Introduction

The purpose of this manual is to assist in accessing and utilizing information in the Fixed Assets (FFX) module of Financial Accounting Management Information System (FAMIS). FAMIS is an accounting system that responds to financial regulations applicable to educational institutions. All applications access a common database that allows different users to access identical information. Other applications include Financial Accounting, Accounts Payable, Purchasing, Accounts Receivable and Sponsored Research. Manuals for these applications are being developed or are currently available.

For your convenience, all associated screens and processing information are included in this manual, along with field descriptions.

By utilizing the information and guidelines contained in this manual, a user should be able to access asset information, as well as create and modify asset records.

The FAMIS User Manuals are in a constant state of revision, due to screen updates, changes in procedures, or any one of a multitude of reasons. If you would like to make suggestions or call attention to errors, please contact us at (979) 458-6450, or copy the page with the error, note the correction or suggestion and send it to:

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College Station, TX  77843-1144

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(CONTINUED IN FFX USER’S MANUAL – PART 2)
Fixed Assets Menus

The menus available in the Fixed Assets Module are available on FFX 001. On the FRS Main Menu screen type FFX in the Screen: field to access the FFX menus and screens.

**Menu 001 - Fixed Assets Main Menu**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Fixed Assets Main Menu</td>
<td>01/29/09 09:01</td>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Asset: __________ Component: __ Seq: _____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active Processing Month: 1 January</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- M51 Fixed Assets Menu
- M52 Asset Transactions Menu
- M53 FFX Inquiry Menu
- M55 Entire Connection Download/Print
- S01 Table Menu
- AFR Annual Financial Reporting
- FRS Financial Records System
- GCP General Construction Projects
- SPR Sponsored Research Module

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Pers EOR

The screens needed to create, modify and display information about fixed assets in FAMIS are located on Menu M51, Menu M52, and Menu M53.

**Menu M51 - FFX Add/Update Menu**

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>M51 FFX Add/Update Menu</td>
<td>01/29/09 09:02</td>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
<tr>
<td>Screen: ___ Asset: __________ Component: __ Seq: _____</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>---- Component Create/Modify ----</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>501 Purchasing/Vendor Data</td>
<td>535 Departmental Inventory</td>
<td></td>
<td></td>
</tr>
<tr>
<td>502 Property Control Data</td>
<td>540 Building Create/Modify</td>
<td></td>
<td></td>
</tr>
<tr>
<td>504 Maintenance/Insurance Data</td>
<td>541 Building Segment/Betterment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>509 Copy/Delete</td>
<td>542 Building Segment Inquiry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>543 Building Room Nbr Table</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>-- Fund Sequence Create/Modify --</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>503 Fund Sequence Add/Update</td>
<td>544 Building Room Asset Inquiry</td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>-------- Asset Create/Modify -----</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>505 Location Data</td>
<td>545 View Preliminary Assets</td>
<td></td>
<td></td>
</tr>
<tr>
<td>506 Property Inventory Data</td>
<td>546 Preliminary Fixed Asset Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>508 Asset Notes</td>
<td><em>-------------- Other ---------------</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M52 FFX Transaction Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M53 FFX Inquiry Menu</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>M55 Entire Connection Download</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp
Menu M52 is a submenu of 001 and allows you to open and close batches in the FFX Module, as well as make changes, additions and modifications to fixed assets previously entered in FAMIS.

**Menu M52 – FFX Transaction Menu**

<table>
<thead>
<tr>
<th>M52 FFX Transaction Menu</th>
<th>01/29/09 09:02</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Asset: ______ Component: __ Seq: ____</td>
<td></td>
</tr>
</tbody>
</table>

*-- Transaction Create/Modify --*       *------------ Other -------------*
510 Open/Close Session               M51 FFX Add/Update Menu
511 Approval                          M53 FFX Inquiry Menu
512 Depreciation Maintenance         M55 Entire Connection Download
513 Disposal                         
515 Change in Cost by Fund Sequence 
516 Change in Est/Method/Acct        
517 Undispose Asset Component        
519 Transfer Within Member           
520 Renumber Approved Asset Component
521 Livestock                        

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

Menu M53 is a submenu of 001 and displays all FFX Inquiry screens.

**Menu M53 – FFX Inquiry Menu**

<table>
<thead>
<tr>
<th>M53 FFX Inquiry Menu</th>
<th>01/29/09 09:03</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Asset: ______ Component: __ Seq: ____</td>
<td></td>
</tr>
</tbody>
</table>

*-- Asset Component Inquiry --*       *-- Fund Sequence Inquiry --*
500 Asset Component Inquiry          539 Component Sequence Snapshot
523 Transaction Inquiry by Asset     547 Sequence Search by Purch Acct
524 Session/Batch Header List       548 Sequence Search by Voucher
527 Transaction Inquiry by Batch     549 Sequence Search by Doc/PO
528 Asset Search                    
529 Selection Query List            *------------ Other -------------*
531 Asset Component Snapshot        M51 FFX Add/Update Menu
532 Asset Search By Dept and Class  M52 FFX Transaction Menu
533 Inquiry by Search Value         M55 Entire Connection Download/Print Menu
534 Asset Search by Department      
536 Limited Asset Inquiry           
537 Asset Search by Attribute       
538 Asset Transfer Inquiry          

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
Menu M55 is a submenu of O01 and displays all FFX screens that have either Entire Connection download or print capability.

**Menu M55 - Entire Connection Download Menu**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>01/29/09 09:04</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
</tbody>
</table>

*-------------* Download *------------*   *---------* Other *---------*

*** Assets ***                   M51  FFX Add/Update Menu
532  Asset Search By Dept & Class Cd
534  Asset Search By Department
547  Sequence Search By Purch Acct
581  Class Table Display
582  Capitalization Rules Display
583  Acq/Disp Method Controls Disp.
584  Inflation Codes Display
585  Depreciation Rules Display

*** Tables ***
537  Asset Search by Attribute
860  Department Table Maintenance

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

Menu S01 is another submenu of M51 and gives you access to the rules, codes, and table information used in the FFX Module.

**Menu S01 - Table Menu**

<table>
<thead>
<tr>
<th>Screen:</th>
<th>01/29/09 09:05</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2009 CC 02</td>
<td></td>
</tr>
</tbody>
</table>

* Table Display *                       * Table Update *
581  Class Table                        591  Class Table
582  Capitalization Rules               592  Capitalization Rules
583  Acq/Disp Method Controls           593  Acq/Disp Method Controls
584  Inflation Codes                    594  Inflation Codes
585  Depreciation Rules                 595  Depreciation Rules
589  Department Table                   805  GL Subcode Descriptions
806  SL Subcode Descriptions

* System Controls Display/Update *      850  Person Information
590  System Controls                    860  Department Table
598  SPA Edits Override Screen          882  Current Session Campus and/or Fiscal Year
899  Maintain Dictionary Values         900  Batch Report Specification

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp
Section II
Fixed Assets
Basic Concepts
Fixed Assets – Basic Concepts

The purpose of the Fixed Assets system is to help TAMUS Members fulfill their responsibility to administer, account for, and preserve their institution’s investment in property, plant and equipment. This responsibility extends across departments, with implications for Accounting, Property Control, and Purchasing.

To Accounting, it provides accurate, detailed records to support the values recorded in the General Ledger Plant Fund accounts.

To Property Control, it provides the ability to fix custodial responsibility for assets, to track acquisitions, transfers and disposals, and to perform periodic inventory assessments.

To administrators, it provides information about the availability of equipment, allowing managers to use existing property more efficiently and to avoid the purchase of duplicate equipment.

These primary functions may be summarized as:

- Recording the value of plant assets
- Fixing custodial responsibility for assets
- Providing current and accurate data to support resource allocation and budgeting
- Providing maintenance and insurance data

As part of its responsibility to accumulate and organize all financial information about the institution, Accounting maintains General Ledger records that represent the investment in plant.

This involves:

- Recognizing asset acquisitions
- Making adjustments to recorded values as needed
- Recording disposals

The relationship between FFX and Financial Accounting is one of detail to control: summary asset values are recorded in the GL account controls, and supporting detail is maintained with FFX. Within FFX, asset records are created and transactions processed to reflect asset activity. An accounting feed generates journal entry transactions, which are used to update the GL.
**Fixed Asset Terminology**

**ASSET:** An asset is property, plant, and/or equipment owned or held in trust by the institution. A physical asset is represented by at least one **component record** that represents all the non-dollar (attribute) data and the summarized dollar information concerning the asset. The funding information for a component record is stored as one or more **fund sequence records**. Therefore, an asset is composed of one or more component records which were each funded by one or more fund sequence records.

**ASSET NUMBER:** An asset number is a 10-character alphanumeric identification tag used in combination with component number to uniquely identify a physical asset belonging to the institution. It is recommended to use a system-assigned sequential asset number. **NOTE:** Usually, an asset number takes the form NN-A-XXXXXXXX where NN = the last 2 digits of the fiscal year the asset was purchased, A = the sight identifier (see below for definition), and XXXXXXX = the number assigned by purchasing. FAMIS and SPA use the same asset number to identify an institution’s assets.

**COMPONENT:** A component identifies either a complete physical asset or a portion of a physical asset so that it may be distinguished by class, date of purchase, in-service date, etc. The component record of an asset contains all the pertinent attribute (non-dollar) information concerning the asset and the summarized dollar (funding) asset information. A component allows multiple physical assets to be tied to a common asset number and also allows additions to a capital or controlled asset to be tracked separately but linked to the original asset number. Only a preliminary asset can exist without a component.

**COMPONENT NUMBER:** A component number is a 2-digit numeric identifier used in combination with the asset number to uniquely identify an asset or a portion of an asset so that it may be distinguished by class, date of purchase, in-service date, etc. Component numbers are assigned by the system in sequential order. Attribute (non-dollar) data is generally maintained at the component level. Summary dollar data is stored and reportable at the component level, but the specific funding detail is stored at the fund sequence level.
COMPONENT STATUS:
The component status is an indicator of whether an component is officially recognized by the agency/institution. Values for the component status include: Pending (pending components are created by the feed from accounts payable vouchers or by directly entering them into the system via the 501-509 Screens), Approved (components are approved by Property Accounting using Screen 511), and Disposed (components are disposed by Property Accounting using Screen 513). Preliminary assets do not have component statuses (because they don’t have components) and are not recognized in the FFX system except on Screen 545 and 546. An asset may have preliminary assets and pending, approved, and disposed components all at the same time. When an asset has more than one component status, the “asset status” becomes the highest component status (i.e. approved, then pending, then disposed, and finally, preliminary).

FUND:
A fund is a 4-digit number that is needed by the State / SPA to identify the type of funding used to acquire an asset. The fund is generally determined by the bank used in the acquisition of the asset. The fund is one of several data types of financial information that is stored as part of the “fund sequence” (see below).

FUND SEQUENCE NUMBER:
A fund sequence number is a 5-digit numeric identification used to identify the various funding elements used in the acquisition and disposition of an asset. The funding elements are composed of the following fields: State/SPA fund, Bank, Fund Source, buying account, sponsor, sequence amount, salvage amount, accumulated depreciation. Each variation of these funding elements allow multiple purchasing accounts (buying accounts), multiple funds (banks) and multiple fund sources to be associated with a single component for more consistent and accurate record keeping. Fund sequence numbers are assigned by the system in sequential order.

PRELIMINARY ASSET:
A preliminary asset is created in the FRS purchasing module (usually by departmental personnel) to represent goods that are purchased through the use of a capital or controlled object code. The preliminary asset number is composed of the purchasing document number and a four digit sequence number. The purchase cannot be officially “received”, or paid, prior to the creation of one or more preliminary assets. The dollar total of the preliminary asset(s) must be greater than or equal to the amount of the received goods before receiving can be closed.
The preliminary asset becomes a “pending” asset when EITHER the purchasing document is paid, posted, and the TAPFD (TBDU065) job is run OR when the Property Office types a pending asset number in the ‘Asset’ field on FFX Screen 546. An asset may be returned from pending to preliminary status by removing the pending asset number from the ‘Asset’ field on FFX Screen 546. When this is done, all fund sequences for the component are deleted.

TAG NUMBER:
A tag number is the identification number physically marked on the asset. The permanent “approved” asset number is usually identical to the tag number, but this is not a requirement. When the FAMIS Purchasing Module is used, the preliminary fixed asset screens assign ‘tag numbers’ following the ‘Approved Asset Format’ pattern on Screen 590. This tag number must be permanently marked on the asset within the time period specified in the System Equipment Management Manual (currently ten business days). The preliminary asset will feed to FFX as a pending asset with a number other than the “tag” number (usually the voucher number used to pay for the asset followed by a 3-digit sequential number). However, unless overridden, the tag number becomes the approved asset number when the component is approved.

SIGHT IDs:
The sight ID is another name for the 3rd digit of an asset number. It is commonly used to provide sight recognition of a type of asset. Examples of the Sight ID include the following:

A = Airplane
B = Boat or Ship
F = Purchased with Federal funds
G = Group
K = Gift received after June, 1989
L = Livestock
M = Moves under own power without a license plate
P = Lease Purchase Asset
V = Vehicle

0 = None of the above
5 = Lease Purchase Payable
6 = Construction in Progress
Fixed Assets – Basic Concepts (cont’d)

Fixed Assets Processes Flow Chart

Fixed Assets Processes

- **Invoicing** (FRS Screens 340-345)
- **Receiving** (FRS Screens 320-326)
- **AggieBuy Invoice Received by FAMIS**
- **Create Preliminary FFX to FRS** (FRS Screens 360-362)
- **Post Pending Voucher (Job: BP080)**
- **Change Asset Status from Preliminary to Pending in FFX**
- **Job: TAPFD (TBDU065 – FRS to FFX Feed)**
- **AP Voucher (FRS Screens 104-112)**
- **CreatePending Asset in FFX**
- **Enter Asset Attribute Data (FFX Screens 501-508)**
- **Approve Pending Asset (FFX Screen 511)**
- **Choice of #**
- **Job: TFAFD (FFX to FRS Feed) General Ledger Updated**

Italics indicate automatic process.

**Fixed Asset Feeds**

The above flow chart mentions two “Feed” programs that are run in order to either move information between the Financial Accounting (FRS) module to/from the Fixed Assets (FFX) module. These two feeds are accomplished by two separate jobs.

**FnnTAPFD** and **FnnTFAFD** (where *nn* is your system part number)

**FnnTAPFD** is the job responsible for the FRS to FFX feed. It is designed to look through all of the paid vouchers on the system and create pending component records in the FFX module of FAMIS for all of the capital/controlled items. It also creates pending components from preliminary assets.

In contrast, **FnnTFAFD** is responsible for the FFX to FRS feed. This set of programs looks at all of the approved capital components on the system and updates the General Ledger (in the FRS module of FAMIS) to reflect their presence.
Preliminary Fixed Assets – Basic Concepts

Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto a Property Control form (FDP-4 form -TAMU). The form had to be attached to the voucher before it could be paid. Similarly, the department must enter preliminary fixed asset information for on-line receiving before the asset can be closed.

Preliminary fixed asset information must be entered on Screen 362 for all capital and controlled items before a department can successfully close receiving on an asset.

Once payment has been processed and all preliminary fixed asset information has been entered into FAMIS, the preliminary fixed asset record is fed over to the FFX system and the feed programs change the preliminary fixed asset to a pending asset. The pending asset is verified, “approved,” and finally considered an official property record. At this point, all approved fixed asset information is fed over to accounting (FRS).

Asset
Property, plant, and equipment owned or held in trust by the institution. A physical plant asset is represented by an asset record that contains all pertinent information concerning the asset, both dollar and non-dollar data.

Tag/Asset Number
The tag / asset number is a 10-character alphanumeric field used to uniquely identify an asset. Asset numbers may begin with the fiscal year in which they were purchased. The system automatically assigns tag/asset numbers. Departments that previously used their own set of issued asset numbers will no longer use those numbers.

Items Requiring Inventory or Tag/Asset Numbers
Purchases above $4,999.99 and controlled assets must be assigned a tag/asset number. Examples of controlled assets include printers, cameras, handguns, etc.

Dept/Sub-Dept Code
The dept/sub-dept code identifies the department and sub-department charged with the responsibility for the asset.

Group Code
The group code is a 5-character alphanumeric code used by departments to further group assets or track responsibility for assets within a department. For example: a person’s initials or the name of a sub-section within the department may be used as a group code.

Ten Day Rule
According to The Texas A&M University System Equipment Management Manual, Section 4-1, the inventory number must be permanently affixed to an item promptly on receipt, but not later than ten (10) calendar days after receipt, unless prevented by unusual circumstances.
Bar Code Labels
Bar code labels may be used to identify assets. For example for most Members, the Property Manager mails bar code labels to the departments with the monthly reports after the invoice has been paid and the assets have been approved by the Fiscal Office. Most members receive asset information in a download from FAMIS and then use this data as input to their Bartender software (InCircuit) to create the bar code labels.

Freight and Discounts
The system will match the preliminary fixed asset information that you enter with the purchase order. Totals may be changed to reflect an increase in price due to freight or a decrease in price due to a discount.

1. At the time of purchase, if freight is known, include it in the price.
2. If an extra line item is included for freight and is known, enter the freight.
3. If the freight is not known, do not estimate it. The Fiscal Department Property Management Office will add it, according to what is on the invoice at the time of audit.

Partial Payments on Purchase Order
When the voucher records are fed to FFX, pending asset records will be created for each item on the purchase order. Since not all of the items may have been invoiced, use the following steps to process the assets correctly:

1. All purchase order items will feed to FFX.
2. On Screen 546, blank out the asset # for each item that has not been invoiced.

Do NOT delete the asset using Screen 509. Deletions are permanent and will cause both the preliminary and pending asset to be physically removed from the file. The preliminary asset will no longer exist to be fed when the next payment is made.

3. These items will feed again when invoiced.

Room Table
Rooms can be added or deleted only on the Master Campus. Contact the System Office of Budgets and Accounting to request changes. The rooms are loaded from the TAMU Facilities Coordination (FCOR) table.

For any campus with the room table flag set to “Y” on FFX Screen 590, the Room: field will be required on Screen 362.
View Preliminary Assets

Once the preliminary fixed asset records have been created in FRS for your purchase order and have been fed to the Fixed Assets module of FAMIS, you may use Screen 545 to display a list of all preliminary assets for a document.

These preliminary assets records can be deleted, if necessary, using Screen 362 in Preliminary Fixed Assets. Once the record is a pending asset, use Screen 509 to delete.

For more information on the FRS creation of Preliminary Assets, see the FRS Preliminary Fixed Asset section at the end of this manual.

### Screen 545 - View Preliminary Assets

<table>
<thead>
<tr>
<th>Doc Nbr</th>
<th>Doc Seq</th>
<th>Tag Number To</th>
<th>Asset Nbr St</th>
<th>Comp Cost</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P706080</td>
<td>0004</td>
<td>0700089910</td>
<td></td>
<td>1010.42</td>
<td>MICROSCOPE, STERE</td>
</tr>
<tr>
<td>P706080</td>
<td>0005</td>
<td>0700089911</td>
<td></td>
<td>1010.42</td>
<td>MICROSCOPE, STERE</td>
</tr>
<tr>
<td>P706080</td>
<td>0006</td>
<td>0700089912</td>
<td></td>
<td>1010.42</td>
<td>MICROSCOPE, STERE</td>
</tr>
<tr>
<td>P706080</td>
<td>0007</td>
<td>0700089913</td>
<td></td>
<td>1010.42</td>
<td>MICROSCOPE, STERE</td>
</tr>
<tr>
<td>P706080</td>
<td>0008</td>
<td>0700089914</td>
<td></td>
<td>1010.42</td>
<td>MICROSCOPE, STERE</td>
</tr>
<tr>
<td>P706771</td>
<td>0001</td>
<td>0800091156</td>
<td></td>
<td>2767.00</td>
<td>SONY DMXP01 PORTA</td>
</tr>
<tr>
<td>P706841</td>
<td>0002</td>
<td>0800090785 Y</td>
<td></td>
<td>2166.95</td>
<td>COMPUTER, QUAD CO</td>
</tr>
<tr>
<td>P707050</td>
<td>0004</td>
<td>0800092505</td>
<td></td>
<td>832.00</td>
<td>GOLD SUPPORT SERV</td>
</tr>
<tr>
<td>P707050</td>
<td>0005</td>
<td>0800092506</td>
<td></td>
<td>221.25</td>
<td>GOLD SUPPORT 1 YR</td>
</tr>
<tr>
<td>P800911</td>
<td>0001</td>
<td>0800091036</td>
<td></td>
<td>309.00</td>
<td>DELL ULTRASHARP 1</td>
</tr>
<tr>
<td>P801854</td>
<td>0001</td>
<td>0800095213</td>
<td></td>
<td>1804.00</td>
<td>SONY PROJECTOR &amp;</td>
</tr>
<tr>
<td>P801854</td>
<td>0002</td>
<td>0800095214</td>
<td></td>
<td>1655.00</td>
<td>SPECTRUM LECTERN</td>
</tr>
<tr>
<td>P801854</td>
<td>0003</td>
<td>0800095215</td>
<td></td>
<td>2998.00</td>
<td>SMART SYMPODIUM &amp;</td>
</tr>
</tbody>
</table>

*** Press ENTER To view more Assets ***

Basic Steps

- Advance to Screen 545.
- To advance the displayed list to a specific document number, type it in the Starting from Doc: field and press <ENTER>.
- Type an ‘X’ in the Sel: field next to a preliminary fixed asset to advance to Screen 546 where additional detailed asset information will be displayed.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

- Starting from Doc: 7 character/digits
  - Type a **starting document number** in this field to place the document at the top of the displayed list.

- Doc Seq: 4 digits
  - Indicate the document **sequence number order** in which the preliminary assets were recorded from the purchase document.
Screen 545 – View Preliminary Assets (cont’d)

**Order:** 1 character
Signify the desired order for the displayed list:
A = Ascending
D = Descending

**Prelim Only:** 1 character
Type ‘Y’ to display only assets in preliminary status. Leave this field blank to show all assets.

**Screen Information**

**Sel:** 1 character
Type an ‘X’ to select a preliminary fixed asset for further display on Screen 546.

**Doc Nbr:** 7 character/digits
Displays the purchase order document number.

**Doc Seq:** 4 digits
Displays the document sequence number of the asset to the document.

**Tag Number:** 10 digits
Displays the tag number automatically assigned by the system for the asset in the preliminary fixed asset section of FAMIS purchasing.

**Add To:** 1 character
‘Y’ indicates the selected asset should be added to an existing asset.

**Asset Nbr:** 10 digits
Identifies the number of the asset.

**St:** 1 character
Displays the status of the asset. Valid values are:
P = Pending
A = Approved
D = Disposed

**Comp Cost:** 11 digits
Indicates the total dollar value of the asset component at time of purchase/acquisition.

**Description:** 17 characters
Displays a short description of the asset.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.
View Detailed Preliminary Asset Data

Asset purchases are recorded using two modules of FAMIS, the Accounts Payable (AP) module and the Purchasing module. Assets that are processed through the purchasing module of FAMIS must have a preliminary fixed asset record created before payment can be made. This information is similar to the Property Control Form (FDP-4 – TAMU) that was used before electronic approvals were available through FAMIS.

Once all preliminary fixed asset information is entered into the system and payment has been made, the preliminary fixed asset record is fed to the FFX system. You may view this data using Screen 546. It is advisable for you to verify your preliminary fixed asset data against the voucher data form before continuing with the approval process.

For preliminary assets, the tag number will initially be blank and the status will be blank.
Screen 546 – Preliminary Fixed Asset Data (cont’d)

When you manually enter an asset number, the status will change to ‘P’ (Pending) and the next available component number is also added.

**Handling Preliminary Assets When an Invoice is Only Partially Paid**

Sometimes Accounts Payable will make a partial payment on an invoice, but the department created preliminary assets for the whole invoice. In this case, it is necessary to blank out the Asset: field for any assets not actually paid. This gives the department the ability to create a preliminary asset again on the next invoice.

**Basic Steps**

- Advance to Screen 546.
- Enter the document number on the Action Line and press <ENTER>.
- Verify that all information shown is correct (i.e. matches the voucher data form). If the information shown is not correct, you may make changes using Screens 501 - 508.
- When the preliminary fixed asset record is fed from FRS to FFX, it will create a pending asset number. If this number has not been assigned, you may manually enter it into the Asset: field. You may also blank out the Asset: field if the asset has not yet been invoiced (for example, a partial invoice was paid, but not the one for this particular asset). The asset will have its asset number re-assigned when the next invoice is paid.
- Press <ENTER> to record the pending asset number.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Doc: 7 character/digits
Identify the purchase document number whose preliminary fixed asset record should be displayed.

◆ Doc Seq: 4 digits
Indicate the document sequence order for displaying line item information of the purchase document.

Page: 1 digit
Displays page number of asset data.

**Screen Information**

Asset: 10 digits/characters
Displays the pending asset number assigned to the preliminary fixed asset record.

Component: 2 digits
Shows the component number assigned to the preliminary fixed asset.
Screen 546 – Preliminary Fixed Asset Data (cont’d)

**Status:** 1 character
Indicates the status of the asset number: Approved (A), Pending (P) or Disposed (D).

**Tag Number:** 10 digits
Displays the number assigned to the preliminary asset by the system. This number should become the asset number once it has been approved.

**Add to Asset:** 1 character
‘Y’ indicates the asset is to be added to an existing asset record.

**Asset Description:** 35 characters
Displays a brief description of the item that was purchased.

**Line 2:** 35 characters/digits
Shows additional information about the asset.

**Component Cost:** 14 digits
Indicates the total dollar amount spent, including tax, freight, and installation costs, on the purchase of the selected asset.

**Acq Method:** 2 characters
Identifies the method by which the item was acquired.

**PO Nbr:** 7 character/digits
Indicates the purchase order number of the document created to pay for the selected item.

**PO Acct:** 15 digits
Displays the subsidiary ledger (SL) account number plus the support account (SA) number plus the object code on the purchase order used to pay for the asset.

**Manufacturer Name:** 30 characters
Indicates the name of the manufacturer of the item.

**Model Number:** 20 characters/digits
Displays the manufacturer’s model number for the selected item.

**Serial Number:** 20 characters/digits
Displays the serial number found on the selected item.

**Vendor Name:** 30 characters
Indicates the name of the vendor from which the item was purchased.

**Nbr:** 11 digits
Displays the FAMIS identification number of the vendor from which the item was purchased.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class:</td>
<td>Indicates the inventory classification code and description of the item purchased.</td>
</tr>
<tr>
<td>Acquisition Dt:</td>
<td>Signifies the date on which the selected item was purchased.</td>
</tr>
<tr>
<td>In-Service Dt:</td>
<td>Indicates the date on which the item was available for its intended purpose.</td>
</tr>
<tr>
<td>Condition:</td>
<td>Indicates the condition of the asset. For example:</td>
</tr>
<tr>
<td>Availability:</td>
<td>Identifies the availability of the asset. Valid values include:</td>
</tr>
<tr>
<td>How Tagged:</td>
<td>Identifies the method by which the asset is physically tagged for inventory.</td>
</tr>
</tbody>
</table>
### Screen 546 – Preliminary Fixed Asset Data (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Related Asset:</strong></td>
<td>10 digits/characters</td>
<td>Indicates the <strong>asset number</strong> to which this asset record is <strong>related</strong>.</td>
</tr>
<tr>
<td><strong>Special License:</strong></td>
<td>2 characters</td>
<td>Identifies the <strong>type of license</strong> that is required to own or operate the asset.</td>
</tr>
<tr>
<td><strong>Exposure Code:</strong></td>
<td>2 characters</td>
<td>Signifies any <strong>health hazards</strong> associated with the selected asset.</td>
</tr>
<tr>
<td><strong>Software Version:</strong></td>
<td>20 characters</td>
<td>Displays a brief <strong>description</strong> of the software used, including its <strong>version number</strong>.</td>
</tr>
</tbody>
</table>

**Panel 2**

<table>
<thead>
<tr>
<th>Field</th>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Building:</strong></td>
<td>5 digits</td>
<td>Identifies the <strong>building</strong> in which the asset is located.</td>
</tr>
<tr>
<td><strong>Building Campus:</strong></td>
<td>2 digits</td>
<td>Indicates the <strong>TAMUS member part</strong> where the asset is located.</td>
</tr>
<tr>
<td><strong>Room:</strong></td>
<td>6 digits/character</td>
<td>Represents the <strong>room number of the building</strong> where the <strong>asset is located</strong>.</td>
</tr>
<tr>
<td><strong>Group Code:</strong></td>
<td>5 characters</td>
<td>Displays a <strong>code</strong> that can be used in sorting reports.</td>
</tr>
<tr>
<td><strong>Exec Level:</strong></td>
<td>2 characters</td>
<td>Identifies the <strong>executive officer</strong> that is ultimately accountable for decisions concerning the acquisition, use, and disposal of the asset.</td>
</tr>
<tr>
<td><strong>Alt APO Name:</strong></td>
<td>20 characters</td>
<td>Displays the <strong>name of the alternate person responsible</strong> for the selected asset.</td>
</tr>
<tr>
<td><strong>Division:</strong></td>
<td>2 characters</td>
<td>Indicates the FRS-defined <strong>division</strong> that is <strong>responsible for the asset</strong>.</td>
</tr>
<tr>
<td><strong>School:</strong></td>
<td>2 characters</td>
<td>Identifies the <strong>school, college, administrative office, or other unit within the division that is responsible for the asset</strong>.</td>
</tr>
<tr>
<td><strong>Dept:</strong></td>
<td>5 characters</td>
<td>Signifies the <strong>department responsible</strong> for the asset.</td>
</tr>
<tr>
<td><strong>Sub Dept:</strong></td>
<td>5 characters</td>
<td>Indicates the <strong>sub-department</strong> to which the asset belongs.</td>
</tr>
<tr>
<td><strong>Purpose Cd:</strong></td>
<td>2 characters</td>
<td>Displays the <strong>code</strong> that defines the <strong>general purpose</strong> of the asset.</td>
</tr>
</tbody>
</table>
### Purpose Pct:
5 digits
Indicates the amount of time (percent) the asset will be used for a particular function.

### Other Location:
20 characters
Displays the location of the asset when it cannot be described in terms of building and room.

