

Capital Asset Best Practices Workshop

April 25-26, 2024



Welcome and Overview

Teresa Edwards, CPA Controller Texas A&M System Office



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Welcome

- Appreciate everyone investing their time in attending this workshop
- We understand each institution and agency has many tasks and responsibilities
- Capital Assets are material to the balance sheet
 - Critical to be accurately reported
 - Auditors will audit these balances
- The A&M members do an excellent job during AFR Desk Review and when SAO and the Comptroller's Office audits our capital assets

Why is this course needed?

- Several members requested this Capital Asset Class
- We have several new property managers
- It has been several years since we have provided this class
- We want to make sure we are meeting needs and providing helpful information...it is a good to time to learn from each other



How long have you been working with Capital Assets and Property Management?

- I'm a newbie 0-2 years
- I've been around for a little while 2-5 years
- I've pretty much got this down 6-10 years
- I'm a grizzled veteran 11-20 years
- I'm a capital asset guru-more than 20 years



A Journey of Remembrance

- We want to remember and honor those who have helped over the years and who are no longer with us
- Todd Gregory was an amazing person and remarkable resource, he was the Texas A&M University Property Manager
- Stacy Parker was our SPA analyst at the Texas Comptroller's Office for many years





Day 1 - Thursday, April 25th

- 8:15 am Welcome and Overview
- Comptroller's Office Capital Asset Guidelines/Policies-Shirley Perry
- Comptroller's Office Financial Reporting Updates-Diana Dunnahoo
- System Office Capital Asset Requirements-Teresa Break for Networking Lunch
- Capital Asset/FFX Overview-Amanda
- Asset-Related Commodity Codes & Object Codes-Clint
- Inventory Software Solutions-Clint & Dorothy
- Inquiry, Reporting and Reconciliations-Amanda and Teresa
- Reporting Considerations-Tracy

Day 2 - Friday, April 26th

- 8:15 am Welcome
- Construction in Progress (CIP) Overview-Halli
- CIP Overview Member Perspective-Dorothy
- Capital Asset Audits-Teresa
- Importance of Capital Assets to Facilities and Administrative (F&A) Rate-Teresa
- Closing Comments

End at Noon



Comptroller's Office Capital Asset Guidelines/Policies

Shirley Perry Comptroller's Office



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Capital Assets

From CANSS Web App to ACFR Note 2

Presented by Diana Dunnahoo



Reporting Requirements for the Annual Financial Reports of State Agencies and Universities-Capital Assets

https://fmx.cpa.texas.gov/fmx/pubs/afrrptreq/index.php





FINANCIAL REPORTING SECTION

11

Reporting Requirements for the Annual Financial Reports of State Agencies and Universities-Notes and Samples



Home	General A	ccounting	Specialized	Accounting	USAS	Susp	ense Funds	CIS	ST/Shared Funds	General Revenue Reconciliation	Capital Assets	Leases/SBITAs
Interfun	d Activity	Pass-Thro	ugh Activity	SEFA	Notes & Sa	mples	Universities	s	Global Certification	n		

Notes & Samples <u>1 - 9</u> <u>10 - 18</u> <u>19 - 32</u>	NOTE 2 – Capital Assets	<u>Ta</u>				
Instructions for the ONDSS Web Application	According to GASB 34 and GASB 35 , capital assets are reported in the governmental activities column on the government-wide statement of net position. Capital assets of proprietary funds are reported on both the government-wide and fund financial statements.	Se				
Note 1 – Summary of Significant Accounting Policies	GASB 42 established accounting and financial reporting standards for impairment of capital assets and established accounting					
Note 2 – Capital Assets	requirements for insurance recoveries. For additional information, see <u>impairment of Capital Assets and insurance Recoveries</u>. GASB 62 established accounting and financial reporting standards for:	<u>Deadline</u>				
Summary of Changes in Capital Assets	• Capitalization of interest expense (no longer required — for more information, see GASB 89 below).	<u>AFR Sub</u> <u>Submiss</u>				
Instructions for the <u>CANSS</u> Web Application	 Non-monetary transactions (for more information, see <u>Non-Monetary Transactions</u>). GASB 72 requires measurement at acauisition value (an entry price) for: 	Resources				



Reporting Requirements for the Annual Financial Reports of State Agencies and Universities

Notes & Samples <u>1 - 9</u> | <u>10 - 18</u> | <u>19 - 32</u>

Instructions for the	ONDSS Web
Application	

Note 1 – Summary of Significant Accounting Policies

Note 2 – Capital Assets

Summary of Changes in Capital Assets Instructions for the CANSS Web Application SPA Capital Assets Reports Sample

Note 3 – Deposits, Investments and Repurchase Agreements

- Note 4 Short-Term Debt
- Note 5 Long-Term Liabilities
- Note 6 Bonded Indebtedness
- Note 7 Derivative Instruments
- Note 8 Leases/SBITAs

NOTE 2 – Capital Assets

Instructions for the CANSS Web Application

The <u>Capital Asset Note Submission System (CANSS</u>) web application provides a user-friendly and intuitive method to electronically submit certain capital asset and intangible right to use (RTU) asset note disclosures. <u>CANSS</u> ensures uniformity of these disclosures for the <u>ACFR</u> and automatically extracts <u>USAS</u> general ledger (<u>GL</u>) account balances for capital and RTU assets. Agencies can save work-in-progress in <u>CANSS</u> at any time and later recall a record for editing or deleting. Reports are available in <u>HTML</u> and <u>PDF</u> formats or as a download into an Excel file. <u>CANSS</u> also produces a statewide database and statewide reports that are used for the ACFR disclosures.

Open All Close All

Or click on the headings below to open a topic individually.

Deadlines for Entry [-]

The CANSS certification is due annually by:

- Sept. 28, 20CY (for GR consolidated agencies)
- Oct. 20, 20CY (for Full reporting agencies, independent universities and university system components)
- Nov. 1, 20CY (for Consolidated university systems)

General Features [+]

State Agencies and Universities are Required to use CANSS [+]

Establish Security for CANSS[+]

Log into the CANSS Web Application [+]





Reporting Requirements for the Annual Financial Reports of State Agencies and Universities-AFR Web Applications

					Who is required to submit using the web application?			
AFR Web Application	Open for Current FY Entry	Application Purpose and Instructions	Security Coordinator's Application Security Code	Agency	Independent University	Component University	Consolidated University System	
ACFR Note Reporting & Certification (CNRC)		<u>CNRC</u>	CNRC	Yes	Yes	No	Yes	
<u>Bond Reporting System</u> (<u>BRS)</u>		BRS	BOND	Yes	Yes	No	Yes	
<u>Capital Asset Note</u> <u>Submission System</u> <u>(CANSS)</u>		CANSS	CASS	Yes	Yes	Yes	Yes	



Capital Assets FY2023 Review

Generally

- Agencies not meeting SPA deadlines
- SBITAs
- Use depreciation object codes to record amortization / RTU amortization
- Other amortization object codes used to record amortization
- Interagency transfers of assets

TAMU specific



Capital Asset Thresholds

Capitalization Thresholds

Standard capitalization thresholds for capitalizing assets were established for each major class of assets. All agencies are required to use these thresholds.

Class of Asset	Threshold
Land/Land Improvements	0 (zero)
Infrastructure, Non-Depreciable	0 (zero)
Construction in Progress	0 (zero)
Buildings/Building Improvements	\$100,000
Facilities & Other Improvements	\$100,000
Infrastructure, Depreciable	\$500,000
Furniture & Equipment/Vehicles, Boats and Aircraft	\$5,000
Other Capital Assets – Livestock	\$5,000
Library Books/Materials (collections)	Various
Works of Art/Historical Treasures	0 (zero)
Leasehold Improvements	\$100,000
Internally Generated Computer Software	\$1,000,000
Other Computer Software	\$ 100,000
Land Use Rights - Permanent	0 (zero)
Land Use Rights - Term	\$ 100,000
Other Intangible Capital Assets	\$ 100,000



Capital Asset Thresholds

FRS reviewed top 10 most populous states ACFR

• No changes to thresholds at this time.



State of Georgia

Notes to the Financial Statements For the Fiscal Year Ended June 30, 2023

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Amounts for other asset categories are capitalized when the cost or value equals or exceeds the following thresholds. Items acquired through capital or donations are subject to these capitalization thresholds, using the classifications most closely related to the leased or donated assets.

Asset Category	Th	reshold
Infrastructure other than bridges and roadways in State highway system	\$1,	000,000
Software	\$1,	000,000
Intangible assets, other than software	\$	100,000
Buildings and building improvements	\$	100,000
Improvements other than buildings	\$	100,000
Library collections - capitalize all if collection equals or exceeds	\$	100,000
Machinery and equipment	\$	5,000

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend asset lives is not capitalized. The State holds certain assets such as works of art, historical documents, and artifacts that have



GASB Implementations

No major GASB implementations this year affecting capital / leased assets



State of Texas — Annual Financial Reporting Capital Asset Note Submission System (CANSS)							
Home <<	Capital Assets	Intangible Right to Use Assets					
Report							
GOVERNMENTAL ACTIVITIES	<u>log out</u>						
Non-depreciable/Non-amortizable Home							
Depreciable Assets	Sele	cted Fiscal Year: 2024					
Accumulated Depreciation	2024	Reset					
Amortizable Assets-Intangible	Selected Agency:						
Accumulated Amortization							
BUSINESS TYPE ACTIVITIES	Go	Agency V					
Non-depreciable/Non-amortizable Assets							
Depreciable Assets	View	Certification Status Certify Uncertify					
Accumulated Depreciation							
Amortizable Assets-Intangible	Uplo	ad a file for note 2:					
Accumulated Amortization	Upload	a File					



State of Texas — Annual Financial Reporting	
Capital Asset Note Submission System	
(CANSS)	

Select file to attach to disclosure

Choose File No file chosen

Continue



:tate.tx.us\Data) (G:) > FUND > FIN_RPT > FRS_23 > ACFR_23 > Notes - ACFR Workpapers > Note 2 - Capital Assets > External Agencies TiTO

Name	Date modified	Туре	Size
FT05_TITO.xIsx	2/5/2024 4:18 PM	Microsoft Excel W	88 KB
BUT System AGY 799 FY23 External_Agencies_Transfer_In	12/25/2023 4:03 PM	Microsoft Excel W	27 KB
FY23 739 External_Agencies_Transfer_In_Out.xlsx	12/25/2023 4:03 PM	Microsoft Excel W	20 KB
TTU External_Agencies_Transfer_In_Out (15) Final.xlsx	12/25/2023 4:02 PM	Microsoft Excel W	31 KB
798 TAMUS Combined_External_Agencies_Transfer_In_O	11/20/2023 12:24 PM	Microsoft Excel W	663 KB

State of Texas — Annual Financial Reporting Capital Asset Note Submission System

(CANSS)

Select file to attach to disclosure

Choose File 798 TAMUS...m FY23.xlsx

Continue



Capita	State of Texas — Annual Financial Reporting I Asset Note Submission Sy (CANSS)
Capital Assets	Intangible Right to Use Assets
<u>log out</u>	
Home	
SAVE red	uired for Upload/Remove file.
Selec	ted Fiscal Year: 2024
2024 v	:ted Agency: 014
014 - T Go	exas A&M Research Foundation (Blended Component Unit) 🗸
View C	ertification Status Certify Uncertify
Uploa	ad a file for note 2:
Remov Open Selected Save	e File



From CANSS to Note 2

Certification and Balanced

State of Texas — Annual Financial Reporting Capital Asset Note Submission Syst (CANSS)								
Home <<	Conital Assats	Intensible Diskt to Line Assate						
Report	Capital Assets	Intangible Right to use Assets						
GOVERNMENTAL ACTIVITIES	<u>log out</u>							
Non-depreciable/Non-amortizable Assets	Home							
Depreciable Assets	Selected Fiscal Year: 2023							
Accumulated Depreciation	2023	Reset						
Amortizable Assets-Intangible	Sele	Solosted Agenevy						
Accumulated Amortization	36160	Red Agency.						
BUSINESS TYPE Select Agency Go								
Non-depreciable/Non-amortizable Assets								
Depreciable Assets	View 0	Certification Status Certify Uncertify						
		OK						

Out of Balance	Agency Title	Certified By	Method Used	Certification Timestamp
	012 - Texas State Affordable Housing Corporation	CERTIFIED BY DDUN126	LAMS	2024-01-23 16:47:12.000651
	014 - Texas A&M Research Foundation (Blended Component Unit)	CERTIFIED BY CTTB453	LAMS	2023-10-27 17:59:44.000617



From CANSS to Note 2 CANSS Capital Assets report

Report download

	FY: 2023 Date: 2024-02-02 13:03											
Agy	 Business-Type Activities	Bala	ance (prior	Adjustments	Completed CIP	Inc-Int'agy Trans	Dec-Int'agy	Additions	Deletions	Ending Balance	Balance (Current	Difference
	Non-depreciable/Non-amortizable											
014	N/D Land and Land Improvements		82656.72	0.00	0.00	0.00	0.00	0.00	0.00	82656.72	82656.72	0.00
014	N/D Infrastructure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014	N/D Construction in Progress		170270.00	0.00	0.00	0.00	0.00	0.00	-170270.00	0.00	0.00	0.00
014	N/D Other Tangible Capital Assets		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014	N/D Land use Rights		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014	N/D Other Intangible Capital Assets		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Non Depr/Amrtz Assets	•	252926.72	0.00	0.00	0.00	0.00	0.00	-170270.00	82656.72	82656.72	0.00
	Depreciable Assets											
014	Building and Building Improvements		1879982.86	0.00	0.00	0.00	0.00	623665.41	0.00	2503648.27	2503648.27	0.00
014	Infrastructure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014	Facilities and Other Improvements		290579.76	0.00	0.00	0.00	0.00	0.00	0.00	290579.76	290579.76	0.00
014	Furniture and Equipment	- F 1	13677138.92	0.00	0.00	0.00	0.00	367630.47	-1543776.02	12500993.37	12500993.37	0.00
014	Vehicles, Boats, and Aircraft		124309.66	0.00	0.00	0.00	0.00	0.00	-5000.00	119309.66	119309.66	0.00
014	Other Capital Assets		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total Depreciable Assets	1	15972011.20	0.00	0.00	0.00	0.00	991295.88	-1548776.02	15414531.06	15414531.06	0.00
	Accumulated Depreciation											
014	A/D Buildings and Improvements		-1670158.93	0.00	0.00	0.00	0.00	-22850.47	0.00	-1693009,40	-1693009.40	0.00
014	A/D Infrastructure		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
014	A/D Facilities and Other Improvements		-40719.84	0.00	0.00	0.00	0.00	-13208.04	0.00	-53927.88	-53927.88	0.00
014	A/D Furniture and Equipment	- 1	11587255.93	0.00	0.00	0.00	0.00	-851148.96	1486636.61	-10951768.28	-10951768.28	-0.00
014	A/D Vehicles, Boats, and Aircraft		-91886.62	0.00	0.00	0.00	0.00	-19246.08	5000.00	-106132.70	-106132.70	0.00
014	A/D Other Capital Assets	•	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00



