FFX Screens to Help You

**Inquiry Only Screens:**

**001 Fixed Assets Main Menu**
Lists all FFX menus available. For a more detailed listing of the screens available, type in one of the menus (example: M51) on the screen field.

**500 Asset Component Inquiry**
Putting an * in the Asset blank will allow you to search for an asset component # by listing all assets and their components in a pop-up display window. Also lists grand total for all components of your asset.

**501 Purchasing/Vendor Data**
Shows purchasing and vendor data for an asset, including up to a two line description of the asset. Also displays serial number and model number when the department has provided that information. This screen also shows the license plate number if applicable.

**502 Property Control Data**
Provides detailed information such as class code, condition code, and acquisition method code. You can use your F2/PF2 key if you don't know what these codes mean to see definitions.

**503 Fund Sequence Add/Update**
Lists the voucher and invoice number as well as the purchase account. If several accounts were used to purchase the asset, these accounts can be listed by using the F9/PF9 key. Each buying (purchase) account will be listed as a separate sequence number.

**504 Maintenance/Insurance Data**
Shows information regarding maintenance and insurance for an asset such as renewals and replacement cost.

**505 Location Data**
Displays the Alternate Accountable Property Officer (Alt APO) name. The Alt APO is responsible for monitoring the location and care of the asset. This screen tells the location of the asset and, if provided, the employee currently using the asset.

**523 Transaction Inquiry by Asset**
Displays activity history for an approved or disposed asset by fiscal year. Also shows class code, acquisition date, cost, department, and Alt APO name. Change the year (as far back as 1991) to see previous fiscal year detail. Or change the ‘Y’ in FY Only to an ‘N’ to see all fiscal years. For more detail on any one line, put your cursor anywhere on the line and press your F6/PF6 key. Also use your F10/PF10 or F11/PF11 keys to move between the right side of the screen and the left side. Note: for this function, do not go to the specific line you want to see, instead stay in the action line. This is a helpful screen when you want to view/verify room changes, transfers, etc.

**532 Asset Search by Department and Class Code**
Use to view a list of all assets by class code for your department. Type in the department and the class code you want to view (see screen 581 for class code choices). Selecting an asset will take you to screen 523 to view the history of the asset selected.

**534 Asset Search by Department**
Lists all assets (in asset number order) for a particular department. Provides description, location, class code, and cost information. If you do not know your 4-digit department code, place an * in the department field on the action line then select the department. Selecting an asset will take you to screen 523 to view its history.
536 **Limited Inquiry by Search Value**

Allows you to search for an asset - either by tag (last 6-digits of known asset number), by serial number (put in as much of the number as you know or an * to view all), or related asset (not used at SAGO). Also on the action line you must input the corresponding letter related to the type of search you are doing (T=tag, S=serial, R=related asset). This screen will tell you the asset number and cost, along with the department and Alt APO responsible for the asset.

537 **Asset Search by License Plate/Model Number**

Use to search assets by license plate or model number. Type in a model number to get a list of assets that match that value or type an * to see all assets with model numbers.

581 **Class Table Display**

Lists every class code for property that is available for use by SAGO. Type a valid class code (or as many digits of the 6-digit code that you know) on the action line to position the display at a particular class code. You may leave this field blank if you want to begin your display at the first available class code. Use this screen to determine the appropriate class code for the asset when filling out an equipment information sheet. For a list of SAGO frequently used inventory expense object codes and their corresponding class codes, go to the below URL:

http://sago.tamu.edu/soba/fixed/freqclasscodes.pdf

583 **Acquisition/Disposal Method Display**

Lists all the different acquisition and disposal methods available. Shows a description of each and what account control it will affect. The list defaults to begin with the acquisition methods. If you want to see the disposal methods first, put a ‘D’ in the ‘Code’ blank.

589 **Departmental Rules Display**

Lists all of the 4-digit department codes available. If you are not sure what the 4-digit code means press your F9/PF9 key and it will show you the Alt APO and the department name.

860 **Department Table**

Shows current name of department, the department head, Alt APO, phone numbers, and a mail code. Place an * in the department field on action line for a list of all departments.

**Updating Screen:**

535 **Departmental Inventory**

Details information regarding condition, location, class code, acquisition date, cost, model number, serial number, etc. If the color on the left-hand side matches the color of the asset number, you should be able to update the fields on the left-hand side (otherwise, it is just inquiry only). Alt APOs may use this screen to make changes to their inventory without having to submit changes to property management. This screen is recommended for use when completing the blue property transfer form since all the necessary asset information can be found on it.