### Ownership/Title:
4 characters
Indicates whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

### Restriction:
1 character
Identifies any restrictions placed on the use/ownership of the item. For example:
- A = EQPT THRU TX SURPLUS – ACQ DT
- B = RIGHT TO RECLAIM/TRNSFR-FUND
- C = TITLE STAYS W/ FND AGNCY (FED
- D = RES;SALE RCPTS DEP TO NSF EQP
- E = SALE RCPTS TO RETURN TO FED G
- F = EXEMPT PROP-USE ON FED FUND P
- G = RETAIN&REIMB FED BY %FEDPART/
- I = NO RESTRICTIONS

### FAMIS Sponsor:
7 digits
Identifies the FAMIS sponsor responsible for the acquisition of the selected item.

### Historical Ind:
1 character
Indicates whether or not ('Y' or 'N') asset component is historical.

### Depreciation Ind:
1 character
Shows whether or not ('Y' or 'N') asset component is depreciable.

### Maintenance Company:
20 characters
Displays the name of the person or company that will be used to service the selected asset.

### Contract Nbr:
20 digits/characters
Signifies the contract number associated with the asset.

This field will only be used if the asset is to be serviced under the terms of a maintenance contract.

### Renewal Date:
8 digits
Indicates the date on which the maintenance contract will expire. This is the date by which it should be renewed in order to maintain continuous service.

### Contract Amt:
15 digits
Indicates the dollar amount to be paid, if the asset is to be serviced under the terms of a maintenance contract.
Screen 546 – Preliminary Fixed Asset Data (cont’d)

Warranty Exp: 8 digits
Signifies the date on which the warranty will expire for the item.

Frequency: 3 digits
Signifies how often the item is to be serviced.

Last Maint Date: 8 digits
Indicates the maintenance date on which the asset was last serviced.

Insured By: 5 characters
Identifies who is responsible for the insurance on the selected item.

Insured Value: 15 digits
Identifies the dollar amount for which the asset has been insured.

Replacement Cost: 15 digits
Indicates the dollar amount that would be required to replace the item in the current fiscal year.

Inflation Code: 2 characters
Identifies the Inflation Multiplier that is applied to update the Replacement Cost of the asset.

Additional Functions

PF KEYS
See Appendix for explanation of standard PF Keys.
Section III
Create/Modify Assets, Components and Fund Sequences
Add/Modify Purchasing and/or Vendor Data

The Fixed Assets module (FFX) of FAMIS simplifies and automates the process of tracking capital and controlled purchases. Items may enter accounting through Purchasing and/or Accounts Payable. Corresponding component records, including cost, are created from purchase orders and voucher records. Acquisitions not recorded in Purchasing or Accounts Payable may be directly entered into FFX. Identification of capital/controlled purchases is controlled by user-defined capitalization rules, based on the purchase cost and the account subcodes charged for the purchase.

Before a component is approved, you must first verify its attributes. Purchasing and vendor information may be added or updated using Screen 501. If the pending component was created from a purchasing system feed (i.e. it was processed as part of a purchase order), much of the information will carry over from its preliminary fixed asset record and at least one fund sequence will be created. Fund sequences may be added or updated on Screen 503.

<table>
<thead>
<tr>
<th>Screen 501 – Purchasing/Vendor Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>501 Purchasing/Vendor Data 02/26/09 15:25</td>
</tr>
<tr>
<td>Screen: ___ Asset: 0700087357 Component: 01 Status: A</td>
</tr>
<tr>
<td>Description: EXTERNAL POWER SUPPLY SYSTEM SILVY-A725540-225100-53408</td>
</tr>
<tr>
<td>Purchase Order</td>
</tr>
<tr>
<td>Quantity: 1.00 UOM: EA</td>
</tr>
<tr>
<td>Component Cost: 4298.64</td>
</tr>
<tr>
<td>Vendor</td>
</tr>
<tr>
<td>Number: 1vvvvvvvvv Name: FULLER DIVERSIFIED INC</td>
</tr>
<tr>
<td>Commodity Code:</td>
</tr>
<tr>
<td>Manufacturer</td>
</tr>
<tr>
<td>Name: FULLER DIVERSIFIED, INC</td>
</tr>
<tr>
<td>Serial Number: 070501</td>
</tr>
<tr>
<td>Model Number: SD4TLV/MC 4 DN</td>
</tr>
<tr>
<td>Model Year:</td>
</tr>
<tr>
<td>License Plate:</td>
</tr>
<tr>
<td>Type Y to add Notes: N Note File Flag: N</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
</tr>
</tbody>
</table>

Basic Steps

Create a New Pending Component

- Advance to Screen 501.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line.
- Verify component is filled in with 01 and press <ENTER>.
- Type a short description of the asset.
- Enter quantity and unit of measure (UOM).
- Type valid data in the available fields, as desired.
- Press <ENTER> to create the new asset component record.
Create a New Pending Component for an Existing Asset
- Advance to Screen 501.
- Type a valid asset number and enter 00 for component number.
- Press <ENTER>.
- Quantity is defaulted to 1.00 and UOM to EA.
- Type valid data in the available fields as desired.
- Press <ENTER> to create the next sequential component number.

Modify an Existing Component
- Advance to Screen 501.
- Type a valid asset number and component number on the Action Line.
- Press <ENTER> to display current component information.
- Add or modify data in the available fields as desired.
- Press <ENTER> to record the information.

Field Descriptions (❖ = Required / ❧ = PF2, ?, * Field Help Available)

**Action Line**
❖ Asset: 10 digits/characters
In combination with component number, enter the asset number for the purchasing/vendor data to be added or modified.
❖ Component: 2 digits
In combination with asset number, include the component number to be added or modified.
Status: 1 character
Shows the status of the component.

**Screen Information**
❖ Description: 35 characters/2 lines
Enter a brief description of the component to be added/modified.

**Purchase Order**
❖ Quantity: 15 digits
Indicate the number of items.
❖ UOM: 3 characters
Identify the unit of measure for the line item.

**Vendor**
❖ Number: 11 digits
Include the FAMIS vendor identification number.
Screen 501 – Purchasing/Vendor Data (cont’d)

**Name:** 30 characters
Identify the name of the vendor associated with the purchase of the selected component.

**Commodity Code:** 11 digits
Include the FAMIS commodity code used to classify purchased goods and services.

**Manufacturer**

**Name:** 30 characters
Identify the name of the company/manufacturer associated with the selected component.

**Serial Number:** 20 characters/digits
Include the serial number of selected component.

**Model Number:** 20 characters/digits
Indicate the specific model number of the asset purchased.

**Model Year:** 4 digits
Identify the specific model year of the selected component.

**License Plate:** 10 characters/digits
Indicate the license plate number and the license plate suffix (if applicable) of the selected component.

◆ **Type Y to add Notes:** 1 character
Type ‘Y’ to add notes to the purchasing/vendor information for the selected asset. Defaults to ‘N.’

**Note File Flag:** 1 character
Shows whether or not (‘Y’ or ‘N’) notes have been added to the asset.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.

**PF5**
**Next**
Proceed to Screen 502.
Enter Property Control Data

Property control data includes the component class, physical characteristics of the asset, in-service dates for the asset, and its inventory history. Screen 502 may be used to enter this information for pending components or to update selected information for approved components.

Screen 502 - Property Control Data

Basic Steps

Create a New Pending Component
- Advance to Screen 502.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line.
- Verify that Component: field is filled in with 01 and press <ENTER>.
- Type the class, condition and acquisition method and date.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the new component record.

Create a New Pending Component for an Existing Asset
- Advance to Screen 502.
- Type a valid asset number and enter 00 for component number.
- Press <ENTER>.
- Enter a valid component class, condition and acquisition method and date.
- Type valid data in the available fields as desired.
- Press <ENTER> to create the next sequential component number.
Modifying an Existing Component

- Advance to Screen 502.
- Type a valid asset number and component number on the Action Line.
- Press <ENTER> to display current component information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the component information.

Asset Control Data Entry Process

Acquisition Method

The acquisition method describes how the asset has come to be owned or managed by the institution. If the asset enters the Fixed Asset module (FFX) via the feed from purchasing or accounts payable, the acquisition method will default to ‘PO’. Sample acquisition methods are shown below:

<table>
<thead>
<tr>
<th>More Methods - Select or Press &lt;ENTER&gt; To Scroll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search On  Acq: _  Code: __</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>S   Acq   Method     Account       Description</td>
</tr>
<tr>
<td>_   A   AJ          4495    ADJUSTMENTS / OTHER</td>
</tr>
<tr>
<td>_   A   AR          4620    PPA RECOVER FY MISSING/STOLEN</td>
</tr>
<tr>
<td>_   A   GA          4450    DO NOT USE!!! USE ACQ CODE TR</td>
</tr>
<tr>
<td>_   A   GF          4405    GIFT</td>
</tr>
<tr>
<td>_   A   HT          4495    HELD IN TRUST</td>
</tr>
<tr>
<td>_   A   IA          4411    INS RECOVERY-CY-LOSS-EXPENSE</td>
</tr>
<tr>
<td>_   A   IB          4412    INS RECOVERY-CY-LOSS-SPECIAL</td>
</tr>
<tr>
<td>_   A   IC          4413    INS RECOVERY-CY-LOSS-EXTRORD</td>
</tr>
<tr>
<td>_   A   LF          2120    LEASE PURCHASE ACQUISITION</td>
</tr>
<tr>
<td>_   A   ML          4400    MASTER LEASE</td>
</tr>
<tr>
<td>_   A   PD          4407    CONSTRUCTED / PRODUCED BY DEP</td>
</tr>
<tr>
<td>_   A   PO          4400    PURCHASED</td>
</tr>
<tr>
<td>-------------------------------------------------</td>
</tr>
<tr>
<td>Press &lt;PF4&gt; to Quit</td>
</tr>
</tbody>
</table>

Component Class

A component class is a way to group similar assets /components for accounting and property control purposes. Components that belong to the same class typically share certain characteristics, such as the general ledger to which they belong, their depreciation method, etc.
Screen 502 – Property Control Data (cont’d)

For a complete list of component classes, see the Class Table on Screen 581. Sample class values are:

<table>
<thead>
<tr>
<th>Screen 581 – Class Table Display</th>
</tr>
</thead>
<tbody>
<tr>
<td>581 Class Table Display</td>
</tr>
<tr>
<td>02/26/09 15:29</td>
</tr>
<tr>
<td>FY 2009 CC 02</td>
</tr>
<tr>
<td>Screen: ___ Start from Class: _____ Order: A View Master: N Frozen: N</td>
</tr>
<tr>
<td>SPA</td>
</tr>
<tr>
<td>Class  Cls Rq      Description</td>
</tr>
<tr>
<td>577501 106 Y HANDGUNS $0-4999.99 N Y SL 089730 1730 120</td>
</tr>
<tr>
<td>577502 107 Y RIFLES $0-4999.99 N Y SL 089730 1730 120</td>
</tr>
<tr>
<td>577701 121 N FAX MACHINES $500-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>578001 129 Y STEREO SYSTEMS $500-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>578101 130 Y CAMERAS/VIDEO CAMERAS $500-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>578201 131 Y TV/VCR/DVD/CAMCORDER $500-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>578501 179 N CASH REGISTERS $0-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>578701 204 Y MICROCOMPUTER-DESK NOT APPLE$500-499 N Y SL 089730 1730 48</td>
</tr>
<tr>
<td>578702 214 Y MICROCOMPUTER-DESK APPLE $500-4999.9 N Y SL 089730 1730 48</td>
</tr>
<tr>
<td>578704 284 Y CPU-HAND/PORT/LAP-NOT APPLE $500-499 N Y SL 089730 1730 48</td>
</tr>
<tr>
<td>578705 294 Y CPU-HAND/PORT/LAPTOP APPLE $500-4999 N Y SL 089730 1730 48</td>
</tr>
<tr>
<td>578706 218 Y DATA PROJECTORS N Y SL 089730 1730 72</td>
</tr>
<tr>
<td>578801 208 Y PRINTER-NOT PORTABLE $500-4999.99 N Y SL 089730 1730 84</td>
</tr>
<tr>
<td>579301 030 N BUILDINGS - UNDER $100,000 N Y SL 089705 1705 264</td>
</tr>
</tbody>
</table>

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Asset:**

Help 10 digits/characters
In combination with component number, enter the asset number to be added or modified.

◆ **Component:**

2 digits
In combination with asset number, identify the component number to be added or modified.

**Status:**

1 character
Displays the current status of the component.

**Screen Information**

**Moved/Attached:**

1 character
Indicates whether the component is (set in place) Attached (A) or whether it may be Moved (M) about.

**SPA Class:**

3 digits
Identifies the State Property Accounting (SPA) class code, which is the class code recognized by the State of Texas.

**Real/Personal:**

1 character
Classifies an asset as real property (R) (land, buildings, improvements) or personal property (P) (equipment, books, etc.).
Screen 502 – Property Control Data (cont’d)

- **Class:** 6 digits/30 characters
  Identify the class number used to group together similar components, as designated for accounting and property control purposes.

- **Condition:** 2 characters/digits
  Indicate the condition of the selected component.

- **Acq Method:** 2 characters
  Determine the acquisition method used by the institution to obtain the component.

- **Acq Agency:** 3 digits
  Signify transferring agency number. Required if acquisition method is from a transfer.

- **Acq Dt:** 8 digits
  Identify the date on which the component was acquired by the institution. Cannot be greater than the current date and must be in current fiscal year. Do not change on a transfer.

- **In Serv Dt:** 8 digits
  Indicate the date on which the component is employed for its intended purpose. Cannot be less than the acquisition date or greater than the current date and must be in current fiscal year. Do not change on a transfer.

- **Appraisal Method:** 1 character
  Enter appraisal code which designates the method by which the component value will be determined.

- **Depr Ind:** 1 character
  Identify whether the component will be fed for depreciation calculation.

- **Hist Ind:** 1 character
  Indicate the historical component as identified by the institution.

- **Transfer from Asset:** 10 digits/characters
  In combination with transfer from component, identify the asset from which the selected component was transferred using Screen 509. Required on a transfer.

- **Component:** 2 digits
  In combination with transfer from asset, identify the asset from which the selected component was transferred using Screen 509. Required on a transfer.

- **Depr Thru:** 6 digits
  Indicate the last month and year in which depreciation was calculated for the selected component.
### Screen 502 – Property Control Data (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Software Version</strong></td>
<td>20 characters/digits Include version of the software being used.</td>
</tr>
<tr>
<td><strong>Report Missing Dt</strong></td>
<td>8 digits Indicate date the component is reported missing. Required when condition is MH, MN or MS.</td>
</tr>
<tr>
<td><strong>Pending Transfer</strong></td>
<td><strong>Help</strong> 2 digits Enter the campus code to which the asset component will be transferred. This field stops depreciation but is not required.</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>8 digits Include the date to stop depreciation on an asset component. Optional unless pending transfer CC is entered.</td>
</tr>
<tr>
<td><strong>Inflation Code</strong></td>
<td><strong>Help</strong> 2 characters Identify the inflation multiplier that is applied to update the replacement cost of the selected component.</td>
</tr>
<tr>
<td><strong>Accounting Asset Account</strong></td>
<td>10 digits Enter the general ledger investment-in-plant account to which accounting data for the component is posted.</td>
</tr>
<tr>
<td><strong>Capital</strong></td>
<td>1 character Type ‘Y’ if this is a capital asset.</td>
</tr>
<tr>
<td><strong>Use Life (months)</strong></td>
<td>3 digits Include the estimate, in months, of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.</td>
</tr>
<tr>
<td><strong>Rem Life (months)</strong></td>
<td>3 digits Enter the number of future months over which depreciation is to be charged.</td>
</tr>
<tr>
<td><strong>Depr Method</strong></td>
<td><strong>Help</strong> 3 characters Identify the method by which a component’s depreciation will be calculated.</td>
</tr>
<tr>
<td><strong>Funding Source</strong></td>
<td>2 characters/14 digits Displays the source providing funds to acquire the selected component and the amount contributed from each source.</td>
</tr>
<tr>
<td><strong>Component Cost</strong></td>
<td>14 digits Identifies the total dollar amount spent, including tax, freight and installation costs, on the purchase of the selected component.</td>
</tr>
<tr>
<td><strong>Salvage Value</strong></td>
<td>14 digits Shows an estimate of the worth of the asset when fully depreciated.</td>
</tr>
<tr>
<td><strong>Accum Depr</strong></td>
<td>14 digits Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.</td>
</tr>
</tbody>
</table>
Screen 502 – Property Control Data (cont’d)

**Type Y to add** 1 character

**Notes:** Type ‘Y’ to add notes to the selected asset. Defaults to ‘N.’

**Note File Flag:** 1 character

Shows whether or not (‘Y’ or ‘N’) notes have been added to the asset.

**Additional Functions**

**PF KEYS**

See Appendix for explanation of the standard PF Keys.

**PF5**

Next

**Next** Proceed to Screen 503.
Enter Fund Sequence Information

Fund Sequence Add/Update data includes financial information such as fund source, bank, buying account, accumulated depreciation and salvage percent that relate directly to the selected component. Multiple fund sequences can be created on Screen 503 in order to accurately reflect the funding of single component. Asset components may not be created on Screen 503. Pending components may be updated on Screen 503. Fund source, bank, sequence amount, accumulated depreciation and salvage percent can only be updated on Screen 515 for an approved component.

If several accounts were used to purchase an asset, these accounts can be listed by using the PF9 key. Each buying (purchase account) will be listed as a separate sequence number. Do not ignore any sequence for a component. Enter the appropriate fields to complete the sequence or delete the sequence if it is not needed.

Screen 503 – Fund Sequence Add/Update

Basic Steps

Create a New Fund Sequence for an Existing Asset/Component

• Advance to Screen 503.
• Type a valid pending asset number and valid component number on the Action Line.
• Enter 00000 for Fund Sequence Number (Seq) and press <ENTER>.
• Enter a valid fund source and sequence amount, and type valid data in the available fields as desired. Press <ENTER> to create the next sequential fund sequence number.

Modify an Existing Fund Sequence

• Advance to Screen 503.
• Type a valid asset number, valid component number and valid fund sequence on the Action Line and press <ENTER> to display current component information.
• Type valid data in the available fields, as desired, and press<ENTER> to record the fund sequence information.
Asset Accounting Process

Asset Capitalization
The capitalization flag indicates whether or not an asset should be capitalized. That is, it determines whether or not its cost should be carried in the General Ledger (GL). Factors that influence the decision to capitalize an item include ownership, useful life, and cost. In general, a capital asset would be owned by the institution, have a useful life of at least two (2) years, and meet a minimum cost requirement. However, these criteria are not mandatory.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line
◆ Asset: Help 10 digits/characters
   In combination with component number and fund sequence number, enter the asset number to be added or modified.

◆ Component: 2 digits
   In combination with asset number and fund sequence number, identify the component number to be added or modified.

◆ Seq: 5 digits
   In combination with asset number and component number, identify the fund sequence to be added or modified.

Status: 1 character
   Indicates the status of the asset number: Approved (A), Pending (P) or Disposed (D).

Del Seq: 1 character
   Type ‘Y’ to delete the selected fund sequence while asset component is in pending status.

Screen Information
Fund: 4 digits
   Displays the fund used to acquire the selected component.

◆ Fund Source: Help 2 characters
   Indicate the source providing funds to acquire the selected component.

◆ Bank: 5 digits
   Enter the bank identification number associated with purchase of the selected component.

Purchase Acct: 15 digits
   Include the primary account (SL +SA + Object Code) responsible for the purchase of the selected component.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Old Account**   | 15 digits
Identify the old account number associated with the component under your previous system, where applicable. |
| **PO Nbr**        | 7 character/digits
Include the purchase document associated with purchase of the selected component.                                                              |
| **Vchr/Ref Nbr**  | 7 characters/digits
Provide the voucher number associated with the purchase of the selected document.                                                                    |
| **Invoice Nbr**   | 14 digits
Identify the vendor invoice number associated with the purchase and receipt of the selected component.                                             |
| **Sequence Amount** | 13 digits
Indicate the dollar amount provided by the indicated fund for the purchase of the selected component.                                             |
| **Salvage Percent** | 5 digits
Enter the salvage percent of the component cost that the component will be valued, at the end of its useful life.                       |
| **Accum Depr**    | 14 digits
Indicate the total dollar amount of accumulated depreciation that has been recognized and fed to accounting.                                      |
| **Salvage Value** | 13 digits
Calculated value based on the salvage percent and component cost. salvage Value = Salvage Percent * Component Cost |
| **FAMIS Sponsor** | Help 7 digits/30 characters
Identify the FAMIS sponsor number associated with the selected component. If a valid sponsor number exists, the sponsor’s name will be displayed. |
| **Sponsor/Agency** | Help 4 digits/characters
Specify the sponsor or agency associated with an asset acquired under the terms of a grant or contract.                                             |
| **Award**         | 40 characters
Include the award number assigned by the sponsor for an asset acquired under the terms of a grant or contract.                                |
| **Depr Thru**     | 2 digits/4 digits
Provide the last month and year in which depreciation was calculated for the selected component.                                                               |
| **Class**         | 6 digits
Shows the Class number used to group together similar components, as designated for accounting and property control purposes. |
Screen 503 – Fund Sequence Add/Update (cont’d)

**Depreciable Ind:** 1 character
Displays whether the component will be fed for **depreciation calculation**.

**Capital Fg:** 1 character
‘Y’ indicates the asset should be **capitalized**.

**Historical Ind:** 1 character
‘Y’ identifies the institution as an **historical asset**.

**Type Y to add Notes:** 1 character
Type ‘Y’ to add notes to the selected asset. Defaults to ‘N’.

**Note File Flag:** 1 character
Signifies whether or not (‘Y’ or ‘N’) notes have been added to the asset.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.

**PF5**
Next
Proceed to Screen 504.

**PF6**
Sequence
Proceed to next sequence record.

**PF9**
Funds
View all existing sequence records.
Debt Finance, Maintenance, Insurance Data

Debt finance, maintenance information, and insurance data for an asset may be entered on Screen 504. Modifications to this information, for pending or approved components, may be processed using this screen. If additional maintenance or insurance data needs to be entered, notes (with a category of MNT or INS) may also be created.

**Screen 504 - Maintenance/Insurance Data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debt Finance Data</td>
<td></td>
</tr>
<tr>
<td>Debt Finance Method:</td>
<td>_</td>
</tr>
<tr>
<td>Lease Supplement Nbr:</td>
<td>__________</td>
</tr>
<tr>
<td>Finance Term(months):</td>
<td>__________</td>
</tr>
<tr>
<td>Amount Financed:</td>
<td>__________</td>
</tr>
<tr>
<td>Paid Off:</td>
<td>_</td>
</tr>
<tr>
<td>Maintenance Data</td>
<td></td>
</tr>
<tr>
<td>Company: MICRO WS SUPPLY</td>
<td>__________</td>
</tr>
<tr>
<td>Contract Nbr: 20884</td>
<td>__________</td>
</tr>
<tr>
<td>Contract Amt: 1993.00</td>
<td>__________</td>
</tr>
<tr>
<td>Renewal Date: 08/01/2003</td>
<td>__________</td>
</tr>
<tr>
<td>Warranty Exp Date:</td>
<td>__________</td>
</tr>
<tr>
<td>Last Maint Date:</td>
<td>__________</td>
</tr>
<tr>
<td>Frequency: _</td>
<td>__________</td>
</tr>
<tr>
<td>Insurance Data</td>
<td></td>
</tr>
<tr>
<td>Insured By: SELF</td>
<td></td>
</tr>
<tr>
<td>Insured Value:</td>
<td>__________</td>
</tr>
<tr>
<td>Coinsurance Pct:</td>
<td>__________</td>
</tr>
<tr>
<td>Valuation Date:</td>
<td>__________</td>
</tr>
<tr>
<td>Replacement Cost:</td>
<td>__________</td>
</tr>
<tr>
<td>Inflation Code: NO</td>
<td></td>
</tr>
</tbody>
</table>

Type Y to add Notes: N  Note File Flag: N

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp       Next

**Basic Steps**

**Create a New Pending Component**
- Advance to Screen 504.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line.
- Verify that the Component: field is filled in with “01” and press <ENTER>.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the new component record.

**Create a New Pending Component for an Existing Asset**
- Advance to Screen 504.
- Type a valid asset number and enter 00 for component number on the Action Line.
- Press <ENTER>.
- Type valid data in the available fields as desired.
- Press <ENTER> to create the next sequential component number.
Modify an Existing Component

- Advance to Screen 504.
- Type a valid asset number and component number on the Action Line.
- Press <ENTER> to display current component information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the component information.

Asset Data Entry Process

Lease Supplement Numbers

When debt finance method 2, 3, 4, 5, 6, or 7 is used for an asset, a lease supplement number must be supplied. The format of the lease supplement varies with the debt finance method employed. These formats are described below:

<table>
<thead>
<tr>
<th>Method</th>
<th>Lease Supplement Number Format</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>LS0000XXXX, where XXXX = TPFA defined Identification</td>
</tr>
<tr>
<td>4-7</td>
<td>LSB00YYYYZ, where YYYY = the year of finance and Z = agency defined identification</td>
</tr>
</tbody>
</table>

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Asset: 10 digits/characters
In combination with component number, identify the asset number to be added or modified.

◆ Component: 2 digits
In combination with asset number, identify the component number to be added or modified.

Status: 1 character
Displays the current status of the component.

**Screen Information**

Debt Finance Data

◆ Debt Finance Method: 1 digit
Identify the type of financing used to purchase the selected component.

Lease Supplement Nbr: 10 characters/digits
Include the unique number assigned to the component when/if the equipment was financed using debt finance methods 2, 3, 4, 5, 6, or 7.
### Finance Term

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(months)</td>
<td>Indicate the number of months specified in the finance agreement for the selected component.</td>
</tr>
<tr>
<td>Amount Financed</td>
<td>Provide the total dollar amount specified in the finance agreement for the selected component.</td>
</tr>
<tr>
<td>Paid Off</td>
<td>Indicate if the debt for the component has been paid for in full.</td>
</tr>
</tbody>
</table>

### Maintenance Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company</td>
<td>Identify the name of the person or company responsible for servicing the selected component.</td>
</tr>
<tr>
<td>Contract Nbr</td>
<td>Include the contract number for a component that is to be serviced under the terms of a maintenance contract.</td>
</tr>
<tr>
<td>Contract Amt</td>
<td>Provide the dollar amount to be paid for service for a component that is to be serviced under the terms of a maintenance contract.</td>
</tr>
<tr>
<td>Renewal Date</td>
<td>Indicate the date when the maintenance contract for the selected component expires and must be renewed for maintenance to continue.</td>
</tr>
<tr>
<td>Warranty Exp Date</td>
<td>Include the expiration date of the manufacturer’s or vendor’s warranty for the selected component.</td>
</tr>
<tr>
<td>Last Maint Date</td>
<td>Enter the last maintenance date of the selected component.</td>
</tr>
<tr>
<td>Frequency</td>
<td>Indicate how often the selected component is serviced.</td>
</tr>
</tbody>
</table>

### Insurance Data

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insured By</td>
<td>Identify the code that indicates the insurance carrier for the selected component. Will default to ‘self’ if not otherwise specified.</td>
</tr>
<tr>
<td>Insured Value</td>
<td>Enter the total dollar amount for which the selected component is insured.</td>
</tr>
<tr>
<td>Coinurance Pct</td>
<td>Provide the percentage covered by the institution for a component that iscoinsured.</td>
</tr>
</tbody>
</table>
Screen 504 – Maintenance/Insurance Data (cont’d)

Valuation Date:  8 digits
Identify the last date that the replacement cost was calculated for the selected component.

Replacement Cost:  14 digits
Indicate the estimated cost of replacing the selected component.

Inflation Code:  2 characters
Identify the inflation multiplier that is applied to update the replacement cost of the selected component.

◆ Type Y to add
Notes:  1 character
Type ‘Y’ to add notes for the selected asset. Defaults to ‘N.’

Note File Flag:  1 character
‘Y’ indicates notes have been added to the asset.

Additional Functions
PF KEYS
See Appendix for explanation of the standard PF Keys.

PF5
Next
Proceed to Screen 505.
Add/Update Location Information

Location data includes information such as the person/entity holding the title to an asset, the person responsible for monitoring the use and care of the asset, as well as its physical location within the institution. This information may be processed or modified using Screen 505.

Only assets with pending components and NO approved components can be modified on Screen 505. Modifications made on Screen 505 will affect every component associated with the selected asset.

Screen 505 – Location Data

<table>
<thead>
<tr>
<th>505 Location Data</th>
<th>02/26/09 15:49</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Asset: 0700082110</td>
<td></td>
</tr>
<tr>
<td>Dept: VTAN_ Sub Dept: _____</td>
<td></td>
</tr>
<tr>
<td>Alt APO Alt APO Name: KEENE, KELLY</td>
<td></td>
</tr>
<tr>
<td>Location Building: 00508 Bldg CC: 02</td>
<td></td>
</tr>
<tr>
<td>Room: 025 Group: HMS_</td>
<td></td>
</tr>
<tr>
<td>Exec Level: AA Division: CD School: VM</td>
<td></td>
</tr>
<tr>
<td>County: ___</td>
<td></td>
</tr>
<tr>
<td>Other Location: ____________________</td>
<td></td>
</tr>
<tr>
<td>Ownership/Title: TAMU</td>
<td></td>
</tr>
<tr>
<td>User UIN: 9uuuuuuu4 NASH, NORA</td>
<td></td>
</tr>
<tr>
<td>Type Y to add Notes: N Note File Flag: N</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

Create a New Pending Component
- Advance to Screen 505.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line. **Component will be filled in as “01” in the background.**
- Type the department code, include any additional information in the available fields, as desired and press <ENTER> to create the new component record.

Modify an Existing Asset and its Components
- Advance to Screen 505.
- Type a valid asset number on the Action Line and press <ENTER> to display current component information.
- Type valid data in the available fields, as desired, and press <ENTER> to record the component information.

Screen 505 – Location Data (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

**Action Line**

◆ Asset: [Help] 10 digits/characters
Enter the asset number for the location data to be added or modified.

**Screen Information**

Dept: [Help] 5 characters
Enter the department responsible for the selected asset and its pending components.

Sub Dept: 5 characters
Identify the sub-department responsible for the selected asset.

**Alt APO**

Alt APO Name: [Help] 20 characters
Displays the name of the alternate person responsible for the selected asset.

**Location**

◆ Building: [Help] 5 digits
Enter the code that identifies the building in which the asset is located.

◆ Bldg CC: 2 digits
Indicate the campus code where the selected asset is located.

Room: [Help] 6 digits/characters
Include the room number of the building where the selected asset is located.
Entry may be required, if Room Table option is “Y” on Screen 590 in FFX.

