

# Fixed Assets (1 of 2) User Manual

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FAMIS Services  
The Texas A&M University System



# Introduction

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

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

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

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

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**(CONTINUED IN FFX USER'S MANUAL – PART 2)**

# Fixed Assets Menus

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

## Menu 001 - Fixed Assets Main Menu

001 Fixed Assets Main Menu		01/29/09 09:01
Screen: ____ Asset: _____ Component: ____ Seq: _____		FY 2009 CC 02
FAMIS FFX MODULE		
Active Processing Month: 1 January		
M51 Fixed Assets Menu		
M52 Asset Transactions Menu		
M53 FFX Inquiry Menu		
M55 Entire Connection Download/Print		
S01 Table Menu		
AFR Annual Financial Reporting		
FRS Financial Records System		
GCP General Construction Projects		
SPR Sponsored Research Module		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp Pers SOR		

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

## Menu M51 - FFX Add/Update Menu

M51 FFX Add/Update Menu		01/29/09 09:02
Screen: ____ Asset: _____ Component: ____ Seq: _____		FY 2009 CC 02
*---- Component Create/Modify ----*		*---- Inventory and Buildings ----*
501 Purchasing/Vendor Data		535 Departmental Inventory
502 Property Control Data		540 Building Create/Modify
504 Maintenance/Insurance Data		541 Building Segment/Betterment
509 Copy/Delete		542 Building Segment Inquiry
		543 Building Room Nbr Table
		544 Building Room Asset Inquiry
*-- Fund Sequence Create/Modify --*		*---- Preliminary Fixed Assets ----*
503 Fund Sequence Add/Update		545 View Preliminary Assets
		546 Preliminary Fixed Asset Data
*----- Asset Create/Modify -----*		*----- Other -----*
505 Location Data		M52 FFX Transaction Menu
506 Property Inventory Data		M53 FFX Inquiry Menu
508 Asset Notes		M55 Entire Connection Download
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

## Fixed Assets Menus (cont'd)

Menu M52 is a submenu of 001 and allows you to open and close batches in the FFX Module, as well as make changes, additions and modifications to fixed assets previously entered in FAMIS.

### Menu M52 – FFX Transaction Menu

M52 FFX Transaction Menu		01/29/09 09:02
		FY 2009 CC 02
Screen: ____ Asset: _____ Component: ____ Seq: _____		
*-- Transaction Create/Modify --*		
510 Open/Close Session	M51 FFX Add/Update Menu	
511 Approval	M53 FFX Inquiry Menu	
512 Depreciation Maintenance	M55 Entire Connection Download	
513 Disposal		
515 Change in Cost by Fund Sequence		
516 Change in Est/Meth/Acct		
517 Undispose Asset Component		
519 Transfer Within Member		
520 Renummer Approved Asset Component		
521 Livestock		
*----- Other -----*		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

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

### Menu M53 – FFX Inquiry Menu

M53 FFX Inquiry Menu		01/29/09 09:03
		FY 2009 CC 02
Screen: ____ Asset: _____ Component: ____ Seq: _____		
*-- Asset Component Inquiry --*		
500 Asset Component Inquiry	539 Component Sequence Snapshot	
523 Transaction Inquiry by Asset	547 Sequence Search by Purch Acct	
524 Session/Batch Header List	548 Sequence Search by Voucher	
527 Transaction Inquiry by Batch	549 Sequence Search by Doc/PO	
528 Asset Search		
529 Selection Query List	*----- Other -----*	
531 Asset Component Snapshot	M51 FFX Add/Update Menu	
532 Asset Search By Dept and Class	M52 FFX Transaction Menu	
533 Inquiry by Search Value	M55 Entire Connection -	
534 Asset Search by Department	Download/Print Menu	
536 Limited Asset Inquiry		
537 Asset Search by Attribute		
538 Asset Transfer Inquiry		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		



## Fixed Assets Menus (cont'd)

Menu M55 is a submenu of 001 and displays all FFX screens that have either Entire Connection download or print capability.

### Menu M55 - Entire Connection Download Menu

M55 Entire Connection Download	01/29/09 09:04 FY 2009 CC 02
Screen: ____	
*-----* Download *-----*	
*** Assets ***	
532 Asset Search By Dept & Class Cd	M51 FFX Add/Update Menu
534 Asset Search By Department	M52 FFX Transaction Menu
547 Sequence Search by Purch Acct	M53 FFX Inquiry Menu
581 Class Table Display	
582 Capitalization Rules Display	
583 Acq/Disp Method Controls Disp.	
584 Inflation Codes Display	
585 Depreciation Rules Display	
*** Tables ***	
537 Asset Search by Attribute	
860 Department Table Maintenance	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp	

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

### Menu S01 - Table Menu

S01 Table Menu	01/29/09 09:05 FY 2009 CC 02
Screen: ____	
* Table Display *	* Table Update *
581 Class Table	591 Class Table
582 Capitalization Rules	592 Capitalization Rules
583 Acq/Disp Method Controls	593 Acq/Disp Method Controls
584 Inflation Codes	594 Inflation Codes
585 Depreciation Rules	595 Depreciation Rules
589 Department Table	805 GL Subcode Descriptions
	806 SL Subcode Descriptions
	850 Person Information
	860 Department Table
* System Controls Display/Update *	
590 System Controls	
598 SPA Edits Override Screen	
882 Current Session Campus and/or Fiscal Year	
899 Maintain Dictionary Values	
900 Batch Report Specification	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---	
Hmenu Help EHelp	



# **Section II**

## **Fixed Assets**

### **Basic Concepts**

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# Fixed Assets – Basic Concepts

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

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

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

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

These primary functions may be summarized as:

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

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

This involves:

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

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

## Fixed Asset Terminology

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

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

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

**COMPONENT NUMBER:** A component number is a 2-digit numeric identifier used in combination with the asset number to uniquely identify an asset or a portion of an asset so that it may be distinguished by class, date of purchase, in-service date, etc. Component numbers are assigned by the system in sequential order. Attribute (non-dollar) data is generally maintained at the component level. Summary dollar data is stored and reportable at the component level, but the specific funding detail is stored at the fund sequence level.

### **COMPONENT**

#### **STATUS:**

The component status is an indicator of whether an component is officially recognized by the agency/institution. Values for the component status include: **Pending** (pending components are created by the feed from accounts payable vouchers or by directly entering them into the system via the 501-509 Screens), **Approved** (components are approved by Property Accounting using Screen 511), and **Disposed** (components are disposed by Property Accounting using Screen 513). Preliminary assets do not have component statuses (because they don't have components) and are not recognized in the FFX system except on Screen 545 and 546. An asset may have preliminary assets and pending, approved, and disposed components all at the same time. When an asset has more than one component status, the "asset status" becomes the highest component status (i.e. approved, then pending, then disposed, and finally, preliminary).

#### **FUND:**

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

### **FUND SEQUENCE**

#### **NUMBER:**

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

### **PRELIMINARY**

#### **ASSET:**

A preliminary asset is created in the FRS purchasing module (usually by departmental personnel) to represent goods that are purchased through the use of a capital or controlled object code. The preliminary asset number is composed of the purchasing document number and a four digit sequence number. The purchase cannot be officially "received", or paid, prior to the creation of one or more preliminary assets. The dollar total of the preliminary asset(s) must be greater than or equal to the amount of the received goods before receiving can be closed.

## Fixed Assets – Basic Concepts (cont'd)

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The preliminary asset becomes a “pending” asset when EITHER the purchasing document is paid, posted, and the TAPFD (TBDU065) job is run OR when the Property Office types a pending asset number in the ‘Asset’ field on FFX Screen 546. An asset may be returned from pending to preliminary status by removing the pending asset number from the ‘Asset’ field on FFX Screen 546. When this is done, all fund sequences for the component are deleted.

### **TAG NUMBER:**

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

### **SIGHT IDs:**

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

- A = Airplane
- B = Boat or Ship
- F = Purchased with Federal funds
- G = Group
- K = Gift received after June, 1989
- L = Livestock
- M = Moves under own power without a license plate
- P = Lease Purchase Asset
- V = Vehicle
  
- 0 = None of the above
- 5 = Lease Purchase Payable
- 6 = Construction in Progress





# Preliminary Fixed Assets – Basic Concepts

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

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

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

## **Asset**

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

## **Tag/Asset Number**

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

## **Items Requiring Inventory or Tag/Asset Numbers**

Purchases above \$4,999.99 and controlled assets must be assigned a tag/asset number. Examples of controlled assets include printers, cameras, handguns, etc.

## **Dept/Sub-Dept Code**

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

## **Group Code**

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

## **Ten Day Rule**

According to *The Texas A&M University System Equipment Management Manual*, Section 4-1, the inventory number must be permanently affixed to an item promptly on receipt, but not later than ten (10) calendar days after receipt, unless prevented by unusual circumstances.

## Preliminary Fixed Assets – Basic Concepts (cont'd)

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### **Bar Code Labels**

Bar code labels may be used to identify assets. For example for most Members, the Property Manager mails bar code labels to the departments with the monthly reports after the invoice has been paid and the assets have been approved by the Fiscal Office. Most members receive asset information in a download from FAMIS and then use this data as input to their Bartender software (InCircuit) to create the bar code labels.

### **Freight and Discounts**

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

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

### **Partial Payments on Purchase Order**

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

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

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

3. These items will feed again when invoiced.

### **Room Table**

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

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

# View Preliminary Assets

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

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

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

## Screen 545 - View Preliminary Assets

545 View Preliminary Assets										02/26/09 15:18	
										FY 2009 CC 02	
Screen: ____ Starting from Doc: ____ Doc Seq: ____ Order: A										Prelim Only: Y	
Sel	Doc Nbr	Doc Seq	Tag	Number	Add To	Asset Nbr	St	Comp Cost	Description		
—	P706080	0004	0700089910					1010.42	MICROSCOPE, STERE		
—	P706080	0005	0700089911					1010.42	MICROSCOPE, STERE		
—	P706080	0006	0700089912					1010.42	MICROSCOPE, STERE		
—	P706080	0007	0700089913					1010.42	MICROSCOPE, STERE		
—	P706080	0008	0700089914					1010.42	MICROSCOPE, STERE		
—	P706271	0001	0800091156					2767.00	SONY DMXP01 PORTA		
—	P706841	0002	0800090795		Y			2166.95	COMPUTER, QUAD CO		
—	P707050	0004	0800092505					832.00	GOLD SUPPORT SERV		
—	P707050	0005	0800092506					221.25	GOLD SUPPORT 1 YR		
—	P800911	0001	0800091036					309.00	DELL ULTRASHARP 1		
—	P801854	0001	0800095213					1804.00	SONY PROJECTOR &		
—	P801854	0002	0800095214					1655.00	SPECTRUM LECTERN		
—	P801854	0003	0800095215					2998.00	SMART SYMPODIUM &		
*** Press ENTER To view more Assets ***											
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--											
Hmenu Help EHelp											

## Basic Steps

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

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

### Action Line

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

**Doc Seq:** 4 digits  
Indicate the document sequence number order in which the preliminary assets were recorded from the purchase document.

## Screen 545 – View Preliminary Assets (cont'd)

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<b>Order:</b>	1 character Signify the desired <u>order</u> for the displayed list: A = Ascending D = Descending
<b>Prelim Only:</b>	1 character Type 'Y' to display <u>only assets in preliminary status</u> . Leave this field blank to show all assets.

### **Screen Information**

<b>Sel:</b>	1 character Type an 'X' to <u>select</u> a preliminary fixed asset for further display on Screen 546.
<b>Doc Nbr:</b>	7 character/digits Displays the <u>purchase order document number</u> .
<b>Doc Seq:</b>	4 digits Displays the document <u>sequence number</u> of the asset to the document.
<b>Tag Number:</b>	10 digits Displays the tag <u>number automatically assigned</u> by the system for the asset in the preliminary fixed asset section of FAMIS purchasing.
<b>Add To:</b>	1 character 'Y' indicates the selected asset should be <u>added</u> to an existing asset.
<b>Asset Nbr:</b>	10 digits Identifies the <u>number of the asset</u> .
<b>St:</b>	1 character Displays the <u>status</u> of the asset. Valid values are: P = Pending A = Approved D = Disposed
<b>Comp Cost:</b>	11 digits Indicates the <u>total dollar value of the asset component</u> at time of purchase/acquisition.
<b>Description:</b>	17 characters Displays a short <u>description of the asset</u> .

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
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# View Detailed Preliminary Asset Data

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

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

## Screen 546 - Preliminary Fixed Asset Data (Panel 1)

546 Preliminary Fixed Asset Data		02/26/09 15:21
		FY 2009 CC 02
Screen: ____	Doc: A727696 Doc Seq: 2____	Page: 1 <More>>>
Asset: _____	Component: _____	Status: _____
Tag Number: 0700087494 Add to Asset:		
Asset Description: DELL INSPIRON 6400 HARNER		
Line 2:		
Component Cost:	1952.90	Acq Method: PO
PO Nbr: _____ PO Acct: _____		
Manufacturer Name: DELL		
Model Number: INSPIRON 6400	Serial Number: HDHLSCL	
Vendor Name: DELL MARKETING INC	Nbr: 1vvvvvvvvvB	
Class: 843501 SERVERS/MINICOMPUTERS		
Acquisition Dt: 04/24/2007	In-Service Dt: 05/01/2007	
Condition: 01		
Availability: US	How Tagged: BC	
Related Asset:	Special License:	
Exposure Code:	Software Version:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Left Right

## Screen 546 - Preliminary Fixed Asset Data (Panel 2)

546 Preliminary Fixed Asset Data		02/26/09 15:22
		FY 2009 CC 02
Screen: ____	Doc: A727696 Doc Seq: 2____	Page: 2 <<<More>
Building: 00524	Building Campus: 02	
Room: 242A	Group Code: FAC	
Exec Level: AA	Alt APO Name: CARLSON, CARLA	
Division: CD		
School: LA		
Dept: ENGL	Sub Dept:	Purpose: RE 50.00
Other Location: HARNER		IN 50.00
Ownership/Title: TAMU	Restriction: I	
FAMIS Sponsor:	Historical Ind: N	
	Depreciation Ind: Y	
Maintenance Company:		
Contract Nbr:	Renewal Date:	
Contract Amt:	Warranty Exp:	
Frequency:	Last Maint Date:	
Insured By: SELF	Insured Value:	
Replacement Cost:	Inflation Code: NO	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		Left Right

For preliminary assets, the *tag number* will initially be blank and the status will be blank.

## Screen 546 – Preliminary Fixed Asset Data (cont'd)

---

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

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

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

### **Basic Steps**

- Advance to Screen 546.
- Enter the document number on the Action Line and press <ENTER>.
- Verify that all information shown is correct (i.e. matches the voucher data form).  

If the information shown is not correct, you may make changes using Screens 501 - 508.
- When the preliminary fixed asset record is fed from FRS to FFX, it will create a pending asset number. If this number has not been assigned, you may manually enter it into the Asset: field. You may also blank out the Asset: field if the asset has not yet been invoiced (for example, a partial invoice was paid, but not the one for this particular asset). The asset will have its asset number re-assigned when the next invoice is paid.
- Press <ENTER> to record the pending asset number.

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

#### **Action Line**

- |                   |   |
|-------------------|---|
| ◆ <b>Doc:</b>     | 7 character/digits<br>Identify the <u>purchase document number</u> whose preliminary fixed asset record should be displayed.  |
| ◆ <b>Doc Seq:</b> | 4 digits<br>Indicate the document <u>sequence number</u> order for displaying line item information of the purchase document. |
| <b>Page:</b>      | 1 digit<br>Displays <u>page number</u> of asset data.   |

#### **Screen Information**

- |                   |  |
|-------------------|--|
| <b>Asset:</b>     | 10 digits/characters<br>Displays the <u>pending asset number</u> assigned to the preliminary fixed asset record. |
| <b>Component:</b> | 2 digits<br>Shows the <u>component number</u> assigned to the preliminary fixed asset.                           |

## Screen 546 – Preliminary Fixed Asset Data (cont'd)

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<b>Status:</b>	1 character Indicates the <u>status of the asset number</u> : Approved (A), Pending (P) or Disposed (D).
<b>Tag Number:</b>	10 digits Displays the <u>number assigned</u> to the preliminary asset by the system. This number should become the asset number once it has been approved.
<b>Add to Asset:</b>	1 character 'Y' indicates the <u>asset is to be added</u> to an existing asset record.
<b>Asset Description:</b>	35 characters Displays a brief <u>description of the item</u> that was purchased.
<b>Line 2:</b>	35 characters/digits Shows <u>additional information about the asset</u> .
<b>Component Cost:</b>	14 digits Indicates the <u>total dollar amount spent</u> , including tax, freight, and installation costs, on the purchase of the selected asset.
<b>Acq Method:</b>	2 characters Identifies the <u>method</u> by which the item was <u>acquired</u> .
<b>PO Nbr:</b>	7 character/digits Indicates the <u>purchase order number</u> of the document created to pay for the selected item.
<b>PO Acct:</b>	15 digits Displays the subsidiary ledger (SL) <u>account number</u> plus the support account (SA) number plus the object code on the <u>purchase order</u> used to pay for the asset.
<b>Manufacturer Name:</b>	30 characters Indicates the <u>name of the manufacturer</u> of the item.
<b>Model Number:</b>	20 characters/digits Displays the <u>manufacturer's model number</u> for the selected item.
<b>Serial Number:</b>	20 characters/digits Displays the <u>serial number</u> found on the selected item.
<b>Vendor Name:</b>	30 characters Indicates the <u>name of the vendor</u> from which the item was purchased.
<b>Nbr:</b>	11 digits Displays the FAMIS <u>identification number of the vendor</u> from which the item was purchased.



## Screen 546 – Preliminary Fixed Asset Data (cont'd)

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<b>Class:</b>	6 digits/characters Indicates the <u>inventory classification code</u> and description of the item purchased.
<b>Acquisition Dt:</b>	8 digits Signifies the <u>date</u> on which the selected item was <u>purchased</u> .
<b>In-Service Dt:</b>	8 digits Indicates the <u>date</u> on which the item was <u>available</u> for its intended purpose.
<b>Condition:</b>	2 characters/digits Indicates the <u>condition of the asset</u> . For example: DE = Demolition (17) E1 = Used-Reconditioned – Excellent E2 = Used-Reconditioned – Good E3 = Used-Reconditioned – Fair E4 = Used-Reconditioned – Poor MH = Missing - Hold For Deletion MI = Missing - Not Deleted – F/ INVE MN = Missing – Negligence MS = Missing - Request Now N1 = New Or Unused – Excellent N2 = New Or Unused - Good – UNIMPA N3 = New Or Unused - Fair – Slight N4 = New Or Unused – Poor – Serious
<b>Availability:</b>	2 characters Identifies the <u>availability of the asset</u> . Valid values include: AV = Available BLANK = Undetermined EX = Excess Property LN = On Loan To Another Department MS = Missing, Unable to Locate RE = Restricted, Single Purpose SH = Shareable, On Request ST = Stolen, Damaged, Destroyed US = In use Full Time
<b>How Tagged:</b>	2 characters Identifies the <u>method by which</u> the <u>asset</u> is physically <u>tagged</u> for inventory. For example: BC = Bar Coded DC = Decal ET = Etched MT = Metal Tag NT = No Tag ST = Stamped WR = Written ' ' = Undetermined

## Screen 546 – Preliminary Fixed Asset Data (cont'd)

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

### Panel 2

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

## Screen 546 – Preliminary Fixed Asset Data (cont'd)

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<b>Purpose Pct:</b>	5 digits Indicates the <u>amount of time (percent)</u> the asset will be <u>used</u> for a particular function.
<b>Other Location:</b>	20 characters Displays the <u>location of the asset</u> when it cannot be described in terms of building and room.
<b>Ownership/Title:</b>	4 characters Indicates whether the asset is <u>owned</u> by the institution, an outside agency, or borrowed/leased by the institution.
<b>Restriction:</b>	1 character Identifies any <u>restrictions</u> placed <u>on the use/ownership</u> of the item. For example: A = EQPT THRU TX SURPLUS – ACQ DT B = RIGHT TO RECLAIM/TRNSFR-FUND C = TITLE STAYS W/ FND AGENCY (FED D = RES;SALE RCPTS DEP TO NSF EQP E = SALE RCPTS TO RETURN TO FED G F = EXEMPT PROP-USE ON FED FUND P G = RETAIN&REIMB FED BY %FEDPART/ I = NO RESTRICTIONS
<b>FAMIS Sponsor:</b>	7 digits Identifies the <u>FAMIS sponsor</u> responsible for the acquisition of the selected item.
<b>Historical Ind:</b>	1 character Indicates whether or not ('Y' or 'N') asset component is <u>historical</u> .
<b>Depreciation Ind:</b>	1 character Shows whether or not ('Y' or 'N') asset component is <u>depreciable</u> .
<b>Maintenance Company:</b>	20 characters Displays the <u>name of the person or company</u> that will be <u>used to service</u> the selected asset.
<b>Contract Nbr:</b>	20 digits/characters Signifies the <u>contract number</u> associated with the asset. <div style="border: 1px solid black; padding: 5px;"><b>This field will only be used if the asset is to be serviced under the terms of a maintenance contract.</b></div>
<b>Renewal Date:</b>	8 digits Indicates the <u>date</u> on which the <u>maintenance contract will expire</u> . This is the date by which it <b>should be renewed</b> in order to maintain continuous service.
<b>Contract Amt:</b>	15 digits Indicates the <u>dollar amount to be paid</u> , if the asset is to be serviced under the terms of a <u>maintenance contract</u> .

## Screen 546 – Preliminary Fixed Asset Data (cont'd)

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<b>Warranty Exp:</b>	8 digits Signifies the <u>date</u> on which the <u>warranty will expire</u> for the item.
<b>Frequency:</b>	3 digits Signifies <u>how often</u> the item is to be <u>served</u> .
<b>Last Maint Date:</b>	8 digits Indicates the <u>maintenance date</u> on which the asset was <u>last serviced</u> .
<b>Insured By:</b>	5 characters Identifies <u>who is responsible for the insurance</u> on the selected item.
<b>Insured Value:</b>	15 digits Identifies the <u>dollar amount for</u> which the asset has been <u>insured</u> .
<b>Replacement Cost:</b>	15 digits Indicates the <u>dollar amount that would be required to replace the item</u> in the current fiscal year.
<b>Inflation Code:</b>	2 characters Identifies the <u>Inflation Multiplier</u> that is applied to update the Replacement Cost of the asset.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of standard PF Keys.
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# **Section III**

## **Create/Modify Assets, Components and Fund Sequences**

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# Add/Modify Purchasing and/or Vendor Data

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

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

## Screen 501 – Purchasing/Vendor Data

501 Purchasing/Vendor Data		02/26/09 15:25
EXTERNAL POWER SUPPLY SYSTEM		FY 2009 CC 02
Screen: ____	Asset: 0700087357 Component: 01	Status: A
Description: EXTERNAL POWER SUPPLY SYSTEM		
SILVY-A725540-225100-53408		
Purchase Order		
Quantity: _____	1.00	UOM: EA_
Component Cost: _____	4298.64	
Vendor		
Number: 1vvvvvvvvv1	Name: FULLER DIVERSIFIED INC	
Commodity Code: _____		
Manufacturer		
Name: FULLER DIVERSIFIED, INC		
Serial Number: 070501		
Model Number: SD4TLV/MC 4 DN		
Model Year: _____		
License Plate: _____		
Type Y to add Notes: N		
Note File Flag: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next		

## Basic Steps

### Create a New Pending Component

- Advance to Screen 501.
- Type a valid asset number or a zero (to have the system automatically assign an asset number) on the Action Line.
- Verify component is filled in with 01 and press <ENTER>.
- Type a short description of the asset.
- Enter quantity and unit of measure (UOM).
- Type valid data in the available fields, as desired.
- Press <ENTER> to create the new asset component record.

## Screen 501 – Purchasing/Vendor Data (cont'd)

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### **Create a New Pending Component for an Existing Asset**

- Advance to Screen 501.
- Type a valid asset number and enter 00 for component number.
- Press <ENTER>.
- Quantity is defaulted to 1.00 and UOM to EA.
- Type valid data in the available fields as desired.
- Press <ENTER> to create the next sequential component number.

### **Modify an Existing Component**

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

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

### **Action Line**

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

### **Screen Information**

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

### **Purchase Order**

- ◆ **Quantity:** 15 digits  
Indicate the number of items.
- ◆ **UOM:** **Help** 3 characters  
Identify the unit of measure for the line item.
- Component Cost:** 15 digits  
Shows total dollar amount of component at time of purchase / acquisition.

