

# Fixed Assets (2 of 2) User Manual

Version 3.7  
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FAMIS Services  
The Texas A&M University System



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**Refer to the Purchasing Preliminary Fixed Assets Manual for:**

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	Non-Purchasing Preliminary FFX Entry / Interface



## **Section VIII**

# **Asset Inquiry**

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# Asset Inquiry Basic Concepts

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## **Inquiry Access**

Access to any particular asset/component record depends on a number of factors. For example, your user security must match certain data on the asset/component record you wish to view in order for it to be displayed on the screen. Typically, you will only be able to access asset/component information for your department.

## **Positioning the Display**

Several of the asset inquiry screens allow you to position an asset/component record at the top of the inquiry screen. This is accomplished by entering as much information on the Action Line as possible. For example, entering a batch header code on the Action Line of Screen 524 will display that batch on the first informational line of the listing.

## **Using the PF Keys**

The PF keys are used to provide additional information about a particular asset/component record. In order to view information about an asset/component using the PF keys, you must first select it for display. To select an asset/component, move the cursor to the desired line by tabbing or by using your arrow keys. Finally, press the PF keys, shown on the bottom of the screen, to display additional asset/component information, as desired.

# Asset Component Inquiry

If you know the asset number, but do not remember the component number, use Screen 500. By entering the asset number, and if desired, the status, this screen will display all of the components for that asset. The total dollar amount of the asset's components will be displayed at the bottom of the screen.

## Screen 500 – Asset Component Inquiry

500 Asset Component Inquiry					02/27/09 09:40	
					FY 2009 CC 02	
Screen: ____ Asset: 0800091459 Status: _						
Se	Comp	Stat	Asset Description	Class	Acq Date	Component Cost
---	---	---	-----	---	---	---
-	01	A	BLADE CENTER SERVER SYSTEM C70	843510	10/18/2007	42,239.52
-	02	A	FILE SERVER, EVA 4400 STARTER	843510	10/14/2008	16,000.00
-	03	A	BLADE, BL465 G5 BLADE W 2384 (	843510	12/23/2008	12,488.00
						-----
						Grand Total: 70,727.52
*** End of Asset List - 3 Record(s) Found ***						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp				Funds		

## Basic Steps

- Advance to Screen 500.
- Type an asset number on the Action Line.
- Type the status of the asset to display, if desired.
- Press <ENTER> to display a list of components of the asset you entered on the Action Line.
- Type 'X' next to the component you want to display. If you would like to see the selected component on a screen other than 501, type the screen number in the 'Screen' field and press <ENTER>. This will take you to Screen 501 (or the screen number you entered).

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

### Action Line

- ◆ Asset: Help 10 digits/characters  
Enter the asset number whose components are to be displayed.
- Status: 1 character  
Indicate the status of the components of the selected asset to be displayed.

### Screen Information

- Se: 1 digit  
Type an 'X' to select a component and advance to Screen 501 for further detail.

## Screen 500 – Asset Component Inquiry (cont'd)

---

<b>Comp:</b>	2 digits Identifies the <u>component number(s)</u> of the selected asset.
<b>Stat:</b>	1 character Shows the <u>status</u> of the component for the selected asset.
<b>Asset Description:</b>	25 characters Shows <u>description</u> of the asset's component.
<b>Class:</b>	6 digits Indicates the <u>class code</u> of the component.
<b>Acq Date:</b>	8 digits Shows the <u>date</u> the component was <u>acquired</u> by the institution.
<b>Component Cost:</b>	14 digits Identifies the <u>total cost value of the component</u> .
<b>Sub Total:</b>	15 digits Provides a <u>sub total</u> of the asset cost for the components displayed.
<b>Grand Total:</b>	15 digits Displays the grand total of assets at the <u>end</u> of the inquiry list.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF9</b>	<b>Funds</b>
<b>Funds</b>	View all <u>existing fund sequence records</u> .

# View Asset Transactions

When the asset number and component number are known, it is possible to track all of the specific transactions posted against it. This is accomplished using Screen 523.

This screen displays activity history for an approved or disposed asset by fiscal year. Use Screen 523 when you want to view/verify room changes, transfers, etc.

## Screen 523 - Transaction Inquiry by Asset (Panel 1)

```
523 Transaction Inquiry By Asset                                02/27/09 09:49
MINIATURE MODEL THE KING'S HEAD                               FY 2009 CC 02
Screen: ____ Asset: 07K0734731 Comp: 01 Fiscal Year: 2007 FY Only: Y Order: D
Start Dt: ____ End Dt: ____ ALL: N Filter Out: ____
Class: 842302          ** Depreciation **      Alt APO Name: CLANCY, CARMINE
Dept: ENGL             Method: SL              Comp Cost:      3500.00
SubDept:              Accum:                  Salvage:
Acq Date: 12/14/2006   Note Flag: N          Cap Flag: Y
Use Life:              Rem Life:              Status: A

<----- Batch -----> <----- Transaction ----->
S  FY  Ref   Date   Type Cp  Description/Change      Ref      Amount
- 2007 BARCD 08/02/2007 TRF 01 ROOM                        TBAU059
- 2007 PCT286 06/22/2007 TRF 01 ROOM                        R53132
- 2007 PCT286 06/22/2007 TRF 01 DEPT SUB                    R53132
- 2007 PCT286 06/22/2007 TRF 01 CUSTODIAN NAME              R53132
- 2007 PCT286 06/22/2007 TRF 01 CUSTODIAN NBR               R53132
- 2007 PCT286 06/22/2007 TRF 01 BLDG NBR                    R53132
- 2007 PAG508 02/15/2007 APP 01 MINIATURE MODEL THE KIN K60037 3,500.00

** End of Transactions **                                     FY Total      3,500.00
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                           View      Left Right
```

Use PF6 to view the batch transaction details in a pop-up window.

## Screen 523 - Transaction Inquiry by Asset (Panel 2)

```
523 Transaction Inquiry By Asset                                02/27/09 09:51
MINIATURE MODEL THE KING'S HEAD                               FY 2009 CC 02
Screen: ____ Asset: 07K0734731 Comp: 01 Fiscal Year: 2007 FY Only: Y Order: D
Start Dt: ____ End Dt: ____ ALL: N Filter Out: ____
Class: 842302          ** Depreciation **      Alt APO Name: CLANCY, CARMINE
Dept: ENGL             Method: SL              Comp Cost:      3500.00
SubDept:              Accum:                  Salvage:
Acq Date: 12/14/2006   Note Flag: N          Cap Flag: Y
Use Life:              Rem Life:              Status: A

<----- Transaction ----->
S  Ref  Type Description/Change      New Value  Old Value  Date
- TBAU059 TRF ROOM                227        H244      08/02/2007
- R53132 TRF ROOM                H244       009       06/22/2007
- R53132 TRF DEPT SUB              ENGL       MSCN       06/22/2007
- R53132 TRF CUSTODIAN NAME        CLANCY, CARMINE COOK, CASEY 06/22/2007
- R53132 TRF CUSTODIAN NBR         1uuuuuuu4  7uuuuuuu5 06/22/2007
- R53132 TRF BLDG NBR              00524     00454     06/22/2007
- K60037 APP MINIATURE MODEL THE

** End of Transactions **
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp                                           View      Left Right
```

## Screen 523 – Transaction Inquiry by Asset (cont'd)

### Screen 523 - Transaction Inquiry by Asset (Panel 3)

523 Transaction Inquiry By Asset		02/27/09 09:54			
MINIATURE MODEL THE KING'S HEAD		FY 2009 CC 02			
Screen: ____	Asset: 07K0734731	Comp: 01	Fiscal Year: 2007		
Start Dt: ____		End Dt: ____	ALL: N Filter Out: ____		
Class: 842302	** Depreciation **		Alt APO Name: CLANCY, CARMINE		
Dept: ENGL	Method: SL	Comp Cost:	3500.00		
SubDept:	Accum:	Salvage:			
Acq Date: 12/14/2006		Note Flag: N	Cap Flag: Y		
Use Life:	Rem Life:	Status: A			
<----- Transaction ----->					
S	Type	Cp	Fund Seq DeFY Description/Change Amount		
-	TRF	01	ROOM		
-	TRF	01	ROOM		
-	TRF	01	DEPT SUB		
-	TRF	01	CUSTODIAN NAME		
-	TRF	01	CUSTODIAN NBR		
-	TRF	01	BLDG NBR		
-	APP	01	7999 00001	MINIATURE MODEL THE KING'S HEAD	3,500.00
** End of Transactions **				FY Total	3,500.00
Enter--PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12--					
Hmenu Help EHelp View Left Right					

## Basic Steps

- Advance to Screen 523.
- Type a valid asset number and a valid component number on the Action Line. You may change the fiscal year to view previous fiscal year detail, or type 'N' to include all fiscal years data on the screen.
- Type additional information in the available fields, as desired, and press <ENTER> to display transactions associated with the selected component.
- If additional information is needed for a specific transaction, move the cursor to the S: field next to the transaction line, type "X" and press <ENTER>. This will advance to Screen 527 (Transaction Inquiry by Batch).
- Place your cursor on a transaction line and press PF6 to view the batch transaction details in a pop-up window. Press PF4 to exit the pop-up window.

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

### Action Line

- ◆ **Asset:** Help 10 digits/characters  
In combination with the component number, enter an asset number to view associated transactions.
- ◆ **Comp:** 2 digits  
In combination with the asset number, identify the component number of the transactions to be displayed.
- Fiscal Year:** 4 digits  
Signify the fiscal year from which transactions should be displayed. The default is the current fiscal year.

## Screen 523 – Transaction Inquiry by Asset (cont'd)

---

<b>FY Only:</b>	1 character Indicate which transactions should be displayed. The default is 'Y'. Y = <u>only transactions for the fiscal year specified</u> in the Fiscal Year: field N = transactions for all fiscal years
<b>Order:</b>	1 character Identify the <u>order</u> in which the transactions are to be displayed: A = Ascending, oldest first D = Descending, newest first (default)
<b>Start Dt:</b>	8 digits Include the <u>first batch date</u> for which transactions should be displayed.
<b>End Dt:</b>	8 digits Enter the <u>last batch date</u> for which transactions should be displayed. <b>You can span fiscal years.</b>
<b>ALL:</b>	1 character Signify if <u>all transactions</u> of every component of an asset should be displayed: N = Display only the selected component (default) Y = Display all of the components
<b>Filter Out:</b>	3 characters Indicate if certain types of transactions should be <u>filtered out</u> and not displayed. Valid values are: BLANK = No Filter ALL = All Depreciation CHG = Attribute Changes CST = Change In Cost DEP = Depreciation DFP = Final Depr At Disposal PYD = Prior Year Depreciation UDP = Reverse Depreciation UDS = Undispose

### **Screen Information**

#### **Panel 1**

<b>Class:</b>	6 digits Indicates the <u>class code</u> of the component.
<b>Alt APO Name:</b>	20 characters Shows the name of the <u>alternate</u> person responsible for the selected component.
<b>Dept:</b>	5 characters Identifies the <u>department</u> responsible for the selected component.

## Screen 523 – Transaction Inquiry by Asset (cont'd)

---

### **Depreciation**

<b>Method:</b>	2 characters Displays the <u>method</u> by which the component's <u>depreciation</u> will be calculated. Valid value: SL = Straight Line
<b>Comp Cost:</b>	14 digits Shows the <u>total value of the component</u> .
<b>SubDept:</b>	5 characters Indicates the <u>sub-department</u> responsible for the selected component.
<b>Accum:</b>	14 digits Displays the total dollar amount of <u>accumulated depreciation</u> charged for the selected component.
<b>Salvage:</b>	15 digits Shows <u>estimate of the worth</u> of the component ( <u>salvage value</u> ) when it is fully depreciated.
<b>Acq Date:</b>	8 digits Identifies the <u>date</u> on which the component was <u>acquired</u> by the institution.
<b>Note Flag:</b>	1 character 'Y' indicates <u>notes exist</u> for the component.
<b>Cap Flag:</b>	1 character Shows if the specific component is <u>capitalized</u> (Y) or <u>not capitalized</u> (N).
<b>Use Life:</b>	3 digits Displays the estimate of <u>how long</u> the component will <u>remain usable</u> , from the time it was acquired to the time it will be fully depreciated.
<b>Rem Life:</b>	3 digits Shows number of <u>remaining</u> future <u>months</u> over which depreciation is to be charged to component.
<b>Status:</b>	1 character Displays the <u>status</u> of the selected component: Approved (A), Pending (P), or Disposed (D).

### **Batch**

<b>S:</b>	1 character Type an 'X' in this field to <u>select</u> the <u>transaction</u> and advance to Screen 527.
<b>FY:</b>	4 digits Displays the <u>fiscal year</u> of the transaction.
<b>Ref:</b>	7 characters/digits Identifies the <u>batch reference</u> number used to post the transaction.

## Screen 523 – Transaction Inquiry by Asset (cont'd)

---

**Date:** 8 digits  
Shows date batch was processed by the system.

### **Transaction**

**Type:** 3 characters  
Identifies type of action taken on the component.

**Cp:** 2 digits  
Shows component the transaction occurred on.

**Description/Change:** 15 characters  
Displays a short description of the action being taken on the component.

**Ref:** 7 characters/digits  
Shows a reference number to identify the transaction at a later date/time.

**Amount:** 15 digits  
Indicates the dollar amount of the action being taken on the component.

**FY Total:** 15 digits  
Shows total dollar amount for fiscal year if 'Y' is entered in the FY Only: field.

### **Panel 2**

**New Value:** 15 characters/digits  
Displays the new field value.

**Old Value:** 15 characters/digits  
Identifies the old field value.

**Date:** 8 digits  
Displays the date the transaction was processed.

### **Panel 3**

**Fund:** 4 digits  
Shows the fund used to acquire the component.

**Seq:** 5 digits  
Identifies fund sequence of the component.

**DeFY:** 4 digits  
Shows the Depreciable Entity Fiscal Year reported to SPA for the transaction.  
This value is from the SPA Depr Entity FY: field entered on Screen 515. If it is left blank on that screen, the current fiscal year is used to feed to SPA.

### **Additional Functions**

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

**PF6 View** **View**  
Place cursor on a transaction line and press PF6 to view the details.



# View Fixed Asset Batch Records

You may view a list of all fixed asset batch records available on the system. Screen 524 displays an alphabetical listing of all batch sessions that have been processed by the system.

## Screen 524 - FX Session/Batch Header List

524 FX Session/Batch Header List						02/27/09 09:56	
Screen: ____ Fiscal Year: 2009 Batch Ref: ____ Batch Date: ____						FY 2009 CC 02	
S	Batch	Batch	Description	Amount	Count	Run	S F
e	Ref	Date				Date	t d
-	-	-	-	-	-	-	-
-	PAI805	11/14/2008	PHYSICAL PLANT BILLS	445,105.64	9	11/14/2008	C D
-	PAI806	11/19/2008	PHYSICAL PLANT BILLS	1,053,937.95	10	11/19/2008	C D
-	PAI815	11/25/2008	PHYSICAL PLANT BILLS	688,182.41	11	11/25/2008	C D
-	PAI830	12/22/2008	PHYSICAL PLANT BILLS	652,351.98	8	12/22/2008	C D
-	PAI840	01/29/2009	PHYSICAL PLANT BILLS	338,677.49	11	01/29/2009	C D
-	PAI842	01/30/2009	PHYSICAL PLANT BILLS	573,482.10	18	01/30/2009	C D
-	PAI853	02/25/2009	PHYSICAL PLANT BILLS	210,651.90	9	02/25/2009	C D
-	PAQ303	11/19/2008	OTHER ADDITIONS	4,946.00	1	11/19/2008	C D
-	PAQ314	12/16/2008	OTHER ADDITION	7,750.00	2	12/16/2008	C D
-	PAQ316	01/05/2009	OTHER ADDITIONS	4,196.00	4	01/05/2009	C D
-	PAQ320	01/12/2009	LAND PURCHASE	2,953,099.00	1	01/12/2009	C D
-	PAQ324	01/22/2009	OTHER ADDITIONS	3,889.00	2	01/22/2009	C D
-	PAQ512	01/16/2009	OTHER ADDITIONS	7,035.54	3	01/16/2009	C D
* Continued *							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---							
Hmenu Help EHelp							

## Basic Steps

- Advance to Screen 524.
- Type a batch header reference number on the Action Line to position it at the top of the listing.
- Press <ENTER> to scroll through the listing.
- Type an 'X' in the Se: field to the left of a batch reference to select, and press <ENTER> to advance to Screen 527 and view all transactions for the specified batch.

## Batch Inquiry Process

### Batch/Session Reference

The Batch/Session Reference number is a 6 characters/digit field used to group sessions of like transactions. The first three characters typically identify the type of transactions entered during the session. For example, a batch/session reference value of **APR009** might indicate that asset **approvals** were processed during the session. See the appendix for a complete list of FAMIS Batch/Session header codes.

### Position the Listing

You may begin browsing the batch/session header list by typing a valid batch reference number on the Action Line of Screen 524. The batch reference number entered will be displayed on the first informational line of the display list.

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

#### Action Line

<b>Fiscal Year:</b>	4 digits Enter the <u>fiscal year</u> to be displayed. The current fiscal year is the default.
<b>Batch Ref:</b>	6 characters/digits Indicate the <u>batch reference number</u> to be displayed on the first line.
<b>Batch Date:</b>	8 digits Include the <u>date the batch was processed</u> .

#### Screen Information

<b>Se:</b>	1 character Type an 'X' to <u>select a batch</u> for display on Screen 527.
<b>Batch Ref:</b>	6 characters/digits Shows the <u>batch reference number</u> used for the transactions.
<b>Batch Date:</b>	8 digits Identifies the <u>date the batch/session was processed</u> by the system.
<b>Description:</b>	20 characters Displays a short generic <u>description</u> of transactions processed during the batch session.
<b>Amount:</b>	12 digits Indicates the <u>total dollar amount</u> posted during the specified batch session.
<b>Count:</b>	5 digits Identifies <u>the number of separate transactions</u> posted during the batch session.
<b>Run Date:</b>	8 digits Signifies <u>date session was processed</u> by the system and updated on database.
<b>St:</b>	1 character Shows if session is <u>open</u> (O) or <u>closed</u> (C).
<b>Fd:</b>	1 character Identifies the type of <u>feed</u> to be generated for the transaction in this batch. Valid values may 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

#### Additional Functions

<b>PF KEYS</b>	See Appendix for explanation of standard PF Keys.
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# Display Transactions by Batch

Screen 527 may be used to provide you with a listing of all of the transactions processed in a selected fixed asset batch.

## Screen 527 - Transaction Inquiry by Batch (Panel 1)

527 Transaction Inquiry by Batch										02/27/09 09:58
										FY 2009 CC 02
Screen: ____ Fiscal Year: 2009 Batch Ref: PAV102 Batch Date: 01/30/2009										
Status: Closed										
Trans D Acq										MORE >>
Asset	Cp	Description	Ref	TC	C	Disp	Mth	Trans	Amt	
-----										
0900100833	01	DISPOSAL, RED GOAT MODEL	1055454	APP	Y	A	PO		5,925.00	
0900100840	01	CENTRIFUGE SORVALL W/ROT	1056247	APP	Y	A	PO		9,400.00	
0900100860	01	WATER COMPRESSOR	1056308	APP	Y	A	PO		816.15	
0900100860	01	WATER COMPRESSOR	1056308	APR	Y	A	PO		2,925.00	
0900100893	01	PRINTER, XEROX PHASER 77	1056406	APP	Y	A	PO		5,279.00	
0900100894	01	PRINTER, XEROX PHASER 77	1056406	APP	Y	A	PO		5,279.00	
0900100895	01	PRINTER, XEROX PHASER 77	1056406	APP	Y	A	PO		5,279.00	
0900100896	01	PRINTER, XEROX PHASER 77	1056406	APP	Y	A	PO		5,279.00	
-----										
* End Of Data *										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
Hmenu Help EHelp View Left Right										

## Screen 527 - Transaction Inquiry by Batch (Panel 2)

527 Transaction Inquiry by Batch										02/27/09 10:00
										FY 2009 CC 02
Screen: ____ Fiscal Year: 2009 Batch Ref: PAV102 Batch Date: 01/30/2009										
<< MORE Status: Closed										
Asset	Cp	Date	Time	Class	Dr Acct	Cr Acct	Feed	Bat	Dt	Feed
-----										
0900100833	01	01/30/09	04:24 PM	842407	089730 1730	089730 4400	01/30/09	FFX433		
0900100840	01	01/30/09	04:29 PM	842213	089730 1730	089730 4400	01/30/09	FFX433		
0900100860	01	01/30/09	04:34 PM	842253	089730 1730	089730 4400	01/30/09	FFX433		
0900100860	01	01/30/09	04:34 PM	842253	089730 1730	089730 4400	01/30/09	FFX433		
0900100893	01	01/30/09	04:37 PM	843509	089730 1730	089730 4400	01/30/09	FFX433		
0900100894	01	01/30/09	04:38 PM	843509	089730 1730	089730 4400	01/30/09	FFX433		
0900100895	01	01/30/09	04:38 PM	843509	089730 1730	089730 4400	01/30/09	FFX433		
0900100896	01	01/30/09	04:38 PM	843509	089730 1730	089730 4400	01/30/09	FFX433		
-----										
* End Of Data *										
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---										
Hmenu Help EHelp View Left Right										

## Basic Steps

- Advance to Screen 527.
- Type a valid batch reference number and date on the Action Line and press <ENTER> to display a list of all of the transactions processed during the batch session.
- Press <ENTER> to page through the listing.
- Press PF11 to scroll right and view additional information.

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

#### **Action Line**

- ◆ **Fiscal Year:** 4 digits  
Enter the desired fiscal year for the displayed batch transactions. The default is the current fiscal year.
- ◆ **Batch Ref:** 6 characters/digits  
Identify the batch reference number to be displayed.
- ◆ **Batch Date:** 8 digits  
Type the date the batch was processed.

#### **Screen Information**

##### **Panel 1**

- Status:** 6 characters  
Shows if the batch session is open (O) or closed (C).
- Asset:** 10 digits/characters  
Displays the asset number that was added or modified during the batch session.
- Cp:** 2 digits  
Indicates the component number of the corresponding asset added or modified during the batch session.
- Description:** 23 characters  
Provides a short description of the transaction taken against the component.
- Trans Ref:** 7 digits  
Identifies the reference number used to identify the transaction at a later date/time.
- TC:** 3 characters  
Displays the transaction code used to describe the type of transaction.
- DC:** 1 character  
Shows if debit (D) or credit (C) transaction, or note flag (Y).
- Acq Disp:** 1 character  
Identifies whether the component is being Acquired (A) or Disposed (D).
- Mth:** 2 characters  
Shows the method by which the component is being disposed or acquired.
- Trans Amt:** 15 digits  
Indicates the dollar amount of the transaction.

## Screen 527 – Transaction Inquiry by Batch (cont'd)

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### Panel 2

<b>Date:</b>	6 digits Displays the <u>date</u> the transaction was <u>processed</u> .
<b>Time:</b>	4 digits Shows the <u>time recorded</u> for the transaction.
<b>Class:</b>	6 digits Indicates the <u>component class code</u> .
<b>DR Acct:</b>	10 digits Shows the <u>general ledger account number</u> that was debited by the transaction.
<b>CR Acct:</b>	10 digits Indicates the <u>account number</u> that was <u>credited</u> by the transaction.
<b>Feed Bat Dt:</b>	6 digits Identifies the <u>date</u> of the <u>batch feed</u> .
<b>Feed Ref:</b>	6 characters/digits Identifies the <u>batch reference/session number used to feed the transaction to accounting</u> .

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF6 View</b>	<b>View</b> Place cursor on a transaction line and press PF6 to <u>view</u> the <u>details of a transaction</u> .

# Search Assets

If you know an asset's description but do not have the asset number, or if you want a list of all assets with similar descriptions, you may use Screen 528 to initiate a search. By providing the search key -- a partial description of up to 20 characters -- the system will produce a list of matching assets. The display will include a line number, an asset number, a component number and its status, a complete description, as well as the custodian and location of the asset.

## Screen 528 - Asset Search

528 Asset Search										02/27/09 10:00	
										FY 2009 CC 02	
Screen: ____											
Type Description to Search For: <b>FAX</b> Status: _											
S	Asset	St	Cp	Description	Alt APO	Bldg	Room	Dept	SDept		
_	890A113657	D	01	FAX	MARSH, MARSHA	00957	WHS	SRPL			
_	930A117472	D	01	FAX	MARSH, MARSHA	00957	WHS	SRPL			
_	9300296856	D	01	FAX	MARSH, MARSHA	00957	WHS	SRPL			
_	9300725857	D	01	FAX MACHINE	HOOVER, HENRY	01502	412	ENTO			
_	0100043455	D	01	PRINTER HP OFFICEJE FAX & COPY MACHINE	MARSH, MARSHA	00957	WHS	SRPL			
_	9200565654	D	01	FAX - CANON L770	MARSH, MARSHA	00957	WHS	SRPL			
Found: 6				Searched: 7							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp											

Wildcards (\*) can be used in front of or behind the description entered on the Action Line. If used, the search will look for the text at any position in the description. If they are not used, the assets returned will be only those asset descriptions that begin with the text entered on the Action Line.

528 Asset Search										02/27/09 10:02	
										FY 2009 CC 02	
Screen: ____											
Type Description to Search For: <b>SCAN *</b> Status: _											
S	Asset	St	Cp	Description	Alt APO	Bldg	Room	Dept	SDept		
_	00AP000072	D	01	CANNER OP <b>SCAN</b>	KOLTER, KEVIN	00507	304	VTPP			
_	9600578992	A	01	COMPUTER POWER MAC SCAN DISPLAY	MOORE, MONTY	00462	411C	SOCI			
_	0200046104	D	01	FAX MACHINE, HP G95 <b>SCANNER</b> ALL-IN-ONE	JULLES, JOHN	00492	140	CVEN			
_	9000294342	D	01	<b>SCANNER</b> -JX-450 W/M	BOMNSKIE, BOB	00957	WHS	SRPL			
_	9900729593	D	01	<b>SCANNER</b> , UMAX MIRA	COLE, CONNIE	00436	014B	STAF	SPUB		
_	9800010363	A	01	SPECTROMETER,FT-IR & DYN <b>ASCAN</b> TM INTER	CHANCE, COLLIN	00376	2214	CHEM			
Found: 6				Searched: 2090							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp											

### Basic Steps

- Advance to Screen 528.
- Type a description of the assets on the Action Line that you would like to be displayed. You may also type an asterisk (\*) or partial name and an asterisk (\*).
- Type the status of the assets to display, if desired, and press <ENTER>.
- Press <ENTER> to scroll through the available assets matching the search criteria.
- Type an 'X' in the S: field next to an asset and press <ENTER> to advance to Screen 501.

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

#### Action Line

◆ <b>Type Description to Search For:</b>	20 characters Enter a <u>short description</u> of the asset or component to be displayed.
<b>Status:</b>	1 character Indicate the <u>status</u> of asset or components to be displayed. Valid values are: A = Approved P = Pending D = Disposed

#### Screen Information

<b>S:</b>	1 character Type 'X' to <u>select</u> an asset or component and advance to Screen 501.
<b>Asset:</b>	10 digits/characters Identifies the <u>asset number</u> .
<b>St:</b>	1 character Displays the <u>status</u> of the component.
<b>Comp:</b>	2 digits Shows the <u>component number</u> of the asset displayed.
<b>Description:</b>	19 characters Provides a brief <u>description</u> of the asset or component.
<b>Alt APO:</b>	15 characters Shows the name of the <u>alternate person responsible</u> for the asset.
<b>Bldg:</b>	5 digits Identifies the code for the <u>building</u> where the asset is located.
<b>Room:</b>	4 digits/characters Displays the <u>room number</u> of the building where selected asset is located.
<b>Dept:</b>	5 characters Shows the <u>department</u> responsible for the asset.

## Screen 528 – Asset Search (cont'd)

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**SDept:** 5 characters  
Identifies the subdepartment responsible for the asset.

**Found:** 5 digits  
Displays the number of records found that match the search criteria.

**Searched:** 5 digits  
Indicates the number of records searched for the search criteria.

### **Additional Functions**

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



# Selection Query

You may use Screen 529 to show you a list of all of your assets that share a particular characteristic. For example, you may want a list of all assets of a particular class or perhaps a list of all components acquired after a certain date.

This screen is divided into two parts. Part 1 is used to enter your selection criteria. Part 2 is used to display the results of your query.

Enter the search criteria in the fields provided to find the assets that qualify.

## Screen 529 - Selection Query List (Part 1)

529 Selection Query List (Part 1)		02/27/09 10:06 FY 2009 CC 02
Screen: ____		
Asset Number: ____	From ____ To ____	Retain Criteria: N
Comp Number: ____		Status: -
ACQ. Date: ____		Bldg Segment: -
Total Cost: ____		
Description: ____		
Property Control	Location	Other
Class: ____	Campus: 02	Commodity: ____
Condition: ____	Building: ____	Vendor: ____
Availability: ____	Room: ____	Insured by: ____
Inventory Type: -	Exec Level: ____	Source: ____
Owner/Title: ____	Division: ____	Purpose: ____
How Tagged: ____	School: ____	Exposure Code: ____
Tag Number: ____	Department: CHEM	Spec. License: ____
Alt APO No: ____	Sub Dept: ____	Capitalized: -
Alt APO Name: ____		Restriction: -
Model Number: ____		
Serial Number: ____		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

The next screen (Part 2) displays the assets found in the search. Make your selection from this list to advance to Screen 501 to view the purchasing/vendor data for the asset.

