



THE TEXAS A&M
UNIVERSITY SYSTEM

Capital Asset/FFX Overview

Logan Taylor, Accounts Payable
Supervisor & Property Manager

ETAMU- East Texas A&M University



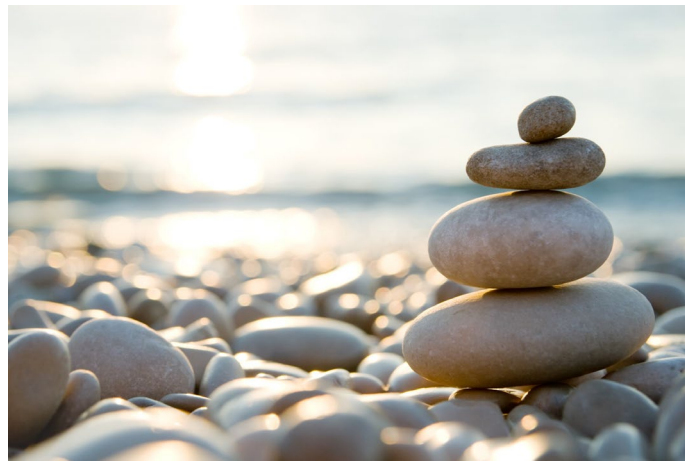
Policy

State Comptroller Spa Guidelines

Texas Government Code sec. 403.271, 403.2715 and 403.272

TAMUS System Manual

Your System Member Manual



Property Types

Real Property

- Land
- Buildings
- Facilities
- Infrastructure
- Construction In Progress

Personal Property

- Controlled
- Capitalized
- Fixed or movable tangible assets
- TAMUS- any possession owned or entrusted to a Member having sufficient value to warrant inclusion in fixed asset financial reports

Controlled Assets (\$500 to 4,999.99)

- Controlled at any cost- Handguns, Rifles & Shotguns
- Sound Systems and Other Audio Equipment
- Camera- Portable- Digital
- Tvs, Video Players/Recorders
- Computer, Desktop
- Data Projectors
- Smartphones, Tables & Other Handheld Devices
- Laptop Computers
- Unmanned Aerial Vehicle (UAV) Drones



Capital Assets (\$5,000+)

Capital Asset FAMIS General Ledgers & Capitalization Thresholds in General Ledger Number Order

AFR Category	Description	Account Control	General Ledger	Capitalization Threshold Amount
1	Land and Land Improvements [3]	1700	089700	ALL
2	Buildings and Building Improvements	1705	089705	\$100,000
9	Facilities and Other Improvements	1712	089712	\$100,000
3	Infrastructure	1715	089715	\$500,000
8	Leasehold Improvements	1720	089720	\$100,000
4	Equipment	1730	089730	\$5,000
4	Equipment Held in Trust – Federal [3]	1731	089731	\$5,000
4	Equipment Held in Trust – Other [3]	1732	089732	\$5,000
5	Vehicles, Boats & Aircraft	1735	089735	\$5,000
5	Vehicles, Boats & Aircraft - Held in Trust [3]	1736	089736	\$5,000
8	Library Books and Materials [1]	1740	089740	ALL
8	Library Books and Materials [1] [3]	1741	089741	ALL
8	Works of Art/Historical Treasures [3]	1744	089744	ALL
8	Works of Art/Historical Treasures	1745	089745	ALL
8	Works of Art/Historical Treasures-Privately Owned [4]	1746	089746	ALL
8	Livestock [2]	1750	089750	\$5,000
6	Construction in Progress [3]	1755	089755	n/a
A	Land Use Rights-Permanent [3]	1760	089760	ALL
A	Land Use Rights-Term	1761	089761	\$100,000
B	Computer Software Purchased	1765	089765	\$100,000
B	Computer Software-Internally Developed	1765	089765	\$1,000,000
C	Patents and Copyrights [3]	1770	089770	\$100,000
C	Other Capital Intangibles-Permanent [3]	1775	089775	\$100,000
C	Other Capital Intangibles-Term	1777	089777	\$100,000

Lease/Right-to-Use (RTU) Assets (managed in separate lease accounting software)

GASB 87	Lease/RTU-Land and Land Improvements	1650	089780	\$100,000
GASB 87	Lease/RTU-Building & Building Improvements	1651	089781	\$100,000
GASB 87	Lease/RTU-Equipment	1652	089782	\$100,000
GASB 96	RTU-Software Subscription Asset	1653	089783	\$500,000

[1] Professional library. If not professional, then use \$5,000 threshold.

[2] \$5,000 *per* animal in order to be considered capital.

[3] Non-Depreciable or Amortizable

Intangible Assets

Intangible assets must be classified and reported as capital assets. Examples of intangible assets include easements, water rights, timber rights, patents, trademarks, copyrights and computer software. Intangible assets can be purchased or licensed, acquired through nonexchange transactions, or internally-generated.

Intangible Right-to-Use Assets- leased assets or Subscription-Based Information Arrangements (SBITAs) are reported as Intangible capital assets

These have **three** characteristics:

- 1- Lack of Physical Substance
- 2- Non-Financial Nature
- 3- Initial useful life extending beyond a single reporting period



Manual Say What?!

- Financial Loss?



- **Employee**

Each state employee is responsible for using state personal property (equipment) for state purposes and is required to exercise **reasonable care** for its safekeeping.

- The term "reasonable care" means, at a minimum, steps are taken to maintain the asset in an acceptable manner, ensure the security of an asset, ensure an asset can be located at any time requested, and ensure the person responsible for the asset is known. At no time should state property be used for personal gain.

Loss of Property

- **LIABILITY FOR PROPERTY LOSS.** The liability prescribed by this section may attach on a joint and several basis to more than one person in a particular instance. A person is pecuniarily liable for the loss sustained by the state if:
 - (1) agency property **disappears**, as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care for its safekeeping;
 - (2) agency property **deteriorates** as a result of the failure of the head of an agency, property manager, or agency employee entrusted with the property to exercise reasonable care to maintain and service the property; or
 - (3) agency property is **damaged or destroyed** as a result of an intentional wrongful act or of a negligent act of any state official or employee.

Missing and Stolen Personal Property

- Missing property must remain on the Member's inventory through two physical inventories and/or two calendar years from the time the property is determined to be missing
- Stolen property must be immediately disposed from the Member's Inventory
- Found Personal property will be immediately reported to Property Manager.



Missing and Stolen Personal Property cont.

- The Accountable Property Officer will immediately initiate a formal investigation in an effort to locate all missing/stolen property and/or prevent a repeat occurrence. This investigation must include the following at a minimum:
 - notify all departmental personnel of loss, and request any information known concerning the property
 - conduct a search of the department
 - identify the person responsible for the property
 - identify the date and place the property was last seen
 - identify the manner in which the loss occurred
 - determine if prescribed procedures were adequate to safeguard the property
 - recommend any revisions in procedures which might be required to assist in preventing future losses of the same type; and,
 - recommend holding an individual or individuals financially liable and, if so, in what amount

Transfers

- FAMIS= Transfer of Departmental Property (TDP)

Transfers to another member or an outside agency will be included in the AFR. Keep the documentation handy

- If research equipment is being sent to surplus or transferred out of the system, the sponsored agreement should be reviewed to see if permission is needed from the sponsor.



Acquisitions

1- The most common way to acquire property is through _____

Hint- this code is account control 4400

Hint- Acquisition Method 'PO'

2- Gifts



Gifts

- Personal Property- property manager should be notified in writing of the acceptance of a gift which needs to be inventoried
- Donated assets items fair market value at the gift date
- Any Gift with restriction must be reviewed by TAMU OGC prior to preliminary acceptance
- Account Control 4405
- Real property requires first be accepted by Board of Regents but direct these through the System Real Estate Office (SREO)



Cannibalization

- Another method of disposal is to cannibalize a piece of personal property some of the parts can be used for other personal property
 - An example would be dismantling an old printer so and parts could be used to repair a similar printer
 - It is important to use the correct disposal method (CN/account control 5410) and to have the appropriate paperwork documenting the disposal of the property
 - All remaining parts not used to help repair another piece of personal property should be transferred to surplus as a non-inventory (zero value) item

Record Retention

- The Texas State Records Retention Schedule requires agencies to maintain property records for the life of the asset and for a period not less than three fiscal years after the disposal of property, except for buildings.
- How long must building records be maintained?



