Asset is Purchased

**AB Purchase Order Process**
- AB Req transfers to AB PO, and asset gets ordered.
- Dept receives asset, creates receipt on AB PO, and enters received date.
  (View on PO Receipt page)
- AAPO receives “FAMIS PFFX Notification” email and enters PFFX.
- Dept receives invoice & enters into AB. Voucher payment is initiated.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX.

**AB Non-PO/Invoice Process**
- Dept receives asset, enters invoice & “Non-PO Received Date” into AB.
  (View on AB Summary page)
- Dept Business Office notifies AAPO of new asset.
  No “FAMIS PFFX Notification” emails are sent.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into the invoice’s AB Comments for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX.

**Payment Card Process**
- Dept receives asset, allocates asset in Concur to inventory object code. Must attach invoice/receipt.
  (View in Concur)
- Dept Business Office notifies AAPO of new asset.
  No “FAMIS PFFX Notification” emails are sent.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX.

**Payment Card Process**
- Dept Business Office notifies AAPO of new asset.
  No “FAMIS PFFX Notification” emails are sent.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX.
**AB Non-PO/Invoice Process**

- Dept receives asset, enters invoice & “Non-PO Received Date” into AB. (View on AB Summary page)
- Dept Business Office notifies AAPO of new asset. No “FAMIS PFFX Notification” emails are sent.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into the invoice’s AB Comments for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX. (*Ref Voucher*, No FAMIS PO#)

**Payment Card Process**

- Dept receives asset, allocates asset in Concur to inventory object code. Must attach invoice/receipt. (View in Concur)
- Dept Business Office notifies AAPO of new asset. No “FAMIS PFFX Notification” emails are sent.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX. (*Concur Report key*, NO FAMIS PO#)

**SAME**

- Dept receives asset, enters invoice & “Non-PO Received Date” into AB.
- Dept Business Office notifies AAPO of new asset.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into the invoice’s AB Comments for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX. (*Ref Voucher*, No FAMIS PO#)
- Dept receives asset, allocates asset in Concur to inventory object code. Must attach invoice/receipt. (View in Concur)
- Dept Business Office notifies AAPO of new asset.
- Using Canopy, either Dept Business Office or AAPO creates manual FAMIS PO# (XA#), asset #, and enters PFFX (Use NonPurchasing Preliminary Asset Option)
- Either Dept Business Office or AAPO enters XA# and asset # into Concur FAMIS Ref A & Asset fields for Property Mgmt to access.
- Error shows on Property Mgmt’s TBAR010 report that asset needs to be added to FFX. (*Concur Report key*, NO FAMIS PO#)