From CANSS to Note 2 Download into excel; add data elements

FY: 2	23 Date: 2024-02-02 13:04	4										
FT 👻	CAPITAL ASSET TYPE	- A -	Business-Type Activities	-	Balance (pric 💌	Adjustmen 👻	Additior 👻	Deletior 👻	Ending Balan	Balance (Currer -	Differen 🔻	Agy 💌
FT05	Amortizable Assets-RTU	710	RTU Building and Building Improvements		8,386,174.77	-	1,154,965.15	-	9,541,139.92	9,541,139.92	-	798
FT05	Amortizable Assets-RTU	710	RTU Facilities and Other Improvements		-	-	-	-	-	-	-	798
FT05	Amortizable Assets-RTU	710	RTU Land and Land Improvements		-		-	-	-	-	-	798
FT05	Amortizable Assets-RTU	710	RTU Infrastructure		-		-	-	-	-	-	798
FT05	Amortizable Assets-RTU	710	RTU Equipment		-	-	-	-	-	-	-	798
FT05	Amortizable Assets-RTU	710	RTU Vehicles		-	-	-	-	-	-	-	798
FT05	Amortizable Assets-RTU	710	RTU Subscriptions		-	-	23,172,121.76	-	23,172,121.76	23,172,121.76	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Building and Building Improvements	6	(845,664.72)	-	(1,230,652.44)	-	(2,076,317.16)	(2,076,317.16)	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Facilities and Other Improvements		-		-	-	-	-	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Land and Land Improvements		-		-	-	-	-	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Infrastructure		-		-	-	-	-	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Equipment		-	-	-	-	-	-	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Vehicles		-	-	-	-	-	-	-	798
FT05	Accumulated RTU Amortization	710	A/A RTU Subscriptions		-	-	(7,141,153.32)	-	(7,141,153.32)	(7,141,153.32)	-	798
FT05	Amortizable Assets-RTU	711	RTU Building and Building Improvements		107,665,231.42	-	44,137,433.68	(258,571.73)	151,544,093.37	151,544,093.37	-	798
FT05	Amortizable Assets-RTU	711	RTU Facilities and Other Improvements		-	-	-	-	-	-	-	798
FT05	Amortizable Assets-RTU	711	RTU Land and Land Improvements		-	-	-	-	-	-	-	798



From CANSS to Note 2 Pivot for Component Universities

Agy	798	-				
		Values				
Agency Y	Business-Type Activities	Sum of Balance (prior	Sum of Adjustments	Sum of Additions	Sum of Deletions	Sum of Ending Balance
± 014		0.00	0.00	0.00	0.00	0.00
- 555	A/A RTU Building and Building Improvements	(511,563.79)	0.00	(635,285.52)	114,606.49	(1,032,242.82)
	A/A RTU Equipment	0.00	0.00	0.00	0.00	0.00
	A/A RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	A/A RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Subscriptions	0.00	0.00	(723,389.40)	0.00	(723,389.40)
	A/A RTU Vehicles	0.00	0.00	0.00	0.00	0.00
	RTU Building and Building Improvements	2,358,563.30	0.00	0.00	(114,606.49)	2,243,956.81
	RTU Equipment	0.00	0.00	0.00	0.00	0.00
	RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Subscriptions	0.00	0.00	3,014,122.64	0.00	3,014,122.64
	RTU Vehicles	0.00	0.00	0.00	0.00	0.00
555 Total		1,846,999.51	0.00	1,655,447.72	0.00	3,502,447.23
± 556		0.00	0.00	0.00	0.00	0.00
± 557		0.00	0.00	0.00	0.00	0.00
- 575	A/A RTU Building and Building Improvements	(1,831,607.79)	0.00	(2,226,350.39)	1,328,834.34	(2,729,123.84
	A/A RTU Equipment	0.00	0.00	0.00	0.00	0.00
	A/A RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	A/A RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Subscriptions	0.00	0.00	0.00	0.00	0.00
	A/A RTU Vehicles	0.00	0.00	0.00	0.00	0.00
	RTU Building and Building Improvements	5,219,384.45	0.00	3,736,371.12	(1,328,834.34)	7,626,921.23
	RTU Equipment	0.00	0.00	0.00	0.00	0.00
	RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Subscriptions	0.00	0.00	0.00	0.00	0.00
	RTU Vehicles	0.00	0.00	0.00	0.00	0.00
575 Total		3,387,776.66	0.00	1,510,020.73	0.00	4,897,797.39
± 576		0.00	0.00	0.00	0.00	0.00
± 707		0.00	0.00	0.00	0.00	0.00
∃708	A/A RTU Building and Building Improvements	(317,163.90)	0.00	(479,158.58)	0.00	(796,322.48)
	A/A RTU Equipment	0.00	0.00	0.00	0.00	0.00
	A/A RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	A/A RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	•					



From CANSS to Note 2 Pivot for System and Compare

	RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
]	RTU Subscriptions	0.00	0.00	1,739,225.26	0.00	1,739,225.26
]	RTU Vehicles	0.00	0.00	0.00	0.00	0.00
770 Total		0.00	0.00	1,304,418.94	0.00	1,304,418.94
Grand Total		159,150,688.00	0.00	77,615,798.97	0.00	236,766,486.97
Agy	U 798 .T					
		Values				
Agency 💌	Business-Type Activities	Sum of Balance (prior	Sum of Adjustments	Sum of Additions	Sum of Deletions	Sum of Ending Balance
798	A/A RTU Building and Building Improvements	(17,013,467.24)	0.00	(20,784,281.66)	2,245,861.95	(35,551,886.95)
	A/A RTU Equipment	(413,004.10)	0.00	(486,877.28)	260,769.06	(639,112.32)
	A/A RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
1	A/A RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	A/A RTU Land and Land Improvements	(16,843.92)	0.00	(16,842.72)	0.00	(33,686.64)
1	A/A RTU Subscriptions	0.00	0.00	(17,184,941.94)	0.00	(17,184,941.94)
	A/A RTU Vehicles	0.00	0.00	0.00	0.00	0.00
1	RTU Building and Building Improvements	174,908,511.88	0.00	52,519,654.04	(2,245,861.95)	225,182,303.97
	RTU Equipment	1,561,969.31	0.00	1,118,054.17	(260,769.06)	2,419,254.42
	RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	RTU Land and Land Improvements	123,522.07	0.00	0.00	0.00	123,522.07
	RTU Subscriptions	0.00	0.00	62,451,034.36	0.00	62,451,034.36
	RTU Vehicles	0.00	0.00	0.00	0.00	0.00
798 Total		159,150,688.00	0.00	77,615,798.97	0.00	236,766,486.97
Grand Total		159,150,688.00	0.00	77,615,798.97	0.00	236,766,486.97
		Reconciliation Compon	ent Universities to Sys	tem University		
	A/A RTU Building and Building Improvements	(0.00)	0.00	0.00	(0.00)	(0.00)
	A/A RTU Equipment	0.00	0.00	0.00	0.00	0.00
	A/A RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	A/A RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	A/A RTU Subscriptions	0.00	0.00	0.00	0.00	0.00
	A/A RTU Vehicles	0.00	0.00	0.00	0.00	0.00
	RTU Building and Building Improvements	(0.00)	0.00	(0.00)	0.00	(0.00)
	RTU Equipment	0.00	0.00	0.00	0.00	(0.00)
	RTU Facilities and Other Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Infrastructure	0.00	0.00	0.00	0.00	0.00
	RTU Land and Land Improvements	0.00	0.00	0.00	0.00	0.00
	RTU Subscriptions	0.00	0.00	(0.00)	0.00	(0.00)
	RTU Vehicles	0.00	0.00	0.00	0.00	0.00



From CANSS to Note 2 Run separate reports to verify balances

FMQuery: USAS Financial Statements (PROP) run date 02/06/2024 DR 304-Depreciation & Amortization Financial Statements (PROP)												
F` Tr	FY 2023, Adjusted (Month 13) Balances Trial Balance Format (Dr=Pos, Cr=Neg)											
	Prompt AGY-Old	GAAP Fund	GAAP Fund Type	GAAP Srce Obj PROP	GAAP Srce Obj GWFS	GWFS GSO Title	Compt Obj	Balance	fnctl agy			
)	798	3072	05	1170	3500	AMORTIZATION EXPENSE	7879	12,911,038.27	096			
	798	3072	05	1170	3500	RTU AMORTIZATION EXPENSE	7885	38,472,943.60	096			
2	798	3072	05	1170	3495	DEPRECIATION EXPENSE	7936	506,709,180.77	096			

	-	_	-	_		-
FY: 2	023 Date: 2024-02-02 13:04					
FT 💌	CAPITAL ASSET TYPE	▼ A .T	Business-Type Activities	Balance (pric -	Adjustmen 👻	Additior 👻
FT05	Amortizable Assets-RTU	798	RTU Building and Building Improvements	174,908,511.88	-	52,519,654.04
FT05	Amortizable Assets-RTU	798	RTU Facilities and Other Improvements	-	-	-
FT05	Amortizable Assets-RTU	798	RTU Land and Land Improvements	123,522.07	-	-
FT05	Amortizable Assets-RTU	798	RTU Infrastructure	-	-	-
FT05	Amortizable Assets-RTU	798	RTU Equipment	1,561,969.31	-	1,118,054.17
FT05	Amortizable Assets-RTU	798	RTU Vehicles	-	-	-
FT05	Amortizable Assets-RTU	798	RTU Subscriptions	-	-	62,451,034.36
FT05	Accumulated RTU Amortization	798	A/A RTU Building and Building Improvements	(17,013,467.24)	-	(20,784,281.66)
FT05	Accumulated RTU Amortization	798	A/A RTU Facilities and Other Improvements	-	-	-
FT05	Accumulated RTU Amortization	798	A/A RTU Land and Land Improvements	(16,843.92)	-	(16,842.72)
FT05	Accumulated RTU Amortization	798	A/A RTU Infrastructure	-	-	-
FT05	Accumulated RTU Amortization	798	A/A RTU Equipment	(413,004.10)	-	(486,877.28)
FT05	Accumulated RTU Amortization	798	A/A RTU Vehicles	-	-	-
FT05	Accumulated RTU Amortization	798	A/A RTU Subscriptions	-	-	(17,184,941.94)
				Accumul	ated Amortization	(38,472,943.60)



From CANSS to Note 2 ACFR

- Review Restatement Note and verify against adjustments column
- Review Statewide Transfers
- Review Gains and Losses on sale of assets
 - Losses are reclassified
- Depreciation and Amortization are reported by function



From CANSS to Note 2 ACFR

Annual Comprehensive Financial Report for the past 10 years

<u>https://comptroller.texas.gov/transparency/reports/comprehensive-annual-financial/</u>



From CANSS to Note 2 ACFR

Capital Asset Type	Balance 9/1/22	Adjustments	Reclassifications	Additions	Deletions	Balance 8/31/23
Non-Depreciable and Non-Amortizable Assets						
Land and Land Improvements	\$ 2,586,241	\$ 51	\$ 10,211	\$ 64,186	\$ (9,732)	\$ 2,650,957
Infrastructure	3 283 207	(4.228)	(1.748.085)	2 173 088	(2.962)	3 701 110
Land Use Rights – Permanent	22.918	(4,228)	(1,748,085)	2,175,088	(2,902)	22.918
Other Capital Assets	1,044,518		96	52,443	(754)	1,096,303
Other Intangible Capital Assets - Permanent	21,265					21,265
Total Non-Depreciable and Non-Amortizable Assets	6,958,239	(4,177)	(1,737,778)	2,289,717	(13,448)	7,492,553
Depreciable Assets						
Buildings and Building Improvements	45,506,181	(3,123)	1,268,751	514,196	(211,884)	47,074,121
Infrastructure	4,890,464		236,267	1,144	(2,630)	5,125,245
Facilities and Other Improvements	3,592,956	76	62,514	15,987	(2,790)	3,668,667
Vehicles Boats and Aircraft	368 127	487	49,155	34 429	(11 730)	391 781
Other Capital Assets	2.061.146	107	102.417	67.033	(41,263)	2,189,333
Total Depreciable Assets at Historical Cost	64,388,104	(2,560)	1,719,570	1,284,584	(558,139)	66,831,559
Less Accumulated Depreciation for						
Buildings and Building Improvements	(23,356,500)	(5)	(647)	(1,735,706)	189,268	(24,903,590
Infrastructure	(1,746,487)			(149,276)	2,609	(1,893,154
Facilities and Other Improvements	(1,675,063)			(142,087)	2,448	(1,814,702
Furniture and Equipment	(5,841,524)	350	36	(605,280)	246,802	(6,199,616
Vehicles, Boats and Aircraft	(278,477)	(380)		(25,139)	10,972	(293,024
Other Capital Assets	(1,400,926)	(25)	(611)	(98,133)	486.041	(1,464,217)
Total Accumulated Depreciation	(34,298,977)	(33)	(011)	(2,755,021)	480,941	(30,308,303
Depreciable Assets, Net	30,089,127	(2,595)	1,718,959	(1,471,037)	(71,198)	30,263,256
Intangible Capital Assets – Amortizable		(21.0)	10.000	10.000	(17.020)	
Computer Software	1,727,722	(216)	19,604	19,656	(47,028)	1,/19,/38
Intangible Capital Assets – Term	700					700
Total Intangible Assets at Historical Cost	1,728,677	(216)	19,604	19,656	(47,028)	1,720,693
Less Accumulated Amortization for:						
Computer Software	(1 483 679)	216		(113 183)	38 176	(1 558 470
Land Use Rights – Term	(255)			()	,	(255
Intangible Capital Assets – Term	(420)			(140)		(560
Total Accumulated Amortization	(1,484,354)	216	0	(113,323)	38,176	(1,559,285
Amortizable Assets, Net	244,323	0	19,604	(93,667)	(8,852)	161,408
Intangible Right-to-Use (RTU) Assets - Amortizable						
Land and Land Improvements	89,901	742		1,495	(158)	91,980
Buildings and Building Improvements	1,242,039	435		196,800	(31,252)	1,408,022
Infrastructure	1,715			409	<i>(</i>)	2,124
Furniture and Equipment	84,406	8		50,233	(23,095)	111,552
Subscription Assets		187 987		394 000	(17.073)	564 914
Total Amortizable Intangible RTU Assets	1,418,061	189,172	0	643,202	(71,578)	2,178,857
Less Accumulated Amortization for						
Land and Land Improvements	(3,251,000)	(284)		(1,820)	140,000	(5,215
Buildings and Building Improvements	(204,263,000)	56		(130,486)	25,081	(309,612
Infrastructure	(394,000)			(258)		(652
Furniture and Equipment	(39,179,000)	15		(33,913)	22,751	(50,326
Vehicles		(10 C		(26)		(26
Subscription Assets	(247.097)	(47,548)		(150,667)	15,065	(183,150
Total Accumulated Amortization Intangiole RTU Assets	(247,087)	(47,761)			(0.6.11)	(348,981
Amortizable Intangible RTU Assets, Net	1,170,974	141,411	0	326,032	(8,541)	1,629,876