Group: 5 characters
Provide a group code that can be used in sorting reports.

Exec Level: 2 characters
Displays the executive officer who is ultimately accountable for decisions concerning the acquisition, use, and disposal of the selected asset.

Division: 2 characters
Shows the FRS-defined division that is responsible for the asset.

School: 2 characters
Identifies the school, college, administrative office, or other unit within the division that is responsible for the asset.

County: [Help] 3 digits
Indicate the county in which the asset is located.

Other Location: 20 characters
Include the asset’s location when it is not feasible to describe it.
Screen 505 – Location Data (cont’d)

◆ **Ownership/Title:** 4 characters
  Indicate whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

  **User UIN:** 9 digits
  Enter the Universal Identification Number for the person assigned to use of the equipment.

◆ **Type Y to add Notes:** 1 character
  Type ‘Y’ to add notes to the selected asset. Defaults to ‘N.’

  **Note File Flag:** 1 character
  ‘Y’ indicates notes have been added to the asset.

**Additional Functions**

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF5
Next
Proceed to Screen 506.
Add/Update Property Inventory Data

Property Inventory data includes physical characteristics and inventory history for the selected asset. Modifications made on Screen 506 will affect every component associated with the selected asset.

An asset that only contains disposed components cannot be modified on Screen 506.

Screen 506 – Property Inventory Data

<table>
<thead>
<tr>
<th>Availability: US</th>
</tr>
</thead>
<tbody>
<tr>
<td>How Tagged: BC</td>
</tr>
<tr>
<td>Tag Number: 0800090288</td>
</tr>
<tr>
<td>Purpose: AD % 100.00   %</td>
</tr>
<tr>
<td>Exposure Cd: ___       Special License: ___</td>
</tr>
<tr>
<td>Floor Space: __________ Floor UOM: ___</td>
</tr>
<tr>
<td>Related Asset: __________</td>
</tr>
<tr>
<td>Inventory Type: Y       Restriction: I</td>
</tr>
<tr>
<td>Next Inventory Dt: __________</td>
</tr>
<tr>
<td>Last Inventory Dt: 08/08/2008</td>
</tr>
<tr>
<td>Available Dt: __________</td>
</tr>
<tr>
<td>Owner Change Dt: __________</td>
</tr>
</tbody>
</table>

Type Y to add Notes: N       Note File Flag: N

Basic Steps

Create a New Pending Component
- Advance to Screen 506.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line. Component will be filled in as “01” in the background.
- Type additional information in the available fields, as desired.
- Press <ENTER> to create the new component record.

Modify an Existing Asset and Components
- Advance to Screen 506.
- Type a valid asset number on the Action Line.
- Press <ENTER> to display current component information.
- Type valid data in the available fields, as desired.
- Press <ENTER> to record the component information.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Asset: [Help] 10 digits/characters
Identify the asset number to be added or modified.
Screen Information

Availability:  
Indicate whether the asset is in use, available for use, or not useable. This field is not updatable if any of the components are in “approved” status.
To change an approved asset’s availability, use Screens 519 or 535.

How Tagged:  
Identify the physical type of tag used to mark the selected asset.

Tag Number:  
Enter the identification number that is physically attached to the asset for inventory and control purposes.

Purpose:  
Identify the general function of the selected asset.

%:  
Indicate the percent of time or resource consumption associated with a particular purpose.

Exposure Cd:  
Identify all health hazards associated with the selected asset.

Special License:  
Include any licenses that are required to own, operate, or service the selected asset.

Floor Space:  
Indicate the amount of floor space the selected asset occupies.

Floor UOM:  
Identify the unit of measure by which the amount of floor space the asset occupies is expressed (e.g. square feet/square meters).

Related Asset:  
Include the identification number that is physically attached to the asset for inventory and control purposes.

Inventory Type:  
‘Y’ indicates the asset type is tangible, physical item which should be accounted for in periodic inventory checks.

Restriction:  
Identify any restrictions placed on the use/ownership of the selected asset.
This field is not updatable if any of the components are in “approved” status.
To change an approved asset’s availability, use Screens 519 or 535.
Next Inventory Dt: 8 digits
Include the projected date for the next physical inventory verification of the existence, condition, and location of the asset.

Last Inventory Dt: 8 digits
Identify the date on which the existence, condition and location of the selected asset inventory was last verified.

Available Dt: 8 digits
Enter the date on which the asset is ready for use.

Owner Change Dt: 8 digits
Identify the date in which the asset changed ownership.

◆ Type Y to add Notes: 1 character
Type ‘Y’ to add notes to the selected asset. Defaults to ‘N.’

Note File Flag: 1 character
‘Y’ indicates notes have been added to the asset.

Additional Functions

PF KEYS See Appendix for explanation of the standard PF Keys.

PF5 Next Proceed back to Screen 501.
Asset Notes

Supplementary asset information may be added to an asset record using Screen 508. Asset notes are grouped by category and you may store up to 99 notes per category. Asset notes may also be read, modified, or deleted using this screen.

There is no word wrap feature. To prevent a word from being split between two lines, use the TAB key to advance to the next available text line.

Screen 508 - Asset Notes

When you approve the asset, you may choose whether to retain existing notes. On Screen 511, if you type ‘Y’ in the Transfer Notes: field the system retains all notes EXCEPT those in the “PND” category.

To add a note, you must specify an asset number, category and sequence number.

Basic Steps

- Advance to Screen 508.
- Type a valid asset number on the Action Line and press <ENTER> to display existing notes for the asset.
- Type the category, sequence number and note in the space provided.
- Press <ENTER> to record the asset information.
Note Entry Process

Note Categories
Notes are grouped by category to provide for their convenient reference and retrieval. Categories may be defined by each TAMUS member. Generally, categories will include topics such as maintenance or location notes. Sample asset notes categories are shown below:

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADD</td>
<td>ADDRESS</td>
</tr>
<tr>
<td>BLANK</td>
<td>NONE SPECIFIED</td>
</tr>
<tr>
<td>HIS</td>
<td>HISTORY</td>
</tr>
<tr>
<td>INS</td>
<td>INSURANCE</td>
</tr>
<tr>
<td>LIT</td>
<td>LITIGATION</td>
</tr>
<tr>
<td>LND</td>
<td>LAND - DEED/TITLE</td>
</tr>
<tr>
<td>LOC</td>
<td>LOCATION</td>
</tr>
<tr>
<td>MNT</td>
<td>MAINTENANCE NOTATIONS</td>
</tr>
</tbody>
</table>

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Action Line
◆ Asset: [Help] 10 digits/characters
Enter the asset number to be added or modified.

Note Status: 1 character
Shows note status: Active (A), Pending (P), or Deleted (D).

Cat: [Help] 3 characters
Identify which category of notes to be entered/modified for the selected asset.

Screen Information
Asset Status: [Help] 1 character
Displays the status of the selected asset.

Cat: [Help] 3 characters
Indicate which category of notes is to be added to/modified for the selected asset.

Seq: 2 digits
Signify the sequence in which notes should be displayed for a particular category.

4 lines/61 characters
Enter any notes for the asset.
**Screen 508 – Asset Notes (cont’d)**

**Last Modified:** 8 digits  
Shows date the note was added/last modified.

**Delete:** 1 character  
Type ‘D’ to delete the selected note and remove it from the asset record.

**Additional Functions**

**PF KEYS**  
See Appendix for explanation of the standard PF Keys.
Copy/Delete

FAMIS provides the ability to copy pending, approved or disposed components and to delete pending components. You may also choose to include notes in the copy function.

**Screen 509 - Copy/Delete**

| Screen: ____ Asset: 08F0093667 Component: 01 Status: A |
|---|---|---|
| Choose One Function Below |
| **Copy to Next Available Component: N** |
| OR |
| **Copy above Asset to _1 New Pending Asset(s)** |
| **Starting at Asset:** |
| **Copy all Components for Asset 08F0093667:** Y |
| OR |
| **Copy above Asset to New Campus:** |
| **Copy as a Transfer(Y/N)?:** Y |
| **New Campus Asset:** |
| OR |
| **Copy all Components for Asset 08F0093667:** Y |
| OR |
| **Delete above Component type D:** |
| Enter--PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---|

Copy to Next Available Component
Copy to the next available component is useful when the existing component contains many of the same values needed for the new component. This function will only allow the copying of one component to the next sequentially available within the same asset.

Copy to Asset
Copy to asset is useful when needing an exact copy of an existing asset component. This function creates a new asset component or creates the next sequentially available asset component.

Copy an Existing Asset Component
Copying an existing asset component to create a new one is useful when the existing asset component contains many of the values needed for the new asset component. This function offers the ability to copy all of the components associated with the asset or only the selected component.

Copy an Existing Asset Component to a New Campus
Copying an existing asset component to a new campus option can be used to copy an existing asset component to another campus. This function must be used when transferring an existing asset component to another campus.

Copy as a Transfer
“Y” sets certain fields up for the transfer. The ability to copy all of the asset components to the new campus is also available for this function.

Screen 509 – Copy/Delete (cont’d)

Delete Function
The Delete function allows you to clean up the file eliminating pending records that don’t correspond to actual assets and won’t be approved.

These functions are accomplished using Screen 509. Only one of these functions may be performed at a time.

Basic Steps

Copy to Next Available Component
- Advance to Screen 509.
- Type a valid asset number and component number on the Action Line and press <ENTER>.
- Type ‘Y’ after “Copy to Next Available Component” and press <ENTER> to create the next available asset component.
- Look at the message line where the new asset number(s)/component number(s) will be displayed.

Copy to Asset
- Advance to Screen 509.
- Type a valid asset number and component number on the Action Line and press <ENTER>.
- Type a new or existing asset number in the Copy to Asset: field and press <ENTER> to create a new asset with the next available component.
- Look at the message line where the new asset number(s)/component number(s) will be displayed.

Copy Approved/Pending/Disposed Asset/Component(s) to a New Pending Asset/Component(s)
- Advance to Screen 509.
- Type a valid asset number and valid component number on the Action Line and press <ENTER>.
- Type the number (how many) of new pending asset records to create.
- Indicate the first asset number to create, or type a zero (0) to have the system automatically assign the new pending asset number.
- Indicate whether or not to copy asset notes from the existing component.
- Change “Copy all Components for Asset” to ‘Y’ to copy all the components associated with the selected asset or leave the default of ‘N’ to only copy the selected component.
- Press <ENTER> to create the new pending asset(s)/component(s).
- Look at the message line where the new asset number(s)/component number(s) will be displayed.
Copy Asset/Component(s) Data to Another Campus

- Advance to Screen 509.
- Type a valid asset number and component number on the Action Line and press <ENTER>.
- Type the campus code to which you wish to copy the asset/component’s data, change “Copy as a Transfer” to ‘Y’ if the asset is being transferred to the new campus, and/or type a new asset number in “New Campus Asset” if the asset should have a new number on the new campus.
- Change “Copy all Component for Asset” to ‘Y’ to copy all the components associated with the selected asset or leave the default of ‘N’ to only copy the selected component.
- Press <ENTER> to record the asset/component(s) data.
- Look at the message line to view the status of the asset/component(s) record.

Delete Pending Component Records

- Advance to Screen 509.
- Type a valid pending asset number and component number on the Action Line and press <ENTER>.
- Type ‘D’ in the Delete above pending Component: field and press <ENTER> to remove the component data from the system.
- Check the message line to view the status of the component records.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Asset: 10 digits/characters
In combination with component number, identify the asset number to be copied or deleted.

◆ Component: 2 digits
In combination with asset number, enter the component number to be copied or deleted.

Status: 1 character
Displays the status of the component.

Screen Information

Choose one function below

Copy to Next: 1 character
Indicate whether or not (‘Y’ or ‘N’) to copy the selected component to the next sequentially available component within the same asset.

Copy to Asset: 10 digits/characters
Identify the asset number to create or copy to. The next sequentially available component is set up in the process.
Screen 509 – Copy/Delete (cont’d)

Include Notes: 1 character
Indicate whether or not ('Y' or 'N') asset notes should be copied to the new asset(s) or merged with the additional asset specified.

-- OR--

Copy above Asset to __ New Pending Asset(s): 2 digits
Enter the number of pending asset/component records to be created by copying the selected asset/component.

Starting at Asset: 10 digits/characters
Identify the first asset number to be created by copying the selected asset/component.

Copy all Components for Asset______: 1 character
Indicate whether or not ('Y' or 'N') to copy all of the components associated with the selected asset to the new asset/component(s).

-- OR--

Copy above Asset to New Campus: 2 digits
Identify the campus code to which the selected asset/component should be copied.

Copy as a Transfer (Y/N)? 1 character
Indicate whether or not ('Y' or 'N') the asset/component is being copied as a result of an asset transfer transaction. If set to ‘Y’, the campus code will be stored as the acquisition method, “TF” will be stored as 100% of the fund source, and the asset number will be stored in the “transfer from asset” field of the new asset/component.

New Campus Asset: 10 digits/characters
Identify the asset number that this asset should be copied to on the receiving campus. If left blank, the asset will transfer with the asset number specified on the Action Line.

Copy all Components for Asset______: 1 character
Indicate whether or not ('Y' or 'N') to copy all of the components associated with the selected asset to the new asset/component(s).

-- OR--

Delete above Component, type ‘D’: 1 character
Type ‘D’ to delete the selected pending component and have it removed from the system.

Additional Functions
PF KEYS
See Appendix for explanation of the standard PF Keys.
Section IV

Asset/Component Transactions
FFX Transactions Basic Concepts

FFX Transaction History

All reportable activity against an approved or deleted component is tracked in FFX at the transaction level. This activity cannot be modified once it is posted. Corrections can be made, however, by posting additional transactions. Transactions are marked with identifiable information such as campus code, fiscal year, asset number, component number, fund sequence number (if applicable), batch reference and batch reference date. Transactions in the transaction history file are used to create the property information that is sent to SPA on a daily basis.

FFX Transaction Session

A real-time session is used to control the processing of asset transactions and to provide an on-line audit trail for reconciliation processes. A session must be opened before any transactions, such as posting asset approvals or asset disposals, may be processed.

Attribute (non-dollar) changes to fields that affect SPA are tracked without the need to physically create a batch session. For these types of transactions, a batch reference number is automatically assigned in the format of ‘SCRxxx’, where xxx is the screen number from which the change was made. Since a batch session is not physically created for these SCRxxx transactions, they cannot be seen on the batch inquiry screens, Screens 524 and 527.

FFX Batch Session Codes

The batch/session reference is a 6 character field used to group sessions of like transactions. The first three digits typically identify the type of transactions entered during the session. Sample session codes are shown on the following page:
**Transaction Reference**

The transaction reference is a 7-digit field which is used on the transaction screens (Screens 512, 513, 515-517, and 519). The value placed in this field depends on the kind of transaction. In each of the following cases, the transaction reference is tied to the documents that will be kept on file. Texas A&M University uses the following guidelines:

**Expenditures**
The driving force behind expenditure transactions may be a voucher, an interdepartmental transfer (IDT), or any other expenditure that hits a subsidiary ledger account in the FRS module of FAMIS. For these transactions, you should use the same reference number that was used in FRS to identify the transaction in the FFX module of FAMIS. This is a necessary step because report TBAR010 groups transactions by their reference number. It then uses this information to produce match and exception reports based on the totals for each reference number.

**Property Journal Transactions**
Property journal transactions occur when a “big event” causes a change to the status of a real property asset (e.g. the completion of a building construction project). In this case, you should use a reference number in the format Pnnnnnn, where nnnnnn is a sequential number assigned to the event (example: P000001).

**Property Corrections**
Property correction transactions are made to correct errors from previous transactions. In this case, you should use a reference number in the format PCmmnnn, where mm is the month that the correction was made and nnn is a sequential number assigned to the batch of corrections made for the month (example: PC06001).
Other Transactions
This group includes transactions that do not fall into one of the above categories. These transactions are usually accompanied by a special form. Examples include transfers, gifts, drops, and sales. In the case of one of these types of transactions, you should use a transaction reference of the format Rnnnnnn, where nnnnnn is a sequential number assigned to the form that is accompanying the transaction (example: R000001).

FFX Session Date
A session date must be specified when opening an FFX batch. The date specified must be a valid date in the Active Fiscal Year and Active Processing Month. FFX records are not stored with a processing month, just a batch session date. Therefore, the month of the batch session implies the processing month. Because of this, no distinction can be made between Month ‘08’ and ‘13’ transactions. They are not identifiable by month.

FFX Transaction Codes
A transaction code is created each time a particular transaction is performed on-line for an asset. Transaction codes are designed to identify the type of activity being made to the asset. This provides an audit trail of asset activity and helps generate the appropriate accounting transactions in the FRS module of FAMIS. Many of the transaction codes automatically trigger the record being sent to SPA as noted on the following page.
### FFX Transactions – Basic Concepts (cont’d)

<table>
<thead>
<tr>
<th>Screen</th>
<th>Trans Code</th>
<th>Trans. sent to SPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511</td>
<td>APP, APR, and DEP</td>
<td>Y</td>
<td>Asset Approval – changes the status of a component from pending to approved. APP for first approval record for each asset/component/fund.</td>
</tr>
<tr>
<td></td>
<td>APR</td>
<td>Y</td>
<td>Change in Cost – used when the selected component contains multiple fund sequences with the same fund. Created for SPA processing.</td>
</tr>
<tr>
<td>512</td>
<td>DEP</td>
<td>N</td>
<td>Depreciation Maintenance - posts increase or decrease to accumulated depreciation, first year depreciation, or last year depreciation for an approved asset</td>
</tr>
<tr>
<td></td>
<td>PYD</td>
<td>N</td>
<td>Prior Year Depreciation – when depreciation is calculated from a prior fiscal year.</td>
</tr>
<tr>
<td></td>
<td>CHG</td>
<td>Y</td>
<td>Change in Last Fed Month or Year – changes to last fed month and year.</td>
</tr>
<tr>
<td>513</td>
<td>DIS and DEP</td>
<td>Y</td>
<td>Asset Disposal – records the sale, loss, theft, etc. of the approved asset</td>
</tr>
<tr>
<td>515</td>
<td>CST and CSR</td>
<td>Y</td>
<td>Change in Cost - change in cost estimate, method or account for approved assets. A CST is created when a change in cost is made against an existing fund(s).</td>
</tr>
<tr>
<td></td>
<td>CSR</td>
<td>Y</td>
<td>Change in Cost - change in cost estimate, method or account for approved assets. A CSR is created if a new fund is being added as a result of a change in cost. Created for SPA processing.</td>
</tr>
<tr>
<td>516</td>
<td>CHG</td>
<td>Y</td>
<td>Change in Estimate/Method/Account - corrections to useful life, class, etc. with no accounting impact – only affects future accounting transactions</td>
</tr>
<tr>
<td>517</td>
<td>UDS</td>
<td>Y</td>
<td>Un-Disposal of an Asset – changes the record of a disposed asset</td>
</tr>
<tr>
<td>519</td>
<td>TRF</td>
<td>N</td>
<td>Asset Transfers – updates location, custodian, ownership or availability data for approved assets</td>
</tr>
<tr>
<td>520</td>
<td>CRN</td>
<td>N</td>
<td>Change Renumber – used when an asset/component is renumbered. SPA batch only; No feed to SPA</td>
</tr>
<tr>
<td></td>
<td>CST</td>
<td>Y</td>
<td>Change in Cost – used when the selected component contains multiple fund sequences with the same fund. SPA batch only; No feed to SPA</td>
</tr>
</tbody>
</table>

### FFX Control Flags

There are two flags on the FRS Control Screen (FRS 842) that control entry into FFX.

The ‘Allow FFX Attributes’ flag determines whether FFX attribute changes are allowed in the Active Fiscal Year. When set to ‘N’, all components are available for viewing, but only pending components can be created or modified. When set to ‘Y’, component attributes can be changed for assets in Approved (A) or Pending (P) status.
The ‘Allow FFX Transactions’ flag controls whether FFX dollar transactions are allowed to be created in the Active Fiscal Year. When set to ‘N’, only pending assets can be created or modified. When set to ‘Y’, asset/components can be approved, modified, or disposed. If a batch is attempted to be opened when the ‘Allow FFX Transactions’ flag is set to ‘N’, the following error screen will appear:

```
+---------------------------------------------------------------+
|                                                               |
|   Etrn Transaction Error Screen                               |
|                                                               |
|    Transactions are not allowed for this fiscal year.         |
|    The screen you are attempting to use generates FAMIS      |
|    transactions.                                              |
|                                                               |
|    Press ENTER to leave this window. You will be returned to |
|    the main menu or the screen you were on if you pressed a   |
|    PF Key.                                                    |
|                                                               |
+---------------------------------------------------------------+
```
Open/Close Fixed Asset Batch Sessions

A real-time session is used to control the processing of data and to provide an audit trail. A session must be opened before any dollar transactions may be processed. Screen 510 is used to open a real-time fixed asset session.

All transactions posted within a session contain the session reference number and the session date. When the session is opened for the first time, FAMIS creates a batch record that has this reference number and date.

As transactions are entered, FAMIS accumulates the number of transactions processed and the cumulative total (absolute or “hash” total) of all dollars processed in the session. These control totals are displayed at the bottom of all real-time updating screens. Later, when the session is closed, the processed totals will be compared with the expected totals.

<table>
<thead>
<tr>
<th>Screen 510 - FX Batch Initialize</th>
</tr>
</thead>
<tbody>
<tr>
<td>510 FX Batch Initialize</td>
</tr>
<tr>
<td>Screen: ___</td>
</tr>
<tr>
<td>Session Reference: JAC001</td>
</tr>
<tr>
<td>Session Status: O</td>
</tr>
<tr>
<td>Description: APPROVAL OF ASSETS FROM FEB FEED</td>
</tr>
<tr>
<td>User ID Override: N</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Batch Balancing Information</td>
</tr>
<tr>
<td>Transactions</td>
</tr>
<tr>
<td>Expected Totals: 10</td>
</tr>
<tr>
<td>Processed Totals: 0</td>
</tr>
</tbody>
</table>

Basic Steps

Open a Session
- Before a session is opened, calculate the number of expected transactions and the total dollar amount to be processed during the session.
- Advance to Screen 510.
- Type a valid session reference and date. Type “O” in the Session Status: field.
- Type a description of the transactions to be posted.
- Type the estimated number of transactions and the estimated dollar amount to be processed and press <ENTER> to open the session.

Close a Session
- Advance to Screen 510.
- Type a valid session reference and date and press <ENTER> to display session information.
- Type ‘C’ in the Session Status: field and press <ENTER> to close the session.
Batch/Session Process

Batch/Session Reference
The batch/session reference is a 6 character/digit field used to group sessions of like transactions. The first three characters typically identify the type of transaction entered during the session. For example, a batch/session reference value of PAV001 would identify the addition of items from a purchase voucher as the type of transaction processed during the session. See the Appendix Section for a complete list of FAMIS fixed assets batch/session header codes.

Accounting Feed
The accounting feed flag determines when fixed asset transactions will be posted to the general ledger. This flag may be changed only when the batch is opened.

The accounting feed flag is a security control variable that may only be changed by users with proper FAMIS security.

Sample values for the flag are:

<table>
<thead>
<tr>
<th>VALUES</th>
<th>MEANING</th>
</tr>
</thead>
<tbody>
<tr>
<td>D</td>
<td>FFX Detail Accounting Feed</td>
</tr>
<tr>
<td>S</td>
<td>FFX Summary Accounting Feed</td>
</tr>
<tr>
<td>Y</td>
<td>FRS Feed Accounting</td>
</tr>
<tr>
<td>B</td>
<td>FRS Feed Accounting in Batch</td>
</tr>
<tr>
<td>N</td>
<td>FRS FFX No Feed</td>
</tr>
</tbody>
</table>

Close a Session
Once your transactions have been processed and the totals confirmed, the session may be closed. The batch record will be updated with the totals at this time.

If you are unable to close the session (i.e. have been disconnected), all transactions will be processed regardless. However, the batch record will not be updated and the session will always show an “open” status.

Reopen a Session
A session may be opened and closed as many times as is necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, the session may be reopened.
Screen 510 – FX Batch Initialize (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Screen Information
◆ Session
Reference: 6 characters/digits
Enter the code used to group entry of like transactions. For a complete list of FAMIS fixed asset batch/session header codes, see the Appendix section.

◆ Session Date: 8 digits
Indicate the date of the session. If blank, date entered must be within the current processing month (as displayed on Screen 882).

◆ Session Status: 1 character
Signify whether you wish to open (O) or close (C) the session.

◆ Acct Feed: Help 1 character
Determine when the asset transactions will be posted to their accounts. This flag may only be changed when the session is open. Valid values include:
D = FFX Detail Accounting Feed
S = FFX Summary Accounting Feed
Y = FRS Feed Accounting
B = FRS Feed Accounting in Batch
N = FRS FFX No Feed
This is a security control variable that may only be changed by users with the proper FAMIS security.

Description: 35 characters
Enter a general description of the types of transactions to be entered.

◆ User ID Override: 1 character
Type ‘Y’ to open a session established by a different user-identification on the same day. Defaults to ‘N’.

Batch Balancing Information

Expected Totals
Transactions: 5 digits
Type the number of transactions expected to be processed during the session.

Amount: 14 digits
Include the total dollar amount expected to be processed during the session.

Processed Totals
Transactions: 5 digits
Displays actual number of transactions processed by the system during session.

Amount: 14 digits
Displays the actual dollar amount processed by the system during the session.

Additional Functions
PF KEYS
See Appendix for explanation of the standard PF Keys.
Approve Assets

Newly acquired property must be physically added to the inventory of the institution. Transactions must also be processed that generate General Ledger (GL) entries for the asset in FRS. Once a component has been created and the cost and other required component data have been entered, the component can be officially “approved” within Fixed Assets. This is accomplished by approving the pending component on Screen 511.

Prior to approval no data can be fed to accounting; the component does not yet exist from an ‘Accounting’ standpoint. When an approval transaction is processed in FFX, data needed to recognize the acquisition in the GL – the debit and credit accounts to be posted and the component cost – are stored for processing by the Accounting Feed program.

The journal entry to record an acquisition includes a debit to an asset account control and a credit to a fund addition in the amount of the asset cost. There may also be an entry for depreciation if the acquisition is a capital asset transfer. The journal entry to record this would be a debit to the fund addition of the transferring agency (47XX) and a credit to a depreciation account control (1780).

Once a component is approved, it is not easy to modify, as several fields become protected by the approval process. Therefore, you should verify all information displayed on Screen 511 before approving the component.

Screen 511 – Approval

<table>
<thead>
<tr>
<th>Screen 511 Approval</th>
<th>02/26/09 16:29</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Asset: 0300000000 Component: 01 Status: A</td>
<td></td>
</tr>
<tr>
<td>Verify the data below ................... Type Y to approve: N</td>
<td></td>
</tr>
<tr>
<td>Transfer Notes: Y</td>
<td></td>
</tr>
<tr>
<td>Type new asset number or 0 (system assigned) or P (pending):</td>
<td></td>
</tr>
<tr>
<td>Property Control Data SPA Effective Date: 02/26/2009</td>
<td></td>
</tr>
<tr>
<td>Description: SERVER, DELL POLYCOM GSM Feed Accounting: D (Dtl/Summ/No)</td>
<td></td>
</tr>
<tr>
<td>Line 2: Trans Ref 2: ____</td>
<td></td>
</tr>
<tr>
<td>Class: 578701 MICROCOMPUTER-DESK Acquisition Data</td>
<td></td>
</tr>
<tr>
<td>Trans from Asset: Component Cost: 4567.99</td>
<td></td>
</tr>
<tr>
<td>Trans from Comp: Aqc. Method: PO Agency:</td>
<td></td>
</tr>
<tr>
<td>Department: EDBS Sub-Dept: In-Service Date:</td>
<td></td>
</tr>
<tr>
<td>Alt APO Name: PECENA, PETER Acquisition Date:</td>
<td></td>
</tr>
<tr>
<td>Accounting Data Quantity: 1 UOM: EA</td>
<td></td>
</tr>
<tr>
<td>Asset Account: 089730 1730 Depr Method: SL Capitalization: N (Y/N)</td>
<td></td>
</tr>
<tr>
<td>Useful Life: 72 Rem Life: 72 First YR Rule: M</td>
<td></td>
</tr>
<tr>
<td>Accounts to be used</td>
<td></td>
</tr>
<tr>
<td>DR Asset control: CR Aqc Addition:</td>
<td></td>
</tr>
<tr>
<td>Session ID JAC001 Date 02/26/2009 Count Amt</td>
<td></td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp Trans Funds</td>
<td></td>
</tr>
</tbody>
</table>
Screen 511 – Approval (cont’d)

**Basic Steps**
- Open a session on Screen 510.
- Advance to Screen 511.
- Type a valid pending asset number and component number on the Action Line and press <ENTER> to display pending component information.
- Verify all pending component information.
- Type ‘Y’ in the Type Y to approve: field and press <ENTER> to record the information and to approve the component.

**Asset Approval Process**

**Assign Approved Asset Numbers**
When pending fixed asset information is created from voucher entries (non Purchasing), a system-assigned “tag number” is associated with the asset.

During the feed to FFX, a “pending asset number and component number” is assigned by the system. The “Pending No Option” field on Screen 590 determines the composition of the pending asset number. When set to VCHR, the pending number is created from the first 7 digits of the voucher with a 3 digit sequence attached. In addition, a fund sequence is created for each capital object code on a voucher.

For those assets acquired through the Purchasing module, when preliminary fixed asset information is entered in the FRS module, the system assigns a “tag number” to the asset using the Approved Asset # option on Screen 590 field. As with AP voucher entries, during the feed to FFX, a “pending asset number and component number” is established for the asset in the FFX module using the “Pending No Option” field on Screen 590. In addition, a fund sequence is created for each capital object code on a voucher. However, when calling up the pending component number on Screen 511, the “TAG” number is defaulted in the “Assign new asset number” field.

Once all pending component information has been entered and verified (using Screens 501 - 506), the asset should be approved. You may type in your own asset number or you may choose to have the system assign the approved asset number by placing a ‘0’ in the field. The assigned number will be based on the Approved asset # pattern on Screen 590. Lastly, you may choose to use the existing pending asset number that was assigned through the batch job stream, TAPFD (accounts payable to FFX feed).
Screen 511 – Approval (cont’d)

**Accounting Implications**
The accounts used in the general ledger feed are automatically defaulted from the Class Code table (Screen 581/591) and the Acquisition / Disposal Method table (Screen 583/593) when the asset’s class and acquisition method are filled in and the <ENTER> key is pressed. The general ledger and the DR Asset account control come from the Class table and the CR Acquisition Addition account control comes from the Acquisition table. These accounts / account controls should be verified before <ENTER> is pressed for the second time, but can only be changed by an acquisition method or class code change on Screen 502.

