The Preliminary Fixed Asset Process for Buy A&M utilizes a data extract specifically designed for this purpose to integrate with FAMIS. Data is extracted from Buy A&M in an overnight process. This data is then processed by new and existing FAMIS programs on a daily basis. The programs create Preliminary Fixed Asset Items, which can then be processed in FAMIS on Screen 361/362.

Buy A&M Selection Criteria

Selection criteria for the data extract:

- Documents considered for the extract are Purchase Orders and Change Orders to Purchase Orders (Direct Open Market, Open Market, and RPA).
- We extract items from Purchase Orders that have a status of “Sent to Vendor” (or beyond).
- We extract items from Change Orders that have been “Sent to Vendor” (or beyond).
- All purchases in the 5700 subcode range and the 8000 subcode range are initially selected (this is a wider range than is valid for any specific member). The items are then evaluated at the Member level in FAMIS, and only those items that match the Capitalization Rules for that Member are loaded.
- We select all qualifying items from Purchase Orders that have been created since the last time the extract was run.
- We have the ability to create a “catch-up” posting when necessary via a date range on the extract report.
Buy A&M Preliminary Fixed Asset Process (cont’d)

Email Notification

TBXR070 will also *optionally* generate an email notification to one of the following:

- A generic email address for all 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 to update the generic email address if this is the option you choose to implement. In the submission of the Change Enhancement, you may alternatively indicate that No Email is desired.

Implementation To Do’s

As members reach their go-live dates with the Buy A&M system, they should evaluate the options for implementation and send their selection to FAMISHelp@tamus.edu for setup.

- Determine whether you want to do a “catch-up” feed, begin on a set date, or begin as soon as your go-live date with Buy A&M (this is primarily only necessary for PILOT participants).

- Determine your option for the TBXR070 program:
  - 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).

- Submit a Change Enhancement to FAMISHelp@tamus.edu with the options you would like to implement and your go-live dates.

Catch-up Run—Pros and Cons

For most members coming on to Buy A&M post-pilot, a catch-up run should not be required. This process could be used in instances where a member begins using the Buy A&M System, but the interface is not active for that member at the time.

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.
Process

Data files containing the extracted items from Buy A&M are loaded to the mainframe, where we perform the following tasks:

- Files are programmatically split into a daily extract for each System Member.
- TBXR070 is run for each System Member to evaluate subcodes related to the items and eliminate those that do not meet the Capitalization Rules on Screen 582 for your System Member—we select only the items qualifying for the Member-specific capitalization rules.
- We create a preliminary fixed asset item using the extracted information.
- These items may be reviewed and updated appropriately on Screens 361 and 362 in FAMIS.
- Reports generated will appear in DDRINT under FnnTABFX (where “nn” is your System Member).
- Use the Alternate ID on the document General Tab to locate your PFFX items in FAMIS.

The Alternate ID in Buy A&M maps to the Document number in FAMIS.

You may also locate the FAMIS Document number using the full Buy A&M ID on Screen 296 in FAMIS.
Buy A&M Preliminary Fixed Asset Process Flow

Purchase Process
Change Order Process

Buy A&M Document Creation (PO, RPA, DOM)

Route for Approval

Send to Purchasing

Yes

Purchasing Processes Document

Nightly Extract created and sent to FAMIS (see criteria)

No

Purchasing Document Sent to Vendor

Direct Open Market RPA Processed by Department

TBDU065 splits by Member Load to Screen 361/362

AMnn Member processes via Screen 361/362

Property Manager Completes FFX Processing

TBDU065 Extract PFX and Feeds to FFX

AMnn Member processes via Screen 361/362

Property Manager Completes FFX Processing

TBDU065 Extract PFX and Feeds to FFX

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Property Manager Completes FFX Processing

TBDU065 Extract PFX and Feeds to FFX

AMnn Member processes via Screen 361/362

Property Manager Completes FFX Processing

TBDU065 Extract PFX and Feeds to FFX

Property Manager Completes FFX Processing
Using the Create Asset and Add to Asset Fields in Buy A&M

Users may control the way items feed into FAMIS for Preliminary Fixed Asset processing by utilizing the **Create Asset** (create a single asset from each selected line) and the **Add to Asset #** fields in Buy A&M. These fields can be found on the line items of any type of Purchase Order (Open Market, RPA, and Direct Open Market, for example) in Buy A&M.

Create Asset

Value of “No” or Blank will process as follows:

Using the Open Market Purchase Order above as an example, FAMIS would receive 8500 individual Preliminary Fixed Assets from this document. These items would then appear in Screen 361 as 8500 individual items to be processed. Each item would be valued at $80.00 in this example.

Value of “Yes” will process as follows:

Using the Open Market Purchase Order above as an example, FAMIS would receive 1 individual Preliminary Fixed Asset item from this document. When viewing on Screen 361, there would only be one item in the list to be processed. The single item would be valued at $680,000.00 in this example.

We currently have a limitation (around 10,000) on the number of assets we can create from this feed.
Add to Asset #

User must enter the existing approved FFX Asset number in the *Add to Asset #* field. This must match an approved asset number in FAMIS FFX.

When the item is processed by TBXR070, we will check to see if the asset exists and then create a new component for the existing asset. This will appear in Screen 361/362 as a new component for the existing approved asset. The “Tag Number” will be populated with the information entered in *Add to Asset #* in Buy A&M. The *Add to Existing Asset* field will be flagged “Y” on Screen 362 for that Preliminary Fixed Asset item.

Once the TBDU065 selects this and feeds to FFX, it will appear as a pending new component for the existing asset.
Notes:

If a user marks an item as Create Asset = YES and Add to Asset # contains an existing asset number, 2 records will be fed from Buy A&M; however, we will only create one Preliminary Fixed Asset item in FAMIS, and it will be the last record received in the file.

If a user enters an asset number in Add to Asset #, and that asset number is not valid in FAMIS FFX, the Add to Asset # will appear on Screen 362 in FAMIS; however, the Add to Existing Asset field will be flagged “N” for that Preliminary Fixed Asset item.

When using USD as your unit of measure, you should utilize the Create Asset = YES option to create only one Preliminary Fixed Asset item in the feed.
Daily Processing of Buy A&M Preliminary Fixed Asset Items

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 process each day. The preliminary items may be accessed on Screen 361 in FAMIS.

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

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 as pending assets. These pending assets may then be processed by the FAMIS Property Manager in FFX.

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