## Screen 529 - Selection Query List (Part 2)

529 Selection Query List (Part 2)		02/27/09 10:07 FY 2009 CC 02
Screen: ____		
Sel	Asset/Comp/St Description	Alt APO Cond Avail Dept
-	0000022894 01 A COMPUTER WORKSTATION	CARTER, CHRIS 02 US CHEM
-	0000023417 01 A COMPUTER, GATEWAY PENT II	CARTER, CHRIS 01 US CHEM
-	0000026303 01 A PRINTER, HP LASERJET 2100	CARTER, CHRIS 01 US CHEM
-	0000026336 01 A PUMP,HPLC SYSTEM	CARTER, CHRIS 01 US CHEM
-	0000026419 01 A COMPUTER,PERSONAL DESKTOP	CARTER, CHRIS 01 US CHEM
-	0000026427 01 A COMPUTER,PERSONAL	CARTER, CHRIS 01 US CHEM
*** Press ENTER to view more Assets ***		
Found: 6	Searched: 230	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help EHelp		

### Basic Steps

- Advance to Screen 529.
- Type the selection criteria in the desired field(s) and press <ENTER> to display a list of matching assets/components.
- On the resulting display list, type 'X' next to an asset and press <ENTER> to view purchasing/vendor data on Screen 501.

### Asset Querying Process

#### Searching for an Asset

If you are using the Description: field for your search, you only need to enter a portion of the description. For example, you may enter \* **Desk** \* and the system will display all components with the word Desk in its description. The asterisks (\*) are required.

#### Selecting an Asset

You've searched through your assets and finally located the one you want. How do you take this information to other screens? Once you have the list of assets that match the selection criteria on Part 2 of Screen 529, type an 'X' next to the asset, press <ENTER>, and it automatically will take you to Screen 501.

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

#### Screen Information

##### Part 1

##### *From*

<b>Asset Number:</b>	10 digits/characters Specify the <u>beginning asset number</u> in the range of asset numbers to display.
<b>Comp Number:</b>	2 digits Specify the <u>beginning component number</u> in the range of components of the asset number(s) to display
<b>ACQ. Date:</b>	8 digits Enter the <u>first acquisition date</u> in the range of acquisition dates to be selected.
<b>Total Cost:</b>	14 digits Search the system for components with beginning range of a <u>total cost</u> greater than or equal to the specified total cost.

##### *To*

<b>Asset Number:</b>	10 digits/characters Indicate the <u>last asset number</u> in the range of asset numbers to be displayed.
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## Screen 529 – Selection Query List (cont'd)

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<b>Comp Number:</b>	2 digits Identify the <u>last component number</u> in the range of components of the asset number(s) to display
<b>ACQ. Date:</b>	8 digits Type the <u>last acquisition date</u> in the range of acquisition dates to be selected.
<b>Total Cost:</b>	14 digits Enter the <u>ending total cost</u> for the search.
<b>Retain Criteria:</b>	1 character Indicate whether or not ('Y' or 'N') you wish to <u>retain the search criteria</u> for further searches.
<b>Status:</b>	1 character Signify the <u>status</u> of the components you would like to display. For example: A = Active D = Disposed P = Pending Blank = Include all
<b>Bldg Segment:</b>	1 character Indicate whether or not ('Y' or 'N') the component is a <u>segment of a building</u> , such as an elevator, or a heating/ cooling system.
<b>Description:</b>	35 characters Type a <u>description</u> or portion of the description <u>of the assets/components</u> to be displayed. You may also type an asterisk (*).
<b>Property Control</b>	
<b>Class:</b>	6 digits Indicate the <u>component class</u> to display. <b>The class code is used to group similar assets for accounting and property control purposes.</b>
<b>Condition:</b>	<b>Help</b> 2 characters/digits You may display a list of all components of a particular condition by specifying a <u>condition code</u> in this field. For example: DE = Demolition (17) E1 = Used-Reconditioned - Excellent E2 = Used-Reconditioned - Good E3 = Used-Reconditioned – Fair
<b>Availability:</b>	<b>Help</b> 2 characters Used to display components of a particular <u>availability status</u> . For example: AV = Available BLANK = Undetermined EX = Excess Property LN = On Loan To Another Department MS = Missing, Unable to Locate

## Screen 529 – Selection Query List (cont'd)

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<b>Inventory Type:</b>	1 character Identify whether or not the component you are searching for is an actual physical item that will be found on a <u>physical inventory</u> .
<b>Owner/Title:</b>	<a href="#">Help</a> 5 characters Enter the <u>owner/title code</u> if you wish to display assets that are owned by the institution, own by an outside agency, or borrowed/leased by the institution. For example: TAMU = Texas A&M University AL-EXT = Texas AgriLife Extension Service TCLE = TX COMM LAW Enforc-Ofc Stds & Edu TCMC = Texas Coastal and Marine Council
<b>How Tagged:</b>	<a href="#">Help</a> 2 characters Use this field to search for assets that have been <u>tagged</u> in a particular manner. Valid values are: BC = Bar Coded DC = Decal ET = Etched MT = Metal Tag NT = No Tag ST = Stamped WR = Written BLANK = Undetermined
<b>Tag Number:</b>	10 digits/characters Allows you to search for an asset with a particular <u>tag number</u> affixed to it (for inventory and control purposes).
<b>Alt APO No:</b>	9 digits Indicate the <u>UIN number</u> of the <u>alternate responsible person</u> whose assets you wish to display.
<b>Alt APO Name:</b>	20 characters Include the <u>name</u> of the <u>alternate responsible person</u> whose assets you wish to display.
<b>Model Number:</b>	20 digits/characters Identify the <u>model number</u> of the component to be displayed.
<b>Serial Number:</b>	20 digits/characters Indicate the <u>serial number</u> of the component to be displayed.
<b>Location</b>	
<b>Campus:</b>	2 digits Include which <u>TAMUS member part</u> you would like to search. Go to Screen 882 to change to a different campus.
<b>Building:</b>	5 characters Specify which <u>building</u> you would like to search for a particular asset.

## Screen 529 – Selection Query List (cont'd)

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<b>Room:</b>	6 digits/character Identify the <u>room number</u> of the building to be included in the search for an asset.
<b>Exec Level:</b>	2 characters Use this field to display a list of assets associated with a particular <u>executive office</u> , which is ultimately accountable for the asset and its uses.
<b>Division:</b>	2 characters You may use this field to display a list of all <u>assets owned by</u> a particular <u>division</u> of the institution.
<b>School:</b>	2 characters Identify the <u>school, college, or administrative office</u> to be used in the search for the asset.
<b>Department:</b>	5 characters Include the <u>department code</u> in this field to display a list of all assets belonging to a specific department.
<b>Sub Dept:</b>	5 characters Enter a <u>sub-department code</u> to display assets belonging to a <u>particular sub-department</u> .
<b>Other</b>	
<b>Commodity:</b>	11 digits Enter a <u>Commodity Code</u> to search for all association components. The Commodity Code identifies the component as one of the goods defined in the purchasing section of FAMIS.
<b>Vendor:</b>	11 digits Type the <u>vendor identification number</u> from whom the component was purchased.
<b>Insured by:</b>	4 characters Signify whether you wish to search for items that are <u>self insured</u> or <u>at risk</u> .
<b>Source:</b>	<div><div>Help</div>2 characters Use this field to <u>search for components from a particular source</u>. The source is that person or agency that provided the funds necessary to acquire a particular component. For example: AX = Auxiliary Services Fund DS = Designated FC = Federal Contract (AL-RSCH) FD = Federal Funds FG = Functional and General</div>

## Screen 529 – Selection Query List (cont'd)

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<b>Purpose:</b>	<a href="#">Help</a> 2 characters Allows you to search for all assets being used for a <u>specific purpose</u> . Examples are: AD = Administrative AG = Agricultural Services Buildings AX = Auxiliary Enterprises BLANK = Undetermined
<b>Exposure Code:</b>	2 characters Allows you to display all assets associated with a <u>health (or other exposure) hazard</u> .
<b>Spec. License:</b>	2 characters Use this field to search for all assets that require a <u>special license</u> in order to own, operate or service the asset.
<b>Capitalized:</b>	1 character Indicate whether to display ('Y' or 'N') components that have been <u>capitalized</u> .
<b>Restriction:</b>	<a href="#">Help</a> 1 character Include a <u>restriction code</u> to search for specific assets. For example: A = Eqpt Thru TX Surplus - Acq Dt+18MO B = Right To Reclaim/Trnsfr-Fund Agency C = Title Stays W/ Fnd Agency (FED/PVT)

### Part 2

<b>Sel:</b>	1 character Type an 'X' to <u>select</u> an <u>asset/component</u> and advance to Screen 501 to view purchasing/vendor data detail.
<b>Asset/Comp/St:</b>	10 digits/2 digits/1 character Displays the <u>asset number</u> , <u>component number</u> and <u>status</u> .
<b>Description:</b>	22 characters Shows a <u>description</u> of the asset/component.
<b>Alt APO:</b>	15 characters Identifies the <u>name</u> of the <u>alternate responsible property officer</u> for the asset/component.
<b>Cond:</b>	2 characters/digits Displays a code identifying the <u>condition of the component</u> .
<b>Avail:</b>	2 characters Shows the code identifying the <u>availability status</u> of the asset.
<b>Dept:</b>	4 digits Displays the <u>department code</u> the asset is assigned to.

## Screen 529 – Selection Query List (cont'd)

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**Found:** 5 digits  
Indicates the number of component records found that match the search criteria.

**Searched:** 5 digits  
Displays the number of component records searched for the search criteria.

### **Additional Functions**

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

# View Asset Summaries

The component snapshot on Screen 531 provides a brief overview of an asset. From this screen you can view information about transactions made against the asset, the types and amount of depreciation, as well as system flag settings.

## Screen 531 - Asset Component Snapshot

531 Asset Component Snapshot		02/27/09 10:17	
		FY 2009 CC 02	
Screen: ____	Asset: 06G0982790	Component: 01	Status: A
		BOOKS 2005-2006 FY06	
		EST \$61.84 PER VOLUME	
Create Date: 10/13/2006		Capital Flag: Y	Class: 851001
Create Reference: MURD02		Building Segment: N	Depr Ind: Y
In Service Date: 03/01/2006		Inv In Process: N	Trans Pend:
Last Modify Date: 02/02/2009		Component Cost:	111,184.53
Acquisition Agency:		Salvage Value:	
Depreciation Data			
Unrecorded Depr:		Basis Months: 151	
Component Accum Depr:	21,619.18	Basis Amount:	93,271.49
Book Value:	89,565.35	Depr Thru: 1	January 2009
Monthly Depr Amt:	617.69	2009 Depr Exp:	3,088.45
		2008 Depr Exp:	7,412.28
TBMU200 Calculations			
Prior Years Depr:		Disposal Data	
Months Calculated:		Disposal Date:	
		Disposal Method:	Agency:
		Net Proceeds:	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Trans Audit			

**NOTE:** The “Inv In Process” flag is no longer used. The original purpose was to indicate that entry of FFX information had begun, but was not complete. Instead the “Status” is referred to in place of this flag.

FFX assets are either preliminary (only PO information has been entered, status = blank), pending (information has been sent to FFX system and data entry is not complete, status=P) or approved (data entry has been completed and assets approved, status = A) as well as the other FFX statuses (D=disposed etc.).

## Basic Steps

- Advance to Screen 531.
- Type a valid asset number and a valid component number on the Action Line. You may also type an asterisk (\*) in the Asset: field to view a list of asset components to choose from.
- Press <ENTER> to display available information.

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

### Action Line

- ◆ Asset: Help 10 digits/characters  
Enter the desired asset number to be displayed.
- ◆ Component: 2 digits  
Identify the component of the asset to be displayed.



## Screen 531 – Asset Snapshot (cont'd)

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**Status:** 1 character  
Shows the status of the component: Approved (A), Pending (P) or Disposed (D).

### **Screen Information**

**Create Date:** 8 digits  
Displays the date the component was entered into the system.

**Capital Flag:** 1 character  
Indicates if the specific component is capitalized (Y) or not capitalized (N).

**Class:** 6 digits  
Indicates the class of the component.

**Create Reference:** 7 characters/digits  
Identifies the on-line operator ID, batch/session ID or program that added the component to the system.

**Building Segment:** 1 character  
Signifies whether or not ('Y' or 'N') the selected component is a segment of a building, such as an elevator, or a heating/cooling system.

**Depr Ind.:** 1 character  
'Y' indicates the component will be fed for depreciation calculation.

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

**Inv In Process:** 1 character  
'Y' indicates the component is being checked to verify existence, condition, and location.  
This flag is no longer used. Instead the "Status" is referred to in place of this flag.

**Trans Pend:** 2 digits  
Shows the campus code from which the pending component was transferred.

**Last Modify Date:** 8 digits  
Displays the date of the last transaction to occur against the component.

**Component Cost:** 14 digits  
Indicates the total value of that particular component of the asset.

**Acquisition Agency:** 3 characters  
Identifies the TAMUS member part responsible for the acquisition of the selected component.

**Salvage Value:** 15 digits  
Signifies the estimate of the worth of the component when it is fully depreciated.

## Screen 531 – Asset Snapshot (cont'd)

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### **Depreciation Data**

<b>Unrecorded Depr:</b>	15 digits Displays the dollar amount of <u>depreciation</u> accrued to date for the current month and any prior months that have <u>not yet been recognized</u> .
<b>Basis Months:</b>	3 digits Shows the <u>number of months</u> over which the value of an asset is to be depreciated.
<b>Component Accum Dep:</b>	15 digits Indicates the <u>total dollar amount of depreciation</u> that has been <u>charged</u> for the asset component and fed to accounting.
<b>Basis Amount:</b>	15 digits Indicates the <u>dollar amount</u> on which the <u>depreciation calculation is based</u> .
<b>Book Value:</b>	15 digits Identifies the <u>dollar value</u> at which the component is carried <u>on</u> the accounting <u>books</u> .
<b>Depr Thru:</b>	2 digits/10 characters/4 digits Indicates the <u>last day, month, and year</u> in which <u>depreciation was calculated</u> for the selected component.
<b>Monthly Depr Amt:</b>	15 digits Displays the <u>total dollar amount of depreciation</u> accumulated <u>each month</u> .
<b>[Current Yr] Depr:</b>	15 digits Identifies the <u>current fiscal year date</u> and <u>total dollar amount</u> of depreciation for the current fiscal year that has been fed to accounting.
<b>[Last Yr] Depr:</b>	15 digits Shows <u>last year's date</u> and <u>total dollar amount of depreciation</u> for the previous fiscal year that has been fed to accounting.

### **TBMU200 Calculations**

<b>Prior Years Depr:</b>	15 digits Signifies the <u>dollar amount of prior year depreciation</u> calculated by TBMU200 for a component that has been in service since before the current fiscal year began, but has never been depreciated. This amount has not been recorded in Fixed Assets or fed to Accounting. <b><u>The displayed amount includes depreciation from the time the asset was put in service through the end of the last fiscal year.</u></b>
<b>Months Calculated:</b>	3 digits Indicates the <u>number of months</u> over which <u>depreciation</u> has been <u>calculated</u> to produce the current total of Unrecorded Depreciation.

## Screen 531 – Asset Snapshot (cont'd)

---

### ***Disposal Data***

<b>Disposal Date:</b>	8 digits Signifies the <u>date</u> that the selected <u>component</u> was removed from inventory.
<b>Disposal Method:</b>	2 characters Identifies the <u>method</u> by which or the reason why the selected <u>component</u> is removed from inventory.
<b>Agency:</b>	3 digits Displays the <u>TAMUS member part</u> that is removing the component from its inventory.
<b>Net Proceeds:</b>	15 digits Indicates the <u>sale price</u> of the component <u>less</u> any <u>related costs</u> .

### ***Additional Functions***

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF6</b>	<b>Trans</b>
<b>Trans</b>	View status of asset component on <u>transferring campus</u> .

```
Depreciation was stopped for
Asset: 0000000691 Comp: 01
Status: A on          .

Press <PF4> to Exit
```

<b>PF7</b>	<b>Audit</b>
<b>Audit</b>	View component <u>audit information</u> .

# Assets by Department and Class Code

To view a list of all assets by class code for your department, use Screen 532. This screen displays basic asset information, including a short description, location, acquisition date, and component cost.

You may also use Screen 532 to select a component for further display on Screen 523.

Press the PF9 key to download information from this screen using Entire Connection. Before downloading the records, a prompt will appear asking whether to include components or assets only in the download.

## Screen 532 - Asset Search by Department and Class Code

532 Asset Search By Dept and Class					02/27/09 10:37	
					FY 2009 CC 02	
Screen: ____ Dept: CHEM S-Dept: ____ Stat: A Class: 578708 Asset: ____						
S	Asset	Description	CC-Bldg	Room	Acq Date	Total Cost
-	0600079585	PROJECTOR, LP70/DPL XG	02-00484	201C	04/10/2006	1,371.57
-	0700085802	PROJECTOR, LP600 XGA	02-00376	2001	01/12/2007	1,253.28
-	0800094641	PROJECTOR, SANYO 4500	02-00376	2122	03/14/2008	4,304.58
-	0800094642	PROJECTOR, SANYO 4500	02-00376	2101	03/14/2008	4,304.58
-	0800094643	PROJECTOR, SANYO 4500	02-00376	2121	03/14/2008	4,304.58
-	0800094644	PROJECTOR, SANYO 4500	02-00484	255	03/14/2008	4,304.58
-	0800096486	PROJECTOR, PLC-XU111 4	02-00521	400	06/05/2008	2,027.00
-	0800096487	PROJECTOR, PLC-XU111 4	02-00521	401	06/05/2008	2,027.00
-	0800096488	PROJECTOR, PLC-XU111 4	02-00521	404	06/05/2008	2,027.00
-	0800096489	PROJECTOR, PLC-XU111 4	02-00521	405	06/05/2008	2,027.00
-	0800096490	PROJECTOR, PLC-XU111 4	02-00521	409	06/05/2008	2,027.00
-	0800096491	PROJECTOR, PLC-XU111 4	02-00521	410	06/05/2008	2,027.00
Sub Total:						32,005.17
** More Assets - Press ENTER To View **						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp						

## Basic Steps

- Advance to Screen 532.
- Type a valid department/sub-department/class code (including starting asset number, if desired) on the Action Line, and press <ENTER> to display a list of all assets.
- Type 'X' next to a component and press <ENTER> to advance to Screen 523 to view additional detailed information.

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

### Action Line

◆ Dept: Help 5 characters  
Indicate the department whose assets you would like to display.

S-Dept: 5 characters  
Enter the sub-department whose assets you would like to display.

## Screen 532 – Asset Search by Dept. and Class Code (cont'd)

---

- ◆ **Stat:** 1 character  
Signify the status for the assets to be displayed: Approved (A), Pending (P) or Disposed (D).
- ◆ **Class:** Help 6 digits  
Enter a component class code.
- Asset:** 10 digits/characters  
Provide the beginning asset number to be displayed at the top of the on screen list.

### **Screen Information**

- Sel:** 1 character  
Type an 'X' to select an asset for further display on Screen 523.
- Asset:** 10 digits/characters  
Shows the asset identification number.
- Description:** 22 characters  
Displays a short description of the asset.
- CC-Bldg:** 7 digits  
Indicates the TAMUS member campus code owning the building and the building in which the asset is located.
- Room:** 6 digits/characters  
Identifies the room number in which the asset is located.
- Acq Date:** 8 digits  
Displays the asset acquisition date.
- Total Cost:** 15 digits  
Shows total dollar amount of the asset.
- Sub Total:** 15 digits  
Identifies the subtotal of the assets displayed.
- Grand Total:** 15 digits  
Shows the grand total at the end of the list.

### **Additional Functions**

- PF KEYS** See Appendix for explanation of the standard PF Keys.
- PF9** **Download**
- DLoad** Download asset information from FAMIS using Entire Connection. **See the FAMIS Entire Connection User's Manual for details.**

# Search Assets by Value

There are many different ways to search for an asset in FAMIS. Screen 533 allows you to search by tag number, serial number, class, or related asset. Enter the appropriate search value and/or search type on the Action Line to view the desired asset.

## Screen 533 - Inquiry by Search Value

533 Inquiry by Search Value		02/27/09 13:35	
Screen: ____		FY 2009 CC 02	
Search Value: *		Search Type: S	
T=Tag(last 6 digits) S=Serial C=Class R=Related Asset			
Asset Number: 0600078407 Status: A Desc: VTEL IPANEL 3200. NTSC. IP ONLY. IN			
Component: 01 4 VIDEO CODEC WITH INTEGRATED PC, 3			
Alt APO			
Name: RANIER, ROGER		Component Cost: 4995.00	
		Note File Flag: N	
Location			
Campus: 02			
Building: 01607 Bldg CC: 02			
Room: 2100			
Exec Level: AA		Document : P602725 0001	
Division: CD			
School: LA		Class: 578201	
Department: POLS Sub Dept:		Tag Number: 0600078407	
Ownership/Title: TAMU Restriction: I		Related Asset:	
Other Location:		Serial Number: 1	
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp		Again	

For search types S, R, and C you may type an asterisk (\*) in the Search Value: field to view a list of assets from which to select. Type an 'X' next to the desired asset/component to be displayed and press <ENTER> to return to Screen 533 and view the asset/component information.

## Screen 533 - Inquiry by Search Value Pop-Up Window

Search Criteria: _____		Type: S		Serial Number Search	
Asset/	Description/	Dept/			
S Component St	Serial Number	Subdpt	Total Cost	Rel. Asset	Class
- 0200049935 A	COMPUTER, DELL OPTIPL	EAHR	2,116.59		578701
01	1				
- 8200472423 D	TERMINAL MICRO-TERM A	SRPL	649.00		843507
01	1				
- 9400534694 D	TRANCEIVER & CONNECTO	CSCN			579901
01	1				
- 04K0733541 A	ROCKWELL AUTOMATION T	ENTC	32,000.00		842215
01	1				
- 0600078407 A	VTEL IPANEL 3200. NTS	POLS	4,995.00		578201
01	1				
- 9200564591 D	SHAKER/INCUBATOR G26	SRPL	10,539.47		842207
01	1 909 264 1 7				
More entries - select or press <ENTER> to scroll					
Press <PF4> to Quit					

You may also type the serial number in the Search Value: field and type "T" in the Search Type: field.

### Basic Steps

- Advance to Screen 533.
- Type a valid tag number, serial number, class number, or related asset number and search type on the Action Line.
- Press <ENTER> to display a pop-up window of all assets matching the search criteria.
- Type 'X' next to a component to select it and press <ENTER> to return to Screen 533 where detailed asset/component information will be displayed.

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

#### Action Line

- ◆ **Search Value:** 20 characters/digits  
Enter the tag number, serial number, asset class, or related asset number to search for, or type an asterisk (\*) to select an asset/component.
- ◆ **Search Type:** Help 1 character  
Indicate the search type for the value entered. Valid values are:  
T = Tag number  
S = Serial number  
C = Asset Class  
R = Related asset

#### Screen Information

- Asset Number:** 10 digits  
Displays the identification number of the asset.
- Status:** 1 character  
Indicates whether the status of the selected component is: Approved (A), Pending (P) or Disposed (D).
- Desc:** 35 characters  
Provides a brief description of the component.
- Component:** 2 digits  
Displays the component number of the asset.

#### Alt APO

- Name:** 15 characters  
Identifies the name of the alternate person responsible for the asset.
- Component Cost:** 15 digits  
Displays the total dollar amount of the selected component.
- Note File Flag:** 1 character  
'Y' signifies notes have been added to the component.

## Screen 533 – Inquiry by Search Value (cont'd)

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### **Location**

<b>Campus:</b>	2 digits Identifies the <u>TAMUS member part</u> to which the asset belongs.
<b>Building:</b>	5 digits Displays the code which identifies the <u>building in which the asset is located</u> .
<b>Building CC:</b>	2 digits Identifies the <u>campus code</u> of the TAMUS member part where the <u>building housing the asset</u> is located.
<b>Room:</b>	6 digits/characters Indicates the <u>room number</u> of the building <u>where the asset is located</u> .
<b>Exec Level:</b>	2 characters Displays the <u>executive officer</u> ultimately <u>accountable for</u> decisions concerning the acquisition, use, and disposal of the selected <u>asset</u> .
<b>Document:</b>	7 character/digits and 4 digits Identifies the <u>purchase document</u> associated with the selected component <u>and sequence number</u> .
<b>Division:</b>	2 characters Indicates the FRS-defined <u>division responsible for the asset</u> .
<b>School:</b>	2 characters Signifies the <u>school, college, administrative office</u> , or other unit within the division responsible for the asset.
<b>Class:</b>	6 digits Displays the <u>class of the component</u> .
<b>Department:</b>	5 characters Shows the <u>department responsible for the asset</u> .
<b>Sub Dept:</b>	5 characters Identifies the <u>sub-department responsible</u> for the selected <u>asset</u> .
<b>Tag Number:</b>	10 digits Displays the <u>temporary identification number assigned to the asset</u> by the purchasing preliminary fixed asset screens before the asset was fed into the fixed asset module of FAMIS.
<b>Ownership/Title:</b>	4 characters Indicates whether the <u>asset is owned</u> by the institution, an outside agency, <u>or</u> whether it is <u>borrowed/leased</u> by the institution.



## Screen 533 – Inquiry by Search Value (cont'd)

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<b>Restriction:</b>	1 character Indicates any <u>restrictions</u> that have been <u>placed on</u> the use or ownership of the selected <u>asset</u> .
<b>Related Asset:</b>	10 digits/characters Identifies the <u>asset number</u> to which the selected asset is <u>related</u> .
<b>Other Location:</b>	20 characters/digits Used to describe an <u>asset's location</u> when it is not feasible to describe it in terms of campus, building, and room.
<b>Serial Number:</b>	20 characters/digits Displays the <u>serial number</u> of the selected component.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF9 Again</b>	<b>Search or Select Again</b> Allows you to <u>search</u> the pop-up windows again for another asset/component.

# Search Assets by Department

To view a list of all assets for your department use Screen 534. This screen displays basic asset information, including a short description, component cost, and class code.

You may also use Screen 534 to select an asset for further display on Screen 523.

Use the PF9 key to download information from this screen using Entire Connection. Before downloading the records, a prompt will appear asking whether to include components or assets only in the download.

## Screen 534 - Asset Search by Department

534 Asset Search By Department						02/27/09 16:33	
						FY 2009 CC 02	
Screen: ____		Dept: POLS_		S-Dept: ____		Status: A Asset: ____	
				Class			
S	Asset	Description	CC-Bldg	Room	Code	Total Cost	
-	0000026815	COMPUTER 100% IBM COMPATIB	02-01607	2043	578701	1,986.00	
-	0000026816	COMPUTER 100% IBM COMPATIB	02-01607	2123	578701	1,986.00	
-	0000026818	COMPUTER 100% IBM COMPATIB	02-01607	2067	578701	1,986.00	
-	0000026824	COMPUTER 100% IBM COMPATIB	02-01607	2004	578701	1,986.00	
-	0000027735	COMPUTER GATEWAY SE WITH	02-00001	HOME	578701	2,748.00	
-	0000030898	PRINTER HEWLETT PACKARD R	02-01607	2012	578801	3,288.00	
-	0000033806	COMPUTER POWER MAC G4 WITH	02-01607	2004	578701	2,239.00	
-	0000033807	COMPUTER POWER MAC G4 WITH	02-01607	2083	578701	2,239.00	
-	0000033812	COMPUTER QUOTE 05311861.	02-01607	2004B	578701	2,320.00	
-	0000033813	COMPUTER QUOTE 05311799.	02-01607	2004	578701	1,434.00	
-	0000033815	COMPUTER QUOTE 05311799.	02-01607	2004	578701	1,434.00	
-	0000033818	COMPUTER QUOTE 05311799.	02-01607	2002	578701	1,434.00	
Sub Total:						25,080.00	
** More Assets - Press ENTER To View							
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---							
Hmenu Help EHelp							

## Basic Steps

- Advance to Screen 534.
- Type a valid department/sub-department on the Action Line.
- Press <ENTER> to display a list of all assets for the selected department.
- Type an 'X' next to an asset and press <ENTER> to advance to Screen 523 and view additional detailed information.

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

### Action Line

- ◆ Dept: Help 5 characters  
Indicate the department whose assets you would like to display.
- S-Dept: 5 characters  
Identify the sub-department whose assets are to be displayed.

## Screen 534 – Asset Search by Department (cont'd)

---

◆ **Status:** 1 character  
Signify the status for the assets to be displayed: Approved (A), Pending (P) or Disposed (D).

