Fixed Asset Workflow Errors

Accounting Office
February 2014
Error Emails

Review the error and the suggested solution

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From: rin@memphis.edu [mailto:rin@memphis.edu]  
Sent: Tuesday, July 10, 2012 11:06 AM  
To: Rong Lin (rin)  
Subject: Equipment Location Change - 012138000 - Problem with Decal # *** TBANR ***

*** ERROR: Invalid System Status Code: D ***

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From: rin@memphis.edu [mailto:rin@memphis.edu]  
Sent: Tuesday, July 10, 2012 9:15 AM  
To: Rong Lin [rin]  
Subject: Equipment Location Change - 011788000 - Problem with Decal # *** TBANR ***

*** ERROR: Equipment with Decal #011788000 belongs to Org: 21004 and you are not authorized to make changes. ***

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If the error message is 'Decal #xxxxx Not Found, please verify the decal number on FFIMAST in Banner INB.

If the error message is 'Invalid System Status Code: xx', this equipment has been disposed or zero-valued in Banner. You cannot continue with this location change. Please stop this workflow.

If the error message is 'Equipment with Decal #xxxxx does not belong to Org: xxxxx and you are not authorized to make changes', you can stop this workflow or contact the Financial Manager of the specified Org to request access as the designated equipment representative to process location changes in workflow.

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxxx. You cannot continue this workflow until that one has completed.'

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Workflows are a series of steps that a user must complete in order to update or change a record in Banner. Each step is represented by a "workflow step".

If the error message is 'Another Fixed Asset Workflow is currently active for equipment with Decal #xxxxx. You cannot continue this workflow until that one has completed'. You can stop this workflow or wait until the other workflow has completed and continue.

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Once you are ready to proceed, please log back into Banner Workflow to access this workflow item and re-enter a valid Decal # or stop the workflow.

If you have any questions, please email the Fixed Asset Workflow administrators at wf-fixedasset-admin@memphis.edu.
No matter what kind of error or resolution is, you have to go back to workflow to either continue or stop the workflow.
To stop a workflow, select “Yes” and click “Complete”.

* * * TBANR * * *

This is not surplus

Decal #: 00011876
Description: Hewlett Packard Laser Jet Printer
Make: Hewlett Packard
Model: 2200DTN
Serial Number: SCNGSB00034
Current Organization: 286000 - Vice Provost Extended Programs
Current Location: 102294 - Brister Hall 201

* Transaction Type: Transfer to Surplus

* New Organization Code: 860000

Please enter 860000 for Surplus.

Click here to search for a valid organization code.

* Transfer Reason: Case 6 - transfers

If you would like to stop this workflow instance, select ‘Yes’ below.

* Stop Workflow: Yes

[Complete] [Save & Close] [Cancel]
Invalid decal is entered

1. Verify 9 digit decal has been entered

2. Verify asset is active in banner
1. A valid 9-digit decal number is needed. Three different kinds of decals have been used.

- **Standard decal.** Enter all 9 digits in Workflow.
- **Drop the 1st zero and enter the rest of 9 digits in Workflow.**
- **Add 3 zeros before entering the 6 digits in Workflow.**
2. Assets that were previously zero-valued, cannibalized, surplused, or disposed will not be processed ("D" or "C"). You will need to stop the workflow.

Use Banner INB screen FFIMAST to check asset status.
Asset doesn’t belong to your organization

Identify which org asset belongs to and notify equipment representative.
FFIMAST - Enter Decal
Next Block 3 times
The list of current equipment representatives can be viewed at http://bf.memphis.edu/spectrum/eqreps.php
If you don’t know the location code, click on the link to the “Finance Program Guide” where you can search for the location code.
Type in any part of a building name and click “Search”. It will bring up a list of rooms in the building. Select the location codes from the first column.
Questions?

Workflow Instructions:  
http://bf.memphis.edu/spectrum/fahelp.php

Fixed Asset Workflow Helpdesk:  
wf-fixedasset-admins@memphis.edu

Accounting Office: 678-2271