

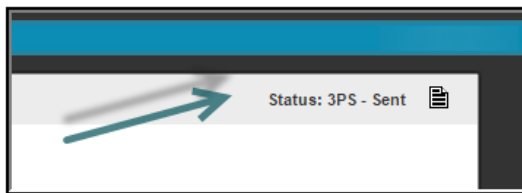
Buy A&M Preliminary Fixed Asset Process

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.

582 Capitalization Rules Display				08/14/15 17:05
Screen: █				FY 2015 CC 15
Expense Subcode	High Subcode	Capitalization Minimum	Description	
5775	5799		INV, NON-CAPITAL FURN & EQUIP	
8000	8499		CAPITAL OUTLAY 1	
8600	8699		CAPITAL OUTLAY 2	
8800	8999		CAPITAL OUTLAY 3	

- 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.

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

Open Market Purchase Order AM01-14-P000139 Status: 3PS - Sent

General Items Vendor Address Accounting Routing Attachments Notes Change Orders Reminders **Summary**

Header Information

Purchase Order Number:	AM01-14-P000139	Release Number:	0	Short Description:	tjs test b62
Status:	3PS - Sent	Purchaser:	Freda Stazelle	Receipt Method:	Quantity
Fiscal Year:	2014	PO Type:	Open Market	Minor Status:	
Organization:	AM01 - Texas A&M University System Offices			Type Code:	
Department:	01INRE - BUSINESS CONSULTING SERVICES	Location:	FAMS - FAMS SERVICES	Control Code:	
Alternate ID:	003393X	Entered Date:	12/19/2013 03:01:43 PM	Discount %:	0.00%
Days ARO:	0	Retainage %:	0.00%	Print Dest Detail:	If Different
Required By Date:		Promised Date:			
Pcard Enabled:	No				

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

F2321 Make selection to proceed to screen 362

361 View Preliminary Assets 08/14/15 17:14
FY 2015 CC AB

Screen: Doc: **003393X** Prelim Only: Y
Pg: 1 of 1 Viewed Pg(s)
<More>>>

Sel	Seq	Tag	Number	To	Total Cost	Description	Cmp
—	0001	00000	23486		961.05	COMPUTER, DELL OPTIPLEX 9020 PER DE	Y

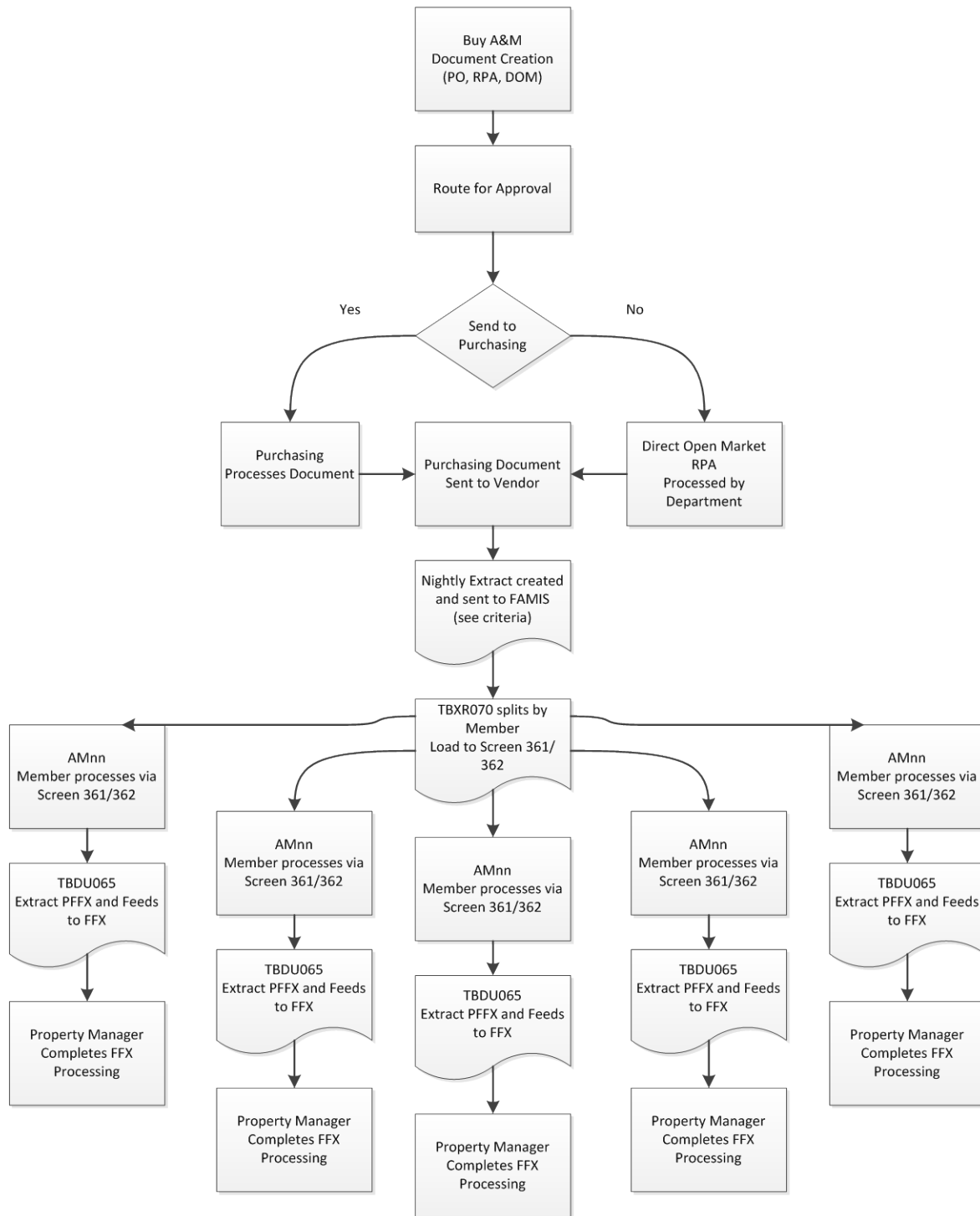
*** End of Fixed Asset Record(s) ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Bkwd Frwd Left Right