**Asset:** 10 digits/characters  
Enter a starting asset number to display at the top of the list, if desired.

### **Screen Information**

**S:** 1 character  
Type an 'X' to select an asset for further display on Screen 523.

**Asset:** 10 digits/characters  
Shows the identification number of the asset.

**Description:** 26 characters  
Provides a short description of the selected asset.

**CC-Bldg:** 7 digits  
Indicates the TAMUS member campus code owning the building and the building in which the asset is located.

**Room:** 6 digits/characters  
Identifies the room number in which the asset is located.

**Class Code:** 6 digits  
Displays the class code for the asset.

**Total Cost:** 15 digits  
Shows total dollar amount of the asset.

**Sub Total:** 15 digits  
Provides a sub total of the asset cost for the assets displayed.

**Grand Total:** 15 digits  
Displays the grand total cost at the end of the results of the display list.

### **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.

# Limited Inquiry by Search Value

Screen 536 may be used to search by the last six digits of the tag number, by the serial number of the asset, or by the related asset number.

## Screen 536 - Limited Inquiry by Search Value (by tag number)

```
536 Limited Inquiry By Search Value                                02/27/09 16:40
                                                                FY 2009 CC 02
Screen:  ____ Search Value: 060007 Search Type: T
                        T=Tag(last 6 digits) S=Serial R=Related Asset

Asset Number: 0300060007 Component Number: 01 Status: A
Desc: CASH REGISTER ELECTRONIC DRAWER W/C
      INCLUDES 3 YEAR MANUFACTURER WARRANT

Alt APO Name: LAWRENCE, LINDA Phone: 979-822-2222
Department: SFSV Sub Dept:
Ownership/Title: TAMU
Note File Flag: N

Component Cost: 285.00

Class: 578501 CASH REGISTERS $0-4999.99
Tag Number: 0300060007
Related Asset:
Serial Number:

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

You may also type an asterisk (\*) in the Search Value: field and 'S' or 'R' in the Search Type: field. After you press <ENTER>, a pop-up screen will display a list of assets from which you may make a selection. Make a selection and press <ENTER> to return to Screen 536 and view the asset information.

## Screen 536 - Pop-Up Window

```
+-----+
Search Criteria: 060007 Type: T Tag Number Search

Asset/      Description/      Dept/
S Component St Serial Number      Subdpt      Total Cost Rel. Asset Class
- 0300060007 A CASH REGISTER ELECTRO SFSV      285.00      578501
  01
- 0300060007 D CASH REGISTER ELECTRO SFSV      44.56      873301
  02