### **Vendor**

- Number:** 11 digits  
Include the FAMIS vendor identification number.



## Screen 501 – Purchasing/Vendor Data (cont'd)

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

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

### ***Manufacturer***

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

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

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

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

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

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

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

### ***Additional Functions***

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

**PF5 Next**  
**Next** Proceed to Screen 502.

# Enter Property Control Data

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

## Screen 502 - Property Control Data

502 Property Control Data		02/26/09 15:27
EXTERNAL POWER SUPPLY SYSTEM		FY 2009 CC 02
Screen: ____	Asset: 0700087357	Component: 01
		Status: A
Moved/Attached: M SPA Class: 131 Real/Personal: P		
Class: 578201 TV/VCR/DVD/CAMCORDER \$500-4999.99		
Condition: 01	Acq Method: PO	Acq Agency: ____
Acq Dt: 05/01/2007		In Serv Dt: 05/01/2007
Appraisal Method: _	Depr Ind: Y	Hist Ind: N
Transfer from Asset: ____	Component: ____	Depr Thru: ____ / ____
Software Version: ____		Report Missing Dt: ____
Pending Transfer CC: ____	Date: ____	Inflation Code: NO
Accounting		
Asset Account: 089730 1730		Capital: N (Y/N)
Use Life(months): 84_		Rem Life(months): 84_
Depr Method: SL_		Funding Source: ST
Component Cost: 4298.64		4298.64
Salvage Value: ____		
Accum Depr: ____		
Type Y to add Notes: N		Note File Flag: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next		

## Basic Steps

### Create a New Pending Component

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

### Create a New Pending Component for an Existing Asset

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

## Screen 502 – Property Control Data (cont'd)

### Modifying an Existing Component

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

## Asset Control Data Entry Process

### Acquisition Method

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

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

### Component Class

A component class is a way to group similar assets /components for accounting and property control purposes. Components that belong to the same class typically share certain characteristics, such as the general ledger to which they belong, their depreciation method, etc.

## Screen 502 – Property Control Data (cont'd)

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

### Screen 581 – Class Table Display

581 Class Table Display										02/26/09 15:29	
										FY 2009 CC 02	
Screen:    Start from Class:    Order: A View Master: N Frozen: N											
SPA				Depr				Acct Use F			
Class	Cls	Rq	Description	Cap	Ind	Mth	GL	Cntl	Life	z	
577501	106	Y	HANDGUNS \$0-4999.99	N	Y	SL	089730	1730	120		
577502	107	Y	RIFLES \$0-4999.99	N	Y	SL	089730	1730	120		
577701	121	N	FAX MACHINES \$500-4999.99	N	Y	SL	089730	1730	84		
578001	129	Y	STEREO SYSTEMS \$500-4999.99	N	Y	SL	089730	1730	84		
578101	130	Y	CAMERAS/VIDEO CAMERAS \$500-4999.99	N	Y	SL	089730	1730	84		
578201	131	Y	TV/VCR/DVD/CAMCORDER \$500-4999.99	N	Y	SL	089730	1730	84		
578501	179	N	CASH REGISTERS \$0-4999.99	N	Y	SL	089730	1730	84		
578701	204	Y	MICROCOMPUTER-DESK NOT APPLE\$500-499	N	Y	SL	089730	1730	48		
578703	214	Y	MICROCOMPUTER-DESK APPLE \$500-4999.9	N	Y	SL	089730	1730	48		
578704	284	Y	CPU-HAND/PORT/LAP-NOT APPLE \$500-499	N	Y	SL	089730	1730	48		
578705	294	Y	CPU-HAND/PORT/LAPTOP APPLE \$500-4999	N	Y	SL	089730	1730	48		
578708	218	Y	DATA PROJECTORS	N	Y	SL	089730	1730	72		
578801	208	Y	PRINTER-NOT PORTABLE \$500-4999.99	N	Y	SL	089730	1730	84		
579301	030	N	BUILDINGS - UNDER \$100,000	N	Y	SL	089705	1705	264		
** Press ENTER to Continue **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHlp Bkwd Fwd DLoad Left Right											

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

### Action Line

- ◆ **Asset:** Help 10 digits/characters  
In combination with component\_number, enter the asset number to be added or modified.
- ◆ **Component:** 2 digits  
In combination with asset number, identify the component number to be added or modified.
- Status:** 1 character  
Displays the current status of the component.

### Screen Information

- Moved/Attached:** 1 character  
Indicates whether the component is (set in place) Attached (A) or whether it may be Moved (M) about.
- SPA Class:** 3 digits  
Identifies the State Property Accounting (SPA) class code, which is the class code recognized by the State of Texas.
- Real/Personal:** 1 character  
Classifies an asset as real property (R) (land, buildings, improvements) or personal property (P) (equipment, books, etc.).

## Screen 502 – Property Control Data (cont'd)

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- ◆ **Class:** Help 6 digits/30 characters  
Identify the class number used to group together similar components, as designated for accounting and property control purposes.
  
- ◆ **Condition:** Help 2 characters/digits  
Indicate the condition of the selected component.
  
- ◆ **Acq Method:** Help 2 characters  
Determine the acquisition method used by the institution to obtain the component.
  
- Acq Agency:** Help 3 digits  
Signify transferring agency number. Required if acquisition method is from a transfer.
  
- ◆ **Acq Dt:** 8 digits  
Identify the date on which the component was acquired by the institution. Cannot be greater than the current date and must be in current fiscal year. Do not change on a transfer.
  
- ◆ **In Serv Dt:** 8 digits  
Indicate the date on which the component is employed for its intended purpose. Cannot be less than the acquisition date or greater than the current date and must be in current fiscal year. Do not change on a transfer.
  
- Appraisal Method:** Help 1 character  
Enter appraisal code which designates the method by which the component value will be determined.
  
- ◆ **Depr Ind:** 1 character  
Identify whether the component will be fed for depreciation calculation.
  
- ◆ **Hist Ind:** 1 character  
Indicate the historical component as identified by the institution.
  
- Transfer from Asset:** 10 digits/characters  
In combination with transfer from component, identify the asset from which the selected component was transferred using Screen 509.  
Required on a transfer.
  
- Component:** 2 digits  
In combination with transfer from asset, identify the asset from which the selected component was transferred using Screen 509. Required on a transfer.
  
- Depr Thru:** 6 digits  
Indicate the last month and year in which depreciation was calculated for the selected component.

## Screen 502 – Property Control Data (cont'd)

---

**Software Version:** 20 characters/digits  
Include version of the software being used.

**Report Missing Dt:** 8 digits  
Indicate date the component is reported missing.  
Required when condition is MH, MN or MS.

**Pending Transfer CC:** **Help** 2 digits  
Enter the campus code to which the asset component will be transferred.  
This field stops depreciation but is not required.

**Date:** 8 digits  
Include the date to stop depreciation on an asset component.  
Optional unless pending transfer CC is entered.

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

### **Accounting**

**Asset Account:** 10 digits  
Enter the general ledger investment-in-plant account to which accounting data for the component is posted.

**Capital:** 1 character  
Type 'Y' if this is a capital asset.

**Use Life (months):** 3 digits  
Include the estimate, in months, of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.

**Rem Life (months):** 3 digits  
Enter the number of future months over which depreciation is to be charged.

**Depr Method:** **Help** 3 characters  
Identify the method by which a component's depreciation will be calculated.

**Funding Source:** 2 characters/14 digits  
Displays the source providing funds to acquire the selected component and the amount contributed from each source.

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

**Salvage Value:** 14 digits  
Shows an estimate of the worth of the asset when fully depreciated.

**Accum Depr:** 14 digits  
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

## Screen 502 – Property Control Data (cont'd)

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

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

### **Additional Functions**

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

**PF5** **Next**  
**Next** Proceed to Screen 503.

# Enter Fund Sequence Information

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

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

## Screen 503 – Fund Sequence Add/Update

503 Fund Sequence Add/Update		02/26/09 15:34
AMBULANCE, AM-04-06 FOR ONE (1) TYP		FY 2009 CC 02
Screen: ____	Asset: 09V0098593	Component: 01 Seq: 00001 Status: A Del Seq: _
Fund Source: AX	Fund: 7999	
Purchase Account: 302850 00000 8415	Bank: 06000	
PO Nbr: P802241	Old Acct: _____	
Invoice Nbr: 202133	Vchr/Ref Nbr: 1006013	
Sequence Amount: _____ 101476.00	Salvage Percent: _____ %	
Accum Depr: _____ 8321.16	Salvage Value: _____ 0.00	
FAMIS Sponsor: _____		
Sponsor/Agency: _____	Award: _____	
Depr Thru: 01 / 2009		
Class: 841504	Depreciable Ind: Y	
Capital Fg: Y	Historical Ind: N	
Type Y to add Notes: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---		Note File Flag: Y
Hmenu Help EHelp Next Seq		PF9-- PF10--PF11--PF12---
		Funds

## Basic Steps

### Create a New Fund Sequence for an Existing Asset/Component

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

### Modify an Existing Fund Sequence

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



## Asset Accounting Process

### Asset Capitalization

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

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

#### Action Line

- |              |  |
|--------------|--|
| ◆ Asset:     | <span style="border: 1px solid black; padding: 0 2px;">Help</span> 10 digits/characters<br>In combination with component number and fund sequence number, enter the <u>asset number</u> to be added or modified. |
| ◆ Component: | 2 digits<br>In combination with asset number and fund sequence number, identify the <u>component number</u> to be added or modified.   |
| ◆ Seq:       | 5 digits<br>In combination with asset number and component number, identify the <u>fund sequence</u> to be added or modified.  |
| Status:      | 1 character<br>Indicates the <u>status of the asset</u> number: Approved (A), Pending (P) or Disposed (D).   |
| Del Seq:     | 1 character<br>Type 'Y' to <u>delete the selected fund sequence</u> while asset component is in pending status.  |

#### Screen Information

- |                |  |
|----------------|--|
| Fund:          | 4 digits<br>Displays the <u>fund used to acquire</u> the selected <u>component</u> .   |
| ◆ Fund Source: | <span style="border: 1px solid black; padding: 0 2px;">Help</span> 2 characters<br>Indicate the <u>source providing funds to acquire</u> the selected <u>component</u> . |
| ◆ Bank:        | 5 digits<br>Enter the <u>bank identification number</u> associated with purchase of the selected component.  |
| Purchase Acct: | 15 digits<br>Include the <u>primary account</u> (SL +SA + Object Code) <u>responsible for the purchase</u> of the selected component.                                    |

## Screen 503 – Fund Sequence Add/Update (cont'd)

---

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

## Screen 503 – Fund Sequence Add/Update (cont'd)

---

<b>Depreciable Ind:</b>	1 character Displays whether the component will be fed for <u>depreciation calculation</u> .
<b>Capital Fg:</b>	1 character 'Y' indicates the asset should be <u>capitalized</u> .
<b>Historical Ind:</b>	1 character 'Y' identifies the institution as an <u>historical asset</u> .
<b>Type Y to add Notes:</b>	1 character Type 'Y' <u>to add notes</u> to the selected asset. Defaults to 'N.'
<b>Note File Flag:</b>	1 character Signifies whether or not ('Y' or 'N') <u>notes</u> have been <u>added</u> to the asset.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF5 Next</b>	<b>Next</b> <u>Proceed</u> to Screen 504.
<b>PF6 Seq</b>	<b>Sequence</b> Proceed to <u>next sequence</u> record.
<b>PF9 Funds</b>	<b>Funds</b> <u>View</u> all existing sequence records.

# Debt Finance, Maintenance, Insurance Data

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

## Screen 504 - Maintenance/Insurance Data

504 Maintenance/Insurance Data		02/26/09 15:44
COMPUTER FACULTY WORKSTATION		FY 2009 CC 02
Screen: ____	Asset: 00AP000096 Component: 01	Status: A
Debt Finance Data		
Debt Finance Method: ____		
Lease Supplement Nbr: _____		
Finance Term(months): _____		
Amount Financed: _____ Paid Off: ____		
Maintenance Data		Insurance Data
Company: MICRO WS SUPPLY_____		Insured By: SELF
Contract Nbr: 20884_____		Insured Value: _____
Contract Amt: 1993.00_____		Coinurance Pct: _____
Renewal Date: 08/01/2003		Valuation Date: _____
Warranty Exp Date: 08/01/2003		Replacement Cost: _____
Last Maint Date: _____		Inflation Code: NO
Frequency: ____		
Type Y to add Notes: N		Note File Flag: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next		

## Basic Steps

### Create a New Pending Component

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

### Create a New Pending Component for an Existing Asset

- Advance to Screen 504.
- Type a valid asset number and enter 00 for component number on the Action Line.
- Press <ENTER>.
- Type valid data in the available fields as desired.
- Press <ENTER> to create the next sequential component number.

### **Modify an Existing Component**

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

## **Asset Data Entry Process**

### **Lease Supplement Numbers**

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

Method	Lease Supplement Number Format
2	LS0000XXXX, where XXXX = TPFA defined Identification
4-7	LSB00YYYYZ, where YYYY = the year of finance and Z = agency defined identification

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

### **Action Line**

- ◆ **Asset:** **Help** 10 digits/characters  
In combination with component number, identify the asset number to be added or modified.
- ◆ **Component:** 2 digits  
In combination with asset number, identify the component number to be added or modified.
- Status:** 1 character  
Displays the current status of the component.

### **Screen Information**

#### **Debt Finance Data**

- ◆ **Debt Finance Method:** **Help** 1 digit  
Identify the type of financing used to purchase the selected component.
- Lease Supplement Nbr:** 10 characters/digits  
Include the unique number assigned to the component when/if the equipment was financed using debt finance methods 2, 3, 4, 5, 6, or 7.

## Screen 504 – Maintenance/Insurance Data (cont'd)

---

**Finance Term (months):** 5 digits  
Indicate the number of months specified in the finance agreement for the selected component.

**Amount Financed:** 14 digits  
Provide the total dollar amount specified in the finance agreement for the selected component.

**Paid Off:** 1 character  
Indicate if the debt for the component has been paid for in full.

### ***Maintenance Data***

**Company:** 30 characters  
Identify the name of the person or company responsible for servicing the selected component.

**Contract Nbr:** 20 digits/characters  
Include the contract number for a component that is to be serviced under the terms of a maintenance contract.

**Contract Amt:** 15 digits  
Provide the dollar amount to be paid for service for a component that is to be serviced under the terms of a maintenance contract.

**Renewal Date:** 8 digits  
Indicate the date when the maintenance contract for the selected component expires and must be renewed for maintenance to continue.

**Warranty Exp Date:** 8 digits  
Include the expiration date of the manufacturer's or vendor's warranty for the selected component.

**Last Maint Date:** 8 digits  
Enter the last maintenance date of the selected component.

**Frequency:** 2 characters  
Indicate how often the selected component is serviced.

### ***Insurance Data***

◆ **Insured By:** Help 4 characters  
Identify the code that indicates the insurance carrier for the selected component. Will default to 'self' if not otherwise specified.

**Insured Value:** 14 digits  
Enter the total dollar amount for which the selected component is insured.

**Coinsurance Pct:** 5 digits  
Provide the percentage covered by the institution for a component that is coinsured.

## Screen 504 – Maintenance/Insurance Data (cont'd)

---

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

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

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

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

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

### **Additional Functions**

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

**PF5** **Next**  
**Next** Proceed to Screen 505.

# Add/Update Location Information

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

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

## Screen 505 – Location Data

505 Location Data		02/26/09 15:49	
Screen: ____ Asset: 0700082110		FY 2009 CC 02	
Dept: VTAN_ Sub Dept: ____			
Alt APO			
Alt APO Name: KEENE, KELLY			
Location			
Building: 00508		Bldg CC: 02	
Room: 025____		Group: HMS____	
Exec Level: AA		Division: CD	
County: ____		School: VM	
Other Location: _____			
Ownership/Title: TAMU			
User UIN: 9uuuuuuu4 NASH, NORA			
Type Y to add Notes: N		Note File Flag: N	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Next			

## Basic Steps

### Create a New Pending Component

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

### Modify an Existing Asset and its Components

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



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

#### Action Line

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

#### Screen Information

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

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

#### Alt APO

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

#### Location

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

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

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

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

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

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

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

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

**Other Location:** 20 characters  
Include the asset's location when it is not feasible to describe it.

## Screen 505 – Location Data (cont'd)

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- ◆ **Ownership/Title:** [Help](#) 4 characters  
Indicate whether the asset is owned by the institution, an outside agency, or borrowed/leased by the institution.
- User UIN:** [Help](#) 9 digits  
Enter the Universal Identification Number for the person assigned to use of the equipment.
- ◆ **Type Y to add Notes:** 1 character  
Type 'Y' to add notes to the selected asset. Defaults to 'N.'
- Note File Flag:** 1 character  
'Y' indicates notes have been added to the asset.

### **Additional Functions**

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

**PF5** **Next**  
**Next** Proceed to Screen 506.

# Add/Update Property Inventory Data

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

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

## Screen 506 – Property Inventory Data

506 Property Inventory Data		02/26/09 15:53
		FY 2009 CC 02
Screen: ____ Asset: 0800090288		
Availability: US		
How Tagged: BC		
Tag Number: 0800090288		
Purpose: AD % 100.00 ____ % ____		
Exposure Cd: ____ Special License: ____		
Floor Space: ____ Floor UOM: ____		
Related Asset: ____		
Inventory Type: Y Restriction: I		
Next Inventory Dt: ____		
Last Inventory Dt: 08/08/2008		
Available Dt: ____		
Owner Change Dt: ____		
Type Y to add Notes: N Note File Flag: N		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Next		

## Basic Steps

### Create a New Pending Component

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

### Modify an Existing Asset and Components

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

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

### Action Line

- ◆ Asset: **Help** 10 digits/characters  
Identify the asset number to be added or modified.

## Screen 506 – Property Inventory Data (cont'd)

---

### **Screen Information**

<b>Availability:</b>	<b>Help</b> 2 characters Indicate whether the asset is in use, <u>available</u> for use, or not useable. This field is not updatable if any of the components are in “approved” status. <u>To change an approved asset’s availability, use Screens 519 or 535.</u>
<b>How Tagged:</b>	<b>Help</b> 2 characters Identify the physical <u>type of tag</u> used to mark the selected asset.
<b>Tag Number:</b>	10 digits Enter the <u>identification number</u> that is <u>physically attached to the asset</u> for inventory and control purposes.
<b>Purpose:</b>	<b>Help</b> 2 characters Identify the <u>general function</u> of the selected asset.
<b>%:</b>	5 digits Indicate the <u>percent of time or resource consumption</u> associated with a particular purpose.
<b>Exposure Cd:</b>	2 characters Identify all <u>health hazards</u> associated with the selected asset.
<b>Special License:</b>	2 characters Include any <u>licenses that are required</u> to own, operate, or service the selected asset.
<b>Floor Space:</b>	6 digits Indicate the <u>amount of floor space</u> the selected <u>asset occupies</u> .
<b>Floor UOM:</b>	<b>Help</b> 3 characters Identify the <u>unit of measure</u> by which the amount of <u>floor space</u> the asset occupies is expressed (e.g. square feet/square meters).
<b>Related Asset:</b>	10 digits/characters Include the <u>identification number</u> that is <u>physically attached to the asset</u> for inventory and control purposes.
<b>Inventory Type:</b>	1 character ‘Y’ indicates the asset <u>type</u> is tangible, physical item which should be accounted for in periodic <u>inventory</u> checks.
<b>Restriction:</b>	<b>Help</b> 1 character Identify any <u>restrictions</u> placed <u>on the use/ownership</u> of the selected asset. <u>This field is not updatable if any of the components are in “approved” status.</u> To change an approved asset’s availability, use <b>Screens 519 or 535.</b>

## Screen 506 – Property Inventory Data (cont'd)

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- Next Inventory Dt:** 8 digits  
Include the projected date for the next physical inventory verification of the existence, condition, and location of the asset.
- Last Inventory Dt:** 8 digits  
Identify the date on which the existence, condition and location of the selected asset inventory was last verified.
- Available Dt:** 8 digits  
Enter the date on which the asset is ready for use.
- Owner Change Dt:** 8 digits  
Identify the date in which the asset changed ownership.
- ◆ **Type Y to add Notes:** 1 character  
Type 'Y' to add notes to the selected asset. Defaults to 'N.'
- Note File Flag:** 1 character  
'Y' indicates notes have been added to the asset.

### **Additional Functions**

- PF KEYS** See Appendix for explanation of the standard PF Keys.
- PF5** **Next**
- Next** Proceed back to Screen 501.

# Asset Notes

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

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

## Screen 508 - Asset Notes

508 Asset Notes		02/26/09 15:57
		FY 2009 CC 02
Screen: ____	Asset: 0900735211	Note Status: A Cat: ____
TRAILER W/PORTABLE, CHANGEABLE Asset Status: A		
Cat: HIS	Seq 1_	DEPT FOUND OUT THEY NEEDED PLATES FY05,06,08 R54122 1/08____
Last Modified		____
02/04/2009		____
Delete: _ (D)		____
Cat: ____	Seq 0_	____
Last Modified		____
Delete: _ (D)		____
Cat: ____	Seq 0_	____
Last Modified		____
Delete: _ (D)		____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

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

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

## Basic Steps

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

## Note Entry Process

### Note Categories

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

VALUES	MEANING
ADD	ADDRESS
BLANK	NONE SPECIFIED
HIS	HISTORY
INS	INSURANCE
LIT	LITIGATION
LND	LAND - DEED/TITLE
LOC	LOCATION
MNT	MAINTENANCE NOTATIONS

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

### Action Line

- ◆ **Asset:** Help 10 digits/characters  
Enter the asset number to be added or modified.
- Note Status:** 1 character  
Shows note status: Active (A), Pending (P), or Deleted (D).
- Cat:** Help 3 characters  
Identify which category of notes to be entered/modified for the selected asset.

### Screen Information

- Asset Status:** Help 1 character  
Displays the status of the selected asset.
- Cat:** Help 3 characters  
Indicate which category of notes is to be added to/modified for the selected asset.
- Seq:** 2 digits  
Signify the sequence in which notes should be displayed for a particular category.
- 4 lines/61 characters  
Enter any notes for the asset.

## Screen 508 – Asset Notes (cont'd)

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

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

### **Additional Functions**

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



# Copy/Delete

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

## Screen 509 - Copy/Delete

```
509 Copy/Delete                                02/26/09 16:17
COMPUTER TOSHIBA LAPTOP                        FY 2009 CC 02
Screen: ____ Asset: 08F0093667 Component: 01    Status: A

Choose One Function Below

Copy to Next Available Component: N
Copy to Asset: _____
OR
Copy above Asset to _1 New Pending Asset(s)
Starting at Asset: _____
Copy all Components for Asset 08F0093667 : Y
OR
Copy above Asset to New Campus: ____
Copy as a Transfer(Y/N)? : Y
New Campus Asset: _____
Copy all Components for Asset 08F0093667 : Y
OR

Delete above Component type D:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp
```

### Copy to Next Available Component

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

### Copy to Asset

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

### Copy an Existing Asset Component

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

### Copy an Existing Asset Component to a New Campus

Copying an existing asset component to a new campus option can be used to copy an existing asset component to another campus. This function must be used when transferring an existing asset component to another campus.

