

Fixed Assets Inquiry and Annual Inventory Reports Lookup

On an annual basis, Fixed Assets will disseminate two reports to meet annual equipment inventory verification requirements. Each department is responsible for verifying information for their inventory and reporting any changes or corrections to the Fixed Assets office. Fixed Assets will post the following inventory reports on the e~Print system in October of each year.

FYYF139 Inventory Verification List
FYRF135 Lost Inventory List

To view these reports in e~Print, permission must be granted via the Banner Security Request Form. This permission will also allow the end user to view individual assets in Internet Native Banner (INB).

Steps to Complete a Banner Security Request Form

1. Log onto ECU OneStop
2. Click on the *Banner Security Form* located on the Tools tab, Banner section
3. Verify the requestor and supervisor information is correct
4. Under Banner Security Request select **e~Print** (Third Party Access)
5. Under **Comments** type: Requesting access to **FYYF139** and **FYRF135** inventory reports
6. Click on **Finance** beside Request Access For
7. Use the drop down box beside Fixed Assets and select **FX Inquiry**
8. Under Organization Security, select the **ORGN codes** you are responsible for; all codes for your department must be listed on your security form to gain access to them (Note: more than one ORGN code may be selected by holding down the ctrl key on your keyboard)
9. Submit your request for approval

Once you have been granted permission to access these e~Print reports, your password is the same as your password for Internet Native Banner (INB). If your password has expired or needs changing, this will need to be updated via INB. INB may be accessed directly at <http://ecuinb1.intra.ecu.edu:9090/>

Instructions for e~Print Users

- Go to Systems Coordination Webpage <http://www.ecu.edu/syscoord>
- Click **e~Print** listed in the left menu
- Click the box



- Log in using your ECU User ID (pirateID) and INB Password Repository – Banner Finance
- Using the dropdown box located at the bottom of the screen, Select FYYF139 – Inventory Verification List
Select FYRF135 – Lost Inventory (all departments do not have this report)

- Click on the **Drill**
- Click on the **Magnifying Glass**
- Select the **ORGN** numbers for your department

If the FYYF139 or FYRF135 reports are not listed, please contact Penney Doughtie via email at doughtiep@ecu.edu or 328-2706 for assistance.

Instructions for INB Users (this is optional)

- INB users may view individual assets under their department that have been recorded in the Fixed Assets System
- Log into **Production Internet Native Banner** at <http://ecuinb1.intra.ecu.edu:9090/> (Note: you must have a completed, approved Banner Security Request Form with Fixed Assets Inquiry before access is granted)
- Double click on the **Financial** module
- Double click on **Fixed Assets**
- Select **Fixed Asset Master Maintenance (FFAMAST)** or other areas you wish to view (Note: you can only view inventory for ORGNs you have access to in Banner)
- Users cannot make any changes. If changes are needed, please contact Jane Manning at manningja@ecu.edu or Deidra Williams at williamsdei@ecu.edu with the Fixed Assets Office or call 328-9941.
- Log off INB when your inquiry is complete

Instructions for Changing Your e~Print Password

- Go to **Production Internet Native Banner (INB)** at <http://ecuinb1.intra.ecu.edu:9090/>
- Enter your **Username** (pirateID) and **password**
- Click **Connect**
- Enter a new password and confirm your new password
- Click **OK**
- Once you have successfully updated your password in INB, you can access e~Print using the steps above
- If you have problems with your password in INB, call the ITCS Help Desk at 328-9866 to have your password reset