** END OF LIST - 2 Asset(s) found **
Press <PF4> to Quit
+-----+
```

### Basic Steps

- Advance to Screen 536.
- Type a valid tag number, serial number, or related asset number in the Search Value: field. You may also type an asterisk (\*) in this field if the number is unknown.
- Include a valid search type and press <ENTER> to display a pop-up window of all assets matching your search criteria.
- Type an 'X' next to the asset to select and press <ENTER> to return to Screen 536 and view asset data.

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

#### Action Line

- ◆ Search Value: Help 20 digits/characters  
Type a tag number, serial number, asset class, or related asset number to search for.
- ◆ Search Type: Help 1 character  
Indicate the type of search: Serial number (S), Class (C) or Related Asset (R).

#### Screen Information

Asset Number:	10 digits Displays the <u>identification number of the asset</u> .
Component Number:	2 digits Identifies the <u>component number</u> .
Status:	1 character Indicates the <u>status</u> of the selected component: Approved (A), Pending (P), or Disposed (D).
Desc:	35 characters Provides a brief <u>description of the component</u> .
Alt APO Name:	15 characters Identifies the <u>name of the person responsible for the asset</u> .
Phone:	10 digits Indicates the <u>area code and phone number</u> of the <u>person responsible for the selected asset</u> .
Department:	5 characters Displays the <u>department</u> that is <u>responsible for the asset</u> .
Sub Dept:	5 characters Identifies the <u>sub-department responsible for the selected asset</u> .

## Screen 536 – Limited Inquiry by Search Value (cont'd)

---

<b>Ownership/Title:</b>	4 characters Indicates whether the <u>asset is owned</u> by the institution, an outside agency, <u>or</u> whether it is <u>borrowed/leased</u> by the institution.
<b>Note File Flag:</b>	1 character 'Y' signifies that <u>notes</u> have been added to the component.
<b>Component Cost:</b>	15 digits Shows the <u>total dollar amount of the component</u> of the selected asset.
<b>Class:</b>	6 digits/35 characters Displays the <u>class code of the component and</u> the class code <u>description</u> .
<b>Tag Number:</b>	10 digits/characters Indicates the <u>temporary identification number assigned</u> to the <u>asset</u> by the purchasing preliminary fixed asset screens before the asset was fed into the fixed asset module of FAMIS.
<b>Related Asset:</b>	10 digits/characters Identifies the <u>asset number</u> to which the selected asset is <u>related</u> .
<b>Serial Number:</b>	20 digits/characters Shows the <u>serial number</u> of the selected component.

### **Additional Functions**

<b>PF KEYS</b>	See Appendix for explanation of the standard PF Keys.
<b>PF9</b>	<b>Again</b>
<b>Again</b>	Allows you to <u>search</u> the pop-up window <u>again</u> for another component.

# Asset Search by Attribute

Screen 537 can be used to search for assets by model number, license plate number, user's UIN (Universal Identification Number), sponsor number, manufacturer, or user group code

The screen display will reflect the search criteria entered in the Search By: field:

License Plate	L
Sponsor	P
Manufacturer	N
Model Number	M
UIN	U
User Group	G

You may also indicate whether the status of the assets displayed should include:

Active	A
Disposed	D
Pending	P

## Screen 537 – Asset Search by Attribute (Panel 1)

537 Asset Search by Attribute 02/27/09 16:43  
FY 2009 CC 02

Screen:  Search By: L Criteria: \* Status: A

Panel: 01 More >>

Sel	License Plate	Asset	Description	Class
1002624		0700734775	MOBILE MEDICAL VEHICLE	841514
1020300		98V0746014	PICKUPS,CREW CABS,6 PASSENGER, 10,0	841504
1020309		0700088146	TRUCK, 2007 FORD SUPERCAB 4X2 TRUC	841504
10			JCK, 2007 FORD SUPERCAB 4X2 TRUC	841504
10			JCK, 2007 FORD F150 XL SUPERCAB	841504
10			JCK, 2007 FORD F150 XL SUPERCAB	841504
10			JCK, 2007 FORD SUPER CAB 4X2 WI	841504
10			JCK, 2007 FORD SUPERCAB 4X2 TRUC	841504
1020323		02V0833599	CAR, 2002 FORD, CROWN VICTORIA FULL	841002
1020324		0700088732	2007 FREIGHTLINER MR DELIVERY TRUCK	841505
1020325		0700088775	TRUCK CHEVROLET 2008 COLORADO REGUL	841504
1020326		0700088777	TRUCK 2008 CHEVROLET COLORADO REGUL	841504
1020327		0700088778	TRUCK CHEV 2008 COLORADO REGULAR SH	841504
1020328		0700088776	TRUCK 2008 CHEVROLET COLORADO REGUL	841504

\*\* More Assets - Press ENTER To View \*\*

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

Hmenu Help EHelp DLoad Left Right

## Screen 537 – Asset Search by Attribute (cont'd)

### Screen 537 – Asset Search by Attribute (Panel 2)

537 Asset Search by Attribute						02/27/09 16:44
						FY 2009 CC 02
Screen: ____ Search By: L Criteria: * _____ Status: A						
<< More						Panel: 02
Sel	License Plate	Acquired	Dept	Sdept	CC-Bldg Room	Total Cost
---	-----	-----	-----	-----	-----	-----
-	1002624	06/28/05	PPRI		02-08474 101	147,000.00
-	1020300	07/23/98	TRAN		02-00958 PKLT	24,712.00
-	1020309	05/29/07	TRAN		02-00958 PKLT	16,147.00
-	1020310	05/29/07	TRAN		02-00958 PKLT	16,147.00
-	1020311	05/18/07	TRAN		02-00958 PKLT	16,147.00
-	1020312	05/18/07	TRAN		02-00958 PKLT	16,147.00
-	1020313	05/29/07	TRAN		02-00958 PKLT	16,247.00
-	1020314	05/29/07	TRAN		02-00958 PKLT	16,147.00
-	1020323	06/07/02	TRAN		02-00958 PKLT	18,881.00
-	1020324	07/09/07	TRAN		02-00958 PKLT	85,707.07
-	1020325	07/10/07	TRAN		02-00958 PKLT	13,198.00
-	1020326	07/10/07	TRAN		02-00958 PKLT	13,198.00
-	1020327	07/10/07	TRAN		02-00958 PKLT	13,198.00
-	1020328	07/10/07	TRAN		02-00958 PKLT	13,198.00
** More Assets - Press ENTER To View **						
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---						
Hmenu Help EHelp DLoad Left Right						

## Basic Steps

- Advance to Screen 537.
- Type an attribute code in the “Search By:” field.
- Type an asterisk (\*) or a portion of the attribute name, number or model number in the “Criteria:” field on the Action Line.
- Type the desired status in the Status: field and press <ENTER> to display all assets matching the search criteria.

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

### Action Line

- ◆ **Search By:** Help 1 character  
Enter the desired type of search. Valid values include:
- L = License Plate  
M = Model Number  
P = Sponsor  
U = UIN  
N = Manufacturer  
G = User Group Code
- ◆ **Criteria:** 20 digits  
Indicate the search criteria: license plate number, model number, sponsor number or UIN number. Enter an asterisk (\*) to return all assets/components for the search criteria with non-blank numbers.
- Status:** 1 character  
Include the status of the component to be displayed. Valid values are:
- A = Approved (default)  
P = Pending  
D = Disposed



## Screen 537 – Asset Search by Attribute (cont'd)

---

### **Screen Information**

#### **Panel 1**

**Sel:** 1 character  
Type an 'X' to select a component for further display on Screen 523.

**License Plate, Model** (Determined by search criteria)  
**Number, Sponsor** This column will display data relevant to the search type entered on  
**UIN, Manufacturer,** the Action Line in the Search By: field.  
**or User Group Code:**

**Asset:** 10 digits/characters  
Shows the identification number of the asset.

**Description:** 35 characters  
Provides a brief description of the component.

**Class:** 6 digits  
Indicates the class code of the component.

#### **Panel 2**

**Acquired:** 6 digits  
Displays the date the component was acquired by the institution.

**Dept:** 5 characters  
Shows the department responsible for the asset.

**SDept:** 5 characters  
Identifies the sub-department responsible for the asset.

**CC-Bldg:** 7 digits (cc-xxxxx)  
Indicates the TAMUS member campus code owning the building and the building number in which the asset is located.

**Room:** 6 digits/characters  
Identifies the room number in which the asset is located.

**Total Cost:** 15 digits  
Shows total dollar value of the component of the corresponding asset.

### **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.**

# Search Assets by Transfers

To view a list of assets transferred between A&M System members use Screen 538. This screen displays basic information about transfers, including the System member's asset number, component number, disposal date, reference numbers and component cost.

Only assets disposed with a transfer method of another A&M System Member's campus code are displayed on this screen.

## Screen 538 – Asset Transfer Inquiry

538 Asset Transfer Inquiry										02/27/09 16:46	
										FY 2009 CC 02	
Screen: ____		FY: 2009		From/To: T		Campus: ____		Ref 1: ____		Show All: Y	
										Non-FAMIS: N	
Se	E	CC	Asset Nbr	Cp	Description	Disposal Dt	Ref 1	Ref 2	Total Cost		
-	-	-	-	-	-	-	-	-	-----		
-		05	9900018254	01	VCR S-VHS HIFI	11/21/2008	R82658		1,148.00		
-	*	05	0000027974	01	VCR - PANASONIC	11/21/2008	R82658		1,040.00		
-	*	05	9900019414	01	PROJECTOR LCD	11/21/2008	R82658		6,475.00		
-		05	9000561437	01	PANASONIC VCR W	11/21/2008	R82720		1,335.15		
-	*	05	0200044939	01	RECORDER/PLAYER	11/21/2008	R86258		1,148.00		
-		06	0400063245	01	COMPUTER, GATEW	11/24/2008	R54068	17611	1,248.00		
-		06	0400063251	01	COMPUTER, GATEW	11/24/2008	R54068	17611	1,248.00		
-		06	0400063159	01	COMPUTER, GATEW	11/24/2008	R54068	17611	1,248.00		
-		06	0300060398	01	COMPUTER, DELL	11/24/2008	R54068	17611	1,479.65		
-		06	0200049774	01	COMPUTER P4/2.2	01/06/2009	R54068		2,283.00		
-		06	0200049773	01	COMPUTER P4/2.2	01/06/2009	R54068	17611	2,283.00		
-		06	0800097169	01	COMPUTER DELL X	12/04/2008	R54095	17621	290.55		
-		06	0100037392	01	THERMAL CYCLER,	11/30/2008	R54142	17614	6,310.00		
										-----	
										27,536.35	
** Press ENTER to Continue **											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp View											

## Basic Steps

- Advance to Screen 538.
- Type a valid fiscal year on the Action Line and indicate whether the items to be displayed are transferred From (F) or To (T).
- If desired, enter the campus code, reference number, and indicate whether or not to show all transfers and/or non-FAMIS.
- Press <ENTER> to display a list of all assets being transferred.
- Type an 'X' next to an asset and press <ENTER> to advance to the next screen to either view more information or complete the information.

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

### Action Line

- ◆ **FY:** 4 digits  
Indicate the fiscal year to search through the disposal records.
- ◆ **From/To:** Help 1 character  
Indicate whether to display the Transfers From or Transfers To your agency.  
Defaults to 'F.'

## Screen 538 – Asset Transfer Inquiry (cont'd)

---

- Campus:** Help 2 digits  
Indicate the campus code to see transfers From/To or leave blank to view all Campus Codes.
- Ref 1:** 7 characters/digits  
Include the Reference 1 number for the given campus to be displayed.
- ◆ **Show All:** Help 1 character  
Identify which transfers are to be displayed:  
N = Show Outstanding Transfers Only (Default)  
Y = Show All Transfers
- ◆ **Non-FAMIS:** Help 1 character  
Signify which Non-FAMIS transfers are to be displayed:  
N = Show Only Transfers in FAMIS (Default)  
Y = Show Transfers Between All System Members

### **Screen Information**

- Se:** 1 character  
Type an 'X' to select a particular component to view further information or complete information.
- E:** 1 character  
An asterisk (\*) identifies transfers with errors.
- CC:** 2 digits  
Displays the campus code involved with the transfer.
- Asset Nbr:** 10 digits/characters  
Shows the identification number of the asset.
- Cp:** 2 digits  
Identifies the asset component.
- Description:** 15 characters/digits  
Provides a short description of the selected asset.
- Disposal Dt:** 8 digits  
Shows the date the component was removed from inventory.
- Ref 1:** 6 characters/digits  
Includes a reference 1 number to identify the transaction at a later date/time.
- Ref 2:** 6 characters/digits  
Indicates an additional reference 2 number that can be used to track a transfer to another campus.

## Screen 538 – Asset Transfer Inquiry (cont'd)

---

**Total Cost:** 15 digits  
Displays the total dollar amount of the component of the selected asset at the time of purchase / acquisition.

### **Additional Functions**

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

**PF6** **View**  
**View** Place cursor on a transaction line and press PF6 to view the details of a transaction.

# View Asset Component Sequence Summaries

The asset component sequence snapshot on Screen 539 provides a brief overview of an asset component sequence. From this screen you can view information about transactions made against the component sequence, the types and amount of depreciation, as well as system flag settings.

## Screen 539 - Component Sequence Snapshot

539 Component Sequence Snapshot		02/27/09 16:48	
		FY 2009 CC 02	
Screen: ____ Asset: 0700088776 Component: 01 Seq: 00001 Status: A			
TRUCK 2008 CHEVROLET COLORADO REGUL			
LP# 1XXXXX8			
Create Date: 07/26/2007	Capital Flag: Y	Class: 841504	
Create Reference: K702MR	Building Segment: N	Depr Ind: Y	
In Service Date: 07/10/2007	Inv In Process: Y	Trans Pend:	
Last Modify Date: 02/02/2009	Sequence Cost:	13,198.00	
Acquisition Agency:	Salvage Value:		
Depreciation Data			
Unrecorded Depr:	Basis Months: 60		
Sequence Accum Depr: 4,179.43	Basis Amount:	13,198.00	
Book Value: 9,018.57	Depr Thru: 1	January 2009	
Monthly Depr Amt: 219.97	2009 Depr Exp:	1,099.85	
	2008 Depr Exp:	2,639.64	
TBMU200 Calculations			
Prior Years Depr:	Disposal Data		
Months Calculated:	Disposal Date:		
	Disposal Method:	Agency:	
	Net Proceeds:		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Seq Audit			

**NOTE:** The “Inv In Process” flag is no longer used. The original purpose was to indicate that entry of FFX information had begun, but was not complete. Instead the “Status” is referred to in place of this flag.

FFX assets are either preliminary (only PO information has been entered, status = blank), pending (information has been sent to FFX system and data entry is not complete, status=P) or approved (data entry has been completed and assets approved, status = A) as well as the other FFX statuses (D=disposed etc.).

## Basic Steps

- Advance to Screen 539.
- Type a valid asset number, valid component number, and a valid sequence number on the Action Line. You may also type an asterisk (\*) in the Asset: field to view a list of asset component sequences to choose from. Press <ENTER> to display available information.

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

### Action Line

- ◆ Asset: Help 10 digits/characters  
Enter an asset number or type an asterisk (\*) in this field to make a selection from the pop-up window.

## Screen 539 – Component Sequence Snapshot (cont'd)

---

- ◆ **Component:** 2 digits  
Identify the component of the asset to be displayed.
- ◆ **Seq:** 5 digits  
In combination with asset number and component number, identify whose fund sequence data is to be added or modified.
- Status:** 1 character  
Indicates whether the status of the selected component is: Approved (A), Pending (P) or Disposed (D).

### **Screen Information**

- Create Date:** 8 digits  
Displays the date the component was entered into the system.
- Capital Flag:** 1 character  
Indicates if the specific component is capitalized (Y) or not capitalized (N).
- Class:** 6 digits  
Indicates the class of the component.
- Create Reference:** 7 characters/digits  
Identifies the on-line operator, batch/session ID or program that added the component to the system.
- Bldg Segment:** 1 character  
'Y' signifies the selected component is a segment of a building, such as an elevator, or a heating/cooling system.
- Depr Ind.:** 1 character  
Indicates whether or not ('Y' or 'N') the component will be fed for depreciation calculation.
- In Service Date:** 8 digits  
Indicates the date on which the component is put into service for its intended purpose.
- Inv In Process:** 1 character  
'Y' indicates the component is being checked to verify existence, condition, and location.  
**This flag is no longer used.** Instead the "Status" is referred to in place of this flag.
- Trans. Pend:** 2 digits  
The campus code from which the pending component was transferred.
- Last Modify Date:** 8 digits  
Displays the date of the last transaction to occur against the component.
- Sequence Cost:** 14 digits  
Indicates the total value of the component sequence of the asset.

## Screen 539 – Component Sequence Snapshot (cont'd)

---

**Acquisition Agency:** 5 characters  
Identifies the TAMUS member part responsible for the acquisition of the selected component.

**Salvage Value:** 15 digits  
Signifies the estimate of the worth of the component when it is fully depreciated.

### ***Depreciation Data***

**Unrecorded Depr:** 15 digits  
Represents the dollar amount of depreciation accrued to date for the current month and any prior months that have not yet been recognized.

**Basis Months:** 3 digits  
Shows the number of months over which the value of an asset is to be depreciated.

**Sequence Accum Dep:** 15 digits  
Indicates the total dollar amount of depreciation that has been charged for the asset component sequence and fed to accounting.

**Basis Amount:** 15 digits  
Indicates the dollar amount on which the depreciation calculation is based.

**Book Value:** 15 digits  
Identifies the dollar value at which the component is carried on the accounting books.

**Depr Thru:** 2 digits/10 characters/4 digits  
Indicates the last day, month, and year in which depreciation was calculated for the selected component.

**Monthly Depr Amt:** 15 digits  
Displays the total dollar amount of depreciation accumulated each month.

**[Current Yr] Depr:** 15 digits  
Displays the current fiscal year date and total dollar amount of depreciation for the current fiscal year that has been fed to accounting.

**[Last Yr] Depr:** 15 digits  
Shows last year's date and total dollar amount of depreciation for the previous fiscal year that was fed to accounting.

### ***TBMU200 Calculations***

**Prior Years Depr:** 15 digits  
Displays dollar amount of prior year depreciation calculated by TBMU200 for a component that has been in service since before the current fiscal year began, but has never been depreciated. This amount has not been recorded in Fixed Assets or fed to Accounting. **The displayed amount includes depreciation from the time the asset was put in service through the end of the last fiscal year.**

## Screen 539 – Component Sequence Snapshot (cont'd)

---

**Months Calculated:** 3 digits

Indicates the number of months over which depreciation has been calculated to produce the current total of Unrecorded Depreciation.

### ***Disposal Data***

**Disposal Date:** 8 digits

Signifies the date that the selected component was removed from inventory.

**Disposal Method:** 2 characters

Shows method by which or the reason why the selected component is removed from inventory.

**Agency:** 3 digits

Displays the TAMUS member part that is removing the component from its inventory.

**Net Proceeds:** 15 digits

Indicates the sale price of the component less any related costs.

### ***Additional Functions***

**PF KEYS**

See Appendix for explanation of the standard PF Keys.

**PF6**

**Seq**

**Seq**

Proceed to next sequence for a component.

**PF9**

**Audit**

**Audit**

View sequence audit information.

***** Audit Information *****	
Created	Batch Modified
Date: 07/26/2007	Date: 02/02/2009
Time: 09:15 AM	Time: 06:46 PM
UserID: KxxxxG GRADY, GARY	Program: TBMU200
Online Modified	
Date: 07/26/2007	
Time: 09:15 AM	
UserID: KxxxxG GRADY, GARY	
Program: TNSF511	Tracking Nbr: 00440650



# Search Sequences by Purchase Account

Screen 547 provides a method to search for asset component sequences associated with a specific purchase account. Additionally, other sequence related information shown are voucher, document, and sequence amount.

You may also use Screen 547 to select a component sequence for further display on Screen 503.

## Screen 547 – Sequence Search by Purchase Account (Panel 1)

547 Sequence Search by Purchase Account										02/27/09 16:51		
										FY 2009 CC 02		
Screen: ____ Acct: 271010 ____ Status: A												
MORE >>												
S	Purchase Account	St	Asset	Cp	Seq	Voucher	Doc/PO	Sequence	Amt			
—	271010 00000 5798 A		9600500374	01	00001	3970181			930.00			
—	271010 00000 5799 A		9700500346	01	00001	1006171	P605945		930.00			
—	271010 00000 5799 A		9700500364	01	00001	1006171	P605945		930.00			
									Grand Total:	2,790.00		
*** End of Asset List - 3 Record(s) Found ***												
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---												
Hmenu Help EHelp DLoad Left Right												

If there are more items than can be displayed on one screen, a “Sub Total” will be displayed until the end, at which time the “Grand Total” will be displayed.

## Screen 547 – Sequence Search by Purchase Account (Panel 2)

547 Sequence Search by Purchase Account										02/27/09 16:52	
										FY 2009 CC 02	
Screen: ____ Acct: 271010 ____ Status: A											
<< MORE											
S	Purchase Account	St	Asset	Cp	Seq	Description					
—	271010 00000 5798 A		9600500374	01	00001	PRINTER HEWLETT PACKARD 5P					
—	271010 00000 5799 A		9700500346	01	00001	COMPUTER PEINTIUM 133MHZ					
—	271010 00000 5799 A		9700500364	01	00001	COMPUTER PEINTIUM 133MHZ					
*** End of Asset List - 3 Record(s) Found ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp DLoad Left Right											

### Basic Steps

- Advance to Screen 547.
- Type a valid 6-digit purchase account number. Additionally, a 5-digit support account and a 4-digit subcode may be entered.
- Enter the desired status or leave the Status: field blank and press <ENTER> to display available information.
- Type 'X' next to a purchase account and press <ENTER> to advance to Screen 503 to view additional detailed information.

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

#### Action Line

◆ Acct:	<span style="border: 1px solid black; padding: 0 2px;">Help</span> 15 digits Indicate the <u>primary account</u> (SL + SA + Object Code) to find associated fund sequences.
Status:	1 character Enter the <u>status</u> of the fund sequence to search for. Leave this field blank to show all available fund sequences.

#### Screen Information

##### Panel 1

S:	1 character Type an 'X' to <u>select</u> a <u>sequence</u> for further display on Screen 503.
Purchase Account:	15 digits Indicates the primary <u>account</u> (SL + SA + Object Code) <u>responsible</u> for the <u>purchase</u> of the selected component.
St:	1 character Indicates the <u>status</u> of the asset component.
Asset:	10 digits/characters Shows the <u>asset identification number</u> .
Cp:	2 digits In combination with asset number and fund sequence number, identifies the <u>component</u> .
Seq:	5 digits In combination with asset number and component number, identifies the <u>fund sequence</u> .
Voucher:	7 digits Displays the <u>voucher number</u> associated with the purchase of the selected document.

## Screen 547 – Sequence Search by Purchase Account (cont'd)

---

<b>Doc/PO:</b>	7 character/digits Displays the <u>purchase document number</u> associated with purchase of the selected component.
<b>Sequence Amt:</b>	14 digits Indicates the <u>dollar amount of the sequence</u> for the asset component.
<b>Sub Total:</b>	15 digits Provides a <u>sub total of the asset cost</u> for the assets displayed.
<b>Grand Total:</b>	15 digits Displays the <u>grand total cost</u> at the end of the results of the display list.

### Panel 2

<b>Description:</b>	34 characters Displays the <u>description of the asset component</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 details.

# Asset Component Sequences by Voucher

Screen 548 provides a method to search for asset component sequences associated with a specific voucher. Additionally, other sequence related information shown are purchase account, document, and sequence amount.

You may also use Screen 548 to select a component sequence for further display on Screen 503.

## Screen 548 – Sequence Search by Voucher (Panel 1)

548 Sequence Search by Voucher										02/27/09 16:56	
										FY 2009 CC 02	
Screen: ____ Voucher: 1006171 Status: A											
MORE >>											
S	Voucher	St	Asset	Cp	Seq	Purchase Account		Doc/PO	Sequence Amt		
-----											
_	1006171	A	9700500346	01	00001	271010	00000 5799	P605945	930.00		
_	1006171	A	9700500364	01	00001	271010	00000 5799	P605945	930.00		
										-----	
										Grand Total:	1,860.00
*** End of Asset List - 2 Record(s) Found ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHlp										Left Right	

## Screen 548 – Sequence Search by Voucher (Panel 2)

548 Sequence Search by Voucher										02/27/09 16:56	
										FY 2009 CC 02	
Screen: ____ Voucher: 1006171 Status: A											
<< MORE											
S	Voucher	St	Asset	Cp	Seq	Purchase Account		Description			
-----											
_	1006171	A	9700500346	01	00001	271010	00000 5799	COMPUTER PEINTIUM 133MHZ			
_	1006171	A	9700500364	01	00001	271010	00000 5799	COMPUTER PEINTIUM 133MHZ			
-----											
*** End of Asset List - 2 Record(s) Found ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHlp										Left Right	

### Basic Steps

- Advance to Screen 548.
- Type a valid voucher number in the Voucher: field.
- Indicate the desired status in the Status: field and press <ENTER> to display available information.
- Type 'X' next to a voucher and press <ENTER> to advance to Screen 503 to view additional detailed information.

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

#### Action Line

◆ Voucher:	7 digits Indicate the <u>voucher number</u> to find and display associated fund sequences.
Status:	1 character Indicate the <u>status</u> of the fund sequences to search for. Leave blank to display all fund sequences available.

#### Screen Information

##### Panel 1

S:	1 character Type an 'X' to <u>select a sequence</u> for further display on Screen 503.
Voucher:	7 digits Displays the <u>voucher number</u> associated with the purchase of the selected document.
St:	1 character Indicates the <u>status of the asset component</u> .
Asset:	10 digits/characters Shows the <u>asset identification number</u> .
Cp:	2 digits In combination with asset number and fund sequence number, identifies the <u>component</u> .
Seq:	5 digits In combination with asset number and component number, identifies the <u>fund sequence</u> .
Purchase Account:	15 digits Indicates the primary <u>account</u> (SL + SA + Object Code) <u>responsible</u> for the <u>purchase</u> of the selected component.

## Screen 548 – Sequence Search by Voucher (cont'd)

---

**Doc/PO:** 7 character/digits  
Displays the purchase document number associated with purchase of the selected component.

**Sequence Amt:** 15 digits  
Indicates the dollar amount of the sequence for the asset component.

**Sub Total:** 15 digits  
Provides a sub total of the asset cost for the assets displayed.

**Grand Total:** 15 digits  
Displays the grand total cost at the end of the results of the inquiry list.

### **Panel 2**

**Description:** 26 characters  
Displays the description of the asset component.

### **Additional Functions**

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

# Search Asset Sequences by Document/PO

Screen 549 provides a method to search for asset component sequences associated with a specific document/purchase order. Additionally, other sequence related information shown is purchase account, voucher, and sequence amount.

You may also use Screen 549 to select a component sequence for further display on Screen 503.

## Screen 549 – Sequence Search by Doc/PO (Panel 1)

549 Sequence Search by Doc/PO										11/02/06 10:22	
										FY 2007 CC 02	
Screen: ____		Doc/PO Nbr: P503391				Status: A					
										MORE >>	
S	Doc/PO	St	Asset	Cp	Seq	Voucher	Purchase	Account	Sequence	Amt	
---	---	---	---	---	---	---	---	---	---	---	---
_	P503391	A	0500073237	01	00001	5857118	271060	00000 8422		6,529.05	
_	P503391	A	0500073237	01	00002	5857118	271060	10000 8422		5,000.00	
_	P503391	A	0500073237	01	00003	5857118	809028	00000 8422		17,954.50	
										Grand Total: 29,483.55	
*** End of Asset List - 3 Record(s) Found ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp										Left Right	

## Screen 549 – Sequence Search by Doc/PO (Panel 2)

549 Sequence Search by Doc/PO										11/02/06 10:23	
										FY 2007 CC 02	
Screen: ____		Doc/PO Nbr: P503391				Status: A					
<< MORE											
S	Doc/PO	St	Asset	Cp	Seq	Voucher	Description				
---	---	---	---	---	---	---	-----				
_	P503391	A	0500073237	01	00001	5857118	APOTOME OPTICAL SECTIONING SYSTEM				
_	P503391	A	0500073237	01	00002	5857118	APOTOME OPTICAL SECTIONING SYSTEM				
_	P503391	A	0500073237	01	00003	5857118	APOTOME OPTICAL SECTIONING SYSTEM				
*** End of Asset List - 3 Record(s) Found ***											
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---											
Hmenu Help EHelp										Left Right	

### Basic Steps

- Advance to Screen 549.
- Type a valid document/purchase order number and press <ENTER> to display available information.
- Type 'X' next to a document/purchase order and press <ENTER> to advance to Screen 503 to view additional detailed information.

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

#### Action Line

- ◆ **Doc/PO Nbr:** 7 character/digits  
Indicate the document/purchase order number to use to find and display associated fund sequences.
- Status:** 1 character  
Enter the status of the fund sequences to search for. **Leave blank to display all fund sequences available.**

#### Screen Information

##### Panel 1

- S:** 1 character  
Type an 'X' to select a sequence for further display on Screen 503.
- Doc/PO:** 7 character/digits  
Displays the purchase document number associated with purchase of the selected component.
- St:** 1 character  
Indicates the status of the asset component.
- Asset:** 10 digits/characters  
Shows the asset identification number.
- Cp:** 2 digits  
In combination with asset number and fund sequence number, identifies the component.
- Seq:** 5 digits  
In combination with asset number and component number, identifies the fund sequence.
- Voucher:** 7 digits  
Displays the voucher number associated with the purchase of the selected document.



## Screen 549 – Sequence Search by Doc/PO (cont'd)

---

**Purchase Account:** 15 digits  
Shows the primary account (SL + SA + Object Code) responsible for the purchase of the selected component.

**Sequence Amt:** 14 digits  
Indicates the dollar amount of the sequence for the asset component.

**Sub Total:** 15 digits  
Provides a sub total of the asset cost for the assets displayed.

**Grand Total:** 15 digits  
Displays the grand total cost at the end of the results of the inquiry list.

### Panel 2

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

### **Additional Functions**

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



## Section IX

# FFX Depreciation Calculations

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# FFX Depreciation Calculation

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This section describes depreciation and replacement cost, the two major calculations performed in the Fixed Assets module. The following information is provided for each calculation:

- An introduction explaining why and when the calculation is made and by which system component(s)
- An asset consists of at least one component, but may have more than one.
- A description of elements or factors used in the calculation
- The method or formula(s) for the calculation
- An example of the calculation in use