### Copy as a Transfer

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

### **Delete Function**

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

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

## **Basic Steps**

### **Copy to Next Available Component**

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

### **Copy to Asset**

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

### **Copy Approved/Pending/Disposed Asset/Component(s) to a New Pending Asset/Component(s)**

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

### **Copy Asset/Component(s) Data to Another Campus**

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

### **Delete Pending Component Records**

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

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

### **Action Line**

- |                     |  |
|---------------------|--|
| ◆ <b>Asset:</b>     | <span style="border: 1px solid black; padding: 0 2px;">Help</span> 10 digits/characters<br>In combination with component number, identify the <u>asset number</u> to be copied or deleted. |
| ◆ <b>Component:</b> | 2 digits<br>In combination with asset number, enter the <u>component number</u> to be copied or deleted.   |
| <b>Status:</b>      | 1 character<br>Displays the <u>status</u> of the component.  |

### **Screen Information**

*Choose one function below*

- |  |   |
|--|---|
| <b>Copy to Next Available Component:</b> | 1 character<br>Indicate whether or not ('Y' or 'N') to <u>copy the selected component</u> to the next sequentially available component within the same asset. |
| <b>Copy to Asset:</b>                    | 10 digits/characters<br>Identify the <u>asset number to create or copy to</u> . The next sequentially available component is set up in the process.           |

## Screen 509 – Copy/Delete (cont'd)

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

-- OR--

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

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

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

-- OR--

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

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

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

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

-- OR--

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

### **Additional Functions**

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

## **Section IV**

# **Asset/Component Transactions**

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# FFX Transactions Basic Concepts

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## FFX Transaction History

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

## FFX Transaction Session

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

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

## FFX Batch Session Codes

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

## FFX Transactions – Basic Concepts (cont'd)

Transaction	Session Code	Transaction	Session Code
<b>Adding new items</b> Purchase Vouchers Gifts Transfers into the System Other Additions Other Additions Procard IDTs	PAV PAG PAT PAQ PAO PRO PAI	<b>Deleting an Item</b> Drop Lease Purchase Payment Trade-in Sales Transfer out of System Transfer to Surplus Disposal – Cannibalized Trade-In	PDD PDO PDR PDS PDT PTS PDM TDR
<b>Change of Information</b> General info change Transfer within the System	PCG PCT	<b>Misc. Transactions</b> Class Code Changes Corrections Journal Entries Batch Fields	PCC PCN PJE FFX
<b>No SPA Feed</b> Don't feed to SPA Batch approval at conversion	SPA BATAPP	<b>NOTE: If you create a batch code "SPA_ _ _" the batch will not feed to SPA</b>	

## Transaction Reference

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

### Expenditures

The driving force behind expenditure transactions may be a voucher, an interdepartmental transfer (IDT), or any other expenditure that hits a subsidiary ledger account in the FRS module of FAMIS. For these transactions, you should use the same reference number<sup>2</sup> that was used in FRS to identify the transaction in the FFX module of FAMIS. This is a necessary step because report TBAR010 groups transactions by their reference number. It then uses this information to produce match and exception reports based on the totals for each reference number.

### Property Journal Transactions

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

### Property Corrections

Property correction transactions are made to correct errors from previous transactions. In this case, you should use a reference number in the format PCmmnnn, where mm is the month that the correction was made and nnn is a sequential number assigned to the batch of corrections made for the month (example: PC06001).



### **Other Transactions**

This group includes transactions that do not fall into one of the above categories. These transactions are usually accompanied by a special form. Examples include transfers, gifts, drops, and sales. In the case of one of these types of transactions, you should use a transaction reference of the format Rnnnnnn, where nnnnnn is a sequential number assigned to the form that is accompanying the transaction (example: R000001).

### **FFX Session Date**

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

### **FFX Transaction Codes**

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

## FFX Transactions – Basic Concepts (cont'd)

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

## FFX Control Flags

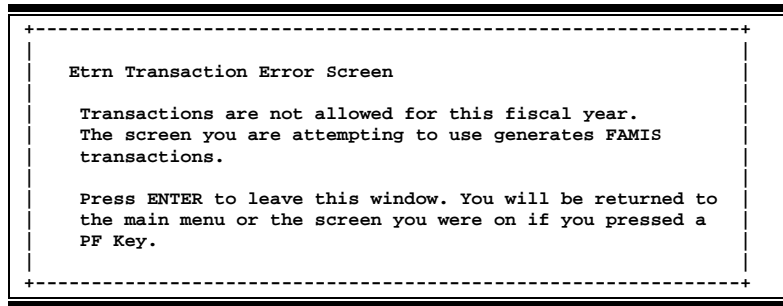
There are two flags on the FRS Control Screen (FRS 842) that control entry into FFX.

The 'Allow FFX Attributes' flag determines whether FFX attribute changes are allowed in the Active Fiscal Year. When set to 'N', all components are available for viewing, but only pending components can be created or modified. When set to 'Y', component attributes can be changed for assets in Approved (A) or Pending (P) status.

## FFX Transactions – Basic Concepts (cont'd)

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The 'Allow FFX Transactions' flag controls whether FFX dollar transactions are allowed to be created in the Active Fiscal Year. When set to 'N', only pending assets can be created or modified. When set to 'Y', asset/components can be approved, modified, or disposed. If a batch is attempted to be opened when the 'Allow FFX Transactions' flag is set to 'N', the following error screen will appear:



# Open/Close Fixed Asset Batch Sessions

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

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

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

## Screen 510 - FX Batch Initialize

510 FX Batch Initialize		02/26/09 16:26
		FY 2009 CC 02
Screen: ____		
Session Reference: JAC001		Session Date: 02/26/09__
Session Status: O		Acct Feed: D
Description: APPROVAL OF ASSETS FROM FEB FEED_____		
User ID Override: N		
Batch Balancing Information		
	Transactions	Amount
Expected Totals:	__10	__100000.00
Processed Totals:	0	0.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

## Basic Steps

### Open a Session

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

### Close a Session

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

### Batch/Session Process

#### **Batch/Session Reference**

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

#### **Accounting Feed**

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

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

Sample values for the flag are:

VALUES	MEANING
D	FFX Detail Accounting Feed
S	FFX Summary Accounting Feed
Y	FRS Feed Accounting
B	FRS Feed Accounting in Batch
N	FRS FFX No Feed

#### **Close a Session**

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

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

#### **Reopen a Session**

A session may be opened and closed as many times as is necessary throughout the day it is created. Each session record has a run date, which is the current CPU date. As long as the run date on the session and the CPU date agree, the session may be reopened.

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

#### Screen Information

- ◆ **Session** 6 characters/digits  
**Reference:** Enter the code used to group entry of like transactions. **For a complete list of FAMIS fixed asset batch/session header codes, see the Appendix section.**
- ◆ **Session Date:** 8 digits  
Indicate the date of the session. If blank, date entered must be within the current processing month (as displayed on Screen 882).
- ◆ **Session Status:** 1 character  
Signify whether you wish to open (O) or close (C) the session.
- ◆ **Acct Feed:** Help 1 character  
Determine when the asset transactions will be posted to their accounts. This flag may only be changed when the session is open. Valid values include:  
D = FFX Detail Accounting Feed  
S = FFX Summary Accounting Feed  
Y = FRS Feed Accounting  
B = FRS Feed Accounting in Batch  
N = FRS FFX No Feed
- This is a security control variable that may only be changed by users with the proper FAMIS security.
- Description:** 35 characters  
Enter a general description of the types of transactions to be entered.
- ◆ **User ID Override:** 1 character  
Type 'Y' to open a session established by a different user-identification on the same day. Defaults to 'N'.

#### Batch Balancing Information

##### **Expected Totals**

- Transactions:** 5 digits  
Type the number of transactions expected to be processed during the session.
- Amount:** 14 digits  
Include the total dollar amount expected to be processed during the session.

##### **Processed Totals**

- Transactions:** 5 digits  
Displays actual number of transactions processed by the system during session.
- Amount:** 14 digits  
Displays the actual dollar amount processed by the system during the session.

#### Additional Functions

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

# Approve Assets

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

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

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

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

## Screen 511 – Approval

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

### Basic Steps

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

### Asset Approval Process

#### Assign Approved Asset Numbers

When pending fixed asset information is created from voucher entries (non Purchasing), a system-assigned "tag number" is associated with the asset.

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

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

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

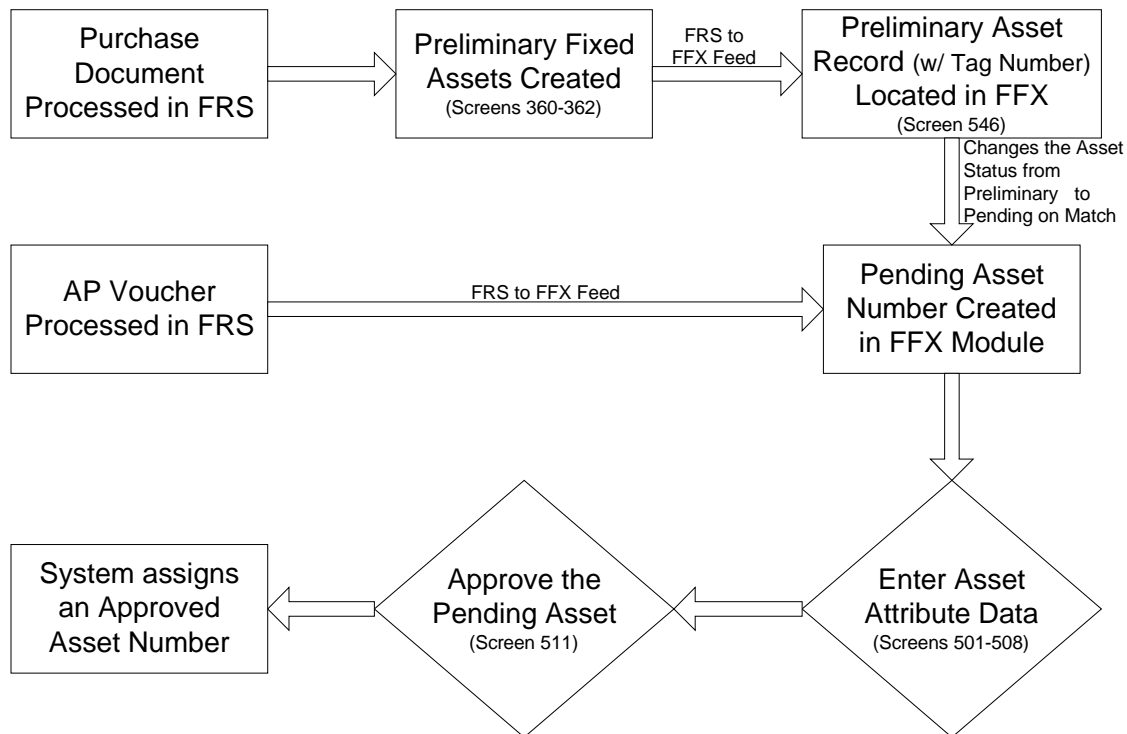


## Screen 511 – Approval (cont'd)

### **Accounting Implications**

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

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



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

### **Action Line**

- ◆ **Asset:** **Help** 10 digits/characters  
In combination with component number, identify the asset number to be approved.
- ◆ **Component:** 2 digits  
In combination with asset number, enter the component number of the pending component to be approved.

## Screen 511 – Approval (cont'd)

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

### **Screen Information**

- ◆ **Type Y to approve:** 1 character  
Type 'Y' to approve the selected component.
  - ◆ **Transfer Notes:** 1 character  
Signify whether or not ('Y' or 'N') you wish to transfer notes from the pending component to the approved component record. Defaults to 'Y.'
  - Type new asset number or 0 or P:** 10 digits  
Enter the new asset code or:  
0 = System Assigned  
P = Pending
  - SPA Effective Date:** 8 digits  
Include the date the transaction occurred. On a non-transfer, new approval defaults to in service date. Otherwise, defaults to the batch date.
  - Feed Accounting: (Dtl/Summ/No)** 1 character  
Indicate how asset information is to be fed to accounting. Valid values include:  
D = Feed detail data  
S = Feed summary data  
N = No feed
  - Trans Ref 2:** 7 characters  
Enter reference number to be used to track a transfer from another campus.
- Property Control Data**
- Description:** 25 characters  
Displays a brief description of the component to be approved.
  - Line 2:** 25 characters  
Displays any additional descriptions of the component to be approved.
  - Class:** 24 digits/characters  
Displays the class of asset. Groups similar components, as designated for accounting and property control purposes. Controls the default assignment of general ledger used in accounting feed and DR asset account control number.
  - Trans from Asset:** 10 digits/characters  
Displays the asset number being transferred that was copied or combined if the copy function was used on Screen 509 to create the selected asset.
  - Trans from Comp:** 2 digits  
Shows the component number being transferred that was copied or combined if the copy function was used on Screen 509 to create the selected component.

## Screen 511 – Approval (cont'd)

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**Department:** 5 characters  
Identifies the department responsible for the selected asset and its pending components.

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

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

### ***Acquisition Data***

**Component Cost:** 15 digits  
Displays the total dollar amount of the component to be approved.

**Acq. Method:** 2 characters  
Indicates the method by which the asset was acquired by the institution. This method will control the default assignment of the CR Acquisition Addition account control. For example:  
AJ = Adjustments / Other  
GA = Gain On Sale Or Trade-In  
GF = Gift  
HT = Held In Trust

**Agency:** 3 digits  
Displays the agency code for the TAMUS Member. Valid values include:  
710 = 01 System Offices  
711 = 02 Texas A&M University  
709 = 03 TAMUS Health Science Center

**In-Service Date:** 8 digits  
Displays the date on which the asset is available for use.

**Acquisition Date:** 8 digits  
Identifies the date on which the component was acquired by the institution.

### ***Accounting Data***

**Quantity:** 5 digits  
Displays the number of items purchased.

**UOM:** 3 characters  
Shows the unit of measure for the purchased item(s). For example:  
Box = Box  
DZ = Dozen  
EA = Each  
FT = Foot

**Asset Account:** 10 digits  
Identifies the General Ledger (GL) account number and account control to which the component dollar information will be posted after approval.

## Screen 511 – Approval (cont'd)

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<b>Depr Method:</b>	3 characters Displays the <u>method</u> by which a component's <u>depreciation</u> will be <u>calculated</u> . Valid value includes: SL = Straight Line
<b>Capitalization: (Y/N)</b>	1 character 'Y' indicates the <u>component should be capitalized</u> .
<b>Useful Life:</b>	3 digits Displays the <u>estimate of how long the component will remain usable</u> , from the time it was acquired to the time it will be fully depreciated.
<b>Rem Life:</b>	3 digits Identifies the <u>remaining number of months</u> over which <u>depreciation will be charged</u> .
<b>First YR Rule:</b>	1 character Specifies how the system will process the <u>depreciation charge</u> for the component's <u>first year</u> .

### ***Accounts to be used***

<b>DR Asset control:</b>	10 digits Shows the <u>account and account control debited</u> .
<b>CR Acq Addition:</b>	10 digits Identifies the <u>account and account control</u> that shows the <u>credit</u> on an <u>acquisition</u> .
<b>Session ID:</b>	6 characters Displays the <u>batch/session identification header</u> , as entered on Screen 510.
<b>Date:</b>	8 digits Indicates the <u>batch/session date</u> , as entered on Screen 510.
<b>Count:</b>	5 digits Identifies the <u>actual number of transactions processed</u> during the current batch session.
<b>Amt:</b>	15 digits Indicates the <u>total dollar amount processed</u> during the current batch session.

### ***Additional Functions***

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF6 Trans</b>	<b>Transfer</b> View status of asset component on <u>transferring campus</u> .
<b>PF9 Funds</b>	<b>Funds</b> View all existing <u>fund sequence records</u> .

# Depreciation Maintenance

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

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

## Screen 512 – Depreciation Maintenance

512 Depreciation Maintenance		02/26/09 16:35	
		FY 2008 CC AM	
Screen: ____	Asset: 0300052137	Component: 01	Seq: 00002 Status: A
COMPUTER, NET FILER SYSTEM			
Required Data		Current Status	
		Fund: 7999	
Accumulated Depr: _____	Sequence Cost:	40000.00	
Reversal (Y/N): N	Salvage Value:		
Depr Thru: 11 / 2003	Accumulated Depr:	8333.40	
	Monthly Depr Amt:	555.56	
Note: If you are reversing accumulated depreciation, then the debit and credit accounts are automatically reversed.			
Accounts To Be Used			
DR	Depr Expense: 089830	5650	
CR	Accumulated Depr: 089830	1780	
SPA Effective Date: 08/30/2008			
Transaction Description: _____			
Transaction Reference: _____			
Feed Accounting: D (D-Detail, S-Summary, N-No)			
Session ID	JAC001	Date	08/30/2008
		Count	Amt
Enter-PF1---	PF2---	PF3---	PF4---
	PF5---	PF6---	PF7---
		PF8---	PF9---
			PF10---
			PF11---
			PF12---
Hmenu	Help	EHelp	Seq
			Funds

## Basic Steps

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

## Screen 512 – Depreciation Maintenance (cont'd)

---

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

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

#### Action Line

- ◆ **Asset:** Help 10 digits/characters  
In combination with component number and fund sequence number, identify the asset number to be processed.
- ◆ **Component:** 2 digits  
In combination with asset number and fund sequence number, identify the component number to be processed.
- ◆ **Seq:** 5 digits  
In combination with asset number and component number, enter the fund sequence number to be processed.
- Status:** 1 character  
Displays the current status of the component.

#### Screen Information

##### Required Data

- Accumulated Depr:** 15 digits  
Indicate the net accumulated depreciation adjustment to the component.
- Reversal (Y/N):** 1 character  
Type 'Y' if the transaction is intended to reverse the entered 'Accumulated Depreciation' amount. ('N' is the default.)
- Depr Thru:** 2 digits/4 digits  
Include the month and year through which depreciation has been calculated.

##### Current Status

- Fund:** 4 digits  
Displays the fund used to acquire the selected component.
- Sequence Cost:** 15 digits  
Shows the total dollar amount of the sequence of the selected asset/component.
- Salvage Value:** 15 digits  
Identifies the estimate of the worth of the component when fully depreciated.

## Screen 512 – Depreciation Maintenance (cont'd)

---

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

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

### *Accounts To Be Used*

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

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

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

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

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

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

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

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

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

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

## Screen 512 – Depreciation Maintenance (cont'd)

---

### **Additional Functions**

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

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

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

+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+									
Asset Nbr: 0300052137 Component Nbr: 01 Status: A									
Sel	Fund	Sq.	Fund	Bank	Src	Buying	Account	Voucher	Amount
-	00001		0047	72005	ST	186228	00000	8435 1404344	1647.04
-	00002		7999	03000	DS	214540	00000	8435 1404344	40000.00
-	00003		7999	03000	DS	225170	00000	8435 1404344	18000.00
Sub Total:									59647.04
*** End of Fund Sequence List ***									
Press <PF4> to Exit									
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+									



# Remove Assets

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

**Only approved assets can be processed on this screen.**

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

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

## Screen 513 – Disposal

513 Disposal		02/26/09 16:39	
		FY 2008 CC AM	
Screen: ____	Asset: 0300052480	Component: 01	Status: A
		COMPUTER, SERVER POWEREDGE 1650 PEN	
Required Data		Current Status	
Disposal Date: _____		Component Cost: 4766.60	
Disposal Method: ____		Disp Agency: ____	
Memo Sale Amount: _____		Salvage Value: _____	
Memo Disposal Cost: _____		Accum. Depr: _____	
SPA Effective Date: 08/30/2008		Department: LIBR	
Transaction Description: _____		Sub Dept: _____	
Transaction Reference: _____		Condition: 01	
Ref 2: _____			
Feed Accounting: D (D-Detail, S-Summary, N-No)			
Accounts To Be Used		If Current Year Depr.	
DR1 Disposal Ded: _____		DR Depr Expense: 089830 5650	
CR1 Asset Control: 089730 1730		CR Accum. Depr: Same as DR2	
DR2 Accumulated Depr: 089830 1780			
CR2 Disposal Ded: Same as DR1			
Session ID JAC001 Date 08/30/2008 Count Amt			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

## Screen 513 - Disposal Pop-Up Window

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

## Basic Steps

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

## Screen 513 – Disposal (cont'd)

---

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

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

#### Action Line

- ◆ **Asset:** Help 10 digits/characters  
In combination with component, identify the asset to be removed from the institution's inventory.
- ◆ **Component:** 2 digits  
In combination with asset, identify the component of the asset to be removed from inventory.
- Status:** 1 character  
Displays the current status of the component.

#### Screen Information

##### Required Data

- ◆ **Disposal Date:** 8 digits  
Indicate the date that the institution relinquishes possession of the asset (i.e. when it was sold, traded in, lost, stolen or otherwise disposed of).
- ◆ **Disposal Method:** Help 2 characters  
Signify the method by which the component is to be disposed. For example:  
AJ = Adjustments / Other  
CJ = TDCJ Computer Recover Program  
CN = Cannibalized  
DA = Damaged By Nature  
DD = Destroyed / Died / Junk  
DE = Damaged By Employee(s)  
DN = Donation  
DO = Damaged By Other Than Employee  
DR = Disposal of Real Property  
DS = Sold Prior Year
- Disp Agency:** Help 3 digits  
Include the disposal agency to which the component was transferred. For example:  
710 = 01 System Offices  
711 = 02 Texas A&M University  
709 = 03 TAMUS Health Science Center
- Memo Sale Amount:** 15 digits  
Enter the dollar amount received for the sale of the disposed component.

## Screen 513 – Disposal (cont'd)

---

**Memo Disposal Cost:** 15 digits

Indicate the dollar amount required to dispose of the component.

◆ **SPA Effective Date:** 8 digits

Identify the effective date of the transaction. Date cannot be greater than the current date or outside of the fiscal year.

◆ **Transaction Description:**

35 characters/digits

Enter a short description stating the reason the asset is to be disposed.

◆ **Transaction Reference:**

7 characters/digits

Include a reference to identify the transaction at a later date/time.

**Ref 2:**

7 characters

Indicate a reference number that can be used to track a transfer to another campus.

**Feed Accounting:**

1 character

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

### ***Current Status***

**Component Cost:**

15 digits

Displays the total dollar amount of the component of the selected asset at the time of purchase / acquisition.

**Salvage Value:**

15 digits

Shows an estimate of the worth of the asset when fully depreciated.

**Accum. Depr:**

15 digits

Indicates the total dollar amount of depreciation that has been recognized and fed to accounting.

**Department:**

5 characters/digits

Displays the department code responsible for the component.

**Sub Dept:**

5 characters

Displays the sub-department code currently responsible for the component.

**Condition:**

2 characters/digits

Identifies the condition of the selected component. For example:

N1 = New or Unused - Excellent

N2 = New or Unused - Good - Unimpa

N3 = New or Unused - Fair - Slight

N4 = New or Unused - Poor - Seriou

O1 = Used-Usable W/O Repair - Exce

O2 = Used-Usable W/O Repair - Good

O3 = Used-Usable W/O Repair - Fair

## Screen 513 – Disposal (cont'd)

---

### ***Accounts To Be Used***

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

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

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

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

### ***If Current Year Depr***

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

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

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

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

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

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

### **Additional Functions**

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

# Enter Change in Cost Information

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

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

**Only approved components can be processed on this screen.**

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

## Screen 515 - Change in Cost by Fund Sequence

515 Change in Cost by Fund Sequence		02/26/09 16:47	
		FY 2009 CC AM	
Screen: ____ Asset: 0300050321 Component: 01 Seq: 00002 Status: A			
WHITLEY GYMNASIUM			
Fund Source: ST		Fund: 0001	
Change in Cost: _____		Bank Nbr: 00001	
Salvage Percent: ____5.00 %		Sequence Cost: 323952.21	
Debit/Credit: D (D/C)		Salvage Value: 16197.61	
Acq./Disp. Method: ____		Accumulated Depr: 307754.60	
Agency Nbr: ____ Trans Asset: _____		Component Cost: 1295808.82	
Appraisal Method: ____		Component: ____	
		Purchase Account: _____	
Accounts To Be Used DR Asset Control:		CR ACQ Addition:	
SPA Effective Date: 09/30/2006		SPA Depr Entity FY: ____	
Transaction Description: _____			
Transaction Reference: _____			
Feed Accounting: D (D-Detail, S-Summary, N-No)			
Session ID GN0002		Date 05/06/2004	Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Seq	Funds

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

These fields are also used to monitor changes due to loss or additions to livestock owned by your agency/institution.

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

### Screen 515 - Change in Cost by Fund Sequence (if Livestock)

515 Change in Cost by Fund Sequence		02/26/09 16:50	
		FY 2009 CC AM	
Screen: ____ Asset: 0000000177 Component: 01 Seq: 00001 Status: A			
CATTLE			
Fund Source: ST		Fund: 0001	
Change in Cost: _____		Bank Nbr: 10001	
Salvage Percent: _____ %		Sequence Cost: 16000.00	
Debit/Credit: D (D/C)		Salvage Value: _____	
Acq./Disp. Method: ____		Accumulated Depr: _____	
Agency Nbr: ____ Trans Asset: _____		Component Cost: 16000.00	
Appraisal Method: _____		Component: ____	
Headcount: 4		Purchase Account: _____	
Sale Amt (Memo): _____		Chg in Headcount: _____	
		Gain/Loss (Memo): _____	
Accounts To Be Used DR Asset Control: _____ CR ACQ Addition: _____			
SPA Effective Date: 05/06/2004		SPA Depr Entity FY: ____	
Transaction Description: _____			
Transaction Reference: _____			
Feed Accounting: D (D-Detail, S-Summary, N-No)			
Session ID GN0002 Date 05/06/2004 Count Amt			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Seq Funds			

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

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

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

- A. Use a SPA batch in FFX to record the class code change.
- B. Follow steps outlined in the FFX manual (Screens 512, 515, 516, 515, 512).
- C. Manually complete the steps below in SPA:
  1. Renumber the existing asset online in SPA by adding an 'X' to the end of the property number. This step allows you to use the original number again so that you do not have to make any changes in your system.
  2. Dispose of the asset that has been renumbered with the 'X' using SPA Disposal Method of 27. This will cause a credit to appear in the adjust/restate column on the SPA report, leaving an ending balance of zero (0) on the renumbered asset.
  3. Add a new property component back into SPA using the original property and component number and all of the exact same information except using the NEW class code. Use an effective date of the first day of the fiscal year.
  4. Send an E-Mail message to your SPA Analyst with the renumbered and new property and component numbers, to let them know you are making a class code change that crossed AFR categories.