Inventory Control

- Tagging of Inventory thought markings that are considered permanently affixed when the marking can be removed only through considerable or intentional means
- Each member is responsible for ensuring property is tracked and secured in the manner most likely to prevent the theft, loss, damage, or misuse of assets

Asset Categories



- **Land and land Improvements**
 - Valuation / Disposal
 - Land is always capitalized
 - Communicate with SREO when in doubt
 - All land acreage is required to reconcile with the General Land Office. Each System Member should reconcile the acreage for all land back to the information maintained by SREO. The acreage figures should match between the System Member and the General Land Office. The System Member should resolve any discrepancies and contact SREO if corrections need to be made to the SREO database.

Asset Categories

- **Construction in Progress** (CIP): reflects the economic construction activity status of buildings and other structures, infrastructure (energy distribution systems, pipelines, etc.), additions, alterations, reconstruction, installation, and maintenance and repairs which are substantially incomplete
- **Major Construction** Projects: are projects above ____ million threshold
- System office will send a C-30 completion report for either semi-final or final close this should start moving out of CIP and into the appropriate category
- Close out your CIPs in same Fiscal Year as **in-service dates** at all cost!



Asset Categories

- **Building and Building Improvements**
- A building is a structure permanently attached to the land, has a roof, is partially or completely enclosed by walls, and is not intended to be transportable or moveable. Building improvements are capital events if they materially extend the useful life of a building or increase the value of a building, or both.

The capitalization threshold for buildings and building improvements is \$_____. Buildings must be componentized when recorded.

Asset Categories

- **Facilities and Other Improvements**
- Facilities and Other Improvements are defined as assets (other than general use buildings) built, installed or established to enhance the quality or facilitate the use of land for a particular purpose. Other improvements are enhancements made to a facility or to land. The capitalization threshold for facilities and other improvements is \$100,000.



Asset Categories

- **Infrastructure**
- Infrastructure is defined as long-lived capital assets normally stationary in nature and can be preserved for a significantly greater number of years than most capital assets. Infrastructure assets are often linear and continuous in nature. The capitalization threshold for infrastructure is \$_____.
 - **Hint not \$100,000**

Asset Categories

- **Vehicles, Boats, and Aircraft**
- Texas Transportation Code Section 502.452 states in order to **have exempt license plates**
 - the name of the agency who has custody of the vehicle must be printed on each side of the vehicle, in letters at least two inches high or in an emblem at least 100 square inches in size.
 - The letters or emblem must be of a color sufficiently different from the body of the vehicle to be clearly legible from a distance of 100 feet.
 - Exceptions to the emblem/lettering requirement are generally granted for law enforcement vehicles, in accordance with Texas Transportation Code, Section 502.



Asset Categories

- **Library Acquisitions**
- The threshold for catalogued library acquisitions is \$0 – all acquisitions are to be capitalized. Library acquisitions include library books, films, recordings, serials, and software



Asset Categories



- **Work of Art and Historical Treasures**
- Should be recorded in the fixed asset records. If the assets are for display or viewing only, the assets are non-depreciable. If used in operations may need to be depreciated.
- For example, if there is a building considered an historical treasure and is used as office space, the structure itself would continue as a historical structure and would not be depreciated.
- Any modifications made to the structure to convert it to office facilities could be depreciated as part of the cost of operations if it meets the capitalization threshold for a given fiscal year

Asset Categories

- **Livestock**

- Livestock includes cattle, horses, mules, swine, sheep, goats, poultry, rabbits and other animals.
- The CEO of each System Member is responsible for the custody, care, maintenance, and safekeeping of livestock possessed by the Member. These responsibilities may be delegated by the CEO to the Property Administrator, Property Manager, and/or to Accountable Property Officers.
- Transfers of control and accountability must be made in accordance with the provisions of state property accounting laws, rules and policies.
- The CEO of each System Member possessing livestock will publish such rules as are deemed necessary to ensure effective livestock management including procurement, production, utilization in research and other programs, treatment and care, and marketing of surpluses.

Livestock - continued

- Inventory Records The following livestock inventory systems will be maintained:
 1. A perpetual inventory system will be maintained for permanent breeder stock and for animals held for short-term purposes by those departments in possession of dairy and beef cattle, swine, horses, mules, sheep, and goats. A physical inventory will be taken annually or more often if necessary and the results reconciled to the financial control accounts. The existence and location of livestock loaned out or otherwise removed from a department will be confirmed annually.
 2. Programmed changes in poultry breeder stock quantities (flock size) will be recorded in a perpetual inventory system including departmental records and financial control accounts during the year. Production records will be maintained for each lot of feeder birds showing the quantity started and finished and the mortality rate of each lot. A physical count of poultry breeder stock will be made annually or more often if necessary and reconciled to the financial control accounts.
 3. A perpetual inventory system which will account for the live animals, carcasses, and meat products will be maintained for livestock acquired for slaughter and processing.

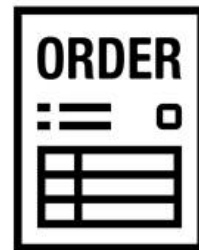
Livestock - continued

- Livestock to be Capitalized
 1. All livestock purchased or received by gift valued at \$5,000 or more per animal and having a useful life of more than one year will be capitalized.
 2. Livestock produced by departments will be capitalized at the point an individual animal is valued at \$5,000 or more and it is determined its useful life is more than one year.
 3. An individual animal in which a part ownership interest is acquired will be capitalized if the ownership interest of the animal is valued at \$5,000 or more and the animal has a useful life of more than one year.
 4. Livestock acquired by any other means will be capitalized individually if the animal is valued at \$5,000 or more and it is determined its useful life is more than one year.Livestock will not be recorded as a single asset per herd, flock, etc.





AggieBuy and Fixed Assets



[HTTPS://WWW.ISTOCKPHOTO.COM/](https://www.istockphoto.com/)

AggieBuy and Fixed Assets

- **Types of Purchase Documents in AB:**
 - Non-PO Invoices
 - POs sent to vendor
 - POs start as Requisition #s. Req #s transfer to PO#s after approved.
 - Change Orders to PO's
- **AB evaluates all POs & Non-POs for fixed asset object codes**
 - Based on assigned Commodity Code & Object Code Table
 - Filtered by each member's Capitalization Rules Table
- **For POs only**, upon receipt of inventory item, **"FAMIS PFFX Notification"** email sent to AAPO
 - Email recipient based on 1st payment account listed on PO
 - No email – flag can be set to 'not send'

Commodity Code -> Object Code -> Class Code

- AggieBuy utilizes Commodity Codes (8-digit code) that has a corresponding object code associated with it

The object code should correspond with the asset you are purchasing.

- The class code should be the object code + 2 digit that best describe the asset



AggieBuy and Fixed Assets

- **Process**
 - **PFFX driven by coding on Req/PO line item**
 - Commodity code maps to object code on PO
 - Can over-ride incorrect Commodity Code on Req/PO
 - **Enter PFFX**
 - Canopy (FRS-Preliminary Assets-Pre-Asset Document)
 - FAMIS FRS 360-362
 - Description, Acq & In-Service Dates, Building/Room, Class Code, SN
 - **Canopy FRS Voucher Screens**
 - FRS-Vouchers-Voucher Search/Header/Line-Item Details
 - **FAMIS FRS Document Screens**
 - 220 PO Create/Modify, 278 Doc Inquiry, 288 Doc Summary

Shipping Cost Entry Responsibility

- Shipping Entry:
 - Purchasing – add in AB to PO, *if known*
 - Department – add in AB if on Non-PO invoice
 - AP – review and approve
- **Property Management**
 - **Always add shipping to asset value**
 - **May need to prorate it**
 - **Process DCR to recode to asset's object code if coded incorrectly**

FAMIS PO/AB PO Cross Ref

Canopy
The Texas A&M University System V.4

Payroll FFX FRS Routing System

Main Menu > FRS > Purch Documents > SciQuest Cross Ref

Purch Doc Search Purch Doc Header Line Item Details Notes Good Faith Effort Tracking