## Depreciation

Depreciation is the recognition of a component(s) decreasing value over the span of its useful life. To be depreciable, a component must have a useful life of more than one year and must be something that wears out, decays, is used up, becomes obsolete or loses value from natural causes. Depreciable components must also be capital, having a unit value at least as large as the threshold for that type of component.

The Texas A&M University System recommends that all Members use straight line as their method of depreciation. As a result, **FAMIS currently only allows for the straight-line method of depreciation.**

### Depreciation Criteria

Components must meet certain criteria for depreciation to be calculated. The component must:

- Be approved (Component Status = A)
- Be capitalized (Capitalization Flag = Y)
- Have a Depreciation Method other than NO (No depreciation)
- Not yet be fully depreciated
- Have an In-Service Date preceding or equal to the last day of the current fiscal year
- Not have a pending transfer date set (Screen 502) at the time the depreciation program is run

When depreciation is calculated for prior years, an asset must also meet these criteria:

- Accumulated Depreciation must be zero (i.e., depreciation has never before been posted to the component)
- In-Service Date must precede the first day of current fiscal year and depreciation month

## FFX Depreciation Calculation (cont'd)

### Depreciation Methods

Although straight line is probably the most widely used depreciation method in a college or university setting, the Fixed Assets module could support several methods, referred to as the Depreciation Method Codes.

**FAMIS only supports one Depreciation Method Code -- SL (Straight Line).**

#### Depreciation Method Codes

Code	Method	Description
SL	Straight line	Depreciation is divided evenly across the life of the asset

The total amount of depreciation can never exceed the Total Cost of the Component minus its Salvage Value.

The Depreciation Rules Table (Screen 585/595) not only identifies each depreciation method, it also stores any variables used for the methods. SL is the only value listed in the FAMIS Depreciation Rules Table.

#### Screen 585 – Depreciation Rules Display

585 Depreciation Rules Display				11/02/06 10:39
				FY 2007 CC 02
Screen: ____				
	Multiplier/ Method Percent	Amount	Description	
	SL		STRAIGHT LINE	
* END OF RECORDS *				
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---				
Hmenu Help EHelp DLoad				

## Depreciation Related

### Components

The Fund Sequence Add/Update (Screen 503) contains accumulated depreciation, salvage percent, salvage value, last month depreciated, and last calendar year depreciated.

#### Screen 503 – Fund Sequence Add/Update

503 Fund Sequence Add/Update		11/02/06 10:39
APOTOME OPTICAL SECTIONING SYSTEM		FY 2007 CC 02
Screen: ____	Asset: 0500073237	Component: 01 Seq: 00001 Status: A Del Seq: _
Fund Source: DS		Fund: 7999
Purchase Account: 271060 00000 8422		Bank: 03000
PO Nbr: P503391	Old Acct: _____	
Invoice Nbr: 45028601	Vchr/Ref Nbr: 5857118	
Sequence Amount: _____	Salvage Percent: _____	%
Accum Depr: _____	Salvage Value: _____	0.00
FAMIS Sponsor: _____		
Sponsor/Agency: _____	Award: _____	
Depr Thru: 08 / 2006		
Class: 842215	Depreciable Ind: Y	
Capital Fg: Y	Historical Ind: N	
Type Y to add Notes: N		Note File Flag: N
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---		
Hmenu Help	EHelp	Next Seq Funds

Property Control Data (Screen 502) shows component roll-up totals for accumulated depreciation and salvage value. Additional depreciation information shown includes useful life, remaining life, depreciation method, and depreciable indicator. Depreciation through month and calendar year are also shown on this screen.

#### Screen 502 – Property Control Data

502 Property Control Data		11/02/06 10:39
APOTOME OPTICAL SECTIONING SYSTEM		FY 2007 CC 02
Screen: ____	Asset: 0500073237	Component: 01 Status: A
Moved/Attached: M	SPA Class: 546	Real/Personal: P
Class: 842215	OTHER MED/SCI/LAB EQ MISC	
Condition: 01	Acq Method: PO	Acq Agency: _____
Acq Dt: 07/14/2005	In Serv Dt: 07/29/2005	
Appraisal Method: _	Depr Ind: Y	Hist Ind: N
Transfer from Asset: _____	Component: _	Depr Thru: 08 / 2006
Software Version: _____	Report Missing Dt: _____	
Pending Transfer CC: _	Date: _____	Inflation Code: NO
Accounting		
Asset Account: 089730 1730	Capital: Y (Y/N)	
Use Life(months): 84_	Rem Life(months): 70_	
Depr Method: SL_	Funding Source: DS	11529.05
Component Cost: 29483.55	PL	17954.50
Salvage Value: _____		
Accum Depr: 4913.86		
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

## FFX Depreciation Calculation (cont'd)

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<b>Useful Life</b>	A component's Useful Life is an estimate of the total time that an asset will be usable and in service. At approval, the Useful Life value is copied to the Basis Months field to establish the number of months over which depreciation is to be calculated.
<b>Remaining Life</b>	Remaining Life is a system-maintained, user-modifiable (Screen 516) estimate of how much longer a component will be in service. It also represents the number of future <b>months</b> over which depreciation can still be charged. At approval, Remaining Life is set equal to Useful Life.
<b>Total Cost</b>	A component's total <b>cost</b> is just that - the full amount of the component's value. For a purchased component, the total cost may include shipping and freight charges (not prompt pay interest charges, though). For components built in-house, it may include labor and materials. For donated components, it may be an estimate of value.
<b>Salvage Value</b>	The Salvage Value is a <b>user-defined estimate</b> of what the worth of an asset will be after it has been fully depreciated. Salvage Value is subtracted from the Total Cost in determining the Basis Amount when a component is approved.
<b>First Year Depreciation</b>	The acquisition of a component doesn't always coincide with the beginning of a fiscal year. A decision must be made as to how to calculate depreciation for the portion of the year after the component has been approved. For example, the decision may be to charge only a quarter of a full year's depreciation, or half. A component's First Year rule is class defaulted to value on Screen 581 before the component is approved. The FAMIS first year rule is to calculate depreciation during the first year for the exact number of months that the component was on the books. FAMIS calculates and posts depreciation on a monthly basis.
<b>Current Year Depreciation</b>	This field represents the amount of depreciation that has been posted to accounting in the current fiscal year. It only includes <b>transactions</b> using the depreciation expense account control 5650. This is found on <u>Screen 581</u> using the component class.
<b>Last Year Depreciation</b>	This field represents the amount of depreciation that has been posted to accounting in the <b>previous</b> fiscal year. This field is filled in with the current year depreciation from the previous fiscal year when the TBMU200 for month 9 is run and posted. This information is used for the F&A calculation.



## FFX Depreciation Calculation (cont'd)

### Other Calculation Elements

Screen 531 - Asset Component Snapshot contains a display of most fields related to depreciation calculations (Basis Months, Basis Amount, etc.). Included on this screen is depreciation that has been calculated, but not yet recognized. These amounts are stored in the Unrecorded Depreciation fields. In Fixed Assets, depreciation can be calculated monthly and can be fed to accounting or "recognized" monthly.

#### Screen 531 – Asset Component Snapshot

531 Asset Component Snapshot		11/02/06 10:40	
		FY 2007 CC 02	
Screen: ____	Asset: 0500073237	Component: 01	Status: A
APOTOME OPTICAL SECTIONING SYSTEM			
Create Date: 08/18/2005	Capital Flag: Y	Class: 842215	
Create Reference: K702MR	Building Segment: N	Depr Ind: Y	
In Service Date: 07/29/2005	Inv In Process: Y	Trans Pend:	
Last Modify Date: 10/18/2006	Component Cost:	29,483.55	
Acquisition Agency:	Salvage Value:		
Depreciation Data			
Unrecorded Depr:	Basis Months: 84		
Component Accum Depr:	Basis Amount:	29,483.55	
Book Value:	24,569.69	Depr Thru: 8	August 2006
Monthly Depr Amt:	350.99	2007 Depr Exp:	
		2006 Depr Exp:	4,211.88
TBMU200 Calculations			
Prior Years Depr:	Disposal Data		
Months Calculated:	Disposal Date:		
	Disposal Method:	Agency:	
	Net Proceeds:		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Trans Audit			

Screen 539 – Component Sequence Snapshot is a fund sequence look at depreciation. The depreciation amounts for fund sequences should always total to the amounts shown on Screen 531.

#### Screen 539 – Component Sequence Snapshot

539 Component Sequence Snapshot		11/02/06 10:41	
		FY 2007 CC 02	
Screen: ____	Asset: 0500073237	Component: 01	Seq: 00001 Status: A
APOTOME OPTICAL SECTIONING SYSTEM			
Create Date: 08/18/2005	Capital Flag: Y	Class: 842215	
Create Reference: K702MR	Building Segment: N	Depr Ind: Y	
In Service Date: 07/29/2005	Inv In Process: Y	Trans Pend:	
Last Modify Date: 10/18/2006	Sequence Cost:	6,529.05	
Acquisition Agency:	Salvage Value:		
Depreciation Data			
Unrecorded Depr:	Basis Months: 84		
Sequence Accum Depr:	Basis Amount:	6,529.05	
Book Value:	5,440.83	Depr Thru: 8	August 2006
Monthly Depr Amt:	77.73	2007 Depr Exp:	
		2006 Depr Exp:	932.76
TBMU200 Calculations			
Prior Years Depr:	Disposal Data		
Months Calculated:	Disposal Date:		
	Disposal Method:	Agency:	
	Net Proceeds:		
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Seq Audit			

## FFX Depreciation Calculation (cont'd)

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**Basis Months** This field represents the number of months on which the calculation will be based. When a component is approved, the Basis Months field is set to the value of the Useful Life field. The Basis Months will not change unless asset data involved in the calculation are changed after approval. If this occurs, then Basis Months is reset to the current value of Remaining Life at that time.

**Basis Amount** The Basis Amount is the dollar amount on which the depreciation calculation associated with some methods (SL, SYD) is based. This system-maintained field is set when the component is approved and is only recalculated if certain elements involved in the calculation are changed after approval.

At approval, the Basis Amount is calculated as Total Cost minus Salvage Value minus any Accumulated Depreciation. This same calculation is used again if elements effecting depreciation are changed.

**Unrecorded Depreciation** This field represents depreciation that has been calculated, but has not yet been fed to accounting or recognized.

**Accumulated Depreciation** This field represents the total amount of depreciation that has been recognized and fed to accounting, including the current and all prior years. Program TBMU200 updates this field.

**Program TBMU200** calculates depreciation at the fund sequence level of a component. The amounts are then rolled to the component level. There is a "NO POST" option in this program that allows depreciation to be viewed in a report and on-line without actually posting transactions to accounting.

### **Impact of Asset Transactions on Depreciation**

Because component data related to depreciation (for example, Total Cost, Salvage Value, Depreciation Method) may change after a component has been approved, Fixed Assets is designed to adjust the calculations so the component will continue to be depreciated correctly. When a component transaction which alters one of these values is created on Screen 515, any required changes to the component's Basis Years and Basis Amount are automatically made.

The following transactions never have an impact on depreciation, regardless of depreciation method:

- Attributes (ATT)
- Modifications (MOD)
- Transfers (TRF)
- Disposals (DIS) - appropriate depreciation is calculated at disposal, however

## FFX Depreciation Calculation (cont'd)

The transaction types listed below may or may not have an effect on system-calculated depreciation, depending on the depreciation method used:

- Write-down (WDN)
- Change in Cost (CST)
- Change in Estimate, Method or Account (CHG)

The table below summarizes the effects of these asset transactions on Basis Months and Basis Amount. It is important to note that these changes will only affect “**future**” depreciation charges. These are termed “proactive” accounting changes, since no retroactive impact is generated from Fixed Assets to adjust accounting.

Effect of Asset Transactions on Basis Months and Amount		
Asset Transaction	Code	Impact on Basis Months and Basis Amount
Approval	APP	Set Basis Months to value of Useful Life Calculates Basis Amount (Total Cost - Salvage Value) Posts accumulated depreciation if transferred from another State agency (not TAMRF, however). Debit is to the transfer fund addition account control.
Write-down/Change in Cost/ Change in Salvage Value	WDN/CST/CHG	Resets Basis Months to value of Remaining Life Recalculates Basis Amount (Total Cost - Salvage - Accumulated Depreciation)
Change in: Remaining Life/Change in Depreciation Method	CHG	Resets Basis Months to value of Remaining Life Recalculates Basis Amount (Total Cost - Salvage - Accumulated Depreciation)
Prior Years Depreciation	PYD	No impact
Change in: Useful Life / Class / Asset Account / Alternate Depreciation Account	CHG	No impact  <b>*** If you intended to change future depreciation calculations because of useful life change, you <u>MUST ALSO CHANGE REMAINING LIFE</u>. Remaining life is used in the depreciation calculation, not useful life.</b> <b>***</b>
Approval	CSR	This transaction is created when a new fund sequence is added on Screen 515. Set Basis Months to value of Remain Life Calculates Basis Amount (Total Cost - Salvage Value – Accumulated DEPR). Posts accumulated depreciation if entered.
Change in Cost	APR	This transaction is created on Screen 511 when a fund sequence is created at approval that already exists. Set Basis Months to value of Useful Life Calculates Basis Amount (Total Cost - Salvage Value).

## FFX Depreciation Calculation (cont'd)

### Straight Line Formula

Using the straight line method, TBMU200 evenly distributes a component's total depreciable amount across all of its useful months:

- Monthly depreciation = Basis Amount / Basis Months (result rounded to the nearest cent) \* number of months
- At approval, Basis Amount is set to the Total Cost minus the Salvage Value and Basis Months is set to the Useful Life. Values may be reset by WDN, CST, CSR or CHG transactions.

Straight Line Formula Example		Year	Rem. Life	Total Cost	Salvage Value	Basis Years	Basis Amount	*Yearly Depreciation	*Accum. Depreciation
<b>Component Characteristics</b>		1	60	\$10,000	\$1,000	60	\$9,000	\$1,800	\$1,800
		2	48	\$10,000	\$1,000	60	\$9,000	\$1,800	\$3,600
Total Cost \$10,000		3	36	\$10,000	\$1,000	60	\$9,000	\$1,800	\$5,400
Salvage Value \$1,000		4	24	\$10,000	\$1,000	60	\$9,000	\$1,800	\$7,200
First Year Rule N/A		5	12	\$10,000	\$1,000	60	\$9,000	\$1,800	\$9,000
Useful Life 60 mos.									
Remaining Life 60 mos.									
Basis Months 60									
Basis Amount \$9,000									
(\$10,000 - 1,000 - 0)									
Monthly deprec. \$150									
(\$9,000 / 60)									

\* After final year end (depreciation-posting) run of TBMU200

### Effect of Changing Remaining Months on Straight Line Depreciation

If, in the third year, the Remaining Life is changed from thirty-six (36) to twenty-four (24) months, the application resets the Basis Months and recalculates the Basis Amount:

Changes		Year	Rem. Life	Total Cost	Salvage Value	Basis Years	Basis Amount	*Annual Depreciation	*Accum. Depreciation
New Basis Months 24		1	60	\$10,000	\$1,000	60	\$9,000	\$1,800	\$1,800
		2	48	\$10,000	\$1,000	60	\$9,000	\$1,800	\$3,600
New Basis Amount \$5,400		3	36	\$10,000	\$1,000	60	\$9,000	\$2,700	\$6,300
(\$10,000 - 1,000 - 3,600)			24			24	\$5,400		
New Monthly Depreciation \$225		4	12	\$10,000	\$1,000	24	\$5,400	\$2,700	\$9,000
(\$5,400 / 24)									

\* After final year end (depreciation-posting) run of TBMU200

## FFX Depreciation Calculation (cont'd)

### **Effect of Changing Salvage Value on Straight Line Depreciation**

If the Salvage Value is dropped to \$500 in the third year, the application resets the Basis Months and recalculates the Basis Amount:

Changes		Year	Rem. Life	Total Cost	Salvage Value	Basis Years	Basis Amount	*Annual Depreciation	*Accum. Depreciation
New Basis Months	36	1	60	\$10,000	\$1,000	5	\$9,000	\$1,800	\$1,800
New Basis Amount	\$5,900	2	48	\$10,000	\$1,000	5	\$9,000	\$1,800	\$3,600
(\$10,000 - 500 - 3,600)		3	36	\$10,000	\$4,000 \$500	5 3	\$9,000 \$5,900	\$1,967	\$5,567
New Monthly Depreciation	\$163.92	4	24	\$10,000	\$500	3	\$5,900	\$1,967	\$7,534
(\$5,900 / 36)		5	12	\$10,000	\$500	3	\$5,900	\$1,966	\$9,500

\* After final year-end (depreciation-posting) run of TBMU200

Note that since the Salvage Value is \$500 lower, the final Accumulated Depreciation (\$9,500) is \$500 higher than it would have been had the Salvage Value not changed.

### **Effect of Changing Cost on Straight Line Depreciation**

If Total Cost of the component is increased by \$200 in the third year, the application resets the Basis Months and recalculates the Basis Amount:

Changes		Year	Rem. Life	Total Cost	Salvage Value	Basis Years	Basis Amount	*Annual Depreciation	*Accum. Depreciation
New Basis Months	36	1	60	\$10,000	\$1,000	60	\$9,000	\$1,800	\$1,800
New Basis Amount	\$5,600	2	48	\$10,000	\$1,000	60	\$9,000	\$1,800	\$3,600
(\$10,200 - 1,000 - 3,600)		3	36	<del>\$10,000</del> \$10,200	\$1,000	<del>60</del> 36	<del>\$9,000</del> \$5,600	\$1,867	\$5,467
New Monthly Depreciation	\$155.58	4	24	\$10,200	\$1,000	36	\$5,600	\$1,867	\$7,334
(\$5,600 / 36)		5	12	\$10,000	\$1,000	36	\$5,600	\$1,866	\$9,200

\* After final year-end (depreciation-posting) run of TBMU200

## FFX Depreciation Calculation (cont'd)

### **Effect of Changing Remaining Life and Salvage Value on Straight Line Depreciation**

If in the third year, the Remaining Life is changed to twenty four months and the Salvage Value is changed to \$500, the application resets the Basis Months and recalculates the Basis Amount:

Changes		Year	Rem. Life	Total Cost	Salvage Value	Basis Months	Basis Amount	*Annual Depreciation	*Accum. Depreciation
New Basis Months	24	1	60	\$10,000	\$1,000	60	\$9,000	\$1,800	\$1,800
New Basis Amount	\$5,900	2	48	\$10,000	\$1,000	60	\$9,000	\$1,800	\$3,600
(\$10,000 - 500 - 3,600)		3	36 24	\$10,000	\$1,000 \$500	60 24	\$9,000 \$5,900	\$2,950	\$6,550
New Monthly Depreciation	\$245.83	4	12	\$10,000	\$500	24	\$5,900	\$2,950	\$9,500
(\$5,900 / 24)									

\* After final year-end (depreciation-posting) run of TBMU200

# Section X

## Reconciliation Procedures

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# Fixed Assets Reconciliation Processes

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## Basic Steps

Expenditure reconciliation is the comparison between:

- 1) capital expenditures (*do not include controlled assets*) from SLs.
- 2) purchase transactions from the fixed asset file
- 3) purchase transactions from the fixed asset GLs.

“Change Source of Funds” transactions do feed to FFX – these are often used for sub code corrections.

### **TBAR010 – Exception Report**

This report MUST be run after the month close in order to get good data.

**TBAR010:**        Only looks at account control 4400  
                     Only looks at acquisition method of “PO”

- Create a spreadsheet listing all items on the exception report.
- Research each exception and determine the correcting entry.

#### **Initiate the corrective action – either in FFX or FRS.**

Exception examples:

- Timing difference at month-end – purchase vouchers have been fed to FFX, but the necessary work in FFX has not been completed; such as a backload on FFX approvals.
- Subcode correction needed – FFX determines that the subcode used on the transaction is incorrect and must send the voucher information back to the Business Office AP for corrective action.
- Changes in subcode – capital to controlled and vice versa.
- Year-end adjusting entries (payables).

### **FBMR095 or Screens 80/81 - SL by Object Code**

Choose capital subcodes only. Use INFOVIEW to select subcodes and print.

## Fixed Assets Reconciliation Processes (cont'd)

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### **FBMR291 or Screen 18 - GL Account Activity**

- Create a spreadsheet using amounts from Screen 80/81 (FBMR095) & Screen 18 (FBMR291).
- Add correcting entries determined from your exception spreadsheet.
- Difference should be zero (0):
  - $SL\ 8000\ subcodes + (plus)\ correcting\ entries\ (FRS) - (minus)\ GL\ 4000 - (minus)\ correcting\ entries\ (FFX) = 0.$
- Find any discrepancies and **correct** either in FFX or send back to the Business Office AP.
- Discrepancy examples:
  - Incorrect subcode used on voucher.
  - Incorrect general ledger used on asset – TBAR035 can identify.

## **FAMIS Asset Reconciliation**

Asset reconciliation involves a comparison between:

- 1) the general ledgers and the asset controls from the fixed asset file
- 2) the general ledgers and the asset controls from the fixed asset general ledgers in FRS.

### **TBAR003 – Total of Assets on File**

#### **FBMR291 or Screen 18 - GL ACCOUNT ACTIVITY**

- Create a spreadsheet (see Exhibit C) using amounts from the TBAR003 & Screen 18 (FBMR291).
- Differences should be zero (0).
- Find any discrepancies and correct.
- Discrepancy examples:
  - Journal entries submitted in FRS changing fixed asset general ledger balances with no corresponding entries being made in FFX.
  - FFX entries being made as "no feed" entries.
  - Screen 516 being used to change the general ledger or capitalization flag without backing out the balance of the asset first.
  - Wrong timing on feed to GL & TBAR003 run.

## FAMIS Reclassification Reconciliation

Reclassification reconciliation includes making a comparison between the:

- 1) "reclassification *from*" account controls
  - 4410 Reclass from CIP
  - 4420 Reclass from Land
  - 4425 Reclass from Buildings
  - 4430 Reclass from Imp OT Bldgs
  - 4435 Reclass from Leasehold Improvemts
  - 4440 Reclass from Equipment
  - 4445 Reclass from Expense
- 2) "reclassification *to*" account controls
  - 5420 CIP Reclass to Land
  - 5425 CIP Reclass to Buildings
  - 5430 CIP Reclass to Imp OT Bldgs
  - 5435 CIP Reclass to Leasehold Improvemts
  - 5440 CIP Reclass to Equipment
  - 5445 CIP Reclass to Expense

### **FBMR291 or Screen 18 - GL Account Activity**

- Create a spreadsheet (see Exhibit D) using amounts for the required account controls from Screen 18 (FBMR291).
- Differences should be zero (0) between the 'from' and 'to' accounts.
- Find any discrepancies and correct. The list of entries can be seen from each general ledger/account control on Screen 023 in FRS.
- Discrepancy examples:
  - Purchasing account control used, listed as a correction in your exception report spreadsheet.
  - Incorrect reclassification account control used.

### Review General Ledger Account Activity Statements

You should review the GL activity statements in order to verify the overall correctness of financial statements.

#### **FBMR291 - GL Account Activity**

##### **Screens 18 and 80**

- Account control 1100 should always = 0.
- You should never have an account control balance, other than 0, for 47xx or 57xx, where xx = your part number.
- You should never have an account control balance, other than 0, in the following general ledgers and account controls:

Land	4420, 5420
Buildings	4425, 5425
Imp Other Than Bldgs	4430, 5430
Leasehold Improvements	4435, 5435
Equipment	4440, 5440
Construction in Progress	4410

### FAMIS to SPA Reclassification

**It is important to reconcile FAMIS to SPA at the end of each month.** This involves comparing each asset on FAMIS to those on SPA.

#### **TBAR004, TBAR008, OR TBAR019 – Asset Reports**

- Request one of these reports when you close month-end. This can be requested through the FAMIS web site: <http://www.tamus.edu/offices/famis/>.

#### **SPA15N – SPA Asset Report**

- Request this report through USAS.

There is a two-day delay in getting information in SPA. For example, if you close your month on a Monday, Monday's data will be sent to SPA the following day (Tuesday), and SPA will then update its records that night. This means that Wednesday would be the first day for you to actually request a SPA15N report with the most current month-end close data. You will not receive your SPA15N report until the next day (Thursday).

### **Compare Assets – one by one using the TBAR004 and SPA15N**

Note all discrepancies, such as different value on one report versus the other, or an item on one report but not on the other. You may want to put the discrepancies into a spreadsheet.



## **Section XI**

# **Suggested Fixed Asset Procedures**

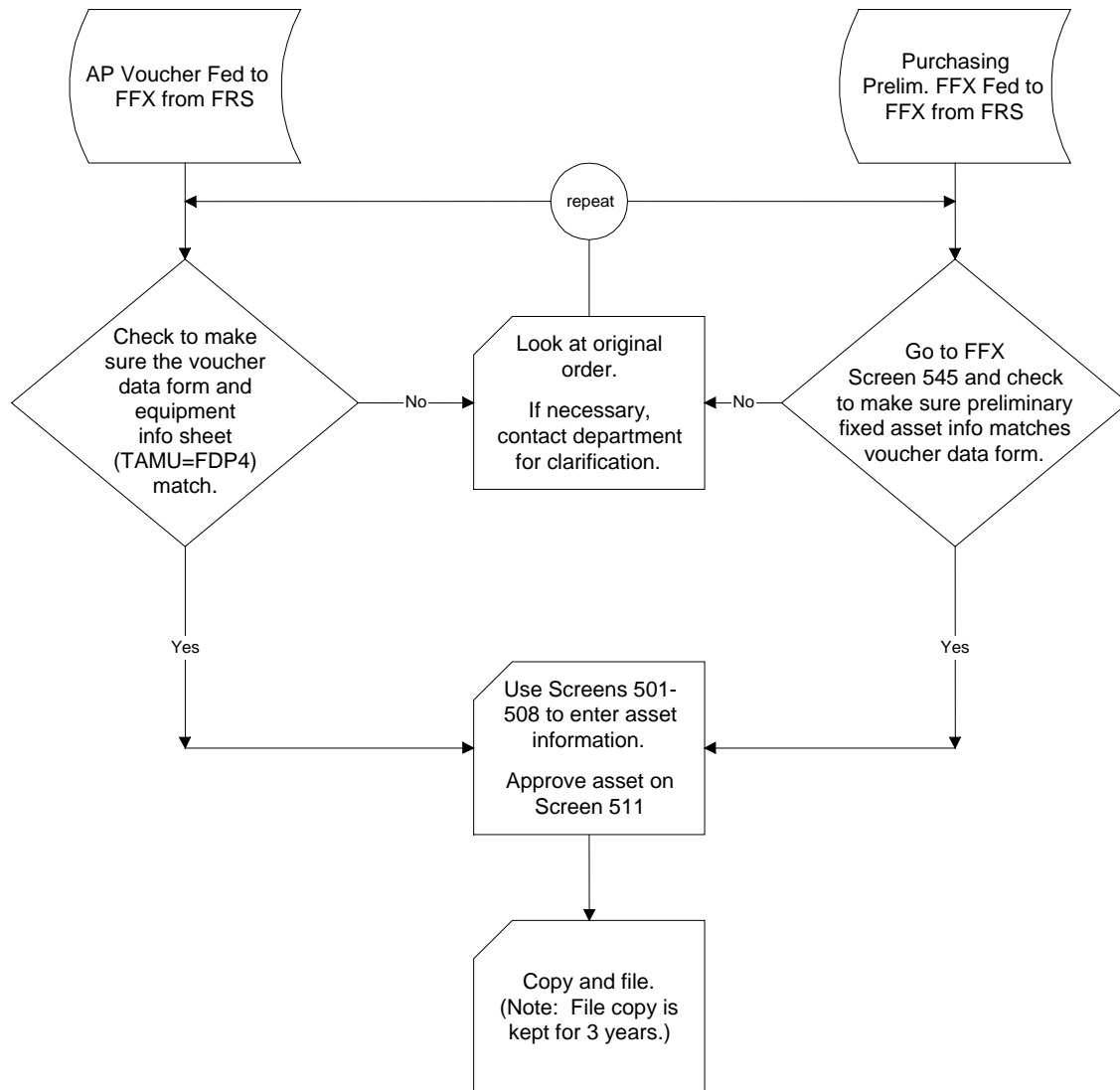
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# Suggested FFX Procedures: Basic Concepts

## Basic Fixed Asset Procedures Flow Chart



# Asset Record Inquiry

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This section will give directions that will help you find an asset, regardless of whether or not you already know the asset number.

## Specific Inventory Item

### Case 1: Inventory Number is Unknown

When the inventory number is unknown, there are five ways to search for an asset:

- (1) Screen 528 can be used to search by ***asset description***:
  - Use the wildcard (\*) feature to search
  - Assets will be listed
  - Select the desired asset with 'X' and pressing <Enter> will take you to Screen 501 unless you place a different screen number on the Action Line
  - Asset will be held in context as you go to the next screen

For example, you can type '\*computer' and all assets with the word computer in their first description line will be displayed, regardless if 'computer' was the first word of the description. If you only want the assets with 'computer' as the first word of the description, do not use the wildcard (\*).

- (2) Screen 529 can be used to search by ***selection criteria***, such as ***attributes***:
  - Enter the attribute information for the search
  - Assets with matching attributes will be listed on the screen
  - Select the desired asset with 'X' and pressing <Enter> will take you to Screen 501 unless you place a different screen number on the Action Line
  - Asset will be placed in context and carried to the next screen

For example, if you want to find all pending assets, type 'P' in the 'Status' field and press <Enter>. All pending assets will be shown. You can also search by serial numbers and class on this screen.

- (3) Screen 532 can be used to search by the department for a specific ***Class Code***:
  - Enter the Department / Sub-department
  - Enter the Status
  - Enter the Class Code
  - Select the desired asset with 'X' and pressing <Enter> will take you to Screen 523 unless you place a different screen number on the Action Line.
  - Search is on the 6-digit Class Code
  - Asset will be placed in context and carried to the next screen

## Asset Record Inquiry (cont'd)

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(4) Screen 533 can be used to search by the ***Tag Number of the asset:***

- Enter the last 6 digits of the Tag Number
- Enter a 'T' for the Search Type
- Asset will be placed in context and carried to the next screen

**Screen 533 may also be used to search by Serial Number, Class and Related Asset.**

(5) Screen 534 can be used to search by the ***department:***

- Enter the Department / Sub-department
- Search is on the department code
- Select the desired asset with 'X' and pressing <Enter> will take you to Screen 523 unless you place a different screen number on the Action Line
- Asset will be placed in context and carried to the next screen

### **CASE 2: Inventory Number is Known**

All on-line inquiry screens may be used when the inventory number of the asset is known.

- Type in the asset number
- Type in the status of the asset
- Press <Enter>

# Certification/Update Changes

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The following section shows data entry when an asset has a change to be recorded in various attributes. This may be the addition of an attribute value, or a change in an existing value in the area of general certification information. Secondly, this section deals with changes to attributes for approved assets.

## Changes to General Certification Attributes

### **Screen 535 - The Departmental Inventory Screen**

Changes can be made to the following attributes by entering new data on Screen 535 - Departmental Inventory. Access to this screen may be given to your departmental contact person so that he/she can be in charge of updates rather than the property manager. Most changes are tracked on Screen 523 by User ID for auditing purposes.

- Location
- Availability
- Condition
- Purpose
- Group Code

Advance to Screen 535 and do the following to process changes:

- Verify the Department/Sub-department
- Type in the appropriate changes
- Type in the date the certification was received (if appropriate)

### **Screen 501 - The Purchasing/Vendor Data Screen**

Changes can be made to the following attributes by entering new data on Screen 501 - Purchasing/Vendor Data.

- Description
- Model Number
- Manufacturer
- Serial Number

Advance to Screen 501 and enter valid data in the available fields. Be careful when updating these fields because these changes are not tracked. If you would like a history of these changes, you should create notes using Screen 508.

### Enter Asset Notes

Notes regarding an asset may be added by using the following categories on Screen 508. An asset note may be added at any time. There are 11 different note categories and you may add up to 99 notes per category.

ADD	=	Address
INS	=	Insurance
HIS	=	History
LIT	=	Litigation
LND	=	Land - Deed/Title
LOC	=	Location
MNT	=	Maintenance Notations
MSC	=	Miscellaneous Notations
PND	=	Pending Asset Notations
PUR	=	Purchasing
BLANK	=	None Specified

# Changes to Approved Assets

---

Changes to attributes on approved assets can be made using various screens. These changes do not require you to open a batch. Below are listed the attributes that can be changed and the appropriate screen to use to change the information.

## **Departmental Inventory -- Screen 535 to change:**

Availability	Condition
Purpose & Percent	Building / Building Campus
Room	Group Code
Other Location	County
Inventory Date	

## **Purchasing/Vendor Data -- Screen 501 to change:**

Description	Quantity
UOM	Vendor Number
Vendor Name	Commodity Code
Manufacturer	Serial Number
Model Number	Model Year
License Plate	

## **Property Control Data -- Screen 502 to change:**

Condition	Acquisition Date
Reported Missing Date	Pending Transfer campus / Date
Inflation code	(not currently used)

## **Fund Sequence Add/Update -- Screen 503 to change:**

Purchase Account	Old Account
PO Number	Voucher Number
Invoice Number	FAMIS Sponsor
Sponsor/Agency	Award

## **Maintenance/Insurance Data -- Screen 504 to change:**

Any Debt Finance Data  
Any Maintenance Data  
Any Insurance Data

## Changes to Approved Assets (cont'd)

---

### **Property Inventory Data -- Screen 506 to change:**

How Tagged	Tag Number
Purpose / Percent	Exposure Code
Special License	Floor Space
Floor UOM	Related Asset
Inventory Type	Next Inventory Date
Last Inventory Date	Available Date
Owner Change Date	

### **Asset Notes -- Screen 508 to add:**

Asset Notes