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

SPA will then submit a technical change that will reset the newly added asset to its original Entity FY. This will cause a debit to appear in the restate/adjust column on the SPA report, which will off-set the restate/adjust credit created when you used SPA Disposal Method 27 to renumber the asset. In the end, the beginning balances will not be touched, and SPA will match FAMIS.

### **Examples of Correcting Entries**

#### **1. Correction**

**This year's purchase**

**Capital to Controlled – or - Controlled to Capital without Depreciation**

Screen #	515	516	515
<i>Debit or Credit</i>	Credit	Change Class Code	Debit
<i>Acq. Method</i>	A PO	Change Capital Flag	A PO
<i>Description</i>	PC# C/N to Cap. or Controlled	C/N to Class Code & Flag	Same as first entry
<i>Reference #</i>	Voucher # or IDT #	PC #	Voucher # or IDT #

#### **2. Correction**

**Previous year's purchase**

**Controlled to Capital without Depreciation**

(Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

Screen #	515	516	515
<i>Debit or Credit</i>	Credit	Change Class Code	Debit
<i>Acq. Method</i>	D AJ*	Change Capital Flag	A AJ*
<i>Description</i>	C/N to Capital	C/N to Class Code & Flag	C/N from Controlled
<i>Reference #</i>	PC #	PC #	PC #

#### **3. Correction**

**Previous year's purchase**

**Capital to Controlled without Depreciation**

(Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

Screen #	515	516	515
<i>Debit or Credit</i>	Credit	Change Class Code	Debit
<i>Acq. Method</i>	D AJ*	Change Capital Flag	A AJ*
<i>Description</i>	C/N to Control	C/N to Class Code & Flag	C/N from Capital
<i>Reference #</i>	PC #	PC #	PC #

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

### 4. Correction

#### This year's purchase

#### Capital to Capital with Depreciation

Screen #	512	515	516	515	512
Debit or Credit	Reversal = Y	Credit	Change Class Code	Debit	Reversal = N
Acq. Method	Acct Cntl 5650	A PO	Change Capital Flag	A PO	Acct Cntl 5650
Description	PC# C/N to Cap.	PC# C/N to Cap.	C/N to Class Code & Flag	Same as first entry	PC# C/N to Cap.
Reference #	Voucher # or IDT #	Voucher # or IDT #	PC #	Voucher # or IDT #	Voucher # or IDT #

### 5. Correction

#### Previous year's purchase

#### Capital to Controlled with Depreciation

(Data entry in FFX should be done as a SPA batch. Manually complete Steps 1 - 4 listed previously in this section.)

Screen #	512	515	516	515
Debit or Credit	Reversal = Y	Credit	Change Class Code	Debit
Acq. Method	Acct Cntl 5495*	D AJ*	Change Capital Flag	A AJ*
Description	C/N to Control	C/N to Control	C/N to Class Code & Flag	C/N from Capital
Reference #	PC #	PC #	PC #	PC #

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

## Basic Steps

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



## Screen 515 – Change in Cost by Fund Sequence (cont'd)

### Screen 515 - Change in Cost by Fund Sequence Pop-Up Window

Please enter a 'Y' to process transaction
Process change in cost : Y
Debit Account : 0893071730
Credit Account : 0893074495

#### **SPA Depr Entity FY (DEFY) Field**

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

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

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

#### **Action Line**

- |                     |   |
|---------------------|---|
| ◆ <b>Asset:</b>     | <span style="border: 1px solid red; padding: 0 2px;">Help</span> 10 digits/characters<br>In combination with component number and fund sequence number, enter the <u>asset number</u> to be modified. |
| ◆ <b>Component:</b> | 2 digits<br>In combination with asset number and fund sequence number, identify the <u>component</u> to be modified.  |
| ◆ <b>Seq:</b>       | 5 digits<br>In combination with asset number and component number, indicate the <u>fund sequence</u> to be modified. <b>To add a new sequence, type “0”.</b>  |
| <b>Status:</b>      | 1 character<br>Displays the current <u>status of the component</u> .  |

#### **Screen Information**

##### **Required Data**

- |              |  |
|--------------|--|
| <b>Fund:</b> | 4 digits<br>Displays the <u>fund</u> used to acquire the selected component. |
|--------------|--|

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

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<b>Fund Source:</b>	2 characters Shows the <u>source of funds</u> . For example: AX = Auxiliary Services Funds BLANK = Undetermined DS = Designated FC = Federal Contract (AL-RSCH) FD = Federal Funds FG = Functional and General
<b>Bank Nbr:</b>	5 digits Identifies the <u>bank account number</u> to be used to process the transaction. It is required for increases in value due to SPA requirements.
◆ <b>Change in Cost:</b>	12 digits Indicate the <u>dollar amount</u> by which you wish <u>to increase or decrease the fund sequence value</u> of the component.
<b>Sequence Cost:</b>	15 digits Shows the <u>total dollar amount of the sequence</u> of the selected component.
<b>Salvage Percent:</b>	5 digits Include the <u>percentage of total cost</u> to set aside <u>for salvage value</u> .
<b>Salvage Value:</b>	15 digits Displays an estimate of the <u>worth of the component when fully depreciated</u> .
◆ <b>Debit/Credit: (D/C)</b>	1 character Indicate whether you wish to <u>increase (D) or decrease (C) the fund sequence value</u> of the component.
<b>Accumulated Depr:</b>	15 digits Indicates the <u>total dollar amount of depreciation</u> that has been <u>recognized</u> and fed to accounting.
◆ <b>Acq./Disp. Method</b>	<b>Help</b> 1 character/2 characters Identify whether the transaction should be processed as an <u>Acquisition (A)</u> or a <u>Disposal (D)</u> as well as the <u>method</u> by which the component is acquired or disposed. For example: AJ = 4495 Adjustments / Other GA = 4450 Gain On Sale or Trade-In GF = 4405 Gift HT = 4495 Held In Trust LP = 2120 Lease Purchase Acquisition
<b>Component Cost:</b>	15 digits Displays the <u>total dollar amount of the component cost</u> of the selected asset at the time of purchase / acquisition.

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

---

<b>Agency Nbr:</b>	<b>Help</b> 3 digits Identify the <u>number of the institution</u> responsible for the selected asset. Valid values include: 710 = 01 System Offices 711 = 02 Texas A&M University 709 = 03 TAMUS Health Science Center
<b>Trans Asset:</b>	10 digits/characters Signify the asset from which the selected <u>asset</u> was <u>copied/transferred</u> from.
<b>Component:</b>	2 digits Indicate the <u>component</u> from which the selected component was <u>copied/transferred</u> from.
<b>Appraisal Method:</b>	<b>Help</b> 1 digit Identify the <u>method</u> by which the <u>component value is determined</u> . Valid values are: BLANK = Not Specified 1 = Invoices/Other Docs Stating Cost 2 = Manufacturer Price List 3 = Distributor & Supply Co. Catalogs 4 = Industry Pubs. & Trade Journals 5 = Public and Tax Assessment Records 6 = Realtors, Appraisers, and Bankers 7 = Other
<b>Purchase Account:</b>	15 digits Displays the <u>primary account</u> (SL +SA + Object Code) responsible for the <u>purchase</u> of the selected component.
<b>For Livestock</b>	
<b>Headcount:</b>	7 digits Displays the <u>total number of livestock</u> associated with the selected component.
<b>Chg in Headcount:</b>	7 digits Indicates the <u>number to be added to/subtracted from</u> the total number of <u>livestock</u> .
<b>Sale Amt (Memo):</b>	14 digits Signifies the <u>dollar amount to debit or credit from</u> the component's <u>account</u> .
<b>Gain/Loss (Memo):</b>	14 digits Signifies the <u>change</u> , in dollars, <u>made to</u> the <u>herd due to loss or gain</u> of additional livestock.
<b>Accounts To be Used</b>	
<b>DR Asset Control:</b>	10 digits Displays the <u>debit account</u> and <u>account control</u> to be used for the transaction.

## Screen 515 – Change in Cost by Fund Sequence (cont'd)

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<b>CR ACQ Addition:</b>	6 characters/digits Shows the <u>batch/session header</u> , as entered on Screen 510.
◆ <b>SPA Effective Date:</b>	8 digits Enter the <u>date the transaction takes place</u> . Effective date cannot be greater than current date or outside of the current fiscal year.
<b>SPA Depr Entity FY:</b>	4 digits Include the <u>SPA Depreciable Entity Fiscal Year (DEFY) for the transaction</u> . The fiscal year must be between the current fiscal year and the fiscal year of the In-Service Date.
◆ <b>Transaction Description:</b>	35 characters Provide a short <u>description of the reason</u> the asset value is to be <u>changed</u> .
◆ <b>Transaction Reference:</b>	7 characters/digits Enter a <u>batch reference</u> to audit the change in cost transaction.
<b>Feed Accounting:</b>	1 character Identify how the data is to be <u>fed to accounting</u> : Detail (D), Summary (S) or No (N).
<b>Session ID:</b>	6 characters/digits Displays the <u>batch/session header</u> , as entered on Screen 510.
<b>Date:</b>	8 digits Indicates the <u>batch/session date</u> , as entered on Screen 510.
<b>Count:</b>	5 digits Identifies the <u>actual number of transactions processed</u> during the current batch session.
<b>Amt:</b>	15 digits Indicates the <u>total dollar amount processed</u> during the current batch session.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF6 Seq</b>	<b>Sequence</b> Proceed to <u>next sequence</u> record.
<b>PF9 Funds</b>	<b>Funds</b> <u>View</u> all existing <u>fund sequence records</u> .

# Modify Asset Estimate, Method, or Account

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

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

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

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

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

516 Change in Est/Meth/Acct		02/26/09 16:54
		FY 2009 CC SA
Screen: ____	Asset: 0200003241 Component: 01	Status: A
		COMPUTER,DELL OPTIPLEX,P4, 1.8GHZ
Change in Estimate		Current Status
Useful Life (Memo): 72_		Component Cost: 1419.00
Remaining Life: 35_		Salvage Value:
Change in Method		Accum Depr: 795.50
Depr Method: SL_		Undepr Amt: 623.50
Depr Thru: 09 / 2008		
Change in Account		<b>Note: All changes affect future accounting feeds and have no retroactive impact.</b>
Asset Account: 089730 1730		
Class(Has Acct Ctls): 843501		
Alternate Dep. Acct:		
Software Version Nbr:		
In Service Date: 06/06/2004		Cap Flag: Y Depr Ind: Y
SPA Effective Date: 02/26/2009		Hist Ind: N
Transaction Description:		Appraisal Method: _
Transaction Reference: _____	Transfer from Asset: _____	Acq Method: PO Acq Agency: ____
Session ID JAC002	Date 02/26/2009	Count Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

## Basic Steps

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

## Change Procedures Process

### **Changing From a Controlled Component to a Capital Component – Current Fiscal Year**

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

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

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

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

#### **Action Line**

- |                     |  |
|---------------------|--|
| ◆ <b>Asset:</b>     | <span style="border: 1px solid black; padding: 0 2px;">Help</span> 10 digits/characters<br>In combination with component number, enter the <u>asset number</u> to be modified. |
| ◆ <b>Component:</b> | 2 digits<br>In combination with asset, identify the <u>component</u> to be modified.   |
| <b>Status:</b>      | 1 character<br>Displays the <u>current status</u> of the <u>component</u> .  |

#### **Screen Information**

##### **Current Status**

- |                        |   |
|------------------------|---|
| <b>Component Cost:</b> | 15 digits<br>Shows the <u>total dollar amount of the component</u> of the selected asset at the time of purchase / acquisition. |
| <b>Salvage Value:</b>  | 15 digits<br>Displays the <u>current estimate</u> of the worth of the <u>component</u> when <u>fully depreciated</u> .          |

## Screen 516 – Change in Est/Meth/Acct (cont'd)

---

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

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

### *Change in Estimate*

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

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

### *Change in Method*

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

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

### *Change in Account*

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

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

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

**Cap Flag:** 1 character  
Type 'Y' if the cost of the component should be carried in the General Ledger (i.e. capitalized).

## Screen 516 – Change in Est/Meth/Acct (cont'd)

---

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

**Software Version Nbr:** 20 digits  
Include the version number of the software being used.  

If this field is used, the information *will* be included on SPA reports.

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

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

**Appraisal Method:**

Help

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

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

**Acq Method:**

Help

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

**Acq Agency:**

Help

 3 characters  
Indicate which TAMUS member is responsible for the acquisition of the selected component. For example:  
710 = 01 System Offices  
711 = 02 Texas A&M University  
709 = 03 TAMUS Health Science Center



## Screen 516 – Change in Est/Meth/Acct (cont'd)

---

- ◆ **Transaction** 35 digits  
**Description:** Enter a short description of the changes to be made to the component.
- ◆ **Transaction** 7 characters/digits  
**Reference:** Indicate the batch reference used to audit the change in cost transaction.
- Transfer from Asset:** 10 digits/characters  
Shows the asset number that was copied if the copy function was used on Screen 509 to create the selected asset.
- Component:** 2 digits  
Identifies the component number that was copied if the copy function was used on Screen 509 to create the selected component.
- Session ID:** 6 characters  
Displays the batch/session identification header, as entered on Screen 510.
- Date:** 8 digits  
Indicates the batch/session date, as entered on Screen 510.
- Count:** 5 digits  
Shows the number of transactions processed in the current batch session.
- Amt:** 15 digits  
Indicates the total dollar amount processed in the current batch session.

### **Additional Functions**

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

# Reacquire a Disposed Asset

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

Only disposed assets can be processed on this screen.

## Screen 517 -Undispose Asset Component

517 Undispose Asset Component		02/26/09 16:59
		FY 2009 CC AM
Screen: ____	Asset: 0300053901	Component: 01 Status: D
INCUBATOR CO2 WATER-JACKETED DOUBLE		
Enter 'Y' to Undispose: N		
SPA Effective Date: 09/29/2006		
Transaction Description: _____		
Transaction Reference: _____		
Feed Accounting: D (D-Detail, S-Summary, N-No)		
Data Entered at Time of Disposal:		
Disposal Date: 03/07/2003	Component Cost: 2598.00	
Disposal Method: 06	Salvage Value:	
Current Year Dep:	Accum. Depr: 77.30	
Sale Amount:	Department: VTPB	
Disposal Cost:	Sub Dept:	
Session ID JAC001 Date 09/29/2006 Count Amt		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

## Basic Steps

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

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

### Action Line

- |              |   |
|--------------|---|
| ◆ Asset:     | <span style="border: 1px solid black; padding: 0 2px;">Help</span> 10 digits/characters<br>In combination with component number, enter the <u>asset</u> to be modified. |
| ◆ Component: | 2 digits<br>In combination with asset number, include the <u>component</u> of the chosen asset to be modified   |
| Status:      | 1 character<br>Displays the <u>current status</u> of the component.   |

## Screen 517 – Undispose Asset Component (cont'd)

---

### ***Screen Information***

- ◆ **Enter 'Y' to Undispose:** 1 character  
Type 'Y' if you wish to undispose the selected component.
- ◆ **SPA Effective Date:** 8 digits  
Include the effective date the transaction takes place. Effective date cannot be greater than current date or outside of the current fiscal year.
- ◆ **Transaction Description:** 35 characters  
Include a short description stating the reason the selected component is to be undisposed.
- ◆ **Transaction Reference:** 7 characters/digits  
Enter the batch reference to audit the change in cost transaction.
- Feed Accounting:** 1 character  
Signifies whether or not cost, depreciation, and other transaction information are to be fed to the accounting module of FAMIS: Detail (D), Summary (S) or No (N).

### ***Data Entered at Time of Disposal***

- Disposal Date:** 8 digits  
Displays the date that the component was disposed (i.e. date it was sold, lost, etc.).
- Component Cost:** 15 digits  
Shows the total dollar amount of the component of the selected asset at the time of purchase / acquisition.
- Disposal Method:** 2 characters  
Indicates the disposal method used by the institution responsible for the component.
- Salvage Value:** 15 digits  
Identifies an estimate of the salvage value of the component when it is fully depreciated.
- Current Year Dep:** 15 digits  
Indicates the total dollar amount of depreciation that has been recognized and fed to accounting in the current FY
- Accum. Depr:** 15 digits  
Shows the total dollar amount of depreciation that has been recognized and fed to accounting.
- Sale Amount:** 15 digits  
Displays the dollar amount received for the sale of the selected component.

## Screen 517 – Undispose Asset Component (cont'd)

---

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

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
----------------	---

# Transfer an Asset

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

Only **approved assets** can be processed on this screen.

## Screen 519 - Transfer within Member

519 Transfer within Member		02/26/09 17:01
		FY 2009 CC 02
Screen: ____	Asset: 0200003241	
COMPUTER,DELL OPTIPLEX,P4, 1.8GHZ		
Dept: SOBA_	Sub Dept: ____	
Alt APO		
Alt APO Name: EASTON, EARLENE		
Location		
Building: 03205	Bldg CC: 02	
Room: 1	Group: ____	
Exec Level: FO	Division: BS	School: IR
County: 001	Availability: US	
Other Location: ____	Restriction: I	
Ownership/Title: SYS_		
User UIN: 1uuuuuuu1	DREW, DERRICK	
SPA Effective Date: 02/26/2009		
Transaction Description: ____		
Transaction Reference: ____		
Session ID JAC004 Date 02/26/2009 Count Amt		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

## Basic Steps

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

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

### Action Line

◆ Asset: Help 10 digits/characters  
Enter the asset number to be transferred.

### Screen Information

Dept: Help 5 characters  
Indicate the department to which you wish to transfer the asset

## Screen 519 – Transfer within Member (cont'd)

---

**Sub Dept:**

[Help](#) 5 characters

Identify the sub-department to which you wish to transfer the asset.

**Alt APO**

**Alt APO Name:**

25 characters

Shows the name of the alternate person responsible for the asset.

**Location**

**Building:**

[Help](#) 5 digits

Include the code that identifies the building in which the asset is located.

**Bldg CC:**

[Help](#) 2 digits

Indicate the campus code on which the selected asset is located.

**Room:**

[Help](#) 6 digits/characters

Enter the room number of the building where the asset is located. Entry may be required, if Room Table option is "Y" on Screen 590 in FFX.

**Group:**

5 characters

Identify a code that is often used in sorting fixed asset reports.

**Exec Level:**

2 characters

Shows the executive officer who is ultimately responsible for all decisions concerning the acquisition, use and disposal of the asset.

**Division:**

2 characters

Indicates the FRS-defined division that is responsible for the asset.

**School:**

2 characters

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

**County:**

[Help](#) 3 digits

Enter the county in which the asset is located.

**Availability:**

[Help](#) 2 characters

Identify whether the asset is in use, available for use, or not usable. For example:

AV = Available

BLANK = Undetermined

EX = Excess Property

LN = On Loan To Another Department

MS = Missing, Unable To Locate

**Other Location:**

20 characters/digits

Describe the asset's location when it is not feasible to describe it in terms of campus, building, and room.

## Screen 519 – Transfer within Member (cont'd)

---

<b>Restriction:</b>	<b>Help</b> 1 character Signify any <u>restrictions</u> placed <u>on the use/ownership</u> of the selected <u>asset</u> . A = EQPT Thru TX Surplus - ACQ DT B = Right To Reclaim/Trnsfr-Fund C = Title Stays W/ Fnd Agency (FED D = Res;Sale Rcpts Dep To NSF EQP E = Sale Rcpts To Return To FED G F = Exempt Prop-Use On FED Fund P G = Retain&Reimb FED By %FEDPART/ I = No Restrictions
<b>Ownership/Title:</b>	<b>Help</b> 4 characters Indicate if <u>asset is owned</u> by institution, outside agency, or borrowed/leased by the institution.
<b>User UIN:</b>	<b>Help</b> 9 digits Enter the <u>Universal Identification Number for the person assigned</u> to use of the equipment.
◆ <b>SPA Effective Date:</b>	8 digits Provide the <u>effective date the transaction takes place</u> . An effective date cannot be greater than current date or outside of the current fiscal year.
◆ <b>Transaction Description:</b>	35 characters Enter a <u>description of the transfer</u> of the asset.
◆ <b>Transaction Reference:</b>	7 characters/digits Include the <u>batch reference</u> to audit the change in cost transition.
<b>Session ID:</b>	6 characters/digits Displays the <u>batch/session identification</u> header, as entered on Screen 510.
<b>Date:</b>	8 digits Indicates the <u>batch/session date</u> , as entered on Screen 510.
<b>Count:</b>	5 digits Identifies the <u>actual number of transactions processed</u> during the current batch session.
<b>Amt:</b>	15 digits Indicates the <u>total dollar amount processed</u> during the current batch session.

### **Additional Functions**

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

# Livestock

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

## Screen 521 – Livestock

521 Livestock		02/26/09 17:06		
"PEPE" - PET MULES				
Screen: ___ Asset: GN00000001 Component: 01 Seq: 00001 Status: A				
DR Asset Control: 0897501750		CR ACQ Addition: 089750		
Total Headcount: 18.00		Sequence Cost: 414640.00		
DR/CR: C Trans Ref: POST001 Description: MULE SALE				
Count Change	Method	Cost Change	Sale Amount	Disposal Cost
1	D SL	100.00	50	
	-			
	-			
	-			
	-			
	-			
	-			
	-			
Feed Accounting: D (D-Detail, S-Summary, N-No)				
SPA Effective Date: 02/26/2009		SPA Depr Entity		FY: ___
Session ID JAC001		Date 02/26/2009	Count	Amt
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help		EHelp	Seq	Funds Desc

## Screen 521 - Livestock Pop-Up Window

Please enter a 'Y' to process transaction			
Process change in cost : _			
Cost Change	Gain/Loss	DR Account	CR Account
100.00	-50.00	0897501750	0897505400
Net change in value:			
-150.00			

## Basic Steps

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



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

#### Action Line

- ◆ **Asset:** 10 digits/characters  
Enter the asset number to be modified.
- ◆ **Component:** 2 digits  
In combination with asset number and fund sequence number, identify the component to be modified.
- ◆ **Seq:** 5 digits  
In combination with asset number and component number, indicate the fund sequence to be modified.
- Status:** 1 character  
Displays the current status of the asset.

#### Screen Information

- DR Asset Control:** 10 digits  
Identifies the account and account control that will be debited.
- CR ACQ Addition:** 10 digits  
Shows the account and account control that will be credited.
- Total Headcount:** 15 digits  
Indicates the total number of livestock associated with the asset number, as entered on Screen 501.
- Sequence Cost:** 14 digits  
Identifies the total value of the component sequence of the asset.
- ◆ **DR/CR:** 1 character  
Indicate whether the transaction to be processed is a debit (D) or a credit (C).
- ◆ **Trans Ref:** 7 characters/digits  
Include the batch reference used to audit the livestock transactions.
- ◆ **Description:** 35 characters  
Provide a short description of the changes to be made to the asset.
- Count Change:** 11 digits  
Include the number to be added to/ subtracted from total number of livestock.
- ◆ **Method (D or SL):** Help 1 character/2 characters  
Indicate whether or not the transaction is an Acquisition (A) or a Disposal (D) and the method by which the acquisition/disposal is made possible.
- Cost Change:** 12 digits  
Signify the dollar amount to debit or credit from the asset's account.

