

University departments may not sell or otherwise dispose of property or supplies owned by the university without prior written authorization from the Chief Procurement Officer or authorized designee. The purpose of the written authorization is to ensure that the disposal procedure utilized is appropriate and in compliance with university regulations and the state procurement code.

This protocol outlines the general procedure for Disposing of a piece of property in Banner. For further details about disposals, please refer to the Property Manual.

Outline of property disposal protocol:

1. Complete the Property Disposal Authorization Form
 2. Dispose of the property, following the rules outlined in the property manual, and collect supporting documentation.
 3. Disposal of the asset in Banner through the Fixed Asset Adjustment form.
[FFAADJF]
 4. Record the asset as disposed in FFATRAN
 5. Submit a batch sheet to Statewide Financial Systems
 6. Submit a Property Destruction Authorization & Certificate form
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1. Complete the Property Disposal Authorization Form

A Property Disposal Authorization Form should be filled out by the department that is disposing of the property. This should be done for any controlled property or supplies with an estimated net salvage value of \$100 or more. The Disposal Authorization form should be submitted to the campus property coordinator for review and then forwarded to Statewide Financial Systems for final approval. If the disposal is approved, the Disposal Authorization Form is signed by the Chief Procurement Officer, or authorized designee, and the property coordinator is notified.

Note that there are special instructions for Vehicles: Notify Financial Systems before disposing of a vehicle so that it can be verified that we have possession of the title and the university owns the vehicle. To start the disposal process, campuses need to submit a Property Disposal Authorization Form, along with a copy of the sale advertisement, auction notice, or details about destruction.

2. Dispose of the property, following the rules outlined in the property manual, and collect supporting documentation.

<http://www.alaska.edu/financial-systems/property/manual/property.pdf>

3. Disposal of the asset in Banner through the Fixed Asset Adjustment form. [FFAADJF].

Documentation for the Fixed Asset Adjustment Form [FFAADJF] can be found on the Financial Systems' website at the following link:

https://secure.alaska.edu/secure-files/financial-systems/restrict/ffaadjf_detail.pdf

- Access **FFAADJF** in Banner
- In the Document code Field Type <NEXT>
- Function Code should default to WOFF (write off) <Next Block>

The screenshot shows the 'Fixed Asset Adjustment' form (FFAADJF) in Banner. The form is titled 'Fixed Asset Adjustment - FFAADJF (20000)' and has a menu bar with 'File', 'Edit', 'Options', 'Block', 'Item', 'Record', 'Query', 'Tools', and 'Help'. The 'Document Code' is set to 'MOD13651' and the 'Function Code' is 'Write Off'. The 'Description' field contains 'Disposed of - auction' and the 'Transaction Date' is '06-MAY-2011'. The 'Document Reference' field is empty. The 'Asset Data' section includes 'Item' (af), 'Permanent Tag' (a dropdown menu), 'Disposal Method' (a dropdown menu), 'Net Book Value' (a text field), and 'Amount' (a text field). There is a 'Suspense' checkbox and an 'Access Completion' checkbox. At the bottom, a status bar indicates 'Adjustment is approved - no changes allowed' and 'Record: 1/1'.

- Enter the description and transaction date (date entered in Banner).
- <Next Block> Enter P-Tag # and Disposal method.

Oracle Developer Forms Runtime - Web: Open - FFAADJF

File Edit Options Block Item Record Query Tools Help

Need Asset Adjustment: FFAADJF (LRC)

Document Code: E02280 Function Code: Write Off

Description: Disposed of--action
Asset Adjustment Text

Transaction Date: 06-MAY-2011
Document Reference:

Asset Data

Item: 0 of 0

Permanent Tag: E02280 Dodge Ram 2500 3/4ton 4x4 Truck 1001
Disposal Method: DC Net Book Value: 20,896.00
Amount: 0.00

Surprise

Access Completion

Check and press NEXT BLOCK to Access Completion.
Record: 1/1 <OBC>

- Note the M# that Banner generates
- <Next Block> to the Balancing/Completion Block and hit 'Complete' to post the item.

Oracle Developer Forms Runtime - Web: Open - FFAADJF

File Edit Options Block Item Record Query Tools Help

Adjustment Balancing/Completion: FFAADJF (LRC)

Document Code: E02280
Transaction Date: 06-MAY-2011
Asset Data Record Count: 1

Input

Asset: 20896.00
Accounting: 20896.00

Complete: In Process:

PRM-40480: Transaction complete: 2 records updated and saved.
Record: 1/1 <OBC>

4. Record the asset as disposed in the Fixed Asset Transfer Form [FFATRAN]

Documentation for the Fixed Asset Transfer Form [FFATRAN] can be found on the Financial Systems' website at the following link:

https://secure.alaska.edu/secure-files/financial-systems/restrict/ffatran_detail.pdf

- Access **FFATRAN** and enter vehicle E tag Number in the Permanent Tag field
<Next Block>

Oracle Developer Forms Runtime - Web: Open - FFATRAN

File Edit Options Block Item Record Query Tools Help

Fixed Asset Transfer: FFATRAN (F.ROP)

Permanent Tag: E02280 Origination Tag: T00360282

Asset Description: Dodge Ram 2500 3/4ton 4x4 Truck 2003

Sequence Num: User ID: Activity Date:

COA From: University of Alaska COA To: University of Alaska

Orgn From: KPC Physical Plant Orgn To: KPC Physical Plant

Locn From: Campus Warehouse Locn To: Campus Warehouse

Room From: LOT Room To: LOT

Grant From: Grant To:

Custodian From: Miller, Philip J. Custodian To: Miller, Philip J.

Multiple Phone: Telephone Type: DAY

Area Code Phone Number Extension

907 7866921

Transfer Document: Transfer Date: 06-MAY-2012 Text Exists: N

Transfer Reason: Disposed at Auction

Equipment Manager: Pineall, Cindy M.

Permanent Tag: E02280

Primary Tag: Subordinate Type: None

User Status: X Disposed System Status:

Condition Code: GC Good Condition Disposal Code:

Title- to: University Funded/Owned Disposal Date:

Enter the Condition Code, List of Values is Available

Record A/R <OSC>

- Go to the options Menu and select the option 'Transfer Information'.
- Tab to and enter in the Transfer Reason.
- Tab to and update the User Status Code to 'X'—Disposed <Save>
- Check FFIMAST to see if disposal has been recorded.

5. Submit a Batch Sheet to Statewide Financial Systems

The Batch Sheet can be found on the Financial Systems' website under UA Fixed Asset Entry Form. See the following link:

<http://www.alaska.edu/financial-systems/property/forms/FixedAssetForm9.pdf>

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.

[illegible]

6. Submit a Property Destruction Authorization & Certificate Form

The Property Destruction Authorization and Certificate Form and the supporting instructions can be found on the Financial Systems' website at the following link:

<http://www.alaska.edu/financial-systems/property/forms/>

Contact the Property Coordinator at Financial Systems if you have any questions:

Alison Hayden
907-450-8050