STATE OF TEXAS • 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT

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FINANCIAL REPORTING SECTION

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From CANSS to Note 2 ACFR

State of Illinois

Notes to the Financial Statements

Table 7-2 (amounts expressed in thousands)					
Primary Government	Beginning Balance, as Restated	Additions	Deletions	Transfers and Reclassifications	Ending Balance
Business-type activities					
Water Revolving Fund: Capital assets being depreciated: Equipment	\$ 321	\$ 165	\$25	\$-	\$ 461
Total capital assets being depreciated	321	165	25	-	461
Less accumulated depreciation for: Equipment Total accumulated depreciation	<u> </u>	5	25 25		296
Total capital assets being depreciated, net	5	160			165
Water Revolving Fund capital assets, net	5	160			165
Nonmajor enterprise funds: Capital assets being depreciated/amortized:					
Buildings and building improvements	2,505	13	-	-	2,518
Equipment	6,487	536	1	(19)	7,003
Intangible assets	3,357	-	-	-	3,357
Right-to-use lease assets					
Buildings	831	-	-	-	831
Equipment	164		-	-	164
Total capital assets being depreciated/amortized	13,344	549	1	(19)	13,873
Less accumulated depreciation/amortization for:					
Buildings and building improvements	980	87	-	-	1,067



From CANSS to Note 2 ACFR

Capital Asset Depreciation and Amortization Expense

Table 2C: Primary Government

For the Fiscal Year Ended August 31, 2023 (Amounts in Thousands)

Services	Governmental Activities	Business-Type Activities
General Government	\$ 128,090	\$ 4,076
Education	11,843	3,066,615
Employee Benefits	1	
Health and Human Services	187,472	
Public Safety and Corrections	194,189	559
Transportation	2,680,186	107,877
Natural Resources and Recreation	60,821	6,329
Regulatory Services	9,482	
Lottery		658
Total Depreciation and		
Amortization Expense	\$3,272,084	\$3,186,114



QUESTIONS







System Office Capital Asset Requirements

Teresa

 $\left(35\right)$

Overview

- Hierarchy of Rules
- System Office Regulations
- System Office Capital Asset Guidelines
 - Updates in the manual
 - Member Internal Policies
- FAMIS FFX Manuals, volumes 1 and 2...review table of contents

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Basic Concepts
Hierarchy of Rules

- State Comptroller's Office
 - Texas Government Code 403.271
 - State Property Accounting (SPA) Process User's Guide
- Federal Uniform Guidance 2 CFR Part 200
 - Capital Asset Requirements and Inventory Responsibilities
 - SAO
- System Office
 - System Regulation 21.01.09
 - TAMUS Asset Mgmt Manual
- Member
 - Member Asset Guidelines



System Regulation 21.01.09 – Fixed Asset Management

- Updated January, 2021
- Defines System Office of Budgets and Accounting will issue fixed asset duties and functions
- Mentions the SPA User's Guide
- System member's Chief Executive Officer or designees responsible for complying with rules

System Regulation 21.01.10 -Surplus or Salvage Property

- Updated June, 2021
- Must have written guidelines for disposition
- Give preferences to public schools or assistance organizations
- Data processing equipment not transferred to a public school or assistance organization or disposed under another law
 - If not donated or disposed of then <u>must be transferred</u> to Texas Correctional Industries within Texas Correctional Industries(TCI) at Department of Criminal Justice
 - TCI has the right to refuse equipment
 - This issue was brought up at TACUBO Property Managers meeting in January, 2024

Surplus Property



What is it and why do we need to know about it??

System Office Asset Management Manual

- Chapter 1-Overview
 - Defines Assets
- Chapter 2-Responsibilities
 - Agency Head
 - Property Manager/Alt. Property Manager
 - Accountable Property Officer (APO) Departments
 - Surplus
- Chapter 3-Acquisitions & Disposal Methods
- Chapter 4-Inventory Control
 - Tagging of Inventory
 - Securing Assets
- Chapter 5-Asset Categories
 - Additional definitions and details for assets
- Chapter 6-Additional Information
 - Impact to the Facilities and Administration Calculation
 - Maintenance expenses vs. capital costs
- Chapter 7-Frequently Asked Questions
- Glossary



System Manual 2024 Updates

- Updated April, 2024 in preparing for this class
- p. 5 Added RTU/SBITA GL's (Referenced GASB 87 and 96 in place of SPA AFR category)
- p. 7 Added Intangible RTU paragraph, referencing AFR instructions.
- p. 8 Added Leasehold Improvement definition
- p. 17 Removed Capital Leases section
- p. 19-22 Updated transfers for external users (submit form to System Office, not SPA)
- p. 43 Removed operating leases section
- Added definitions for RTU and SBITA to Glossary section

Software and Right To Use Assets needs to be incorporated into our processes to ensure we are clearly posting in FFX or FinQuery (LeaseQuery)

Member Internal Policies

- Lower-level rules can be established
- Consistency is required
- There are different rules for Controlled Assets
 - For State required controlled assets, must be tagged (labeled)
 - See State's List
 - Members need to decide if they want to inventory additional items
 - Debated printers in the past
 - Does any member have additional controlled assets they are tracking?



FAMIS Fixed Asset (FFX) Manuals

- FAMIS FFX Manuals FAMIS User Manuals (tamus.edu)
 - Transfer Departmental Property
 - Fixed Assets (Part 1 & 2)
 - Preliminary Fixed Assets
 - Non-Purchasing (Prod-card) FFX Entry/Interface
- FFX Menus
- Flowcharts on adding assets
 - Setup is very important
 - Once asset established, depreciation/amortization begins
- FFX feeds data to FRS

Fixed Assets (2 of 2) User Manual

FAMIS Services The Texas A&M University System

Basic Concepts

- FFX Class Codes
- SPA Controlled Assets
- Unique Items
- Depreciation/Amortization
- Fabrication of Equipment..not all members have this activity, but for those who do, it does take time and expertise
- TrainTraq Classes



FFX Class Codes (581 Screen)

- Defines the 1st 4 digits are the object code; the last two digits are the numbering of the class codes (starts with 01, 02, etc.)
- Defines whether capital
 - 8xxx are capital
 - 5xxx are expenses
- GL Accounts
- Account Controls
- Useful Life



581 Class Table Display 04/09/24 10:33							33										
					_										FY 2024	4 00	01
Screer	n:	_	Star	rt fr	om C	lass:	80	0000	Ord	der: F	Vie	ew M	laste	r: N	Frozen	N	
	SF	PA										De	pr		Acct	Use	F
Class	Cls	Rq			De	scrip	tio	n			Cap	Inc	ĺMth	GL	Cntl	Life	z
801001	001	Y	LAND	AND	LAND	IMPR	OVE	MENTS			Ý	N	SL	08970	0 1700		
811001	030	Y	NON-C	COMPC) NENT	IZED	BLD)GS/BLI	DG 1	[MP	Y	Y	SL	08970	5 1705	360	
811008	031	Y	BLDG	EXT	- GA	IRAGE/	HAN	IGAR			Y	Y	SL	08970	5 1705	360	
811011	031	Y	BLDG	EXT	- BU	ILDIN	G S	SHELL			Y	Y	SL	08970	5 1705	360	

FFX 581 Screen

Defines object code plus 2 digits, capital, GL code, Account Control and Useful Life, if applicable

State Controlled Class Codes (FAMIS 581 Class Code Screen)

SPA Class Code – FAMIS Class Code (\$0 to \$4,999.99)	SPA Property Item Description
106 – 577501	Hand Guns
107 – 577502	Rifles & Shotguns
SPA Class Code - FAMIS Class Code (\$500 to \$4,999.99)	SPA Property Item Description
129 – 578001	Sound Systems & other Audio equipment
130 – 578101 578103	Camera – Portable – Digital, SLR
131 – 578201	TVs, Video Players / Recorders
204 – 578701	Computer, Desktop
218 – 578708	Data Projectors
219 – 578707	Smartphones, Tablets & Other hand held devices
284 - 578704	Computer, Laptop
735 - 578401 & 843101	Unmanned Aerial Vehicle (UAV) Drones

Unique Items

Asset Type	Capital, Controlled or Inventory?					
Drones	Controlled, Registration required Capital if over \$5,000					
Tablets	Inventory	Are all members tracking				
Systems	No Only Capital					
Servers		tablets?				
Computers	\$500 & up					
Infrastructure	Linear					
Microscopes	Only Capital					
Cash Registers	No					
E-Books	Useful Life > 1 year, do you own it?					
Software	Determine whether Leased or owned Cloud agreements?					

Depreciation/Amortization and Useful Life

- Straight Line Depreciation/Amortization method required for all System Members (FAMIS 585 Screen)
- Depreciation Rules (FAMIS 591 Class Table)
 - Defined by Class Code
 - Mirror the State Comptroller's Office rules, useful life varies by Asset Class Code
 - Salvage value only on buildings (5% used)
 - Useful life can be adjusted by the Member if appropriate
 - Supporting documentation required



Fabricating Equipment

- Mostly used by 3 members
- CIP process is used

- Show of hands, who works on these?
- Work with department to determine total cost of the equipment
 - Does it meet the \$5,000 threshold?
 - Coding
- Ensure departments submits documentation
 - Charges could be made on the payment-card
- Need notification from the department when placed into service
- When complete, use Disposal code RC and Acq code RC for completed asset



Fabricating Equipment Resources

- The Texas A&M University System Asset Management Manual-Chapter 3 Acquisitions and Disposals <u>http://www.tamus.edu/assets/files/budgets-</u> <u>acct/pdf/Asset Mgmt Manual.pdf</u>
- Texas A&M University Departmental Property Management Manual-Chapter 5 Property Acquisitions <u>http://fmo.tamu.edu/media/66204/procedures_manual.</u> <u>pdf</u>

TrainTraq Classes

• TrainTraq : Courses (tamus.edu), search by Asset

Name	TAMUS Member / NodeAdloc		
2112397 : Adding Purchased Assets to Fixed Asset Inventory Property - FMO	M - Texas A&M University 02120052 - FMO Financial Management		
TAMU FINANCIAL MANAGEMENT OPERATIONS: Learn general information about adding purchased assets to FAMIS fixed asset inventory. If you need this cour	Operations		
2114303 : Fixed Assets and Inventory Control - PVAMU	P - Prairie View A&M University		
This course is intended for all Accountable Property Officers (APO) and Alternate Property Officers (AAPO) at Prairie View A&M University. The			
2111676 : FAMIS - Fixed Asset and Property Management Procedures	R - Texas A&M University - Commerce		
"EAMIS Fixed Accest (FEX) and Dranacty Management Dracedures" EAMIS Fixed Accests (FEX) and Dranacty Management Dracedures			

FAMIS FIXed Asset (FFA) and Property Management Procedures . FAMIS FIXed Assets (FFA) and Property Management Procedures

Questions





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Capital Asset/FFX Overview

Amanda Eisele, Financial Accountant TEES – Texas A&M Engineering Experiment Station Fiscal Property Management



Property Management Role

- Know your value & contribution to changing the world through TAMUS
- You help keep track of and take care of everyone's stuff
- Do not downplay your importance
- They would be lost without us, AND SO WOULD THEIR STUFF!

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HTTPS://DEPOSITPHOTOS.COM/

Call to All Members Share your best practices!

Share today or email a-eisele@tamu.edu



HTTPS://WWW.FREEVECTOR.COM/VECTOR/BEST-PRACTICES

MY RULE

I WILL SHARE ANYTHING THAT I CREATE **WITH THE PROMISE** THAT YOU WILL ALSO SHARE WITH ME.



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 (i.e., Facilities or IT)
- Transfers of property
- Reporting missing, destroyed, damaged or stolen property to the Agency Head



TEES Prop. Mgmt. Office Training

- One-on-one & OTJ training
 - I show you
 - You take notes
 - You Do it
 - I Check it
 - You own it
 - You fix it
- Binders of instructions
- TAMU Training Manual & TrainTraq Trainings
- Regular communication between EE and Mgr.



WANNA BE A Property Mgr

Accountable Property Officer

- APO is typically Department Head
 - Signer for all property documents



Jane Zhou. Asst CFO TEES Fiscal Dept Head

- APO can be held financially liable for loss or damage under certain circumstances
- TEES & TAMU Assign APOs using the 860 Form

860 Department Table Maintenance	04/20/24 02:
Screen: Department: FISC_ Sub Dept:	
Dept Name: FISCAL OFFICE	
Head/Director ID: 603000734 ZHOU, JANE	PH: 979-458-8992
Alt APO ID: 401009889 EISELE, AMANDA	PH: 979-458-8987
Reporting ID: 101009606 GREGORY, KAREN	PH: 979-458-8983
IPay IDT Email/ID: TEESAR@TAMU.EDU	
Mail Code: C3124 College Dept:	Off Campus Flag: N
Exec Level: FA Division: OP	School/College:
Building Campus: 12 Room: 3192	Group Čd:
Building Number: 08537 Other Loc:	
udget 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: 2 eBill: eShip: eSufx: CJ eDa	Priv: Surplus: _

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



Jane Zhou APO TEES Fiscal



A. EISELE AAPO TEES FISCAL

TEES Property & Depts

- Usually works exclusively with AAPOs
 - AAPOs are our "Middlemen" (PM-AAPO-Users)
 - **<u>One</u>** AAPO per department (EN-860 Form)



Still Wanna Be A Property Mgr, and Current AAPO, A. Eisele

860 Department Table Maintenance	04/20/24 02:
Screen: Department: FISC Sub Dept	::
Head/Director ID: 603000734 ZHOU, JANE	PH: 979-458-8992
Alt APO ID: 401009889 EISELE, AMA	NDA PH: 979-458-8987
Reporting ID: 101009606 GREGORY, KA	REN PH: 979-458-8983
IPay IDT Email/ID: TEESAR@TAMU.EDU	
Mail Code: C3124 College Dept	C: Off Campus Flag: N
Exec Level: FA Division	n: OP School/College:
Building Campus: <mark>12</mark> Room	1: 3192 Group Čd:
Building Number: 08537 Other Loc	
udget 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: 2 eBill: eShip: eSu	Ifx: CJ eDaPriv: Surplus:

TEES-AAPO is Primary Contact

o Pros

- Single POC per Dept
- Sets expectations
- Builds relationships
 - TEES PM & Dept AAPO
 - AAPO & asset users
 - (Truck Purpose Example)

O Cons

- AAPOs have numerous roles
- Sometimes takes more time to get responses



HTTPS://WWW.FREEPIK.COM/

TEES Assumptions

- We <u>assume</u> departmental procedures exist to help AAPOs manage dept's personal property
- At TEES, AAPOs enter PFFX
 - Critical: Timely notification of inventory purchases
 - Critical: Cooperation tagging assets w/in 10 business days
 - Critical: From whom & where to get PFFX info
- If lacking procedures:
 - Recommend establishing them between their dept's business office, IT, receiving areas, and communication with employees

Best to obtain information sooner rather than later!