**Assigning Your Asset/Component Number Flow Chart:**

![Flow Chart Diagram]

**Field Descriptions**  
(◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**
- **Asset:**  
  - **Help** 10 digits/characters
  - In combination with component number, identify the asset number to be approved.

- **Component:**  
  - 2 digits
  - In combination with asset number, enter the component number of the pending component to be approved.
Screen 511 – Approval (cont’d)

**Status:** 1 character
Displays the status of the component. Valid values are:
- A = Approved
- P = Pending
- D = Disposed

**Screen Information**

- **Type Y to approve:** 1 character
  Type ‘Y’ to approve the selected component.

- **Transfer Notes:** 1 character
  Signify whether or not (‘Y’ or ‘N’) you wish to transfer notes from the pending component to the approved component record. Defaults to ‘Y.’

**Type new asset number or 0 or P:** 10 digits
Enter the new asset code or:
- 0 = System Assigned
- P = Pending

**SPA Effective Date:** 8 digits
Include the date the transaction occurred. On a non-transfer, new approval defaults to in service date. Otherwise, defaults to the batch date.

**Feed Accounting:** 1 character
Indicate how asset information is to be fed to accounting. Valid values include:
- D = Feed detail data
- S = Feed summary data
- N = No feed

**Trans Ref 2:** 7 characters
Enter reference number to be used to track a transfer from another campus.

**Property Control Data**

- **Description:** 25 characters
  Displays a brief description of the component to be approved.

- **Line 2:** 25 characters
  Displays any additional descriptions of the component to be approved.

- **Class:** 24 digits/characters
  Displays the class of asset. Groups similar components, as designated for accounting and property control purposes. Controls the default assignment of general ledger used in accounting feed and DR asset account control number.

- **Trans from Asset:** 10 digits/characters
  Displays the asset number being transferred that was copied or combined if the copy function was used on Screen 509 to create the selected asset.

- **Trans from Comp:** 2 digits
  Shows the component number being transferred that was copied or combined if the copy function was used on Screen 509 to create the selected component.
**Screen 511 – Approval (cont’d)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Department:**     | 5 characters  
Identifies the department responsible for the selected asset and its pending components.  |
| **Sub-Dept:**       | 5 characters  
Identifies the sub-department responsible for the selected asset.  |
| **Alt APO Name:**   | 20 characters  
Displays the name of the alternate person responsible for the selected asset.  |

**Acquisition Data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Component Cost:** | 15 digits  
Displays the total dollar amount of the component to be approved.  |
| **Acq. Method:**    | 2 characters  
Indicates the method by which the asset was acquired by the institution. This method will control the default assignment of the CR Acquisition Addition account control. For example:  |
| AJ                  | Adjustments / Other                                                         |
| GA                  | Gain On Sale Or Trade-In                                                    |
| GF                  | Gift                                                                        |
| HT                  | Held In Trust                                                              |

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Agency:**         | 3 digits  
Displays the agency code for the TAMUS Member. Valid values include:  |
| 710                 | 01 System Offices                                                           |
| 711                 | 02 Texas A&M University                                                     |
| 709                 | 03 TAMUS Health Science Center                                              |
| **In-Service Date:**| 8 digits  
Displays the date on which the asset is available for use.  |
| **Acquisition Date:**| 8 digits  
Identifies the date on which the component was acquired by the institution.  |

**Accounting Data**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Quantity:**       | 5 digits  
Displays the number of items purchased.  |
| **UOM:**            | 3 characters  
Shows the unit of measure for the purchased item(s).  For example:  |
| Box                 | Box                                                                         |
| DZ                  | Dozen                                                                       |
| EA                  | Each                                                                        |
| FT                  | Foot                                                                        |
| **Asset Account:**  | 10 digits  
Identifies the General Ledger (GL) account number and account control to which the component dollar information will be posted after approval.  |
Screen 511 – Approval (cont’d)

**Depr Method:**
3 characters
Displays the method by which a component’s depreciation will be calculated.
Valid value includes:
SL = Straight Line

**Capitalization:**
1 character
‘Y’ indicates the component should be capitalized.

**Useful Life:**
3 digits
Displays the estimate of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.

**Rem Life:**
3 digits
Identifies the remaining number of months over which depreciation will be charged.

**First YR Rule:**
1 character
Specifies how the system will process the depreciation charge for the component’s first year.

**Accounts to be used**

**DR Asset control:**
10 digits
Shows the account and account control debited.

**CR Acq Addition:**
10 digits
Identifies the account and account control that shows the credit on an acquisition.

**Session ID:**
6 characters
Displays the batch/session identification header, as entered on Screen 510.

**Date:**
8 digits
Indicates the batch/session date, as entered on Screen 510.

**Count:**
5 digits
Identifies the actual number of transactions processed during the current batch session.

**Amt:**
15 digits
Indicates the total dollar amount processed during the current batch session.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.

**PF6**
*Transfer*
View status of asset component on transferring campus.

**PF9**
*Funds*
View all existing fund sequence records.
Depreciation Maintenance

When an asset has been in service for some time before it is recorded in FFX, you may need to set up accumulated depreciation through the end of the last fiscal year as an opening balance. In particular, during conversion, when you set up existing assets/components in FFX, you may have a large number of such transactions. You may also occasionally need to adjust current year depreciation on selected fund sequences. Screen 512 can be used for these transactions.

When a ‘Prior Year Depreciation’ transaction is posted on-line, the corresponding journal entry generated by the accounting feed should include a debit to a fund deduction account control (5620) and a credit to accumulated depreciation (1780) account control. When a ‘Current Year Depreciation’ transaction is posted on-line, the corresponding journal entry generated by the accounting feed should include a debit to an expense account control (5650) and a credit to accumulated depreciation (1780) account control. Corrections to accumulated depreciation can also be posted using Screen 512. Regardless of whether you are posting a new depreciation amount or a correction to an amount previously posted, you must also change the ‘Depreciated Thru Month and Year’ to reflect the last month for which the depreciation has been posted.

**Screen 512 – Depreciation Maintenance**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___</td>
<td></td>
</tr>
<tr>
<td>Asset: 0300052137</td>
<td></td>
</tr>
<tr>
<td>Component: 01 Seq: 00002</td>
<td></td>
</tr>
<tr>
<td>Status: A</td>
<td></td>
</tr>
<tr>
<td>Fund: 7999</td>
<td></td>
</tr>
<tr>
<td>Required Data</td>
<td></td>
</tr>
<tr>
<td>Current Status</td>
<td></td>
</tr>
<tr>
<td>Fund:</td>
<td>Fund: 7999</td>
</tr>
<tr>
<td>Accumulated Depr:</td>
<td>Accumulated Depr: _____________</td>
</tr>
<tr>
<td>Reversal (Y/N): N</td>
<td>Reversal (Y/N): N</td>
</tr>
<tr>
<td>Salvage Value:</td>
<td>Salvage Value:</td>
</tr>
<tr>
<td>Monthly Depr Amt:</td>
<td>Monthly Depr Amt:</td>
</tr>
<tr>
<td>Note:</td>
<td>Note: If you are reversing accumulated depreciation, then the debit and credit accounts are automatically reversed.</td>
</tr>
<tr>
<td>Accounts To Be Used</td>
<td>DR  Depr Expense: 089830 5650</td>
</tr>
<tr>
<td></td>
<td>CR  Accumulated Depr: 089830 1780</td>
</tr>
<tr>
<td>SPA Effective Date:</td>
<td>SPA Effective Date: 08/30/2008</td>
</tr>
<tr>
<td>Transaction Description:</td>
<td>Transaction Description:</td>
</tr>
<tr>
<td>Transaction Reference:</td>
<td>Transaction Reference:</td>
</tr>
<tr>
<td>Feed Accounting: D</td>
<td>Feed Accounting: D (D-Detail, S-Summary, N-No)</td>
</tr>
<tr>
<td>Session ID JAC001 Date</td>
<td>Session ID JAC001 Date 08/30/2008 Count Amt</td>
</tr>
<tr>
<td>Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---</td>
<td></td>
</tr>
<tr>
<td>Hmenu Help EHelp</td>
<td>Hmenu Help EHelp Seq Funds</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Open a session on Screen 510.
- Advance to Screen 512.
- Type a valid asset number, component number and fund sequence on the Action Line. Or, press PF9 and select the fund sequence to change and press <ENTER> to display existing depreciation information for the fund sequence.
- Enter the dollar amount of the change to be made to accumulated depreciation.
- Indicate whether or not the transaction is intended to be a reversal of a previous depreciation transaction.
- Type an effective date, a short transaction description and the transaction reference.
Screen 512 – Depreciation Maintenance (cont’d)

- Type the debit account control (5650 for current year contra expense, 5620 for prior year depreciation adjustment). 5650, Current Year Depreciation Expense, is the default.
- Type the depreciation thru month and year.
- Press <ENTER> to process the information.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

- **Asset:**
  - Help 10 digits/characters
  - In combination with component number and fund sequence number, identify the **asset number** to be processed.

- **Component:**
  - 2 digits
  - In combination with asset number and fund sequence number, identify the **component number** to be processed.

- **Seq:**
  - 5 digits
  - In combination with asset number and component number, enter the **fund sequence number** to be processed.

- **Status:**
  - 1 character
  - Displays the current **status of the component**.

**Screen Information**

**Required Data**

- **Accumulated Depr:**
  - 15 digits
  - Indicate the net **accumulated depreciation** adjustment to the component.

- **Reversal (Y/N):**
  - 1 character
  - Type ‘Y’ if the transaction is intended to **reverse** the entered ‘Accumulated Depreciation’ amount. (‘N’ is the default.)

- **Depr Thru:**
  - 2 digits/4 digits
  - Include the **month and year** through which depreciation has been calculated.

**Current Status**

- **Fund:**
  - 4 digits
  - Displays the **fund** used to **acquire the selected component**.

- **Sequence Cost:**
  - 15 digits
  - Shows the **total dollar amount of the sequence** of the selected asset/component.

- **Salvage Value:**
  - 15 digits
  - Identifies the **estimate of the worth of the component when fully depreciated**.
Accumulated Depr: 15 digits
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

Monthly Depr Amt: 15 digits
Displays the dollar amount that will be depreciated monthly for the selected component.

Accounts To Be Used
DR Depr Expense: 10 digits
Identifies the debit account and account control for the depreciation deduction. Only the account control can be entered. Suggested values are 5650 (current year expense), 5620 (prior year – use only if material), 4415 (transferred from non-TAMUS agency), or 47xx (transferred from xx, the TAMUS Part number).

CR Accumulated Depr: 10 digits
Shows the credit account and account control for the accumulated depreciation. This is hard-coded and cannot be entered.

◆ SPA Effective Date: 8 digits
Indicate the effective date of the transaction. Date cannot be greater than the current date or outside of the fiscal year. On a non-transfer, new approval defaults to in-service date. Otherwise, defaults to the batch date.

◆ Transaction Description: 35 characters
Enter a short description of the depreciation transaction to be processed.

◆ Transaction Reference: 7 characters/digits
Indicate the reference identifying the FFX transaction.

Feed Accounting: 1 character
Signify whether or not cost, depreciation, and other transaction information are to be fed to the accounting module of FAMIS: Detail (D), Summary (S) or No (N).

Session ID: 6 characters/digits
Displays the batch/session identification header, as entered on Screen 510.

Date: 8 digits
Indicates the batch/session date, as entered on Screen 510.

Count: 5 digits
Identifies the actual number of transactions processed during the current batch session.

Amt: 15 digits
Indicates the total dollar amount processed during the current batch session.
### Additional Functions

**PF KEYS**
See Appendix for explanation of the standard PF Keys.

**PF6**
**Seq**
Proceed to next sequence record.

**PF9**
**Funds**
View all existing fund sequence records.

<table>
<thead>
<tr>
<th>Asset Nbr: 0300052137</th>
<th>Component Nbr: 01</th>
<th>Status: A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sel Fund Sq.</td>
<td>Fund Bank</td>
<td>Src</td>
</tr>
<tr>
<td>00001</td>
<td>0047 72005</td>
<td>ST</td>
</tr>
<tr>
<td>00002</td>
<td>7999 03000</td>
<td>DS</td>
</tr>
<tr>
<td>00003</td>
<td>7999 03000</td>
<td>DS</td>
</tr>
</tbody>
</table>

---

Sub Total: 59647.04

*** End of Fund Sequence List ***
Press <PF4> to Exit
Remove Assets

A disposed component is one that is no longer considered to be the property or responsibility of the institution, due to sale, loss, or transfer to another TAMUS member. Transactions must be processed to physically remove these disposed components from the inventory and to reduce the General Ledger (GL) balance in order to reflect the removal of the asset. These functions are accomplished using Screen 513.

Only approved assets can be processed on this screen.

If a component is marked as missing, disposals must be done with the disposal method that matches the missing condition code.

This screen will allow disposal of a capital and depreciable asset with $0 Total Cost.

Screen 513 – Disposal

```
Screen: ___ Asset: 0300052480 Component: 01 Status: A
Required Data
Disposal Date: __________ Component Cost: 4766.60
Disposal Method: __ Disp Agency: ___ Salvage Value:
Memo Sale Amount: _____________ Accum. Depr:
Memo Disposal Cost: _____________ Department: LIBR
SPA Effective Date: 08/30/2008 Sub Dept:
Condition: O1
Transaction Description: ___________________________________
Transaction Reference: _______ Ref 2: _______
Feed Accounting: D (D-Detail, S-Summary, N-No)
Accounts To Be Used
DR1 Disposal Ded: ______ DR Depr Expense: 089830 5650
CR1 Asset Control: 089730 1730 CR Accum. Depr: Same as DR2
DR2 Accumulated Depr: 089830 1780
CR2 Disposal Ded: Same as DR1
Session ID JAC001 Date 08/30/2008 Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Menu Help EHelp
```

Screen 513 - Disposal Pop-Up Window

```
+-----------------------------------------------+
| Please Enter a 'Y' to confirm asset disposal |
| Dispose asset: Y                             |
| Disposal Ded Account will be: 0893075705     |
+-----------------------------------------------+
```

Basic Steps

- Open a session on Screen 510.
- Advance to Screen 513.
- Type an approved asset number and component number on the Action Line and press <ENTER>.
- Type the disposal date, method, and agency, effective date, a short description and a reference number identifying the transaction.
Screen 513 – Disposal (cont’d)

- Type additional data in the available fields, as desired, and press <ENTER>.
- Type ‘Y’ in the pop-up window and press <ENTER> to dispose of the asset.
- Repeat as desired for assets with multiple components.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Asset: [Help] 10 digits/characters
   In combination with component, identify the asset to be removed from the institution’s inventory.

◆ Component: 2 digits
   In combination with asset, identify the component of the asset to be removed from inventory.

Status: 1 character
   Displays the current status of the component.

Screen Information
Required Data
◆ Disposal Date: 8 digits
   Indicate the date that the institution relinquishes possession of the asset (i.e. when it was sold, traded in, lost, stolen or otherwise disposed of).

◆ Disposal Method: [Help] 2 characters
   Signify the method by which the component is to be disposed. For example:
   AJ = Adjustments / Other
   CJ = TDCJ Computer Recover Program
   CN = Cannibalized
   DA = Damaged By Nature
   DD = Destroyed / Died / Junk
   DE = Damaged By Employee(s)
   DN = Donation
   DO = Damaged By Other Than Employee
   DR = Disposal of Real Property
   DS = Sold Prior Year

Disp Agency: [Help] 3 digits
   Include the disposal agency to which the component was transferred. For example:
   710 = 01 System Offices
   711 = 02 Texas A&M University
   709 = 03 TAMUS Health Science Center

Memo Sale Amount: 15 digits
   Enter the dollar amount received for the sale of the disposed component.
Screen 513 – Disposal (cont’d)

**Memo Disposal Cost:** 15 digits
Indicate the dollar amount required to dispose of the component.

**SPA Effective Date:** 8 digits
Identify the effective date of the transaction. Date cannot be greater than the current date or outside of the fiscal year.

**Transaction Description:** 35 characters/digits
Enter a short description stating the reason the asset is to be disposed.

**Transaction Reference:** 7 characters/digits
Include a reference to identify the transaction at a later date/time.

**Ref 2:** 7 characters
Indicate a reference number that can be used to track a transfer to another campus.

**Feed Accounting:** 1 character
Signify whether or not cost, depreciation, and other transaction information are to be fed to the accounting module of FAMIS: Detail (D), Summary (S) or No (N).

**Current Status**

**Component Cost:** 15 digits
Displays the total dollar amount of the component of the selected asset at the time of purchase / acquisition.

**Salvage Value:** 15 digits
Shows an estimate of the worth of the asset when fully depreciated.

**Accum. Depr:** 15 digits
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

**Department:** 5 characters/digits
Displays the department code responsible for the component.

**Sub Dept:** 5 characters
Displays the sub-department code currently responsible for the component.

**Condition:** 2 characters/digits
Identifies the condition of the selected component. For example:
- N1 = New or Unused - Excellent
- N2 = New or Unused - Good - Unimpa
- N3 = New or Unused - Fair - Slight
- N4 = New or Unused - Poor - Serious
- O1 = Used-Usable W/O Repair - Excel
- O2 = Used-Usable W/O Repair - Good
- O3 = Used-Usable W/O Repair - Fair
### Screen 513 – Disposal (cont’d)

**Accounts To Be Used**

**DR1 Disposal Ded:**
- 10 digits
- Shows the first debit account and account control that shows the disposal deduction.

**CR1 Asset Control:**
- 10 digits
- Displays the first credit account and account control for the transaction.

**DR2 Accumulated Dep:**
- 10 digits
- Identifies the debit account and account control for the accumulated depreciation.

**CR2 Disposal Ded:**
- 10 characters
- Displays the message for the disposal deduction.

**If Current Year Depr**

**DR Depr. Expense:**
- 10 digits
- Indicates the debit account and account control of the depreciation expense for the transaction.

**CR Accum. Depr:**
- 10 characters/digits
- Shows the message for the accumulated depreciation.

**Session ID:**
- 6 characters/digits
- Displays the batch/session identification header, as entered on Screen 510.

**Date:**
- 8 digits
- Indicates the batch/session date, as entered on Screen 510.

**Count:**
- 5 digits
- Identifies the actual number of transactions processed during the current batch session.

**Amt:**
- 15 digits
- Indicates the total dollar amount processed during the current batch session.

**Additional Functions**

**PF KEYS**
- See Appendix for explanation of the standard PF Keys.
Enter Change in Cost Information

If it becomes necessary to change the recorded cost of a fund sequence associated with an asset/component (for example, if some additional memory is added to a computer or you need to split a purchase between different subsidiary ledger accounts), a change in cost may be processed in FFX and fed to accounting. This process can be either an increase or decrease in the overall value of an approved asset/component and is accomplished using Screen 515.

The corresponding journal entry affects the same accounts as the original acquisition, in the amount of change entered in FFX. The General Ledger (GL) will be updated to reflect the amount of change when the FFX to FRS feed is run. Make sure that you also update asset information on Screens 501, 502 and 503 to reflect these changes, as necessary.

Only approved components can be processed on this screen.

If you are unsure which Fund Sequence to change, you may either use the PF6 key to toggle between all of the available sequences or PF9 shows a selectable list to choose from. By placing an ‘*’ on the Asset Number field and pressing <Enter> you will see a list of all Fund Sequences starting with Asset and Component you are looking at.

Screen 515 - Change in Cost by Fund Sequence

Livestock information, including the head count and the total amount spent, may be entered, if the class code is designated as livestock. Otherwise, the fields remain hidden.

These fields are also used to monitor changes due to loss or additions to livestock owned by your agency/institution.
Screen 515 - Change in Cost by Fund Sequence (if Livestock)

<table>
<thead>
<tr>
<th>515 Change in Cost by Fund Sequence</th>
<th>02/26/09 16:50</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fund: 0001</td>
<td></td>
</tr>
<tr>
<td>Change in Cost: ______________</td>
<td>Sequence Cost: 16000.00</td>
</tr>
<tr>
<td>Salvage Percent: ______ %</td>
<td>Salvage Value: 16000.00</td>
</tr>
<tr>
<td>Acq./Disp. Method: _</td>
<td>Accumulated Dep:</td>
</tr>
<tr>
<td>Agency Nbr: ___</td>
<td>Component Cost: 16000.00</td>
</tr>
<tr>
<td>Acq. Date: 05/06/2004</td>
<td></td>
</tr>
<tr>
<td>SPA Effective Date: 05/06/2004</td>
<td>SPA Depr Entity FY:</td>
</tr>
<tr>
<td>Session ID GN0002</td>
<td></td>
</tr>
<tr>
<td>Feed Accounting: D (D-Detail, S-Summary, N-No)</td>
<td></td>
</tr>
</tbody>
</table>

**Screen 515 – Change in Cost by Fund Sequence (cont’d)**

**Changing Class Codes to Different GLs - AFR Categories**

If you change a class code from one GL to another GL (i.e., equipment to vehicle; building to infrastructure; etc.), this will affect your beginning balance in SPA if you do this AFTER the fiscal year when it was acquired.

If you are changing a class code from one GL to another GL, from capital to controlled, or from controlled to capital AND it is not in the fiscal year that you first acquired the asset, you will need to do the following:

A. Use a SPA batch in FFX to record the class code change.
B. Follow steps outlined in the FFX manual (Screens 512, 515, 516, 515, 512).
C. Manually complete the steps below in SPA:

1. Renumber the existing asset online in SPA by adding an ‘X’ to the end of the property number. This step allows you to use the original number again so that you do not have to make any changes in your system.
2. Dispose of the asset that has been renumbered with the ‘X’ using SPA Disposal Method of 27. This will cause a credit to appear in the adjust/restate column on the SPA report, leaving an ending balance of zero (0) on the renumbered asset.
3. Add a new property component back into SPA using the original property and component number and all of the exact same information except using the NEW class code. Use an effective date of the first day of the fiscal year.
4. Send an E-Mail message to your SPA Analyst with the renumbered and new property and component numbers, to let them know you are making a class code change that crossed AFR categories.
SPA will then submit a technical change that will reset the newly added asset to its original Entity FY. This will cause a debit to appear in the restate/adjust column on the SPA report, which will off-set the restate/adjust credit created when you used SPA Disposal Method 27 to renumber the asset. In the end, the beginning balances will not be touched, and SPA will match FAMIS.

**Examples of Correcting Entries**

1. **Correction**  
   This year’s purchase  
   **Capital to Controlled – or - Controlled to Capital without Depreciation**

<table>
<thead>
<tr>
<th>Screen #</th>
<th>515</th>
<th>516</th>
<th>515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit or Credit</td>
<td>Credit</td>
<td>Change Class Code</td>
<td>Debit</td>
</tr>
<tr>
<td>Acq. Method</td>
<td>A PO</td>
<td>Change Capital Flag</td>
<td>A PO</td>
</tr>
<tr>
<td>Description</td>
<td>PC# C/N to Cap. or Controlled</td>
<td>C/N to Class Code &amp; Flag</td>
<td>Same as first entry</td>
</tr>
<tr>
<td>Reference #</td>
<td>Voucher # or IDT #</td>
<td>PC #</td>
<td>Voucher # or IDT #</td>
</tr>
</tbody>
</table>

2. **Correction**  
   Previous year’s purchase  
   **Controlled to Capital without Depreciation**  
   (Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

<table>
<thead>
<tr>
<th>Screen #</th>
<th>515</th>
<th>516</th>
<th>515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit or Credit</td>
<td>Credit</td>
<td>Change Class Code</td>
<td>Debit</td>
</tr>
<tr>
<td>Acq. Method</td>
<td>D AJ*</td>
<td>Change Capital Flag</td>
<td>A AJ*</td>
</tr>
<tr>
<td>Description</td>
<td>C/N to Capital</td>
<td>C/N to Class Code &amp; Flag</td>
<td>C/N from Controlled</td>
</tr>
<tr>
<td>Reference #</td>
<td>PC #</td>
<td>PC #</td>
<td>PC #</td>
</tr>
</tbody>
</table>

3. **Correction**  
   Previous year’s purchase  
   **Capital to Controlled without Depreciation**  
   (Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

<table>
<thead>
<tr>
<th>Screen #</th>
<th>515</th>
<th>516</th>
<th>515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit or Credit</td>
<td>Credit</td>
<td>Change Class Code</td>
<td>Debit</td>
</tr>
<tr>
<td>Acq. Method</td>
<td>D AJ*</td>
<td>Change Capital Flag</td>
<td>A AJ*</td>
</tr>
<tr>
<td>Description</td>
<td>C/N to Control</td>
<td>C/N to Class Code &amp; Flag</td>
<td>C/N from Capital</td>
</tr>
<tr>
<td>Reference #</td>
<td>PC #</td>
<td>PC #</td>
<td>PC #</td>
</tr>
</tbody>
</table>
Screen 515 – Change in Cost by Fund Sequence (cont’d)

4. Correction
This year's purchase
Capital to Capital with Depreciation

<table>
<thead>
<tr>
<th>Screen #</th>
<th>512</th>
<th>515</th>
<th>516</th>
<th>515</th>
<th>512</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit or Credit</td>
<td>Reversal = Y</td>
<td>Credit</td>
<td>Change Class Code</td>
<td>Debit</td>
<td>Reversal = N</td>
</tr>
<tr>
<td>Acq. Method</td>
<td>Acct Cntl 5650</td>
<td>A PO</td>
<td>Change Capital Flag</td>
<td>A PO</td>
<td>Acct Cntl 5650</td>
</tr>
<tr>
<td>Description</td>
<td>PC# C/N to Cap.</td>
<td>PC# C/N to Cap.</td>
<td>C/N to Class Code &amp; Flag</td>
<td>Same as first entry</td>
<td>PC# C/N to Cap.</td>
</tr>
<tr>
<td>Reference #</td>
<td>Voucher # or IDT #</td>
<td>Voucher # or IDT #</td>
<td>PC #</td>
<td>Voucher # or IDT #</td>
<td>Voucher # or IDT #</td>
</tr>
</tbody>
</table>

5. Correction
Previous year’s purchase
Capital to Controlled with Depreciation
(Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

<table>
<thead>
<tr>
<th>Screen #</th>
<th>512</th>
<th>515</th>
<th>516</th>
<th>515</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debit or Credit</td>
<td>Reversal = Y</td>
<td>Credit</td>
<td>Change Class Code</td>
<td>Debit</td>
</tr>
<tr>
<td>Acq. Method</td>
<td>Acct Cntl 5495*</td>
<td>D AJ*</td>
<td>Change Capital Flag</td>
<td>A AJ*</td>
</tr>
<tr>
<td>Description</td>
<td>C/N to Control</td>
<td>C/N to Control</td>
<td>C/N to Class Code &amp; Flag</td>
<td>C/N from Capital</td>
</tr>
<tr>
<td>Reference #</td>
<td>PC #</td>
<td>PC #</td>
<td>PC #</td>
<td>PC #</td>
</tr>
</tbody>
</table>

Note: ‘*’ If the materiality is a factor, you might need to consider using Threshold Change (5620).

Basic Steps
- Open a session on Screen 510.
- Advance to Screen 515, type an approved asset number, component number and fund sequence number on the Action Line and press <ENTER>. To add a new sequence, type “0”.
- Type the dollar amount by which you wish to increase/decrease the fund sequence value of the component.
- Indicate whether this is an acquisition or a disposal transaction and the method by which the component is acquired or disposed.
- Type an effective date, a brief description of the change of cost transaction and its reference number.
- Enter additional information in the available fields, as desired, and press <ENTER> to begin processing the change in cost.
- Type ‘Y’ in the pop-up window to confirm the change in cost, and press <ENTER> to process the change.
Screen 515 – Change in Cost by Fund Sequence (cont’d)

Screen 515 - Change in Cost by Fund Sequence Pop-Up Window
+----------------------------------------------------+
| Please enter a 'Y' to process transaction          |
| Process change in cost : Y                        |
| Debit Account  : 0893071730                        |
| Credit Account : 0893074495                        |
+----------------------------------------------------+

SPA Depr Entity FY (DEFY) Field
This field is used to prevent rejects from SPA (“Invalid Depreciable Entity Fiscal Year”) on decreases. The field is only valid on credit (C) transactions. When reducing an asset you may need to go to SPA and find the DEFY(s) and the amount(s) that exist for the asset component (PADPRE in SPA). Then as you create your transaction on Screen 515, you can enter the DEFY you want to effect. Keep in mind, you may have to create multiple transactions in FFX to reduce multiple DEFYs in SPA if your reduction exceeds the amount in SPA’s DEFY.

If the DEFY is left blank on Screen 515, the current fiscal year will be used to feed to SPA for the decrease. The valid values are any fiscal year between the in-service date and the current fiscal year. The value you enter on Screen 515 can be seen on Screen 523 on Panel 3.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Asset:**
10 digits/characters
In combination with component number and fund sequence number, enter the asset number to be modified.

◆ **Component:**
2 digits
In combination with asset number and fund sequence number, identify the component to be modified.

◆ **Seq:**
5 digits
In combination with asset number and component number, indicate the fund sequence to be modified. To add a new sequence, type “0”.

**Status:**
1 character
Displays the current status of the component.

**Screen Information**

Required Data

**Fund:**
4 digits
Displays the fund used to acquire the selected component.
Screen 515 – Change in Cost by Fund Sequence (cont’d)

**Fund Source:**
2 characters
Shows the source of funds. For example:
- AX = Auxiliary Services Funds
- BLANK = Undetermined
- DS = Designated
- FC = Federal Contract (AL-RSCH)
- FD = Federal Funds
- FG = Functional and General

**Bank Nbr:**
5 digits
Identifies the bank account number to be used to process the transaction. It is required for increases in value due to SPA requirements.

◆ **Change in Cost:**
12 digits
Indicate the dollar amount by which you wish to increase or decrease the fund sequence value of the component.

**Sequence Cost:**
15 digits
Shows the total dollar amount of the sequence of the selected component.

**Salvage Percent:**
5 digits
Include the percentage of total cost to set aside for salvage value.

**Salvage Value:**
15 digits
Displays an estimate of the worth of the component when fully depreciated.

◆ **Debit/Credit:**
1 character
(D/C)
Indicate whether you wish to increase (D) or decrease (C) the fund sequence value of the component.