# Equipment Vouchers

---

There are three types of equipment vouchers:

- (1) Capital Equipment Vouchers
- (2) Non-Capital Equipment Vouchers; those that the agency chooses to put on the books, but are not required to be on inventory per SPA
- (3) Controlled Equipment Vouchers

Controlled equipment vouchers are those under \$5,000 that are required to be reported to SPA. Generally, controlled equipment vouchers will have an object code in the 5775-5799 range.

Controlled equipment vouchers do not generate transactions back to accounting (since they are not capital items) and are therefore not reported on the AFR. For a list of controlled object codes, see the capitalization rules table (Screen 582). Also, to find out whether a class code is required to be controlled per SPA, go to Screen 581 and look at the column under "SPA RQ". There will be a "Y" in that column if SPA requires it to be reported.

## Equipment Held in Trust

These present a special situation. There will be different GLs and account controls to be used. These include Federal (1731), Private (1732) and Museum (1746). The default will be the normal GL / account control defined by the asset's class. You will override this using Screen 502. When you approve on Screen 511, you will set the new account controls. This information will then feed back to the proper GLs in accounting.

The following instructions are organized into four (4) units:

- Preparation of work before entering data
- Creation of the Session Header
- Body of the Session work
- Close the Session Header



### Preparation

- Audit the physical Voucher/Equipment Information Sheet that was input to FAMIS by Accounts Payable or view the preliminary fixed assets on FAMIS (FRS) Screens 360, 361, and 362.
- Determine source of funds & ownership of the asset. This is done by looking in FRS at the attributes for the account(s) on the voucher. The rule generally followed by TAMU is:

1xxxxx to 199999	ST	State
2xxxxx to 299999	DS	Designated
3xxxxx to 349999	AX	Auxiliary
4xxxxx to 429999	FD	Federal
43xxxx to 499999	**	Contracts & Grants
5xxxxx to 599999	**	Other Restricted
6xxxxx to 699999	**	Scholarships
8xxxxx to 899999	PL	Plant

These can be various values and must be looked up in FRS on Screen 6.
---

- Group the vouchers by campus code, if applicable.
- Determine whether the Tag Number already exists:

#### **Use Screen 533 -- Inquiry by Search Value**

- Do your inquiry by Asset Number  
If the item is an "Add To", its Tag Number will already exist. Go to the next section labeled "ADD TO/PARTIAL PAYMENT".

- Update Pending Asset:

#### **Use Screen 501 -- Purchasing / Vendor Data**

- Locate the pending asset (the voucher number + 3 suffix, e.g. 001). This can be found on the TBMR065 or TBSPPREP reports.
- Type the appropriate information from the equipment information sheet (ex. FDP4). If you are using Purchasing Preliminary Fixed Assets, this information will automatically be entered. Please verify this information before continuing.

### **Use Screen 502 -- Property Control Data**

- Fill in the Class Code field. If class is blank or unknown, use ? help or Screen 581 to find the appropriate class.
- Press <ENTER>
- Change the default data as necessary
- Add additional information from the equipment information sheet
- ACQ METHOD = PO

### **Use Screen 503 -- Fund Sequence Add/Update**

- Add Source of Funds
- Add Bank
- Purchase Account, if known. If multiple accounts purchased the asset, create additional fund sequences by typing a zero in the Sequence Field and pressing <Enter>. The sum of all the sequences should total to the Component Cost of the asset. Delete any unused sequences to simplify changes later.
- Sequence Amount
- Accumulated Depreciation, if any
- Depreciation Thru date, if appropriate

### **Use Screen 504 -- Maintenance/Insurance Data**

- Type in appropriate data (from equipment information sheet / preliminary fixed assets). SPA requires debt finance information.

### **Use Screen 505 -- Location Data**

- Fill in the Department Code. Also, fill in the Sub-department Code if appropriate.
- Press <ENTER>
- Change the default data as necessary
- Add additional information (from equipment information sheet/preliminary fixed assets)

### **Use Screen 506 -- Property Inventory Data**

- Add Availability
- Add How tagged / tag number
- Add purpose / percent
- Related asset
- Add additional information (from equipment information sheet/preliminary fixed assets)

### **Use Screen 508 -- Asset Notes**

- If notes need to be added, use one of the following categories:

ADD	=	Address
HIS	=	History
NS	=	Insurance
LIT	=	Litigation
LND	=	Land - Deed/Title
LOC	=	Location
MNT	=	Maintenance Notations
MSC	=	Miscellaneous Notation
PND	=	Pending Asset Notation
PUR	=	Purchasing
BLANK	=	None Specified

**If there is more than one, Equipment Information Sheet/pending fixed asset for the voucher item.**

### **Use Screen 509 -- Copy/Merge/Delete**

- Copy asset to a new pending asset
- Go back and make any necessary changes to the new pending asset
- The tag number will always change
- If the total cost is different, re-enter the class code.  
This forces the salvage value to be recalculated.

**Example:** If you have a voucher with nine computers, you can change the dollar amount on Screen 503. Enter the required information on Screens 503-508, and then use Screen 509 to copy the information 9 times to make 9 assets in the FFX system.

## Session Header

### **Use Screen 510 -- FX Batch Initialize**

- Type in Session Data:

Session Reference	=	PAV
Session Status	=	O
Description	=	Purchase Vouchers
Detail	=	D
- Type in Transaction Audit Data

Expected Totals	=	total number of transactions
	=	total dollar amount of all transactions

One Inventory Item	=	One Transaction
Amount	=	\$\$ of All Inventory Items

## Body – Approving the Asset

### Use Screen 511 -- Approval

- CR ACQ Account Control = 4400 (Purchase of Plant Assets)
- Type in either the New Asset Number or 0 (in order to get a system assigned number) or P (for Pending). The default is the Tag Number.

If the pending asset number is the correct inventory number, type P.

If the pending asset number is the voucher number, the tag number defaults to the approved asset number and is not changed.

- Verify information
- Move cursor to "Type Y to Approve"
- Type "Y"
- Press <ENTER> to approve
- Repeat for each component of the asset

## Close the Session

### Use Screen 510 -- FX Batch Initialize

Session Status = C (for close)

# Add To/Partial Payment

---

## Preparation

- Locate the number for the approved asset that you will be adding to.
- Find the Pending Asset Number.
- The following questions must be considered because this change will affect SPA and their depreciation calculation.
  - Is the existing asset capital or controlled?
  - Is value being added in the same or different fiscal year than the existing asset was created?
  - If the existing asset was capital and the value is being added in a different fiscal year than the existing asset was created, will the added value meet the capitalization threshold requirement for the class?

## Session Header

### Use Screen 510 -- FX Batch Initialize

- Type in Session Data:

Session Reference	=	PAV
Session Status	=	O
Description	=	Purchase Vouchers
Detail	=	D
- Type in Transaction Audit Data:

Expected Totals	=	total number of transactions
	=	total dollar amount of all transactions

One Inventory Item	=	One Transaction
Amount	=	\$\$ of All Inventory Items

## Body – Modifying the Cost

### Scenario 1

- Existing asset is capital –  
**-OR-**
- Existing asset is controlled
- Value will be added in the same fiscal year as the existing asset was created

#### Use Screen 515 -- Change in Cost

- • Increase the value of the existing appropriate fund sequence by the amount of the new addition OR if the appropriate fund doesn't exist, add the value to a new fund sequence then go to:

Screen 509 - Delete the Pending Asset

### Scenario 2

- Existing asset is controlled  
**-OR-**
- Existing asset is capital and addition does not meet capitalization threshold for the existing asset class and there will be no more additions that will raise it over the threshold for the fiscal year.
- Value will be added in a different fiscal year than the existing asset was created.

#### Use Screens 501-506

- Keep in mind that if the existing asset is in a capital class, you may want to expense the value that is being added. Also consider putting the new component in a controlled class. This will keep our depreciation in sync with SPA.
- Fill in the appropriate information on these screens for the new component.

#### Use Screen 511

- Approve the new component. Make sure new component is linked to appropriate asset number before approving.

## Close the Session

#### Use Screen 510 -- FX Batch Initialize

- Session Status = C (for close)

# Stores

---

## Preparation

- There will be no pending asset because these expenses do not go through Accounts Payable.

Information normally fed from the payable extract when creating the pending asset will have to be manually entered.

### **Use Screen 533 - Inquiry by Tag Number**

- Inquire by Tag Number (last six digits).

If the item is an “Add To” purchase, the Tag Number will already exist. For further instructions, go to the next section, labeled “ADD TO Purchases.”

## Session Header

### **Use Screen 510 -- FX Batch Initialize**

- Type in Session Data:  
Session Reference = PAI
- Type in Transaction Audit Data  
Expected Totals = total number of transactions  
= total dollar amount of all transactions

One Inventory Item	=	One Transaction
Amount	=	\$\$ of All Inventory Items

## Body – Approving the Asset

### **Use Screen 511 -- Approval**

- Approve the new asset

## Close the Session

### **Use Screen 510 -- FX Batch Initialize**

- Session Status = C (for close)

# ADD TO Purchases from Stores

---

## Preparation

- There are no preparation steps identified for this item.

## Session Header

### Use Screen 510 -- FX Batch Initialize

- Type in Session Data:  
Session Reference = PAI
- Type in Transaction Audit Data:  
Expected Totals = total number of transactions  
= total dollar amount of all transactions

One Inventory Item	=	One Transaction
Amount	=	\$\$ of All Inventory Items

## Body – Modifying the Cost

Follow the guidelines in the Add To / Partial Payment section. The steps will basically be the same with the exception being there will be no pending asset to delete.

## Close the Session

### Use Screen 510 -- FX Batch Initialize

- Session Status = C (for close)



# Construction in Progress

---

Construction in Progress (CIP) vouchers reflect expenditures for:

- *constructing* a new building
- *renovating* an existing building
- *purchasing equipment or furnishings* for a building

CIP vouchers are divided into two categories:

- Non-equipment / Furnishing
- Equipment / Furnishing

The two categories are similar, but an extra step is needed to process equipment / furnishing vouchers to immediately assign the equipment to its department.

CIP vouchers can originate from a department or from Facilities Planning and Construction (TAMUS). At TAMU, they are routed through the voucher section of the Fiscal Office to the plant accounting section.

Processing CIP vouchers consists of maintaining the proper attributes for the construction or equipment as if it were another fixed asset. Upon completion of the project, the asset is changed in cost and reclassified to another asset (i.e. buildings, infrastructure, facilities and other improvements, and equipment/furnishings).

## Create CIP:

1. Create a building record for the project
  - 0xxxx Building
  - 1-9xxxx Renovation / CIP for TAMUS
  - A-Zxxxx CIP
2. Use project # to create building  
TAMUS Facilities assigns a number that can be used
3. Each account can have only one project
4. **TBMR400** - Detail by Project #

## Close CIP:

1. Physical Plant tells FFX how much money to reclassify to furniture, etc.
2. Facilities has blocks of tag numbers, but these are not booked in FAMIS until the project is closed
3. Reclassify using Screen 515 - may do portions until down to zero.  
Use **DRE** (Dispose to Reclassify as Equipment) or **DRB** (Dispose to Reclassify as Building)

ACQ - RC Reclass from Construction

### TAMUS Business Office CIP Closeout Process

The TAMUS Business Office has construction-in-progress (CIP) assets in its accounting system (FAMIS) that need to be reclassified to building, equipment, facilities, etc. However, the new assets will not belong to TAMUS, they will belong to a Member and thus need to be in the Member's accounting system. A Construction Project Completion Report (C-30) closeout document, prepared by Facilities Planning and Construction (FAPC), will be submitted when this reclassification needs to occur for a specific project. The TAMUS Business Office will then ask the Member to accept a transfer of CIP assets for the project being closed out. Once the Member accepts the transfer of CIP, they need to reclassify the transferred CIP, along with their own CIP assets (local funds) when applicable, for the specific project. The reclassification will follow the C-30 guidelines.

The summary steps are as follows (detailed procedures follow this numbering scheme):

1. Reconcile CIP project funds spent by your Member to the C-30
2. Accept transfer of TAMUS CIP
3. Dispose of CIP asset by C-30 reclassification category
4. Set up new asset/add to value of asset for each reclassification category

An example of the following documents for semi-final close #1 for project 2-2763 can be found at the end of these procedures:

- TAMUS Business Office memorandum
- C-30
- FAPC database reports
- TAMUS TBMR400
- TAMUS informational data report
- Sample TAMUS property transfer form

#### **Step 1**

FAPC prepares a C-30 when it is ready to close out all (final close) or a portion (semi-final close) of a construction project. All C-30s are sent to the TAMUS Business Office Property Manager from FAPC. Along with the C-30, FAPC sends reports generated from their database that show how much they believe each Member has spent on the project. Using these reports, and reviewing TAMUS's FFX, the TAMUS Property Manager will ascertain if any TAMUS funds were spent for the project.

If no TAMUS funds were used on the project, the original C-30 along with the FAPC database reports will be mailed to the Member who funded the project with a note. The note will state that no TAMUS funds were used for the project and therefore TAMUS will not be transferring any CIP for this project. That Member is responsible for reconciling their FFX CIP data for this project to the C-30 and reclassifying it as instructed by the C-30. In other words, skip step 2 but do steps 3 and 4 of this closeout process. Any discrepancies in the reconciliation between the C-30 and the Member's FFX should be addressed with FAPC at 979.845.4935.

## Construction in Progress (cont'd)

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If a C-30 has any TAMUS funds, the TAMUS Property Manager will do the following:

- Reconcile the TAMUS portion of the C-30 to TAMUS's FFX. This is accomplished by using FAPC's database reports and FAMIS FFX report TBMR400 for the project as a starting point. If more FFX detail is necessary, TAMUS views its transactions for the project on Screen 523 for each asset listed on the TBMR400. We check each transaction on Screen 523 against the FAPC voucher report if FAPC shows the voucher was paid from a TAMUS account.
- Complete a TAMUS informational data report showing the amount of CIP TAMUS is transferring and the amount the Member is responsible for reclassifying from CIP for this C-30.
- Write a memorandum asking to transfer TAMUS CIP asset(s) to the Member as CIP asset(s).

The following will be mailed to the Member when TAMUS funds were involved in a project:

- The TAMUS Business Office memorandum,
- The original C-30,
- FAPC database reports,
- TAMUS TBMR400, and
- TAMUS informational data report.

If TAMUS is not transferring to the Member the entire amount to be reclassified by the C-30, then the Member is responsible for reconciling their CIP data (that was paid for by their local funds) for this project. This must be accomplished so that the Member can reclassify the CIP asset TAMUS will transfer along with the portion of their CIP asset that will be reclassified. Once the reconciliation is complete, sign the TAMUS Business Office memorandum and return it to the TAMUS Property Manager. ***The TAMUS CIP asset will remain in TAMUS FFX system until the Member signs the memorandum and returns it to the TAMUS Property Manager.***

### **Step 2**

Once the signed memorandum is returned, the TAMUS Property Manager prepares a property transfer form so that the Member can see exactly what TAMUS is transferring. The property transfer form will be mailed/faxed to the Member. The TAMUS Property Manager will dispose of the asset(s) as a credit, D (dispose), ## where the ## is the Member number (i.e., TAMU is 02). In a very timely manner, the Member must accept a CIP transfer from TAMUS in FAMIS FFX by setting up a new asset(s) for the transfer of CIP using Screens 501-506. (If the project is not on the Member's books at all yet, the building project will need to be created on Screen 540 first.) If TAMUS is transferring CIP to your Member under multiple asset numbers, it is recommended that you set up a new asset for each TAMUS CIP asset.

A lot of the necessary information to fill out Screens 501-506 can be found on the property transfer form TAMUS will send you after you return the signed Memorandum. The property transfer form will state the TAMUS asset number, asset description, class code, acquisition date, and asset value (cost).

## Construction in Progress (cont'd)

---

The following are some hints on where to find the data to fill out Screens 540 and 501-506:

### **Screen 540**

Building: create as FAPC project # – which is the Member # followed by four unique numbers (if your Member # is 2 characters then abbreviate to 1 character as the building field is limited to 5 characters)

Name: project name

Condition: UC (under construction)

Title Ownership: Member's abbreviation – PF2 can be used for choices

### **Screen 501**

Asset: pick your own number or use the TAMUS number

Description: found on the property transfer form

### **Screen 502**

Class Code: found on the property transfer form

Acq Method: acquisition method will be 01 and acq agency 710 since the transfer is from TAMUS

Acquisition Date: found on the property transfer form

Condition: UC (under construction)

Transfer from asset: TAMUS's asset number – found on the property transfer form

### **Screen 503**

Source: TF

Bank: enter a local bank.

Voucher Number: use the reference number you used to log in the TAMUS property transfer form or another reference number that is meaningful to your Member

Total Cost: asset value on the property transfer form

### **Screen 505**

Dept: the department that is responsible for the construction project – generally this is a business office clearing department

Building: building project number you set up on Screen 540

Ownership/Title: Member's abbreviation – PF2 can be used for choices

### **Screen 506**

Tag Number: asset number

Next proceed to Screen 510 to open a batch and then 511 to approve the asset(s). The last step is to use Screen 541 to make the new asset(s) a component of the building project record.

## Construction in Progress (cont'd)

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### **Step 3**

Now the Member has CIP in its accounting system that needs to be reclassified out of CIP to the categories outlined by the C-30. You will be crediting the CIP asset(s) to reduce it. The disposal code used on the CIP asset is chosen from the choices on Screen 583.

Let's go through a very simple example:

A semi-final C-30 shows that a total of \$350,000 needs to be closed out into two categories:

Building	-	\$325,000
Expensed	-	\$25,000

In your FFX system you have \$385,000 in CIP for this project. This is in the form of three assets – two assets for vouchers paid by your Member and one asset you just added to FFX as a transfer from TAMUS.

Below are the three CIP assets for the project:

Asset 1 (9860803845) Component 01 – CIP transferred from TAMUS	\$275,000
Asset 2 (9860822177) Component 01 – Member's CIP	\$65,000
Asset 3 (9960822177) Component 01 – Member's CIP	\$45,000

Starting with Asset 1, let's reclassify all of it to building. Next, Asset 2 will be split - \$50,000 reclassified to building and \$15,000 will be expensed. \$10,000 of Asset 3 will also need to be expensed. The rest of Asset 3 will remain as CIP since this is only a semi-final close of the project. Now let's go through the steps in detail.

Asset 1 is having all of its value reclassified to building so after you open a batch on Screen 510, go to Screen 513 to do a credit for disposal method RB (reclassified to building). This will completely dispose of the asset.

Asset 2 is split between building and expense. Go to Screen 515 to do a credit, D (disposal), RB for \$50,000. This reduces the asset value by \$50,000. Then go to Screen 513 to do a credit, RX (reclassified to expense) for the remaining \$15,000. This will completely dispose of the asset.

Asset 3 will still have some CIP asset remaining so the asset should not be entirely disposed. Therefore do not use Screen 513. Instead, proceed to Screen 515 and do a credit, D (disposal), RX for \$10,000. This asset will still have \$35,000 in FFX as CIP.

## Construction in Progress (cont'd)

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### **Step 4**

Now the new categories of assets need to be set up. The CIP assets have been credited down and now debits need to take place for the reclassifications (other than expense).

Let's go back to the example from Step 3. An asset of building for \$325,000 needs to be put into FFX. This can take place one of two ways. First, if the building for this project already exists, the \$325,000 can be added to it on Screen 515 as a debit, A (acquire), RC (reclassification from CIP). Or, if a new building must be created, set it up on Screen 540 first. Since this is an actual building (as opposed to a CIP project), use the building number and building name provided on the C-30. Then set up a new asset for the \$325,000 building asset using Screens 501-506.

The following are some hints on where to find the data to fill out Screens 540 and 501-506 if you are setting up a building:

#### **Screen 540**

Building:	number assigned to actual building on the C-30 (proceeded by a zero if applicable)
Name:	building name assigned on the C-30
Condition:	O1
Title Ownership:	Member's abbreviation – PF2 can be used for choices

#### **Screen 501**

Asset:	pick an asset number for the building - recommend using the actual building number as part of the asset number
Description:	building name assigned on the C-30

#### **Screen 502**

Class Code:	building class codes are presently between 811001 and 811010
Acq Method:	acquisition method will be RC (reclassify from CIP)
Acquisition Date:	the move-in date of the building – FAPC calls this the "Beneficial Occupancy Date" (if you do not see this date on your C-30, contact FAPC at 979.845.4935 and they will gladly provide the date)
Condition:	O1

#### **Screen 503**

Source:	PL
Bank:	enter a local bank
Voucher Number:	use the reference number you used to log in the TAMUS property transfer form or another reference number that is meaningful to your Member
Total Cost:	the C-30 tells you how much to reclassify to building – in this example \$325,000

## Construction in Progress (cont'd)

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### **Screen 505**

Dept:	the department that is responsible for buildings at your Member – typically your business office department
Building:	actual building number you set up on Screen 540
Ownership/Title:	Member's abbreviation – PF2 can be used for choices

### **Screen 506**

Tag Number:	four spaces then the actual building number (so you can easily pull up on search Screen 533 in the future)
-------------	--

Next proceed to Screen 510 to open a batch and then 511 to approve the asset(s). Last use Screen 541 to make the new asset(s) a component of the building record.

Once step 4 is completed for a project, the amount of CIP asset listed on the C-30 has been reclassified. Now overall, there are fewer assets booked as CIP in FAMIS and more assets booked as a different category of asset (in this example: building).

### **Theory**

The theory behind this exercise is that when vouchers for a CIP project are paid, you set them up as an asset affecting your CIP General Ledger (GL) – FRS Screen 18. When a C-30 is submitted, you are being asked to reclassify the asset from CIP to building, equipment, leasehold improvement, infrastructure, facilities and other improvements, expense, etc. Each of these categories (except expense) has its own GL. The asset will come out of the CIP GL and be added to the appropriate GL. Therefore, the asset will be categorized differently on your annual financial report (AFR) when the C-30 is complete.

### **Prompt Pay Interest**

Prompt pay interest is coded on vouchers with an expense object code of 6230. This is NOT an object code that is added to FFX. However, FAPC includes the interest expense in their database reports and will account for it on the C-30. Therefore, FFX will be off from the C-30 and the FAPC database reports by the amount of the interest expense. For final closes, the C-30 will break out the interest as a separate line item. There is nothing further that must be done in FFX to account for these dollars, since the prompt pay interest is expensed as it is paid and never added to FFX. For semi-final closes, FAPC does not break out the interest separately. It will be a reconciling item if interest occurred on the project.

### **C-30 Final Close Note**

When FAPC prepares a final C-30 it is cumulative, regardless of whether any semi-finals have already been completed for the project. It is very important to keep in mind that when a project has had semi-final C-30s, you may have already reclassified some of the dollars in a reclassification category. Therefore, good records from semi-finals will assist you with a final close. The TAMUS Information Data report C-30 accumulation section will also aid you with this.

Please contact the TAMUS Business Office Property Manager at (979) 458-6100 with any questions regarding any steps/issues in this CIP process.

# CIP Vouchers-Not Equipment or Furnishings

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## **Case 1: First Payment of the Fiscal Year for the Buying Account**

The project is created in FAMIS as a building. The building code for CIP begins with A - Z.

**Journal Entry is made in FRS. Use subcode 8710, not 6330.**

## **Preparation**

- Create the project as a building.

### **Building Create/Modify -- Use Screen 540**

- Type in the project number and press <ENTER>
- If no information exists, you must create the building record

All real buildings begin with zero (0), CIPs begin A-Z, and renovations begin with 1-9. This is done in order to associate assets to a project. Reports such as TBMR400 and FBMR293 can then be used to make sure that all expenditures have been accounted for.

- Set up the Pending Asset

### **Purchasing/Vendor Data -- Use Screen 501**

- Asset Number - FY60BUYING – Suggested naming convention is last 2 digits of Fiscal Year (FY), 60 (60), and the SL which paid for the CIP (BUYING)
- Add information from the copy of the voucher
- Use the project name for the description

### **Property Control Data -- Use Screen 502**

- Class Code = 871001 through 871099
- Condition = UC (Under Construction)
- Acquisition Method = PO (Purchase Order)
- Acquisition Date = Voucher Date
- In Service Date = Same as acquisition date

### **Fund Sequence Add/Update -- Use Screen 503**

- Source is PL
- Enter a local bank number
- Add information from the copy of the voucher
- The voucher number should be journal entry reference #2



### **Owner/Location Data -- Use Screen 505**

- Department Code = FISC
- Sub-department = BLANK
- Group Code = CIP
- Building Number = Project Number
- Restriction = I

### **Property Inventory Data -- Use Screen 506**

- How Tagged = NT (No Tag)
- Tag Number = Asset Number

## Body

**For vouchers that are not equipment/furnishing use the following instructions.**

- Approve the asset (to become a building component, i.e. part of the building project)

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference = PAV
  - Amount = amount of each voucher
  - Description = Purchase Vouchers
- Type in Transaction Audit Data:
  - Expected Totals = total number of transactions (1 per voucher)
  - = total dollar amount of all transactions

### **Approval -- Use Screen 511**

- Approve the asset
- Type the new asset number using: FY60BUYING
- CR ACQ Account Control = 4400 (Purchase of Plant Assets)

### **Accounting Data -- Use Screen 541**

- Make the asset a building component by typing 'Y' in the building component field.
- Verify that the building information listed is information for the project involved

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## **Case 2: Not the First Payment of the Fiscal Year for the Buying Account (i.e. add to the value)**

In this case the project already exists as a building and you will increase the value by the amount of the purchase.

### **Preparation**

- Locate the pending asset

#### **Use Screen 503 – Fund Sequence Add/Update**

- Verify the buying account and the amount of the purchase

### **Session Header**

**For vouchers that are NOT equipment/furnishing use the following instructions.**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference = PAV
  - Amount = amount of each voucher
  - Description = Purchase Vouchers
- Type in Transaction Audit Data:
  - Expected Totals = total number of transactions (1 per voucher)
  - = total dollar amount of all transactions

### **Body – Modifying the Cost**

#### **Change in Cost -- Use Screen 515**

Increase the cost of the project/building. At this point, you lose the identity of the specific purchase.

- Use the asset number for the buying account
  - for the current fiscal year = FY60BUYING
  - Amount = Amount of Voucher
  - Debit/Credit = Debit
  - Acq/Disp Method = APO
  - Description = Departmental Voucher Number
  - Reference Number = Journal Reference #2

#### **Copy/Merge/Delete -- Use Screen 509**

- Delete the pending asset

## Close the Session

### Use Screen 510 -- FX Batch Initialize

- Session Status = C (for close)

# CIP Vouchers - Equipment or Furnishings

---

## **Step 1:    Treat As Normal Equipment Voucher with                  Exceptions Noted Below**

### **Preparation**

- Fill out a property journal entry form for each pending voucher.

#### **Purchasing/Vendor Data -- Use Screen 501**

- If equipment, then Description = Equipment Asset Number

#### **Property Control Data -- Use Screen 502**

- Use a construction in progress class code appropriate for buying account of 871001 (equipment) or 871002 (furnishings).
- Condition                      =        UC (Under Construction)
- ACQ Date and In Service Date

#### **Fund Sequence Add/Update -- Use Screen 503**

- Source is PL
- Enter a local bank number.
- Enter voucher number.

#### **Owner/Location Data -- Use Screen 505**

- Department Code            =        FISC
- Sub-department            =        blank