TEES - New AAPO & Training

• EN-860 Form

- Review Screen 860
- Update APO/AAPO spreadsheet
- TMASS Job Request to change AAPO on assets



- Listserv: Remove old AAPO/add new one
 - Reminders, tips, notices

• Training:

- One-on-one upon request
- OTJ & Lots of Communication
 - Feedback
 - Email
 - AB Comments

AAPO Welcome Email/Packet

Share Links

- TAMU's TrainTraq Property Trainings
- https://fmo.tamu.edu/property/
 - TAMU Departmental Property Management
 <u>Procedures Manual</u>
- PowerPoints on TEES Processes
- Helpful Information Document
 - Preliminary Asset Notifications
 - PFFX Entry Procedures
 - Inventory Coding
 - Split Asset Purchases
 - PFFX Departmental Approval Procedures

Annual Physical

Inventory



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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 (i.e., 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/

TEES Annual Phys. Inv. Process

- List of AAPOs in Excel
- Each November
 - Email AAPOs to pick start date
 - Dec 1 Apr 30
- Due Date
 - Within 30 business days



- On start date, email AAPO packet
 - Instructions
 - Excel list
 - PDF list
 - MS/Stolen form
 - Equip. Checkout Request Form
 - Retained by AAPO



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AggieBuy and Fixed Assets

Amanda Eisele



HTTPS://WWW.ISTOCKPHOTO.COM/

System-Wide AggieBuy Users

- Most System Members are on AggieBuy
- Exceptions: Is this list current?
 - Texas A&M Forest Service
 - TEEX
 - WTAMU
 - TAMU Texarkana
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'

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 Sys	stem V4				
Payroll FFX FRS	Routing System	n			
Main Menu ▷ FRS ▷ Pu	rch Documents 🜣	SciQuest Cross Re	f		201302030203
Purch Doc Search	Purch Doc Header	Line Item Details	Notes	Good Faith Effort	Trackir
	Document:	SciQu	est Document	ID: AB0873634	
Submit Reset					
Document	5	ciQuest Documen	t ID		
202393B	AE	80873634			
<u>202394B</u>	A	80873635			
202397B	A	80873636			

ORFAMIS FRS 295 SciQuest Document Xref 04/20/24 1:25P FY 2024 CC 2 Screen: ____ SciQuest Document ID: AB0873634 FAMIS Doc: S Document SciQuest Doc ID Doc Description / Error 2023-12-11 135002454 01 202393B AB0873634 202394B AB0873635 MiTeGen 202397B AB0873636 2023-12-08 329008802 02



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Accounting Basics & FFX Tables

Amanda Eisele

Accounting Basics

- General Ledger (GL)
 - Control accounts for all assets, liabilities, net position items, revenue, and expenses
 - All TAMUS Members have the same GL accounts for Capital Asset and Depreciation/Amortization
- Subcode: Account Controls
 - FAMIS Scr. 805
 - Link to GL accounts
 - 4-digit codes that define the assets/depreciation/amortization

- Subsidiary Ledger (SL)
 - Expense accounts supplement the GL
 - Records detailed information of specific subsets of accounts, such as fixed assets
- Subcode: Object Codes
 - FAMIS Scr. 806
 - Link to SL accounts
 - 4-digit codes that define the asset purchase (e.g., 5787, 8425)
- Inventory Class Codes
 - Canopy FFX- Tables Class Table
 - FAMIS Scr. 581
 - Link to object codes
 - 6-digit codes (object code + 2 digits to further define the asset)



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 Ur Payroll FFX	iversity System V 4 FRS Routing S	iystem		Campus: 28 (Texas A&M Engineering Exp Stat)	Fiscal Year	r: 2024 ♥ Set	CCIFY				SSO Menu	SSO Logoff
Main Menu 🕬	Main Menu © FFX © Tables © Class Table											
To Asset Searc	To Asset Search Class Table Miscellaneous Tables											
Start From Clas	ss: 🚺 View Ma	aster: 🖲 No 🔿 Yes 🛝	Yiew Frozen: ♥ No ○ Yes								^A Q	
				TABLE OF CLASSES (TOTAL IT	ems: 248)							
Class	Spa Class	SPA Req	Description		Сар	Depr	R/P	Mth	GL Acct	Acct Cntl	Use Life	Frz
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	
578707	219	Y	SMARTPHONE/TABLET/OTHER \$500-4999.99		N	Y	Р	SL	089730	1730	48	
578708	218	Y	DATA PROJECTORS \$500-4999.99		N	Y	Р	SL	089730	1730	72	
							-					

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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 Un Pavroll FEX	iversity System V 4 FRS Routing System		Campus: 28 (Texas A&M Engineering Exp Stat) 🔻 Fiscal Year: 2024 🗸 Set CCIFY	SSD Menu SSD Logoff
Main Menu © I	FFX • Tables • Miscellaneous Ta	bles Dus Tables		Down
Table: Acquest	usition/Disposition Capitalizati	on Rules O Inflation O Depreciation	N Rules Acquisition/Disposition Table (Total items: 97)	ad .
A/D	Method	Acct Cnti	Description	Spa Method
Α	01	4701	TRANSFER FROM PART 01-SAGO	
Α	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	
Α	09	4709	TRANSFER FROM PART 09-TEEX	
A	10	4710	TRANSFER FROM PART 10-TAMUG	
A	11	4711	TRANSFER FROM PART 11-TFS	
A	12	4712	TRANSFER FROM PART 12-TTI	
A	15	4715	TRANSFER FROM PART 15-TAMUC	

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 Payroll FFX FRS Routing System	Campus: <mark>28 (Texas A&M</mark>	Engineering Exp Stat) 🗸 Fiscal Year: 2024 🗸 Set C		SSO Menu SSO Logoff
To Asset Search Class Table Miscellaneous Tables			Downio	HELP? Systematics
Table: O Acquisition/Disposition Capitalization Rules O Inflation C	Copyright Copyri	ZATTON RULES TABLE		Q (
Expense Subcode	High Subcode	Minimum	Description	\cup
5757			0 INV, NON-CAPITAL OUTLAY 1	
5780	5783	(0 INV, NON-CAPITAL OUTLAY 2	
5787		(0 INV, NON-CAPITAL OUTLAY 3	
5790		(0 INV, NON-CAPITAL OUTLAY 4	
5799		(0 INV, NON-CAPITAL OUTLAY 5	
8010		(0 CAPITAL OUTLAY 1	
8110		(0 CAPITAL OUTLAY 2	
8210		(0 CAPITAL OUTLAY 3	
8214	8250	(0 CAPITAL OUTLAY 4	
8310		(0 CAPITAL OUTLAY 5	
8410	8415	(0 CAPITAL OUTLAY 6	
8421	8435		0 CAPITAL OUTLAY 7	
8445	8512		0 CAPITAL OUTLAY 8	
8810	8812		0 CAPITAL OUTLAY 11	
and and Dans 4 of the Dans day 44 Change (ch	and a second of a linear a state Trade Linear and			

Process for Adding an AB PO Asset

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Amanda Eisele



PFFX for AB PO

From: <u>PFFX@CANOPY.TAMU.EDU</u> Subject: FAMIS PFFX Notification for doc 202393B

A Preliminary Controlled or Capital asset was created on: AggieBuy PO Document: <u>AB0873634</u> FAMIS PO Document: <u>202393B</u>

Complete the following fields in Canopy or FAMIS

Manufacturer

Serial Number

Model

Acquisition & In-Service dates

Location Information & User

Email recipient based on 1st payment account listed on PO



PFFX: Review AB PO Document

- AAPO to review AB PO
 - Analyze line items for proper inventory coding
 - DCRs may be needed
 - Determine how to build asset
 - Review comments on Req, PO
 - Review attachments
 - Review invoice, if one is there yet
 - Contact user for help building asset, if needed
- At a minimum, enter SN, location, obtain asset # & get the asset tagged within 10 business days upon receipt

PFFX for AB PO: Create Asset-Dept (202393B)

Can use FAMIS 360-362 or Canopy

Canop	Y kM Univers	sity Syst	em V4			Camp	us: 28 (T	exas A&M Engineering	Exp Stat) 🗸 Fis	scal Year: 2024 🗸 Set CC/FY		SSO Menu S
Payroll	FFX	FRS	Routing	System								
Main Men	1ain Menu © FRS © Preliminary Assets © Create Pre Asset											
Pre Asse	t Search	Pro	e Asset Doci	ument	Create Pre Asset							
Document Approved Submit	: <mark>2023931</mark> Asset Nur	nber:	Create	Type: Sele Crea Copy Copy Crea	ot a method t a method te a Preliminary Asse r from Approved Asse r from Document's Or te Non-Purchasing Pri	t from scratch - O et ther Preliminary Ar eliminary Asset	R - Add to isets	an Existing Asset				
							P	JRCHASE ORDER	MULTI-ITEM	LIST		
Item	Desc	ription					Number	Ordered	Exiti	ng Prel Assets	Asset Value	
1.0	oad ca	pacity:	2 tonload c	enter: 500m	m	1	.00		2.00		21500.00	Create PreAsset
								Purchase Orde	R INFORMATIO	ON		
Do	cumen	<u>202</u>	<u>2393B</u> 🔁 (Purchase Do	cument Report)							
Routing	Documer	t:										
Doc	Summar	y: 202	23-12-11 13	35002454 0	1							
	Vendo	r: <u>023</u>	<u>376677</u> B	anyitong Sci	ence & Technology	/ Deve						
	Clas	s: P				Doc FY:	2024	Reimburse ID:				
	User Re	f: 044	4017-7			Status:	CO	Doc Amt:	\$21,500.00			

Select create type, then click "Submit." Once items are displayed, click "Create PreAsset."

PFFX for AB PO: Create Asset-Dept

- Enter number of assets to create
- Enter each asset's value
- Assign Number: Choose Y or N, OR "Add to Existing Asset Number."
- Click "Save"

	Canopy The Texas A&M University Payroll FFX FF	Camp System V 4 S Routing System	us: 28 (Texas A&M E	Engineering	g Exp Stat) 💙 Fisca	I Year: 2024 ✔	Set CC/FY	SSO Menu SSO Logoff	
	Main Menu © FRS © Preliminary Assets © Create Pre Asset								
Í	Pre Asset Search Pre Asset Document Create Pre Asset								
	Document: 202393B								
	Purchase Order Multi-Item List								
	Item Descripti	on	Number Ord	ered	Exiting	Prel Assets	Asset Value		
	1.0 oad capaci	ty:2 tonload center:500mm	1.00		3.00		21500.00	Create PreAsset	
	Existing Item: 1.0 Description: oad Nor of Assets: 1 Save Cancel	d capacity:2 tonload center:500mm Asset Value: 6450.00	Assign Number:	<mark>Y - T</mark> a	ag Number assigr	ned by System	✓ Add to Existing Asset No	umber:	
			Purch#	se Ord	er Informatio	N			
	Document: Routing Document:	202393B 🔂 (Purchase Document Report)							
	Doc Summary:	2023-12-11 135002454 01	_						
	Vendor:	02376677 Banyitong Science & Technolog	Jy Deve	2024	Dolmhurao TD:				
	Class: User Ref:	044017-7	DOC FY:	2024	Reimburse ID:	\$21,500.00			
	Doc Date:	12/11/2023	Route St:	00	Amt Inv:	\$21,500.00			
	Category:	RO	Other A/P Src:		Amt Vchr:	\$21,500.00			
	Buyer:		Buyer Phone:		Delegate Type:				

PFFX for AB PO: Create Asset-Dept

- Info pulls from invoice line item: Description, Cost, Object Code (1st 4-digits of class)
- Leave Condition, Avail, How Tagged alone
- Bldg, Campus, Room pulls from Screen 860, modify to correct location.
- Click "Edit" to modify

Canony			20 (Torres 4814 Fr							
The Texas A&M University Sys	tem V4		Ist 28 (Texas A&M Er							
Payroll FFX FRS	Routing S	ystem								
Main Menu 🌣 FRS 🌣 Preliminary Assets 🗢 Pre Asset Document										
Pre Asset Search Pre Asset Document Create Pre Asset										
	Pre Asset Search Pre Asset Document Create Pre Asset									
Document: 202393B	Document	t Sequence: 1								
Submit										
[Calla										
Ealt										
Preliminary Asset Da	ata									
Tag Number:	2400033409	Add to Exisiting Asset:								
Asset Description:	OAD CAPACITY	2 TONLOAD CENTER								
Line 2:										
Cost:	\$6,450.00									
Manufacturer:										
Model:		Serial Number:								
Class:	842504									
Acquisition Date:		In Service Date:								
Condition:	01									
Availability:	US	How Tagged:	BC							
Related Asset:		Software Version:								
Special License:	_	Exposure Code:								
Dept:	MEEN 💷	Sub Dept:								
Building:	<u>00391</u>	Group Cd:								
Building Campus:	02	Other Loc:								
Room:	101	Ownership:	TEES							
User UIN:		Restriction:	I							
Purpose 1:		Percent:								
Purpose 2:		Percent:								
Purpose 3:		Percent:								
Purpose 4:		Percent:								
Maintenance Company:										
Contract Nbr:		Renewal Date:								
Contract Amount:		Warranty Expire Date:								
Frequency:		Last Maint Date:								
Insured By:	SELF	Insured Value:								
Replacement Cost:		Inflation Code:	NO							
Historical Indicator:	N	Depreciable Indicator:	Y							
Asset Number:	9407160001	Status:	Р							