**Accumulated Depr:**
15 digits
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

◆ **Acq./Disp. Method**
[Help] 1 character/2 characters
Identify whether the transaction should be processed as an Acquisition (A) or a Disposal (D) as well as the method by which the component is acquired or disposed. For example:
- AJ = 4495 Adjustments / Other
- GA = 4450 Gain On Sale or Trade-In
- GF = 4405 Gift
- HT = 4495 Held In Trust
- LP = 2120 Lease Purchase Acquisition

**Component Cost:**
15 digits
Displays the total dollar amount of the component cost of the selected asset at the time of purchase / acquisition.
Screen 515 – Change in Cost by Fund Sequence (cont’d)

**Agency Nbr:** 3 digits
Identify the number of the institution responsible for the selected asset. Valid values include:
- 710 = 01 System Offices
- 711 = 02 Texas A&M University
- 709 = 03 TAMUS Health Science Center

**Trans Asset:** 10 digits/characters
Signify the asset from which the selected asset was copied/transferred from.

**Component:** 2 digits
Indicate the component from which the selected component was copied/transferred from.

**Appraisal Method:** 1 digit
Identify the method by which the component value is determined. Valid values are:
- BLANK = Not Specified
- 1 = Invoices/Other Docs Stating Cost
- 2 = Manufacturer Price List
- 3 = Distributor & Supply Co. Catalogs
- 4 = Industry Pubs. & Trade Journals
- 5 = Public and Tax Assessment Records
- 6 = Realtors, Appraisers, and Bankers
- 7 = Other

**Purchase Account:** 15 digits
Displays the primary account (SL +SA + Object Code) responsible for the purchase of the selected component.

**For Livestock**

**Headcount:** 7 digits
Displays the total number of livestock associated with the selected component.

**Chg in Headcount:** 7 digits
Indicates the number to be added to/subtracted from the total number of livestock.

**Sale Amt (Memo):** 14 digits
Signifies the dollar amount to debit or credit from the component’s account.

**Gain/Loss (Memo):** 14 digits
Signifies the change, in dollars, made to the herd due to loss or gain of additional livestock.

**Accounts To be Used**

**DR Asset Control:** 10 digits
Displays the debit account and account control to be used for the transaction.
Screen 515 – Change in Cost by Fund Sequence (cont’d)

CR ACQ Addition: 6 characters/digits
Shows the batch/session header, as entered on Screen 510.

SPA Effective Date: 8 digits
Enter the date the transaction takes place. Effective date cannot be greater than current date or outside of the current fiscal year.

SPA Depr Entity FY: 4 digits
Include the SPA Depreciable Entity Fiscal Year (DEFY) for the transaction. The fiscal year must be between the current fiscal year and the fiscal year of the In-Service Date.

Transaction Description: 35 characters
Provide a short description of the reason the asset value is to be changed.

Transaction Reference: 7 characters/digits
Enter a batch reference to audit the change in cost transaction.

Feed Accounting: 1 character
Identify how the data is to be fed to accounting: Detail (D), Summary (S) or No (N).

Session ID: 6 characters/digits
Displays the batch/session header, as entered on Screen 510.

Date: 8 digits
Indicates the batch/session date, as entered on Screen 510.

Count: 5 digits
Identifies the actual number of transactions processed during the current batch session.

Amt: 15 digits
Indicates the total dollar amount processed during the current batch session.

Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF6 Sequence
Seq
Proceed to next sequence record.

PF9 Funds
Funds
View all existing fund sequence records.
Modify Asset Estimate, Method, or Account

Once a component has been approved, more complex transactions to the General Ledger must be made in order to process changes in depreciation, remaining life, or the accounts monitoring asset transactions. Screen 516 has been provided to process these transactions that change approved components.

A change on Screen 516 will not update cost or depreciation amounts and affects the GL balances only indirectly. Note that any retroactive adjustments in accounting must be done manually.

Screen 516 will not update the account controls that affect the AFR – example of changing the account control from PO (4400) to GF (4405).

All changes entered on this screen affect future accounting needs and have no retroactive impact.

**Screen 516 - Change in Est/Meth/Acct**

<table>
<thead>
<tr>
<th>516 Change in Est/Meth/Acct</th>
<th>02/26/09 16:54</th>
</tr>
</thead>
<tbody>
<tr>
<td>Screen: ___ Asset: 0200003241 Component: 01 Status: A</td>
<td></td>
</tr>
<tr>
<td>COMPUTER,DELL OPTIPLEX,P4, 1.8GHZ</td>
<td></td>
</tr>
<tr>
<td>Current Status Component Cost: 1419.00</td>
<td></td>
</tr>
<tr>
<td>Change in Estimate Salvage Value: 72_ 795.50</td>
<td></td>
</tr>
<tr>
<td>Useful Life (Memo): 72_</td>
<td></td>
</tr>
<tr>
<td>Remaining Life: 35_</td>
<td></td>
</tr>
<tr>
<td>Depr Method: SL</td>
<td></td>
</tr>
<tr>
<td>Depr Thru: 09 / 2008</td>
<td></td>
</tr>
<tr>
<td>Undepr Amt: 623.50</td>
<td></td>
</tr>
<tr>
<td>Change in Account</td>
<td></td>
</tr>
<tr>
<td>Asset Account: 089730 1730</td>
<td></td>
</tr>
<tr>
<td>Class(Has Acct Ctls): 843501</td>
<td></td>
</tr>
<tr>
<td>Alternate Dep. Acct:</td>
<td></td>
</tr>
<tr>
<td>Software Version Nbr:</td>
<td></td>
</tr>
<tr>
<td>SPA Effective Date: 02/26/2009</td>
<td></td>
</tr>
<tr>
<td>Acq Method: PO</td>
<td></td>
</tr>
<tr>
<td>Acq Agency: ___</td>
<td></td>
</tr>
<tr>
<td>In Service Date: 06/06/2004</td>
<td></td>
</tr>
<tr>
<td>In Service Date:</td>
<td></td>
</tr>
<tr>
<td>Appraisal Method:</td>
<td></td>
</tr>
<tr>
<td>Transaction Description:</td>
<td></td>
</tr>
<tr>
<td>Transaction Reference: Transfer from Asset: ___ Component: ___</td>
<td></td>
</tr>
<tr>
<td>Note: All changes affect future accounting feeds and have no retroactive impact.</td>
<td></td>
</tr>
</tbody>
</table>

**Basic Steps**

- Open a session on Screen 510.
- Advance to Screen 516.
- Type an approved asset number on the Action Line and press <ENTER> to display existing component information.
- Add or modify component information in the available fields, as desired.
- Type an effective date, a short description of the transactions to be processed and a transaction reference number.
- Press <ENTER> to process the component data.
Change Procedures Process

Changing From a Controlled Component to a Capital Component – Current Fiscal Year
Most changes to your component’s estimate, method, or account can be processed just by entering the changes on Screen 516. However, when you need to change your component from a controlled item (items that are less than $5,000 in value but required to be tracked by SPA) to a capital item or vice versa, you must take some additional steps in order for the General Ledger to be correctly modified.

Use the following steps to change your component from a controlled item to a capital item. These instructions show you how to change a component from a controlled item to a capital item, but the same basic steps may be used if you wish to change from a capital item to a controlled item.

- Open a session on Screen 510.
- Advance to Screen 515 and change the fund sequence value to $0.00 (this removes all dollar information that would identify the component as a controlled item).
- Advance to Screen 516 and change the component to a capital item.
- Return to Screen 515 and enter the new value of the fund sequence(s) for the component.
- Return to Screen 510 and close the session.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Asset: 10 digits/characters
In combination with component number, enter the asset number to be modified.

◆ Component: 2 digits
In combination with asset, identify the component to be modified.

Status: 1 character
Displays the current status of the component.

**Screen Information**

**Current Status**

Component Cost: 15 digits
Shows the total dollar amount of the component of the selected asset at the time of purchase / acquisition.

Salvage Value: 15 digits
Displays the current estimate of the worth of the component when fully depreciated.
**Accum. Depr:** 15 digits
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

**Undepr Amt:** 15 digits
Shows the total dollar amount of depreciation that has not been recognized and fed to accounting.

**Change in Estimate**

**Useful Life (Memo):** 3 digits
Signify the estimate of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.

**Remaining Life:** 3 digits
Include the remaining number of months over which depreciation will be charged.

**Change in Method**

**Depr Method:** [Help] 3 characters
Indicate the method by which an component's depreciation will be calculated. Valid values include:
- SL = Straight Line

**Depr Thru:** 2 digits/4 digits
Enter the last month and year in which depreciation was calculated for the selected component.

**Change in Account**

**Asset Account:** 10 digits
Identify the General Ledger (GL) investment-in-plant account to which accounting data for the component is posted.

**Class (Has Acct Ctls):** [Help] 6 digits
Include the class that has the account controls. This number groups together similar components, as designated for accounting and property control purposes. For example:
- 843501 = Servers/Minicomputers
- 843502 = Microcomputer-Desktop Not Apple
- 843503 = Microcomputer-Desktop Apple
- 843504 = CPU-Handheld/Portable/Lap-Not Apple
- 843505 = CPU-Handheld/Portable/Laptop Apple
- 843506 = Drives-Tape/Disk/Optical/Hard/Zip

**Alternate Dep. Acct:** 10 digits
Displays the account to which depreciation expenses should be directed, when the component investment-in-plant account is not to be used.

**Cap Flag:** 1 character
Type 'Y' if the cost of the component should be carried in the General Ledger (i.e. capitalized).
Screen 516 – Change in Est/Meth/Acct (cont’d)

**Depr Ind:** 1 character
Identify whether or not (‘Y’ or ‘N’) the component will be fed for depreciation calculation.

**Software Version Nbr:** 20 digits
Include the version number of the software being used.
If this field is used, the information will be included on SPA reports.

**Hist Ind:** 1 character
Type ‘Y’ if identified by the institution as an historical component.

**In Service Date:** 8 digits
Include the date on which the component is employed for its intended purpose.

**Appraisal Method:** Help 1 digit
Enter the method by which the asset value is determined. Valid values are:
- BLANK = Not Specified
- 1 = Invoices/Other Docs Stating Cost
- 2 = Manufacturer Price List
- 3 = Distributor & Supply Co. Catalogs
- 4 = Industry Pubs. & Trade Journals
- 5 = Public and Tax Assessment Records
- 6 = Realtors, Appraisers, and Bankers
- 7 = Other

**SPA Effective Date:** 8 digits
Include the date of the transaction. Effective date cannot be greater than current date or outside of the current fiscal year.

**Acq Method:** Help 2 characters
Identify the method by which the component is obtained by the institution. For example:
- AJ = 4495 Adjustments / Other
- GA = 4450 Gain On Sale Or Trade-In
- GF = 4405 Gift
- HT = 4495 Held In Trust
- LP = 2120 Lease Purchase Acquisition
- ML = 4400 Master Lease
- PD = 4407 Constructed / Produced By Dept
- PO = 4400 Purchased

**Acq Agency:** Help 3 characters
Indicate which TAMUS member is responsible for the acquisition of the selected component. For example:
- 710 = 01 System Offices
- 711 = 02 Texas A&M University
- 709 = 03 TAMUS Health Science Center
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Description</td>
<td>Enter a short description of the changes to be made to the component.</td>
</tr>
<tr>
<td>Transaction Reference</td>
<td>Indicate the batch reference used to audit the change in cost transaction.</td>
</tr>
<tr>
<td>Transfer from Asset</td>
<td>Shows the asset number that was copied if the copy function was used on Screen 509 to create the selected asset.</td>
</tr>
<tr>
<td>Component</td>
<td>Identifies the component number that was copied if the copy function was used on Screen 509 to create the selected component.</td>
</tr>
<tr>
<td>Session ID</td>
<td>Displays the batch/session identification header, as entered on Screen 510.</td>
</tr>
<tr>
<td>Date</td>
<td>Indicates the batch/session date, as entered on Screen 510.</td>
</tr>
<tr>
<td>Count</td>
<td>Shows the number of transactions processed in the current batch session.</td>
</tr>
<tr>
<td>Amt</td>
<td>Indicates the total dollar amount processed in the current batch session.</td>
</tr>
</tbody>
</table>

**Additional Functions**

**PF KEYS**

See Appendix for explanation of the standard PF Keys.
Reacquire a Disposed Asset

Components that have been mistakenly disposed may be undisposed. When a component is undisposed, the component for the selected asset is changed back to an approved status. This is accomplished on Screen 517.

Only disposed assets can be processed on this screen.

Screen 517 - Undispose Asset Component

Basic Steps

- Open a session on Screen 510.
- Advance to Screen 517.
- Type the disposed asset number and component number on the Action Line and press <ENTER> to display its information.
- Type a ‘Y’ to undispose the component.
- Type an effective date, a short description of the undisposed transaction and its transaction reference.
- Press <ENTER> to process the undispose transaction.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Asset: 10 digits/characters
In combination with component number, enter the asset to be modified.

◆ Component: 2 digits
In combination with asset number, include the component of the chosen asset to be modified

Status: 1 character
Displays the current status of the component.
### Screen Information

- **Enter ‘Y’ to Undispose:**
  - 1 character
  - Type ‘Y’ if you wish to **undispose** the selected component.

- **SPA Effective Date:**
  - 8 digits
  - Include the **effective date the transaction takes place**. Effective date cannot be greater than current date or outside of the current fiscal year.

- **Transaction Description:**
  - 35 characters
  - Include a short **description** stating the **reason** the selected component is to be **undisposed**.

- **Transaction Reference:**
  - 7 characters/digits
  - Enter the **batch reference** to audit the change in cost transaction.

- **Feed Accounting:**
  - 1 character
  - Signifies whether or not cost, depreciation, and other transaction information are to be **fed to the accounting module** of FAMIS: Detail (D), Summary (S) or No (N).

### Data Entered at Time of Disposal

- **Disposal Date:**
  - 8 digits
  - Displays the **date** that the **component was disposed** (i.e. date it was sold, lost, etc.).

- **Component Cost:**
  - 15 digits
  - Shows the **total dollar amount of the component** of the selected asset at the time of purchase/acquisition.

- **Disposal Method:**
  - 2 characters
  - Indicates the **disposal method** used by the institution responsible for the component.

- **Salvage Value:**
  - 15 digits
  - Identifies an **estimate of the salvage value** of the component when it is fully depreciated.

- **Current Year Dep:**
  - 15 digits
  - Indicates the **total dollar amount of depreciation** that has been recognized and fed to accounting in the current FY.

- **Accum. Depr:**
  - 15 digits
  - Shows the **total dollar amount of depreciation** that has been recognized and fed to accounting.

- **Sale Amount:**
  - 15 digits
  - Displays the **dollar amount received for the sale** of the selected component.
### Screen 517 – Undispose Asset Component (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| **Department:** | 5 characters  
Identifies the department responsible for the component at the time of its disposal. |
| **Disposal Cost:** | 15 digits  
Shows the cost associated with removing the component from the institution's general inventory. |
| **Sub Dept:** | 5 characters  
Identifies the sub-department responsible for the component at the time of its disposal. |
| **Session ID:** | 6 characters/digits  
Displays the batch/session identification header, as entered on Screen 510. |
| **Date:** | 8 digits  
Indicates the batch/session date, as entered on Screen 510. |
| **Count:** | 5 digits  
Identifies the actual number of transactions processed during the current batch session. |
| **Amt:** | 15 digits  
Indicates the total dollar amount processed during the current batch session. |

**Additional Functions**

*PF KEYS*

See Appendix for explanation of the standard PF Keys.
Transfer an Asset

Transferring an asset/component record within the Fixed Asset (FFX) module of FAMIS could be the result of a change in the asset/component’s location, ownership, or availability. Screen 519 has been provided to process this transfer within an individual TAMUS member. Information processed on this screen is needed for AFR reports.

Only approved assets can be processed on this screen.

Screen 519 - Transfer within Member

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>10 digits/characters</td>
</tr>
<tr>
<td>Dept</td>
<td>5 characters</td>
</tr>
<tr>
<td>Exec Level</td>
<td></td>
</tr>
<tr>
<td>County</td>
<td>5 characters</td>
</tr>
<tr>
<td>Restriction</td>
<td>I</td>
</tr>
<tr>
<td>Ownership/Title</td>
<td>SYS</td>
</tr>
<tr>
<td>SPA Effective Date</td>
<td>02/26/2009</td>
</tr>
<tr>
<td>Transaction Description</td>
<td></td>
</tr>
<tr>
<td>Transaction Reference</td>
<td></td>
</tr>
</tbody>
</table>

Basic Steps

- Open a session on Screen 510.
- Advance to Screen 519.
- Type a valid asset number on the Action Line.
- Type the department and sub-department and press <ENTER> to display existing component information.
- Type an effective date, a short description of the changes to be made and a transaction reference.
- Add/modify component information in the available fields, as desired, and press <ENTER> to process the changes to the component record.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Asset: 10 digits/characters

Enter the **asset number** to be transferred.

**Screen Information**

Dept: 5 characters

Indicate the **department** to which you wish to transfer the asset.
Screen 519 – Transfer within Member (cont’d)

**Sub Dept:**
*Help* 5 characters
Identify the **sub-department** to which you wish to transfer the asset.

**Alt APO**
**Alt APO Name:**
25 characters
Shows the name of the **alternate person responsible** for the asset.

**Location**
**Building:**
*Help* 5 digits
Include the **code that identifies** the **building** in which the asset is located.

**Bldg CC:**
*Help* 2 digits
Indicate the **campus code** on which the selected asset is located.

**Room:**
*Help* 6 digits/characters
Enter the **room number of the building** where the asset is located. Entry may be required, if Room Table option is “Y” on Screen 590 in FFX.

**Group:**
5 characters
Identify a **code** that is often used in sorting fixed asset reports.

**Exec Level:**
2 characters
Shows the **executive officer** who is ultimately responsible for all decisions concerning the acquisition, use and disposal of the asset.

**Division:**
2 characters
Indicates the **FRS-defined division** that is responsible for the asset.

**School:**
2 characters
Identifies the **school, college, administrative office**, or other unit within the division that is responsible for the asset.

**County:**
*Help* 3 digits
Enter the **county** in which the asset is located.

**Availability:**
*Help* 2 characters
Identify whether the **asset** is in use, **available** for use, or not usable. For example:
- **AV** = Available
- **BLANK** = Undetermined
- **EX** = Excess Property
- **LN** = On Loan To Another Department
- **MS** = Missing, Unable To Locate

**Other Location:**
20 characters/digits
Describe the **asset’s location** when it is not feasible to describe it in terms of campus, building, and room.
Screen 519 – Transfer within Member (cont’d)

Restriction:  
**Help** 1 character  
Signify any restrictions placed on the use/ownership of the selected asset.  
A = EQPT Thru TX Surplus - ACQ DT  
B = Right To Reclaim/Transfr-Fund  
C = Title Stays W/ Fnd Agncy (FED  
D = Res;Sale Rcpts Dep To NSF EQP  
E = Sale Rcpts To Return To FED G  
F = Exempt Prop-Use On FED Fund P  
G = Retain&Reimb FED By %FEDPART/  
I = No Restrictions

Ownership/Title:  
**Help** 4 characters  
Indicate if asset is owned by institution, outside agency, or borrowed/leased by the institution.

User UIN:  
**Help** 9 digits  
Enter the Universal Identification Number for the person assigned to use of the equipment.

◆ SPA Effective Date:  
8 digits  
Provide the effective date the transaction takes place. An effective date cannot be greater than current date or outside of the current fiscal year.

◆ Transaction Description:  
35 characters  
Enter a description of the transfer of the asset.

◆ Transaction Reference:  
7 characters/digits  
Include the batch reference to audit the change in cost transition.

Session ID:  
6 characters/digits  
Displays the batch/session identification header, as entered on Screen 510.

Date:  
8 digits  
Indicates the batch/session date, as entered on Screen 510.

Count:  
5 digits  
Identifies the actual number of transactions processed during the current batch session.

Amt:  
15 digits  
Indicates the total dollar amount processed during the current batch session.

Additional Functions

PF KEYS  
See Appendix for explanation of the standard PF Keys.
Livestock

Livestock information, including the head count and the total amount spent, may be entered using Screen 521. This screen is also used to monitor changes due to loss or additions to livestock owned by your agency/institution.

Screen 521 – Livestock

<table>
<thead>
<tr>
<th>Count Change Method</th>
<th>Cost Change</th>
<th>Sale Amount</th>
<th>Disposal Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>D SL 100.00 50</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Feed Accounting: D  (D-Detail, S-Summary, N-No)
SPA Effective Date: 02/26/2009 SPA Depr Entity FY: ___
Session ID JAC001 Date 02/26/2009 Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Seq Funds Desc

Screen 521 - Livestock Pop-Up Window

Basic Steps

• Open a session on Screen 510.
• Advance to Screen 521.
• Type an approved asset number, component number and fund sequence number on the Action Line and press <ENTER>.
• Indicate whether or not the transaction is a debit or a credit.
• Type a valid transaction reference and description.
• Indicate whether the transaction is an acquisition or a disposal as well as the method of acquisition or disposal.
• Type additional information in the available fields, as desired.
• Press <ENTER> to process the asset information.
Screen 521 – Livestock (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ?, or * Field Help Available)

Action Line
◆ Asset: 10 digits/characters
Enter the asset number to be modified.

◆ Component: 2 digits
In combination with asset number and fund sequence number, identify the component to be modified.

◆ Seq: 5 digits
In combination with asset number and component number, indicate the fund sequence to be modified.

Status: 1 character
Displays the current status of the asset.

Screen Information
DR Asset Control: 10 digits
Identifies the account and account control that will be debited.

CR ACQ Addition: 10 digits
Shows the account and account control that will be credited.

Total Headcount: 15 digits
Indicates the total number of livestock associated with the asset number, as entered on Screen 501.

Sequence Cost: 14 digits
Identifies the total value of the component sequence of the asset.

◆ DR/CR: 1 character
Indicate whether the transaction to be processed is a debit (D) or a credit (C).

◆ Trans Ref: 7 characters/digits
Include the batch reference used to audit the livestock transactions.

◆ Description: 35 characters
Provide a short description of the changes to be made to the asset.

Count Change: 11 digits
Include the number to be added to/ subtracted from total number of livestock.

◆ Method (D or SL): 1 character/2 characters
Indicate whether or not the transaction is an Acquisition (A) or a Disposal (D) and the method by which the acquisition/disposal is made possible.

Cost Change: 12 digits
Signify the dollar amount to debit or credit from the asset’s account.
Screen 521 – Livestock (cont’d)

Sale Amt: 13 digits
Shows the dollar amount to debit or credit from the component’s account.

Disposal Cost: 13 digits
Signifies the disposal cost associated with sale of asset.

Feed Accounting: 1 character
Identify whether or not cost, depreciation, and other transaction information is to be fed to the accounting module of FAMIS: Detail (D), Summary (S) or No (N).

SPA Effective Date: 8 digits
Enter the effective date the transaction takes place. Effective date cannot be greater than current date or outside of the current fiscal year.

SPA Depr Entity FY: 4 digits
Include the SPA Depreciable Entity Fiscal Year for the transaction. The Fiscal Year must be between the current Fiscal Year and the Fiscal Year of the In-Service Date.

Session ID: 6 characters/digits
Displays the batch/session header, as entered on Screen 510.

Date: 8 digits
Indicates the batch/session date, as entered on Screen 510.

Count: 5 digits
Identifies the actual number of transactions processed during the current batch session.

Amt: 15 digits
Indicates the total dollar amount processed during the current batch session.

Pop-Up Window Screen Information

Cost Change: 12 digits
Signifies the dollar amount to debit or credit from the asset’s account.

Gain/Loss: 14 characters
Signifies changes, in dollars, made to the herd due to loss or gain of additional livestock.

DR Account: 10 digits
Identifies the account and account control that will be debited.

CR Account: 10 digits
Identifies the account and account control that will be credited.

Net Change in Value: 14 digits
Displays the dollar amount of the change in value.
Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF6 Sequence
Seq Proceed to next sequence record.

PF9 Funds
Funds View all existing fund sequence records.

PF11 Description
Desc Enter a new description to override.
Section V

Inventory and Buildings
InCircuit – Protégé Scan & Validate Process

(General Overview)

- The TBAR058 file from FAMIS is loaded into Protégé Scan & Validate on InCircuit’s website www.incircuit.com.

- This file contains asset information by department from FFX Screen 535.

- The asset information is loaded onto the scanner by department, which is referred to as a subset by InCircuit through the ‘hotsync’ process.

- The departmental user (Alternate Accountable Property Officer – Alt APO) logs into the scanner using their login ID and password.

- Once the user scans an asset’s barcode label, the status of the asset will be ‘NoScan’, which means that the asset has been scanned, but has not been edited in any way.

- If the information is correct, the status will be changed to ‘Correct’.

- If the information is edited, the status will be changed to ‘Change’.

- If the information did not match, the status will be ‘New’ if the information is added in the scanner.

- **Note:** All fields (i.e. asset #, description, status, bldg, room/floor, dept, sub dept, other location, condition, availability, serial # and model #) can be edited on the scanner; however, only the editable fields on FFX Screen 535 will be updated in FAMIS.

- Once the inventory is completed, the scanner is synced with the InCircuit’s database through the website.

- All statuses must be approved by the Property Manager on the website. Once approved, a file is created by the Property Manager of all of the ‘Correct’ and ‘Change’ statuses. This file is the TBAR059 export file. The file name format is FFXDEPT.Dymmdd.misc.Pxx.txt. (replace “xx” with your Campus Code).

  The variables in the format are the ‘ymmdd’ for the date and the ‘Pxx’ specifies the campus code.

- An E-Mail request (TBAR059) is sent to famisprod@tamu.edu.

- FAMIS PROD then uploads the data into FAMIS from InCircuit’s server (sync.incircuit.com) and updates FFX Screen 535. The inventory date field is also updated on this screen.
InCircuit/FAMIS Inventory Process

Property Manager sends email to FAMIS PROD requesting TBAR058 extract file (either all depts or specific dept).

The TBAR058 extract file is generated by FAMIS PROD and is sent by FTP to InCircuit’s server. FAMIS PROD sends email notification to Property Manager.

Property Manager takes file from InCircuit’s server into Protégé Scan and Validate on InCircuit’s website: www.incircuit.com.

Department’s inventory is loaded onto the scanner from the website and inventory is conducted.

Inventory is loaded onto the website from the scanner and approved by Property Manager.

Property Manager creates an export file of inventoried/approved assets in Scan and Validate.

Email notification is sent to FAMIS PROD that the TBAR059 file is ready to be uploaded into FAMIS.

FAMIS PROD updates FFX Screen 535 by uploading the TBAR059 approved asset file (from InCircuit’s server) into FAMIS.

TBAR057 (barcode label report) file is generated automatically either weekly or monthly, depending on the campus requirements. The Bartender software is used to print the labels from the file. (Labels can also be manually printed in the software without a data file.)
TBAR057 Barcode Label File

Instructions

The TBAR057 report runs and prints with all of the month end reports. It is a list of the labels that need to be printed for the assets that are newly acquired for the date range specified. Each label should be printed from this file and attached to the monthly TBAR006 report for each department and then distributed to the Alt APO for that department. You will receive email notification from FAMISPROD that the TBAR057 report file is available.

1. Turn the barcode label printer on. The power and paused lights will be on – wait until the paused light goes off, then the printer is ready. Be sure to change the printer box to ‘B’.

2. Open Bartender software under the shortcut ‘barcode btw’. ‘Barcode btw’ is the software file for printing from the TBAR057 file from FAMIS. It is located on C:\Barcode file/barcode btw
   a. For individual barcode labels, select ‘individual btw


4. Go to ‘Options’. Then ‘Select file’. (For example: L:/User/FAMISInven)

5. Highlight the correct file and open. The file format should be as follows: FFXINV.Dyymm.Pxx.txt (replace “xx” with your Campus Code).
   For example, for April 2005, the file name for Part 01 would be FFXINV.D0504.P01.txt. Be sure not to delete the current file. If you do, FAMIS has to reload the file.

6. The file name should appear under ‘Text file name’.

7. Go to the ‘Browse’ tab to view the data in the file. The data will appear in asset # order unless sorted otherwise. Verify the data in the file to the data listed on the TBAR057 report. Once verified, click on ‘OK’.

8. The file can be printed several ways, either by department, by asset # or the entire file can be printed at once.
9. To print by department:
   a. Go to the ‘Query’ tab. Click on the ‘Fields’ block and a drop down arrow should appear. Click on the arrow and choose to sort by dept. The ‘Operator’ block should have an ‘=’ sign. The ‘Criteria’ block should also have a drop down arrow. Click on the arrow and choose the department that you want to print. If the department’s acronym is not listed, type (in uppercase) the department’s acronym. Go to the ‘Browse’ tab and only the department that you’ve specified under ‘Query’ should appear. Click on ‘OK’.
   b. Go to ‘File’ then ‘Print’. Under ‘Record Selection’, the ‘Queried Records’ should say ‘All’ and the ‘Selected Records’ should have a ‘1...’. Print.

10. To print by asset #:
    a. Go to the ‘Browse’ tab. Find the asset # that you want to print and write down the line # of that asset.
    b. Go to ‘File’ then ‘Print’. Under ‘Record Selection’, the ‘Queried Records’ should say ‘Selected’ and under ‘Selected Records’, list the lines that you want to print. Be sure to follow the correct format shown in the example under ‘Record Selection’. Print.

11. To print the entire file at once:
    a. Go to ‘File’ then ‘Print’. Under ‘Record Selection’, the ‘Queried Records’ should say ‘All’. Print.

12. When printing, if you receive an error message that references ‘blank strings’, answer ‘no’. Then on the sample barcode, right click on each field (i.e., asset #, serial # and description) and go to ‘Properties’. Click on the drop down arrow for the ‘Field’ and choose the correct field name and click on ‘OK’. In other words, be sure to associate the asset # field with assetnum, etc. When closing the software, be sure to save the changes made to ‘barcode btw’.

13. When you’re finished printing labels, be sure to change the printer box to ‘B’ and turn the printer off.
TBAR058 Import (Into InCircuit)

Instructions

The TBAR058 (Barcode File Create by Department) extract file is used to import asset information from FAMIS into the InCircuit system, Protégé Scan and Validate. This job should be requested before each monthly rotating inventory spot check and annual inventory certification by emailing FAMIS Production at famisprod@tamu.edu. The job can be requested by completing the following parameters: campus code = ‘01’ and department/sub department. The department should be specified when requesting this job for rotating inventory spot checks. For annual inventory certification, all departments for campus code ‘01’ would be requested.

