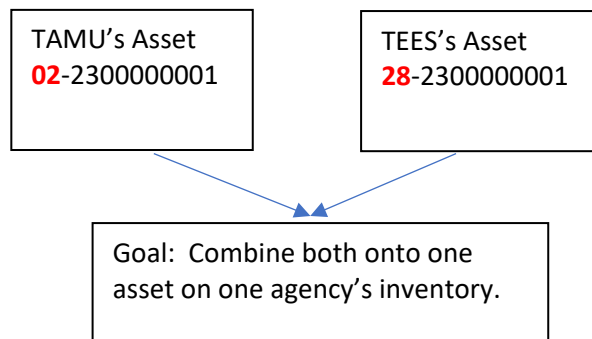


Split Asset Purchases between TEES and TAMU

If your department purchases an asset and splits it between TEES and TAMU accounts, then you will receive two asset tags, one for TEES's (campus part 28) part of the funding and one for TAMU's (campus part 02) part of the funding. This means that the asset is on two inventories. **Your goal is to get it onto one inventory.** To do this, you need to decide which agency will maintain the asset. Then, process a Transfer of Departmental Property (TDP) from the agency dropping their portion of the asset to the maintaining agency. Add a note to the TDP citing the asset numbers and instructions to combine the two assets into one. The appropriate Fiscal Property Management Office's will combine the costs onto one asset and drop the one that is no longer needed. Finally, you will only need to account for the asset on one agency's annual physical inventory, not both.

Example: Your department buys a computer for \$600. TAMU will pay \$400, and TEES will pay \$200. Throughout this process, two preliminary asset tags will be created. You will need to combine them into one asset on one agency's inventory. How?

Note: If you do not follow this process, then the asset will show up on your Annual Physical Inventory for both agencies, and you will have to account for the asset two times each year instead of one. You will also get two asset tags for the same asset: 02-nnnnnnnnnn and 28-0000000000.



1. The inventory system in FAMIS will automatically create a preliminary asset tag number on either TAMU (part 02) or TEES (part 28) for you to use. Unfortunately, it is not consistent on which agency it will pick. It is not determined by who paid the most.

For this example, the system set up the preliminary asset tag on TAMU. Behind the scenes, the number will have a 02 in front to identify it as being on TAMU: 02-2300000001.

2. If it sets up the tag number at TAMU, then you will need to enter the preliminary fixed asset (PFFX) information in TAMU, in this example for 02-2300000001.

3. After you enter the PFFX onto TAMU's 02-2300000001, then contact TEES Property with the FAMIS PO number and TAMU's preliminary asset tag number. They must know both numbers. Since the asset is not approved yet, there is no way for them to look up a preliminary asset tag without the FAMIS PO number.
4. Next, TEES will contact TAMU and ask them to copy their pre-asset tag, 02- 2300000001, to TEES. When they copy it to TEES, it will have all the PFFX information that you entered. The system will automatically create a preliminary asset tag on TEES (part 28) as 28-2300000001. It adds the "28" behind the scenes.
5. To be clear, there are now two preliminary asset tags on two inventories: TAMU as 02-2300000001 and TEES as 28-2300000001. It must be this way because each agency only has the authority to approve their funds onto the assets, not that of the cost-sharing agency.
6. Next, each agency will work their preliminary asset and approve the asset with only their part of the cost.
7. Now, two approved assets will exist for a portion of the cost, not the entire cost. In this example, TAMU will approve \$400 on 02-2300000001, and TEES will approve \$200 on 28-2300000001.

One issue you will encounter is how to know when each agency has approved their cost. Most likely, they will not approve them at the same time. Once they do, they will each send you an official bar code tag sticker. You may be able to identify who sent each one by looking at the first two digits in front of the 10-digit asset number. If it has 02, that is from TAMU. If it has 28, then it is from TEES. So, once you receive both tags, then you will know for sure that they have both approved their cost. This means the asset is on both of their inventories, but only for their portion of the cost.

8. **Your goal is to get the entire cost combined onto one asset number onto one campus's inventory. You can only do this once both agencies have approved their respective asset.** First, you need to decide which agency will maintain the asset.
9. Next, the department needs to process a Transfer of Departmental Property (TDP). The "from" department is the agency that needs to remove asset, and the "to" department is the one who will maintain it. Add a note to the TDP citing which asset to drop and which one to add the cost to, thus combining the two assets into one. The appropriate Fiscal Property Management Office's will combine the costs onto one asset and drop the asset that is no longer needed.

In this example, TAMU will maintain the asset on its inventory using asset 02-2300000001. To do this, process a TDP from TEES to TAMU to join the approved assets. Request to move 28-2300000001 for \$200 to TAMU. On the TDP notes, say, "Combine the cost on 28-2300000001 with 02-2300000001 and maintain the asset on TAMU's inventory." Then, TAMU Property Management will add the approved TEES cost to the approved TAMU cost. TEES will dispose of 28-2300000001.

10. After the TDP processes, you will only need to keep the maintenance agency's tag on the asset. In addition, you will only need to account for the asset on one agency's annual physical inventory, not both.

In this example, the asset will now exist on one agency, TAMU, under one asset number, 02-2300000001, for the entire cost of the asset.

Note: You will know if you have the asset on two inventories if 1) each agency sends you a tag, for example, one saying 02-2300000001 and 28-2300000001, and 2) if you must account for the asset on two annual physical inventories. If you do not process the TDP to combine it, then the asset will show up on your Annual Physical Inventory for both agencies, and you will have to account for the asset two times each year instead of one.

To get a list of your department's assets, you can download them. In Canopy, set the Campus you desire to view. The go to FFX – Search – Asset Search – Dept. Click the download link to get them in excel format. After you have processed the TDP, you can double check that the asset is on the agency desired for the full amount, and dropped from the other one.

Canopy
The Texas A&M University System v.4
Campus: 28 (Texas A&M Engineering Exp Stat) Fiscal Year: 2024 Set CC/FY
SSO Menu SSO Logoff
Payroll FFX FRS Routing System

Main Menu > FFX > Search > Asset Search HELP? >>> FEEDBACK

Asset Search Attribute Search Building Search Room Search Department Search Transfer Search Sequence Search

Department: FISC Sub Department: Status: A Class: Asset: Fiscal Year: 2024 Show Only SRS assets:

Search All Sub Departments: Yes No

ASSETS (TOTAL ITEMS: 72)											
Asset	Dept	Sub Dept	SRS	Description	Campus-Bldg	Room	Other Location	Class Code	TDP Document	Acq Date	Total Cost
0000001598	FISC		N	TESTING & CHARACTERIZATION FACILITY	28-01598			811001		10/17/2017	\$6,598,272.88
0000001611	FISC		N	GERB CAPITAL LEASE	28-01611	BLDG		811001		08/14/2015	\$39,984,287.47
0000501610	FISC		N	HEALTH TECHNOLOGIES BUILDING	28-01610	BLDG		811011		07/13/2005	\$12,032,689.41
0000L00002	FISC		N	20.7 ACRES OF LAND	28-00001	LAND		801001		02/28/2001	\$9,000.00