PFFX for AB PO: Create Asset-Dept

- Class & Acq & In-Svc dts are required fields.
- Click "Save"

Document: 202393B Image: Comparison of the sequence: 1 Submit Image: Comparison of the sequence o								
Save Cancel Delete								
Preliminary Asset Data								
Tag Number:	2400033409	Add to Exisiting Asset:						
Asset Description:	PALLET STACKER, AVG ELECTRIC							
Line 2:	AUTOMATIC GUIDED VEHICLE							
Cost:	21500.00							
Manufacturer:	Mima							
Model:	MBV20	Serial Number:	240301001BV20F					
Class:	842504							
Acquisition Date:	4/14/2024	In Service Date:	4/15/2024					
Condition:	01 - USED-USABLE W/O REPAIR - EXCELLENT							
Availability:	US - IN USE FULL TIME	How Tagged:	BC - BAR CODE					
Related Asset:		Software Version:						
Special License:		Exposure Code:						
Dept:	MEEN	Sub Dept:						
Building:	00391	Group Cd:						
Building Campus:	02	Other Loc:						
Room:	101	Ownership:	TEES - TEXAS ENGR. EXPERIMENT STATION					
User UIN:	626000675	Restriction:	I - NO RESTRICTIONS					
Purpose 1:	BLANK - UNDETERMINED	Percent:	0.00					
Purpose 2:	BLANK - UNDETERMINED	Percent:	0.00					
Purpose 3:	BLANK - UNDETERMINED	Percent:	0.00					
Purpose 4:	BLANK - UNDETERMINED	Percent:	0.00					
Maintenance Company:								
Contract Nbr:		Renewal Date:						
Contract Amount:	0.00	Warranty Expire Date:						
Frequency:		Last Maint Date:						
Insured By:	SELF	Insured Value:	0.00					
Replacement Cost:	0.00	Inflation Code:	NO					
Historical Indicator:	N	Depreciable Indicator:	Y					
Save Cancel Delete	a							

Process for Adding Non-PO Assets

Amanda Eisele

Process to create PFFX for assets bought with...

- Payment Cards
- AB Non-PO Invoices
- DCR object code corrections from NI to Inventory
- Or others specific to your agency

Compare/Contrast AB Non-PO & P-Card Assets



- Canopy Path FRS-Preliminary Assets Create Pre Asset
- Enter "XO" as the document (instead of PO, it's an XO... get it?)
- Select "Create a Non-Purchasing Preliminary Asset"
- Click "Submit"

Canopy The Texas A&M University System			Camp	Campus: SAGO TRAINING CAMPUS					
EPA	FFX	FRS	Buy A&M	Routing	System				
Main Men Pre Asset Se	Main Menu PRS Preliminary Assets Preate Pre Asset Pre Asset Search Pre Asset Document Create Pre Asset								
Document:	X0	💡 Create	Type: Create No	on-Purchasing Pro	eliminary Asset	<u> </u>			
Approved A	sset Number	:							
Submit	_	_	_	_		_			

- Enter number of assets, asset value, choose the Y or N to allow the System to assign an asset number.
- Click save.

Canopy The Texas A&M University System	Campus: SAGO TRAINING CA	MPUS (SA)	▼ Fiscal Year: 2014 ▼ Set (CC/FY					
EPA FFA FRS	Buy Aaim Routing System								
Main Menu 🌣 FRS 🌣 Prelimina	Iain Menu © FRS © Preliminary Assets © Create Pre Asset Bend Feedback HELP3 Send Feedback								
Pre Asset Search Pre Asset Docun	nent Create Pre Asset								
Document: 🔟 🗙 🍚 Cre	eate Type: Create Non-Purchasing Preliminary Asset	t	✓						
Approved Asset Number:									
Submit									
	CREATE NON-PURCH	asing Preliminary Assi	ET						
Purchase Code:	P - PROCARD								
Number of Assets:	1								
Asset Value:	0.00								
Assign Number:	Select a method								
Add to Existing Asset Number:									
Voucher/Ref									
Purchase Account:	Subcode:								
Save Cancel									

Notice XA00002 was assigned for asset 0100010800

Click the 'Edit ' button to enter asset information

- Asset Description
- Serial Number
- Class Code *
- Acquisition and In Service Date*
- Building and Room
 Number
- Other available information
- * Required Information

Canopy							
EPA FFX	FRS B	uy A&M	Routing	System			
Main Menu 🌣 FRS 🌣 Pr	eliminary A	ssets ⇔ Pre /	Asset Docum	ent			
Pre Asset Search Pre Asse	et Document	Create Pre As	set				
Document: XA00002	Docume	nt Sequence:	1				
Submit							
					_		
Edit							
Preliminary Asset D	ata						
Tag Number:	0100010800	Add to Ex	isiting Asset:				
Asset Description:							
Line 2:							
Cost:	\$1,000.00						
Manufacturer:							
Model:		Se	rial Number:				
Class:							
Acquisition Date:		In S	Service Date:				
Condition:	01						
Availability:	US		How Tagged:	BC			
Related Asset:		Softv	vare Version:				
Special License:		Ex	posure Code:				
Dept:			Sub Dept:				
Building:			Group Cd:				
Building Campus:			Other Loc:				
Room:			Ownership:	SYS			
User UIN:			Restriction:	I			
Purpose 1:			Percent:				
Purpose 2:			Percent:				
Purpose 3:			Percent:				
Purpose 4:			Percent:				
Maintenance Company:			-I Datas				
Contract NDI:		Warrantu	enewal Date:				
Contract Amount.		Warrancy	Expire Date:				
Tequency.	051 E	LOS	t Maine Date.				
Insured by: Replacement Cost:	SELF	11 Te	Sureo Value:	NO			
Historical Indicator:		Deprecia	flation coue.	NO			
Asset Number:		Deprecia	Status:				
Asset Number			ototuor				
Edit							

	Pre Asset Search Pre Asset Document Create Pre Asset							
	Document: XA00002	Document: XA00002 9 Document Sequence: 1						
	Save Cancel Delete	_						
	Preliminary Asset Da Tag Number:	0100010800		Add to Exisiting Asset:				
	Asset Description:	Dell Optiplex 9020		····· ·····				
Click the	Line 2:							
(50)/0(Cost:	1000.00						
Save	Manufacturer:	Dell		Serial Number:	E 1123/66			
hutton to	Class:				10120400			
	Acquisition Date:	3/11/2014		In Service Date:	3/11/2014			
retain	Condition:	01 - USED-USABLE W/O REPAIR - EXCELLENT	Γ 🗸					
1 .	Availability:	US - IN USE FULL TIME		How Tagged:	BC - BAR CODE			
updates	Related Asset:			Software Version:				
	Special License:			Exposure Code:				
	Building:			Group Cd:				
	Building Campus:	03		Other Loc:				
	Room:			Ownership:	SYS - SYSTEM OFFICES			
	User UIN:			Restriction:	I - NO RESTRICTIONS			
	Purpose 1:	BLANK - UNDETERMINED	~	Percent:	0.00			
	Purpose 2:	BLANK - UNDETERMINED	~	Percent:	0.00			
	Purpose 3:	BLANK - UNDETERMINED	~	Percent:	0.00			
	Purpose 4:	BLANK - UNDETERMINED	~	Percent:	0.00			
	Maintenance Company:			Basawal Datas				
	Contract NDr:			Renewal Date:				
	Erequency:			Last Maint Date:				
	Insured By:			Insured Value:				
	Replacement Cost:	0.00		Inflation Code:	NO			
	Historical Indicator:	,		Depreciable Indicator:				
	Save Cancel Delete							

(95)

CONCUR DOCUMENTATION

F					Expense Receipt Image			
	Business Purp	City	Payment Type	Amount - Adjusted	Entered By WEIMING XU) J: They are st	ill working on Tax refund. It's alr	most
÷		Round Rock, Te	Payment Card	\$2,564.45	Expense Type	,	Amount	
N			Payment Card	\$1,135.96	5787 Computers (Micro) \$	500.00-4,	2,564.45 USD 🗸	
			Payment Card	\$164.69	Transaction Date		Unallowable Charge	
			Payment Card	\$66.05	08/09/2023		Rusinese Rurnese	
			Payment Card	\$55.56	DML DELL BUS ONLINE		Business Purpose	
I			Payment Card	\$52.30	Asset Number (10 Digits)	?	FAMIS REF-A	
			Payment Card	\$47.57	2300032440		XAH	
NC		Caledonia, Mich	Payment Card	\$47.29	HANNIS REF-B		invoice number	

AGGIEBUY	Invoice •	AVINEXT THE I	PERSONAL COMPUT	·• 158378448		
COMMENT	Summary	Matching	Supplier Messages	Comments 4		
DOCUMENTATION	_					
	Records Found: 4					
	Sybil Popham - 4/15/2024 1:02:06 PM					
	XA00561 240003455	38				
	Email sent: A	Amanda Eisele <a-eisele< td=""><td>E@TAMU.EDU></td><td></td><td></td></a-eisele<>	E@TAMU.EDU>			



Property Office Processing

Amanda Eisele

 $\left(97\right)$

FAMIS FFX Processes

- Fixed Asset Processes within FAMIS
 - Approve assets
 - Remove assets
 - Change in cost
 - Transfers between Members

- Modify
- Undelete/Reacquire
- Transfer

FAMIS Asset Creation and Approval



TBAR010

Current FY entries only

TO

FRS SL account entries on inventory codes like vouchers, p-card charges, DCRs w/inventory codes

FFX asset entries with PO Acq Mthd Reconciles to Acct Ctrl 4400 – Purchase of Plant Assets

FRS report detail shows SL acct & obj code

FFX report detail shows asset # & GL acct

(100)

Clearing the TBAR Match 4 Things...

- 1. 502 Acq Method must be PO (purchases/credit current year)
- 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





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.

(102)

Working the TBAR



(103)

Audit of Pending Assets

• TBAR010 & TBAR010 Exception Report (Business Objects)

Α	В	С	D	Е	F	G	Н	I
	Fixed AssetsRefs: 4Transactions: 5		Finan Accountin 59Transacti	cial gRefs: ions: 98				
Report	t Ref Amount1		Ref	Actual	Error	PO	Invoice	Asset
Capital	9407160	0.00	9407160	6,450.00	-6,450.00	202393B	BYT23US392A	2400033409
Capital	9410252	0.00	9410252	15,050.00	-15,050.00	202393B	BYT23US392	2400033409

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Canopy - Voucher 9407160

Canopy The Texas A&M University (Payroll FFX FRS	System V 4 Routing System			C	ampus: 28	(Texas A&M Engineering Exp Stat) ♥ Fiscal Year: 2024 ♥ Set CC/FY					
Main Menu © FRS © Vouchers © Voucher Header											
to Account Voucher Search Voucher Header Line Item Details Vendor Voucher: 19407160 Submit											
F						Voucher Header					
Voucher: Description: Vendor: Alt. Vendor: Due Date: Invoice Date: Delivery Date: Original Dist Date: Total: St Req Nbr: Bank Paid Chk Date: Exempt Reason: USAS Doc Type: Long Description: Create DCR	9407160 🔂 (Voucher Data Form Report) OAD CAPACITY:2 TONLOAD CENTER:500MM 02376677 Banyitong Science & Technology Dev 12/13/2023 11/13/2023 (Cr \$6,450.00 12/15/2023 (A) OAD CAPACITY:2 TONLOAD CENTER:500MM	ve Customer A/R Nbr: GSC Order Nbr: ontract Workforce: Dept Ref: Check Nbr: Check Date: ACH Bank Trace: Wire Transfer Flag: Encl Code:	N 0440177 W036296 12/15/2023 Y	Status: Hold: Pending: State Vchr: Revolving: Change Source: Transaction Code: ACH Fg: ACH Override: Reconcile Fg: St Warrant Nbr: Warrant Date: PCC Code:	RECN N N 166	 A One-Stop-Shop for getting info to work the asset: FAMIS PO#, then go directly to Screen 545. AB Invoice # to open AB Account and object code 					
F						Voucher Line Items					

			Net	Manual	Correctable			
Item	Account	SRS	Amount	Amount	Amount	PO Number	Invoice Nbr	Bank
1	600298-00000-8250	N	\$6,450.00	\$0.00	\$0.00	202393B	BYT23US392	07121

Canopy - Voucher 9410252

					_						
Canopy The Texas A&M University Payroll FFX FR:	System V 4 5 Routing System		mpus:	28 (Texas A&M Engineering Exp Stat) ▼ Fiscal Year: 2024 ▼ Set CC/FY							
Main Menu © FRS © Vouchers © Voucher Header											
to Account Vou	cher Search Voucher Header Line	Item Details Vend	or								
Voucher: 9410252 Submit	Voucher: 9410252										
	Voucher Header										
Voucher: Description: Vendor: Alt. Vendor: Due Date: Invoice Date: Delivery Date: Original Dist Date: Total: St Req Nbr: Bank Paid Chk Date: Exempt Fg:	9410252 🔂 (Voucher Data Form Report) OAD CAPACITY:2 TONLOAD CENTER:500M 02376677 Banyitong Science & Technology 03/02/2024 02/01/2024 \$15,050.00 02/08/2024	M Customer A/R Nbr: GSC Order Nbr: Contract Workforce: Dept Ref: Check Nbr: Check Date: ACH Bank Trace: Wire Transfer Flag:	N 0440177 W036685 02/08/2024 Y	Status: Hold: Pending: State Vchr: Revolving: Change Source: Transaction Code: ACH Fg: ACH Override: Reconcile Fg: St Warrant Nbr:	RECN N N 166	 A One-Stop-Shop for getting info to work the asset: FAMIS PO#, then go directly to Screen 545. AB Invoice # to open AB 					
Exempt Reason: USAS Doc Type: Long Description: Create DCR	OAD CAPACITY:2 TONLOAD CENTER:500M	Encl Code: M		Warrant Date: PCC Code:		 Account and object code 					

	Voucher Line Items									
Item	Account	SRS	Net Amount	Manual Amount	Correctable Amount	PO Number	Invoice Nbr	Bank		
1	<u>600298-00000</u> -8425	N	\$15,050.00	\$0.00	\$0.00	202393B	BYT23US392A	07121		
									10	

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 AAPO for help building asset, if needed

Auditing Pending Assets

- 545: Enter FAMIS PO#, remove Prelim Only, press Enter
- 545: Use to review all Doc Seq tied to FAMIS PO
 - Select desired pending asset, and proceed to 546

т220 545	T2202 Mark field with an "X" to select 545 View Preliminary Assets									04/21/24 01:27
Screen: Starting from Doc: 202393B Doc Seq: Order: A									A Prelim Only:	
Sel	Doc Nbr	Doc Seq	Тад	Number	Add To	Asset	Nbr	St	Comp Cost	Description
-	202393B 202393B 202393B 202393B 202393B	0001 0002 0003 0004	2400 2400 2400 2400)033409)033567)034548)034549		9407160 9410252	0001 2002	P P	21500.00 P 15050.00 C 21500.00 C 21500.00 C	PALLET STACKER, A DAD CAPACITY:2 TO DAD CAPACITY:2 TO DAD CAPACITY:2 TO
-	202423B 202423B	0001	2400	033455		240003	3455	A P	9803.06 M	IG WELDER INVISI
_	202423B 202423B	0003 0004	2400	033457		940943 940943	2003 2004	P P	2494.47 D 703.30 M	RIVE ASSY 74MPA IIG GUN BA1 COBOT




Screen 546 p. 2, toggle using PF10/PF11 keys

If your depts enter PFFX, review for SN, MFR, Model, Dates. If none entered, contact AAPO to do it.

