Buy A&M Fixed Asset Feed
Quick Guide

FAMIS Services
The Texas A&M University System
The Fixed Asset Process for Buy A&M utilizes a data extract specifically designed for this purpose. Data is extracted from Buy A&M, which can then be processed by new and existing FAMIS programs on a daily basis.

**Selection Criteria**

Selection criteria for the data extract:
- We extract items from documents whose status is “Sent to Vendor” (or beyond)
- All purchases in the 5700 subcode range and the 8000 subcode range are initially selected
- We select all items from documents that have been created since the last time the extract was run
- We have the ability to run create a “catch-up” posting when necessary, via a date range on the extract report

**Process**

Data files containing the extracted items are loaded to the mainframe where we perform the following:
- Files are automatically split into a daily extract for each System Part
- TBXR070 is run for each System Part to evaluate subcodes and eliminate those that do not meet the Capitalization Rules on Screen 582 for your System Part – we select only the items qualifying for your specific rules
- We create a preliminary fixed asset item using the extracted information
- These items may be reviewed on Screen 361 in FAMIS once posted
- Reports generated will appear in DDRINT under FnnTABFX (where ‘nn’ is your System Member)

**Email Notification**

TBXR070 will also *optionally* generate an email notification to either:
- A generic email address for all the asset creations
- The Alt APO for the department as established in FAMIS on Screen 860

—OR—

- No Email will be created if parameter Option DEPT = “N” is selected

Submit a Change Enhancement to FAMISHelp@tamus.edu for us to update the generic email address if this is the option you choose to implement.
Catch-up Run - Pros and Cons

Pros and Cons of a Catch-up run:
- Pro – If emails are turned on for the catch-up run, there could be some that are paid but have not yet been created in FAMIS – this would provide a way to see these exceptions.
- Con – Duplicate items may be fed into the FAMIS Screens
- Con – Duplicate or excessive email notifications may occur for items that have already been processed

To Do’s

Implementation To Do’s:
- Determine whether you want to do a “catch-up” feed or just begin on a set date – this is only necessary for PILOT participants.
- Notify FAMISHelp@tamus.edu when you are ready to make the switch to the automated feed
- Determine your option for the TBXR070 program and notify FAMISHelp@tamus.edu
  - DEPT = “N” – No email will be generated.
  - DEPT = “Y” – Email will be generated to the ALT APO, or the generic email address if ALT APO is blank.
  - DEPT = “C” – Email will be generated to the generic email address only (Centralized)
- Send us the email address option you would like to implement
Processing Preliminary Fixed Assets

Items fed into FAMIS for processing will initially appear on Screen 361 in FAMIS. Working from the TBDU010 report that is produced in the FAMIS posting process will provide you with the Buy A&M Document numbers you need to access the preliminary items on Screen 361.

![Document Number Example](image)

Enter the Document number on Screen 361 and press enter to view the items:

![Screen 361 Example](image)

These items may then be selected for processing in the same manner that any Preliminary Fixed Asset is processed in FAMIS. These are then selected by the nightly TBDU065 for processing into FFX in FAMIS.

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