Document: SciQuest Document ID:

Submit Reset

Document	SciQuest Document ID
202393B	AB0873634
202394B	AB0873635
202397B	AB0873636

OR

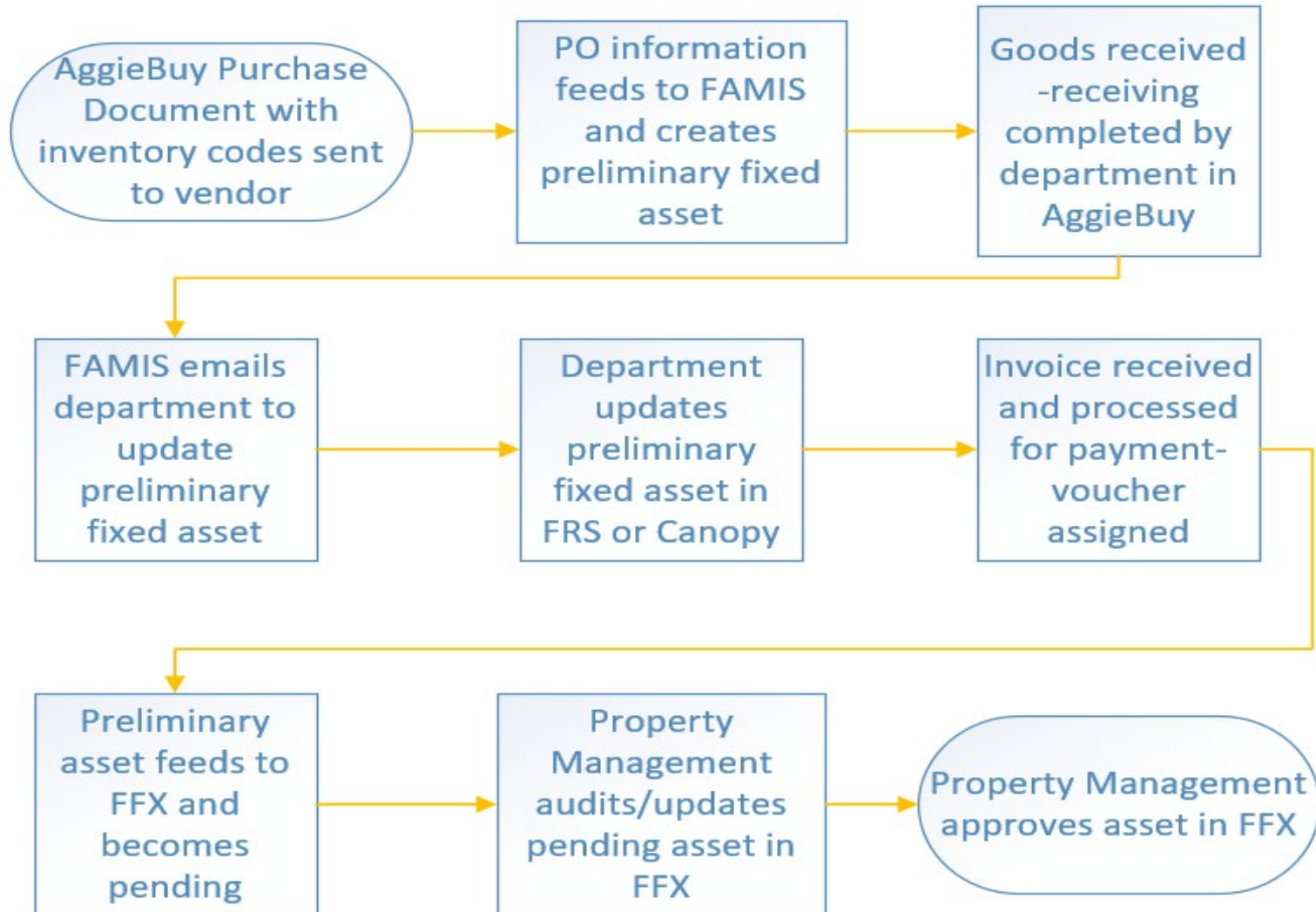
FAMIS FRS

295 SciQuest Document Xref 04/20/24 1:25P
FY 2024 CC 2

Screen: SciQuest Document ID: FAMIS Doc:

S	Document	SciQuest Doc ID	Doc Description / Error
-	202393B	AB0873634	2023-12-11 135002454 01
-	202394B	AB0873635	MiTeGen
-	202397B	AB0873636	2023-12-08 329008802 02

FAMIS Asset Creation and Approval



AggieBuy



- Poll- For those of you who use AggieBuy, do your requisitions or invoices get routed to your property group to verify the accuracy of the codes?
- Are your departments trained to utilize the 'Trade-In' Box on requisition?

Emburse replaced Concur

- All the details you had in Concur you will find in Emburse
- Screen 296 Emburse is the equivalent of 295 for Aggiebuy



Emburse replaced Concur, cont..

063 Transaction Inquiry by Support Account
ACCOUNTING SERVICES

04/22/25 15:09
FY 2025 CC 21

Screen: █ Account: 242062 20300 3000 Display Ref: 2
Bank Option: N

Sbcd	TC	Ref 2	Date	Description	Amount	I	BatRef	Offset	Acct
5215	06C	1349230	12/12	TAYLOR - ONL	50.00	N	CTRL01	005251	00000 1615
5215	06C	1364314	02/14	COOPER - AUS	495.00	N	CTRL01	005251	00000 1615
5215	06C	1369928	02/17	BURTON - AUS	495.00	N	CTRL01	005251	00000 1615
5215	06C	589028F	03/21	TAYLOR - NAS	239.20	N	CRTL01	005250	00000 1615
5215	06C	589028F	03/21	TAYLOR - NAS	80.00-	N	CRTL01	005250	00000 1615

296 Emburse XRef

04/22/25 3:11PM
FY 2025 CC 21

Screen: █ Emburse ID: _____ FAMIS Ref: 589028F

S	FAMIS Ref	Emburse ID
-	-----	-----
-	589028F	010042682010

FAMIS FFX Processes

- Fixed Asset Processes within FAMIS
 - Approve assets
 - Remove assets
 - Change in cost (Covered in next session)
 - Transfers between Members
 - Modify
 - Undelete/Reacquire
 - Transfer

Accountable Property Officer

- APO is typically Department Head
 - Signer for all property documents
- APO can be held financially liable for loss or damage under certain circumstances
- TEES & TAMU Assign APOs using the 860 Form
- ETAMU uses Financial Access System Request Form

860 Department Table Maintenance 04/22/25 15:23
CC 21

Screen: __ Department: COSCI Sub Dept: __
Dept Name: COMPUTER SCIENCE & INFORMATION SYSTEMS__
Head/Director ID: 123009025 GRAHAM, ANDREA PH: 903-886-5390
Alt APO ID: 231001552 NELMS, BRITTANI PH: 903-886-5474
Reporting ID: _____ PH: _____
IPay IDT Email/ID: _____

Mail Code: _____ College Dept: _____ Off Campus Flag: N
Exec Level: AA Division: SE School/College: SE
Building Campus: 21 Room: _____ Group Cd: _____
Building Number: 00630 Other Loc: _____

Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: __
Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y TDP: B Purch: Y
eProc: A eBill: __ eShip: __ eSufx: BA eDaPriv: _ Surplus: _
Maestro: Org Unit: 17081_____ Parent Dept: CSEA_ Center/Institute: __
Computer Science & Information Mail to Dept Head: _ USAS Cd: __
Other Part Nbr: _____ Dept Office: COSCI General Comments: N
Other Part Dept: _____ Dept View: COSCI-VW Hit <PF10>
Other Part Sub Dept: _____ Exec Office: CSEA FFX Comments: Y
Dept Expiration Date: _____ Exec View: EXEC Hit <PF11>
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Audit ADELg GenCm FFXCm