If Contact AAPO...

- Comment to the AAPO in AB and document contact date on TBAR notes
- Suggestion:

"Please enter the PFFX for FAMIS PO 202393B (voucher 9407160), and comment back within seven business days stating it is done or if you foresee delays. Our goal is to approve all capital assets by month-end for reconciliation purposes."

- Proceed to Scr 546 when ready to assign asset to permanent # and complete the "work-up" on Scr 501-506.
- Replace the temporary asset #, <u>9407160001</u>, with the tag number, 2400033409.



2400033409 will become permanent asset #.

T0013 Please enter desired modifications 546 Preliminary Fixed Asset Data
Screen: Doc: 202393B Doc Seq: 1
Asset: 2400033409 Component: 01 Tag Number: 2400033409 Add to Asset: Asset Description: PALLET STACKER, AVG ELECTRIC

Canopy The Texas A&M University System ¥4									
Payroll	FFX	FRS	Routing	System					
Main Menu © FRS © Preliminary Assets © Pre Asset Search									
Pre Asset Search Pre Asset Document Create Pre Asset Document: 202393B Preliminary Only: Yet<									
Submit					<u> </u>				

AAPO can only edit PFFX in Canopy by changing the "Preliminary Only" status to No, as asset.

Next, proceed to 501-506 and work the asset.



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



[114]

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



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



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

T0013 Please enter desired modification 504 Maintenance/Insurance Data PALLET STACKER, AVG Screen: Asset: 2400033409 Componen	ns 04/21/24 03:51 G ELECTRIC FY 2024 CC 28 nt: 01 Status: P
Debt Finance Data Debt Finance Method: _ Lease Supplement Nbr: Finance Term(months): Amount Financed:	Paid Off: _
Maintenance Data Company: Contract Nbr: Contract Amt: Renewal Date: Warranty Exp Date: Last Maint Date: Frequency:	Insurance Data Insured By: SELF Coinsurance Pct: Valuation Date: Replacement Cost: Inflation Code: NO
Type Y to add Notes: N Enter-PF1PF2PF3PF4PF5PF6- Hmenu Help EHelp Next	Note File Flag: N PF7PF8PF9PF10PF11PF12

[118]

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

T0013 Please enter desired modifications 505 Location Data EX 2024 CC						
Screen: Asset: 2400033409	11 2024 CC 20					
Dept: MEEN_ Sub Dept:						
Alt APO Alt APO Name: CROCKER, EMILY Location Building: 00391 Room: 101 Exec Level: DS County: Other Location: Ownership/Title: TEES User UIN: 626000675 SARIPALLI, SRIKANTH	02					
Type Y to add Notes: N Note	File Flag: N					
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10 Hmenu Help EHelp Next	PF11PF12					

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





Asset Approval

Amanda Eisele



TEES Tracks Batches in Excel

	В	С	D	E	F		Н	I. 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				

122

Approving an Asset

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



Approving an Asset

- 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.

T0013 Please enter desired modifications 511 Approval 04/21/24 04:22
Screen: Asset: 2400033409 Component: 01 Status: P SRS: N Verify the data below
Type new asset number or 0 (system assigned) or P (pending): 2400033409 Property Control Data SPA Effective Date: 04/15/2024 Description: PALLET STACKER, AVG ELECT Feed Accounting: D (Dt]/Summ/No)
Line 2: AUTOMATIC GUIDED VEHICLE Trans Ref 2: 9407160 Class: 842504 MACHINERY - MISC/T Acquisition Data
Trans from Comp: Department: MEEN Sub-Dept: Alt APO Name: CROCKER EMILY Alt APO Name: CROCKER EMILY Alt APO Name: CROCKER EMILY
Accounting Data Asset Account: 089730 1730 Depr Method: SL Capitalization: Y (Y/N) Useful Life: 84 Rem Life: 84 First YR Rule: M
Accounts to be used DR Asset control: 089730 1730 CR Acq Addition: 089730 4400
Session ID PAV168 Date 04/21/2024 Count Amt Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12 Hmenu Help EHelp Trans Funds



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.



Add cost to 2400033409

Go to 503 and finish "working" the voucher.



[126]

Add cost to 2400033409

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



[127]

Update Totals, Close Batch...

Go back to Screen 510, verify totals, and close batch. TEES also updates their FFX Batch Reference spreadsheet.



FAMIS Services Manuals

https://it.tamus.edu/famis/docs/reference/manuals/

About FAMIS Services	Contacts Documenta	tion Laserfich	e Nev	vs & Update	es Services & Requests
Fixed Assets:					
	<u>Transfer</u> <u>Departmental</u> <u>Property (TDP)</u>	Manual	2.0	08/2011	<u>TDPText</u>
	<u>Fixed Assets (Part 1)</u>	Manual	3.7	02/2011	<u>FFX1Text</u>
	<u>Fixed Assets (Part 2)</u>	Manual	3.7	02/2011	FFX2Text
	<u>Preliminary Fixed</u> <u>Assets</u>	Manual	2.3	04/2013	<u>PFFXText</u>
	<u>Non-Purchasing</u> <u>Preliminary FFX</u> <u>Entry / Interface</u>	Process			

[129]

Summary

- PM/AAPO Roles
- Best Practice Call
- TEES Training and AIC Procedures
- AB & Fixed Assets
- Table Inquiry
- Processes for adding POs and Non-POs
- Property Office Processing
 - Auditing, Clearing the TBAR, Approval, Adding Cost
- Any Questions?



Handling Several Items on a PO and Exporting

Exporting a Multiple Line-Item Invoice

- Export complex invoices and POs into Excel to make them easier to review. Add notes column and consider sending it to the AAPO for feedback to help build the asset.
- Export Template Option
 - Can create Invoice and PO templates for your needs!
- Export Invoice
 - Export to Excel & Review
 - Invoices exports break out shipping costs between funding sources
- Export PO
 - Especially helpful with the order arrives in multiple shipments and multiple vouchers and invoices

[132]

- Do this in AggieBuy
- AB Invoice with multiple line items
 - 155224052, 33 Lines
- Path: Orders Invoices



- On "Created Date: Last 90 days," click the down arrow and click on All (this goes back to invoices prior than 90 days)
- Enter the invoice number
- Click Apply



• Check the invoice needed, then Click Export All

									R	Save As 🔹	r ≯ Pir	n Filters 🔻 💆 f	C Logout
Created Date: All 👻 1552	24052		\$	🕻 🔍 🕐 Add Filter 🗸	Clear All Filte	s							?
1-1 of 1 Results												‡ 2	00 Per Page 🔻
Invoice	Supplier Invoice Number(s) 	Supplier	Invoice PO Number Status	Created Date/Time 🔻	Due Date 💌	Discount Date 🔻	Discount Amount 🔻	Submitted Date 💌	Invoice Source	Invoice Type	Pay Status	Total Amount 🔻	Payment Number
(9)155224052	14249535	NETZSCH INSTRUMENTS NORTH AMERICA LLC O	AB0869874 Complete	2/5/2024 12:53:55 PM	3/6/2024		0.00 USD	2/5/2024 12:55:49 PM	Manual	P0 Invoice	Paid	143,002.50 USD	

- An Export Request Options box will appear.
- Follow the prompts to create your download
 - Title: Name the Export (e.g. 155224052)
 - Choose a type: Screen Layout, Full Export, Transaction Export, User Defined Template

Export Invoices		×
Export Request Options (Ste	ep 1 of 1)	
Title 🖈	Export request for Invoice	
Туре	74 characters remaining Screen Layout	
Format	Excel	
		Submit

- I chose the Type "User Defined Template" since I created one in the past that I like to use.
- Choose Template: Create a new one, or use one you have already created. I chose the one I created called, "Invoice Download." Then, submit.

Export Invoices		×
Export Request Options (Step	o 1 of 1)	
Title ★	155224052	
Туре	91 characters remaining User Defined Template 🗸	1
Format	CSV	
Choose Template	Invoice Download 🗸	
	Subm	nit

The "Success" box appears

Success

Successfully created the export request. You can view the status and retrieve the file at Manage Search Exports

• I can now download it from my Action Items Menu!

oices 🔻	Search (Alt+Q)	۹	0.00 USD	E	♡	P		
Action I	tems					Action Iter		
Unassign	ed Approvals					t Al		
Requisitions								
Administ	rative Items							
Manage S	Search Exports - Comp	pleted						

 Play around with this option and figure it out! You'll be happy that you did!





Asset-Related Commodity Codes and Object Codes

Clint Merritt Executive Director, Financial Mgmt. Operations Texas A&M University



[139]

- Importance of Commodity Code
 - Unit price
 - Object code
 - Class code
 - Commodity code to object and class code table
- Searching Commodity Code in Jaggaer
 - Item description
 - Object code
 - Commodity code
 - Combination of item and object code

02	43202222	4090	NULL	0.0000	4999.9900	Computer cable 4090 <\$5k, 8435
02	43210000	8435	843502	5000.0000	9999999999.9900	Computer Equipment and Accessories 5760 <\$500, 5787 <\$5k, 8435
02	43210000	5787	578701	500.0000	4999.9900	Computer Equipment and Accessories 5760 <\$500, 5787 <\$5k, 8435
02	43210000	5760	NULL	0.0000	499.9900	Computer Equipment and Accessories 5760 <\$500, 5787 <\$5k, 8435
02	43211500	8435	843502	5000.0000	9999999999.9900	Computers 5760 <\$500, 5787 <\$5k, 8435
02	43211500	5787	578701	500.0000	4999.9900	Computers 5760 <\$500, 5787 <\$5k, 8435
02	43211500	5760	NULL	0.0000	499.9900	Computers 5760 <\$500, 5787 <\$5k, 8435
02	43211501	8435	843502	5000.0000	9999999999.9900	Computer servers 5760 <\$5k, 8435 2
02	43211501	5760	NULL	0.0000	4999.9900	Computer servers 5760 <\$5k, 8435 2
02	43211502	8435	843502	5000.0000	9999999999.9900	High end computer servers 5760 <\$5k, 8435
02	43211502	5760	NULL	0.0000	4999.9900	High end computer servers 5760 <\$5k, 8435
02	43211503	8435	843504	5000.0000	9999999999.9900	Notebook computers 5760 <\$500, 5787 <\$5k, 8435
02	43211503	5787	578704	500.0000	4999.9900	Notebook computers 5760 <\$500, 5787 <\$5k, 8435
02	43211503	5760	NULL	0.0000	499.9900	Notebook computers 5760 <\$500, 5787 <\$5k, 8435
02	43211504	8435	843504	5000.0000	9999999999.9900	Personal digital assistant PDAs or organizers 5760 <\$500, 5787 <\$5k, 8435
02	43211504	5787	578704	500.0000	4999.9900	Personal digital assistant PDAs or organizers 5760 <\$500, 5787 <\$5k, 8435
02	43211504	5760	NULL	0.0000	499.9900	Personal digital assistant PDAs or organizers 5760 <\$500, 5787 <\$5k, 8435
02	43211505	8435	843507	5000.0000	9999999999.9900	Point of sale POS terminal 5750 <\$5k, 8435
02	43211505	5750	NULL	0.0000	4999.9900	Point of sale POS terminal 5750 <\$5k, 8435
02	43211506	8435	843504	5000.0000	9999999999.9900	Thin client computers 5760 <\$500, 5787 <\$5k, 8435
02	43211506	5787	578701	500.0000	4999.9900	Thin client computers 5760 <\$500, 5787 <\$5k, 8435
02	43211506	5760	NULL	0.0000	499.9900	Thin client computers 5760 <\$500, 5787 <\$5k, 8435
02	43211507	8435	843504	5000.0000	9999999999.9900	Desktop computers 5760 <\$500, 5787 <\$5k, 8435
02	43211507	5787	578701	500.0000	4999.9900	Desktop computers 5760 <\$500, 5787 <\$5k, 8435
02	43211507	5760	NULL	0.0000	499.9900	Desktop computers 5760 <\$500, 5787 <\$5k, 8435
02	43211508	8435	843504	5000.0000	9999999999.9900	Personal computers 5760 <\$500, 5787 <\$5k, 8435
02	43211508	5787	578701	500.0000	4999.9900	Personal computers 5760 <\$500, 5787 <\$5k, 8435
102	43211508	5760	NUU	0 0000	499 9900	Personal computers 5760 <\$500 5787 <\$5k 8435