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



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.

Open Market Purchase Order AM01-15-P000133 Status: 3PI - In Progress

General Items Vendor Address Accounting Routing Attachments Notes(2) Change Orders Reminders Summary

General Address Accounting Notes

Item #: 1 Print Sequence #: 1.0 Item Type: Normal

Item Status: 3PI - In Progress

Description:

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	8500.0	80.00	\$80.00	EA	0.0	0.00	\$680000.00

NIGP Class: 204 204 - COMPUTER HARDWARE AND PERIPHER...
NIGP Class Item: 53 53 - Microcomputers, Desktop or Tow...
Commodity Code:

Manufacturer: Brand: Model:

Make: Packaging:

Create Asset: Add to Asset #:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

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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.

Buy A&M Preliminary Fixed Asset Process (cont'd)

Open Market Purchase Order AM01-15-P000133 Status: 3PI - In Progress

General Items Vendor Address Accounting Routing Attachments Notes(2) Change Orders Reminders Summary

General Address Accounting Notes

Item #: 1 Item Status: 3PI - In Progress Print Sequence #: 1.0 Item Type: Normal

Description: jstst

Receipt Method	Quantity	Unit Cost	Net Unit Cost	UOM	Discount %	Total Discount Amt.	Total
Quantity	8500.0	80.00	\$80.00	EA	0.0	0.00	\$680000.00

NIGP Class: 204 - 204 - COMPUTER HARDWARE AND PERIPHER...
NIGP Class Item: 53 - 53 - Microcomputers, Desktop or Tow...
Commodity Code:

Manufacturer: C Brand: C Model: C
Make: C Packaging: C

Create Asset: ☐
Add to Asset #:

Save & Add New Save & Exit Save & Continue Reset Cancel & Exit

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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.

F TABFX 20150330 091019 TBDU010 P 1 R 1 C 1
 TBDU010
 FY 2015 CC 15
 \$\$\$FFX57820150328BAM FFX FEED YTA00000000000000000000 NK715

 Document Account Dept S-Dept Description Quant
 270145A 320043-00000-5785 UNSV MCR6800006 MICR

```

F2321 Make selection to proceed to screen 362
361 View Preliminary Assets
03/31/15 14:21
FY 2015 CC 15

Screen:      Doc: 270145A      Prelim Only: Y
                                Pg: 1__ of 1 Viewed Pg(s)
                                <More>>>>

  Doc      Add
Sel Seq Tag Number To Total Cost Description Cmp
-----
- 0001 1500061152      2095.00 MCR6800006 MICROS WORKSTATION 5A, 2 N
- 0002 1500061153      2095.00 MCR6800006 MICROS WORKSTATION 5A, 2 N

*** End of Fixed Asset Record(s) ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help EHelp      Bkwd Frwd      Left Right

```

K:\fa\doc\wrknprcs\purch\ppfxcurrNFExcerpt.docx