860 Department Table Maintenance

04/22/25 15:23

CC 21

Screen: ____ Department: COSCI Sub Dept: ____

Dept Name: COMPUTER SCIENCE & INFORMATION SYSTEMS__

Head/Director ID: 123009025 GRAHAM, ANDREA PH: 903-886-5390

Alt APO ID: 231001552 NELMS, BRITTANI PH: 903-886-5474

Reporting ID: _____ PH: _____

IPay IDT Email/ID: _____

Mail Code: _____ College Dept: _____ Off Campus Flag: N

Exec Level: AA Division: SE School/College: SE

Building Campus: 21 Room: _____ Group Cd: _____

Building Number: 00630 Other Loc: _____

Budget Sort Dept Nbr: _____ Approx. Inv. Count: _____ FFX Cert. Month: ____

Allow Flags: FRS: Y EPA: Y DBR: Y DCR: Y FFX: Y TDP: B Purch: Y

eProc: A eBill: ____ eShip: ____ eSufx: BA eDaPriv: _ Surplus: _

Maestro: Org Unit: 17081____ Parent Dept: CSEA_ Center/Institute: ____

Computer Science & Information Mail to Dept Head: _ USAS Cd: ____

Other Part Nbr: ____ Dept Office: COSCI General Comments: N

Other Part Dept: ____ Dept View: COSCI-VW Hit <PF10>

Other Part Sub Dept: ____ Exec Office: CSEA FFX Comments: Y

Dept Expiration Date: _____ Exec View: EXEC Hit <PF11>

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

Hmenu Help EHelp

Audit ADelg

GenCm FFXCm

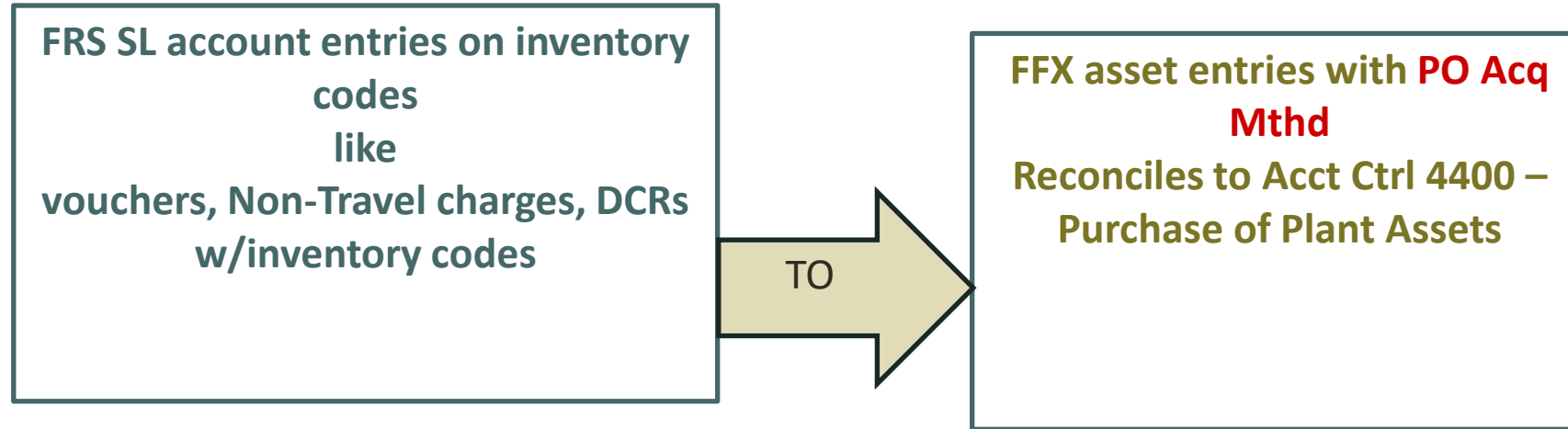
Accountable Property Officer

- Typically, delegates daily tasks to an **AAPO – Alternate Accountable Property Officer**
- Asset management
 - **APO and AAPO establish procedures**
 - Training employees
 - Annual Inventory
 - Transfers
 - Surplus of excess equipment
 - Report missing, destroyed, damaged, stolen, or found property



TBAR010

Current FY entries only



FRS rpt detail shows SL acct & obj code

FFX rpt detail shows asset # & GL acct

Review AB PO Document

- Review AB Documents
 - Analyze line items for proper inventory coding
 - DCRs may be needed
 - Determine how to build asset
 - Review comments on Req, PO, and invoice
 - Review attachments
 - Contact AAPPO for help building asset, if needed

Clearing the TBAR

Match 4 Things...

1. **502 Acq Method** must be **PO** (purchases/credit current year)
2. **502 Class Code's** first 4-digits must match **object code on TBAR Reference** (FAMIS checks capital codes)

3. **503 Sequence Amount** must match **error amount on TBAR Reference**

4. **Screen 511 Trans Ref 2**
must match **TBAR Reference**

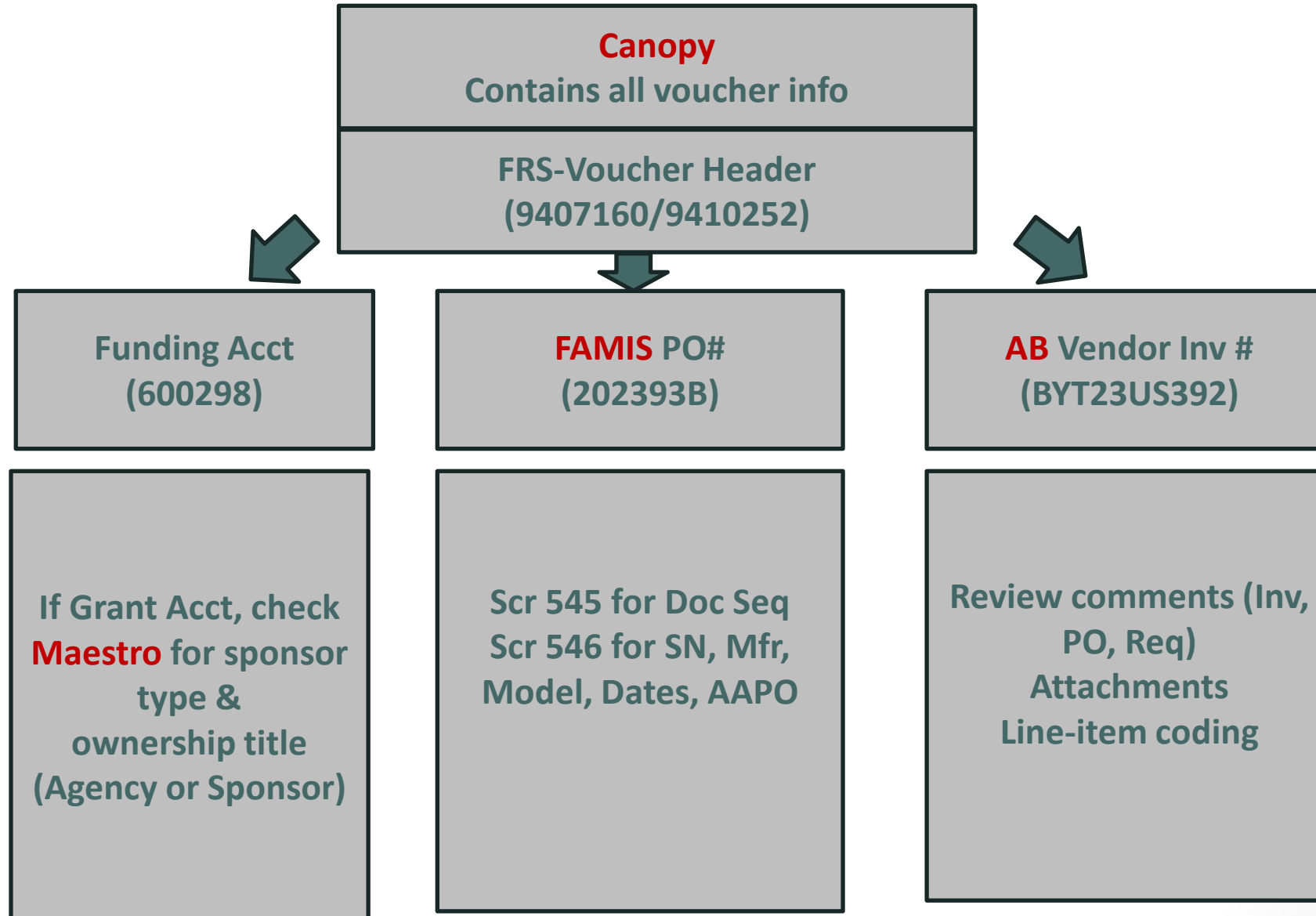


TBAR Reference Types: Voucher,
Emburse Report Key or other type

Clearing the TBAR Tips

- **Screen 503 - Vchr/Ref Nbr** on this screen needed to use as a reference only. Approving voucher on **511 in Trans Ref 2** is what actually clears the TBAR.
- If approve wrong Vchr/Ref Nbr # on **511**, must **correct using 51* asset transaction screens**. Changing it on Screen 503 does not fix the error or clear the TBAR.
- **FAMIS POs w/multiple vouchers** - must **approve each voucher using 51* screens**.
 - Approve one using Screen 511
 - Then use 515 to add the cost of the other voucher to the asset.
 - **Adding multiple fund sequences on 503 with different voucher #s does not clear the TBAR error.**

