which is demonstrated in Lessons 3 through 6.

Field Name	Input Data	Usage
Acct	Text Entry *OR* Default	A code representing an Account. Account designates asset, liability, equity, revenue, expenditure, and transfer Account classifications.
Acquisition Document #	Default	The purchase order number, invoice number, journal voucher number, P-Card number, or feeder number that identifies the record.
Actv	Text Entry *OR* Default	A code to designate temporary units of work, subsidiary functional classifications, or short duration projects selected from a listing of pre-defined generic codes or codes defined and requested by users.
Amount	Text Entry *OR* Default	The cost of the asset.
Barcode #	Default	Used when an asset is a child or component of another asset, and one or both assets are not capitalized. Denotes the PTag of the parent asset.
COA/Chart (Resp)	Text Entry *OR* Default	A one-digit code for a university or major accounting entity used to facilitate financial reporting.
Comments to Property Accounting	Text Entry	Include any additional comments about an asset to Property Accounting in this field.
Commodity	Text Entry *OR* Default	Five-digit code which categorizes equipment and ensures a useful life is assigned to an asset.
Condition	List of Values	Status (condition) of the asset.
Contact Person	Text Entry	Your name, or the name of the property contact for the asset.
Custodian	Text Entry *OR* Default	UIN and name of the person who is responsible for the asset.
Description	Text Entry	Description of the asset.
E-Mail	Text Entry	Your e-mail address, or the e-mail address of the property contact for the asset.
Entity	Default	A four-digit numeric code associated with assets used in revenue-generating activities.
Equip Mgr	Text Entry *OR* Default	UIN and name of the person who is the equipment manager for the asset.

Field Name	Input Data	Usage
External Cross Ref	Text Entry	If an asset was acquired through a trade-in, the PTag number of the traded-in item should be entered in this field.
Fund	Text Entry *OR* Default	Identifies a source of revenue for accounting and financial reporting purposes. It is an accounting entity with a self-balancing set of Accounts.
In-Service Date	Text Entry	Date on which the asset is put in service.
Invoice #	Default	Unique invoice document number associated with the asset.
Invoice Date	Default	The transaction date for the invoice document associated with the asset.
Line/Item #	Default	The line item of the commodity in the invoice document associated with the asset.
Location	Text Entry *OR* Default	A code to designate physical places or sites, such as building and room number.
Manufacturer	Text Entry	Manufacturer of the asset.
Master/Parent PTag #	Text Entry *OR* Default	Used when an asset is a child or component of another asset. Denotes the PTag of the parent asset.
Model	Text Entry	Model number of the asset.
Orgn/Org (Resp)	Text Entry *OR* Default	Organization code identifying the department.
OTag #	Default	The unique system-generated identification number of the asset in Banner. Also called Origination Tag.
OTag Date	Default	Date the OTag was created.
Part # Vehicle Tag	Text Entry	Part number or vehicle tag number associated with or assigned to the asset.
Phone	Text Entry	Your phone number, or the phone number of the property contact for the asset.
Primary OTag #	Default	Used when an asset is a child or component of another asset, and the child/component is capitalized. Denotes the PTag of the parent asset.
Prog	Text Entry *OR* Default	A code associated with group activities, operations, or other units of work directed to achieving specific purposes or objectives.
PTag #	Text Entry *OR* Default	The 9-digit number that corresponds to the inventory number or property control number assigned to an asset for physical tracking purposes. Also called Permanent Tag.
Select type	List of Values	Used when creating new non-cash additions.

Field Name	Input Data	Usage
Serial #/VIN	Text Entry	Serial number or Vehicle Identification Number associated with the asset.
Vendor Name	Default	Name of the vendor from whom the asset was acquired.
You indicated this acquisition was a "non-cash addition - type other." Please describe how this item was acquired.	Text Entry	Used to describe the acquisition of a non-cash addition that does **not** fall into one of the following categories: Capital Lease/Installment Purchase, Certificate of Participation, Donation/Gift, Fabricated, or Found/Recovered.