-						
02	56122000	8422	842215	5000.0000	9999999999.9900	Laboratory furniture 5752 <\$5k, 8422
02	56122000	5752	NULL	0.0000	4999.9900	Laboratory furniture 5752 <\$5k, 8422
02	56122001	8422	842215	5000.0000	9999999999.9900	Laboratory benches 5752 <\$5k, 8422
02	56122001	5752	NULL	0.0000	4999.9900	Laboratory benches 5752 <\$5k, 8422
02	56122002	8422	842215	5000.0000	9999999999.9900	Laboratory storage units or accessories 5752 <\$5k, 8422
02	56122002	5752	NULL	0.0000	4999.9900	Laboratory storage units or accessories 5752 <\$5k, 8422
02	56122003	8422	842215	5000.0000	9999999999.9900	Laboratory workstations 5752 <\$5k, 8422
02	56122003	5752	NULL	0.0000	4999.9900	Laboratory workstations 5752 <\$5k, 8422
02	56122004	8422	842215	5000.0000	9999999999.9900	Sink base units 5752 <\$5k, 8422
02	56122004	5752	NULL	0.0000	4999.9900	Sink base units 5752 <\$5k, 8422
02	56130000	8424	842415	5000.0000	9999999999.9900	Merchandising furniture and accessories 5752 <\$5k, 8424
02	56130000	5752	NULL	0.0000	4999.9900	Merchandising furniture and accessories 5752 <\$5k, 8424
02	56131500	8424	842415	5000.0000	9999999999.9900	Mannequins and forms 5752 <\$5k, 8424
02	56131500	5752	NULL	0.0000	4999.9900	Mannequins and forms 5752 <\$5k, 8424
02	56131501	8424	842415	5000.0000	9999999999.9900	Bust forms 5752 <\$5k, 8424
02	56131501	5752	NULL	0.0000	4999.9900	Bust forms 5752 <\$5k, 8424
02	56131502	8424	842415	5000.0000	9999999999.9900	Head forms 5752 <\$5k, 8424
02	56131502	5752	NULL	0.0000	4999.9900	Head forms 5752 <\$5k, 8424
02	56131503	8424	842415	5000.0000	9999999999.9900	Neck forms 5752 <\$5k, 8424
02	56131503	5752	NULL	0.0000	4999.9900	Neck forms 5752 <\$5k, 8424
02	56131504	8424	842415	5000.0000	9999999999.9900	Full body form or mannequin 5752 <5k, 8424
02	56131504	5752	NULL	0.0000	4999.9900	Full body form or mannequin 5752 <5k, 8424
02	56131600	8424	842415	5000.0000	9999999999.9900	Merchandiser free standing display and accessories 5752 <\$5k, 8424
02	56131600	5752	NULL	0.0000	4999.9900	Merchandiser free standing display and accessories 5752 <\$5k, 8424
02	56131601	8424	842415	5000.0000	9999999999.9900	Floor stands 5752 <\$5k, 8424
02	56131601	5752	NULL	0.0000	4999.9900	Floor stands 5752 <\$5k, 8424
02	56131602	8424	842415	5000.0000	9999999999.9900	Free standing display poles 5752 <\$5k, 8424

L

EXAS A&M UNIVERSITY		S	supplier Profile	Search (Alt+Q)	0.00 USD 🗮	
Add Non-Catalog Item	Commodity Code Search		×			×
Existing Supplier	Çode starts with	5787 Filter		•		^
Select Supplier Q						
Item	< > Page 1 of 2 1	-20 of 24 Results 20 Pe	er Page 🔻			~
Product Description ★ Catalog No. ★	Code ↑	Description				
	43210000	Computer Equipment and Accessories 5760 <\$500, 5787 <\$5k, 8435	+			
254 characters remaining	43211500	Computers 5760 <\$500, 5787 <\$5k, 8435	+			
Additional Details	43211503	Notebook computers 5760 <\$500, 5787 <\$5k, 8435	+			~
Commodity Code Q	43211504	Personal digital assistant PDAs or organizers 5760 <\$500, 5787 <\$5k, 8435	+	d substance		
Manufacturer Part No	43211506	Thin client computers 5760 <\$500, 5787 <\$5k, 8435	+			
	43211507	Desktop computers 5760 <\$500, 5787 <\$5k, 8435	+	s material ve		
	43211508	Personal computers 5760 <\$500, 5787 <\$5k, 8435	+	ŕ		
	43211509	Tablet computers 5760 <\$500, 5787 <\$5k, 8435	+	ent		
	43211511	Wearable computing devices 5760 <\$500, 5787 <\$5k, 8435	+	ar		
	43211513	Ultra mobile personal computer 5760 <\$500. 5787	+ •			~
★ Required fields			Close	Save	ave And Add Another	Close
	Scientific & Me	edical Supplies				

- Assigning Commodity Codes
 - Auto assigned direct from vendor
 - Punchout Vendors (Marketplace vendors)
 - Contract Items
 - Manually assigned
 - Department
 - Central assignment (AP or Purchasing)
Asset Commodity Codes and Object Codes

- Commodity Code Mapping
 - Is it accurate?
 - If not request mapping changes to aggiebuyadmin@tamu.edu
- Correcting commodity code
 - Requisition Workflow
 - PO Revision/Change Requests
 - Non-PO Invoice Workflow

Questions







New Inventory Software Solutions

Clint Merritt Executive Director, Financial Mgmt. Operations Texas A&M University Dorothy Dockery Financial Manager, Financial Mgmt. Operations Texas A&M University

- Researching Inventory Management Software
 - Improve user interface and usability
 - Improve integration to and from FAMIS
 - Improve inventory tag options
 - Provides real time tracking
 - Current location/building
 - Potential of what floor and room
 - Efficient inventory certification
 - Reduce theft
 - Help find lost equipment
 - Allows for centralization



- Improved Asset Tagging and Tracking
 - RFID
 - Passive
 - Active
 - Bluetooth
 - Wifi
 - GPS
 - Axonius



149



AUTO PROVISIONING Collect device details automatically.

Serial Number/VIN (Vehicle Id Number)	Default Location			
0F0184J23063BF	Enter City, State, Country, Zip			
Hostname	Operating System			
CodySurface	Windows 10 Home			
Device Id	Provisioning Id			
012BC12E-DD85-8381-A158-42D0CAED2355	eaf76df3-1cd3-4ca6-b8cd-9f1cf06d3ef9			
Chipset Type				
Intel(R) Wi-Fi 6E AX211 160MHz Native Wi-Fi Driver				

[151]



Inquiry, FFX Reports and Reconciliations

Amanda and Teresa

(152)

Overview

- Inquiry Screens
- Helpful FRS Screens
- FFX Reports
- Business Objects Queries
- Correction Reminders
- TBAR010
- Fixed Asset and FRS Reconciliations
- Land Reconciliations



FFX Inquiry Screens

M53 FFX Inquiry Menu Screen: Asset: Component:	04/23/24 00:3 FY 2024 CC 2	
<pre>* Asset Component Inquiry* 500 Asset Component Inquiry 523 Transaction Inquiry by Asset 524 Session/Batch Header List 527 Transaction Inquiry by Batch 528 Asset Search 529 Selection Query List 531 Asset Component Snapshot 532 Asset Search By Dept and Class 533 Inquiry by Search Value 534 Asset Search by Department 536 Limited Asset Inquiry 537 Asset Search by Attribute 538 Asset Transfer Inquiry 556 Export Control by Department 557 Export Control by Building</pre>	<pre>* Fund Sequence Inquiry* 539 Component Sequence Snapshot 547 Sequence Search by Purch Acc 548 Sequence Search by Voucher 549 Sequence Search by Doc/PO ** M51 FFX Add/Update Menu M52 FFX Transaction Menu M55 Export Control Menu M56 Entire Connection - Download/Print Menu</pre>	(154)

Helpful FRS Screens

- FRS 360-362 Preliminary Asset Entry Screens
- How to find the AggieBuy PO that goes with a FAMIS PO
 - FFX 548 to search by voucher to find the FAMIS PO#
 - Then, go to FRS 295 Enter the FAMIS PO# as the FAMIS PO# FAMIS Doc in the action line
- How to find the FAMIS PO that goes with an AggieBuy PO
 - Search by AggieBuy PO on FRS 295



79 Available FFX Reports-Top 10 (or 11) Below

- TBAR002 Gives the total asset value by GL
- TBAR004 Inventory Verification List
- TBAR006 Asset Control Sheets
- BarCode Label file
 - TBAR057 runs by Calendar date
 - TBAR058 Runs by Department
- TBAR010 Reconciliation between FRS and FFX
- TBAR043 Report of Assets not in a valid Building/Room combination
- Note 2-Capital Asset Note Disclosure
 - TBAR241 summarizes asset depreciation and amortization transactions into Note-2 columns
 - TBAR242 summarizes asset cost and adjustments into Note-2 columns
- TBDU065 Based on expenditures on capitalization table, helps balance financial transactions and necessary assets
- MDEP/TBMU200 Monthly Depreciation Amortization report



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Business Objects Queries

- Fixed Assets universe used to build reports with FFX data
- Shared reports saved in TAMUS Shared/Fixed Assets folder
- Built by various users

Variety of Queries Available

- Asset Search
 - Class Code
 - Description
 - Serial Number
- Cap Asset Transfers-Intrasystem
- Pending Assets
- TBAR010 Exceptions only
- Year-End Review queries



Business Objects - TBAR010

- TBAR010 Report Balance FFX vs FRS
- Enterprise Datawarehouse Team created report
- TAMUS Publications / Financial Reports folder
 - Helpful to download into Excel



Correction Reminders

- Using AJ acquisition should be rare....should not be used if on the TBAR010
 - Talk with our Accounting team or Fiscal Office
 - AJ implies a material correction and is recorded as a Restatement
- Cannot correct FFX with FRS journal entries
- Steps are in FFX to post corrections
 - Ensure steps are followed
 - Corrections can be tricky



TBAR010-Reconciliation of Capital Expenditures Report

- TBAR010 Report Logic
 - Only pulls in 4400-Purchases
 - Only pulls in acquisition method PO-Purchase Order
 - Groups transactions by their reference number
 - Logic states to match where possible and provide exceptions
- Sample provided
 - Timing Differences
 - AFR Entry Variances
 - For the System Office we record salaries/wages into the FAMIS capital asset, for the replatforming costs, they are deemed capital



TEES-TBAR010-Reconciliation of Capital Expenditures Report

- Report generated weekly...review in Laserfiche
- Report matches by
 - Reference number, amount and capital or controlled codes
- Reconcile weekly
 - Look for unmatched items and errors
- Monthly complete and ask for signature
- Non matches are marked with an '*'
- At year end the TBAR010 should be out of balance by the assets approved in class codes 851001-Books depreciable and 851201 Books non depreciable
 - The current FY dollar amounts for Books will be approved with a PO (4400) acquisition and is included on the TBAR010 as an FFX entry; however, FRS entries using 8510 and 8512 are not included in this report



TBAR010 FY 2024 CC	01			Re	SYSTE conciliation	EM ADMIN & of Capita	⊊ GENERAL OF al Expenditu	FICES 1res - Ma	arch 2024		04/01/2024 PAGE:	18:22 121
						Capital	Transaction	18				
		Fixed A	Assets	l.					Financia	al Accounting		
Ref	Date	Asset	Comp	Seq	Asset Acct		Amount	Ref	Date	Account	Amount	Error
TOTAL FOR	2413316						0.00				7,260.00	****
								2413317	03/29/2024	824017-8735	11,550.00	
TOTAL FOR	2413317						0.00				11,550.00	****
								2413318	03/29/2024	826700-8714	26,040.67	
TOTAL FOR	2413318						0.00				26,040.67	****
								2413319	03/29/2024	824041-8717	1,358.45	
TOTAL FOR	2413319						0.00				1,358.45	****
A130109	11/15/2023	0000803000	01	1	089755-1755	16,9	989,029.00-	A130109 A130109 A130109 A130109	09/01/2023 09/01/2023 09/01/2023 09/01/2023	803000-8734 803000-8733 803000-8725 803000-8724	148,510.84- 20,373.90- 1,443.82- 370,899.12-	
								A130109 A130109 A130109	09/01/2023 09/01/2023 09/01/2023	803000-8717 803000-8716 803000-8714	72,195.85- 8,321.30- 758,662.72-	
								A130109	09/01/2023	803000-8710	15,608,621.45-	
TOTAL FOR	A130109					16,9	989,029.00-				16,989,029.00-	
AFR038 AFR038 AFR038	11/15/2023 11/15/2023 11/15/2023	0000810000 0000810000 0000803010	01 01 01	1 1 1	089755-1755 089755-1755 089755-1755	1,0	567,845.58- 938,511.72- 724,993.91-					
AFR038 AFR038	11/15/2023 11/15/2023	0000803000 0000803000	01 01	1	089755-1755 089755-1755	1,9	957,601.11- 502,683.60-					
TOTAL FOR	AFR038					12,	791,635.92-				0.00	****

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Fixed Asset Reconciliations

- Using the monthly FAMIS reports-Cash payments made in FRS, if capital or controlled then flow into FFX
- FFX assets are added
- Ensure FRS and FFX Match or Reconcile
 - FBMR095- Expenses to Assets
 - TBMR003-Assets to General Ledgers
 - TBAR010-FRS to FFX
- Year end Land Recon-SREO to FAMIS Fixed Assets



ACCOUNT RECONCILIATION

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FBMR095 Reconciliation

- Reconciling current FY expenses with Capital codes to Fixed Assets with PO (4400) as acquisition method-by GL account (AFR Category)
- Reconciled at month end, reviewed, signed, and dated by Property Manager
- File for retention and audit review
- FIXED ASSET EXPENDITURE RECONCILIATION SUMMARY is a spreadsheet used to reconcile current fiscal year expenditures using capital object codes in the FRS module to assets that are approved in the FFX module with PO (4400current year purchase) as the acquisition method
 - The figures on the left side of the spreadsheet are from the FBMR095
 - The right side of the spreadsheet is the FFX side and the figures come from FRS screen 80 subcode 4400

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TEES Expenses to Assets Reco			February				FY24	
		Subcode	A/P or FRS	Total by	G/L	G/L 4400	FFX	Differences
		Summary	Errors	Object Code	Account	Subcode	Errors	
		(FBMR095)	Adjustments			(prt scn FRS80)	Adjustments	
Land:	8110	0.00		0.00	089700	0.00		0.00
Bldgs:	8000	0.00		0.00	089705	0.00		
&	8010	0.00		0.00				
Infr	8115	0.00		0.00	089715			
	8250	6,450.00		6,450.00			6,450.00	add to FFX
		6,450.00	0.00	6,450.00		0.00	6,450.00	0.00
SW	8345			0.00				
Veh	8370	0.00	0.00	0.00				
Veh	8371	0.00		0.00				
Total		0.00	0.00	0.00		0.00	0.00	0.00

FFX and FRS Reconciliations

- TBMR003-Assets to General Ledgers
- TBAR010-FRS to FFX
- Place the values on the spreadsheet
- Review the variances
- Compare to prior month, if this helps
- Challenge is working the differences
- If can add assets before the month end, this helps tremendously; otherwise, there will be reconciling items
- System Office and TEES example