Working the TBAR



T BAR 010 Exception Report

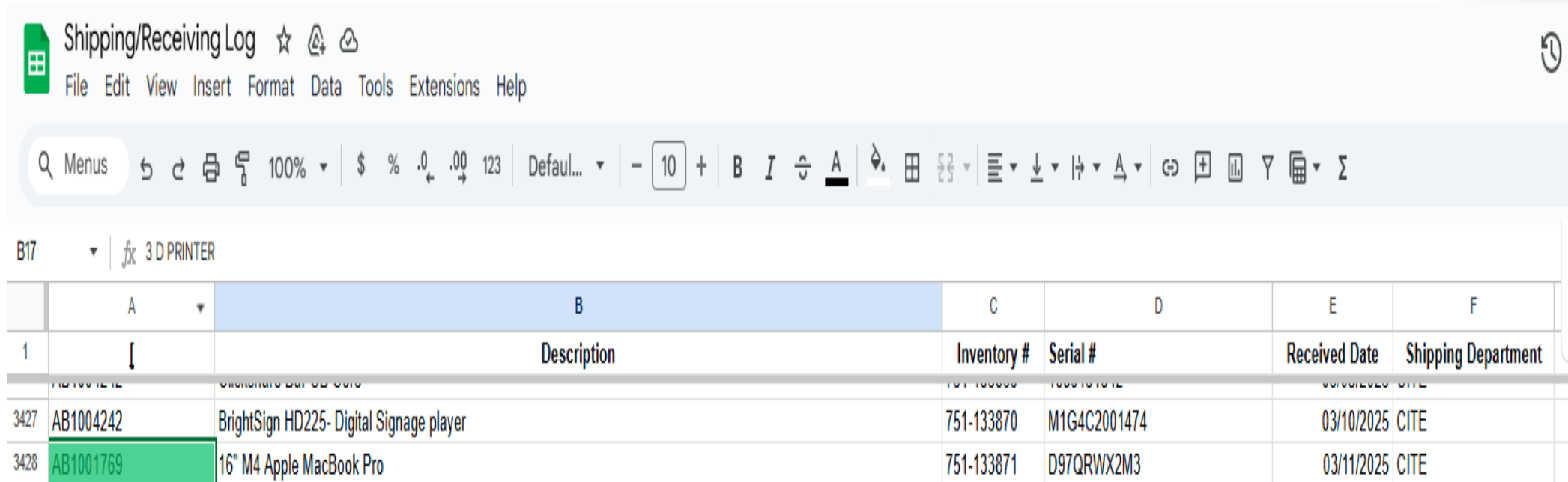
TBAR010		EAST TEXAS A&M UNIVERSITY		04/04/2025 17:43	
FY 2025 CC 21		Reconciliation of Capital Expenditures - April 2025		PAGE: 2	
Fixed Assets			Financial Accounting		
Report	Ref	Amount	Ref	Amount	
Capital	0504643	0.00	0504643	5,924.00	

Upon getting the voucher number we pull up the voucher information from FRS-168

```

F2321 Make selection to proceed to screen 169
168 Voucher Total Inquiry                                04/24/25 11:43
                                                           FY 2025 CC 21
Screen: ____ Voucher: 0504643 Fiscal Year: 2025
Status: PAID
Vendor: X0100317000 B&H FOTO & ELECTRONICS CORP DB Hold: N Pend:
Alt Vndr: Encl: J Wire: N
Due Dt: 04/05/2025 Desc: APPLE MBP 16M4M 16C/40C/1 St Vchr: N
Inv Dt: 03/06/2025 Cust AR Nbr: Revolv: N
Divry Dt: GSC Ord: Chg Src: N
Dept Ref: 7959462 Cont WK Force: N Confidential: ACH: Ovr:
Tran Cd: 166 Check Nbr: St Warrant Nbr:
St Req Nbr: Check Dt: Warrant Dt:
Vchr Total: 5924.00 Check Recon: USAS Doc Type: 9 PCC:
Bank Trace: IC: Reason: Orig Dist Dt:
S Itm Account Net Amount PO No. Invoice Number Bank Dp Vd XRet
-----
1 251003 20300 8435 5,924.00 330378B 232276733 00035 N N
  
```

T BAR 010 Exception Report



The screenshot shows a Google Sheets spreadsheet titled "Shipping/Receiving Log". The interface includes a menu bar (File, Edit, View, Insert, Format, Data, Tools, Extensions, Help) and a toolbar with various icons for editing and formatting. The spreadsheet has a table with the following data:

	A	B	C	D	E	F
1		Description	Inventory #	Serial #	Received Date	Shipping Department
3427	AB1004242	BrightSign HD225- Digital Signage player	751-133870	M1G4C2001474	03/10/2025	CITE
3428	AB1001769	16" M4 Apple MacBook Pro	751-133871	D97QRWX2M3	03/11/2025	CITE

Shipping/Receiving log contains AB numbers, Asset description, asset numbers and the shipping department info

Auditing Pending Assets

501: Add or modify data and press PF5 to advance.

501 Purchasing/Vendor Data		04/22/25 14:25
LAPTOP-16" MACBOOK PRO		FY 2025 CC 21
Screen: ____	Asset: 0000133871	Component: 01
		Status: A
Description: LAPTOP-16" MACBOOK PRO_____		

Purchase Order		
Quantity: _____	1.00	UOM: EA_
Component Cost:	5924.00	
Vendor		
Number: X0100317000	Name: B&H FOTO & ELECTRONICS CORP DB	
Commodity Code: _____		
Manufacturer		
Name: APPLE_____		
Serial Number: D97QRWX2M3_____		
Model Number: _____		
Model Year: _____		
License Plate: _____		
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

Auditing Pending Assets

- **502 Acq Method must be PO**
- **502 Class Code's first 4-digits must match object code on TBAR Reference**

```
502 Property Control Data                                04/22/25 14:26
                  LAPTOP-16" MACBOOK PRO                FY 2025 CC 21
Screen:  ___ Asset: 0000133871 Component: 01             Status: A

      Moved/Attached: M                      SRS: N      Real/Personal: P
      Class: 843504 LAPTOP COMPUTERS
      Condition: 01          Acq Method: PO          Acq Agency: ___
      Acq Dt: 03/11/2025   SPA Class: 284          In Serv Dt: 03/11/2025
      Appraisal Method: _      Depr Ind: Y          Hist Ind: N
      Transfer from Asset: _____ Component: ___      Depr Thru: ___ / ___
      Software Version: _____ Report Missing Dt: _____
      Pending Transfer CC: ___ Date: _____          Inflation Code: NO

Accounting
      Asset Account: 0089730 1730          Capital: Y (Y/N)
      Use Life(months): 48_          Rem Life(months): 48_
      Depr Method: SL_          Funding Source: LF          5924.00
      Component Cost:          5924.00
      Salvage Value:
      Accum Depr:
      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
```

Class Code Table

- Download in Canopy
 - Path: Canopy-FFX-Tables-Class Table
 - Can see Class code, GL Acct & Acct Ctrl it is mapped to

Canopy

The Texas A&M University System V 4

Campus: 02 (Texas A&M University)

Fiscal Year: 2025

Set CC/FY

SSO Menu

SSO Logoff

Payroll

FFX

FRS

Routing

System

Main Menu

FFX

Tables

Class Table

HELP ?