1. Email famisprod@tamu.edu. The Email should read as follows:

   For annual inventory certification: “I would like to request a TBAR058 for system part 01 for all departments for all assets.”

   The following is an example Email for rotating inventory spot checks:

   “I would like to request a TBAR058 for system part 01 for the following departments: SOBA and CHAN for all assets.”

2. You will receive an Email from FAMIS Prod notifying you that the import file is on InCircuit’s server. The file name will be:

   ‘ffxinv.dyymmdd.pxx.txt’ (replace “xx” with your Campus Code)
   (yymmdd = year, month, date)

   You will also receive a TBAR058 report verifying the departments that are included in the import file.

3. To retrieve the file, login to Protégé Scan and Validate website, www.incircuit.com.

4. Go to ‘Admin’.

5. Choose ‘Import Data’.


   **This step is extremely important – DO NOT choose overwrite.** This will clear out all records, including users, subsets and asset information. Only choose ‘Overwrite’ when changing from the Blind Audit mode to Editable Audit mode or vice versa.

7. Click on ‘Next’.

8. Type the exact file name in the box (from the email sent by FAMISPROD). The file format should always be fixed length. Click on ‘Next’.
9. You should receive the message ‘Import successful’. Please note: If there is a problem with the import (the import should only take a couple of minutes or less), you must call InCircuit (speak to Shannon or Darrin) at 1-800-963-1950. They will probably have to reset the import file from their server.

10. Once the file has been imported, the requested information will be updated in InCircuit. To verify, go to ‘Progress’ on the InCircuit website and click on the department that you updated.
TBAR059 Export (Into FAMIS)

Instructions

I. **Verify the scanner’s information has been completed:**
   a. When you receive the scanner back from the Alt APO, turn on the scanner and login as department
   b. Go to ‘View Inventory’ and ‘Info’
      A. The ‘NoScan Items’ should be zero. This shows that every item that FAMIS has in that department’s inventory has been scanned during the inventory process.
      B. If the number if not zero, be sure to research the reason before proceeding.
      Then logout of the scanner.
   c. Have department sign in the scanner, cradle using the Bar.

II. **Log on the web using the following address:** www.incircuit.com
   a. Use your userid and password
   b. Assign department

III. **IMPORTANT:**
    Be sure to login to the scanner and Protégé Scan & Validate with the Alt APO’s login id. This ensures that the name of the Alt APO will be linked to each asset that was inventoried on the scanner for their department. Protégé Scan & Validate can be found at www.incircuit.com.

IV. Once logged into both, put the scanner in the cradle and push the ‘Hotsync’ button on the cradle. This will load the data from the scanner into InCircuit’s software. If the sync stalls at 70% and begins to count, log out of both the scanner and the website and be sure to log back in correctly. If the logins do not match, the sync cannot occur. The scanner will beep and a message will appear that the sync is complete. Log out of the scanner and the website. If you have further problems with the sync process, contact InCircuit.

V. Once the inventory has been completed for a department, the data is ready to be exported from InCircuit to FAMIS.

VI. Use the following steps (1-15) to export the file.
   1. Login to InCircuit’s website (www.incircuit.com) with your Manager ID.
   2. Go to ‘Progress’ and the department should have a date and time in the ‘Last Synchronization’ field and a name in the ‘Sync. User’ field.
   3. Approve all ‘Correct’ & ‘Change’ statuses.
   4. Go to ‘Admin’ then ‘Export’.
   5. Choose the subsets (departments) that will be included in the export file. You must uncheck all of the departments that should not be included or click on the ‘Unselect All’ button and then choose the departments that you want to include in the export. Then click on ‘Next’.
6. Select the status that will be included in the export file. Only the ‘Correct’ and ‘Change’ statuses should be included. (Note: Blind audit uses the status of ‘SubChange’.) Then click on ‘Next’.

7. Send ‘approved’ only. Then click ‘Next’.

8. Choose ‘Do not include previously exported items’. Then click on ‘Next’.

9. Type in the file name in the following format:

   ffxdept.dyymmdd.misc.pxx.txt  (replace “xx” with your Campus Code)
   (yyymmdd = year, month, day)

   The file format is Fixed Length format. Then click on ‘Next’.

10. Verify the file information. Then click on ‘Next’. Click on ‘Next’ again.

11. You should receive a message that the file was successfully created.

12. Mark Item as Exported? Yes and then ‘ok’.

13. Log out of the website and close the window.

14. Open ‘Outlook’ and send an email to FAMISPROD@tamu.edu. For example, the message should read as follows:

   “The file for the upload of the TBAR059 to FAMIS is now ready for processing for CCxx. The file name is ffxdept.dyymmdd.misc.pxx.txt.”

   Replace “xx” with your Campus Code

   Send the email.

15. You will receive a TBAU059 report 1-2 days after sending the email request to FAMISPROD (depending on if the email is sent before or after the 3:00 p.m. deadline). This report is separated by department and shows each asset’s updated information and errors that occurred during the upload (research & correct). File the original in the department’s folder and send a copy to the dept’s Alt APO.

   Be sure to use YOUR CAMPUS CODE in file names where appropriate.
Enter Departmental Inventory Records

Most asset information is entered and maintained by Property Management. However, it is sometimes necessary for individual departments to make changes to their inventory list.

Departments may use Screen 535 to make any needed changes to their inventory without having to submit change requests to Property Management.

Any information added or modified to the specified asset will apply to every one of its components.

### Screen 535 - Departmental Inventory

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset</td>
<td>Type a valid asset number on the Action Line and press &lt;ENTER&gt; to display existing asset information. Add or modify information in the available fields, as desired, and press &lt;ENTER&gt; to record the asset information.</td>
</tr>
<tr>
<td>Availability</td>
<td>Indicate the availability of the asset such as: in use, available for use, not usable. Valid values are: AV = Available, BLANK = Undetermined</td>
</tr>
</tbody>
</table>

### Basic Steps

- Type a valid asset number on the Action Line and press <ENTER> to display existing asset information.
- Add or modify information in the available fields, as desired, and press <ENTER> to record the asset information.

### Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

**Action Line**

◆ Asset: 10 digits/characters

Type the asset number to be modified. Displays a short description of the asset when you press <ENTER>.

**Screen Information**

Availability: 2 characters

Indicate the availability of the asset such as: in use, available for use, not usable. Valid values are:

AV = Available
BLANK = Undetermined
Screen 535 – Departmental Inventory (cont’d)

EX = Excess Property
LN = On Loan to Another Department
MS = Missing, Unable to Locate
RE = Restricted, Single Purpose
SH = Shareable, On Request
ST = Stolen, Damaged, Destroyed
US = In Use Full Time

TDP Document: 12 characters/digits
Displays the Transfer Department Property document number for transferring property between departments.

Condition: Help 2 characters/digits
Enter the current condition of the selected asset. For example:
DE = Demolition (17)
E1 = Used-Reconditioned - Excellent
E2 = Used-Reconditioned - Good
E3 = Used-Reconditioned - Fair

Purpose (1-4): Help 2 characters
Identify the function of the asset. For example:
AD = Administrative
AG = Agricultural Services Buildings
AX = Auxiliary Enterprises
BLANK = Undetermined

Percent (1-4): 5 digits
Enter the percent of time that the asset will be used for a particular purpose.

Class: 6 digits
Displays the class of the asset.

SPA Class: 3 digits
Identifies the State Property Accounting class code, which is the class code recognized by the State of Texas.

Model: 20 characters/digits
Indicates the manufacturer’s model number for the asset.

Serial: 20 characters/digits
Displays the manufacturer’s serial number for the asset.

Acq Date: 8 digits
Indicates the date on which the asset was acquired by the institution.

Owner/Title: 4 characters
Identifies whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.

Restriction: 1 character
Shows any restrictions placed on the use/ownership of the selected asset.
Screen 535 – Departmental Inventory (cont’d)

Tag Number: 10 characters/digits
Displays the identification number that is physically attached to the asset for inventory and control purposes.

How Tagged: 2 characters
Shows the physical type of tag used to mark the asset’s identification number.

Department: 5 characters
Identifies the department responsible for the asset.

Sub Dept: 5 characters
Displays the sub-department responsible for the asset.

Cost: 15 digits
Indicates the total dollar amount spent on the purchase of the asset.

Location
Building: Help 5 digits
Type the code that identifies the building where the asset is located.

Bldg Campus: 2 digits
Include TAMUS member campus building where selected asset is located.

Room: Help 6 digits/characters
Enter the room number of the asset. Entry may be required, if Room Table option is “Y” on Screen 590 in FFX.

Group: 5 characters
Include the group code used in sorting fixed asset reports.

County: Help 3 digits
Indicate the county where asset is located.

Other Loc: 20 characters/digits
Describe an asset’s location when it is not feasible to describe it in terms of campus, building, and room.

User UIN: Help 9 digits
Enter the Universal Identification Number for the person assigned to use of the equipment.

Note File Flag: 1 character
‘Y’ signifies that notes have been added to the asset.

Inventory Date: 8 digits
Indicates the date on which the existence, condition, and location of the selected asset was last verified.

Additional Functions
PF KEYS
See Appendix for explanation of the standard PF Keys.
Create/Modify Building Information

The buildings that make up our campuses and institutions are also considered assets of TAMUS. A building is represented in Fixed Assets by a building record, which is then linked by the Building Number to related asset records.

A building needs to be added on Screen 540 in order to be displayed on Screen 362.

Related asset records include building segments, such as elevators and heating/cooling systems, as well as equipment located in the building.

TAMU codes buildings as follows:

- 0xxxx represents a real building
- 1-9xxxx represents a renovation project
- A-Zxxxx represents a CIP (construction in progress) project

### Screen 540 - Building Create/Modify

- **Name:** A&M PRESS BUILDING
- **Location:** 1A MAIN CAMPUS
- **Primary Function:** AX AUXILIARY EN
- **Condition:** EX EXCELLENT
- **Type of Construction:** CS CORRUGATED S
- **Structural Obsolescence:** UNDETERMINED
- **Functional Obsolescence:** UNDETERMINED
- **Date Constructed:** 01/01/1955
- **Initial Occupancy:** 01/01/1955
- **Purpose:** AX
- **Area/Capacity:** Gross Area: 268650
- **Title Ownership:** TAMU TEXAS A&M UNIVERS
- **Title Reference:**
- **Title Recorded Date:**
- **Last Activity Date:** 02/08/2008
- **Type D to Delete Building:**

### Basic Steps

**Create a New Building Record**
- Advance to Screen 540.
- Enter the Building Campus Code where the building is located.
- Type a valid building number on the Action Line.
- Type the name of the building, location, current condition of the building, and financing method used to purchase the building.
- Indicate the agency or institution that owns the new building.
- Add additional information in the available fields, as needed.
- Press <ENTER> to record the information.
Modify an Existing Building Record
- Advance to Screen 540.
- Type a valid building campus code and building number on the Action Line and press <ENTER>. (You may also type an asterisk (*) in this field and make your selection from the pop-up window.)
- Add or modify information in the available fields, as needed and press <ENTER> to record the information.

Add/Remove Other Campus Building(s) for location needs
- Advance to Screen 540.
- Type a valid building and campus code and building number on the Action Line and press <ENTER>.
- Press PF9 to add the building. The building can then be used on multiple screens (505, 519, and 535) for location needs.
- Press PF10 to remove the building. The building can no longer be used for location needs.

Delete a Building Record
- Advance to Screen 540.
- Type a valid building and campus code and building number on the Action Line and press <ENTER>.
- Type a ‘D’ in the Delete Building: field (bottom right corner of the screen).
- Press <ENTER> to remove the building record from the system.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Bldg. Campus Cd: 2 digits/characters
Include the TAMUS member campus code where the building is located. Valid values include:
00 = Master Campus
01 = System & General Offices
02 = Texas A&M University

◆ Building: 5 characters/digits
Enter the building code for the record you would like to add, modify, or delete. For example:
VA147 = Veteran’s Admin -
VA163 = Main VA Hospital
X2648 = TEEX - Underground
X2658 = TEEX - OES Training
X2680 = TEEX - Fireman Trgn

Screen Information
◆ Name: 40 characters (2 lines)
Enter the full name of the building.
Screen 540 – Building Create/Modify (cont’d)

Location: 2 digits/characters
Identify the TAMUS member part of the off-campus location where the building is located. For example:
BLANK = Not Specified
1A = Main Campus
1B = West Campus
1C = Veterinary School
2A = Branch or Specialized Campus

Other Location: 20 characters
Indicate the city, state, and/or country where the building is located when it cannot be described in terms of a location code.

Primary Function: 2 characters
Signify the primary purpose of the selected building. Examples include:
AD = Administrative
AG = Agricultural Services Buildings
AX = Auxiliary Enterprises
BLANK = Undetermined

Condition: 2 characters/digits
Indicate the quality and general state of repair of the building. Valid values include:
DE = Demolition (17)
E1 = Used-Reconditioned - Excellent
E2 = Used-Reconditioned - Good
E3 = Used-Reconditioned - Fair

Coinsurance Pct: 2 digits
Identify the percentage of loss covered by the institution if it coinsures the building.

Type of Construction: 2 characters
Indicate the primary materials used in the construction of the building. For example:
AD = Adobe
AS = Aluminum Sheeting
BC = Block, Concrete
BLANK = Undetermined
BR = Brick

Financing Method: 2 characters
Enter the means used to pay for the building, if owned by the institution. Valid values include:
BLANK = Not Defined
CA = Cash
EF = Endowment Funds
FG = Federal Grant
FL = Federal Loan
GF = Gift
Screen 540 – Building Create/Modify (cont’d)

Structural Obsolescence: Help 2 characters
Include the relative obsolescence of the basic building structure, when evaluated according to such factors as compliance with building codes, industry standards, safety and health regulations, and/or EPA, OSHA and NRC regulations. Valid values are:
- ST  = State-Of-The-Art
- CU  = Current, Standard
- OK  = Acceptable
- AD  = Barely Adequate
- OB  = Obsolete
- BLANK = Undetermined

Replacement Cost: 11 digits
Enter the estimated cost of replacing the building for insurance purposes.

Functional Obsolescence: Help 2 characters
Signify the relative obsolescence of the building in terms of the functions for which it is used. Valid values are:
- ST  = State-Of-The-Art
- AD  = Barely Adequate
- OK  = Acceptable
- CU  = Current, Standard
- OB  = Obsolete
- BLANK = Undetermined

Appraised Value: 11 digits
Identify the appraised value of the selected building.

Date Constructed: 8 digits
Include the date on which original construction on the building was completed.

Appraised By: Help 4 characters
Enter the outside agency that provided an appraised value of the building. For example:
- CENT  = Century 21 Realtors
- CMW  = Charles M. Whittier, Inc.
- CWBK  = Coldwell Banker, Inc.
- BLANK = NOT APPRAISED

Initial Occupancy: 8 digits
Type the date the TAMUS member part began using the building for its intended purpose.

Appraised Date: 8 digits
Indicate the date on which the building was appraised.
Purpose: [Help] 2 characters (4 fields)
Enter the general purpose or function of the building.
AD = Administrative
AG = Agricultural Services Buildings
AX = Auxiliary Enterprises
BLANK = Undetermined
FR = Residence, Family - Apts, No Rent
GN = General

%: 3 digits (4 fields)
Include the percentage of the time, space, or resource consumption that the building will be used for a particular purpose.

◆ Title Ownership: [Help] 4 characters
Indicate whether the building is owned by the institution or an external agency, corporation or individual. For example:
AAAE = American Asso of Airport Executive
AAR = Association of American Railroads
ABL = Abbott Laboratories

Title Reference: 7 characters/digits
Include a reference number or code that is associated with the title instrument.

Title Recorded at: 15 characters
Indicate the place where the title is legally recorded, typically the county seat for the jurisdiction in which the building is located.

Title Recorded Date: 8 digits
Signify the date on which the title was transferred to the specified agency or institution.

Last Activity Date: 8 digits
Include the last date on which activity was recorded by the system for the specified building.

Area/Capacity
UOM: [Help] 3 characters
Identify the unit of measure in terms of which the space occupied or provided by the building is expressed.
A = Acres
HA = Hectares
SFT = Square Feet
SMT = Square Meters
SQR = Squares, 10 ft by 10 ft
SYD = Square Yards
BLANK = Undetermined

Gross Area: 7 digits
Enter the total floor space in the selected building.
Usable Area: 7 digits
Signify the total floor space used by the occupants of the building to carry out their functions.

Public Area: 7 digits
Identify the total floor space devoted to general use, that is, use that is floor space not directly related to any specialized functions for which the building is designated.

Revenue Producing: 7 digits
Include the total floor space of the building devoted to activities that generate income for the institution.

Optimum Capacity: 7 digits
Persons
Type the maximum number of persons that may safely occupy the building or structure.

Type D to Delete Building: 1 character
Type ‘D’ to remove the selected building record from the system.

Additional Functions
PF KEYS
See Appendix for explanation of the standard PF Keys.

Visibility of the following two PF Keys is dependent on security access to this screen.

PF9 Add
Used to add the building record.

PF10 Delete
Used to delete the building record.
Building Segment/Betterment Information

Building segments, such as elevators and heating/cooling systems are often added as improvements to a building. These segments often are treated as separate assets of the institution. However, it is necessary to associate them with the building in which they are placed. Screen 541 may be used to identify a component as a building segment.

**Screen 541 - Building Segment/Betterment**

<table>
<thead>
<tr>
<th>Description</th>
<th>Building Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name: NAGLE HALL</td>
<td>Name: NAGLE HALL</td>
</tr>
<tr>
<td>Building: 00506</td>
<td>Building: 00506</td>
</tr>
<tr>
<td>Campus: 02</td>
<td>Campus: 02</td>
</tr>
<tr>
<td>Location: IA</td>
<td>Location: IA</td>
</tr>
<tr>
<td>Primary Function: GN</td>
<td>Primary Function: GN</td>
</tr>
<tr>
<td>In-service Date: 01/01/1909</td>
<td>In-service Date: 01/01/1909</td>
</tr>
<tr>
<td>Class: 811001</td>
<td>Class: 811001</td>
</tr>
<tr>
<td>Useful Life: 360</td>
<td>Useful Life: 360</td>
</tr>
<tr>
<td>Remaining Life:</td>
<td>Remaining Life:</td>
</tr>
<tr>
<td>Component Cost: 1,835,411.23</td>
<td>Component Cost: 1,835,411.23</td>
</tr>
<tr>
<td>Salvage Value: 91,770.56</td>
<td>Salvage Value: 91,770.56</td>
</tr>
<tr>
<td>Condition: O2</td>
<td>Condition: O2</td>
</tr>
<tr>
<td>Initial Occupancy: 01/01/1909</td>
<td>Initial Occupancy: 01/01/1909</td>
</tr>
<tr>
<td>Date Constructed:</td>
<td>Date Constructed:</td>
</tr>
<tr>
<td>Gross Area: 323,060</td>
<td>Gross Area: 323,060</td>
</tr>
</tbody>
</table>

**Basic Steps**

- Advance to Screen 541.
- Type a valid asset number and component number on the Action Line and press <ENTER>. You may also type an asterisk (*) in the Asset: field, press <ENTER> and select an asset from the pop-up window display list.
- Indicate whether or not this component is a building segment.
- Press <ENTER> to record the information.

**Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)**

**Action Line**

◆ **Asset:**

10 digits/characters
Identify the asset number which you would like to mark as a building segment.

◆ **Component:**

2 digits
Include the component which you would like to mark as a building segment.

**Status:**

1 character
Identifies the status of the component.
Screen Information

 Is this asset a building segment?
1 character
Indicate whether or not (‘Y’ or ‘N’) the selected component is a building segment. Can only be set for approved assets.

Asset Data

Description: 40 characters
Displays a short description of the selected component.

Class: 6 digits
Displays the class of assets, as designated for accounting and property control purposes.

In-service Date: 8 digits
Identifies the date on which the component is first used for its intended purpose.

Useful Life: 3 digits
Indicates the estimate of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.

Remaining Life: 3 digits
Shows the number of future months over which depreciation is to be charged.

Component Cost: 15 digits
Indicates the total dollar value of the component at the time of purchase / acquisition.

Salvage Value: 15 digits
Shows an estimate of the salvage value of the component when fully depreciated.

Replacement Cost: 15 digits
Displays the estimated cost of replacing the component this fiscal year, for insurance purposes.

Building Data

Name: 40 characters
Displays the full name of the building where the component is located.

Building: 5 digits
Indicates the building code where the component is located.

Campus: 2 digits
Shows the campus code where the asset is located.

Location: 2 digits/characters
Identifies the TAMUS member part of off-campus location where the building is located.
### Screen 541 – Building Segment/Betterment (cont’d)

| **Primary Function:** | 2 characters  
Signifies the main purpose of the selected building. |
|------------------------|------------------------------------------------------|
| **Condition:**         | 2 characters/digits  
Indicates the quality and/or the general state of repair of the selected building. |
| **Date Constructed:**  | 8 digits  
Displays the date on which construction of the building was completed. |
| **Initial Occupancy:** | 8 digits  
Identifies the date on which the TAMUS member part began using the building for its intended purpose. |
| **Replacement Cost:**  | 15 digits  
Shows the estimated cost of replacing the building this fiscal year, for insurance purposes. |
| **Appraised Value:**   | 15 digits  
Indicates the dollar amount of the appraised value of the building. |
| **Gross Area:**        | 7 digits  
Displays the total floor space, generally in square feet or square meters, available for the selected building. |

**Additional Functions**

**PF KEYS**  
See Appendix for explanation of the standard PF Keys.
Assets by Building/Building Component Flag

You may view a list of all approved assets by building / building segment flag using Screen 542. Screen 542 displays basic component information of all assets that are either a building segment, residing in a building, or both. You may also choose to view all building segments, or limit the display to only those that are approved or disposed.

The information displayed on this screen includes the asset number, component number, status, short description, asset accounting information, ownership department, asset class, and component cost.

A running subtotal is displayed at the bottom of each screen. When all assets have been displayed, a grand total is shown. If a component is selected from the display and another screen is not requested, the screen will transfer to Screen 541.

### Screen 542 – Building Segment Inquiry

<table>
<thead>
<tr>
<th>Se Asset Nbr</th>
<th>Cp St Sg</th>
<th>Description</th>
<th>Asset Acct</th>
<th>Dept</th>
<th>Class</th>
<th>Component Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000029565</td>
<td>01 A N</td>
<td>COMPUTER CROWN U</td>
<td>089730-1730 SACT 578701</td>
<td>2,798.75</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000030535</td>
<td>01 A N</td>
<td>PRINTER HP 405DN</td>
<td>089730-1730 SACT 578801</td>
<td>1,400.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>00004220255</td>
<td>01 A N</td>
<td>CAMCORDER VHS BM</td>
<td>089730-1730 SACT 578201</td>
<td>599.99</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000527969</td>
<td>01 A N</td>
<td>CPU DIMENSION 82</td>
<td>089730-1730 SACT 578701</td>
<td>1,854.88</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0000373536</td>
<td>01 A N</td>
<td>PRINTER LASER HP</td>
<td>089730-1730 SACT 578801</td>
<td>3,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0200044262</td>
<td>01 A N</td>
<td>COMPUTER, DELL</td>
<td>089730-1730 SACT 578701</td>
<td>2,933.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0300055200</td>
<td>01 A N</td>
<td>COMPUTER, GATEA</td>
<td>089730-1730 SACT 578701</td>
<td>1,098.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0300055205</td>
<td>01 A N</td>
<td>COMPUTER, GATEA</td>
<td>089730-1730 SACT 578701</td>
<td>1,098.42</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0400066506</td>
<td>01 A N</td>
<td>COMPUTER, M&amp;A PE</td>
<td>089730-1730 ENTC 578701</td>
<td>1,125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0400066507</td>
<td>01 A N</td>
<td>COMPUTER, M7A PE</td>
<td>089730-1730 ENTC 578701</td>
<td>1,125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0500067795</td>
<td>01 A N</td>
<td>COMPUTER, GATEA</td>
<td>089730-1730 SACT 578701</td>
<td>1,186.08</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0500069461</td>
<td>01 A N</td>
<td>COMPUTER, OPTIFL</td>
<td>089730-1730 CVEN 578701</td>
<td>2,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sub Total: 20,719.54

*** More Assets - Press ENTER To View ***

Basic Steps

- Advance to Screen 542.
- Type a valid building campus code, building code, segment flag and status on the Action Line. You may also enter a starting asset number to begin the displayed list at a certain number. If you do not know the building code, you can type an asterisk (*) in the “Building:” field, press <ENTER> and select it from the pop-up window display list.
- Press <ENTER> to display a list of assets.
- Type an ‘X’ next to an asset and press <ENTER> to advance to Screen 541 and view additional detailed information.
Screen 542 – Building Segment Inquiry (cont’d)

Field Descriptions *( ◆ = Required / Help = PF2, ? or * Field Help Available)*

**Action Line**

◆ **Bldg CC:** Help 2 digits
Indicate the TAMUS member campus code owning the building in which the asset is located. (defaults to logged on campus).

◆ **Building:** Help 5 digits
Enter the building code where asset is located.

◆ **Segment Fg:** 1 character
Signify whether to display:
Y = assets that are segments of a building
N = assets that are not segments of a building (default)
B = all assets, whether segments or not (non-components are listed first)

St: 1 character
Identify the status of building segments to be displayed:
A = Approved
D = Disposed
B = Both approved and disposed

**Asset:** 10 digits/characters
Identify a starting asset number to display, if desired.

**Screen Information**

Se: 1 character
Type an ‘X’ to select an asset for further display on Screen 541.

Asset Nbr: 10 digits/characters
Shows the asset’s identification number.

Cp: 2 digits
Identifies the component number.

St: 1 character
Displays the status of the component: Approved (A), or Disposed (D).

Sg: 1 character
‘Y’ indicates the asset is a building segment.

Description: 16 characters
Displays a short description of the selected asset.

 Asset Acct: 10 digits
Identifies the general ledger / account control owning the asset. A general ledger/account control will be displayed for both capital and non-capital assets. Accounting is fed to the GL for capital assets only, however.
Screen 542 – Building Segment Inquiry (cont’d)

— OR —

**Acq Date:** 8 digits
Displays the date the asset was acquired.

**Dept:** 5 characters
Indicates the department responsible for the asset.

**Class:** 6 digits
Shows the component class code for the asset.

**Component Cost:** 15 digits
Displays total dollar amount of the component.

**Sub Total:** 11 digits
A subtotal of component cost appears if the displayed items span more than one screen.

**Grand Total:** 11 digits
The grand total of component cost displays at the end of the results of the inquiry list.

*Additional Functions*

**PF KEYS**
See Appendix for explanation of the standard PF Keys
Building Room Number Table

When a campus needs to validate rooms for their buildings, Screen 543 is used. The Master Campus is the only place that rooms can be added or deleted and only a few people in the A&M System Office of Budgets and Accounting will be given this security. The reason for this is that rooms will be loaded from the Facilities Coordination table.

If you need to have room(s) added to the table that are going to be added to the FCOR table eventually, please have the property manager or designee provide the following information to A&M System property manager or alternate:

1. FCOR building number
2. Building name
3. Room number(s)
4. The campus that owns the building
5. Verification that FCOR is aware of this addition/change. Otherwise, this screen is DISPLAY ONLY.

This screen shows all rooms, regardless of whether the building has been added on Screen 540.

<table>
<thead>
<tr>
<th>Screen 543 - Building Room Nbr Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>543 Building Room Nbr Table</td>
</tr>
<tr>
<td>Screen: ___ Bldg CC: 02 Building: 00462 ACADEMIC BUILDING</td>
</tr>
<tr>
<td>Starting Room: ______</td>
</tr>
<tr>
<td>ELEVAT 103 105A 110A 127 201F 205 211A</td>
</tr>
<tr>
<td>HALLS 103A 105B 111 128 202 205A 211B</td>
</tr>
<tr>
<td>LOBBY 103AA 105C 111D 129 202A 205B 211C</td>
</tr>
<tr>
<td>MEN 103AB 105D 112 129A 202B 206A 219</td>
</tr>
<tr>
<td>MEN-A 103AC 106 119A 129B 202C 206B 219A</td>
</tr>
<tr>
<td>STAIRS 103AD 106A 119B 129C 202D 206C 219B</td>
</tr>
<tr>
<td>WOM-A 103AX 106B 119C 130 203 206D 219C</td>
</tr>
<tr>
<td>WOMEN 103B 107 119X 131 203A 207 219D</td>
</tr>
<tr>
<td>001 103C 107A 132 203B 207A 220</td>
</tr>
<tr>
<td>002 104 107B 122 200 204 207B 220A</td>
</tr>
<tr>
<td>004 104A 107C 122A 201 204A 208 220B</td>
</tr>
<tr>
<td>102 104B 108 123 201A 204B 209 220C</td>
</tr>
<tr>
<td>102A 104C 108X 124 201B 204C 210 220D</td>
</tr>
<tr>
<td>102B 104D 109 125 201C 204D 210A 221</td>
</tr>
<tr>
<td>102C 105 110 126 201D 204E 211 223</td>
</tr>
</tbody>
</table>

Basic Steps

Create a New Room for a Building

- On the Master Campus, advance to Screen 543.
- Enter the Building Campus Code where the building is located.
- Type a valid building number and press <ENTER> to display the current rooms for the building.
- Type an “A” in the first blank and type the room number in the blank next to it, and press <ENTER> to record the information.
Delete a Room for a Building

• On the Master Campus, advance to Screen 543.
• Enter the Building Campus Code where the building is located.
• Type a valid building number.
• Press <ENTER> to display the current rooms for the building.
• Find the room that is to be deleted and type a “D” in the first blank.
• Press <ENTER> to remove the room from the table.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line

◆ Bldg. CC: Help 2 digits
Include the TAMUS member campus code where the building is located. Valid values include:
00 = Master Campus
01 = System & General Offices
02 = Texas A&M University

◆ Building: Help 5 characters/digits
Enter the building code for the record you would like to add, modify, or delete. For example:
VA147 = Veteran’s Admin
VA163 = Main VA Hospital
X2648 = TEEX - Underground
X2658 = TEEX - OES Training
X2680 = TEEX - Fireman Trng

Starting Room: Help 6 digits/character
Enter a room number to begin the display at a desired starting position.

Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF6 Default
Dflt View the Default Room Number table for rooms that can be used on any asset.
Building Room Asset Inquiry

To use Screen 544, the room table flag for the campus must be set to “Y” or “F” on Screen 590 in FFX. This screen can be used to view a list of personal approved assets for a campus by building/room.