878		STRATIVE		CES (CC01)		
010						
			12/01/23	FY24	1	
Description	G/L	Account	Asset	Asset	Difference	Change
		Control	Total	Total		from last
			(TBAR003)	(prt scrn #18or80)		Reconciliation
Land & Improvements	089700	1700	4,550,127.94	4,550,127.94	0.00	0.00
Buildings & Improvements	089705	1705	120,432,908.25	120,432,908.25	0.00	0.00
Facilities & Other Improvements	089712	1712	14,264,719.09	14,264,719.09	0.00	0.00
Infrastructure	089715	1715	93,308,424.75	93,308,424.75	0.00	0.00
Leasehold Improvements	089720	1720	2,254,026.78	2,254,026.78	0.00	0.00
Departmental Equipment	089730	1730	26,707,615.61	26,707,615.61	0.00	0.00
Vehicles	089735	1735	15,348,223.44	15,348,223.44	0.00	0.00
Libr Bks & Materials-Depr	089740	1740	48,009.03	48,009.03	0.00	0.00
Libr Bks & Materials- Non-Depr	089741	1741	0.00	-	0.00	0.00
Museums/Collections	089744	1744	157,664.26	157,664.26	0.00	0.00
Museums/Collections	089745	1745	0.00	-	0.00	0.00
Construction in Progress	089755	1755	799,096,251.14	799,096,251.14	0.00	58,731,156.41
Intangable	089765	# 1765	39,559,124.02	39,559,124.02	0.00	0.00
			1,115,727,094.31	1,115,727,094.31	0.00	58,731,156.41

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TEES FIXED ASSET RECONCILIATION											
			February	FY24							
Description	G/L	Account	Asset	Asset	Difference						
		Control	Total	Total							
			(TBAR003)	(prt scrn #18or80)							
Land & Improvements	089700	1700	9,000.00	9,000.00	0.00						
Buildings & Improvements	089705	1705	193,220,035.04	193,220,035.04	0.00						
Facilities & Other Improvements	089712	1712	6,236,212.41	6,236,212.41	0.00						
Infrastructure	089715	1715	35,247,958.09	35,247,958.09	0.00						
Leasehold Improvements	089720	1720	0.00	0.00	0.00						
Departmental Equipment	089730	1730	127,293,438.62	127,836,495.12	-543,056.50						
Equipment - Federal Govt	089731	1731	5,279,375.46	5,078,101.99	201,273.47						
Equipment - Other Organizations	089732	1732	1,907,199.32	1,545,748.24	361,451.08						
Vehicles	089735	1735	1,652,860.62	1,652,860.59	0.03						
Libr Bks & Materials- Non-Depr	089741	1741	35,029.00	35,029.00	0.00						
Art/Hist Treasures- Non Depr	089744	1744	14,001.00	14,001.00	0.00						
Construction in Progress	089755	1755	61,942,935.25	61,954,535.25	-11,600.00						
Intangable	089765	1765	828,654.00	828,654.00	0.00						
			433,666,698.81	433,658,630.73	8,068.08						

Land Reconciliation-Periodic, at least Annually Completed

- The System Office SREO team reconciles all Texas A&M members land with the General Land Office, annually around October
- An annual land report is sent from the Office of General Counsel-Real Estate <u>sreo@tamus.edu</u>
 - List is by system member
 - Report may include Surface interest and Mineral Interest
 - For the fiscal year SREO provides data after September 1
 - If you need a report during the year, feel free to send an email
- FAMIS assets in class code 801001 Land & Land Improvements



/ X		<u> </u>	- -				
FY23 RECONCI	LATION OF SREO AND FAMIS L	AND VALUES an	id A(CREAGE			
10/12/23							
TAMUS (01)				Acres			
FY22 SREO TO	DTAL			4,432.55250			
Transactions for	r FY23						
021-001-113	Land Purchase			48.43000			
021-001-115	Land Purchase			88.01500			
FY23 SREO TO	DTAL			4,568.99750			
Reconciling iten	າຮ						
FY23 SREO AD	JUSTED TOTAL			4,568.99750			
SREO total from	n Sept 1,2023 spreadsheet			4,568.99750			
	Difference			0.00000			
	Matches						
	SREO						
	SILLO						
FY22 FAMIS TO	DTAL(FFX GL acct 089700)	\$2,949,091.80		4,432.55250			
Iransactions for	r F Y23						
2210746663 01		\$345,974.48		16.00000			
2210746663 02		\$701,247.02		32.43000			
2210746745 01		\$553,814.64		88.01500			
FY23 FAMIS TO	FY23 FAMIS TOTAL(FFX GL acct 089700) \$4,550,127.94 4,568.99750						

FAMIS FFX screen 501



Questions



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Reporting Considerations

Tracy Crowley, CPA Director, Financial Reporting Texas A&M System Office



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Financial Reporting

- Capital Assets is a large percentage of total balance sheet
- Departments purchase assets
- Property manager is responsible for adding the capital assets to FFX
 - Select the appropriate class code
 - Determine acquisition or disposal method
- Important to understand the impact to the financial statements



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Financial Statement Impact Capital Asset Purchase

Asset Purchase - Acquisition	Method PO			
Statement	Sch t of Revenues, Expenses	nedule IV-Fund s, and Changes in Net P	osition by Fund Group	
	E&G	Designated	Investment in Plant	Current Year
Expended for Plant Facilities	(100,000.00)	(250,000.00)	350,000.00	0.00
	Department purchases capital asset (8xxx subcode)	Department purchases capital asset (8xxx subcode)	Property Manager Adds Asset to FFX	Must Net to Zero at Year-End
	Sch Statement of N	nedule III-Fund let Position by Fund Gr	oup	
	E&G	Designated	Investment in Plant	Current Year
Cash	(100,000.00)	(250,000.00)		(350,000.00)
Capital Assets			350,000.00	350,000.00
Total Assets	(100,000.00)	(250,000.00)	350,000.00	0.00
Fund Balance/Net Position	100,000.00	250,000.00	(350,000.00)	0.00

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Capital Asset Schedule N-2

- Capital assets listed by type, activity is reported by column
- Sample Schedule N-2 (partial)
- Sch N-2 Report Definitions See Handout on website

			Schedule N-2			
		Texas A8	kM University System	n Offices		
		N	lote 2 - Capital Asset	S		
		For the	Year Ended August 3	1, 2023		
	Beginning		Increase/Decrease			
	Balance	Completed CIP	Interagency	Additions	Deletions	Ending Balance
Non-Depreciable/Non-Amort.						
Assets						
Land and Land Improvements	4,550,127.94	0.00	0.00	0.00	0.00	4,550,127.94
Construction in Progress	508,899,024.11	(25,189,696.19)	(101,179,562.36)	357,835,329.17	0.00	740,365,094.73
Other Tangible Capital Assets	157,664.26	0.00	0.00	0.00	0.00	157,664.26
Total Non-Depreciable/Non-						
Amortizable Assets	513,606,816.31	(25,189,696.19)	(101,179,562.36)	357,835,329.17	0.00	745,072,886.93
Depreciable Assets						
Buildings	115,403,357.44	3,761,485.12	(6,223,552.33)	7,491,618.02	0.00	120,432,908.25
Infrastructure	79,076,284.08	14,232,140.67	0.00	0.00	0.00	93,308,424.75
Facilities and Other Improvements	13,614,063.94	655,532.15	0.00	0.00	(4,877.00)	14,264,719.09
Furniture and Equipment	28,976,030.24	4,414,808.47	(2,663,228.97)	44,805.45	(4,064,799.58)	26,707,615.61
Vehicles, Boats, and Aircraft	15,221,701.53	0.00	(25,000.00)	151,521.91	0.00	15,348,223.44
Other Capital Assets	180,204.85	2,125,729.78	0.00	2,271.30	(6,170.12)	2,302,035.81
Total Depreciable Assets	252,471,642.08	25,189,696.19	(8,911,781.30)	7,690,216.68	(4,075,846.70)	272,363,926.95

FFX Class Codes

- Screen 581 FFX Class code table defines the GL Account and Account Control
 - GL Account 089730, 1730 Furniture & Equipment
- GL Account determines the Schedule N-2 Row

581 Class Table Display			04/	/05/24	14:	42
			Fነ	' 2024	- CC I	00
Screen: Start from Class: 842000 Order: A	Vie	w Maste	en: N Fr	ozen:	Ν	
-						
SPA		Depr	-	Acct	Use	F
Class Cls Rq Description C	ар	Ind Mt	n GL	Cntl	Life	z
842001 150 Y CLASSROOM TEACHING AIDS & INSTRUCT E	Y	Y SL	089730	1730	84	
842002 150 Y GYM EQUIPMENT	Y	Y SL	089730	1730	84	
842101 105 Y FURN-BOOKCASE/CREDENZA/CABINETS(EX.F	Y	Y SL	089730	1730	120	
842102 103 Y FURN - CHAIRS/STOOLS/SETTEES	Y	Y SL	089730	1730	120	
842103 101 Y FURN - DESKS	Y	Y SL	089730	1730	120	

FFX Acquisition/Disposal Codes

- FFX Screen 583 Acquisition (A) and Disposal (D) codes
- Account Control determines the Sch N-2 Column
- Acquisition method 'PO' is commonly used for asset purchases
 - N-2 Additions column

583 Acq/Disp Method Controls Display							
Screen: ACQ/DISP: A Code: PO							
Acquisition Account or Disposal Code Control Description							
A	PO	4400	PURCHASES/CREDITS-CURRENT YEAR				
A	ΡY	4620	PRIOR YEAR RESTATEMENT				
A	RC	4410	RECLASS FROM CIP				
A	ΤA	4415	TFR FROM NON-TAMUS AGY W/I TX				

FFX Acquisition/Disposal Code Crosswalk

- Shows N-2 column and operating statement row for each code
 - See Handout on website

Ac	quisition and				
Acquisition/ Account Disposal Method Control		Account Control	FAMIS Description	Column Placement AFR N-2 Schedule	Operating Statement Impact
Acc	uisition Metho	ds			
А	PO	4400	Purchases / Credits-Current Year	Additions	Expended for Plant Facilities
А	PY	4620	Prior Year Restatement	Adjustments	Restatement
А	RC	4410	Reclass from CIP	Completed CIP	IntraFund Transfer In
А	TA	4415	Trf From Non-TAMUS Agency W/I TX	Inc-Interagency Transactions	Transfer from Other State Agencies

Disposal Methods					
D	AJ	5495	Current Year Adjustments	Deletions	Other NonOperating Expense
D	AM	5622	PY Restatement-Amortization	Adjustments	Restatement
D	CJ	5419	TDCJ Computer Recovery Program	Deletions	Gain (Loss) on Disposal of Capital Asset
D	CN	5410	Cannibalized	Deletions	Other NonOperating Expense
D	DA	5410	Damaged	Deletions	Other NonOperating Expense
D	DD	5410	Non-Functioning / Obsolete	Deletions	Other NonOperating Expense

Capital Asset Transfers

- Intra-System Transfers
 - Must match between System Members
 - Acquisition/disposal method corresponds to Campus Code
 - Business objects query useful to verify amounts
 - Eliminated on TAMUS Combined AFR
- Transfers with Non-TAMUS State Agencies

Agency	Uses SPA	Example	SPA Entry Required
Internal	Yes	TxDOT	Yes
External	No	UT	No

- Both agencies must agree and book the same value and <u>asset type</u> (vehicle, equipment, etc.)
- Eliminated on State CAFR

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Transfer Documentation

- Document asset transfers to/from Non-TAMUS agencies
 - Internal Printout from SPA showing asset transfer
 - External Transfer Worksheet signed by other Agency
 - "External to External transfer worksheet" from Comptroller's website – submit to System Office, not SPA
- Submit with AFR package (Sept/Oct)
- Intra-System Transfers verified during mid-September
 - Financial reporting team completes schedule and submits to System Office



State Requirements

Note 2 Submitted via <u>CANSS web application</u>



- Reconcile to AFR schedule N-2 (Note 2) by row and column
- Deadline October 20th
- USAS entries required
- Enter data prior to deadline to allow time to resolve errors
- Who will update CANSS and post USAS entries?

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Note 2/CANSS Columns

Column	What to review
Beginning balance	Should match PY published N-2 schedule CANSS beginning balance populated from USAS
Adjustments	Column should net to zero. If there is a balance, amount should be reported as a restatement, need to consider materiality
Completed CIP	Must net to zero
Interagency Transactions	Includes intra-system transfers and transfers with other state agencies
Additions	Verify Depreciation/Amortization matches operating statement
Deletions	Cost of assets removed in deletions column cannot exceed the depr/amort removed (CANSS edit)
Ending Balance	Must match USAS balance to certify

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AFR Review - Schedule N-2

- System Office Example available on website
- Review CIP row
 - Has balance changed?
 - Is there a pending project close-out?
 - Unusual to have Deletions for CIP
- Review fully depreciated assets are they still in use?
- Operating Statement (Schedule IV-Fund), Expended for Plant Facilities row must net to zero

FFX Overnight Process

- FFX Entries are fed to FRS overnight
- Impact of FFX entries is not reflected on the financial statements until the following day
- FFX batch feeds to FRS and updates the capital asset GL accounts
- Keep in mind at year-end, adjustments may be needed for financial statements



Leases and RTU Assets



- Accounting guidance for leases changed effective FY 2022
- Operating and Capital leases are gone
- Now we have "Right-to-Use" (RTU) assets
- Contracts that meet specific criteria are recorded in FinQuery software (formerly LeaseQuery)
 - Use of someone else's asset for "specified period of time"
 - Materiality Threshold \$100,000
 - Careful contract analysis....LOTS of contracts
- Property managers were involved in recording capital leases
- Not typically involved in RTU assets, entries generated from FinQuery
- Included on capital asset Note 2, enter in CANSS and USAS

SBITA – Software Subscriptions

- Accounting guidance for software subscriptions (cloud computing) changed effective FY 2023
- New acronym SBITAs, Subscription-Based IT Arrangements
- Contracts that meet specific criteria are recorded in FinQuery software (formerly LeaseQuery)
 - Right to Use another party's software for "specified period of time"
 - Materiality Threshold \$500,000
 - Careful contract analysis
- Include on capital asset Note 2, enter in CANSS and USAS



Gift Report



- During desk review, compare total gifts reported on the 4th quarter gift report to gift total per the financial statements
- Non-monetary gifts reflected on the gift report should be recognized as gift revenue

Capital Gifts

- Added in FFX using acquisition method 'GF'
- Value is the estimated fair value at date of gift

Gift Report (cont'd)

- Non-Capital Gifts (below capitalization threshold)
- Gift revenue is recorded using a journal entry
 - Journal entry will vary depending on type of asset
- Typical Journal Entry
 - Debit SL expense code (similar to code used if the donated asset were purchased such as supplies)
 - Credit SL Gift Revenue 0295, Non-Monetary Gifts
- Communicate with gift receipting to identify assets that need to be recorded



Questions?

- Finished day 1
- Start back at 8:15 am



