**Fixed Assets Processes**

- **Purchase made by:** Purchasing Card
- **Invoicing** (FRS Screens 340-345)
- **Receiving** (FRS Screens 320-326)
- **Post Pending Voucher** (Job: BP080)
- **Create Preliminary FFX in FRS** *(FRS Screens 360-362)*
- **Enter Asset Attribute Data** *(FFX Screens 501-508)*
- **Approve Pending Asset** *(FFX Screen 511)*
- **Create Pending Asset in FFX**
- **Job: TAPFD** *(TBDU065 – FRS to FFX Feed)*
- **Change Asset Status from Preliminary to Pending in FFX**
- **Does Preliminary FFX exist?**
- **Enter Asset Attribute Data** *(FFX Screens 501-508)*
- **Approve Pending Asset** *(FFX Screen 511)*
- **Create Pending Asset in FFX**
- **Job: TFAFD** *(FFX to FRS Feed)*
- **General Ledger Updated**

*Italics* indicate automatic process

**Extract from Buy A&M Purchase Orders ‘Sent to Vendor’ Status**

**Extract from Buy A&M Change Orders ‘Sent to Vendor’ Status (can add or remove)**

**Wait for match**

**Is there a 3-way match?**

**Yes**

**No**

**In FFX, Screens 545 & 546 can be used to view Preliminary FFX data.**