The information displayed on this screen includes the room, asset campus code, asset number, department, subdepartment, and description. Select an asset from the display to advance to Screen 535.

Only assets on your campus may be selected. It is suggested that only Property Managers/Designees have access to this screen for security reasons.

Screen 544 – Building Room Asset Inquiry

| Screen: ___ Bldg CC: 02 Building: 00462 Room: ______ CC: 02 Asset: ______ |
|-----------------------------|---------------------|----------------|----------------|------------------|
| 544 Building Room Asset Inquiry | 02/27/09 08:42 | FY 2009 CC 02 |
| Sa Room CC Asset Nbr Dept SDept Description |
| -- ------ -- ------- ----- ------ ------------------------------- |
| 106 02 0200044847 APDF COMPUTER, POWERBOOK APPLE |
| 106 02 0800092963 SOCI COMPUTER OPTIPLEX 755 SMALL FORM FA |
| 106 02 0900099408 PERF PRINTER XEROX LASER COLOR FOR DEPT |
| 106A 02 0500070581 PERF COMPUTER, DELL PRECISION 370 DESKTOP |
| 106A 02 0800092972 PERF COMPUTER OPTIPLEX 755 SMALL FORM FA |
| 106B 02 0300054391 APDF COMPUTER, DELL OPTIPLEX GX260T |
| 107 02 0300073396 APDF COMPUTER, DELL INTEL |
| 107 02 0500734237 APDF FS COMPUTER DELL FOR ROCHEL RUBIO AND |
| 107 02 0800093004 APDF FS COMPUTER DELL OPTIPLEX 745 FOR SENA |
| 107 02 0900099369 APDF FS COMPUTER LAPTOP FOR FACULTY SENATE |
| 107A 02 9900024936 APDF FS PRINTER HP 6EXI |
| 107B 02 9900021733 APDF FS COMPUTER LAPTOP INVOICE E805448 |
| 107C 02 9900021733 APDF FS PRINTER HP 6EX |

*** More Assets - Press ENTER To View ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---

Basic Steps

- Advance to Screen 544.
- Type a valid building campus code and building on the Action Line. You may also enter a starting room, campus code, and asset number to begin the display.
- Press <ENTER> to display a list of all assets for the building room.
- Type an ‘X’ next to an asset and press <ENTER> to advance to Screen 535 and view additional detailed information for the asset.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ **Bldg CC:**
Help 2 digits
Indicate the TAMUS member campus code owning the building in which the asset is located. (defaults to logged on campus).

◆ **Building:**
Help 5 digits
Enter the building code where the asset is located.
### Screen 544 – Building Room Asset Inquiry (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room:</td>
<td>6 digits/characters Help  Identify a starting room number, if desired.</td>
</tr>
<tr>
<td>CC:</td>
<td>2 digits</td>
</tr>
<tr>
<td>Asset:</td>
<td>10 digits/characters</td>
</tr>
</tbody>
</table>

**Screen Information**

- **Se:** 1 character
  - Type an ‘X’ to select an asset for further display on Screen 535.

- **Room:** 6 digits/characters
  - Displays the room location of the asset.

- **CC:** 2 digits
  - Shows the campus code where the asset is located.

- **Asset Nbr:** 10 digits/characters
  - Displays the asset identification number.

- **Dept:** 5 characters
  - Shows the department location of the asset.

- **SDept:** 5 characters
  - Identifies the sub-department location of the asset.

- **Description:** 35 characters
  - Displays a description of the asset.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.
FAMIS/SPA Interactions

FAMIS extracts data on a daily basis for all TAMUS members using the FFX module of FAMIS. This data is then electronically transferred to the State Property Accounting (SPA) System in Austin. The State requires asset information to be loaded into SPA so that they can ensure the public that state agencies are taking proper care of the assets with which they have been entrusted.

The extract and transfer of asset information is part of nightly processing run by FAMIS Production Services in a job stream called DSPA. DSPA has a collection of programs (TBDRSORT, TBDRDIS, TBDRSPA, and TBDRRPT) that are responsible for extracting the data from FFX, creating the records in SPA format, and then electronically transferring the records to Austin for update into the SPA system.

Timing

FAMIS DSPA feeds to SPA are always a day behind the current date. To further complicate matters, SPA only processes the data that it receives prior to 2:00pm, so the FFX data it processes today is from the data that was entered into FFX two days ago. The SPA error reports from these feeds will not be received until three days after the data was entered!

For example, on Day 1, DSPA will be run (after 5pm) for the previous day’s FFX activity (Day 0) and the file will be sent by FTP to Austin. Since there is a 2pm deadline for SPA feeds, this Day 0 FFX file will not update SPA until the following night’s (Day 2) SPA cycle. Any error reports from the SPA update of the FFX Day 0’s activity will be received by the Property Office on Day 3.

As part of the DSPA process, FAMIS produces the report TBDRRPT, which lists the transactions sent to SPA. In turn, SPA produces the SPA200 report, which is a list of transaction exceptions (as processed by SPA). Each property manager should review the SPA200 exceptions list DAILY to identify those records which need to be updated on-line through SPA or FFX (FAMIS). If you receive errors on the report which you feel do not accurately reflect what you entered into FAMIS, please notify the FAMIS hotline or FAMISHELP@TAMU.EDU IMMEDIATELY. Any errors or discrepancies in these reports should be resolved on a daily basis to prevent future reconciliation problems between FAMIS FFX and SPA.

Daily, you should receive a TBDRSPA and TBDRRPT report. These reports reflect any transactions between FFX and SPA from the day before. The TBDRSPA report shows “Records Written” which equals the number of transactions that fed from FFX to SPA. “Records Written” will equal the “Total Number of Records Reported” on the TBDRRPT report from the appropriate day. You should also receive a SPA200 report from SPA. This report should be compared to the previous day’s TBDRSPA and TBDRRPT report. The SPA200 report lists transaction exceptions. The “Total Transactions” on the SPA200 should equal “Records Written” on the TBDRSPA report. If there were any errors with the transactions, they will be listed here. Again, any errors or discrepancies in these reports should be resolved on a daily basis to prevent future reconciliation problems between FAMIS FFX and SPA.
FAMIS/SPA Procedures - Example

The following flow chart illustrates the procedures FAMIS and SPA follow in order to process asset information for Texas A&M University for the month of February, 2003.

1. TAMU (Part 02) Requests FAMIS-PROD run month end jobs in order to close their books for the month of February, 2003.

2. FAMIS-PROD runs the month end jobs for Part 02.

3. FAMIS-PROD runs DSPA for Part 02.

4. SPA receives the information, stores it in the file PROD.SPA.AGY711.INPUT.

5. SPA identifies each TAMUS member part with an "agency number." TAMU is agency #711.

6. SPA is updated with transactions from PROD.SPA.AGY711.INPUT, and produces the report SPA200.

7. TAMU Property Manager receives SPA200 and makes changes to SPA or FFX (FAMIS) as needed.

8. Creates the file K702FA.TBQRSPA.PO2.D0302 for transfer and the report TBDRRPT.
FAMIS/SPA Interactions (cont’d)

Data Sent to SPA from FAMIS Processing

Data from all capital and controlled inventory items in FFX must be sent to SPA. The only assets that are not sent to SPA are those in Class Codes 835000-836999 (lease purchases). These lease purchase assets are not sent to SPA since they are also represented as assets under their appropriate class codes (for instance, equipment, vehicles, etc.).

Transactions that are entered into FFX with a ‘SPA…’ or ‘BATAPP’ batch are NOT fed to SPA.

Transaction Codes

The following transactions for capital and controlled items are automatically sent to SPA:

<table>
<thead>
<tr>
<th>Screen</th>
<th>Trans Code</th>
<th>Trans. Sent To SPA</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>511</td>
<td>APP APR * CHS *</td>
<td>Y</td>
<td>Asset Approval</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Changes the status of an asset from pending to approved</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>* CHS are only visible to FAMIS Services staff (they tell SPA to change a component’s class)</td>
</tr>
<tr>
<td>513</td>
<td>DIS</td>
<td>Y</td>
<td>Asset Disposal</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Records the sale, loss, theft, etc. of the approved asset</td>
</tr>
<tr>
<td>515</td>
<td>CSR CST CHG</td>
<td>Y</td>
<td>Change in Cost/</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Change in cost estimate, method or account for approved assets</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Correction to Salvage Percent and Quantity</td>
</tr>
<tr>
<td>516</td>
<td>CHG</td>
<td>Y</td>
<td>Change in Estimate/Method/Account</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Corrections to useful life, class, etc. with no accounting impact</td>
</tr>
<tr>
<td>517</td>
<td>UDS APP APR CSR CST</td>
<td>Y</td>
<td>Un-Disposal of an Asset</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Changes the record of a disposed asset</td>
</tr>
<tr>
<td>520</td>
<td>CRN CST</td>
<td>N</td>
<td>Renumber an Approved Asset / Component</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Renumbers an asset / component to another asset number</td>
</tr>
</tbody>
</table>
Field Changes
Changes made to the following screens / fields for capital and controlled items trigger a non-dollar correction record automatically being sent to SPA if the FAMIS processing date is within the date range for which the SPA processing occurs. They create CHG transactions:

**Screen 501**
- Asset Description (2 lines)
- Manufacturer Model Year
- Manufacturer Model Number
- Manufacturer Name
- Manufacturer Serial Number
- Quantity

**Screen 502**
- Acquisition Date
- Appraisal Method
- Condition
- Software Version Number
- Transfer From Asset
- Transfer From Component
- Pending Transfer Campus Code

**Screen 504**
- Debt Finance Amount
- Debt Finance Method
- Debt Finance Supplement Number
- Debt Finance Term
- Insured Amount
- Replacement Cost
- Paid Off Flag

**Screen 535**
- Condition
Appendix C in the SPA User’s Manual defines the valid SPA Acquisition Methods. FAMIS
determines an asset’s SPA acquisition method based on information found in the following
fields. Once a match is found for a field, the acquisition method is assigned -- the remaining
fields are not queried:

1. Debt Finance
2. Acquisition Method
3. Funding Source
4. Bank
5. Default – Assume Local

1. **Debt Finance**

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Local Lease</td>
<td>08</td>
<td>Other Debt Instruments</td>
</tr>
<tr>
<td>2</td>
<td>Master Equipment Lease Purchase</td>
<td>09</td>
<td>Capital Assets Held in Trust</td>
</tr>
<tr>
<td>3</td>
<td>Private Placement, Vendor Financed</td>
<td>08</td>
<td>Other Debt Instruments</td>
</tr>
<tr>
<td>4</td>
<td>Revenue Bond</td>
<td>07</td>
<td>Special Revenue Bonds</td>
</tr>
<tr>
<td>5</td>
<td>General Obligation Bonds</td>
<td>06</td>
<td>General Obligation Bonds</td>
</tr>
<tr>
<td>6</td>
<td>Refunding Bond, Revenue</td>
<td>07</td>
<td>Special Revenue Bonds</td>
</tr>
<tr>
<td>7</td>
<td>Refunding Bond, General Obligation</td>
<td>06</td>
<td>General Obligation Bonds</td>
</tr>
<tr>
<td>8</td>
<td>Line of Credit</td>
<td>08</td>
<td>Other Debt Instruments</td>
</tr>
</tbody>
</table>

2. **Acquisition Method**

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 30</td>
<td>Transferred from Part nn</td>
<td>11</td>
<td>Transferred from Another State Agency</td>
</tr>
<tr>
<td>98</td>
<td>Transferred from Development Foundation</td>
<td>05</td>
<td>Gifts or Donations</td>
</tr>
<tr>
<td>99</td>
<td>Transferred from Research Foundation</td>
<td>05</td>
<td>Gifts or Donations</td>
</tr>
<tr>
<td>GF</td>
<td>Gift</td>
<td>05</td>
<td>Gifts or Donations</td>
</tr>
<tr>
<td>HT</td>
<td>Held in Trust</td>
<td>09</td>
<td>Capital Assets Held in Trust</td>
</tr>
<tr>
<td>LP</td>
<td>Lease Purchase Acquisition</td>
<td>08</td>
<td>Other Debt Instruments</td>
</tr>
<tr>
<td>ML</td>
<td>Master Lease</td>
<td>09</td>
<td>Capital Assets Held in Trust</td>
</tr>
</tbody>
</table>
### FAMIS/SPA Interactions (cont’d)

<table>
<thead>
<tr>
<th>PD</th>
<th>Constructed / Produced by Dept</th>
<th>10</th>
<th>Manufactured Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>RC</td>
<td>Reclassified from Construction in Process (CIP)</td>
<td>04</td>
<td>Constructed Property</td>
</tr>
<tr>
<td>TA</td>
<td>Transferred from Non-TAMUS Texas Agency</td>
<td>11</td>
<td>Transferred from Another State Agency</td>
</tr>
<tr>
<td>TD</td>
<td>Transferred from TXDOT</td>
<td>11</td>
<td>Transferred from Another State Agency</td>
</tr>
</tbody>
</table>
FAMIS/SPA Interactions (cont’d)

3. **Funding Source**

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AX</td>
<td>Auxiliary Services Funds</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>DS</td>
<td>Designated Funds</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>FC</td>
<td>Federal Contract (AL-RSCH)</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FD</td>
<td>Federal Funds</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FG</td>
<td>Functional and General</td>
<td>02/03</td>
<td>State Sources</td>
</tr>
<tr>
<td>FH</td>
<td>Federal Hatch (AL-RSCH)</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FM</td>
<td>Federal McStinnis (AL-RSCH)</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FO</td>
<td>Federal Owned, Funds Unknown (AL-RSCH)</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FW</td>
<td>Federal Water (AL-RSCH)</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>FT</td>
<td>Federal Owned, Held in Trust</td>
<td>01</td>
<td>Federal Sources</td>
</tr>
<tr>
<td>GF</td>
<td>Gift in Kind</td>
<td>05</td>
<td>Gifts or Donations</td>
</tr>
<tr>
<td>LF</td>
<td>Local Functional and General</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>PL</td>
<td>Plant Funds</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>PV</td>
<td>Private Funding</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>RS</td>
<td>Restricted</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>SF</td>
<td>Sales Fund (AL-RSCH)</td>
<td>03</td>
<td>Local Sources</td>
</tr>
<tr>
<td>ST</td>
<td>State Funding</td>
<td>02</td>
<td>State Sources</td>
</tr>
<tr>
<td>TF</td>
<td>Transfer (AL-RSCH)</td>
<td>11</td>
<td>Transferred from Another State Agency</td>
</tr>
</tbody>
</table>

4. **Bank**

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Bank (B10000-B99999)</td>
<td>State Bank</td>
<td>02</td>
<td>State Sources</td>
</tr>
<tr>
<td>Local Bank (B00000-B09999)</td>
<td>Local Bank</td>
<td>03</td>
<td>Local Sources</td>
</tr>
</tbody>
</table>

5. **Default - Assume Local**

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No Other Determining Fields</td>
<td>03</td>
<td>Local Sources</td>
</tr>
</tbody>
</table>
### SPA Disposal Method Determination

Appendix D in the SPA User’s Manual defines the valid SPA Disposition Methods. FAMIS determines an asset’s SPA disposal method based on the following table:

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>SPA</th>
<th>SPA Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 – 30</td>
<td>Transferred to Part nn</td>
<td>02</td>
<td>Transfer Not Yet Accepted by Receiving Agency</td>
</tr>
<tr>
<td>98</td>
<td>Transferred to Development Foundation</td>
<td>22</td>
<td>Donation</td>
</tr>
<tr>
<td>99</td>
<td>Transferred to Research Foundation</td>
<td>22</td>
<td>Donation</td>
</tr>
<tr>
<td>AJ</td>
<td>Adjustments / Other</td>
<td>27</td>
<td>Delete; Data Submitted in Error</td>
</tr>
<tr>
<td>CJ</td>
<td>TDCJ Computer Recovery Program</td>
<td>15</td>
<td>TDCJ’s Computer Recovery</td>
</tr>
<tr>
<td>CN</td>
<td>Cannibalized</td>
<td>03</td>
<td>Salvage</td>
</tr>
<tr>
<td>DA</td>
<td>Damaged by Nature</td>
<td>28</td>
<td>Damaged by Nature</td>
</tr>
<tr>
<td>DD</td>
<td>Damaged / Destroyed / Died</td>
<td>03</td>
<td>Salvage</td>
</tr>
<tr>
<td>DE</td>
<td>Damaged by Employee(s)</td>
<td>29</td>
<td>Damaged by Employee(s)</td>
</tr>
<tr>
<td>DN</td>
<td>Donation</td>
<td>22</td>
<td>Donation</td>
</tr>
<tr>
<td>DO</td>
<td>Damaged by Other than Employee(s)</td>
<td>30</td>
<td>Damaged by Other than Employee(s)</td>
</tr>
<tr>
<td>DR</td>
<td>Disposal of Real Property</td>
<td>16</td>
<td>Disposal of Real Property</td>
</tr>
<tr>
<td>DS</td>
<td>Sold Prior Year</td>
<td>14</td>
<td>Surplus: Sold, Local Sale</td>
</tr>
<tr>
<td>DT</td>
<td>Trade-in Prior Year</td>
<td>23</td>
<td>Trade-in</td>
</tr>
<tr>
<td>FD</td>
<td>Returned to Federal Government</td>
<td>26</td>
<td>Return to owner: Held in Trust</td>
</tr>
<tr>
<td>HT</td>
<td>Held in Trust</td>
<td>26</td>
<td>Held in Trust</td>
</tr>
<tr>
<td>LS</td>
<td>Loss on Trade-in</td>
<td>23</td>
<td>Trade-in</td>
</tr>
<tr>
<td>MH</td>
<td>Missing – Hold for Deletion</td>
<td>19</td>
<td>Missing: Hold for Deletion</td>
</tr>
<tr>
<td>ML</td>
<td>Missing / Lost</td>
<td>19</td>
<td>Missing: Hold for Deletion</td>
</tr>
<tr>
<td>MN</td>
<td>Missing – Negligence</td>
<td>17</td>
<td>Missing: Possible employee Negligence</td>
</tr>
<tr>
<td>MS</td>
<td>Missing – Request Now</td>
<td>18</td>
<td>Missing: Deletion Request</td>
</tr>
<tr>
<td>RA</td>
<td>Reclassified to Livestock</td>
<td>27</td>
<td>Delete; Data Submitted in Error</td>
</tr>
<tr>
<td>RB</td>
<td>Reclassified to Buildings</td>
<td>24</td>
<td>Originally CIP, Completed and In Service</td>
</tr>
<tr>
<td>RC</td>
<td>Reclassified to Construction in Process (CIP)</td>
<td>27</td>
<td>Delete; Data Submitted in Error</td>
</tr>
<tr>
<td>RE</td>
<td>Reclassified to Equipment</td>
<td>24</td>
<td>Originally CIP, Completed and In Service</td>
</tr>
<tr>
<td>RF</td>
<td>Reclassified to Facilities &amp; Other Improvements</td>
<td>24</td>
<td>Originally CIP, Completed and In Service</td>
</tr>
<tr>
<td>RH</td>
<td>Reclassified to Leasehold Improvements</td>
<td>24</td>
<td>Originally CIP, Completed and In Service</td>
</tr>
<tr>
<td>RI</td>
<td>Reclassified to Improvements Other than Buildings</td>
<td>27</td>
<td>Delete; Data Submitted in Error</td>
</tr>
<tr>
<td>Code</td>
<td>Description</td>
<td>Process Notes</td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>RL</td>
<td>Reclassified to Land</td>
<td>24 Originally CIP, Completed and In Service</td>
<td></td>
</tr>
<tr>
<td>RM</td>
<td>Reclassified to Library Books / Materials</td>
<td>27 Delete; DataSubmitted in Error</td>
<td></td>
</tr>
<tr>
<td>RN</td>
<td>Reclassified to Infrastructure</td>
<td>24 Originally CIP, Completed and In Service</td>
<td></td>
</tr>
<tr>
<td>RP</td>
<td>Reclassified to Patents &amp; Copyrights</td>
<td>27 Delete; DataSubmitted in Error</td>
<td></td>
</tr>
<tr>
<td>RT</td>
<td>Returned</td>
<td>27 Delete; DataSubmitted in Error</td>
<td></td>
</tr>
<tr>
<td>RW</td>
<td>Reclassified to Museums / Collections</td>
<td>27 Delete; DataSubmitted in Error</td>
<td></td>
</tr>
<tr>
<td>RX</td>
<td>Reclassified to Expense</td>
<td>27 Delete; DataSubmitted in Error</td>
<td></td>
</tr>
<tr>
<td>SA</td>
<td>Sold – Auction – Group</td>
<td>04 Retire to Surplus</td>
<td></td>
</tr>
<tr>
<td>SB</td>
<td>Sold – Sealed Bid – Individual</td>
<td>04 Retire to Surplus</td>
<td></td>
</tr>
<tr>
<td>SG</td>
<td>Sold – Sealed Bid – Group</td>
<td>04 Retire to Surplus</td>
<td></td>
</tr>
<tr>
<td>SI</td>
<td>Sold – Auction – Individual</td>
<td>04 Retire to Surplus</td>
<td></td>
</tr>
<tr>
<td>SL</td>
<td>Sold – Local Sale</td>
<td>04 Retire to Surplus</td>
<td></td>
</tr>
<tr>
<td>SN</td>
<td>Stolen – Negligence</td>
<td>20 Stolen: Possible Employee Negligence</td>
<td></td>
</tr>
<tr>
<td>ST **</td>
<td>Stolen – Request Now</td>
<td>21 Stolen: Delete Request</td>
<td></td>
</tr>
<tr>
<td>TA</td>
<td>Transferred to Non-TAMUS Agency</td>
<td>02 Transfer Not Yet Accepted by Receiving Agency</td>
<td></td>
</tr>
<tr>
<td>TC</td>
<td>Threshold Change</td>
<td>25 Remove from Inventory; Not Capitalized or Controlled</td>
<td></td>
</tr>
<tr>
<td>TD</td>
<td>Transferred to TX DOT</td>
<td>02 Transfer Not Yet Accepted by Receiving Agency</td>
<td></td>
</tr>
<tr>
<td>TO</td>
<td>Transferred to Assistance Subdivision</td>
<td>09 Surplus: Acquired by Assistance Organization</td>
<td></td>
</tr>
<tr>
<td>TP</td>
<td>Transferred to Political Subdivision</td>
<td>08 Surplus: Acquired by Political Subdivision</td>
<td></td>
</tr>
<tr>
<td>TR</td>
<td>Trade-in</td>
<td>23 Trade-in</td>
<td></td>
</tr>
</tbody>
</table>

When a user changes an asset from a “Missing / Stolen” condition back to a “Found” condition, the asset’s disposal method is reset in SPA and the asset is returned to a useable state. Paperwork may also need to be submitted to SPA.
SPA Fund Determination

The SPA Fund is determined by the following rules:

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>FAMIS Description</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>(B10000-B99999)</td>
<td></td>
<td>2. If no Screen 28 Fund is defined, Fund 0001 is used.</td>
</tr>
<tr>
<td>Local Bank</td>
<td>Local Bank</td>
<td>Fund = 7999</td>
</tr>
<tr>
<td>(B00000-B09999)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SPA Field Definitions

The following are the definitions of several SPA fields. Note: These are “SPA” fields, not the FAMIS fields:

1. Receipt Date -- when you received the property—as early as 1900.
2. In-service Date -- when you put the property in service--defaults from receipt date if you enter nothing (can't be earlier than receipt date).
3. Effective Date -- when the property became a payable in USAS/no earlier than one prior fiscal year. After 11/20/01, you will only be able to use the current fiscal year.
4. Fiscal Year -- Normally fiscal year the property was paid for -- not earlier than 2000 or 2001.
5. Disposal Date -- date property was disposed. Not earlier than one prior fiscal year - and not later than current date. After 11/20/01, you will only be able to use the current fiscal year.

FAMIS and SPA Field Translations

The following table crosswalks some of the FAMIS and SPA fields and their usages:

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>SPA</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-Service Date</td>
<td>In-Service Date</td>
<td>Depreciation</td>
</tr>
<tr>
<td>Batch Date</td>
<td>Effective Date</td>
<td></td>
</tr>
<tr>
<td>Acquisition Date</td>
<td>Receipt Date</td>
<td>Receipt / Delivery Date (FRS Screen 320)</td>
</tr>
<tr>
<td>Disposal Date</td>
<td>Disposal Date</td>
<td></td>
</tr>
</tbody>
</table>
Key to SPA Records
There are four fields that make an asset record unique in SPA. If any of the four are different, a second (or third, fourth, etc.) asset record will be created. The four fields that make up the SPA asset record are:

1. Agency
2. Asset Number
3. Component Number
4. Fund

SPA Transfer Requirements
Effective August 9, 2004, multiple fields are no longer be required to “match” before a transfer can be completed on SPA. Instead, the receiving agency only needs to specify the transferring agency Property Number (asset number) and Component Number to complete a transfer. The sending agency can indicate a “transfer date” on its transfer transactions. Once the receiving agency receives the property, this transfer date will be used instead as the transfer effective date instead of the current date. Therefore, transfers can be back dated, negating the requirement that all outstanding transfers be completed prior to August 31st.

The receiving agency will continue to receive the SPA401 report daily, detailing any outstanding transfer problems. The SPA0001D – Transfers in Progress – report can also now be requested. It will list all transfers that have been initiated but not yet received.
SPA Edits Override

Screen 598 allows the ability to change asset information in a prior fiscal year.

By changing this flag, you will MANUALLY need to correct SPA. If you do not use a SPA Batch, rejects will appear on your Daily SPA Feed Reports. **This flag will NOT automatically change back to Normal processing.** The flag allows every user with update access to any asset in FFX for your Campus Code to bypass all SPA edits.

---

**Screen 598 – SPA Edits Override Screen**

---

**Basic Steps**

- Advance to Screen 598.
- Type ‘N’ for normal processing or ‘Y’ to remove SPA related edits.
- Press PF7 to view the audit information.

**Field Descriptions** (◆ = Required / Help = PF2, ? or * Field Help Available)

**Action Line**

◆ Override of all SPA related edits?: 1 character

Enter ‘N’ or ‘Y’ for the SPA override:

- N = Normal processing
- Y = Remove SPA related edits

**Additional Functions**

PF KEYS

- PF7 Audit

View the audit information.
Section VII
FFX Tables Inquiry and Update
Screen 590 is used to view and enter the system controls for the Fixed Assets Module. This screen controls the accounting feed, asset number assignment, on-line search limitations, and other purchasing and accounts payable interface interactions within FFX.

Screen 590 - System Controls

---

Screen:
Accounting Feed Options: Accounting Feed: D
Batch Ref: Fiscal Year: 2009
Prefix: FFX Next Number: 484
TC=06X: 6
FY Start Month: 9
Bank Number: 00001
Search Limit: 1000
Allow Account Overrides: Y
Allow Class Overrides: Y
External Prel Next Assigned: _
Pending Asset Number Options:
Next Assigned: 0000006000
Increment: 10
Format: NN-X-XXXXXXX
Approved Asset Number Options:
Next Assigned: 0000006000
Increment: 10
Format: NN-X-XXXXXXX
AP/PO Extract Options:
Pending No Option: VCHR
Acq. Method: PO
Calc Discount: N
Include Freight: I
Include Insurance: I
Include Tax: I
Include Other: I
IA Systems Installed
Allow Manual Tag: N
Room Table: Y
Date Last Dep Calc: 01/31/2009
Dep Calc Months: S
---

For any campus with the room table flag set to “Y” or “F” on FFX Screen 590, the Room: field will be required on FRS Screen 362. Other room table flags include:

---

**** FCOR FLAG DEFINITIONS ****

SEL VALUES
--- --------------------------------------------
- ’F’ - On FCOR - Validate Rooms
- ’Y’ - Not on FCOR - Validate Rooms
- ’N’ - Not on FCOR - do not Validate Rooms
---
Select a Value or Press <PF4> to Quit
---

System Controls Process

Accounting Feed
“Detail” means that an accounting entry is derived from a single FFX transaction.

“Summary” means that an accounting entry may be derived from multiple FFX transactions.
Screen 590 – System Controls (cont’d)

The system setting can be overridden at the batch or session level, or at the transaction level. For example, if the system setting is for a summary feed (S), a batch or on-line session may nevertheless be set to "detail" (D), and an individual transaction within the batch or session may be designated for "no feed" (N).

Basic Steps

- Advance to Screen 590.
- Enter desired modifications (done by FAMIS Services staff) and press <ENTER> to record the updated entries.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Screen Information

Accounting Feed Options

◆ Accounting Feed: 1 character

Indicate whether cost, depreciation and other asset transaction information are to be passed to Accounting. This is the default used for all FFX batches.

Valid values are:

N = No, do not feed to accounting
D = Feed to accounting in detail
S = Feed to accounting in summary

Batch Ref

◆ Prefix: 3 characters

Identify the batch prefix to be used by batch accounting feeds. ‘FFX’ is the FAMIS standard for FFX batches.

◆ Next Number: 3 digits

Signify the number to be used as the suffix of the batch reference for batch accounting feeds.

◆ TC=06X: 1 digit

Enter the third digit of the transaction code to be used on the FFX to accounting transactions. ‘6’ is the FAMIS standard for the third digit of the FFX transaction code.

◆ Fiscal Year: 4 digits

Type the fiscal year of the control record.

◆ FY Start Month: 2 digits

Indicate the calendar month of the start of the fiscal year.

◆ Bank Number: 5 digits

Enter the default bank for FFX.
Screen 590 – System Controls (cont’d)

◆ Search Limit: 5 digits
Type a **limit number** to control excessive processing when searching FFX records.

◆ Allow Account Overrides: 1 character
Identify whether a user can override a GL account that is derived by the class code table. “Y” is the FAMIS standard for allowing overrides to accounts.

◆ Allow Class Overrides: 1 character
Signify whether a user can override fields that come from the class code table. “Y” is the FAMIS standard for allowing overrides of the class codes.

External Prel Next Assigned: 1 character/5 digits
This number, usually beginning with “A” and “00001”, is entered by FAMIS Services. You may request a different beginning value of one alpha character and five digits. **This number scheme will not change from year to year.**

**Pending Asset Number Options**

Next Assigned: 10 digits
Define the **next pending asset number** that will be automatically assigned.

Increment: 5 digits
Set the **increment interval** for the assignment of pending asset numbers.

Format: 12 digits/characters
Include the **format** to be used for pending asset numbers.