- Group Code                 =        CIP
- Building Number            =        project number
- Room Number               =        buying account

#### **Property Inventory Data -- Use Screen 506**

- How Tagged                 =        NT (No Tag)
- Tag Number                 =        Asset Number

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference        =        PAV
  - Amount                    =        amount of each INV/EXP item
  - Description               =        Purchase Vouchers
- Type in Transaction Audit Data
  - Expected Totals           =        total number of transactions (1 per voucher)
  - =        total dollar amount of all transaction

## Body – Approving the Asset

### Approval -- Use Screen 511

- CR ACQ Account Control = 4400 (Purchase of Plant Assets)
- Asset number will be FY-6-(n) voucher number (minus 1 digit)
  - n = E (equipment)
  - = X (expense)
  - = B (building)
  - = I (improvement)
  - = H (leasehold improvement)
  - = L (land)

## Close the Session

### FX Batch Initialize -- Use Screen 510

- Session Status = C (for close)

## Step 2: Close the Project

Dispose of the asset in order to reclassify it from **CONSTRUCTION IN PROGRESS** to the appropriate classification (i.e. equipment).

## Preparation

- For TAMU, Facilities prepares a Form C30 that is used to close out the project. This form indicates the dollar amounts to reclassify to non-CIP. Each agency must identify the specific pieces of equipment and furnishings to tag for inventory. The project is closed out by reducing the cost, i.e. change in cost.

## Session Header

### FX Batch Initialize -- Use Screen 510

- Type in Session Data:
  - Session Reference = PJE
  - Amount = amount of each INV/EXP item
  - Description = CIP Closing
- Type in Transaction Audit Data:
  - Expected Totals = total number of transactions (1 per voucher)
  - = total dollar amount of all transactions

## Body – Modifying the Cost

### **Change in Cost -- Use Screen 513 – Disposal or Screen 515 –**

- Disposal Method
  - RC (Reclassify to Controlled Expenditure) = 5445
  - RE (Reclassify to Equipment) = 5440
  - RX (Reclassify to Expense) = 5445
  - RB (Reclassify to Buildings) = 5425
  - RH (Reclassify to Leasehold Improvement) = 5435
  - RI (Reclassify to Improvements) = 5430
  - RL (Reclassify to Land) = 5420
- Transaction Description = To equipment (or expense/buildings/etc.)
- Transaction Reference = Property Journal Number

**Do not proceed if item was an expense.**

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## **Step 3:**

***CREATE THE EQUIPMENT ASSET ON THE DEPARTMENT'S RECORDS AS RECLASSIFIED FROM CONSTRUCTION IN PROGRESS.***

## Preparation

### **Copy/Merge/Delete -- Use Screen 509**

- Copy the deleted asset to a pending equipment asset
  - The asset number will be the tag number
- Access the new pending asset record:

### **Purchasing/Vendor Data -- Use Screen 501**

- Change the new asset description
- Add any other applicable information

### **Property Control Data -- Use Screen 502**

- Change the class code
- Set the Acquisition Method = RC (reclassified from CIP)

### **Location Data -- Use Screen 505**

- Enter the Department Code, Sub-department, Building Number, and Room Number

## **Session Header**

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PAV
Amount	=	amount of each INV item
Description	=	from CIP closing
- Type in Transaction Audit Data

Expected Totals	=	total number of transactions (1 per voucher)
	=	total dollar amount of all transactions

## **Body – Approving the Asset**

### **Approval -- Use Screen 511**

- Approve asset with 'P' for new asset number (i.e. the tag number)  
CR ACQ Account Control S/B 4410 (Reclass from CIP)

## **Close the Session**

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Physical Plant Bills

---

## **Case 1: Buying Account Is a Plant Fund**

### **Preparation**

- There are no preparation steps identified for this item.

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference = PAI
  - Amount = amount of physical plant bill
  - Description = Physical Plant Bills
- Type in Transaction Audit Data:
  - Expected Totals = total number of transactions (1 per item)
  - = total dollar amount of all transactions

### **Body**

- Treat the asset as if it were a CIP voucher.  
There will be no pending asset number. Instead you should use the following format:

**xWorkOrderNumber** (where **x** is the last digit of the fiscal year) for your asset number.



### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)



## **Case 2: CIP Expenses Incurred with Non-Plant Buying Account**

### **Preparation**

➤ If this is the first charge against the work order, you should:

- create a new asset
  - asset number = FY6Mxxxxxx
  - work order = xxxxxx
  - class code = 871004

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference = PAI
  - Amount = amount of each capital work order
  - Description = Physical Plant Bills
- Type in Transaction Audit Data
  - Expected Totals = total number of transactions (1 per item)
  - = total dollar amount of all transactions

### **Body**

#### **Change in Cost -- Use Screen 515**

- D/C = D (debit, unless bill is a credit)
- ACQ/DISP method = APO
- Description = PP Bill
- Reference = BO (bill number)

### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Real Property Vouchers

---

Real property includes land, buildings, improvements other than buildings, and leasehold improvements.

## **Case 1: Procedures for an Existing Asset**

### **Preparation**

- Locate the pending asset.
- Delete the pending asset on Screen 509.

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PAV
Description	=	Real Property

### **Body**

#### **Change in Cost -- Use Screen 515**

- Increase the value of the existing asset
- D/C = D (debit)
- ACQ/DISP method = APO
- Description = Appropriate for the transaction
- Reference = voucher number
- CR ACQ account control should be 4400 (Purchase of Plant Assets)

### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## **Case 2: Procedures for a New Asset**

### **Preparation**

- Locate the pending asset  
Make changes and additions using Screen 501 through 508
- If the asset is LAND, put the acreage in the description
- If the asset is a BUILDING, a building record must be created on Screen 540.  
Use Screen 541 to make the asset a component of the building record.

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PAV
Description	=	Real Property

### **Body**

#### **Approval -- Use Screen 511**

- Type the new asset number and approve the asset
- CR ACQ account control should be 4400 (Purchase of Plant Assets)

### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Lease Purchase Vouchers

---

## Capital Lease Purchase Vouchers

The Capital Lease Purchase procedures are being changed. The method used in prior years resulted in the liability being recorded in the Investment in Plant (IIP) fund group instead of the NACUBO fund group that the lease will be paid from. The liability needs to be recorded in the fund group where the payments will be issued from per GAAP. Also the AFR module is being modified to calculate the ending net assets differently. The capital lease liability balances will be removed from the Unrestricted Net Assets calculation and will be placed in the Invested in Capital Assets, Net of Deb calculation.

For Fixed Asset users, this means the asset will be recorded in FAMIS/FFX, but the liability will be recorded in FAMIS/FRS. As a result of the revised procedures, GL 089725 Lease Purchases will not be used, nor will SPA class codes 835001 Lease Purchase-Furnishings & Equipment, 835101 Lease Purchase-Farm Equipment, and 837001 Lease Purchase-M/V Passenger Cars. If there are balances in GL 089725, class the transactions to the appropriate NACUBO fund group(s) for any leases. **As of fiscal year 2010 the GL will be frozen as well as the SPA class codes.**

## Case 1: Vehicle Lease Purchase Example

### Preparation

1. Calculate the net present value of the asset(s) being lease purchased. Develop a schedule for future payments as required for the AFR Notes.
2. Set up the asset(s) in FFX. The asset(s) will be established with the correct class code. If the lease includes more than one identifiable asset, a separate asset should be established for each one.

➤ Open a batch on Screen 510.

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PJE
Description	=	Lease Purchase Set Up

➤ Create pending asset(s) using Screens 501-506.

- The asset #s will be **FY-**\_\_\_\_\_

## Lease Purchase Vouchers (cont'd)

---

### **Purchasing/Vendor Data -- Use Screen 501**

- Description (Line 1) = Description of Asset

### **Property Control Data -- Use Screen 502**

- Class = Class as though item were purchased with cash.  
For example, 841002 - Passenger cars
- Acq Method = PO (credit points to account control  
4400 – Purchase of Plant Assets)

### **Fund Sequence Add/Update -- Use Screen 503**

- Source = Source of funds
- Bank = Bank number
- Total Cost = Principal amount to be paid (present value of each asset)

- Approve the pending asset(s) using Screen 511.

### **Approval -- Use Screen 511**

- Enter the asset(s) FY-\_\_\_\_\_
- CR Acq account control should be 4400 (Purchase of Plant Assets)

- Close the Batch Session using Screen 510

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

Using class code 841002, this Step will create the following entries in FFX and the asset G/L:

DR	089735-1735
CR	089735-4400

This gets the net present value of the asset(s) in FFX and records it in the FAMIS G/L.  
This asset will not need to be adjusted to reflect the lease purchase payments.

### Master Lease Procedures

The Master Equipment Lease Program (MELP) no longer exists. It has been replaced by the RFS Commercial paper program (10/2000).

The Master Equipment Lease Program (MELP) required state agencies to report Master Lease items according to specific guidelines. The guidelines state that the equipment is not supposed to be listed on an agency's property system because it is technically owned by TPFA.

The Texas A&M University System has been given an exemption from this reporting requirement. In respect to the Fixed Assets System (FFX), all A&M System members should account for MELP items as if they are Lease Purchases. Vouchers should be coded with object codes 6118 (interest payments) and 8365 (principal payments). Just as with Lease Purchases, only the principal payment is captured in FFX. The class code used for the "liability" asset should be 8365xx. See Screen 581 for available class codes.

Detailed information on accounting for Lease Purchase items may be found in the FFX User's Manual under the section "Procedures Followed by Texas A&M University." At the end of each fiscal year, each agency should work with the A&M System Comptroller's Office in creating a report of all MELP items to be presented to the state as a part of the Annual Financial Report.

# Transfer a New Asset to a TAMUS Member

---

## Preparation

- Create the Pending Asset

### **Purchasing/Vendor Data -- Use Screen 501**

- Type in the asset description
- Type the manufacturer name, model number, and serial number

### **Property Control Data -- Use Screen 502**

- Complete the required fields just like a normal purchase voucher item except that the Acquisition Method = Transfer From Part

### **Fund Sequence Add/Update -- Use Screen 503**

- Type the source = TF
- Type the bank number
- Type the total cost of the asset
- Purchase Order Number = Releasing Agency (ex. AL-RSCH)
- Voucher Number = Reference Number
- Complete other required fields

### **Owner/Location Data -- Use Screen 505**

- Complete fields just like a normal purchase voucher item

### **Property Inventory Data -- Use Screen 506**

- Complete the required fields just like a normal purchase voucher item

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PAT
Description	=	Transfer Into

## Body

- Approve the pending asset.

### **Approval -- Use Screen 511**

- Enter the lease purchase asset and approve
- Approve the asset
- CR ACQ account control should be 47\_\_ (Transfer From Part xx)

## Transfer a New Asset to a TAMUS Member (cont'd)

---

- Add to the new existing asset.

### **Change in Cost -- Use Screen 515**

- Amount = Amount being transferred.
- D/C = D (debit)
- ACQ/DISP Method = A xx (where xx = the part number)
- Description = From \_\_\_\_ (ex. AL-RSCH)
- Reference = reference number
- Transfer from Agency = From \_\_\_\_ (ex. AL-RSCH)
- CR ACQ account control should be 47\_\_ (Transfer From Part xx)

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)



# Transfer Asset within Same TAMUS Member

---

## Preparation

- There are no preparations identified for this task.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:  
Session Reference = PCT  
Description = Transfer Within

## Body

### **Transfer -- Use Screen 519**

- Verify the original Department/Sub-department and amount
- Type in the new Department and Sub-departments at the top and press <ENTER>
- The default information will be displayed on the screen
- Type in the appropriate changes  
Transaction Description = Transfer Within  
Transaction Reference = reference number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Transfer an Asset out of a TAMUS Member

---

## Preparation

- Verify the releasing department information.

### **Department Inventory -- Use Screen 535**

- Verify the department and the cost.
  - Hit the “Print Screen” key to print a copy of this screen to send to the receiving agency with your transfer form.
- When the transfer packet is received from the receiving agency, open your session header (next step).

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PDT
Description	=	Transfer Out Of

## Body

### **Disposal -- Use Screen 513**

- Disposal Date = Date entered
- Disposal Method = part xx (where xx = part number)
- Description = Transfer to part xx
- Reference = reference number
- Disposal account control should be 57\_\_ (Transfer To Part)

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Transfer Asset between TAMUS Members

---

## **Step 1: Procedures for Releasing Department Handling of the Asset**

### **Preparation**

#### **Maintain Current Session Campus and/or Fiscal Year -- Use Screen 882**

- Change the campus code to that of the releasing department

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PDT
Description	=	Transfer Between

### **Body**

#### **Disposal -- Use Screen 513 – Disposal**

- Disposal Date = Date entered
- Disposal Method = part xx (where xx = part number)
- Description = Transfer to part xx
- Reference = reference number
- Disposal account control should be 57\_\_ (Transfer To Part)

#### **Copy/Merge/Delete -- Use Screen 509**

- Copy asset to receiving department's campus

### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## **Step 2: Procedures for the Receiving Campus/Department's Handling of the Asset**

### **Preparation**

#### **Maintain Current Session Campus and/or Fiscal Year -- Use Screen 882**

- Change the campus code to that of the receiving department.

➤ Update the pending asset:

#### **Property Control Data -- Use Screen 502**

- ACQ Method = xx (where xx = the part # of the releasing agency)
- Class Code = re-enter the original class code in order to bring up the default GL account for the new campus

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PDT
Description	=	Transfer Between

### **Body**

#### **Approval -- Use Screen 511**

- Verify the GL Accounts
- Type "P" for the new asset number
- Approve the asset
- CR ACQ account control is 47\_\_ (Transfer From Part)

### **Close the Session**

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Gifts and Other Additions

---

## Preparation

### **Purchasing/Vendor Data -- Use Screen 501**

- Type in the asset description
- Type the manufacturer name, model number, and serial number

### **Property Control Data -- Use Screen 502**

- Complete the fields like a normal purchase voucher item, except:  
Acquisition Method = GF (for gifts)  
HT (for Held in Trust)  
AJ (for other additions)

### **Fund Sequence Add/Update -- Use Screen 503**

- Source is GF (for gifts)
- Type in the total cost
- Purchase order = Gift (for gifts)  
Other (for other additions)
- Voucher Number = reference number
- Account = name of donor

### **Owner/Location Data -- Use Screen 505**

- Complete the fields like a normal purchase voucher item

### **Accounting Data -- Use Screen 506**

- Complete the fields similar to a normal purchase voucher item

### **Asset Notes -- Use Screen 508**

- If the asset is a GIFT,  
CAT = ADD  
You should type the name and address of the donor.
- If the asset is an OTHER ADDITION,  
CAT = MSC  
You should type the appropriate description of circumstance.

### Session Header

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PAG (for gifts) PAO (for other additions)
Description	=	Gifts (for gifts) Held in Trust (for items held in trust) Other Addition (for other additions)

### Body

#### **Approval -- Use Screen 511**

- Type "P" for the new asset number
- Approve the asset
- CR ACQ account control is 4405 (Gifts of Plant Assets) or 4495 (Other Plant Additions)

#### **OR**

#### **Change in Cost -- Use Screen 515**

- Amount = amount being gifted
- D/C = D (debit)
- ACQ/DISP Method = AGF (for gift)  
AAJ (for other additions)
- Description = appropriate explanation
- Reference = reference number
- CR ACQ account control is 4405 (Gifts of Plant Assets) or 4495 (Other Plant Additions)

### Close the Session

#### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Library Books

---

## Preparation

- Use the FBMR095 report or the TBAR067 report in order to find the total of subcode 8510 (library books).

**TAMUC reduces the change in cost by the total collection of fines for 'lost books'.**

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:  
Session Reference  
Description = Library Books

## Body

### **Change in Cost -- Use Screen 515**

- Locate the library book asset
- Increase the value to the amount on FBMR095 or TBAR067
- D/C = D (debit)
- ACQ/DISP Method = APO
- SPA Effective Date = Effective Date of the transaction
- Transaction Description = Library Book Purchase
- Transaction Reference = property Correction Number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Voucher Corrections

---

## Preparation

- There are no preparation procedures.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PCN
Description	=	Voucher Corrections

### **Change to Voucher:**

- Make appropriate change to the approved asset, buying account, and Source of Funds.

### **Void a Voucher:**

- Hold until new voucher is sent.
- Make appropriate changes to original approved asset, Buying Account and Source of Funds.

### **If New Voucher is Created in A/P:**

- Screen 515 -- Change in Cost
- With new voucher:

Take amount out of old voucher
Input amount from new voucher

### **If No New Voucher:**

- Screen 515 - Deduct amount of corrected voucher.
- Screen 513 - Dispose of asset.



# Class Code Corrections

---

## Screens 515 and 516

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.

Data entry in FFX should be done as a SPA batch.

Manually complete Steps 1 - 4 listed in the FFX User's Manual Part 1 (Screen 515).

### **Case 1**

The class code is within the same general ledger and account control, and is a capital to capital or controlled to controlled change

## Preparation

- There are no preparation steps identified for this procedure.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PCC
Description	=	Class Code C/N

## Body

### **Change in Estimate/Method/Account -- Use Screen 516**

- Change the class code

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

### **Case 2**

#### **Class code changes from one general ledger to another general ledger with no depreciation**

**EXAMPLE:**      *Item was reclassified to equipment from construction in progress, but the class code was not changed to an equipment class code.*

### **Preparation**

- There are no preparation steps identified for this procedure.

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510 -- FX Batch Initialize**

- Type in Session Data:

Session Reference	=	PCC
Description	=	Class Code C/N
Amount	=	0

### **Body**

#### **Change in Cost (reduce cost to zero) -- Use Screen 515**

- Credit amount of asset using the original ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Credit
- ACQ/DISP Method = A\_\_
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

#### **Change in Estimate/Method/Account -- Use Screen 516**

- Class = Correct class code
- Asset Account = Correct the general ledger and account control to correspond to new class code

### **Change in Cost (re-establish original cost) -- Use Screen 515**

- Debit amount of asset using the original ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Debit
- ACQ/DISP Method = A\_\_
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## Case 3

### **Class code changes from one general ledger to another general ledger with depreciation**

**EXAMPLE:**      *Item was reclassified to equipment from construction in progress, but the class code was not changed to an equipment class code.*

## Preparation

- There are no preparation steps identified for this procedure.

## Session Header

### **FX Batch Initialize -- Use Screen 510 -- FX Batch Initialize**

- Type in Session Data:
  - Session Reference = PCC
  - Description = Class Code C/N
  - Amount = 0

### Body

#### **Depreciation Maintenance (reduce depreciation to zero) -- Use Screen 512**

- Credit amount of depreciation using the original depreciation account control
- Accumulated Depr = amount of depreciation
- Reversal = Y
- Depr Expense = 5650
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

#### **Change in Cost (reduce cost to zero) -- Use Screen 515**

- Credit amount of asset using the original ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Credit
- ACQ/DISP Method = A\_\_
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

#### **Change in Estimate/Method/Account -- Use Screen 516**

- Class = Correct class code
- Asset Account = Correct the general ledger and account control to correspond to new class code

#### **Change in Cost (re-establish original cost) -- Use Screen 515**

- Debit amount of asset using the original ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Debit
- ACQ/DISP Method = A\_\_
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

### **Depreciation Maintenance (re-establish original depreciation)**

#### **Use Screen 512**

- Debit amount of depreciation using the original depreciation account control.
- Accumulated Depreciation = amount of depreciation
- Reversal = N
- Depr Expense = 5650
- SPA Effective Date = Effective Date of the transaction
- Description = C/N GL & Class Code
- Reference Number = Property C/N number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Acquisition Method Corrections

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## Screens 515 and 516:

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.

Data entry in FFX should be done as a SPA batch.

Manually complete Steps 1 - 4 listed in the FFX User's Manual Part 1 (Screen 515).

### **Case 1**

The acquisition method is within the same account control and remains a capital asset or a controlled asset

## Preparation

- There are no preparation steps identified for this procedure.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PCN
Description	=	Acquisition Method C/N

## Body

### **Change in Estimate/Method/Account -- Use Screen 516**

- Change the acquisition method

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

### **Case 2**

#### **Acquisition method changes from one general ledger account control to another general ledger account control without depreciation**

**EXAMPLE:**      *Item was acquired as a CIP, but the acquisition method chosen was a "purchased" acquisition method.*

### **Preparation**

- There are no preparation steps identified for this procedure.

### **Session Header**

#### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PCN
Description	=	Acquisition Method C/N
Amount	=	0

### **Body**

#### **Change in Cost (reduce cost to zero) -- Use Screen 515**

- Credit amount of asset using the original incorrect ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Credit
- ACQ/DISP Method = A\_\_
- Bank Nbr = Original Bank Number
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number

#### **Change in Estimate/Method/Account -- Use Screen 516**

- Acquisition Method = Correct Acquisition Method
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number

### **Change in Cost (re-establish original cost)**

- Debit amount of asset using the correct ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Debit
- ACQ/DISP Method = A\_\_
- Description = C/N Acquisition Method
- Reference Number = Property C/N number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

## Case 3

### **Acquisition method changes from one general ledger account control to another general ledger account control with depreciation**

**EXAMPLE:** Item was acquired as a CIP, but the acquisition method chosen was a "purchased" acquisition method.

## Preparation

- There are no preparation steps identified for this procedure.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:
  - Session Reference = PCN
  - Description = Acquisition Method C/N
  - Amount = 0

## Body

### **Depreciation Maintenance (reduce depreciation to zero) -- Use Screen 512**

- Amount = amount of depreciation
- Reversal = Y
- Depr Expense = 5650
- SPA Effective Date = Effective Date
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number



### **Change in Cost (reduce cost to zero) -- Use Screen 515**

- Credit amount of asset using the original incorrect ACQ/DISP method.
- Amount = amount of asset
- Debit/Credit = Credit
- ACQ/DISP Method = A
- Bank Nbr = Original Bank Number
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number

### **Change in Estimate/Method/Account -- Use Screen 516**

- Acquisition Method = Correct Acquisition Method
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number

### **Change in Cost (re-establish original cost) -- Use Screen 515**

- Debit amount of asset using the correct ACQ/DISP method
- Amount = amount of asset
- Debit/Credit = Debit
- ACQ/DISP Method = A\_\_
- Description = C/N Acquisition Method
- Reference Number = Property C/N number

### **Depreciation Maintenance (re-establish original depreciation)**

#### **Use Screen 512**

- Amount = amount of depreciation
- Reversal = N
- Depr Expense = 5650
- SPA Effective Date = Effective Date
- Description = C/N Acquisition Method
- Reference Number = Property C/N Number

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Drops

---

Drops are performed for stolen or lost property.

## Preparation

- There are no preparation steps identified for this procedure.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PDD
Description	=	Drops

## Body

### **Disposal -- Use Screen 513**

- Verify the department and the cost information
- Disposal Date
- Transaction Description = explanation on form
- Transaction Reference = reference number
- Disposal account control is 54xx (where xx depends upon the method used; example 5400 is Sale of Plant Assets)

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Sales

---

## Preparation

- There are no preparation steps identified for this procedure.

Periodically, it is necessary to request a sales report and create an FRS journal entry to move amount into gain or loss.

## Session Header

### **FX Batch Initialize -- Use Screen 510**

- Type in Session Data:

Session Reference	=	PDS
Description	=	Sales

## Body

### **Disposal -- Use Screen 513**

- Verify the department and the cost information
- Disposal Method = see “? Help” for a full list of Sale options
- Disposal Date = Sale Date
- Sale Amount = Amount received
- Disposal Cost = Expense portion on auction (nothing if not auction)
- Transaction Description = Bid sale or auction
- Transaction Reference = reference number
- Disposal account control is 5400 (Sale of Plant Assets)

## Close the Session

### **FX Batch Initialize -- Use Screen 510**

- Session Status = C (for close)

# Trade-Ins

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## Preparation

Prior to doing data entry, fill out and print the trade-in worksheet located at:

<http://www.tamus.edu/offices/budget-acct/acct/assets/tradein/>

Periodically, it is necessary to request a sales report and create an FRS journal entry to move amount into gain or loss.
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## Section XII

# FAMIS Master Tables

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# FAMIS Master Table

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There are five primary tables in FFX that determine the majority of the accounting actions performed as a result of FFX activity. All of these tables but one are controlled by the System Office of Budgets & Accounting (SOBA).

## **Class Table**

This table resides on both the Master and Member campus tables. The Member table is a subset of those classes residing on the Master campus table. See Screens 581/591 for further information.

## **Capitalization Rule Table**

This table is controlled entirely by the Member campus. See Screens 582/592 for further information.

## **Acquisition / Disposal Method Table**

This table is maintained and stored only on the Master Campus. It is viewable from each Member campus, however. See Screens 583/593 for further information.

## **Inflation Code Table**

This table is maintained and stored only on the Master Campus. It is viewable from each Member campus, however. See Screens 584/594 for further information.

## **Depreciation Rules Table**

This table is maintained and stored only on the Master Campus. It is viewable from each Member campus, however. See Screens 585/595 for further information.

The values of each master table (as of 10/01) are included for your reference.

# Class Table

The following table represents the valid class table values that can be used when acquiring or changing the cost of an asset. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu). See Screens 581/591 for further information.

## Legend:

1. If Class has an asterisk (\*) next to it, the class code is **frozen**. All assets must be removed from these classes.
2. If SPA Class is "N", tracking of the class code is not required by SPA. Each System Member can determine independently if it wants to track assets under this class. However, keep in mind, if you track one of these items you need to track all of these items. For example, if you choose to track palm pilots you should track all palm pilots.

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 571001	NON-INV EQUIP - OFFICE FURNISHINGS	N	200	0	N	Y	N	089730	1730	4	0
* 571099	NON-INV EQUIP - AT CONVERSION	N		0	N	Y	N	089730	1730	4	0
* 571101	NON-INV EQUIP - MEDICAL & LABORATORY	N	181	0	N	Y	N	089730	1730	4	0
* 571201	NON-INV EQUIP - INSTITUTIONAL FURNISHING	N	200	0	N	Y	N	089730	1730	4	0
* 571301	NON-INV EQUIP - SHOP & INDUSTRIAL	N	170	0	N	Y	N	089730	1730	4	0
* 571401	NON-INV EQUIP - MARINE	N	725	0	N	Y	N	089735	1735	5	0
* 571501	NON-INV EQUIP - UNIFORMS & CLOTHING	N		0	N	Y	N	089730	1730	4	0
* 572001	NON-INV EQUIP - COMPUTER	N	213	0	N	Y	N	089730	1730	4	0
* 572501	NON-INV EQUIP - COMP SOFTWARE/UNDER \$500	N	662	0	N	Y	N	089730	1730	4	0
* 573001	NON-INV EQUIP - EDUC BOOKS, FILM & REF	N	150	0	N	Y	N	089730	1730	4	0
