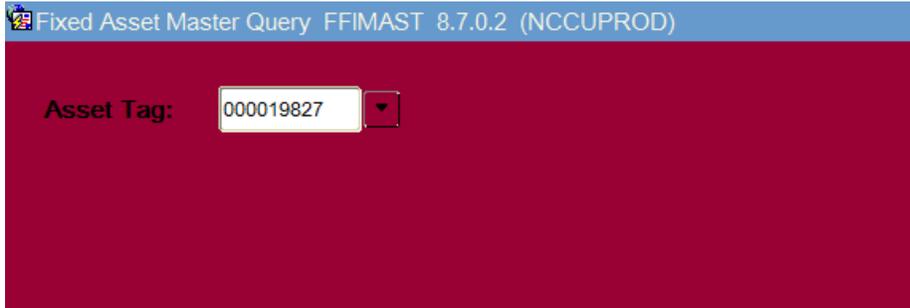
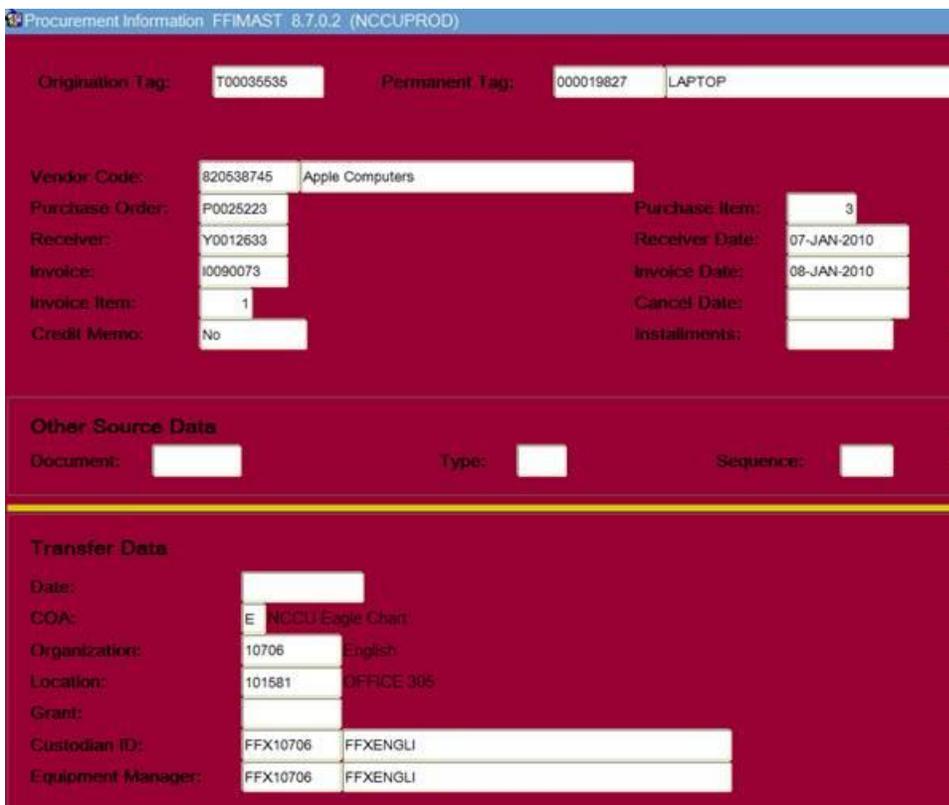


The following are the instructions for locating purchasing information for assets:

In Banner: Go to FFIMAST, enter assets number 000XXXXXX (X=actual barcode number), must have the leading zeros in order to get information.



Continue next block until you get to the Procurement Information (shows the PO, INV, REC, Vendor number, received date etc.)



Or you can go to FOIDOCH enter FAS as the document type and assets number as the document code:

Document History FOIDOC 8.8.0.6 (NCCUPROD)

Document Type: **FAS** Fixed Assets Document Code: 000019827

Document Type	Status	Document Type	Status	Document Type	Status	Document Type	Status
Requisition R0029869	A	Bid		Purchase Order P0025223	A	Issues	
Invoice I0090073	P	Check 00092694	F	Return		Receiver Y0012633	
Asset Tag 000019827	T	Asset Adjustment					

This should help those departments needing more information.