## Screen 521 – Livestock (cont'd)

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<b>Sale Amt:</b>	13 digits Shows the <u>dollar amount to debit or credit</u> from the component's account.
<b>Disposal Cost:</b>	13 digits Signifies the <u>disposal cost associated with sale</u> of asset.
<b>Feed Accounting:</b>	1 character Identify whether or not cost, depreciation, and other transaction information is to be <u>fed to the accounting module</u> of FAMIS: Detail (D), Summary (S) or No (N).
◆ <b>SPA Effective Date:</b>	8 digits Enter the effective <u>date the transaction takes place</u> . Effective date cannot be greater than current date or outside of the current fiscal year.
<b>SPA Depr Entity FY:</b>	4 digits Include the <u>SPA Depreciable Entity Fiscal Year</u> for the transaction. The Fiscal Year must be between the current Fiscal Year and the Fiscal Year of the In-Service Date.
<b>Session ID:</b>	6 characters/digits Displays the <u>batch/session header</u> , as entered on Screen 510.
<b>Date:</b>	8 digits Indicates the <u>batch/session date</u> , as entered on Screen 510.
<b>Count:</b>	5 digits Identifies the <u>actual number of transactions processed</u> during the current batch session.
<b>Amt:</b>	15 digits Indicates <u>the total dollar amount processed</u> during the current batch session.
<b><i>Pop-Up Window Screen Information</i></b>	
<b>Cost Change:</b>	12 digits Signifies the <u>dollar amount to debit or credit</u> from the asset's account.
<b>Gain/Loss:</b>	14 characters Signifies changes, in dollars, made to the herd due to <u>loss</u> or <u>gain</u> of additional livestock.
<b>DR Account:</b>	10 digits Identifies the <u>account and account control</u> that will be <u>debited</u> .
<b>CR Account:</b>	10 digits Identifies the <u>account and account control</u> that will be <u>credited</u> .
<b>Net Change in Value:</b>	14 digits Displays the <u>dollar amount of the change in value</u> .

### **Additional Functions**

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

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

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

**PF11**                           **Description**  
**Desc**                           Enter a new description to override.



## **Section V**

# **Inventory and Buildings**

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# InCircuit – Protégé Scan & Validate Process

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## (General Overview)

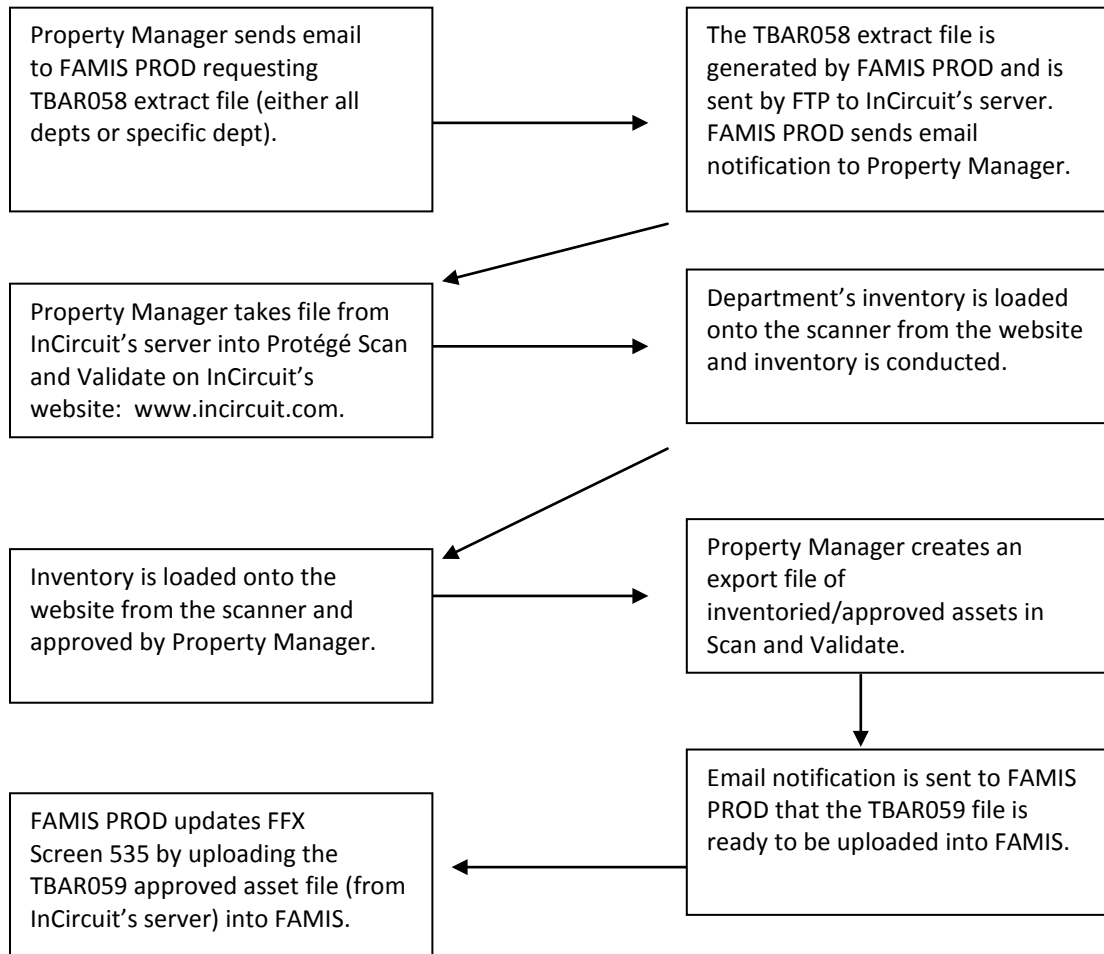
- The TBAR058 file from FAMIS is loaded into Protégé Scan & Validate on InCircuit's website [www.incircuit.com](http://www.incircuit.com).
- This file contains asset information by department from FFX Screen 535.
- The asset information is loaded onto the scanner by department, which is referred to as a subset by InCircuit through the 'hotsync' process.
- The departmental user (Alternate Accountable Property Officer – Alt APO) logs into the scanner using their login ID and password.
- Once the user scans an asset's barcode label, the status of the asset will be 'NoScan', which means that the asset has been scanned, but has not been edited in any way.
- If the information is correct, the status will be changed to 'Correct'.
- If the information is edited, the status will be changed to 'Change'.
- If the information did not match, the status will be 'New' if the information is added in the scanner.
- **Note:** All fields (i.e. asset #, description, status, bldg, room/floor, dept, sub dept, other location, condition, availability, serial # and model #) can be edited on the scanner; however, only the editable fields on FFX Screen 535 will be updated in FAMIS.
- Once the inventory is completed, the scanner is synced with the InCircuit's database through the website.
- All statuses must be approved by the Property Manager on the website. Once approved, a file is created by the Property Manager of all of the 'Correct' and 'Change' statuses. This file is the TBAR059 export file. The file name format is FFXDEPT.Dyymmdd.misc.Pxx.txt. (replace "xx" with your Campus Code).

The variables in the format are the 'yymmdd' for the date and the 'Pxx' specifies the campus code.

- An E-Mail request (TBAR059) is sent to [famisprod@tamu.edu](mailto:famisprod@tamu.edu).
- FAMIS PROD then uploads the data into FAMIS from InCircuit's server ([sync.incircuit.com](http://sync.incircuit.com)) and updates FFX Screen 535. The inventory date field is also updated on this screen.

# InCircuit/FAMIS Inventory Process

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



# TBAR057 Barcode Label File

---

## Instructions

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

1. Turn the barcode label printer on. The power and paused lights will be on – wait until the paused light goes off, then the printer is ready. Be sure to change the printer box to 'B'.
2. Open Bartender software under the shortcut 'barcode.btw'. 'Barcode.btw' is the software file for printing from the TBAR057 file from FAMIS. It is located on C:\Barcode file\barcode.btw
  - a. For individual barcode labels, select 'individual.btw
3. Go to 'File'. Then 'Database Setup'. Under 'All databases', 'Barcode file' should be highlighted in blue. (Text file 1) Error message, check ok.
4. Go to 'Options'. Then 'Select file'. (For example: L:/User/FAMISInven)
5. Highlight the correct file and open. The file format should be as follows:  
FFXINV.Dyymm.Pxx.txt (replace "xx" with your Campus Code).

For example, for April 2005, the file name for Part 01 would be  
FFXINV.D0504.P01.txt. Be sure not to delete the current file. If you do, FAMIS has to reload the file.

6. The file name should appear under 'Text file name'.
7. Go to the 'Browse' tab to view the data in the file. The data will appear in asset # order unless sorted otherwise. Verify the data in the file to the data listed on the TBAR057 report. Once verified, click on 'OK'.
8. The file can be printed several ways, either by department, by asset # or the entire file can be printed at once.

9. To print by department:

- a. Go to the 'Query' tab. Click on the 'Fields' block and a drop down arrow should appear. Click on the arrow and choose to sort by dept. The 'Operator' block should have an '=' sign. The 'Criteria' block should also have a drop down arrow. Click on the arrow and choose the department that you want to print. If the department's acronym is not listed, type (in uppercase) the department's acronym. Go to the 'Browse' tab and only the department that you've specified under 'Query' should appear. Click on 'OK'.
- b. Go to 'File' then 'Print'. Under 'Record Selection', the 'Queried Records' should say 'All' and the 'Selected Records' should have a '1...'. Print.

10. To print by asset #:

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

11. To print the entire file at once:

- a. Go to 'File' then 'Print'. Under 'Record Selection', the 'Queried Records' should say 'All'. Print.

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

13. When you're finished printing labels, be sure to change the printer box to 'B' and turn the printer off.

# TBAR058 Import (Into InCircuit)

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## Instructions

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

1. Email [famisprod@tamu.edu](mailto:famisprod@tamu.edu). The Email should read as follows:

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

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

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

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

'ffxinv.dyymmdd.pxx.txt' (replace "xx" with your Campus Code)  
(yymmdd = year, month, date)

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

3. To retrieve the file, login to Protégé Scan and Validate website, [www.incircuit.com](http://www.incircuit.com).
4. Go to 'Admin'.
5. Choose 'Import Data'.
6. Choose 'Append and Update'.  
**This step is extremely important – DO NOT choose overwrite.** This will clear out all records, including users, subsets and asset information. Only choose 'Overwrite' when changing from the Blind Audit mode to Editable Audit mode or vice versa.
7. Click on 'Next'.
8. Type the exact file name in the box (from the email sent by FAMISPROD). The file format should always be fixed length. Click on 'Next'.

## TBAR058 Import (Into InCircuit) (cont'd)

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9. You should receive the message 'Import successful'. Please note: If there is a problem with the import (the import should only take a couple of minutes or less), you must call InCircuit (speak to Shannon or Darrin) at 1-800-963-1950. They will probably have to reset the import file from their server.
10. Once the file has been imported, the requested information will be updated in InCircuit. To verify, go to 'Progress' on the InCircuit website and click on the department that you updated.

# TBAR059 Export (Into FAMIS)

---

## Instructions

- I. **Verify the scanner's information has been completed:**
  - a. When you receive the scanner back from the Alt APO, turn on the scanner and login as department
  - b. Go to 'View Inventory' and 'Info'
    - A. The 'NoScan Items' should be zero. This shows that every item that FAMIS has in that department's inventory has been scanned during the inventory process.
    - B. If the number is not zero, be sure to research the reason before proceeding. Then logout of the scanner.
  - c. Have department sign in the scanner, cradle using the Bar.
- II. **Log on the web using the following address:** [www.incircuit.com](http://www.incircuit.com)
  - a. Use your userid and password
  - b. Assign department
- III. **IMPORTANT:**

Be sure to login to the scanner and Protégé Scan & Validate with the Alt APO's login id. This ensures that the name of the Alt APO will be linked to each asset that was inventoried on the scanner for their department. Protégé Scan & Validate can be found at [www.incircuit.com](http://www.incircuit.com).
- IV. Once logged into both, put the scanner in the cradle and push the 'Hotsync' button on the cradle. This will load the data from the scanner into InCircuit's software. If the sync stalls at 70% and begins to count, log out of both the scanner and the website and be sure to log back in correctly. If the logins do not match, the sync cannot occur. The scanner will beep and a message will appear that the sync is complete. Log out of the scanner and the website. If you have further problems with the sync process, contact InCircuit.
- V. Once the inventory has been completed for a department, the data is ready to be exported from InCircuit to FAMIS.
- VI. Use the following steps (1-15) to export the file.
  1. Login to InCircuit's website ([www.incircuit.com](http://www.incircuit.com)) with your Manager ID.
  2. Go to 'Progress' and the department should have a date and time in the 'Last Synchronization' field and a name in the 'Sync. User' field.
  3. Approve all 'Correct' & 'Change' statuses.
  4. Go to 'Admin' then 'Export'.
  5. Choose the subsets (departments) that will be included in the export file. You must uncheck all of the departments that should not be included or click on the 'Unselect All' button and then choose the departments that you want to include in the export. Then click on 'Next'.

## TBAR059 Export (Into FAMIS) (cont'd)

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6. Select the status that will be included in the export file. Only the 'Correct' and 'Change' statuses should be included. (Note: Blind audit uses the status of 'SubChange'.) Then click on 'Next'.
7. Send 'approved' only. Then click 'Next'.
8. Choose 'Do not include previously exported items'. Then click on 'Next'.
9. Type in the file name in the following format:

ffxdept.dyymmdd.misc.pxx.txt (replace "xx" with your Campus Code)  
(yymmdd = year, month, day)

The file format is Fixed Length format. Then click on 'Next'.

10. Verify the file information. Then click on 'Next'. Click on 'Next' again.
11. You should receive a message that the file was successfully created.
12. Mark Item as Exported? Yes and then 'ok'.
13. Log out of the website and close the window.
14. Open 'Outlook' and send an email to FAMISPROD@tamu.edu. For example, the message should read as follows:

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



**Replace "xx" with your Campus Code**

Send the email.

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

**Be sure to use YOUR CAMPUS CODE in file names where appropriate.**

# Enter Departmental Inventory Records

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

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

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

## Screen 535 - Departmental Inventory

535 Departmental Inventory		02/24/09 13:28	
Screen: ____ Asset: 00AP000096		FY 2009 CC 02	
COMPUTER FACULTY WORKSTATION			
DR. DREW			
Availability: US		TDP Document:	
Condition: 01		Class: 578701 SPA Class: 204	
Purpose 1: AD	Percent 1: 25.00_	Model: 25675	
2: RE	2: 75.00_	Serial: 02567	
3: ____	3: ____	Acq Date: 08/11/2000	
4: ____	4: ____	Owner/Title: TAMU	
Location		Restriction: I	
Building: 00462 Bldg Campus: 02		Tag Number: 00AP000096	
Room: 411A Group: ____		How Tagged: BC	
County: ____ Other Loc: ____		Department: SOCI Sub Dept:	
User UIN: ____		Cost: 3988.00	
Inventory Date: 08/21/2008		Note File Flag: N	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp			

## Basic Steps

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

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

### Action Line

- ◆ Asset: Help 10 digits/characters  
Type the asset number to be modified. Displays a short description of the asset when you press <ENTER>.

### Screen Information

- Availability: Help 2 characters  
Indicate the availability of the asset such as: in use, available for use, not usable. Valid values are:  
AV = Available  
BLANK = Undetermined

## Screen 535 – Departmental Inventory (cont'd)

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

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

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

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

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

**Class:** 6 digits  
Displays the class of the asset.

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

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

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

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

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

**Restriction:** 1 character  
Shows any restrictions placed on the use/ownership of the selected asset.



## Screen 535 – Departmental Inventory (cont'd)

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<b>Tag Number:</b>	10 characters/digits Displays the <u>identification number</u> that is <u>physically attached to the asset</u> for inventory and control purposes.
<b>How Tagged:</b>	2 characters Shows the <u>physical type of tag used</u> to mark the asset's identification number.
<b>Department:</b>	5 characters Identifies the <u>department responsible for the asset</u> .
<b>Sub Dept:</b>	5 characters Displays the <u>sub-department responsible for the asset</u> .
<b>Cost:</b>	15 digits Indicates the <u>total dollar amount spent on</u> the purchase of the <u>asset</u> .

### ***Location***

<b>Building:</b>	<b>Help</b> 5 digits Type the code that identifies the <u>building where the asset is located</u> .
<b>Bldg Campus:</b>	2 digits Include TAMUS member <u>campus building</u> where selected asset is located.
<b>Room:</b>	<b>Help</b> 6 digits/characters Enter the <u>room number</u> of the asset. Entry may be required, if Room Table option is "Y" on Screen 590 in FFX.
<b>Group:</b>	5 characters Include the <u>group code</u> used in sorting fixed asset reports.
<b>County:</b>	<b>Help</b> 3 digits Indicate the <u>county where asset is located</u> .
<b>Other Loc:</b>	20 characters/digits Describe an <u>asset's location</u> when it is not feasible to describe it in terms of campus, building, and room.
<b>User UIN:</b>	<b>Help</b> 9 digits Enter the <u>Universal Identification Number</u> for the person assigned to use of the equipment.
<b>Note File Flag:</b>	1 character 'Y' signifies that <u>notes</u> have been <u>added to the asset</u> .
<b>Inventory Date:</b>	8 digits Indicates the <u>date</u> on which the existence, condition, and location of the selected asset was <u>last verified</u> .

### ***Additional Functions***

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
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# Create/Modify Building Information

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

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

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

TAMU codes buildings as follows:

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

## Screen 540 - Building Create/Modify

540 Building Create/Modify		02/27/09 08:22
		FY 2009 CC 02
Screen: ____ Bldg. Campus Cd: 02 Building: 00499		
Name: A&M PRESS BUILDING	Location: 1A MAIN CAMPUS	
GRAPHIC SERVICES	Other Location: _____	
Primary Function: AX AUXILIARY EN		
Condition: EX EXCELLENT	Coinsurance Pct: ____	
Type of Construction: CS CORRUGATED S	Financing Method: UN UNKNOWN	
Structural Obsolescence: ____ UNDETERMINED	Replacement Cost: _____	
Functional Obsolescence: ____ UNDETERMINED	Appraised Value: _____	
Date Constructed: _____	Appraised By: ____ NOT APPRAISED	
Initial Occupancy: 01/01/1955	Appraised Date: _____	
Purpose: AX ____	Area/Capacity UOM: SFT SQUARE FEET	
%: 100 ____	Gross Area: 268650_	
Title Ownership: TAMU TEXAS A&M UNIVRS	Usable Area: _____	
Title Reference: _____	Public Area: _____	
Title Recorded at: _____	Revenue Producing: _____	
Title Recorded Date: _____	Optimum Capacity: _____ Persons	
Last Activity Date: 02/08/2008	Type D to Delete Building: _	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

## Basic Steps

### Create a New Building Record

- Advance to Screen 540.
- Enter the Building Campus Code where the building is located.
- Type a valid building number on the Action Line.
- Type the name of the building, location, current condition of the building, and financing method used to purchase the building.
- Indicate the agency or institution that owns the new building.
- Add additional information in the available fields, as needed.
- Press <ENTER> to record the information.

## Screen 540 – Building Create/Modify (cont'd)

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### **Modify an Existing Building Record**

- Advance to Screen 540.
- Type a valid building campus code and building number on the Action Line and press <ENTER>. (You may also type an asterisk (\*) in this field and make your selection from the pop-up window.)
- Add or modify information in the available fields, as needed and press <ENTER> to record the information.

### **Add/Remove Other Campus Building(s) for location needs**

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

### **Delete a Building Record**

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

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

### **Action Line**

- ◆ **Bldg. Campus Cd:** **Help** 2 digits/characters  
Include the TAMUS member campus code where the building is located. Valid values include:
  - 00 = Master Campus
  - 01 = System & General Offices
  - 02 = Texas A&M University
- ◆ **Building:** **Help** 5 characters/digits  
Enter the building code for the record you would like to add, modify, or delete. For example:
  - VA147 = Veteran's Admin -
  - VA163 = Main VA Hospital
  - X2648 = TEEX - Underground
  - X2658 = TEEX - OES Training
  - X2680 = TEEX - Fireman Trgn

### **Screen Information**

- ◆ **Name:** 40 characters (2 lines)  
Enter the full name of the building.

## Screen 540 – Building Create/Modify (cont'd)

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

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

**Primary Function:** [Help](#) 2 characters  
Signify the primary purpose of the selected building. Examples include:  
AD = Administrative  
AG = Agricultural Services Buildings  
AX = Auxiliary Enterprises  
BLANK = Undetermined

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

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

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

**Financing Method:** [Help](#) 2 characters  
Enter the means used to pay for the building, if owned by the institution. Valid values include:  
BLANK = Not Defined  
CA = Cash  
EF = Endowment Funds  
FG = Federal Grant  
FL = Federal Loan  
GF = Gift

## Screen 540 – Building Create/Modify (cont'd)

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**Structural****Help** 2 characters**Obsolescence:**

Include the relative obsolescence of the basic building structure, when evaluated according to such factors as compliance with building codes, industry standards, safety and health regulations, and/or EPA, OSHA and NRC regulations. Valid values are:

ST = State-Of-The-Art  
CU = Current, Standard  
OK = Acceptable  
AD = Barely Adequate  
OB = Obsolete  
BLANK = Undetermined

**Replacement Cost:**

11 digits

Enter the estimated cost of replacing the building for insurance purposes.

**Functional****Help** 2 characters**Obsolescence:**

Signify the relative obsolescence of the building in terms of the functions for which it is used. Valid values are:

ST = State-Of-The-Art  
AD = Barely Adequate  
OK = Acceptable  
CU = Current, Standard  
OB = Obsolete  
BLANK = Undetermined

**Appraised Value:**

11 digits

Identify the appraised value of the selected building.

**Date Constructed:**

8 digits

Include the date on which original construction on the building was completed.

**Appraised By:****Help** 4 characters

Enter the outside agency that provided an appraised value of the building. For example:

CENT = Century 21 Realtors  
CMW = Charles M. Whittier, Inc.  
CWBK = Coldwell Banker, Inc.  
BLANK = NOT APPRAISED

**Initial Occupancy:**

8 digits

Type the date the TAMUS member part began using the building for its intended purpose.

**Appraised Date:**

8 digits

Indicate the date on which the building was appraised.

## Screen 540 – Building Create/Modify (cont'd)

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**Purpose:** [Help](#) 2 characters (4 fields)  
Enter the general purpose or function of the building.  
AD = Administrative  
AG = Agricultural Services Buildings  
AX = Auxiliary Enterprises  
BLANK = Undetermined  
FR = Residence, Family - Apts, No Rent  
GN = General

**%:** 3 digits (4 fields)  
Include the percentage of the time, space, or resource consumption that the building will be used for a particular purpose.

◆ **Title Ownership:** [Help](#) 4 characters  
Indicate whether the building is owned by the institution or an external agency, corporation or individual. For example:  
AAAE = American Asso of Airport Executive  
AAR = Association of American Railroads  
ABL = Abbott Laboratories

**Title Reference:** 7 characters/digits  
Include a reference number or code that is associated with the title instrument.

**Title Recorded at:** 15 characters  
Indicate the place where the title is legally recorded, typically the county seat for the jurisdiction in which the building is located.

**Title Recorded Date:** 8 digits  
Signify the date on which the title was transferred to the specified agency or institution.

**Last Activity Date:** 8 digits  
Include the last date on which activity was recorded by the system for the specified building.

### **Area/Capacity**

**UOM:** [Help](#) 3 characters  
Identify the unit of measure in terms of which the space occupied or provided by the building is expressed.  
A = Acres  
HA = Hectares  
SFT = Square Feet  
SMT = Square Meters  
SQR = Squares, 10 ft by 10 ft  
SYD = Square Yards  
BLANK = Undetermined

**Gross Area:** 7 digits  
Enter the total floor space in the selected building.

## Screen 540 – Building Create/Modify (cont'd)

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<b>Usable Area:</b>	7 digits Signify the <u>total floor space used</u> by the occupants of the building to carry out their functions.
<b>Public Area:</b>	7 digits Identify the <u>total floor space devoted to general use</u> , that is, use that is floor space not directly related to any specialized functions for which the building is designated.
<b>Revenue Producing:</b>	7 digits Include the <u>total floor space</u> of the building <u>devoted to activities that generate income</u> for the institution.
<b>Optimum Capacity: Persons</b>	7 digits Type the <u>maximum number of persons that may safely occupy the building or structure</u> .
<b>Type D to Delete Building:</b>	1 character Type 'D' to <u>remove</u> the selected <u>building</u> record from the system.

### **Additional Functions**

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

**Visibility of the following two PF Keys is dependent on security access to this screen.**

<b>PF9 Add</b>	<b>Add</b> Used to <u>add</u> the <u>building record</u> .
<b>-- OR --</b>	
<b>PF10 Del</b>	<b>Delete</b> Used to <u>delete</u> the <u>building record</u> .

# Building Segment/Betterment Information

Building segments, such as elevators and heating/cooling systems are often added as improvements to a building. These segments often are treated as separate assets of the institution. However, it is necessary to associate them with the building in which they are placed. Screen 541 may be used to identify a component as a building segment.