Send Feedback

To Asset Search

Class Table

Miscellaneous Tables

Start From Class:

View Master: ☒ No ☐ Yes

View Frozen: ☒ No ☐ Yes

Submit

Download

TABLE OF CLASSES (TOTAL ITEMS: 304)

Class	Spa Class	SPA Req	Description	Cap	Depr	R/P	Mth	GL Acct	Acct Cntl	Use Life	Frz
577501	106	Y	HANDGUNS \$0-4999.99	N	Y	P	SL	089730	1730	120	
577502	107	Y	RIFLES & SHOTGUNS \$0-4999.99	N	Y	P	SL	089730	1730	120	
578001	129	Y	SOUND SYSTEMS/OTH AUDIO EQP \$500-4999.99	N	Y	P	SL	089730	1730	84	
578101	130	Y	PORTABLE CAMERAS \$500-4999.99	N	Y	P	SL	089730	1730	84	
578201	131	Y	TV/VIDEO PLAYERS/RECORDERS \$500-4999.99	N	Y	P	SL	089730	1730	84	
578401	735	Y	AIRCRAFT-UAV/DRONE \$0-\$4999.99	N	Y	P	SL	089735	1735	84	
578701	204	Y	COMPUTER, DESKTOP \$500-4999.99	N	Y	P	SL	089730	1730	48	
578704	284	Y	LAPTOP COMPUTERS \$500-4999.99	N	Y	P	SL	089730	1730	48	

SPA Class Code

- Each class code is linked to a corresponding SPA Class Code that drives Useful Life, AFR Category, etc..
- <https://fmx.cpa.texas.gov/fmx/pubs/spaproc/index.php>



Acquisition/Disposition Table

- Download in Canopy or see FAMIS Scr 583
 - Path: Canopy-FFX-Tables-Miscellaneous Tables
 - System has Excel docs on website for acq/disp codes and Note 2 capital asset report definition that references the FFX GL accounts.

Canopy

The Texas A&M University System **V 4**

Campus: 02 (Texas A&M University) Fiscal Year: 2025 Set CC/FY

SSO Menu SSO Logoff

Payroll FFX FRS Routing System

Main Menu FFX Tables Miscellaneous Tables

HELP? Send Feedback

To Asset Search Class Table Miscellaneous Tables

Table: ☒ Acquisition/Disposition ☐ Capitalization Rules ☐ Inflation ☐ Depreciation Rules

Submit

Download

ACQUISITION/DISPOSITION TABLE (TOTAL ITEMS: 97)

A/D	Method	Acct Cntl	Description	Spa Method
A	01	4701	TRANSFER FROM PART 01-SAGO	
A	02	4702	TRANSFER FROM PART 02-TAMU	
A	04	4704	TRANSFER FROM PART 04-TSU	
A	05	4705	TRANSFER FROM PART 05-PVAMU	
A	06	4706	TRANSFER FROM PART 06-AGRES	
A	07	4707	TRANSFER FROM PART 07-AGEXT	

Capitalization Rules Table

- Download in Canopy or see FAMIS Scr 582
 - Path: Canopy-FFX-Tables-Miscellaneous Tables

Canopy
The Texas A&M University System V 4

Campus: 02 (Texas A&M University) Fiscal Year: 2025 Set CC/FY

SSO Menu SSO Logoff

Payroll FFX FRS Routing System

Main Menu FFX Tables Miscellaneous Tables HELP? [Send Feedback](#)

To Asset Search Class Table Miscellaneous Tables

Table: ☐ Acquisition/Disposition ☒ Capitalization Rules ☐ Inflation ☐ Depreciation Rules Submit

Download

Expense Subcode	High Subcode	Minimum	Description
5775	5799		0 INV, NON-CAPITAL FURN & EQUIP
8000	8344		0 CAPITAL OUTLAY 1
8400	8499		0 CAPITAL OUTLAY 2
8600	8699		0 CAPITAL OUTLAY 3
8800	8899		0 CAPITAL OUTLAY 4

prev 1 next

Page: 1 of 1 Go

Page size: 5 Change

(Showing page 1 of 1, items 1-5) Total items: 5

Auditing Pending Assets

- **503 Sequence Amount** must match **error amount on TBAR Reference** (If multiple accounts on voucher, add another seq.)
- **Modify funding info. Press PF9 to see all fund sequences.**
 - **Fund source – important to rate calculation, does not feed from FRS.**

503 Fund Sequence Add/Update		04/22/25 14:26
LAPTOP-16" MACBOOK PRO		FY 2025 CC 21
Screen: █	Asset: 0000133871	Component: 01 Seq: 00001 Status: A Del Seq: _
SRS: N	Fund: 7999	
Fund Source: LF	Bank: 00035	
Purchase Account: 251003 20300 8435	Old Acct: _____	
PO Nbr: 330378B	Vchr/Ref Nbr: 0504643	
Invoice Nbr: 232276733		
Sequence Amount: _____5924.00	Salvage Percent: _____%	
Accum Depr: _____	Salvage Value: 0.00	
FAMIS Sponsor: _____		
Sponsor/Agency: _____	Award: _____	
Instrument Type: _		
Depr Thru: _ / _		
Class: 843504	Depr Ind: Y	
Capital Fg: Y	Historical Ind: N	
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 Seq	Funds

Auditing Pending Assets

- 503 Press F9 to see all funding seq.
 - If multiple sequences, update each one
 - Delete unneeded sequences

503 Fund Sequence Add/Update							04/22/25 14:26	
LAPTOP-16" MACBOOK PRO							FY 2025 CC 21	
+-----+								
Asset Nbr: 0000133871 Component Nbr: 01 Status: A								
Sei	Fund	Sq.	Fund	Bank	Src	Buying Account	Voucher	Amount
-	00001		7999	00035	LF	251003 20300 8435	0504643	5924.00
Sub Total:								5924.00
*** End of Fund Sequence List ***								
Press <PF4> to Exit								
+-----+								

Auditing Pending Assets

- **504: We allow departments to update financing, maintenance or insurance information.**
- **Press PF5 to advance.**

504 Maintenance/Insurance Data		04/22/25 14:29
LAPTOP-16" MACBOOK PRO		FY 2025 CC 21
Screen: ____	Asset: 0000133871	Component: 01
		Status: A
Debt Finance Data		
Debt Finance Method: _		
Lease Supplement Nbr: _____		
Finance Term(months): _____		
Amount Financed: _____ Paid Off: _		
Maintenance Data		Insurance Data
Company: _____		Insured By: SELF
Contract Nbr: _____		Insured Value: _____
Contract Amt: _____		Coinurance Pct: _____
Renewal Date: _____		Valuation Date: _____
Warranty Exp Date: _____		Replacement Cost: _____
Last Maint Date: _____		Inflation Code: NO
Frequency: _		
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		

Auditing Pending Assets

- **505: Review location information. Press PF5 to advance.**
 - **Building/room combo must be valid.**
 - **See Canopy Path: FFX-Search-Building Search to inquire**

505 Location Data		04/22/25 14:31	
		FY 2025 CC 21	
Screen: █	Asset: 0000133871		
Dept: CTIS_ Sub Dept: NEW__			
Alt APO			
Alt APO Name: ARTIS, CALEB			
Location			
Building: 00632		Bldg CC: 21	
Room: _____		Group: _____	
Exec Level: FA		Division: CT	
County: _____		School: _____	
Other Location: _____			
Ownership/Title: ETAM			
User UIN: _____			
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			

Auditing Pending Assets

506: Modify any additional data like purpose or related asset.