**Approved Asset Number Options**

Next Assigned: 10 digits/characters
Define the **next approved asset number** that will be automatically assigned. This number is used when asset numbers are assigned to preliminary assets.

Increment: 5 digits
Set the **increment interval** for the assignment of approved asset numbers.

Format: 12 digits/characters
Include the **format** to be used for approved asset numbers.

**AP/PO Extract Options**

Pending No Option: 4 characters
Designate the pending asset numbering schema that is to be used when a pending asset is fed from Accounts Payable. The options are:

- AUTO = Use the Pending Asset Next Assigned number to create an asset number
- PO = Use PO # from purchase order
- VCHR = Use voucher # and Sequence (FAMIS Standard)
Screen 590 – System Controls (cont’d)

◆ **Acq. Method:** 2 characters
Indicate the acquisition method that is to be used when an asset is fed to FFX from the Accounts Payable or Purchasing module.

◆ **Calc Discount:** [Help] 1 character
Signify whether a discount amount should be calculated and included in the asset cost. The values are:
- Y = Yes, include discounts (Net)
- N = No, do not include discounted amount (FAMIS standard)
- P = Asset value should total the paid amount (discount is removed)
- Q = Asset value should total the paid amount (discount is removed)

◆ **Split Quantity:** [Help] 1 character
‘N’ is the FAMIS standard entry to not split quantities. [This field is currently not used.]

◆ **Include Freight:** [Help] 1 character
[Not Used] Indicate whether freight from the purchasing system should be included in the asset cost. Values are:
- I = Include freight as a separate item (FAMIS standard)
- P = Prorate freight costs across created items
- N = Do not include freight in cost of item.

◆ **Include Insurance:** [Help] 1 character
[Not Used] Identify whether insurance costs from the purchasing system should be included in the asset cost. Valid values are:
- I = Include insurance as a separate item (FAMIS standard)
- P = Prorate costs across created items
- N = Do not include in cost of item

◆ **Include Tax:** [Help] 1 character
[Not Used] Signify whether tax from the purchasing system should be included in the asset cost. Values are:
- I = Include tax as a separate item (FAMIS standard)
- P = Prorate costs across created items
- N = Do not include in cost of item

◆ **Include Other:** [Help] 1 character
[Not Used] Identify whether “other” costs from the purchasing system should be included in the asset cost. Valid values are:
- I = Include as a separate item (FAMIS standard)
- P = Prorate costs across created items
- N = Do not include in cost of item.
Screen 590 – System Controls (cont’d)

**IA Systems Installed**

- **Accounting**: Help 1 character
  Indicate if Accounting data is associated with this campus code. If so, all accounts are validated against FRS. Values are:
  - Y = Indicates that Financial Accounting (FRS) is used for this campus.
  - N = Indicates accounts will not be validated in table loads, etc. This value will most probably only be set to ‘N’ for the master campus code.

- **Accounts Payable**: Help 1 character
  [Not Used] Enter ‘Y’ to indicate that Accounts Payable is used in FAMIS.

- **Purchasing**: Help 1 character
  Type ‘Y’ to show that Purchasing is used in FAMIS.

- **Allow Manual Tag**: Help 1 character
  Indicate if a campus is allowed to enter their own tag numbers in Preliminary FFX. Also determines if automated tag numbering is used. Values are:
  - F = Manual numbering is allowed. Automated numbering is not allowed.
  - Y = Manual and automated numbering are allowed.

- **Room Table**: Help 1 character
  Identify if a campus is validating rooms entered for its buildings. Values are:
  - F = On FCOR – Validate Rooms
  - Y = Not on FCOR – Validate Rooms
  - N = Not on FCOR – do not Validate Rooms

- **Date Last Dep Calc**: 8 digits
  Displays the system-generated date for depreciation.

- **Dep Calc Months**: 2 digits
  Shows the system-generated number for depreciation.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.
Update/View the Class Table

The class table lists the valid values for all FAMIS asset inventory class codes. The class table stores the accounts and account controls that are used by the system to build debit and credit entries for financial accounting. Class-related attributes that are applied as defaults are also stored on the class table.

Information is entered into the Master Campus class table on Screen 591 by the staff of the Budgets & Accounting (SOBA) office at the A&M System.

Once a code has been added to the Master Campus Class table by SOBA, the class code is available for use by each Member campus to add, delete, freeze, or change (minimal fields).

**Screen 591 - Class Table Update**

| Description: TV/VCR/DVD/CAMCORDER $500-4999.99_______ |
| SPA Class Code: 131 | Asset Account: 089730 |
| Useful Life(months): 84 | Real/Personal: P |
| Depr Method: SL | Move/Attached: M |
| 1st Year Rule: M | Salvage Pct: .000 |
| Capitalization: N | Alternate Depr Acct: _________ |

GL Account Controls
- Asset Control: 1730
- Accumulated Depr: 1780
- Depr Expense: 5650
- Write-Down Ded: 5655
- Prior Yrs Depr Ded: 5620

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---

**Hmenu Help  EHelp**

Del  Thaw  Add

The deletion is **instant** with no chance to exit out.
All class codes for a Member or Master Campus are displayed on Screen 581. Press PF9 to download data into Excel using Entire Connection.

**Screen 581 - Class Table Display (Panel 1)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Cap</th>
<th>Ind Mth</th>
<th>GL</th>
<th>Ctrl Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>578201</td>
<td>TV/VCR/DVD/CAMCORDER $500-4999.99</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578501</td>
<td>CASH REGISTERS $0-4999.99</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578701</td>
<td>MICROCOMPUTER-DESK NOT APPLE $500-4999.99</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578703</td>
<td>MICROCOMPUTER-DESK APPLE $500-4999.99</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578704</td>
<td>CPU-HAND/PORT/LAP-NOT APPLE $500-4999</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578705</td>
<td>CPU-HAND/PORT/LAPTOP APPLE $500-4999</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578708</td>
<td>DATA PROJECTORS</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>578801</td>
<td>PRINTER-NOT PORTABLE $500-4999.99</td>
<td>N</td>
<td>Y</td>
<td>089730</td>
<td>1730</td>
</tr>
<tr>
<td>579301</td>
<td>BUILDINGS - UNDER $100,000</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
<tr>
<td>579401</td>
<td>FAC &amp; OI - AGY CNTRL $0 - 99,999.99</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
<tr>
<td>579501</td>
<td>INFRASTRUC - AGY CNTRL $0 - 499,999</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
<tr>
<td>579903</td>
<td>SILVER SERVICE - AGENCY CONTROLLED</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
<tr>
<td>579910</td>
<td>TRACTORS $500-4999.99</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
<tr>
<td>579911</td>
<td>SILVER SERVICE - AGENCY CONTROLLED</td>
<td>M</td>
<td>P</td>
<td>1780</td>
<td>5650</td>
</tr>
</tbody>
</table>

**Screen 581 - Class Table Display (Panel 2)**

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Yr</th>
<th>M Acc</th>
<th>Depr Exp Down Depr (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>578201</td>
<td>TV/VCR/DVD/CAMCORDER $500-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578501</td>
<td>CASH REGISTERS $0-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578701</td>
<td>MICROCOMPUTER-DESK NOT APPLE $500-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578703</td>
<td>MICROCOMPUTER-DESK APPLE $500-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578704</td>
<td>CPU-HAND/PORT/LAP-NOT APPLE $500-4999</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578705</td>
<td>CPU-HAND/PORT/LAPTOP APPLE $500-4999</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>578801</td>
<td>PRINTER-NOT PORTABLE $500-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>579301</td>
<td>BUILDINGS - UNDER $100,000</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>579401</td>
<td>FAC &amp; OI - AGY CNTRL $0 - 99,999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>579501</td>
<td>INFRASTRUC - AGY CNTRL $0 - 499,999</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>579903</td>
<td>SILVER SERVICE - AGENCY CONTROLLED</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
<tr>
<td>579910</td>
<td>TRACTORS $500-4999.99</td>
<td>M</td>
<td>1780</td>
<td>5650 5655 5620 0</td>
</tr>
</tbody>
</table>

**Basic Steps**

**Update the Class Table (Screen 591)**
- Advance to Screen 591.
- Type a valid class on the Action Line and press <ENTER>.
- If not already on the class table, type ‘Y’ in the pop-up window to copy class from Master Campus class table and press <ENTER>. Press <ENTER> again to confirm the class addition. (You must do this for the code to be added!)
- Change useful life, if necessary. Keep appropriate documentation. This will affect depreciation calculations! Press <ENTER> to record the information.
View the Class Table (Screen 581)

- Advance to Screen 581.
- Type a valid class on the Action Line to position the display at a specific class code. Leave this field blank to view all available class codes.
- Type an ‘A’ (Ascending) / ‘D’ (Descending) in the Order: field to sort the displayed information.
- Enter ‘Y’ in the View Master: field to include classes from the Master campus.
- Type ‘Y’ in the Frozen: field to view both frozen and unfrozen classes.
- Press <ENTER> to display existing class code information.
- Press <PF10> / <PF11> to scroll to the left / right to see additional information.
- Continue to press <ENTER> to scroll through the list of class codes.

Class Table Update Process

Individual Campus Code Instructions for Screen 591

Add
You can only add a code by copying from the Master Campus code. If you know the code, you can type it on the Action Line. If it is a valid code on the Master Campus, you will get a pop up asking if you would like to add it to your table. Type “Y” and press <ENTER>. The information will be displayed from the Master Campus and you must press <ENTER> to add the code.

You can also copy up to 20 codes from the Master Campus by using the PF8 (Add) key. You will get a pop up listing all available codes on the Master Campus. Select codes by typing an ‘X’ and pressing <ENTER>. You can select up to 20 codes and press PF4 when you are done. You will get a results window telling you which codes have been added. If you need to get out of the pop up without adding codes, press PF12 to cancel.

Delete/Freeze
To delete a class code from your class table, enter the class code on the Action Line and press <ENTER>. Press PF6 (Delete) and the code will be deleted if there are no approved assets with that class code. If approved assets exist, the code will be frozen.
Master Campus Instructions  To Be Done Only By SOBA

**Add**
You can add a code by filling in all required fields or by copying from another code. To do this, type the code to be copied from on the second line. Press <ENTER> after the information has been displayed to confirm the addition.

Once a code has been added successfully, you will get a popup asking if you would like to copy that code to other campuses. You can select ‘All’ to add to all, you can select individual campuses or you can select ‘Master Only’ which will not add the code to other campuses. If you have selected any campus codes other than the master campus, you will be given a confirmation pop up window and a results window.

**Copy**
To copy an existing code to other campus codes, enter the desired class code in the Action Line and press <ENTER>. Press PF9 (Copy) to get a pop up of all available campus codes. You can select ‘All’ or individual campus codes. Again, you will be given a confirmation pop up and a results window.

**Update**
To modify an existing code, enter the class code on the Action Line and press <ENTER>. You can modify any information on the screen. All changes made to the class code will be reflected on all campus codes. (This includes useful life.) You will get a results window that displays which campus codes have that class code.

**Delete/Freeze**
To delete a class code from individual campus codes, enter the class code on the Action Line and press <ENTER>. Press PF6 (Delete) and you can choose which campus codes will have the class code deleted. Again, you will get a confirmation pop up and a results window. If a campus code has approved assets on that class, the class code will be frozen for their campus instead of deleted. You will see a message in the results window indicating this.

If you do not select ‘All’ in the delete pop up, nothing will be done to the code on the master campus. In order to freeze or delete the code on the master campus, you must use the ‘All’ option. If the class code does not exist for any campus, you will also be given the option to drop the class code from the master table. This will completely remove it from the table. If you choose not to do this, the class code will be frozen instead. **Keep in mind that you only get the option to drop it from the class code table if you use the ‘All’ option.**
Screen 591/581 – Class Table Update/Display (cont’d)

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Class: 6 digits
Enter the class code to add, copy or modify.

Screen Information
To copy existing class information, type number
◆ Description: 40 characters/digits
Type a short description of the item to be inventoried.

SPA Class Code: 3 digits
Identify the State Property Accounting class code that is recognized by the State of Texas.

◆ Asset Account: 6 digits
Identify the General Ledger Investment-in-Plant account to which accounting data for the asset are posted.

Useful Life (months): 3 digits
Signify the number of months the asset is expected to be used by the agency/institution.

Real/Personal: 1 character
Indicate whether the asset should be considered Real (R) or Personal (P) property.

◆ Depr. Method: 3 characters
Indicate the method by which depreciation will be calculated by the system for the asset. Valid value is:
SL = Straight Line

Move/Attached: 1 character
Identify whether the asset is Moveable (M) or Attached (A).

1st Year Rule: 1 character
Signify how the system will calculate the depreciation charge for the first fiscal year of an asset’s life.

Salvage Pct: 5 digits
Signify the percentage at which the salvage value is calculated for the selected asset class.

◆ Capitalization: 1 character
Indicate whether or not (‘Y’ or ‘N’) the value of the asset should be carried in the General Ledger.
Alternate Depr Acct: 10 digits
Designate the alternate depreciation account to be used in place of the Investment-in-Plant account when the institution wants to direct depreciation expense to a different account.

**GL Account Controls**

- **Asset Control:** 4 digits
  Indicate the account control to which the cost of an asset is posted in the General Ledger.

- **SPA Required:** 1 character
  ‘Y’ identifies that this class is required to be reported to the state.

- **Accumulated Depr:** 4 digits
  Identify the account control to be charged with the accumulated depreciation.

- **SPA AFR Category:** 2 characters
  Defines how a class code relates to different Annual Financial Report categories in the State System Property Accounting (SPA).

- **Depr. Expense:** 4 digits
  Enter the account control to which annual depreciation expense is posted in the General Ledger.

- **Historical Ind:** 1 character
  Signify whether or not (‘Y’ or ‘N’) this class will be used to report historical property to the state.

- **Write-Down Ded:** 4 digits
  Indicate the account control to which all write-down deductions are posted in the General Ledger.

- **Depr. Indicator:** 1 character
  Signify whether or not (‘Y’ or ‘N’) if depreciation is to be calculated for this class.

- **Prior Yrs Depr Ded:** 4 digits
  Identify the account control to which prior years depreciation deductions should be posted to the General Ledger.

- **Threshold Amount:** 14 digits
  Enter the amount of capital threshold to be associated with the class code. Should follow state guidelines.

**Additional Functions**

**PF KEYS** See Appendix for explanation of the standard PF Keys.

**PF6 Del**
Delete a class code from campus. If the class is used on any approved assets, class code will be frozen and not deleted.

**THIS IS INSTANT – NO CHANCE TO EXIT OUT.**
PF7
Thaw

Unfreeze a frozen class code.

PF8
Add

Displays a pop-up of available class codes from the master campus. Up to 20 can be selected for addition to a campus’s class code table at a time. Type an ‘X’ to select classes and press PF4 to add.

If the class code does not exist, the following pop-up window will give you a chance to copy the code from the Master Class Code table.

Press <ENTER> and the class code information will be passed back to Screen 591. You will need to press <ENTER> again to complete the added code.

Action Line

Start from Class: 6 digits
Enter the class code to show on the first line of the display or leave blank to see all classes.

Order: 1 character
Indicate the order in which the class codes are to be displayed. Valid values are:
A = Ascending (default)
D = Descending

View Master: 1 character
Signify whether or not (‘Y’ or ‘N’) the Master Campus class codes are to be displayed. Type ‘N’ to display only classes for your campus.

Frozen: 1 character
Type ‘Y’ to include frozen assets in the displayed list (both active and inactive). Type ‘N’ to view only class codes that are allowed to be used.

Screen Information

Panel 1
Class: 6 digits
 Displays the class code.
### Screen 591/581 – Class Table Update/Display (cont’d)

<table>
<thead>
<tr>
<th>Field</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPA Cls:</td>
<td>3 digits&lt;br&gt;Identifies the State Property Accounting class code that is recognized by the State of Texas. Identifies the SPA class that the FAMIS class code is linked to.</td>
</tr>
<tr>
<td>SPA Rq:</td>
<td>1 character&lt;br&gt;‘Y’ identifies this class is required to be reported to the State.</td>
</tr>
<tr>
<td>Description:</td>
<td>40 characters&lt;br&gt;Shows a brief description of the class code.</td>
</tr>
<tr>
<td>Cap:</td>
<td>1 character&lt;br&gt;Indicates whether or not ('Y' or 'N') the capital value of the asset should be carried in the General Ledger.</td>
</tr>
<tr>
<td>Depr Ind:</td>
<td>1 character&lt;br&gt;Shows ('Y' or 'N') if depreciation is to be calculated for this class.</td>
</tr>
<tr>
<td>Depr Mth:</td>
<td>3 characters&lt;br&gt;Indicates the method by which depreciation will be calculated by the system for the asset.</td>
</tr>
<tr>
<td>GL:</td>
<td>6 digits&lt;br&gt;Identifies the General Ledger Investment-in-Plant account to which accounting data for the asset are posted.</td>
</tr>
<tr>
<td>Acct Cntl:</td>
<td>4 digits&lt;br&gt;Shows the General Ledger Investment-in-Plant account control to which accounting data for the asset are posted.</td>
</tr>
<tr>
<td>Use Life:</td>
<td>3 digits&lt;br&gt;Signifies the number of months the asset class is expected to be used by the agency/institution.</td>
</tr>
<tr>
<td>Fz:</td>
<td>1 character&lt;br&gt;‘Y’ indicates the class code is frozen.</td>
</tr>
<tr>
<td>Panel 2</td>
<td>1st Yr: 1 character&lt;br&gt;Identifies how the system will calculate the depreciation charge for the first fiscal year of an asset’s life.</td>
</tr>
<tr>
<td>R/P:</td>
<td>1 character&lt;br&gt;Indicates if asset should be considered Real (R) or Personal (P) property.</td>
</tr>
<tr>
<td>M/A:</td>
<td>1 character&lt;br&gt;Identifies whether the asset is Moveable (M) or Attached (A).</td>
</tr>
<tr>
<td>Account Controls</td>
<td>Acc Depr: 4 digits&lt;br&gt;Displays the account control to which accumulated depreciation will be charged.</td>
</tr>
</tbody>
</table>
Screen 591/581 – Class Table Update/Display (cont’d)

**Depr Exp:** 4 digits
Indicates the account control to which annual **depreciation expense** is posted in the General Ledger.

**Write Down:** 4 digits
Displays the account control to which all **write-down deductions** are posted in the General Ledger.

**PY Depr:** 4 digits
Identifies the account control to which **prior years depreciation** deductions should be posted to the General Ledger.

**Salvage (%):** 5 digits
Indicates the **salvage percentage** (0 to 100%) applied to the asset and subtracted prior to calculating depreciation.

**Additional Functions**

**PF KEYS**
See Appendix for explanation of the standard PF Keys.

**PF9**
**DLoad**
**Download**
Used to **download** asset information from FAMIS using **Entire Connection**. See the FAMIS Entire Connection User’s Manual for greater details.
Update/Display Capitalization Rules

The Capitalization Rules are the selection criteria for the Purchasing/Accounts Payable Extract process. The Extract Programs refer to these rules in order to select invoice (Purchasing) or voucher (Accounts Payable) items that should be carried as fixed assets.

Each rule consists of an expense subcode, or a range of subcodes, and an associated dollar minimum. If an invoice or voucher item has been charged to a subcode that is included in the Table, in an amount not less than the corresponding Capitalization Minimum, the Extract Program will select the item and will create one or more pending assets.

Screen 592 is maintained by FAMIS Services.

Screen 592 - Capitalization Rules Update

Screen 592 - Capitalization Rules Display

You may view the capitalization rules for your campus on Screen 582. Use PF9 to download data into Excel using Entire Connection.
Basic Steps

**Add/Modify a Capitalization Rule**
- Advance to Screen 592.
- Type the expense subcode that you would like to add or modify on the Action Line and press <ENTER> to display any existing information.
- Enter the capitalization minimum and a short description of the capitalization rule.
- To drop the capitalization rule from the system, type ‘D’ in the field provided.
- Press <ENTER> to record the information.

**View All Capitalization Rules**
- Advance to Screen 582.
- View the list of all capitalization rules for your campus code.

**Field Descriptions** (*Required / Help = PF2, ? or Field Help Available*)

<table>
<thead>
<tr>
<th>Field Description</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action Line</strong></td>
<td></td>
</tr>
<tr>
<td>Expense Subcode:</td>
<td>4 digits</td>
</tr>
<tr>
<td>Enter the expense subcode whose capitalization rule you would like to add or modify.</td>
<td></td>
</tr>
<tr>
<td><strong>Screen Information</strong></td>
<td></td>
</tr>
<tr>
<td>High Subcode</td>
<td>4 digits</td>
</tr>
<tr>
<td>(Optional):</td>
<td></td>
</tr>
<tr>
<td>Indicate the high end of the range of subcodes to which the capitalization rule will apply.</td>
<td></td>
</tr>
<tr>
<td>Capitalization Minimum:</td>
<td>6 digits</td>
</tr>
<tr>
<td>Include the smallest dollar amount for which the rule will be applied.</td>
<td></td>
</tr>
<tr>
<td>Description:</td>
<td>40 characters/digits</td>
</tr>
<tr>
<td>Enter a short description of the capitalization rule.</td>
<td></td>
</tr>
<tr>
<td>To drop capitalization rule from system, type D:</td>
<td>1 character</td>
</tr>
<tr>
<td>Type ‘D’ to remove the rule from the system.</td>
<td></td>
</tr>
</tbody>
</table>
Screen Information

Expense Subcode: 4 digits
Identifies the expense subcode to which the capitalization rule applies.

High Subcode: 4 digits
Indicates the high end of the range of subcodes to which the capitalization rule will apply.

Capitalization Minimum: 6 digits
Shows the smallest dollar amount for which the rule will be applied.

Description: 30 characters
Displays a short description of the capitalization rule.

Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF9 DLoad
Download
Used to download asset information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
Acquisition/Disposal Method Controls

The Acquisition/Disposal Methods table serves three purposes:

1. It is the source of valid values for the Acquisition Method and Disposal Method on the asset record.
2. It stores the fund addition and fund deduction account controls used to feed costs offsets to accounting for approvals and disposals.
3. Serves as a crosswalk to the SPA disposal codes.

Screen 593 is maintained by FAMIS Services.

Screen 593 - Acq/Disp Method Control Update

Changes and additions made on Screen 593 may be viewed on Screen 583. Use PF9 on Screen 583 to download data into Excel using Entire Connection.

Screen 583 - Acquisition/Disposal Method Controls Display
Screen 593/583 – Acq/Disp Method Update/Controls Display (cont’d)

Mapping to SPA Codes
The FAMIS disposal method codes map or crosswalk to the codes necessary for SPA. When FAMIS Services transmits data to SPA, the correct SPA code is used.

Example crosswalk:

<table>
<thead>
<tr>
<th>FAMIS</th>
<th>SPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA</td>
<td>28</td>
</tr>
<tr>
<td>DE</td>
<td>29</td>
</tr>
<tr>
<td>DO</td>
<td>30</td>
</tr>
</tbody>
</table>

Basic Steps

Add/Modify Acquisition/Disposal Method Controls
- Advance to Screen 593.
- Type ‘A’ or ‘D’ on the Action Line to indicate whether you wish to add or dispose a method code and press <ENTER> to display existing information, if any.
- Type the GL account control, a short description, and a SPA method equivalent.
- Enter ‘D’ in the field provided if the method control code is to be dropped from the system.
- Press <ENTER> to record the information.

View All Acquisition/Disposal Method Controls
- Advance to Screen 583.
- To customize the displayed list, indicate whether you wish to view ‘A’ (only Acquisition) or ‘D’ (only Disposal) method controls and press <ENTER>.
- Enter a code on the Action Line to place that method control at the top of the displayed list.
- Press <ENTER> to scroll through the available codes.
- SPA D/M only show on disposal methods

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ A/D: 1 character
Indicate whether you wish to add/modify an Acquisition (A) or a Disposal (D) method control.

◆ Method Code: Help 2 characters
Enter the method code to add or modify. For example:
AJ = Adjustments / Other
GA = DO NOT USE!!! Use ACQ Code TR
GF = Gift
HT = Held In Trust
LP = Lease Purchase Acquisition
Screen Information

GL Account Control: 4 digits
Type the account control number to be used to record fund addition or deduction when asset is disposed of or acquired (approved).

Description: 30 characters
Enter a short description of the control.

SPA Method: 2 characters
Enter a 2-character equivalent SPA method. Currently only used for disposal methods.

To drop acq/Disp method from the system, type D: 1 character
Type 'D' to remove (drop) the acquisition/disposal method from the system.

Action Line

ACQ/Disp: 1 character
Indicate the type of method controls to display: Acquisition (A), or Disposal (D).

Code: 2 characters
Identify the method code for acquisition or disposal to place it at the top of the display list.

Screen Information

Acquisition or Disposal: 1 character
Shows whether the method control code is an acquisition (A) or disposal (D).

Code: 2 characters
Identifies the method code for the acquisition (A) or disposal (D).

Account Control: 4 digits
Displays the account control used to record the fund addition or deduction when an asset is disposed of or acquired (approved).

Description: 30 characters
Provides a short description of the method code.

SPA Method: 2 characters
Shows SPA equivalent disposal methods if a “D” is in ACQ/DISP method field.

Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF9 DLoad
Download
Used to download asset information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for greater details.
Update/Display Asset Inflation Codes

The Inflation Codes Table serves two purposes:

1. It is the source of valid values for the Inflation Code on the asset record.
2. It stores the inflation factors used by the Replacement Cost Project program (TBM500) to update the replacement cost of an asset.

This screen is maintained by FAMIS Services.

**Screen 594 - Inflation Codes Update**

<table>
<thead>
<tr>
<th>Screen: ___</th>
<th>Inflation Code: NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inflation Factor: 1.000</td>
<td>Description: NONE</td>
</tr>
</tbody>
</table>

To drop inflation code from system, type D: _

The information entered on Screen 594 is displayed on Screen 584. Use the PF9 key on Screen 584 to download data into Excel using Entire Connection.

**Screen 584 - Inflation Codes Display**

<table>
<thead>
<tr>
<th>Inflation Code</th>
<th>Inflation Factor</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NO</td>
<td>1.000</td>
<td>NONE</td>
</tr>
</tbody>
</table>

* END OF RECORDS *

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12--- DLoad
Basic Steps

Add/Modify an Inflation Code
- Advance to Screen 594.
- Type a valid inflation code on the Action Line and press <ENTER> to display existing information, if any.
- Type the inflation factor and a short description and press <ENTER> to record the information.

View All Inflation Codes
- Advance to Screen 584.
- Press <ENTER> to display a list of all inflation codes for your campus code.
- Press <ENTER> to scroll through the available codes.

Field Descriptions (◆ = Required / Help = PF2, ?, * Field Help Available)

Screen 594

Action Line
◆ Inflation Code: Help 2 characters
   Enter the inflation code to be added or updated.

Screen Information
◆ Inflation Factor: 6 digits
   Type the inflation factor (multiplier) applied to update the replacement cost of an asset.

   Description: 30 characters
   Enter a description of the inflation code.

   To drop inflation code from the system, type D:
   1 character
   Type ‘D’ to remove (drop) the inflation code from the system.

Screen 584

Screen Information
◆ Inflation Code: Help 2 characters
   Displays the inflation code.

◆ Inflation Factor: 6 digits
   Shows inflation factor multiplier applied to update replacement cost of asset.
Description: 30 characters
Provides a short description of the inflation code.

Additional Functions

PF KEYS
See Appendix for explanation of the standard PF Keys.

PF9 DLoad
Download
Used to download asset information from FAMIS using Entire Connection. See the FAMIS Entire Connection User’s Manual for details.
Update/View Asset Depreciation Rules

The Depreciation Rules Table serves two purposes:

1. Source of valid values for the Depreciation Method on the asset record
2. Stores information that the Depreciation Calculation program needs to calculate the annual depreciation expense for an asset

Screen 595 is maintained by FAMIS Services.

**Screen 595 - Depreciation Rules Update**

<table>
<thead>
<tr>
<th>Description:</th>
<th>STRAIGHT LINE</th>
</tr>
</thead>
</table>

Add or update data for the depreciation method identified above.

Declining Balance (Method DXX)
Multiplier: _______

Fixed Annual Rate, Uncapped (Method UXX)
Percent: _______

Fixed Annual Amount (Method FXX)
Amount: ______________

To drop depreciation rule from system, type D: _

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

The information entered on Screen 595 is displayed on Screen 585. Use the PF9 key on Screen 585 to download data into Excel using Entire Connection.

**Screen 585 - Depreciation Rules Display**

<table>
<thead>
<tr>
<th>Multiplier/Method</th>
<th>Percent</th>
<th>Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>SL</td>
<td>STRAIGHT LINE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* END OF RECORDS *

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

PF10--ELoad
Screen 595/585 – Depreciation Rules Update/Display (cont’d)

Basic Steps

Add/Modify a Depreciation Rule
- Advance to Screen 595.
- Type a valid depreciation method on the Action Line and press <ENTER> to display existing information, if any.
- Type valid data in the available fields, as required, and press <ENTER> to record the information.

View All Depreciation Rules
- Advance to Screen 585.
- Press <ENTER> to display a list of all depreciation rules for your campus code.
- Press <ENTER> to scroll through the available rules.

Field Descriptions (◆ = Required / Help = PF2, ? or * Field Help Available)

Action Line
◆ Method: 3 characters
Enter the depreciation method you want to add or modify.

Screen Information
Description: 30 characters
Displays a short description of the depreciation method.

Declining Balance (Method DXX)
Multiplier: 7 digits
Identify the multiplier used in declining balance depreciation.

Fixed Annual Rate, Uncapped (Method UXX)
Percent: 7 digits
Indicate the percentage of annual depreciation to be calculated for assets using this method of depreciation.

Fixed Annual Amount (Method FXX) Amount: 14 digits
Enter the dollar amount of depreciation to be calculated for assets using this method of depreciation.

To drop depreciation rule from the system, type D:
Type ‘D’ to remove the depreciation rule from the system.
Screen Information

- Method: 3 characters
  Identifies the depreciation method.

- Multiplier/Percent: 5 digits
  Shows the multiplier/percentage for depreciation.

- Amount: 14 digits
  Signifies the dollar amount of depreciation to be calculated for assets using this method of depreciation.

- Description: 30 characters
  Displays a short description of the depreciation method.

Additional Functions

PF KEYS

See Appendix for explanation of the standard PF Keys.

PF9

Download

Used to download asset information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for details.

SEE FFX USER’S MANUAL - PART 2

WHICH CONTAINS ADDITIONAL

FFX SCREENS AND INFORMATION