## Screen 541 - Building Segment/Betterment

541 Building Segment/Betterment		02/27/09 08:31
		FY 2009 CC 02
Screen: ____	Asset: 0920000506	Component: 01
		Status: A
Is this asset a building segment? Y		
Asset Data		Building Data
Description: NAGLE HALL		Name: NAGLE HALL
Class: 811001		Building: 00506 Campus: 02
In-service Date: 01/01/1909		Location: 1A
Useful Life: 360		Primary Function: GN
Remaining Life:		Condition: 02
Component Cost: 1,835,411.23		Date Constructed:
Salvage Value: 91,770.56		Initial Occupancy: 01/01/1909
Replacement Cost:		
		Replacement Cost:
		Appraised Value:
		Gross Area: 323,060
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---		
Hmenu Help EHelp		

## Basic Steps

- Advance to Screen 541.
- Type a valid asset number and component number on the Action Line and press <ENTER>. You may also type an asterisk (\*) in the Asset: field, press <ENTER> and select an asset from the pop-up window display list.
- Indicate whether or not this component is a building segment.
- Press <ENTER> to record the information.

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

### Action Line

- ◆ **Asset:** 10 digits/characters  
Identify the asset number which you would like to mark as a building segment.
- ◆ **Component:** 2 digits  
Include the component which you would like to mark as a building segment.
- Status:** 1 character  
Identifies the status of the component.



## Screen 541 – Building Segment/Betterment (cont'd)

---

### ***Screen Information***

- ◆ **Is this asset a building segment?** 1 character  
Indicate whether or not ('Y' or 'N') the selected component is a building segment. Can only be set for approved assets.

### ***Asset Data***

- Description:** 40 characters  
Displays a short description of the selected component.
- Class:** 6 digits  
Displays the class of assets, as designated for accounting and property control purposes.
- In-service Date:** 8 digits  
Identifies the date on which the component is first used for its intended purpose.
- Useful Life:** 3 digits  
Indicates the estimate of how long the component will remain usable, from the time it was acquired to the time it will be fully depreciated.
- Remaining Life:** 3 digits  
Shows the number of future months over which depreciation is to be charged.
- Component Cost:** 15 digits  
Indicates the total dollar value of the component at the time of purchase / acquisition.
- Salvage Value:** 15 digits  
Shows an estimate of the salvage value of the component when fully depreciated.
- Replacement Cost:** 15 digits  
Displays the estimated cost of replacing the component this fiscal year, for insurance purposes.

### ***Building Data***

- Name:** 40 characters  
Displays the full name of the building where the component is located.
- Building:** 5 digits  
Indicates the building code where the component is located.
- Campus:** 2 digits  
Shows the campus code where the asset is located.
- Location:** 2 digits/characters  
Identifies the TAMUS member part of off-campus location where the building is located.

## Screen 541 – Building Segment/Betterment (cont'd)

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<b>Primary Function:</b>	2 characters Signifies the <u>main purpose of</u> the selected <u>building</u> .
<b>Condition:</b>	2 characters/digits Indicates the <u>quality and/or the general state of repair</u> of the selected <u>building</u> .
<b>Date Constructed:</b>	8 digits Displays the <u>date</u> on which <u>construction</u> of the building was <u>completed</u> .
<b>Initial Occupancy:</b>	8 digits Identifies the <u>date</u> on which the TAMUS member part <u>began using</u> the <u>building</u> for its intended purpose.
<b>Replacement Cost:</b>	15 digits Shows the <u>estimated cost of replacing</u> the <u>building</u> this fiscal year, for insurance purposes.
<b>Appraised Value:</b>	15 digits Indicates the <u>dollar amount of the appraised value of the building</u> .
<b>Gross Area:</b>	7 digits Displays the <u>total floor space</u> , generally in square feet or square meters, available <u>for</u> the selected <u>building</u> .

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
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# Assets by Building/Building Component Flag

You may view a list of all approved assets by building / building segment flag using Screen 542. Screen 542 displays basic component information of all assets that are either a building segment, residing in a building, or both. You may also choose to view all building segments, or limit the display to only those that are approved or disposed.

The information displayed on this screen includes the asset number, component number, status, short description, asset accounting information, ownership department, asset class, and component cost.

A running subtotal is displayed at the bottom of each screen. When all assets have been displayed, a grand total is shown. If a component is selected from the display and another screen is not requested, the screen will transfer to Screen 541.

## Screen 542 – Building Segment Inquiry

542 Building Segment Inquiry										08/26/10 08:26	
										FY 2010 CC 02	
Screen: ____ Bldg CC: 02 Building: 00499 Segment Fg: N St: A Asset: _____											
Se	Asset Nbr	Cp	St	Sg	Description	Asset Acct	Dept	Class	Component	Cost	
-----											
-	0000029565	01	A	N	COMPUTER CROWN U	089730-1730	SACT	578701		2,798.75	
-	0000030535	01	A	N	PRINTER HP 4050N	089730-1730	SACT	578801		1,400.00	
-	0000420255	01	A	N	CAMCORDER VHS 8M	089730-1730	SACT	578201		599.99	
-	0000527969	01	A	N	CPU DIMENSION 82	089730-1730	SACT	578701		1,854.88	
-	0100037356	01	A	N	PRINTER LASER HP	089730-1730	SACT	578801		3,500.00	
-	0200044262	01	A	N	COMPUTER, DELL O	089730-1730	SACT	578701		2,933.00	
-	0300055200	01	A	N	COMPUTER, GATEWA	089730-1730	SACT	578701		1,098.42	
-	0300055205	01	A	N	COMPUTER, GATEWA	089730-1730	SACT	578701		1,098.42	
-	0400066506	01	A	N	COMPUTER, M&A PE	089730-1730	ENTC	578701		1,125.00	
-	0400066507	01	A	N	COMPUTER, M7A PE	089730-1730	ENTC	578701		1,125.00	
-	0500067795	01	A	N	COMPUTER, DELL O	089730-1730	SACT	578701		1,186.08	
-	0500069461	01	A	N	COMPUTER, OPTIPL	089730-1730	CVEN	578701		2,000.00	
										-----	
										Sub Total:	
										20,719.54	
*** More Assets - Press ENTER To View ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp										Left Right	

Press PF11 to toggle the "Asset Acct" column to display "Acq Date" information

## Basic Steps

- Advance to Screen 542.
- Type a valid building campus code, building code, segment flag and status on the Action Line. You may also enter a starting asset number to begin the displayed list at a certain number. If you do not know the building code, you can type an asterisk (\*) in the "Building:" field, press <ENTER> and select it from the pop-up window display list.
- Press <ENTER> to display a list of assets.
- Type an 'X' next to an asset and press <ENTER> to advance to Screen 541 and view additional detailed information.

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

#### Action Line

- ◆ **Bldg CC:** Help 2 digits  
Indicate the TAMUS member campus code owning the building in which the asset is located. (defaults to logged on campus).
- ◆ **Building:** Help 5 digits  
Enter the building code where asset is located.
- ◆ **Segment Fg:** 1 character  
Signify whether to display:  
Y = assets that are segments of a building  
N = assets that are not segments of a building (default)  
B = all assets, whether segments or not (non-components are listed first)
- St:** 1 character  
Identify the status of building segments to be displayed:  
A = Approved  
D = Disposed  
B = Both approved and disposed
- Asset:** 10 digits/characters  
Identify a starting asset number to display, if desired.

#### Screen Information

- Se:** 1 character  
Type an 'X' to select an asset for further display on Screen 541.
- Asset Nbr:** 10 digits/characters  
Shows the asset's identification number.
- Cp:** 2 digits  
Identifies the component number.
- St:** 1 character  
Displays the status of the component: Approved (A), or Disposed (D).
- Sg:** 1 character  
'Y' indicates the asset is a building segment.
- Description:** 16 characters  
Displays a short description of the selected asset.
- Asset Acct:** 10 digits  
Identifies the general ledger / account control owning the asset. A general ledger/account control will be displayed for both capital and non-capital assets. Accounting is fed to the GL for capital assets only, however.

## Screen 542 – Building Segment Inquiry (cont'd)

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— **OR** —

<b>Acq Date:</b>	8 digits Displays the <u>date</u> the asset was <u>acquired</u> .
<b>Dept:</b>	5 characters Indicates the <u>department responsible</u> for the asset.
<b>Class:</b>	6 digits Shows the <u>component class code</u> for the asset.
<b>Component Cost:</b>	15 digits Displays <u>total dollar amount of the component</u> .
<b>Sub Total:</b>	11 digits A <u>subtotal of component cost</u> appears if the displayed items span more than one screen.
<b>Grand Total:</b>	11 digits The <u>grand total</u> of component cost displays at the end of the results of the inquiry list.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys
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# Building Room Number Table

When a campus needs to validate rooms for their buildings, Screen 543 is used. The Master Campus is the only place that rooms can be added or deleted and only a few people in the A&M System Office of Budgets and Accounting will be given this security. The reason for this is that rooms will be loaded from the Facilities Coordination table.

If you need to have room(s) added to the table that are going to be added to the FCOR table eventually, please have the property manager or designee provide the following information to A&M System property manager or alternate:

1. FCOR building number
2. Building name
3. Room number(s)
4. The campus that owns the building
5. Verification that FCOR is aware of this addition/change. Otherwise, this screen is DISPLAY ONLY.

This screen shows all rooms, regardless of whether the building has been added on Screen 540.

## Screen 543 - Building Room Nbr Table

543 Building Room Nbr Table							
02/27/09 08:42							
FY 2009 CC 02							
Screen: ____ Bldg CC: 02 Building: 00462 ACADEMIC BUILDING							
Starting Room: _____							
ELEVAT	103	105A	110A	127	201F	205	211A
HALLS	103A	105B	111	128	202	205A	211B
LOBBY	103AA	105C	111D	129	202A	205B	211C
MEN	103AB	105D	112	129A	202B	206A	219
MEN-A	103AC	106	119A	129B	202C	206B	219A
STAIRS	103AD	106A	119B	129C	202D	206C	219B
WOM-A	103AX	106B	119C	130	203	206D	219C
WOMEN	103B	107	119X	131	203A	207	219D
001	103C	107A	120	132	203B	207A	220
002	104	107B	122	200	204	207B	220A
004	104A	107C	122A	201	204A	208	220B
102	104B	108	123	201A	204B	209	220C
102A	104C	108X	124	201B	204C	210	220D
102B	104D	109	125	201C	204D	210A	221
102C	105	110	126	201D	204E	211	223
*** More Rooms - Press ENTER To View ***							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp Dflt							

## Basic Steps

### Create a New Room for a Building

- On the Master Campus, advance to Screen 543.
- Enter the Building Campus Code where the building is located.
- Type a valid building number and press <ENTER> to display the current rooms for the building.
- Type an "A" in the first blank and type the room number in the blank next to it, and press <ENTER> to record the information.

## Screen 543 – Building Room Nbr Table (cont'd)

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### **Delete a Room for a Building**

- On the Master Campus, advance to Screen 543.
- Enter the Building Campus Code where the building is located.
- Type a valid building number.
- Press <ENTER> to display the current rooms for the building.
- Find the room that is to be deleted and type a “D” in the first blank.
- Press <ENTER> to remove the room from the table.

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

### **Action Line**

- ◆ **Bldg. CC:** Help 2 digits  
Include the TAMUS member campus code where the building is located. Valid values include:  
00 = Master Campus  
01 = System & General Offices  
02 = Texas A&M University
- ◆ **Building:** Help 5 characters/digits  
Enter the building code for the record you would like to add, modify, or delete.  
For example:  
VA147 = Veteran’s Admin -  
VA163 = Main VA Hospital  
X2648 = TEEX - Underground  
X2658 = TEEX - OES Training  
X2680 = TEEX - Fireman Trgn
- Starting Room:** Help 6 digits/character  
Enter a room number to begin the display at a desired starting position.

### **Additional Functions**

- PF KEYS** See Appendix for explanation of the standard PF Keys.
- PF6** **Default**
- DfLt** View the Default Room Number table for rooms that can be used on any asset.

# Building Room Asset Inquiry

To use Screen 544, the room table flag for the campus must be set to “Y” or “F” on Screen 590 in FFX. This screen can be used to view a list of personal approved assets for a campus by building/room.

The information displayed on this screen includes the room, asset campus code, asset number, department, subdepartment, and description. Select an asset from the display to advance to Screen 535.

**Only assets on your campus may be selected.** It is suggested that only Property Managers/Designees have access to this screen for security reasons.

## Screen 544 – Building Room Asset Inquiry

544 Building Room Asset Inquiry						02/27/09 08:42
						FY 2009 CC 02
Screen: ____ Bldg CC: 02 Building: 00462 Room: ____ CC: 02 Asset: ____						
Se	Room	CC	Asset Nbr	Dept	SDept	Description
--	-----	--	-----	-----	-----	-----
-	106	02	0200044847	APDF		COMPUTER, POWERBOOK APPLE
-	106	02	0800092963	SOCI		COMPUTER OPTIPLEX 755 SMALL FORM FA
-	106	02	0900099408	PERF		PRINTER XEROX LASER COLOR FOR DEPT
-	106A	02	0500070581	PERF		COMPUTER, DELL PRECISION 370 DESKTO
-	106A	02	0800092972	PERF		COMPUTER OPTIPLEX 755 SMALL FORM FA
-	106B	02	0300054391	APDF		COMPUTER, DELL OPTIPLEX GX260T
-	107	02	0300073396	APDF		COMPUTER, DELL INTEL
-	107	02	0500734237	APDF	FS	COMPUTER DELL FOR ROCHEL RUBIO AND
-	107	02	0800093004	APDF	FS	COMPUTER DELL OPTIPLEX 745 FOR SENA
-	107	02	0900099369	APDF		COMPUTER LAPTOP FOR FACULTY SENATE
-	107A	02	9900024936	APDF	FS	PRINTER HP 2100 XI
-	107B	02	9900021733	APDF	FS	COMPUTER LAPTOP INVOICE E8054488
-	107C	02	9900729130	APDF		PRINTER HP 6PXi
*** More Assets - Press ENTER To View ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHlp						

## Basic Steps

- Advance to Screen 544.
- Type a valid building campus code and building on the Action Line. You may also enter a starting room, campus code, and asset number to begin the display.
- Press <ENTER> to display a list of all assets for the building room.
- Type an 'X' next to an asset and press <ENTER> to advance to Screen 535 and view additional detailed information for the asset.

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

### Action Line

- ◆ Bldg CC: Help 2 digits  
Indicate the TAMUS member campus code owning the building in which the asset is located. (defaults to logged on campus).
- ◆ Building: Help 5 digits  
Enter the building code where the asset is located.



## Screen 544 – Building Room Asset Inquiry (cont'd)

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**Room:** Help 6 digits/characters  
Identify a starting room number, if desired.

**CC:** 2 digits  
Identify a specific campus code to search for, if desired.

**Asset:** 10 digits/characters  
Enter a starting asset number, if desired.

### **Screen Information**

**Se:** 1 character  
Type an 'X' to select an asset for further display on Screen 535.

**Room:** 6 digits/characters  
Displays the room location of the asset.

**CC:** 2 digits  
Shows the campus code where the asset is located.

**Asset Nbr:** 10 digits/characters  
Displays the asset identification number.

**Dept:** 5 characters  
Shows the department location of the asset.

**SDept:** 5 characters  
Identifies the sub-department location of the asset.

**Description:** 35 characters  
Displays a description of the asset.

### **Additional Functions**

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



## Section VI

# FAMIS / SPA Interactions

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# FAMIS/SPA Interactions

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FAMIS extracts data on a daily basis for all TAMUS members using the FFX module of FAMIS. This data is then electronically transferred to the State Property Accounting (SPA) System in Austin. The State requires asset information to be loaded into SPA so that they can ensure the public that state agencies are taking proper care of the assets with which they have been entrusted.

The extract and transfer of asset information is part of nightly processing run by FAMIS Production Services in a job stream called DSPA. DSPA has a collection of programs (TBDRSORT, TBDRDIS, TBDRSPA, and TBDRRPT) that are responsible for extracting the data from FFX, creating the records in SPA format, and then electronically transferring the records to Austin for update into the SPA system.

## Timing

FAMIS DSPA feeds to SPA are always a day behind the current date. To further complicate matters, SPA only processes the data that it receives prior to 2:00pm, so the FFX data it processes today is from the data that was entered into FFX two days ago. The SPA error reports from these feeds will not be received until three days after the data was entered!

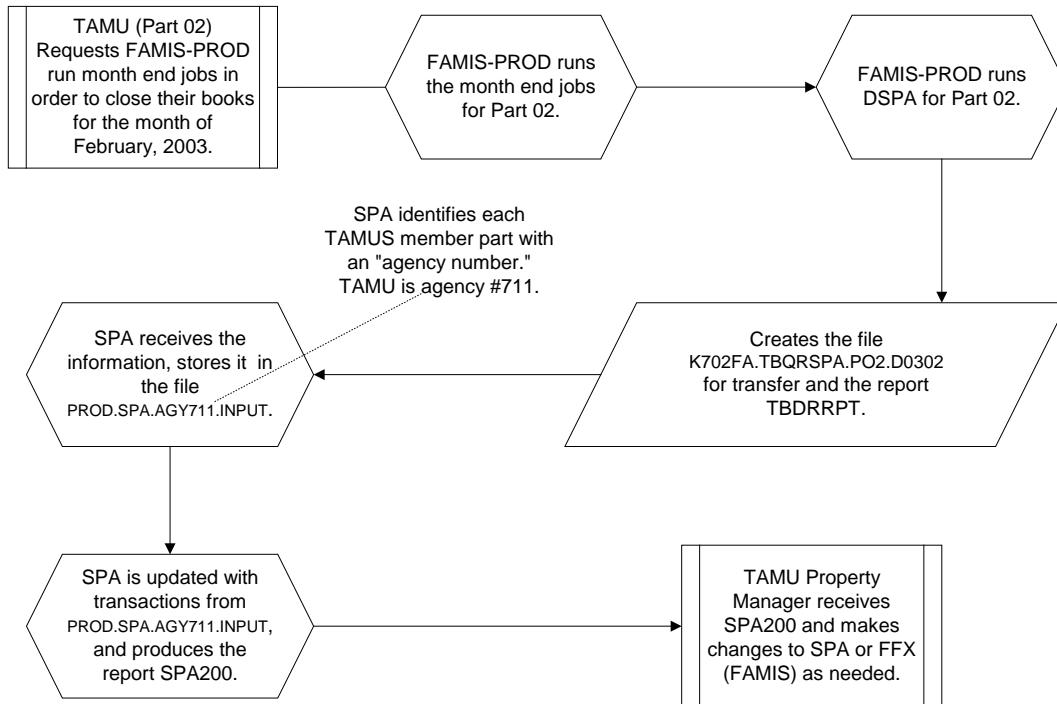
For example, on Day 1, DSPA will be run (after 5pm) for the previous day's FFX activity (Day 0) and the file will be sent by FTP to Austin. Since there is a 2pm deadline for SPA feeds, this Day 0 FFX file will not update SPA until the following night's (Day 2) SPA cycle. Any error reports from the SPA update of the FFX Day 0's activity will be received by the Property Office on Day 3.

As part of the DSPA process, FAMIS produces the report TBDRRPT, which lists the transactions sent to SPA. In turn, SPA produces the SPA200 report, which is a list of transaction exceptions (as processed by SPA). Each property manager should review the SPA200 exceptions list DAILY to identify those records which need to be updated on-line through SPA or FFX (FAMIS). If you receive errors on the report which you feel do not accurately reflect what you entered into FAMIS, please notify the FAMIS hotline or [FAMISHELP@TAMU.EDU](mailto:FAMISHELP@TAMU.EDU) IMMEDIATELY. Any errors or discrepancies in these reports should be resolved on a daily basis to prevent future reconciliation problems between FAMIS FFX and SPA.

Daily, you should receive a TBDRSPA and TBDRRPT report. These reports reflect any transactions between FFX and SPA from the day before. The TBDRSPA report shows "Records Written" which equals the number of transactions that fed from FFX to SPA. "Records Written" will equal the "Total Number of Records Reported" on the TBDRRPT report from the appropriate day. You should also receive a SPA200 report from SPA. This report should be compared to the previous day's TBDRSPA and TBDRRPT report. The SPA200 report lists transaction exceptions. The "Total Transactions" on the SPA200 should equal "Records Written" on the TBDRSPA report. If there were any errors with the transactions, they will be listed here. Again, any errors or discrepancies in these reports should be resolved on a daily basis to prevent future reconciliation problems between FAMIS FFX and SPA.

### FAMIS/SPA Procedures - Example

The following flow chart illustrates the procedures FAMIS and SPA follow in order to process asset information for Texas A&M University for the month of February, 2003.



## Data Sent to SPA from FAMIS Processing

Data from all capital and controlled inventory items in FFX must be sent to SPA. The only assets that are not sent to SPA are those in Class Codes 835000-836999 (lease purchases). These lease purchase assets are not sent to SPA since they are also represented as assets under their appropriate class codes (for instance, equipment, vehicles, etc.).

Transactions that are entered into FFX with a 'SPA...' or 'BATAPP' batch are NOT fed to SPA.

### Transaction Codes

The following transactions for capital and controlled items are automatically sent to SPA:

Screen	Trans Code	Trans. Sent To SPA	Description
511	APP APR * CHS *	Y	Asset Approval Changes the status of an asset from pending to approved  * CHS are only visible to FAMIS Services staff (they tell SPA to change a component's class)
513	DIS	Y	Asset Disposal Records the sale, loss, theft, etc. of the approved asset
515	CSR CST CHG	Y	Change in Cost/ Change in cost estimate, method or account for approved assets Correction to Salvage Percent and Quantity
516	CHG	Y	Change in Estimate/Method/Account Corrections to useful life, class, etc. with no accounting impact
517	UDS APP APR CSR CST	Y	Un-Disposal of an Asset Changes the record of a disposed asset
520	CRN CST	N	Renumber an Approved Asset / Component Renumbers an asset / component to another asset number

## FAMIS/SPA Interactions (cont'd)

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### **Field Changes**

Changes made to the following screens / fields for capital and controlled items trigger a non-dollar correction record automatically being sent to SPA if the FAMIS processing date is within the date range for which the SPA processing occurs. They create CHG transactions:

#### **Screen 501**

Asset Description (2 lines)  
Manufacturer Model Year  
Manufacturer Model Number  
Manufacturer Name  
Manufacturer Serial Number  
Quantity

#### **Screen 502**

Acquisition Date  
Appraisal Method  
Condition  
Software Version Number  
Transfer From Asset  
Transfer From Component  
Pending Transfer Campus Code

#### **Screen 504**

Debt Finance Amount  
Debt Finance Method  
Debt Finance Supplement Number  
Debt Finance Term  
Insured Amount  
Replacement Cost  
Paid Off Flag

#### **Screen 535**

Condition



## SPA Acquisition Method Determination

Appendix C in the SPA User's Manual defines the valid SPA Acquisition Methods. FAMIS determines an asset's SPA acquisition method based on information found in the following fields. Once a match is found for a field, the acquisition method is assigned -- the remaining fields are not queried:

1. Debt Finance
2. Acquisition Method
3. Funding Source
4. Bank
5. Default – Assume Local

### 1. Debt Finance

FAMIS	FAMIS Description	SPA	SPA Description
1	Local Lease	08	Other Debt Instruments
2	Master Equipment Lease Purchase	09	Capital Assets Held in Trust
3	Private Placement, Vendor Financed	08	Other Debt Instruments
4	Revenue Bond	07	Special Revenue Bonds
5	General Obligation Bonds	06	General Obligation Bonds
6	Refunding Bond, Revenue	07	Special Revenue Bonds
7	Refunding Bond, General Obligation	06	General Obligation Bonds
8	Line of Credit	08	Other Debt Instruments

### 2. Acquisition Method

FAMIS	FAMIS Description	SPA	SPA Description
01 – 30	Transferred from Part nn	11	Transferred from Another State Agency
98	Transferred from Development Foundation	05	Gifts or Donations
99	Transferred from Research Foundation	05	Gifts or Donations
GF	Gift	05	Gifts or Donations
HT	Held in Trust	09	Capital Assets Held in Trust
LP	Lease Purchase Acquisition	08	Other Debt Instruments
ML	Master Lease	09	Capital Assets Held in Trust

## FAMIS/SPA Interactions (cont'd)

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PD	Constructed / Produced by Dept	10	Manufactured Equipment
RC	Reclassified from Construction in Process (CIP)	04	Constructed Property
TA	Transferred from Non-TAMUS Texas Agency	11	Transferred from Another State Agency
TD	Transferred from TXDOT	11	Transferred from Another State Agency