Tools Please enter desired modifications

506 Property Inventory Data 04/22/25 14:31
FY 2025 CC 21

Screen: █ Asset: 0000133871

Availability: US
How Tagged: BC
Tag Number: 0000133871
Purpose: ____ % ____ ____ % ____
Exposure Cd: ____ Special License: ____
Floor Space: ____ Floor UOM: ____
Related Asset: ____
Inventory Type: Y Restriction: I

Next Inventory Dt: ____
Last Inventory Dt: ____
Available Dt: ____
Owner Change Dt: ____

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



Asset Approval

T3006 Expected and processed totals disagree
510 FX Batch Initialize

04/11/25 13:40
FY 2025 CC 21

Screen:

Batch Ref: PAV163
Status: C

Batch Date: 04/11/2025
Acct Feed: D

Description: 0504643 APPLE MBP 16M4M 16C/40C/1__
User ID Override: N

Batch Balancing Information

	Transactions	Amount
Expected Totals:	1	5924.00
Processed Totals:	1	5924.00

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

TEES Tracks Batches in Excel

ETAMU utilizes 524

	B	C	D	E	F	G	H	I
1	Screen	Batch Date	Batch	Ref	Description	Entered By	Expected Totals	Amounts
2	516/515/AJ	4/18	SPA	166	CODE CORRECTION-MEEN CO11457	JC	10	0.06
3	513/FD	4/19	PDD	167	CYCL RTN TO SPONSOR- D11514	JC	2	7,645.61
4	511	4/21	PAV	168	4/15 CAP	AE	2	21,500.00
5				169				
6				170				

524 FX Session/Batch Header List

04/22/25 15:18
FY 2025 CC 21

Screen: Fiscal Year: 2025 Batch Ref: PAV Batch Date:

S	Batch	Batch	Description	Amount	Count	Run	S	F
e	Ref	Date				Date	t	d
—	PAV001	10/30/2024	CIP 0500021_WHITLEY	600.00	1	10/30/2024	C	D
—	PAV002	10/31/2024	META QUEST 3 - VR SY	2,571.72	4	10/31/2024	C	D
—	PAV003	10/31/2024	CIP EVENT CENTER	45,820.11	3	10/31/2024	C	D
—	PAV004	10/31/2024	CIP 0500846 BA CASHI	30,485.59	1	10/31/2024	C	D
—	PAV005	10/31/2024	CIP 0500022_PARKING	750.00	1	10/31/2024	C	D
—	PAV006	10/31/2024	CIP EQUINE PARKING	1,922.00	2	10/31/2024	C	D
—	PAV007	11/01/2024	IFX3I131 BSC CF CHEC	3,789.36	3	11/01/2024	C	D
—	PAV008	11/01/2024	CIP 0500313 WEST HAL	548.00	1	11/01/2024	C	D
—	PAV009	11/05/2024	C N-C 0501058 DELL G	1,699.99	1	11/05/2024	C	D
—	PAV010	11/06/2024	DELL G16 7630	1,499.99	1	11/06/2024	C	D
—	PAV011	11/06/2024	AIO WITH BUILT IN WE	50,149.70	58	11/06/2024	C	D
—	PAV012	11/06/2024	C N-C 0501183 APPLE	491.15	1	11/06/2024	C	D
—	PAV013	11/08/2024	CIP FY25 HIGHWAY 24	65,236.50	5	11/08/2024	C	D
* Continued *								
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---								
Hmenu Help EHelp								

Approving an Asset

Open a batch on Screen 510 to use Approval Screen 511.

T0015 Session opened for processing
510 FX Batch Initialize

04/21/24 04:19
FY 2024 CC 28

Screen: _____

Batch Ref: PAV168 Batch Date: 04/21/2024
Status: 0 Acct Feed: D

Description: 04/15 CAP _____
User ID Override: N

Batch Balancing Information

	Transactions	Amount
Expected Totals:	_____	_____
Processed Totals:	0	0.00

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

Approving an Asset

511 Approval

04/22/25 14:32
FY 2025 CC 21

Screen: ____ Asset: 0000133871 Component: 01 Status: A SRS: N

Verify the data below Type Y to Approve: N

Transfer Notes: Y

Type new asset number or 0 (system assigned) or P (pending): _____

Property Control Data

SPA Effective Date: 04/22/2025

Description: LAPTOP-16" MACBOOK PRO

Feed Accounting: D (Dt1/Summ/No)

Line 2:

Trans Ref 2: _____

Class: 843504 LAPTOP COMPUTERS

Acquisition Data

Trans from Asset:

Component Cost: 5924.00

Trans from Comp:

Acq. Method: PO Agency:

Department: CTIS Sub-Dept: NEW

In-Service Date:

Alt APO Name: ARTIS, CALEB

Acquisition Date:

Accounting Data

Quantity: 1 UOM: EA

Asset Account: 089730 1730 Depr Method: SL Capitalization: Y (Y/N)

Useful Life: 48

Rem Life: 48 First YR Rule: M

Accounts to be used

DR Asset control:

CR Acq Addition:

Session ID TEST01 Date 04/22/2025 Count Amt

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

Hmenu Help EHelp

Trans

Funds

- 511- Asset Approval
- Final review – snapshot of asset information
- Pressing PF9 displays asset funding
- 511 Trans Ref 2 must match TBAR Reference
- Enter Trans Ref 2, Type Y to Approve, Press enter.

Adding Cost to Approved Asset

- Add TBAR Ref 9410252, FAMIS PO 202393B, to 2400033409
- Continue in current batch, PAV168.
- 515: add a new sequence with 00000, then enter data
- 515 Transaction Ref must be TBAR Reference, 9410252, or TBAR will not clear.

```
515 Change in Cost by Fund Sequence                                04/22/25 14:34
                                                                    FY 2025 CC 21
Screen:  ___ Asset: 0000133871 Component: 01 Seq: 00001 Status: A
                                                                    LAPTOP-16" MACBOOK PRO

Fund Source: LF                                                    Fund: 7999 SRS: N
Change in Cost: amt add/sub                                         Bank Nbr: 00035
Salvage Percent: _____ %                                       Sequence Cost: 5924.00
Debit/Credit: D (D/C)                                              Salvage Value:
Acq./Disp. Method: a po                                           Accumulated Depr: _____
Agency Nbr: _____ Trans Asset: _____ Component: _____
Appraisal Method: _____ Purchase Account: 251003 20300 8435

Accounts To Be Used DR Asset Control:                               CR ACQ Addition:

SPA Effective Date: 04/22/2025 SPA Depr Entity FY: _____
Transaction Description: add cost asset # 133871_____
Transaction Reference: tbarref
Feed Accounting: D (D-Detail, S-Summary, N-No)
Session ID TEST01 Date 04/22/2025 Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help EHelp Seq Funds
```

Add cost to 2400033409

Go to 503 and finish “working” the voucher.

T0013 Please enter desired modifications
503 Fund Sequence Add/Update 04/21/24 04:
PALLET STACKER, AVG ELECTRIC FY 2024 CC
Screen: █ Asset: 2400033409 Component: 01 Seq: 00002 Status: A Del Seq: _

SRS: N Fund: 7999
Fund Source: GF Bank: 07121
Purchase Account: 600298 00000 8425 Old Acct: _____
PO Nbr: 202393B Vchr/Ref Nbr: 9410252
Invoice Nbr: BYT23US392A
Sequence Amount: 15050.00 Salvage Percent: _____ %
Accum Depr: _____ Salvage Value: 0.00

FAMIS Sponsor: _____
Sponsor/Agency: _____ Award: _____
Instrument Type: _
Depr Thru: _ / _

Class: 842504 Depr Ind: Y
Capital Fg: Y Historical Ind: N

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 Seq Funds

Add cost to 2400033409

Screen 503, press PF9 to verify funding and Sub Total.

```
T0013 Please enter desired modifications
503 Fund Sequence Add/Update                                04/21/24 04:52
                  PALLET STACKER, AVG ELECTRIC              FY 2024 CC 28
```

Asset Nbr:	2400033409	Component Nbr:	01	Status:	A	
SEL	Fund Sq.	Fund Bank	Src	Buying Account	Voucher	Amount
-	00001	7999 07121	GF	600298 00000 8425	9407160	6450.00
-	00002	7999 07121	GF	600298 00000 8425	9410252	15050.00

Sub Total: 21500.00

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

Type Y to add Notes: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Next Seq Funds

Note File Flag: N

Update Totals, Close Batch...

Go back to Screen 510, verify totals, and close batch.