## FAMIS/SPA Interactions (cont'd)

### 3. Funding Source

FAMIS	FAMIS Description	SPA	SPA Description
AX	Auxiliary Services Funds	03	Local Sources
DS	Designated Funds	03	Local Sources
FC	Federal Contract (AL-RSCH)	01	Federal Sources
FD	Federal Funds	01	Federal Sources
FG	Functional and General	02/03	State Sources
FH	Federal Hatch (AL-RSCH)	01	Federal Sources
FM	Federal McStinnis (AL-RSCH)	01	Federal Sources
FO	Federal Owned, Funds Unknown (AL-RSCH)	01	Federal Sources
FW	Federal Water (AL-RSCH)	01	Federal Sources
FT	Federal Owned, Held in Trust	01	Federal Sources
GF	Gift in Kind	05	Gifts or Donations
LF	Local Functional and General	03	Local Sources
PL	Plant Funds	03	Local Sources
PV	Private Funding	03	Local Sources
RS	Restricted	03	Local Sources
SF	Sales Fund (AL-RSCH)	03	Local Sources
ST	State Funding	02	State Sources
TF	Transfer (AL-RSCH)	11	Transferred from Another State Agency

### 4. Bank

FAMIS	FAMIS Description	SPA	SPA Description
State Bank (B10000-B99999)	State Bank	02	State Sources
Local Bank (B00000-B09999)	Local Bank	03	Local Sources

### 5. Default - Assume Local

FAMIS	FAMIS Description	SPA	SPA Description
	No Other Determining Fields	03	Local Sources

## SPA Disposal Method Determination

Appendix D in the SPA User's Manual defines the valid SPA Disposition Methods. FAMIS determines an asset's SPA disposal method based on the following table:

FAMIS	FAMIS Description	SPA	SPA Description
01 – 30	Transferred to Part nn	02	Transfer Not Yet Accepted by Receiving Agency
98	Transferred to Development Foundation	22	Donation
99	Transferred to Research Foundation	22	Donation
AJ	Adjustments / Other	27	Delete; Data Submitted in Error
CJ	TDCJ Computer Recovery Program	15	TDCJ's Computer Recovery
CN	Cannibalized	03	Salvage
DA	Damaged by Nature	28	Damaged by Nature
DD	Damaged / Destroyed / Died	03	Salvage
DE	Damaged by Employee(s)	29	Damaged by Employee(s)
DN	Donation	22	Donation
DO	Damaged by Other than Employee(s)	30	Damaged by Other than Employee(s)
DR	Disposal of Real Property	16	Disposal of Real Property
DS	Sold Prior Year	14	Surplus: Sold, Local Sale
DT	Trade-in Prior Year	23	Trade-in
FD	Returned to Federal Government	26	Return to owner: Held in Trust
HT	Held in Trust	26	Held in Trust
LS	Loss on Trade-in	23	Trade-in
MH	Missing – Hold for Deletion	19	Missing: Hold for Deletion
ML	Missing / Lost	19	Missing: Hold for Deletion
MN	Missing – Negligence	17	Missing: Possible employee Negligence
MS	Missing – Request Now	18	Missing: Deletion Request
RA	Reclassified to Livestock	27	Delete; Data Submitted in Error
RB	Reclassified to Buildings	24	Originally CIP, Completed and In Service
RC	Reclassified to Construction in Process (CIP)	27	Delete; Data Submitted in Error
RE	Reclassified to Equipment	24	Originally CIP, Completed and In Service
RF	Reclassified to Facilities & Other Improvements	24	Originally CIP, Completed and In Service
RH	Reclassified to Leasehold Improvements	24	Originally CIP, Completed and In Service
RI	Reclassified to Improvements Other than Buildings	27	Delete; Data Submitted in Error

## FAMIS/SPA Interactions (cont'd)

RL	Reclassified to Land	24	Originally CIP, Completed and In Service
RM	Reclassified to Library Books / Materials	27	Delete; Data Submitted in Error
RN	Reclassified to Infrastructure	24	Originally CIP, Completed and In Service
RP	Reclassified to Patents & Copyrights	27	Delete; Data Submitted in Error
RT	Returned	27	Delete; Data Submitted in Error
RW	Reclassified to Museums / Collections	27	Delete; Data Submitted in Error
RX	Reclassified to Expense	27	Delete; Data Submitted in Error
SA	Sold – Auction – Group	04	Retire to Surplus
SB	Sold – Sealed Bid – Individual	04	Retire to Surplus
SG	Sold – Sealed Bid – Group	04	Retire to Surplus
SI	Sold – Auction – Individual	04	Retire to Surplus
SL	Sold – Local Sale	04	Retire to Surplus
SN	Stolen – Negligence	20	Stolen: Possible Employee Negligence
ST **	Stolen – Request Now	21	Stolen: Delete Request
TA	Transferred to Non-TAMUS Agency	02	Transfer Not Yet Accepted by Receiving Agency
TC	Threshold Change	25	Remove from Inventory; Not Capitalized or Controlled
TD	Transferred to TX DOT	02	Transfer Not Yet Accepted by Receiving Agency
TO	Transferred to Assistance Subdivision	09	Surplus: Acquired by Assistance Organization
TP	Transferred to Political Subdivision	08	Surplus: Acquired by Political Subdivision
TR	Trade-in	23	Trade-in

When a user changes an asset from a “Missing / Stolen” condition back to a “Found” condition, the asset’s disposal method is reset in SPA and the asset is returned to a useable state. Paperwork may also need to be submitted to SPA.

### SPA Fund Determination

The SPA Fund is determined by the following rules:

FAMIS	FAMIS Description		
State Bank (B10000-B99999)	State Bank		1. Pick up Fund from Screen 28. 2. If no Screen 28 Fund is defined, Fund 0001 is used.
Local Bank (B00000-B09999)	Local Bank		Fund = 7999

### SPA Field Definitions

The following are the definitions of several SPA fields. Note: These are “SPA” fields, not the FAMIS fields:

1. Receipt Date -- when you received the property—as early as 1900.
2. In-service Date -- when you put the property in service--defaults from receipt date if you enter nothing (can't be earlier than receipt date).
3. Effective Date -- when the property became a payable in USAS/no earlier than one prior fiscal year. After 11/20/01, you will only be able to use the current fiscal year.
4. Fiscal Year -- Normally fiscal year the property was paid for -- not earlier than 2000 or 2001.
5. Disposal Date -- date property was disposed. Not earlier than one prior fiscal year - and not later than current date. After 11/20/01, you will only be able to use the current fiscal year.

### FAMIS and SPA Field Translations

The following table crosswalks some of the FAMIS and SPA fields and their usages:

FAMIS	SPA	Usage
In-Service Date	In-Service Date	Depreciation
Batch Date	Effective Date	
Acquisition Date	Receipt Date	Receipt / Delivery Date (FRS Screen 320)
Disposal Date	Disposal Date	

### **Key to SPA Records**

There are four fields that make an asset record unique in SPA. If any of the four are different, a second (or third, fourth, etc.) asset record will be created. The four fields that make up the SPA asset record are:

1. Agency
2. Asset Number
3. Component Number
4. Fund

### **SPA Transfer Requirements**

Effective August 9, 2004, multiple fields are no longer be required to “match” before a transfer can be completed on SPA. Instead, the receiving agency only needs to specify the transferring agency Property Number (asset number) and Component Number to complete a transfer. The sending agency can indicate a “transfer date” on its transfer transactions. Once the receiving agency receives the property, this transfer date will be used instead as the transfer effective date instead of the current date. Therefore, transfers can be back dated, negating the requirement that all outstanding transfers be completed prior to August 31<sup>st</sup>.

The receiving agency will continue to receive the SPA401 report daily, detailing any outstanding transfer problems. The SPA0001D – Transfers in Progress – report can also now be requested. It will list all transfers that have been initiated but not yet received.

# SPA Edits Override

Screen 598 allows the ability to change asset information in a prior fiscal year.

By changing this flag, you will MANUALLY need to correct SPA. If you do not use a SPA Batch, rejects will appear on your Daily SPA Feed Reports. **This flag will NOT automatically change back to Normal processing.** The flag allows every user with update access to any asset in FFX for your Campus Code to bypass all SPA edits.

## Screen 598 – SPA Edits Override Screen

```
598 SPA Edits Override Screen                                01/07/09 14:23
                                                            FY 2009 CC AB

Screen: ____

Override of all SPA related edits? _ (N - Normal processing)
                                       (Y - Removes SPA related edits)

*****
*****
** NOTE: By changing this flag, you will MANUALLY need to correct **
** SPA. If you do not use a SPA Batch, rejects will appear **
** on your Daily SPA Feed Reports. This flag will NOT **
** automatically change back to Normal processing. This **
** flag allows every user with update access to any asset **
** in FFX for your Campus Code to bypass all SPA edits. **
*****
*****

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

## Basic Steps

- Advance to Screen 598.
- Type 'N' for normal processing or 'Y' to remove SPA related edits.
- Press PF7 to view the audit information.

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

### Action Line

- ◆ **Override of all SPA related edits?:** 1 character  
Enter 'N' or 'Y' for the SPA override:  
N = Normal processing  
Y = Remove SPA related edits

### Additional Functions

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

PF7 **Audit**  
View the audit information.



## Section VII

# FFX Tables Inquiry and Update

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# System Controls

Screen 590 is used to view and enter the system controls for the Fixed Assets Module. This screen controls the accounting feed, asset number assignment, on-line search limitations, and other purchasing and accounts payable interface interactions within FFX.

This screen is maintained by FAMIS Services.

## Screen 590 - System Controls

590 System Controls		02/27/09 08:47
		FY 2009 CC 23
Screen: ____		
Accounting Feed Options		
Accounting Feed: D		
Batch Ref		
Prefix: FFX Next Number: 484		
TC=06X: 6 Fiscal Year: 2009		
FY Start Month: 9_		
Bank Number: 00001		
Search Limit: 1000_		
Allow Account Overrides: Y		
Allow Class Overrides: Y		
External Prel Next Assigned: _		
Pending Asset Number Options		
Next Assigned: 0000006000		
Increment: 10_ Format: NN-X-XXXXXXX		
Approved Asset Number Options		
Next Assigned: 0900713958		
Increment: 1_ Format: NN-X-XXXXXXX		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		
AP/PO Extract Options		
Pending No Option: VCHR		
Acq. Method: PO		
Calc Discount: N		
Split Quantity: N		
Include Freight: I		
Include Insurance: I		
Include Tax: I		
Include Other: I		
IA Systems Installed		
Accounting: Y		
Accounts Payable: Y		
Purchasing: Y		
Allow Manual Tag: N		
Room Table: Y		
Date Last Dep Calc: 01/31/2009		
Dep Calc Months: 5		

For any campus with the room table flag set to “Y” or “F” on FFX Screen 590, the Room: field will be required on FRS Screen 362. Other room table flags include:

**** FCOR FLAG DEFINITIONS ****	
SEL	VALUES
---	-----
-	'F' - On FCOR - Validate Rooms
-	'Y' - Not on FCOR - Validate Rooms
-	'N' - Not on FCOR - do not Validate Rooms
Select a Value or Press <PF4> to Quit	

## System Controls Process

### Accounting Feed

“Detail” means that an accounting entry is derived from a single FFX transaction.

“Summary” means that an accounting entry may be derived from multiple FFX transactions.

## Screen 590 – System Controls (cont'd)

---

The system setting can be overridden at the batch or session level, or at the transaction level. For example, if the system setting is for a summary feed (S), a batch or on-line session may nevertheless be set to "detail" (D), and an individual transaction within the batch or session may be designated for "no feed" (N).

### Basic Steps

- Advance to Screen 590.
- Enter desired modifications (**done by FAMIS Services staff**) and press <ENTER> to record the updated entries.

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

#### Screen Information

##### Accounting Feed Options

- ◆ **Accounting Feed:** Help 1 character  
Indicate whether cost, depreciation and other asset transaction information are to be passed to Accounting. This is the default used for all FFX batches.  
Valid values are:  
N = No, do not feed to accounting  
D = Feed to accounting in detail  
S = Feed to accounting in summary

##### Batch Ref

- ◆ **Prefix:** 3 characters  
Identify the batch prefix to be used by batch accounting feeds. 'FFX' is the FAMIS standard for FFX batches.
- ◆ **Next Number:** 3 digits  
Signify the number to be used as the suffix of the batch reference for batch accounting feeds.
- ◆ **TC=06X:** Help 1 digit  
Enter the third digit of the transaction code to be used on the FFX to accounting transactions. '6' is the FAMIS standard for the third digit of the FFX transaction code.
- ◆ **Fiscal Year:** 4 digits  
Type the fiscal year of the control record.
- ◆ **FY Start Month:** 2 digits  
Indicate the calendar month of the start of the fiscal year.
- ◆ **Bank Number:** 5 digits  
Enter the default bank for FFX.

## Screen 590 – System Controls (cont'd)

---

- ◆ **Search Limit:** 5 digits  
Type a limit number to control excessive processing when searching FFX records.
- ◆ **Allow Account Overrides:** Help 1 character  
Identify whether a user can override a GL account that is derived by the class code table. “Y” is the FAMIS standard for allowing overrides to accounts.
- ◆ **Allow Class Overrides:** 1 character  
Signify whether a user can override fields that come from the class code table. “Y” is the FAMIS standard for allowing overrides of the class codes.
- External Prel Next Assigned:** 1 character/5 digits  
This number, usually beginning with “A” and “00001”, is entered by FAMIS Services. You may request a different beginning value of one alpha character and five digits. **This number scheme will not change from year to year.**

### ***Pending Asset Number Options***

- Next Assigned:** 10 digits  
Define the next pending asset number that will be automatically assigned.
- Increment:** 5 digits  
Set the increment interval for the assignment of pending asset numbers.
- Format:** 12 digits/characters  
Include the format to be used for pending asset numbers.

### ***Approved Asset Number Options***

- ◆ **Next Assigned:** 10 digits/characters  
Define the next approved asset number that will be automatically assigned. This number is used when asset numbers are assigned to preliminary assets.
- ◆ **Increment:** 5 digits  
Set the increment interval for the assignment of approved asset numbers.
- ◆ **Format:** 12 digits/characters  
Include the format to be used for approved asset numbers.

### ***AP/PO Extract Options***

- ◆ **Pending No Option:** Help 4 characters  
Designate the pending asset numbering schema that is to be used when a pending asset is fed from Accounts Payable. The options are:
  - AUTO = Use the Pending Asset Next Assigned number to create an asset number
  - PO = Use PO # from purchase order
  - VCHR = Use voucher # and Sequence (FAMIS Standard)

## Screen 590 – System Controls (cont'd)

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- ◆ **Acq. Method:** 2 characters  
Indicate the acquisition method that is to be used when an asset is fed to FFX from the Accounts Payable or Purchasing module.
  
- ◆ **Calc Discount:** **Help** 1 character  
Signify whether a discount amount should be calculated and included in the asset cost. The values are:
  - Y = Yes, include discounts (Net)
  - N = No, do not include discounted amount (FAMIS standard)
  - P = Asset value should total the paid amount (discount is removed)
  - Q = Asset value should total the paid amount (discount is removed)
  
- ◆ **Split Quantity:** **Help** 1 character  
'N' is the FAMIS standard entry to not split quantities. **[This field is currently not used.]**
  
- ◆ **Include Freight:** **Help** 1 character  
**[Not Used]** Indicate whether freight from the purchasing system should be included in the asset cost. Values are:
  - I = Include freight as a separate item (FAMIS standard)
  - P = Prorate freight costs across created items
  - N = Do not include freight in cost of item.
  
- ◆ **Include Insurance:** **Help** 1 character  
**[Not Used]** Identify whether insurance costs from the purchasing system should be included in the asset cost. Valid values are:
  - I = Include insurance as a separate item (FAMIS standard)
  - P = Prorate costs across created items
  - N = Do not include in cost of item
  
- ◆ **Include Tax:** **Help** 1 character  
**[Not Used]** Signify whether tax from the purchasing system should be included in the asset cost. Values are:
  - I = Include tax as a separate item (FAMIS standard)
  - P = Prorate costs across created items
  - N = Do not include in cost of item
  
- ◆ **Include Other:** **Help** 1 character  
**[Not Used]** Identify whether "other" costs from the purchasing system should be included in the asset cost. Valid values are:
  - I = Include as a separate item (FAMIS standard)
  - P = Prorate costs across created items
  - N = Do not include in cost of item.

## Screen 590 – System Controls (cont'd)

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### ***IA Systems Installed***

- ◆ **Accounting:** Help 1 character  
Indicate if Accounting data is associated with this campus code. If so, all accounts are validated against FRS. Values are:  
Y = Indicates that Financial Accounting (FRS) is used for this campus.  
N = Indicates accounts will not be validated in table loads, etc. This value will most probably only be set to 'N' for the master campus code.
- ◆ **Accounts Payable:** Help 1 character  
**[Not Used]** Enter 'Y' to indicate that Accounts Payable is used in FAMIS.
- ◆ **Purchasing:** Help 1 character  
Type 'Y' to show that Purchasing is used in FAMIS.
- ◆ **Allow Manual Tag:** Help 1 character  
Indicate if a campus is allowed to enter their own tag numbers in Preliminary FFX. Also determines if automated tag numbering is used. Values are:  
N = Manual numbering not allowed. Automated numbering required.  
F = Manual numbering is allowed. Automated numbering is not allowed.  
Y = Manual and automated numbering are allowed.
- Room Table:** Help 1 character  
Identify if a campus is validating rooms entered for its buildings.  
Values are:  
F = On FCOR – Validate Rooms  
Y = Not on FCOR – Validate Rooms  
N = Not on FCOR – do not Validate Rooms
- Date Last Dep Calc:** 8 digits  
Displays the system-generated date for depreciation.
- Dep Calc Months:** 2 digits  
Shows the system-generated number for depreciation.

### **Additional Functions**

#### **PF KEYS**

See Appendix for explanation of the standard PF Keys.

# Update/View the Class Table

The class table lists the valid values for all FAMIS asset inventory class codes. The class table stores the accounts and account controls that are used by the system to build debit and credit entries for financial accounting. Class-related attributes that are applied as defaults are also stored on the class table.

**Information is entered into the Master Campus class table on Screen 591 by the staff of the Budgets & Accounting (SOBA) office at the A&M System.**

Once a code has been added to the Master Campus Class table by SOBA, the class code is available for use by each Member campus to add, delete, freeze, or change (minimal fields).

## Screen 591 - Class Table Update

591 Class Table Update		02/27/09 09:12
Screen: ____ Class: 578201		FY 2009 CC 02
To copy existing class information, type number:		
Description: TV/VCR/DVD/CAMCORDER \$500-4999.99_____		
SPA Class Code: 131	Asset Account: 089730	
Useful Life(months): 84_	Real/Personal: P	
Depr Method: SL_	Move/Attached: M	
1st Year Rule: M	Salvage Pct: _0.000	
Capitalization: N	Alternate Depr Acct: _____	
GL Account Controls		
Asset Control: 1730	SPA Required: Y	
Accumulated Depr: 1780	SPA AFR Category: 4_	
Depr Expense: 5650	Historical Ind: N	
Write-Down Ded: 5655	Depr Indicator: Y	
Prior Yrs Depr Ded: 5620	Threshold Amount: _____	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp Del Thaw Add		

The deletion is instant with no chance to exit out.



## Screen 591/581 – Class Table Update/Display (cont'd)

All class codes for a Member or Master Campus are displayed on Screen 581. Press PF9 to download data into Excel using Entire Connection.

### Screen 581 - Class Table Display (Panel 1)

581 Class Table Display										02/27/09 09:12	
										FY 2009 CC 02	
Screen:    Start from Class: 578201    Order: A    View Master: N    Frozen: N											
SPA				Depr				Acct Use F			
Class	Cls	Rq	Description	Cap	Ind	Mth	GL	Cntl	Life	z	
578201	131	Y	TV/VCR/DVD/CAMCORDER \$500-4999.99	N	Y	SL	089730	1730	84		
578501	179	N	CASH REGISTERS \$0-4999.99	N	Y	SL	089730	1730	84		
578701	204	Y	MICROCOMPUTER-DESK NOT APPLE\$500-499	N	Y	SL	089730	1730	48		
578703	214	Y	MICROCOMPUTER-DESK APPLE \$500-4999.9	N	Y	SL	089730	1730	48		
578704	284	Y	CPU-HAND/PORT/LAP-NOT APPLE \$500-499	N	Y	SL	089730	1730	48		
578705	294	Y	CPU-HAND/PORT/LAPTOP APPLE \$500-4999	N	Y	SL	089730	1730	48		
578708	218	Y	DATA PROJECTORS	N	Y	SL	089730	1730	72		
578801	208	Y	PRINTER-NOT PORTABLE \$500-4999.99	N	Y	SL	089730	1730	84		
579301	030	N	BUILDINGS - UNDER \$100,000	N	Y	SL	089705	1705	264		
579401	003	N	FAC & OI - AGY CNTRL \$0 - 99,999.99	N	Y	SL	089712	1712	276		
579501	055	N	INFRASTRUC - AGY CNTRL \$0 - 499,999.	N	Y	SL	089715	1715	312		
579903	195	N	SILVER SERVICE - AGENCY CONTROLLED	N	Y	SL	089730	1730	84		
579910	175	N	TRACTORS \$500-4999.99	N	Y	SL	089730	1730	84		
579911	711	N	GRADER/LOADER-SELF PROPELLED\$500-499	N	Y	SL	089735	1735	120		
** Press ENTER to Continue **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp				Bkwd Fwd				DLoad Left Right			

### Screen 581 - Class Table Display (Panel 2)

581 Class Table Display										02/27/09 09:13	
										FY 2009 CC 02	
Screen:    Start from Class: 578201    Order: A    View Master: N    Frozen: N											
<- Account Controls ->											
Class	Description	Yr	1st R	M	Acc	Depr	Write	PY	Salvage		
578201	TV/VCR/DVD/CAMCORDER \$500-4999.99	M	P	A	Depr	Exp	Down	Depr		(%)	
578501	CASH REGISTERS \$0-4999.99	M	P	M	1780	5650	5655	5620	0		
578701	MICROCOMPUTER-DESK NOT APPLE\$500-49	M	P	M	1780	5650	5655	5620	0		
578703	MICROCOMPUTER-DESK APPLE \$500-4999.	M	P	M	1780	5650	5655	5620	0		
578704	CPU-HAND/PORT/LAP-NOT APPLE \$500-49	M	P	M	1780	5650	5655	5620	0		
578705	CPU-HAND/PORT/LAPTOP APPLE \$500-499	M	P	M	1780	5650	5655	5620	0		
578708	DATA PROJECTORS	M	P	M	1780	5650	5655	5620	0		
578801	PRINTER-NOT PORTABLE \$500-4999.99	M	P	M	1780	5650	5655	5620	0		
579301	BUILDINGS - UNDER \$100,000	M	R	A	1780	5650	5655	5620	5		
579401	FAC & OI - AGY CNTRL \$0 - 99,999.99	M	R	A	1780	5650	5655	5620	0		
579501	INFRASTRUC - AGY CNTRL \$0 - 499,999	M	R	A	1780	5650	5655	5620	0		
579903	SILVER SERVICE - AGENCY CONTROLLED	M	P	M	1780	5650	5655	5620	0		
579910	TRACTORS \$500-4999.99	M	P	M	1780	5650	5655	5620	0		
579911	GRADER/LOADER-SELF PROPELLED\$500-49	M	P	M	1780	5650	5655	5620	0		
** Press ENTER to Continue **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help    EHelp			Bkwd    Fwd			DLoad Left    Right					

## Basic Steps

### Update the Class Table (Screen 591)

- Advance to Screen 591.
- Type a valid class on the Action Line and press <ENTER>.
- If not already on the class table, type 'Y' in the pop-up window to copy class from Master Campus class table and press <ENTER>. Press <ENTER> again to confirm the class addition. (You must do this for the code to be added!)
- Change useful life, if necessary. Keep appropriate documentation. **This will affect depreciation calculations!** Press <ENTER> to record the information.

### **View the Class Table (Screen 581)**

- Advance to Screen 581.
- Type a valid class on the Action Line to position the display at a specific class code. Leave this field blank to view all available class codes.
- Type an 'A' (Ascending) / 'D' (Descending) in the Order: field to sort the displayed information.
- Enter 'Y' in the View Master: field to include classes from the Master campus.
- Type 'Y' in the Frozen: field to view both frozen and unfrozen classes.
- Press <ENTER> to display existing class code information.
- Press <PF10> / <PF11> to scroll to the left / right to see additional information.
- Continue to press <ENTER> to scroll through the list of class codes.

## **Class Table Update Process**

### **Individual Campus Code Instructions for Screen 591**

#### **Add**

You can only add a code by copying from the Master Campus code. If you know the code, you can type it on the Action Line. If it is a valid code on the Master Campus, you will get a pop up asking if you would like to add it to your table. Type "Y" and press <ENTER>. The information will be displayed from the Master Campus and you must press <ENTER> to add the code.

You can also copy up to 20 codes from the Master Campus by using the PF8 (Add) key. You will get a pop up listing all available codes on the Master Campus. Select codes by typing an 'X' and pressing <ENTER>. You can select up to 20 codes and press PF4 when you are done. You will get a results window telling you which codes have been added. If you need to get out of the pop up without adding codes, press PF12 to cancel.

#### **Delete/Freeze**

To delete a class code from your class table, enter the class code on the Action Line and press <ENTER>. Press PF6 (Delete) and the code will be deleted if there are no approved assets with that class code. If approved assets exist, the code will be frozen.

### **Master Campus Instructions** **To Be Done Only By SOBA**

#### **Add**

You can add a code by filling in all required fields or by copying from another code. To do this, type the code to be copied from on the second line. Press <ENTER> after the information has been displayed to confirm the addition.

Once a code has been added successfully, you will get a popup asking if you would like to copy that code to other campuses. You can select 'All' to add to all, you can select individual campuses or you can select 'Master Only' which will not add the code to other campuses. If you have selected any campus codes other than the master campus, you will be given a confirmation pop up window and a results window.

#### **Copy**

To copy an existing code to other campus codes, enter the desired class code in the Action Line and press <ENTER>. Press PF9 (Copy) to get a pop up of all available campus codes. You can select 'All' or individual campus codes. Again, you will be given a confirmation pop up and a results window.

#### **Update**

To modify an existing code, enter the class code on the Action Line and press <ENTER>. You can modify any information on the screen. All changes made to the class code will be reflected on all campus codes. (This includes useful life.) You will get a results window that displays which campus codes have that class code.

#### **Delete/Freeze**

To delete a class code from individual campus codes, enter the class code on the Action Line and press <ENTER>. Press PF6 (Delete) and you can choose which campus codes will have the class code deleted. Again, you will get a confirmation pop up and a results window. If a campus code has approved assets on that class, the class code will be frozen for their campus instead of deleted. You will see a message in the results window indicating this.

If you do not select 'All' in the delete pop up, nothing will be done to the code on the master campus. In order to freeze or delete the code on the master campus, you must use the 'All' option. If the class code does not exist for any campus, you will also be given the option to drop the class code from the master table. This will completely remove it from the table. If you choose not to do this, the class code will be frozen instead. **Keep in mind that you only get the option to drop it from the class code table if you use the 'All' option.**

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

Screen 591

### Action Line

- ◆ **Class:** Help 6 digits  
Enter the class code to add, copy or modify.

### Screen Information

*To copy existing class information, type number*

- ◆ **Description:** 40 characters/digits  
Type a short description of the item to be inventoried.
- SPA Class Code:** 3 digits  
Identify the State Property Accounting class code that is recognized by the State of Texas.
- ◆ **Asset Account:** 6 digits  
Identify the General Ledger Investment-in-Plant account to which accounting data for the asset are posted.
- Useful Life (months):** 3 digits  
Signify the number of months the asset is expected to be used by the agency/institution.
- Real/Personal:** 1 character  
Indicate whether the asset should be considered Real (R) or Personal (P) property.
- ◆ **Depr. Method:** Help 3 characters  
Indicate the method by which depreciation will be calculated by the system for the asset. Valid value is:  
SL = Straight Line
- Move/Attached:** Help 1 character  
Identify whether the asset is Moveable (M) or Attached (A).
- 1<sup>st</sup> Year Rule:** 1 character  
Signify how the system will calculate the depreciation charge for the first fiscal year of an asset's life.
- Salvage Pct:** 5 digits  
Signify the percentage at which the salvage value is calculated for the selected asset class.
- ◆ **Capitalization:** 1 character  
Indicate whether or not ('Y' or 'N') the value of the asset should be carried in the General Ledger.

## Screen 591/581 – Class Table Update/Display (cont'd)

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**Alternate Depr Acct:** 10 digits

Designate the alternate depreciation account to be used in place of the Investment-in-Plant account when the institution wants to direct depreciation expense to a different account.

### **GL Account Controls**

◆ **Asset Control:** 4 digits

Indicate the account control to which the cost of an asset is posted in the General Ledger.

**SPA Required:** 1 character

'Y' identifies that this class is required to be reported to the state.

◆ **Accumulated Depr:** 4 digits

Identify the account control to be charged with the accumulated depreciation.

**SPA AFR Category:** 2 characters

Defines how a class code relates to different Annual Financial Report categories in the State System Property Accounting (SPA).

◆ **Depr. Expense:** 4 digits

Enter the account control to which annual depreciation expense is posted in the General Ledger.

**Historical Ind:** 1 character

Signify whether or not ('Y' or 'N') this class will be used to report historical property to the state.

**Write-Down Ded:** 4 digits

Indicate the account control to which all write-down deductions are posted in the General Ledger.

**Depr. Indicator:** 1 character

Signify whether or not ('Y' or 'N') if depreciation is to be calculated for this class.

**Prior Yrs Depr Ded:** 4 digits

Identify the account control to which prior years depreciation deductions should be posted to the General Ledger.

**Threshold Amount:** 14 digits

Enter the amount of capital threshold to be associated with the class code. Should follow state guidelines.

### **Additional Functions**

**PF KEYS**

See Appendix for explanation of the standard PF Keys.

**PF6**

**Delete**

**Del**

Delete a class code from campus. If the class is used on any approved assets, class code will be frozen and not deleted.

**THIS IS INSTANT – NO CHANCE TO EXIT OUT.**

## Screen 591/581 – Class Table Update/Display (cont'd)

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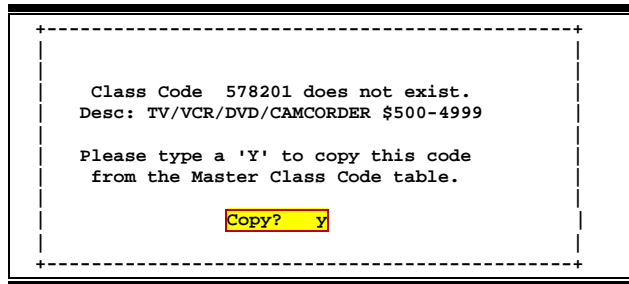
**PF7**  
**Thaw**

**Thaw**  
Unfreeze a frozen class code.

**PF8**  
**Add**

**Add**  
Displays a pop-up of available class codes from the master campus. Up to 20 can be selected for addition to a campus's class code table at a time. Type an 'X' to select classes and press PF4 to add.

If the class code does not exist, the following pop-up window will give you a chance to copy the code from the Master Class Code table.



Press <ENTER> and the class code information will be passed back to Screen 591. You will need to press <ENTER> again to complete the added code.

### Screen 581

#### **Action Line**

- Start from Class:** 6 digits  
Enter the class code to show on the first line of the display or leave blank to see all classes.
- Order:** 1 character  
Indicate the order in which the class codes are to be displayed. Valid values are:  
A = Ascending (default)  
D = Descending
- View Master:** 1 character  
Signify whether or not ('Y' or 'N') the Master Campus class codes are to be displayed. Type 'N' to display only classes for your campus.
- Frozen:** 1 character  
Type 'Y' to include frozen assets in the displayed list (both active and inactive).  
Type 'N' to view only class codes that are allowed to be used.

#### **Screen Information**

##### **Panel 1**

- Class:** 6 digits  
Displays the class code.

## Screen 591/581 – Class Table Update/Display (cont'd)

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<b>SPA Cls:</b>	3 digits Identifies the <u>State Property Accounting class code</u> that is recognized by the <u>State of Texas</u> . Identifies the SPA class that the FAMIS class code is linked to.
<b>SPA Rq:</b>	1 character 'Y' identifies this <u>class is required to be reported to the State</u> .
<b>Description:</b>	40 characters Shows a brief <u>description of the class code</u> .
<b>Cap:</b>	1 character Indicates whether or not ('Y' or 'N') the <u>capital value</u> of the asset <u>should be carried in the General Ledger</u> .
<b>Depr Ind:</b>	1 character Shows ('Y' or 'N') if <u>depreciation is to be calculated</u> for this class.
<b>Depr Mth:</b>	3 characters Indicates the <u>method</u> by which <u>depreciation</u> will be <u>calculated</u> by the system for the asset.
<b>GL:</b>	6 digits Identifies the <u>General Ledger Investment-in-Plant account</u> to which accounting data for the asset are posted.
<b>Acct Cntl:</b>	4 digits Shows the General Ledger Investment-in-Plant <u>account control to which accounting data for the asset are posted</u> .
<b>Use Life:</b>	3 digits Signifies the <u>number of months the asset class is expected to be used</u> by the agency/institution.
<b>Fz:</b>	1 character 'Y' indicates the <u>class code is frozen</u> .
<b>Panel 2</b>	
<b>1<sup>st</sup> Yr:</b>	1 character Identifies how the system will <u>calculate</u> the <u>depreciation</u> charge for the <u>first fiscal year</u> of an asset's life.
<b>R/P:</b>	1 character Indicates if asset should be considered <u>Real</u> (R) or <u>Personal</u> (P) property.
<b>M/A:</b>	1 character Identifies whether the asset is <u>Moveable</u> (M) or <u>Attached</u> (A).
<b>Account Controls</b>	
<b>Acc Depr:</b>	4 digits Displays the account control to which <u>accumulated depreciation</u> will be charged.

## Screen 591/581 – Class Table Update/Display (cont'd)

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<b>Depr Exp:</b>	4 digits Indicates the account control to which annual <u>depreciation expense</u> is posted in the General Ledger.
<b>Write Down:</b>	4 digits Displays the account control to which all <u>write-down deductions</u> are posted in the General Ledger.
<b>PY Depr:</b>	4 digits Identifies the account control to which <u>prior years depreciation</u> deductions should be posted to the General Ledger.
<b>Salvage (%):</b>	5 digits Indicates the <u>salvage percentage</u> (0 to100%) applied to the asset and subtracted prior to calculating depreciation.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF9</b>	<b>Download</b>
<b>DLoad</b>	Used to <u>download</u> asset information from FAMIS <u>using Entire Connection</u> . See the FAMIS Entire Connection User's Manual for greater details.



# Update/Display Capitalization Rules

The Capitalization Rules are the selection criteria for the Purchasing/Accounts Payable Extract process. The Extract Programs refer to these rules in order to select invoice (Purchasing) or voucher (Accounts Payable) items that should be carried as fixed assets.

Each rule consists of an expense subcode, or a range of subcodes, and an associated dollar minimum. If an invoice or voucher item has been charged to a subcode that is included in the Table, in an amount not less than the corresponding Capitalization Minimum, the Extract Program will select the item and will create one or more pending assets.

**Screen 592 is maintained by FAMIS Services.**

## Screen 592 - Capitalization Rules Update

592 Capitalization Rules Update		02/27/09 09:14
		FY 2009 CC 02
Screen: ____ Expense Subcode: 5775		
Enter a high subcode to specify a subcode range.		
High Subcode (optional): 5799		
Capitalization Minimum: _____		
Description: INV, NON-CAPITAL FURN & EQUIP_		
To drop capitalization rule from system, type D: _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

You may view the capitalization rules for your campus on [Screen 582](#). Use PF9 to download data into Excel using Entire Connection.

## Screen 582 - Capitalization Rules Display

582 Capitalization Rules Display		02/27/09 09:15
		FY 2009 CC 02
Screen: ____		
Expense Subcode	High Subcode	Capitalization Minimum
5775	5799	INV, NON-CAPITAL FURN & EQUIP
8000	8349	CAPITAL OUTLAY 1
8400	8499	CAPITAL OUTLAY 2
8600	8699	CAPITAL OUTLAY 3
* END OF RECORDS *		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---		PF9--PF10---PF11---PF12---
Hmenu Help EHelp		DLoad

### Basic Steps

#### Add/Modify a Capitalization Rule

- Advance to Screen **592**.
- Type the expense subcode that you would like to add or modify on the Action Line and press <ENTER> to display any existing information.
- Enter the capitalization minimum and a short description of the capitalization rule.
- To drop the capitalization rule from the system, type 'D' in the field provided.
- Press <ENTER> to record the information.

#### View All Capitalization Rules

- Advance to Screen **582**.
- View the list of all capitalization rules for your campus code.

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

**Screen 592**

#### Action Line

- ◆ **Expense Subcode:** 4 digits  
Enter the expense subcode whose capitalization rule you would like to add or modify.

#### Screen Information

**High Subcode (Optional):** 4 digits  
Indicate the high end of the range of subcodes to which the capitalization rule will apply.

**Capitalization Minimum:** 6 digits  
Include the smallest dollar amount for which the rule will be applied.

- ◆ **Description:** 40 characters/digits  
Enter a short description of the capitalization rule.

**To drop capitalization rule from system, type D:** 1 character  
Type 'D' to remove the rule from the system.

## Screen 592/582 – Capitalization Rules Update/Display (cont'd)

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<b>Screen 582</b>
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### **Screen Information**

<b>Expense Subcode:</b>	4 digits Identifies the <u>expense subcode</u> to which the capitalization rule applies.
<b>High Subcode:</b>	4 digits Indicates the <u>high end of the range of subcodes</u> to which the <u>capitalization rule will apply</u> .
<b>Capitalization Minimum:</b>	6 digits Shows the <u>smallest dollar amount</u> for which the <u>rule will be applied</u> .
<b>Description:</b>	30 characters Displays a short <u>description of the capitalization rule</u> .

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF9</b>	<b>Download</b>
<b>DLoad</b>	Used to <u>download</u> asset information from FAMIS <u>using Entire Connection</u> . See the FAMIS Entire Connection User's Manual for greater details.

# Acquisition/Disposal Method Controls

The Acquisition/Disposal Methods table serves three purposes:

- (1) It is the source of valid values for the Acquisition Method and Disposal Method on the asset record.
- (2) It stores the fund addition and fund deduction account controls used to feed costs offsets to accounting for approvals and disposals.
- (3) Serves as a crosswalk to the SPA disposal codes.

Screen 593 is maintained by FAMIS Services.

## Screen 593 - Acq/Disp Method Control Update

593 Acq/Disp Method Control Update		02/27/09 09:16
		FY 2009 CC 02
Screen: ____	A/D: A Method Code: LP	
Type in data below to create/update assignment of an account control to an acquisition/disposal method.		
GL Account Control:	2120	
Description:	LEASE PURCHASE ACQUISITION	
SPA Method:	__	
To drop acq/disp method from system, type D: __		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

Changes and additions made on Screen 593 may be viewed on [Screen 583](#). Use PF9 on Screen 583 to download data into Excel using Entire Connection.

## Screen 583 - Acquisition/Disposal Method Controls Display

583 Acq/Disp Method Controls Display				02/27/09 09:17
				FY 2009 CC 02
Screen: ____	ACQ/DISP: A Code: LP			
Acquisition or Disposal	Code	Account Control	Description	
A	LP	2120	LEASE PURCHASE ACQUISITION	
A	ML	4400	MASTER LEASE	
A	PD	4407	CONSTRUCTED / PRODUCED BY DEPT	
A	PO	4400	PURCHASED	
A	PY	4620	PRIOR PERIOD ADJUSTMENT	
A	P1	4400	PURCHASED - TEXAS DEPT OF TRAN	
A	P2	4400	PURCHASED - OTHER SPONSORS	
A	P3	4400	PURCHASED - TTI INTERNAL LEASI	
A	P4	4400	PURCHASED - PUF	
A	RA	4442	RECLASS FROM LIVESTOCK	
A	RB	4425	RECLASS FROM BUILDINGS	
A	RC	4410	RECLASS FROM CIP	
More Methods - Select or Press <ENTER>				PF10---PF11
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---				PF9---PF10---PF11---PF12---
Hmenu Help EHelp				DLoad

## Screen 593/583 – Acq/Disp Method Update/Controls Display (cont’d)

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### **Mapping to SPA Codes**

The FAMIS disposal method codes map or crosswalk to the codes necessary for SPA. When FAMIS Services transmits data to SPA, the correct SPA code is used.

Example crosswalk:

<u>FAMIS</u>	<u>SPA</u>
DA	28
DE	29
DO	30

## Basic Steps

### **Add/Modify Acquisition/Disposal Method Controls**

- Advance to Screen 593.
- Type ‘A’ or ‘D’ on the Action Line to indicate whether you wish to add or dispose a method code and press <ENTER> to display existing information, if any.
- Type the GL account control, a short description, and a SPA method equivalent.
- Enter ‘D’ in the field provided if the method control code is to be dropped from the system.
- Press <ENTER> to record the information.

### **View All Acquisition/Disposal Method Controls**

- Advance to Screen 583.
- To customize the displayed list, indicate whether you wish to view ‘A’(only Acquisition or ‘D’(only Disposal) method controls and press <ENTER>.
- Enter a code on the Action Line to place that method control at the top of the displayed list.
- Press <ENTER> to scroll through the available codes.
- SPA D/M only show on disposal methods

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

**Screen 593**

### **Action Line**

◆ **A/D:** 1 character  
Indicate whether you wish to add/modify an Acquisition (A) or a Disposal (D) method control.

◆ **Method Code:** Help 2 characters  
Enter the method code to add or modify. For example:  
AJ = Adjustments / Other  
GA = DO NOT USE!!! Use ACQ Code TR  
GF = Gift  
HT = Held In Trust  
LP = Lease Purchase Acquisition

## Screen 593/583 – Acq/Disp Method Update/Controls Display (cont'd)

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### **Screen Information**

- ◆ **GL Account Control:** 4 digits  
Type the account control number to be used to record fund addition or deduction when asset is disposed of or acquired (approved).
- ◆ **Description:** 30 characters  
Enter a short description of the control.
- SPA Method:** 2 characters  
Enter a 2-character equivalent SPA method. Currently only used for disposal methods.
- To drop acq/disposal method from the system, type D:** 1 character  
Type 'D' to remove (drop) the acquisition/disposal method from the system.

**Screen 583**

### **Action Line**

- ACQ/Disp:** 1 character  
Indicate the type of method controls to display: Acquisition (A), or Disposal (D).
- Code:** 2 characters  
Identify the method code for acquisition or disposal to place it at the top of the display list.

### **Screen Information**

- Acquisition or Disposal:** 1 character  
Shows whether the method control code is an acquisition (A) or disposal (D).
- Code:** 2 characters  
Identifies the method code for the acquisition (A) or disposal (D).
- Account Control:** 4 digits  
Displays the account control used to record the fund addition or deduction when an asset is disposed of or acquired (approved).
- Description:** 30 characters  
Provides a short description of the method code.
- SPA Method:** 2 characters  
Shows SPA equivalent disposal methods if a "D" is in ACQ/DISP method field.

### **Additional Functions**

- PF KEYS** See Appendix for explanation of the standard PF Keys.
- PF9 Download**  
**DLoad** Used to download asset information from FAMIS using Entire Connection. See the FAMIS Entire Connection User's Manual for greater details.

# Update/Display Asset Inflation Codes

The Inflation Codes Table serves two purposes:

1. It is the source of valid values for the Inflation Code on the asset record.
2. It stores the inflation factors used by the Replacement Cost Project program (TBM500) to update the replacement cost of an asset.

**This screen is maintained by FAMIS Services.**

## Screen 594 - Inflation Codes Update

594 Inflation Codes Update		02/27/09 09:19
		FY 2009 CC 02
Screen: ____ Inflation Code: NO		
Type inflation factor (like 1.075 or .985) and description field.		
Inflation Factor: 1.000_		
Description: NONE_____		
To drop inflation code from system, type D: _		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

The information entered on Screen 594 is displayed on Screen 584. Use the PF9 key on Screen 584 to download data into Excel using Entire Connection.

## Screen 584 - Inflation Codes Display

584 Inflation Codes Display		02/27/09 09:19
		FY 2009 CC 02
Screen: ____		
Inflation Code	Inflation Factor	Description
NO	1.000	NONE
* END OF RECORDS *		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---		-PF9---PF10---PF11---PF12---
Hmenu Help EHelp		DLoad

### Basic Steps

#### Add/Modify an Inflation Code

- Advance to Screen 594.
- Type a valid inflation code on the Action Line and press <ENTER> to display existing information, if any.
- Type the inflation factor and a short description and press <ENTER> to record the information.

#### View All Inflation Codes

- Advance to Screen 584.
- Press <ENTER> to display a list of all inflation codes for your campus code.
- Press <ENTER> to scroll through the available codes.

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

**Screen 594**

#### Action Line

- ◆ Inflation Code: Help 2 characters  
Enter the inflation code to be added or updated.

#### Screen Information

- ◆ Inflation Factor: 6 digits  
Type the inflation factor (multiplier) applied to update the replacement cost of an asset.
- Description: 30 characters  
Enter a description of the inflation code.
- To drop inflation code from the system, type D: 1 character  
Type 'D' to remove (drop) the inflation code from the system.

**Screen 584**

#### Screen Information

- ◆ Inflation Code: Help 2 characters  
Displays the inflation code.
- ◆ Inflation Factor: 6 digits  
Shows inflation factor multiplier applied to update replacement cost of asset.



## Screen 594/584 – Inflation Codes Update/Display (cont'd)

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**Description:** 30 characters  
Provides a short description of the inflation code.

### **Additional Functions**

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

**PF9** **Download**  
**DLoad** Used to download asset information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for details.**

# Update/View Asset Depreciation Rules

The Depreciation Rules Table serves two purposes:

1. Source of valid values for the Depreciation Method on the asset record
2. Stores information that the Depreciation Calculation program needs to calculate the annual depreciation expense for an asset

Screen 595 is maintained by FAMIS Services.

## Screen 595 - Depreciation Rules Update

595 Depreciation Rules Update	02/27/09 09:22 FY 2009 CC 02
Screen: ____ Method: SL_	
Description: STRAIGHT LINE	
Add or update data for the depreciation method identified above.	
Declining Balance (Method DXX) Multiplier: _____	
Fixed Annual Rate, Uncapped (Method UXX) Percent: _____	
Fixed Annual Amount (Method FXX) Amount: _____	
To drop depreciation rule from system, type D: _	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--- Hmenu Help EHelp	

The information entered on Screen 595 is displayed on Screen 585. Use the PF9 key on Screen 585 to download data into Excel using Entire Connection.

## Screen 585 - Depreciation Rules Display

585 Depreciation Rules Display	02/27/09 09:23 FY 2009 CC 02		
Screen: ____			
Method	Multiplier/ Percent	Amount	Description
SL			STRAIGHT LINE
* END OF RECORDS *			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8-----PF10--PF11--PF12--- Hmenu Help EHelp			

### Basic Steps

#### Add/Modify a Depreciation Rule

- Advance to Screen 595.
- Type a valid depreciation method on the Action Line and press <ENTER> to display existing information, if any.
- Type valid data in the available fields, as required, and press <ENTER> to record the information.

#### View All Depreciation Rules

- Advance to Screen 585.
- Press <ENTER> to display a list of all depreciation rules for your campus code.
- Press <ENTER> to scroll through the available rules.

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

Screen 595

#### Action Line

- ◆ Method: Help 3 characters  
Enter the depreciation method you want to add or modify.

#### Screen Information

- Description:** 30 characters  
Displays a short description of the depreciation method.
- Declining Balance (Method DXX) Multiplier:** 7 digits  
Identify the multiplier used in declining balance depreciation.
- Fixed Annual Rate, Uncapped (Method UXX) Percent:** 7 digits  
Indicate the percentage of annual depreciation to be calculated for assets using this method of depreciation.
- Fixed Annual Amount (Method FXX) Amount:** 14 digits  
Enter the dollar amount of depreciation to be calculated for assets using this method of depreciation.
- To drop depreciation rule from the system, type D:** 1 character  
Type 'D' to remove the depreciation rule from the system.

**Screen 585**

### **Screen Information**

- ◆ **Method:** 3 characters  
Identifies the depreciation method.
- Multiplier/Percent:** 5 digits  
Shows the multiplier/percentage for depreciation.
- Amount:** 14 digits  
Signifies the dollar amount of depreciation to be calculated for assets using this method of depreciation.
- Description:** 30 characters  
Displays a short description of the depreciation method.

### **Additional Functions**

- PF KEYS** See Appendix for explanation of the standard PF Keys.
- PF9** **Download**
- DLoad** Used to download asset information from FAMIS using Entire Connection. See the **FAMIS Entire Connection User's Manual** for details.

**SEE FFX USER'S MANUAL - PART 2**

**WHICH CONTAINS ADDITIONAL**

**FFX SCREENS AND INFORMATION**