TEES also updates their FFX Batch Reference spreadsheet.

T0019 Session not currently active
510 FX Batch Initialize

04/21/24 05:01
FY 2024 CC 28

Screen:

Batch Ref: PAV168
Status: C

Batch Date: 04/21/24__
Acct Feed: D

Description: 4/15 CAP/ADD COST 2400033409__
User ID Override: N

Batch Balancing Information

	Transactions	Amount
Expected Totals:	2	21500.00
Processed Totals:	0	0.00

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

Depreciation, Useful Life and Residual Value Defined by the State

- The SPA Process User's Guide requires all state agencies to use the straight-line depreciation method (historical cost less residual value, divided by useful life)
- Useful life for each asset type is based on statewide historical data for each class of asset
- Agencies will be allowed to substitute information for residual value and/or estimated life determined by agency experience for each class of asset. All substitutions must be reasonable, documented and auditable

Depreciation Maintenance

```
512 Depreciation Maintenance                                04/22/25 15:41
                                                         FY 2025 CC 21
Screen: █ Asset: 0000133871 Component: 01 Seq: 00001 Status: A
                                                         LAPTOP-16" MACBOOK PRO
Required Data                                           Current Status
                                                         Fund: 7999
Accumulated Depr: _____ Sequence Cost:          5924.00
Reversal (Y/N): N                                       Salvage Value:
Depr Thru: __ / ____ Accumulated Depr:
                                                         Monthly Depr Amt: 123.42
Note: If you are reversing accumulated depreciation, then the debit and
      credit accounts are automatically reversed.

Accounts To Be Used
DR      Depr Expense: 089830 5650
CR Accumulated Depr: 089830 1780
SPA Effective Date: 04/22/2025
Transaction Description: _____
Transaction Reference: _____
Feed Accounting: D (D-Detail, S-Summary, N-No)
Session ID  DEPR01 Date 04/22/2025 Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                               Seq           Funds
```

Property Manager



- Individual responsible for the overall management of the Member's personal property, including the maintenance and control of the central inventory records

Property Manager

- Designated by the Agency Head
- May delegate role to an APO
- Asset management for agency
- Training APOs and AAPOs
- Coordinating an Annual Inventory of all assets
- Review of all real (buildings) and intangible property (software)
 - May be managed by another dept in your agency like Facilities or IT
- Transfers of property
- Reporting missing, destroyed, damaged or stolen property to the Agency Head

Annual Physical Inventory



[HTTPS://WWW.VECTEEZY.COM/](https://www.vecteezy.com/)

Annual Physical Inventory



- Required by TAMUS for personal property (equipment)
- Suggested to annually review...
 - Real property (buildings) – any demolition?
 - Facilities & Physical Plant can help
 - Intangible property (like software)
 - Still exist and being used?
 - Dispose if removed from devices & not used

Physical Inventory-Personal Property

- Scan & Validate Software
 - Approx. 17/22 members use
- During inventory check for:
 - Serial number
 - Legibility of asset number
 - Condition of property
 - Location being up-to-date in Canopy/FAMIS
 - Property Utilization / Purpose (IDC)



Audits -Personal Property

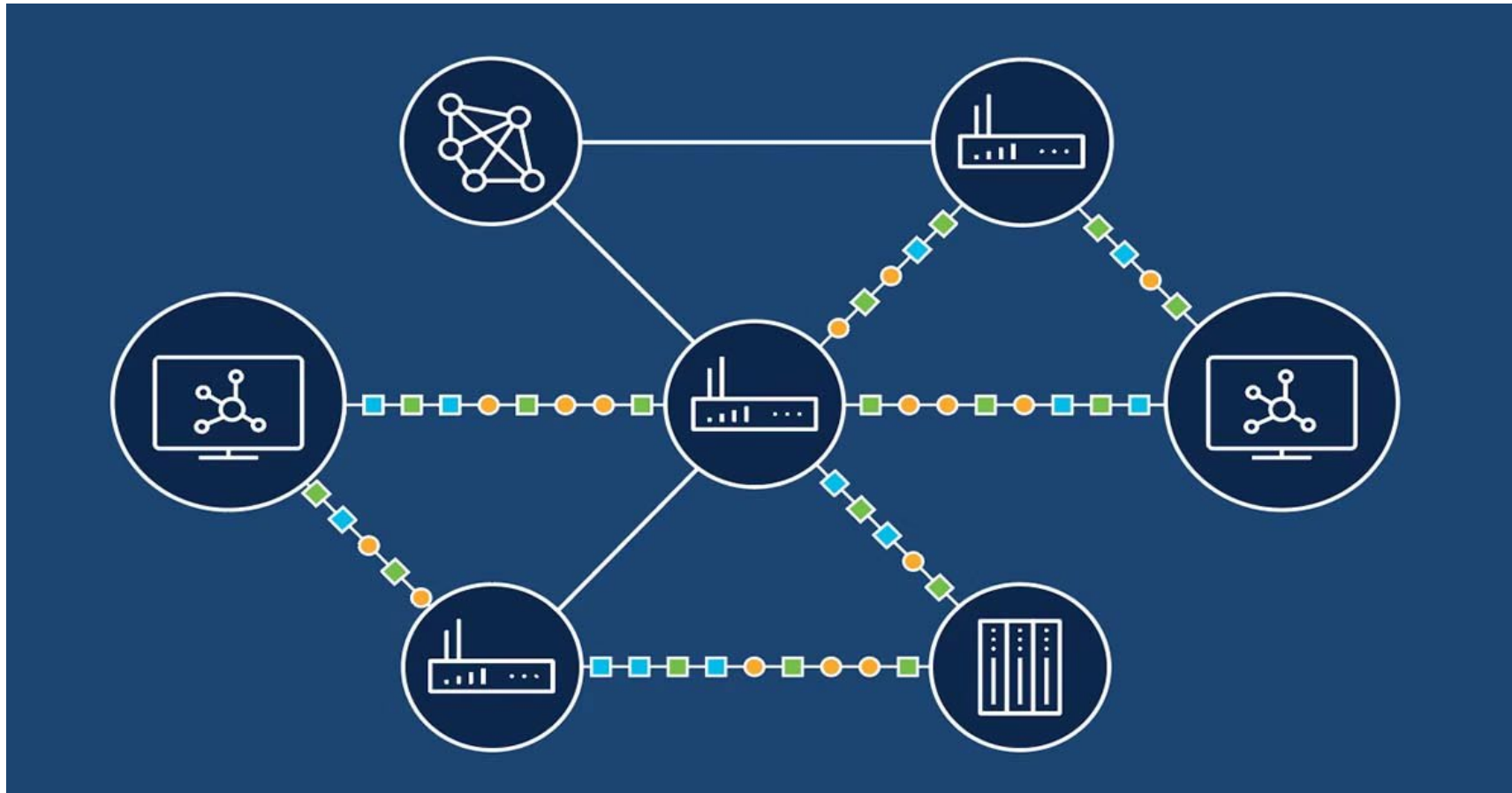
- Random Sample Audits Can Occur
 - Physically locate assets
 - Verify serial number in FAMIS
 - Missing asset tags



<https://stock.adobe.com/>

Canopy

- Global Routing



Resources

- System Asset Manual
 - <https://assets.system.tamus.edu/files/budgets-acct/pdf/Asset Mgmt Manual.pdf>
- FAMIS User Manual
 - <https://it.tamus.edu/famis/docs/reference/manuals/>
- SPA User Guide
 - <https://fmx.cpa.texas.gov/fmx/pubs/spaproц/index.php>

FAMIS Services Manuals

- <https://it.tam.us.edu/famis/docs/reference/manuals/>

About FAMIS Services Contacts Documentation Laserfiche News & Updates Services & Requests					
Fixed Assets:					
Transfer Departmental Property (TDP)	Manual	2.0	08/2011	TDPTText	
Fixed Assets (Part 1)	Manual	3.7	02/2011	FFX1Text	
Fixed Assets (Part 2)	Manual	3.7	02/2011	FFX2Text	
Preliminary Fixed Assets	Manual	2.3	04/2013	PFFXText	
Non-Purchasing Preliminary FFX Entry / Interface	Process				

Logan's Random Thoughts