* 573501	NON-INV EQUIP - ANIMALS	N	925	0	N	Y	N	089730	1730	4	0
* 574001	NON-INV EQUIP - TELECOMMUNICATIONS	N	675	0	N	Y	N	089730	1730	4	0
* 575001	NON-INV EQUIP-OFFICE FURNISHINGS - DESKS	N	101	0	N	Y	N	089730	1730	4	0
* 575002	NON-INV EQUIP-OFFICE FURNISHINGS- TABLES	N	102	0	N	Y	N	089730	1730	4	0
* 575003	NON-INV EQUIP-OFFICE FURNISHINGS - CHAIRS	N	103	0	N	Y	N	089730	1730	4	0
* 575004	NON-INV EQUIP-OFFICE FURNISHINGS- CASES &	N	105	0	N	Y	N	089730	1730	4	0
* 575005	NON-INV EQUIP-OFFICE FURN- TYPEWRITERS &	N	109	0	N	Y	N	089730	1730	4	0
* 575006	NON-INV EQUIP-OFFICE FURN-OFFICE MACHINE	N	179	0	N	Y	N	089730	1730	4	0
* 575201	NON-INV EQUIP-INSTITUTIONAL FURN- KITCHEN	N	195	0	N	Y	N	089730	1730	4	0
* 575301	NON-INV EQUIP-SHOP & INDST EQUIP- TOOLS	N	170	0	N	Y	N	089730	1730	4	0
* 575302	NON-INV EQUIP-SHOP & INDST EQUIP- MISC	N	180	0	N	Y	N	089730	1730	4	0
* 575303	NON-INV EQUIP-SHOP & INDST- PRINTING	N	190	0	N	Y	N	089730	1730	4	0



Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 576001	NON-INV EQUIP-COMPUTER EQUIP-DISK DRIVES	N	205	0	N	Y	N	089730	1730	4	0
* 576002	NON-INV EQUIP-COMPUTER EQUIP-TAPE DRIVES	N	206	0	N	Y	N	089730	1730	4	0
* 576003	NON-INV EQUIP-COMPUTER EQUIP- PRINTERS	N	208	0	N	Y	N	089730	1730	4	0
* 576004	NON-INV EQUIP-COMPUTER EQUIP- TERMINALS	N	209	0	N	Y	N	089730	1730	4	0
* 576005	NON-INV EQUIP-COMPUTER EQUIP- OTHER COMP	N	213	0	N	Y	N	089730	1730	4	0
* 576006	NON-INV EQUIP-COMPUTER EQUIP- OTHER COMM	N	258	0	N	Y	N	089730	1730	4	0
* 576101	NON-INV EQUIP-COMPUTER SOFTWARE- UTILITY	N	660	0	N	Y	N	089730	1730	4	0
* 576102	NON-INV EQUIP-COMPUTER SOFTWARE- OTHER	N	662	0	N	Y	N	089730	1730	4	0
577501	HANDGUNS \$0-4999.99	Y	106	120	N	Y	N	089730	1730	4	0
577502	RIFLES \$0-4999.99	Y	107	120	N	Y	N	089730	1730	4	0
577701	FAX MACHINES \$500-4999.99	N	121	84	N	Y	N	089730	1730	4	0
* 577801	CELLULAR/PORTABLE \$500-4999.99	N	700	36	N	Y	N	089730	1730	4	0
578001	STEREO SYSTEMS \$500-4999.99	Y	129	84	N	Y	N	089730	1730	4	0
578101	CAMERAS/VIDEO CAMERAS \$500- 4999.99	Y	130	84	N	Y	N	089730	1730	4	0
* 578102	EQUIPMENT - CAMCORDERS - NON- CAPITAL	N		0	N	Y	N	089730	1730	4	0
578201	TV/VCR/DVD/CAMCORDER \$500-4999.99	Y	131	84	N	Y	N	089730	1730	4	0
* 578202	EQUIPMENT - VCR'S - NON-CAPITAL	N		0	N	Y	N	089730	1730	4	0
* 578203	EQUIPMENT - C/D PLAYER - NON- CAPITAL	N		0	N	Y	N	089730	1730	4	0
578301	PROJECTORS - OVERHEAD/SLIDE \$500- 4999.99	N	132	84	N	Y	N	089730	1730	4	0
* 578302	UNASSIGNABLE	N		48	N	Y	N	089730	1730	0	0
578501	CASH REGISTERS \$0-4999.99	N	179	84	N	Y	N	089730	1730	4	0
578701	MICROCOMPUTER-DESK NOT APPLE\$500-4999.99	Y	204	48	N	Y	N	089730	1730	4	0
* 578702	COMPUTER - SCANNER - NON-CAPITAL	N		0	N	Y	N	089730	1730	4	0
578703	MICROCOMPUTER-DESK APPLE \$500- 4999.99	Y	214	48	N	Y	N	089730	1730	4	0
578704	CPU-HAND/PORT/LAP-NOT APPLE \$500- 4999.99	Y	284	48	N	Y	N	089730	1730	4	0
578705	CPU-HAND/PORT/LAPTOP APPLE \$500- 4999.99	Y	294	48	N	Y	N	089730	1730	4	0
578706	SERVERS/MINICOMPUTERS \$500- 4999.99	N	203	72	N	Y	N	089730	1730	4	0
578707	PALMS/PDAS/OTH HANDHELD \$500- 4999.99	N	219	72	N	Y	N	089730	1730	4	0
578708	DATA PROJECTORS	Y	218	72	N	Y	N	089730	1730	4	0
* 578709	UNASSIGNABLE	N		48	N	Y	N	089730	1730	0	0
* 578710	UNASSIGNABLE	N		48	N	Y	N	089730	1730	0	0
* 578711	UNASSIGNABLE	N		48	N	Y	N	089730	1730	0	0
578801	PRINTER-NOT PORTABLE \$500-4999.99	Y	208	84	N	Y	N	089730	1730	4	0
578802	PRINTER-PORTABLE \$500-4999.99	N	288	84	N	Y	N	089730	1730	4	0
579001	QATAR CTRL OFFICE FURN & EQUIP	N	110	120	N	Y	N	089730	1730	4	0
579002	QATAR CTRL MEDICAL & LAB EQUIP	N	546	84	N	Y	N	089730	1730	4	0
579003	QATAR CTRL COMPUTER HDWR & SFTWR	N	213	60	N	Y	N	089730	1730	4	0
579004	QATAR CTRL INSTIT. FURN & EQUIP	N	200	120	N	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 579101	SCIENTIFIC - LAB APPARATUS	N	181	84	N	Y	N	089730	1730	4	0
579102	MICROSCOPES & ACCESSORIES \$500-4999.99	N	525	180	N	Y	N	089730	1730	4	0
* 579103	REFRIG/FREEZERS/ICE MACHINES	N	181	144	N	Y	N	089730	1730	4	0
* 579104	TABLES, BENCHES, STOOLS (LAB)	N	181	108	N	Y	N	089730	1730	4	0
579105	BALANCES \$500-4999.99	N	504	168	N	Y	N	089730	1730	4	0
579106	INCUBATORS & ACCESSORIES \$500-4999.99	N	521	168	N	Y	N	089730	1730	4	0
* 579107	MEDICAL	N	118	96	N	Y	N	089730	1730	4	0
* 579108	WEATHER	N	182	0	N	Y	N	089730	1730	4	0
579109	CENTRIFUGES \$500-4999.99	N	507	132	N	Y	N	089730	1730	4	0
579111	OSCILLOSCOPES \$500-4999.99	N	528	180	N	Y	N	089730	1730	4	0
* 579115	OTHER SCI MISC	N	181	84	N	Y	N	089730	1730	4	0
* 579117		N		180	N	Y	N	089730	1730	4	0
* 579120	GLASSWARE - MED & SCI \$500-999.99	N	546	84	N	Y	N	089730	1730	4	0
* 579121	DISTIL APP \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579122	VACUUM DRYER \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579123	FUNNELS \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579124	DISTIL FLASK \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579125	TABLET MACH \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579126	ENCAPSUL MAC \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579127	3 NECK FLASK \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579128	OTHER FLASK \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579129	SOXHLET EXTR \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579130	TRANSFORMERS \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579131	FLASK HEATER \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579132	HEAT MANTLES \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579133	ADAPTER TUBE \$500-999.99	N	546	0	N	Y	N	089730	1730	4	0
* 579134	ICE MACHINES, LAB \$500-999.99	N	520	120	N	Y	N	089730	1730	4	0
579201	WEATHER EQUIPMENT \$500-4999.99	N	182	84	N	Y	N	089730	1730	4	0
579202	REFRIG, LAB \$500-4999.99	N	532	144	N	Y	N	089730	1730	4	0
579203	FREEZERS, LAB \$500-4999.99	N	517	108	N	Y	N	089730	1730	4	0
579204	SCALES \$500-4999.99	N	164	180	N	Y	N	089730	1730	4	0
579205	OVEN/RANGES, LAB \$500-4999.99	N	529	96	N	Y	N	089730	1730	4	0
579206	OTHER MED & SCI MISC EQ \$500-4999.99	N	546	84	N	Y	N	089730	1730	4	0
579207	TABLE-DISSECT/OPERATING,ETC \$500-4999.99	N	542	180	N	Y	N	089730	1730	4	0
579208	ICE MACHINES, LAB \$500-4999.99	N	520	120	N	Y	N	089730	1730	4	0
579209	GLASSWARE - MED & SCI \$500-4999.99	N	546	84	N	Y	N	089730	1730	4	0
579301	BUILDINGS - UNDER \$100,000	N	030	264	N	Y	N	089705	1705	2	5000
579401	FAC & OI - AGY CNTRL \$0 - 99,999.99	N	003	276	N	Y	N	089712	1712	9	0
579501	INFRASTRUC - AGY CNTRL \$0 - 499,999.99	N	055	312	N	Y	N	089715	1715	3	0
579601	COMPUTER - MONITORS \$0-499.99	N	209	72	N	Y	N	089730	1730	4	0
579701	COMPUTER - MONITORS \$500-4999.99	N	209	72	N	Y	N	089730	1730	4	0
579702	COMPUTER - OTHER \$500-4999.99	N	213	60	N	Y	N	089730	1730	4	0
579705	SCANNER-IMAGE \$500-4999.99	N	241	36	N	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
579706	SCANNER-BARCODE (READER) \$500-4999.99	N	242	72	N	Y	N	089730	1730	4	0
* 579801	OTHER CONTROLLED ASSETS - \$0-499.99	N	140	0	N	Y	N	089730	1730	4	0
* 579802	VEHICLES - \$0-499.99 - NON-CAPITAL	N	701	0	N	Y	N	089735	1735	5	0
* 579803	COMPUTER - MONITORS \$0-499.99	N	209	0	N	Y	N	089730	1730	4	0
* 579804	OTHER CONTROLLED ASSETS(CAMERA) - \$0-500	Y	130	0	N	Y	N	089730	1730	4	0
* 579805	OTHER CTRL ASSETS(MUSICAL) \$0-499.99	N	133	0	N	Y	N	089730	1730	4	0
* 579806	OTHER CTRL ASSETS(OTH AUDIO) 0-499.99	N	139	0	N	Y	N	089730	1730	4	0
* 579901	OTHER CTRL ASSETS \$500-999.99	N	140	0	N	Y	N	089730	1730	4	0
* 579902	VEHICLES - \$500-999.99	N	701	60	N	Y	N	089735	1735	5	0
579903	SILVER SERVICE - AGENCY CONTROLLED	N	195	84	N	Y	N	089730	1730	4	0
* 579905	ELECTRONIC EQ \$500-999.99	N	181	0	N	Y	N	089730	1730	4	0
579906	TRAFFIC COUNTER/RADAR \$1000-4999.99	N	546	84	N	Y	N	089730	1730	4	0
* 579907	NOT HELD IN TRUST \$500-999.99	N	142	0	N	Y	N	089730	1730	4	0
* 579909	OTHER CONTROLLED ASSETS(500-999)-STEREO	Y	129	0	N	Y	N	089730	1730	4	0
579910	TRACTORS \$500-4999.99	N	175	84	N	Y	N	089730	1730	4	0
579911	GRADER/LOADER-SELF PROPELLED\$500-4999.99	N	711	120	N	Y	N	089735	1735	5	0
579912	TRAILERS \$500-4999.99	N	712	120	N	Y	N	089730	1730	4	0
579913	TRUCKS-HEAVY 26001 LBS + \$500-4999.99	N	702	120	N	Y	N	089735	1735	5	0
579914	TRUCKS-LIGHT UNDER <= LBS \$500-4999.99	N	709	84	N	Y	N	089735	1735	5	0
579915	ALL TERRAIN/GOLF CARTS/OTHER\$500-4999.99	N	720	84	N	Y	N	089730	1730	4	0
579916	TRUCKS-LIGHT/MED \$500-4999.99	N	714	60	N	Y	N	089735	1735	5	0
579917	TRUCKS-MEDIUMS 15K-26K GVW \$500-4999.99	N	715	60	N	Y	N	089735	1735	5	0
579918	VANS-FULL SIZE \$500-4999.99	N	708	84	N	Y	N	089735	1735	5	0
579919	MOTORCYCLES \$500-4999.99	N	704	60	N	Y	N	089735	1735	5	0
579920	SPORTS UTILITY VEHICLES \$500-4999.99	N	707	84	N	Y	N	089735	1735	5	0
579921	MOTOR DRIVEN FARM/SHOP EQPT \$500-4999.99	N	175	84	N	Y	N	089730	1730	4	0
579922	FORKLIFT \$500-4999.99	N	144	144	N	Y	N	089730	1730	4	0
579923	BOATS - 20 FT OR GREATER	N	721	60	N	Y	N	089735	1735	5	0
579924	BOATS - SHORTER THAN 20 FT	N	722	60	N	Y	N	089735	1735	5	0
579925	BOATS - OTHER/CANOE/ROWBOAT	N	730	120	N	Y	N	089735	1735	5	0
579930	LIVESTOCK - POULTRY < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579931	LIVESTOCK - SHEEP < \$5,000	N	853	84	N	Y	N	089750	1750	8	0
579932	LIVESTOCK - BURROS/DONKEYS < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579933	LIVESTOCK - DAIRY CATTLE < \$5,000	N	852	84	N	Y	N	089750	1750	8	0
579934	LIVESTOCK - BEEF CATTLE < \$5,000	N	852	84	N	Y	N	089750	1750	8	0
579935	LIVESTOCK - HORSES < \$5,000	N	851	84	N	Y	N	089750	1750	8	0
579936	LIVESTOCK - MULES < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579937	LIVESTOCK - GOATS < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579938	LIVESTOCK - SWINE < \$5,000	N	854	84	N	Y	N	089750	1750	8	0
579939	LIVESTOCK - BISON < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579940	LIVESTOCK - DEER < \$5,000	N	855	84	N	Y	N	089750	1750	8	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
579941	LIVESTOCK - DOGS < \$5,000	N	855	84	N	Y	N	089750	1750	8	0
579950	FED (TAEX) CNTLD ASSETS \$500-4999.99	N	200	120	N	Y	N	089730	1730	4	0
579960	LAND-HELD FOR INVESTMENT ONLY	N	001	0	N	Y	N	089700	1700	1	0
579999	MISSING(TEMPORARY)HOLD 2YRS B/C GASB3435	N	200	120	N	Y	N	089730	1730	4	0
* 613001	LEASE PURCHASES	N		0	N	Y	N	089725	1725	0	0
801001	LAND AND LAND IMPROVEMENTS	Y	001	0	Y	N	N	089700	1700	1	0
801002	LAND: RIGHT OF WAY	Y	002	0	Y	N	N	089700	1700	1	0
801003	WELLS	Y	001	0	Y	N	N	089700	1700	1	0
801004	PUMPS/MOTORS	Y	001	0	Y	N	N	089700	1700	1	0
801005	WINDMILLS	Y	001	0	Y	N	N	089700	1700	1	0
811001	NON-COMPONENTIZED BLDGS/BLDG IMP	Y	030	360	Y	Y	N	089705	1705	2	5000
811002	BLDG EXT - OFFICE	Y	031	360	Y	Y	N	089705	1705	2	5000
811003	BLDG EXT - RESIDENCE	Y	031	360	Y	Y	N	089705	1705	2	5000
811004	BLDG EXT - RESEARCH	Y	031	360	Y	Y	N	089705	1705	2	5000
811005	BLDG EXT - EDUCATION	Y	031	360	Y	Y	N	089705	1705	2	5000
811006	BLDG EXT - FARM	Y	031	360	Y	Y	N	089705	1705	2	5000
811007	BLDG EXT - STORAGE/WAREHOUSE	Y	031	360	Y	Y	N	089705	1705	2	5000
811008	BLDG EXT - GARAGE/HANGAR	Y	031	360	Y	Y	N	089705	1705	2	5000
811009	BLDG EXT - HOSPITAL	Y	031	360	Y	Y	N	089705	1705	2	5000
811010	BLDG EXT - MUSEUM	Y	031	360	Y	Y	N	089705	1705	2	5000
811011	BLDG EXT - BUILDING SHELL	Y	031	360	Y	Y	N	089705	1705	2	5000
811012	BLDG EXT - CLINICS	Y	031	360	Y	Y	N	089705	1705	2	5000
811013	BLDG INT-SPRINKLER SYSTEM	Y	046	240	Y	Y	N	089705	1705	2	5000
811014	BLDG INT-INTERIOR FINISH	Y	049	180	Y	Y	N	089705	1705	2	5000
811015	BLDG INT - PLUMBING SYSTEM	Y	050	240	Y	Y	N	089705	1705	2	5000
811016	BLDG INT - SECURITY	Y	052	120	Y	Y	N	089705	1705	2	5000
811017	BLDG INT - NETWORK/TELEPHONE CABLING	Y	053	120	Y	Y	N	089705	1705	2	5000
811018	BLDG INT - FIRE PROTECTION SYSTEM	Y	054	120	Y	Y	N	089705	1705	2	5000
811020	BLDG INT - HVAC	Y	051	180	Y	Y	N	089705	1705	2	5000
811021	BLDG INT - ELECT & LIGHTING SYSTEM	Y	047	240	Y	Y	N	089705	1705	2	5000
811022	BLDG INT - ELEVATORS	Y	043	240	Y	Y	N	089705	1705	2	5000
811023	BLDG INT - ROOF	Y	048	120	Y	Y	N	089705	1705	2	5000
811024	BLDG INT - FLOOR COVERING	Y	044	180	Y	Y	N	089705	1705	2	5000
811025	BLDG INT - FIXED EQPT/FURNITURE	Y	045	240	Y	Y	N	089705	1705	2	5000
811026	BLDG INT - CHILLING STATION/BOILER	Y	031	360	Y	Y	N	089705	1705	2	5000
* 811027	BLDG INT - HOODS - LAB	Y	030	264	Y	Y	N	089705	1705	2	5000
* 811028	BLDG INT - STRUCTURAL SHELL	Y	030	264	Y	Y	N	089705	1705	2	5000
811030	BLDG - MISC. CONSTRUCTION FEATURES	Y	032	180	Y	Y	N	089705	1705	2	5000
* 811099	BLDG - AT CONVERSION	Y	030	264	Y	Y	N	089705	1705	2	5000
821016	F&OI PATHS & TRAILS	Y	010	132	Y	Y	N	089712	1712	9	0
821018	F&OI - DRIVEWAYS/PARKLT	Y	006	240	Y	Y	N	089712	1712	9	0
* 821027	IMPROVMTS - STREETS/ROADS	Y		0	Y	Y	N	089710	1710	0	0
* 821028	IMPROVMTS - LOTS/DRIVEWAYS	Y		0	Y	Y	N	089710	1710	0	0
* 821029	IMPROVMTS - SIDEWALKS	Y		0	Y	Y	N	089710	1710	0	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 821111	IMPROVMTS - BUTANE SYSTEM & GAS LINES	Y		0	Y	Y	N	089710	1710	0	0
* 821112	IMPROVMTS - ELECTRIC SYSTEM & TELEPHONE	Y		0	Y	Y	N	089710	1710	0	0
* 821115	IMPROVMTS - WATER SYSTEM	Y		0	Y	Y	N	089710	1710	0	0
* 821116	F&OI - SEWAGE LINE & SEPTIC TANKS	Y		180	Y	Y	N	089710	1710	0	0
821117	F&OI - SEPTIC SYSTEMS	Y	011	180	Y	Y	N	089712	1712	9	0
* 821119	IMPROVMTS - UTILITIES	Y		0	Y	Y	N	089710	1710	0	0
821213	F&OI - FENCING & GATES	Y	004	300	Y	Y	N	089712	1712	9	0
* 821301	F&OI - ATHLETIC FIELDS & REC AREAS	Y		144	Y	Y	N	089710	1710	0	0
821302	F&OI GOLF COURSE FACILITIES	Y	009	240	Y	Y	N	089712	1712	9	0
821303	F&OI STADIUMS	Y	012	540	Y	Y	N	089712	1712	9	0
821304	F&OI SWIMMING POOLS, TENNIS COURTS	Y	013	264	Y	Y	N	089712	1712	9	0
821305	F&OI - ATHLETIC FIELDS & REC AREAS	Y	008	144	Y	Y	N	089712	1712	9	0
821414	F&OI - OUTSIDE SPRINKLER SYSTEM	Y	007	180	Y	Y	N	089712	1712	9	0
821415	F&OI FOUNTAINS	Y	014	240	Y	Y	N	089712	1712	9	0
821416	F&OI PLAZAS & PAVILLIONS	Y	015	720	Y	Y	N	089712	1712	9	0
821417	F&OI - LANDSCAPING	Y	005	120	Y	Y	N	089712	1712	9	0
821418	F&OI RETAINING WALLS	Y	016	240	Y	Y	N	089712	1712	9	0
* 821420	F&OI - STRUCTURE	Y		0	Y	Y	N	089710	1710	0	0
821421	F&OI - FIRE FIELD	Y	003	276	Y	Y	N	089712	1712	9	0
* 821422	F&OI - HOBLITZELLE FARM	Y		0	Y	Y	N	089710	1710	0	0
* 821423	F&OI - PLANTATIO	Y		0	Y	Y	N	089710	1710	0	0
* 821424	F&OI - TVMDL	Y		0	Y	Y	N	089710	1710	0	0
821425	F&OI - GENERAL	Y	003	276	Y	Y	N	089712	1712	9	0
* 821426	F&OI - AIRPORT	Y		0	Y	Y	N	089710	1710	0	0
* 821430	F&OI - DOCKING	Y		0	Y	Y	N	089710	1710	0	0
* 821499	F&OI - AT CONVERSION	Y		276	Y	Y	N	089710	1710	0	0
825001	INFRASTRUCTURE & INFR IMPROVEMENTS	Y	055	312	Y	Y	N	089715	1715	3	0
825002	INFRA-HWY SYSTEM & REST AREAS	Y	056	0	Y	Y	N	089715	1715	3	0
825003	INFRA-ROAD/STREET (CURBS, GUTTERS)	Y	057	240	Y	Y	N	089715	1715	3	0
825004	INFRA-BRIDGE-CONCRETE GIRDER (PAN)	Y	058	420	Y	Y	N	089715	1715	3	0
825005	INFRA-BRIDGE-CONCRETE SLAB	Y	059	240	Y	Y	N	089715	1715	3	0
825006	INFRA-BRIDGE-CULVERT	Y	060	420	Y	Y	N	089715	1715	3	0
825007	INFRA-BRIDGE-PRESTRESSED GIRDER (BOX)	Y	061	360	Y	Y	N	089715	1715	3	0
825008	INFRA-BRIDGE-PRESTRESSED GIRDER	Y	062	300	Y	Y	N	089715	1715	3	0
825009	INFRA-BRIDGE-STEEL GIRDER	Y	063	300	Y	Y	N	089715	1715	3	0
825010	INFRA-BRIDGE-STEEL TRUSS-CAT. ONE	Y	064	540	Y	Y	N	089715	1715	3	0
825011	INFRA-BRIDGE-STEEL TRUSS-CAT. TWO	Y	065	540	Y	Y	N	089715	1715	3	0
825012	INFRA-BRIDGE-TIMBER STRINGER	Y	066	300	Y	Y	N	089715	1715	3	0
825013	INFRA-SEWER (SANITARY, STORM)	Y	067	240	Y	Y	N	089715	1715	3	0
825014	INFRA-RAILROAD	Y	068	120	Y	Y	N	089715	1715	3	0
825015	INFRA-CANAL	Y	069	240	Y	Y	N	089715	1715	3	0
825016	INFRA-WATERWAY	Y	070	240	Y	Y	N	089715	1715	3	0
825017	INFRA-DRAINAGE FACILITY	Y	071	240	Y	Y	N	089715	1715	3	0

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825018	INFRA-WHARF OR DOCK	Y	072	240	Y	Y	N	089715	1715	3	0
825019	INFRA-RADIO OR TV TRANSMIT TOWER	Y	073	240	Y	Y	N	089715	1715	3	0
825020	INFRA-DAM	Y	074	600	Y	Y	N	089715	1715	3	0
825021	INFRA-ELECTRIC (LINES & DISTRIBUTION)	Y	075	240	Y	Y	N	089715	1715	3	0
825022	INFRA-GAS (MAIN & LINES)	Y	076	300	Y	Y	N	089715	1715	3	0
825023	INFRA-WATER LINES	Y	077	300	Y	Y	N	089715	1715	3	0
825024	INFRA-FIBER OPTIC (INFO TECH)	Y	078	240	Y	Y	N	089715	1715	3	0
825025	INFRA-TELEPHONE DISTRIBUTION SYS	Y	079	120	Y	Y	N	089715	1715	3	0
825026	INFRA-TUNNELS (UTILITY)	Y	080	540	Y	Y	N	089715	1715	3	0
825027	INFRA-TUNNELS (OTHER)	Y	081	540	Y	Y	N	089715	1715	3	0
825028	INFRA-LIGHTING SYS(TRAFFIC, OUTDOOR,STR)	Y	082	180	Y	Y	N	089715	1715	3	0
825029	INFRA-SIGNAGE	Y	083	120	Y	Y	N	089715	1715	3	0
825030	INFRA-AIRPORT RUNWAY/STRIP/TAXIARY/APRON	Y	084	192	Y	Y	N	089715	1715	3	0
825031	INFRA-TRESTLES	Y	085	540	Y	Y	N	089715	1715	3	0
825032	INFRA-SEA WALLS/BULKHDS/PIERS/BRDWALKS	Y	086	420	Y	Y	N	089715	1715	3	0
825033	INFRA-FIRE HYDRANTS	Y	087	300	Y	Y	N	089715	1715	3	0
825034	INFRA-AGRICULTURAL IRRIGATION SYS	Y	088	420	Y	Y	N	089715	1715	3	0
825035	INFRA-SIDEWALKS	Y	089	192	Y	Y	N	089715	1715	3	0
* 825099	INFRA-AT CONVERSION	Y	055	312	Y	Y	N	089715	1715	3	0
831001	LEASEHOLD IMPROVEMENTS	Y	091	264	Y	Y	N	089720	1720	8	0
835001	LEASE PURCH - FURNISHINGS & EQUIPMENT	Y		0	Y	N	N	089725	1725	0	0
835101	LEASE PURCH - FARM EQUIPMENT	Y		0	Y	N	N	089725	1725	0	0
* 835501	LEASE PURCH - COMPUTER EQUIPMENT	Y		0	Y	N	N	089725	1725	0	0
* 836001	LEASE PURCH - TELECOMM EQUIPMENT	Y		0	Y	N	N	089725	1725	0	0
* 836501	LEASE PURCH - VEHICLES	Y		0	Y	N	N	089725	1725	0	0
837001	LEASE PURCH - M/V PASSENGER CARS	Y		0	Y	N	N	089725	1725	0	0
837501	LEASE PURCHASE - BUILDINGS	Y		0	Y	N	N	089725	1725	0	0
841001	MINI-VANS	Y	716	84	Y	Y	N	089735	1735	5	0
841002	PASSENGER CARS	Y	701	60	Y	Y	N	089735	1735	5	0
841003	VANS-FULL SIZE, CARGO, & PASSENGER	Y	708	84	Y	Y	N	089735	1735	5	0
841502	TRUCKS- HEAVY 26001 LBS GVW AND OVER	Y	702	120	Y	Y	N	089735	1735	5	0
841503	TRUCKS-LIGHT <= 8600 LBS GVW	Y	709	84	Y	Y	N	089735	1735	5	0
841504	TRUCKS-LIGHT/MEDIUM 8601-14999 LBS GVW	Y	714	60	Y	Y	N	089735	1735	5	0
841505	TRUCKS-MEDIUM 15000-26000 LBS GVW	Y	715	60	Y	Y	N	089735	1735	5	0
841506	TRAILERS	Y	712	120	Y	Y	N	089730	1730	4	0
841507	MOTORCYCLES	Y	704	60	Y	Y	N	089735	1735	5	0
841508	ALL TERRAIN/GOLF CARTS/OTHER VEHICLE	Y	720	84	Y	Y	N	089730	1730	4	0
841509	VEHICLE COMPONENTS / LIFE 5 YRS	Y	705	60	Y	Y	N	089735	1735	5	0
841510	VEHICLE COMPONENTS / LIFE 10 YRS	Y	706	120	Y	Y	N	089735	1735	5	0
841511	SPORTS UTILITY VEHICLES	Y	707	84	Y	Y	N	089735	1735	5	0
841512	BUSES- 1-15 PASSENGER	Y	703	96	Y	Y	N	089735	1735	5	0
841513	BUSES-16-28 PASSENGER	Y	718	96	Y	Y	N	089735	1735	5	0

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841514	BUSES-29 PASSENGER AND OVER	Y	719	120	Y	Y	N	089735	1735	5	0
841515	MOUNTED EQUIP W/TRUCK CHASSIS- FUEL, ETC	Y	710	96	Y	Y	N	089735	1735	5	0
841516	SELF PROPELLED ROADWAY- GRADERS/LOADERS	Y	711	120	Y	Y	N	089735	1735	5	0
841517	TOWED ROADWAY EQUIPMENT	Y	713	120	Y	Y	N	089735	1735	5	0
* 841599	VEHICLES AT CONVERSION	Y	720	120	Y	Y	N	089730	1730	4	0
842001	CLASSROOM TEACHING AIDS & INSTRUCT EQ	Y	150	84	Y	Y	N	089730	1730	4	0
842002	GYM EQUIPMENT	Y	150	84	Y	Y	N	089730	1730	4	0
* 842099	CLASSROOM TEACHING AIDS	Y	150	0	Y	Y	N	089730	1730	4	0
842101	FURN- BOOKCASE/CREDENZA/CABINETS(EX.FILE )	Y	105	120	Y	Y	N	089730	1730	4	0
842102	FURN - CHAIRS/STOOLS/SETTEES	Y	103	120	Y	Y	N	089730	1730	4	0
842103	FURN - DESKS	Y	101	120	Y	Y	N	089730	1730	4	0
* 842104		Y	105	0	Y	Y	N	089730	1730	4	0
842105	OFFICE MACHINES	Y	179	84	Y	Y	N	089730	1730	4	0
842106	TYPEWRITERS/WORD PROCESSORS	Y	109	84	Y	Y	N	089730	1730	4	0
842107	CASH REGISTERS	Y	179	84	Y	Y	N	089730	1730	4	0
842108	FURN - TABLES	Y	102	120	Y	Y	N	089730	1730	4	0
842109	CALCULATORS	Y	108	84	Y	Y	N	089730	1730	4	0
842110	PHOTOCOPYING/ DUPLICATING	Y	120	84	Y	Y	N	089730	1730	4	0
* 842111		Y	128	0	Y	Y	N	089730	1730	4	0
* 842112		Y	105	0	Y	Y	N	089730	1730	4	0
842115	OTHER OFFICE FURNITURE & EQUIPMENT	Y	110	120	Y	Y	N	089730	1730	4	0
* 842199	FURNITURE - AT CONVERSION	Y	110	84	Y	Y	N	089735	1735	5	0
842201	WEATHER EQUIPMENT	Y	182	84	Y	Y	N	089730	1730	4	0
842202	MICROSCOPES & ACCESSORIES (MED/SCI/LAB)	Y	525	180	Y	Y	N	089730	1730	4	0
842203	REFRIGERATORS, LAB	Y	532	144	Y	Y	N	089730	1730	4	0
842204	FREEZERS, LAB	Y	517	108	Y	Y	N	089730	1730	4	0
842205	SCALES	Y	164	180	Y	Y	N	089730	1730	4	0
842206	BALANCES	Y	504	168	Y	Y	N	089730	1730	4	0
842207	OVEN/RANGES, LAB	Y	529	96	Y	Y	N	089730	1730	4	0
842208	INCUBATORS AND ACCESSORIES	Y	521	168	Y	Y	N	089730	1730	4	0
842209	SPEED MONITORS / DETECTORS	Y	546	84	Y	Y	N	089730	1730	4	0
842210	TRAFFIC COUNTERS	Y	546	84	Y	Y	N	089730	1730	4	0
842211	OSCILLOSCOPES	Y	528	180	Y	Y	N	089730	1730	4	0
842212	SPECTROPHOTOMETERS	Y	539	168	Y	Y	N	089730	1730	4	0
842213	CENTRIFUGES	Y	507	132	Y	Y	N	089730	1730	4	0
842214	CHROMATOGRAPHS	Y	508	144	Y	Y	N	089730	1730	4	0
842215	OTHER MED/SCI/LAB EQ MISC	Y	546	84	Y	Y	N	089730	1730	4	0
842216	DATALOGGERS/MICROLOGGERS	Y	546	84	Y	Y	N	089730	1730	4	0
842217	TABLE- LAB/DISSECTING/OPERATING/BALANCE	Y	542	180	Y	Y	N	089730	1730	4	0
842218	TABLE-EXAM	Y	553	120	Y	Y	N	089730	1730	4	0
842219	ANALYZER, ALL TYPES (MED/SCI/LAB)	Y	502	108	Y	Y	N	089730	1730	4	0
842220	GLASSWARE - MEDICAL & SCIENTIFIC	Y	546	84	Y	Y	N	089730	1730	4	0

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* 842221	DISTIL APP	Y	546	0	Y	Y	N	089730	1730	4	0
* 842222	VACUUM DRYER	Y	546	0	Y	Y	N	089730	1730	4	0
* 842223	FUNNELS	Y	546	0	Y	Y	N	089730	1730	4	0
* 842224	DISTIL FLASK	Y	546	0	Y	Y	N	089730	1730	4	0
* 842225	TABLET MACH	Y	546	0	Y	Y	N	089730	1730	4	0
* 842226	ENCAPSUL MAC	Y	546	0	Y	Y	N	089730	1730	4	0
* 842227	3 NECK FLASK	Y	546	0	Y	Y	N	089730	1730	4	0
* 842228	OTHER FLASK	Y	546	0	Y	Y	N	089730	1730	4	0
* 842229	SOXHLET EXTR	Y	546	0	Y	Y	N	089730	1730	4	0
* 842230	TRANSFORMERS	Y	546	0	Y	Y	N	089730	1730	4	0
* 842231	FLASK HEATER	Y	546	0	Y	Y	N	089730	1730	4	0
* 842232	HEAT MANTLES	Y	546	0	Y	Y	N	089730	1730	4	0
* 842233	ADAPTER TUBE	Y	546	0	Y	Y	N	089730	1730	4	0
842234	AUTOCLAVES AND STERILIZERS	Y	503	120	Y	Y	N	089730	1730	4	0
842235	BATHS-WATER AND SHAKERS	Y	505	132	Y	Y	N	089730	1730	4	0
842236	ANIMAL CAGES AND ACCESSORIES	Y	506	168	Y	Y	N	089730	1730	4	0
842237	CRYOSTAT	Y	509	132	Y	Y	N	089730	1730	4	0
842238	COUNTER LABORATORY ASSEMBLY	Y	510	132	Y	Y	N	089730	1730	4	0
842239	DENSITOMETER	Y	511	120	Y	Y	N	089730	1730	4	0
842240	ELECTRONIC MODULE	Y	512	156	Y	Y	N	089730	1730	4	0
842241	ELECTROPHORESIS APPARATUS	Y	513	120	Y	Y	N	089730	1730	4	0
842242	EVAPORATORS	Y	514	144	Y	Y	N	089730	1730	4	0
842243	FRACTION COLLECTOR	Y	515	168	Y	Y	N	089730	1730	4	0
842244	FREEZE DRYERS & ACCESSORIES	Y	516	180	Y	Y	N	089730	1730	4	0
842245	HOMOGENIZER	Y	518	144	Y	Y	N	089730	1730	4	0
842246	HOOD, ALL TYPES (MED/SCI/LAB)	Y	519	168	Y	Y	N	089730	1730	4	0
842247	ICE MACHINES (MED/SCI/LAB)	Y	520	120	Y	Y	N	089730	1730	4	0
842248	ISOLATOR	Y	522	72	Y	Y	N	089730	1730	4	0
842249	MICROMANIPULATOR	Y	523	144	Y	Y	N	089730	1730	4	0
842250	METERS/GAUGES/INDICATORS (MED/SCI/LAB)	Y	524	144	Y	Y	N	089730	1730	4	0
842251	MICRO TOMES/DIAMOND KNIVES (MSL)	Y	526	168	Y	Y	N	089730	1730	4	0
842252	OPTICAL EQUIPMENT	Y	527	120	Y	Y	N	089730	1730	4	0
842253	PUMPS (MED/SCI/LAB)	Y	530	120	Y	Y	N	089730	1730	4	0
842254	RECORDING SYSTEMS (MED/SCI/LAB)	Y	531	180	Y	Y	N	089730	1730	4	0
842255	ROTORS & HEADS	Y	533	168	Y	Y	N	089730	1730	4	0
842256	SCAN SYSTEMS	Y	534	108	Y	Y	N	089730	1730	4	0
842257	SCINTILLATION SYSTEMS	Y	535	180	Y	Y	N	089730	1730	4	0
842258	ULTRASOUND EQUIP	Y	536	144	Y	Y	N	089730	1730	4	0
842259	SPECTROFLUOROMETER	Y	537	120	Y	Y	N	089730	1730	4	0
842260	SPECTROMETER	Y	538	120	Y	Y	N	089730	1730	4	0
842261	STEREOTAXIC INSTRUMENT & ACCESSORIES	Y	540	144	Y	Y	N	089730	1730	4	0
842262	STIMULATOR	Y	541	144	Y	Y	N	089730	1730	4	0
842263	TANKS/CONTAINERS/CHAMBERS - ALL (MSL)	Y	543	120	Y	Y	N	089730	1730	4	0
842264	WATER PURIFICATION (MED/SCI/LAB)	Y	544	156	Y	Y	N	089730	1730	4	0



Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
842265	X-RAY	Y	545	132	Y	Y	N	089730	1730	4	0
842266	PATIENT MONITORING SYSTEM	Y	547	144	Y	Y	N	089730	1730	4	0
842267	BREATHING APPARATUS, RESPIRATOR	Y	548	180	Y	Y	N	089730	1730	4	0
842268	DEFIBRILLATOR	Y	549	144	Y	Y	N	089730	1730	4	0
842269	EKG/ECG/EEG APPARATUS	Y	550	180	Y	Y	N	089730	1730	4	0
842270	DIALYSIS EQUIP	Y	551	180	Y	Y	N	089730	1730	4	0
842271	CLINICAL DIAGNOSTIC INSTRUMENTS	Y	552	96	Y	Y	N	089730	1730	4	0
842272	DENTAL EQUIP	Y	554	132	Y	Y	N	089730	1730	4	0
842273	WHEELCHAIR	Y	555	120	Y	Y	N	089730	1730	4	0
842274	MISC SURGICAL INSTRUMENT	Y	556	120	Y	Y	N	089730	1730	4	0
842275	PATIENT CARE, MISC.	Y	557	84	Y	Y	N	089730	1730	4	0
842276	SHAKERS-ORBITAL/PLATFORM/BENCH	Y	546	84	Y	Y	N	089730	1730	4	0
842277	THERMAL CYCLERS	Y	546	84	Y	Y	N	089730	1730	4	0
842278	ROBOTICS	Y	558	60	Y	Y	N	089730	1730	4	0
842279	DNA SEQUENCER & ACCESORIES	Y	559	60	Y	Y	N	089730	1730	4	0
* 842299	MED, SCI & LAB EQ - AT CONVERSION	Y	546	84	Y	Y	N	089730	1730	4	0
842301	ART/HISTORICAL TREASURES - DEPRECIABLE	Y	801	120	Y	Y	Y	089745	1745	8	0
842302	ART/HIST TREASURES/ARTIFACTS-NOT DEPR.	Y	802	0	Y	N	Y	089745	1745	8	0
842401	BLDG MAINT/SAFETY/SECURITY/FIRST AID EQ	Y	197	84	Y	Y	N	089730	1730	4	0
842402	AMPLIFIERS, ALL TYPES	Y	501	132	Y	Y	N	089730	1730	4	0
842403	WATER COOLERS (DRINKING FOUNTAINS)	Y	200	120	Y	Y	N	089730	1730	4	0
* 842404	FIRST AID,SECURITY,SAFETY	Y	197	0	Y	Y	N	089730	1730	4	0
842405	ATHLETIC/RECREATIONAL EQUIP	Y	134	120	Y	Y	N	089730	1730	4	0
* 842406	INSTRUCTIONAL EQUIP	Y	150	84	Y	Y	N	089730	1730	4	0
842407	KITCHEN APPLIANCES	Y	195	84	Y	Y	N	089730	1730	4	0
842408	MAIL SERVICE EQUIP	Y	145	108	Y	Y	N	089730	1730	4	0
842409	PRINTING MACHINES & BINDING EQUIP	Y	190	84	Y	Y	N	089730	1730	4	0
842410	HANDGUNS	Y	106	120	Y	Y	N	089730	1730	4	0
842411	RIFLES	Y	107	120	Y	Y	N	089730	1730	4	0
842412	FURN-PERSONAL, BED/DRESSER/ROCKER	Y	104	144	Y	Y	N	089730	1730	4	0
842413	STEREO SYSTEMS	Y	129	84	Y	Y	N	089730	1730	4	0
842414	CAMERAS/VIDEO CAMERAS/DIGITAL	Y	130	84	Y	Y	N	089730	1730	4	0
842415	OTHER INSTI MISC FURN/MACHINES	Y	200	120	Y	Y	N	089730	1730	4	0
842416	TV/VCR/DVD/CAMCORDERS	Y	131	84	Y	Y	N	089730	1730	4	0
842417	OTHER SOUND SYSTEMS/AUDIO/VISUAL EQ	Y	132	84	Y	Y	N	089730	1730	4	0
842418	MUSICAL INSTRUMENTS	Y	133	60	Y	Y	N	089730	1730	4	0
* 842419	EQ - OTHER AUDIO VISUAL	Y	139	0	Y	Y	N	089730	1730	4	0
842420	COSMOTOLOGY EQUIP	Y	189	84	Y	Y	N	089730	1730	4	0
842421	LAUNDRY EQUIP	Y	196	84	Y	Y	N	089730	1730	4	0
842422	PROJECTORS, OVERHEAD/SLIDE/VIDEO	Y	132	84	Y	Y	N	089730	1730	4	0
842423	PORTABLE BUILDINGS	Y	198	108	Y	Y	N	089730	1730	4	0
842424	GPS EQUIPMENT	Y	136	60	Y	Y	N	089730	1730	4	0
* 842499	EQUIPMENT - AT CONVERSION	Y	200	120	Y	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
842501	LAND PREP/PLANTING/CULTIVAT EQ	Y	175	84	Y	Y	N	089730	1730	4	0
842502	HARVESTING, PROCESSING EQ	Y	175	84	Y	Y	N	089730	1730	4	0
842503	WAGONS (AGRICULTURAL)	Y	175	84	Y	Y	N	089730	1730	4	0
842504	MACHINERY - MISC/TOOLS	Y	180	84	Y	Y	N	089730	1730	4	0
842505	METAL WORKING MACHINE, OTHER, STATIONARY	Y	160	180	Y	Y	N	089730	1730	4	0
842506	VEHICLE MAINTENANCE EQUIP	Y	119	84	Y	Y	N	089730	1730	4	0
842507	TRACTORS	Y	175	84	Y	Y	N	089730	1730	4	0
842508	OTHER AGRICULTURAL EQUIPMENT	Y	175	84	Y	Y	N	089730	1730	4	0
842509	CONVEYER SYSTEMS	Y	155	180	Y	Y	N	089730	1730	4	0
842510	DRILLS, STATIONARY	Y	156	180	Y	Y	N	089730	1730	4	0
842511	GIN MACHINERY	Y	157	180	Y	Y	N	089730	1730	4	0
842512	GRINDERS, STATIONARY	Y	158	180	Y	Y	N	089730	1730	4	0
842513	MISC INDUSTRIAL/MANUFACTURING MACHINE	Y	180	84	Y	Y	N	089730	1730	4	0
842514	LATHES, STATIONARY	Y	159	180	Y	Y	N	089730	1730	4	0
842515	MILLING MACHINE	Y	161	180	Y	Y	N	089730	1730	4	0
842516	PALLET TRUCKS/LIFTS/JACKS/HYDRAULIC	Y	162	180	Y	Y	N	089730	1730	4	0
842517	SAWS, STATIONARY	Y	163	180	Y	Y	N	089730	1730	4	0
842518	SHAPERS/JOINERS/PLANERS, STATIONARY	Y	165	180	Y	Y	N	089730	1730	4	0
842519	SHARPENERS, STATIONARY	Y	166	180	Y	Y	N	089730	1730	4	0
842520	SHEARS	Y	167	180	Y	Y	N	089730	1730	4	0
842521	TEXTILE MACHINES	Y	168	180	Y	Y	N	089730	1730	4	0
842522	TOOLS	Y	170	84	Y	Y	N	089730	1730	4	0
842523	WOODWORKING MACHINES	Y	169	180	Y	Y	N	089730	1730	4	0
842524	FORKLIFT	Y	144	144	Y	Y	N	089730	1730	4	0
842525	SCALES - LIVESTOCK/MACHINERY	Y	175	84	Y	Y	N	089730	1730	4	0
* 842599	INDUSTRIAL EQ - AT CONVERSION	Y	180	84	Y	Y	N	089730	1730	4	0
842601	BOATS (20 FT OR GREATER)	Y	721	60	Y	Y	N	089735	1735	5	0
842602	BOATS (SHORTER THAN 20 FT)	Y	722	60	Y	Y	N	089735	1735	5	0
842603	BOATS-OTHER/CANOE/ROWBOAT	Y	730	120	Y	Y	N	089735	1735	5	0
842604	BOATS-ACCESSORIES, MOTORS	Y	723	120	Y	Y	N	089735	1735	5	0
842605	MARINE EQUIPMENT	Y	725	60	Y	Y	N	089735	1735	5	0
842606	FERRIES	Y	724	480	Y	Y	N	089735	1735	5	0
842801	LASERS (CLASS 3B OR 4) HAZARDOUS	Y	527	120	Y	Y	N	089730	1730	4	0
843001	AIRCRAFT - JET	Y	731	120	Y	Y	N	089735	1735	5	0
843003	AIRCRAFT - PROPELLER (SINGLE ENGINE)	Y	732	120	Y	Y	N	089735	1735	5	0
843004	AIRCRAFT - PROPELLER (MULTIPLE ENGINE)	Y	733	120	Y	Y	N	089735	1735	5	0
843005	AIRCRAFT - HELICOPTERS	Y	734	120	Y	Y	N	089735	1735	5	0
843006	AIRCRAFT - OTHER	Y	750	120	Y	Y	N	089735	1735	5	0
* 843099	AIRCRAFT - AT CONVERSION	Y	750	120	Y	Y	N	089735	1735	5	0
843501	SERVERS/MINICOMPUTERS	Y	203	72	Y	Y	N	089730	1730	4	0
843502	MICROCOMPUTER-DESKTOP NOT APPLE	Y	204	48	Y	Y	N	089730	1730	4	0
843503	MICROCOMPUTER-DESKTOP APPLE	Y	214	48	Y	Y	N	089730	1730	4	0
843504	CPU-HANDHELD/PORTABLE/LAP-NOT APPLE	Y	284	48	Y	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
843505	CPU-HANDHELD/PORTABLE/LAPTOP APPLE	Y	294	48	Y	Y	N	089730	1730	4	0
843506	DRIVES-TAPE/DISK/OPTICAL/HARD/ZIP	Y	205	60	Y	Y	N	089730	1730	4	0
843507	COMPUTER TERMINALS/MONITORS	Y	209	72	Y	Y	N	089730	1730	4	0
843508	PRINTER-PORTABLE	Y	288	84	Y	Y	N	089730	1730	4	0
843509	PRINTER-NOT PORTABLE	Y	208	84	Y	Y	N	089730	1730	4	0
843510	OTHER COMPUTER HARDWARE	Y	213	60	Y	Y	N	089730	1730	4	0
843511	DATA PROJECTORS	Y	218	72	Y	Y	N	089730	1730	4	0
843512	CONTROLLERS-TAPE/DISK/TERMINAL	Y	210	72	Y	Y	N	089730	1730	4	0
* 843513		Y	211	0	Y	Y	N	089730	1730	4	0
843514	SCANNER-IMAGE	Y	241	36	Y	Y	N	089730	1730	4	0
843515	SCANNER-BARCODE (READER)	Y	242	72	Y	Y	N	089730	1730	4	0
843516	PLOTTER	Y	208	84	Y	Y	N	089730	1730	4	0
843517	POWER SUPPLY-BATTERY/GENERATOR	Y	245	96	Y	Y	N	089730	1730	4	0
843518	POWER SUPPLY-UNINTERRUPTIBLE	Y	246	36	Y	Y	N	089730	1730	4	0
* 843519		Y		0	Y	Y	N	089730	1730	4	0
843520	MODEM & RELATED DEVICES	Y	250	60	Y	Y	N	089730	1730	4	0
843521	DIGITAL AND CHANNEL SERVICE UNITS	Y	251	60	Y	Y	N	089730	1730	4	0
843522	MULTIPLEXORS	Y	252	60	Y	Y	N	089730	1730	4	0
843523	MAINFRAME COMP EQUIP/CHANNEL EXTENDERS	Y	202	96	Y	Y	N	089730	1730	4	0
843524	COMMUNICATION CONTROLLERS	Y	254	60	Y	Y	N	089730	1730	4	0
843525	PROTOCOL CONVERTERS	Y	255	60	Y	Y	N	089730	1730	4	0
843526	DATA COMMUNICATIONS DIAGNOSTICS SYSTEMS	Y	257	60	Y	Y	N	089730	1730	4	0
843527	OTHER COMMUNICATIONS HARDWARE	Y	258	60	Y	Y	N	089730	1730	4	0
843528	SUPERCOMPUTERS	Y	201	60	Y	Y	N	089730	1730	4	0
* 843529		Y		0	Y	Y	N	089730	1730	4	0
843530	DOCKING STATION	Y	215	36	Y	Y	N	089730	1730	4	0
843531	SECURITY SYS(NOT BUILTIN)- CAMERA/MONITOR	Y	240	84	Y	Y	N	089730	1730	4	0
843532	LAN/WAN SWITCHING-HUBS, SWITCHES, ROUTER	Y	259	60	Y	Y	N	089730	1730	4	0
843533	COMPUTER EQUIP RACKS, SHELVING, CHASSIS	Y	260	120	Y	Y	N	089730	1730	4	0
* 843552	UNASSIGNABLE-TEES	N		48	N	Y	N	089730	1730	0	0
* 843553	UNASSIGNABLE-TEES	N		48	N	Y	N	089730	1730	0	0
* 843554	UNASSIGNABLE-TEES	N		48	N	Y	N	089730	1730	0	0
* 843555	UNASSIGNABLE-TEES	N		48	N	Y	N	089730	1730	0	0
* 843599	COMPUTER EQ - AT CONVERSION	Y	213	60	Y	Y	N	089730	1730	4	0
844001	SOFTWARE - PURCHASED	Y	307	60	Y	Y	N	089730	1730	4	0
844002	SOFTWARE-INTERNALLY DEVELOPED	Y	308	60	Y	Y	N	089730	1730	4	0
844003	SOFTWARE-CUSTOMIZED (EXAMPLE: ISAS)	Y	310	60	Y	Y	N	089730	1730	4	0
844004	SOFTWARE-ENTERPRISE (NEGOTIATED BY DIR)	Y	311	72	Y	Y	N	089730	1730	4	0
* 844005	M/M SYS SFTW - NETWORK MANAGEMENT	Y	303	0	Y	Y	N	089730	1730	4	0
* 844006	M/M SYS SFTW - UTILITY	Y	304	0	Y	Y	N	089730	1730	4	0
* 844007	M/M SYS SFTW - TAPE LIBRARY MANAGEMENT	Y	305	0	Y	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 844008	M/M SYS SFTW - OTHER SYSTEM SOFTWARE	Y	306	0	Y	Y	N	089730	1730	4	0
* 844009	M/M DVL SFTW - APPL/SOURCE CD GENERATOR	Y	350	0	Y	Y	N	089730	1730	4	0
* 844010	M/M DVL SFTW - COMPILER/INTERPRETER	Y	351	0	Y	Y	N	089730	1730	4	0
* 844011	M/M DVL SFTW - OTHER DEVELOPMENT TOOLS	Y	352	0	Y	Y	N	089730	1730	4	0
* 844012	M/M APP SFTW - ACCOUNTING/FINANCIAL	Y	400	0	Y	Y	N	089730	1730	4	0
* 844013	M/M APP SFTW - REPORT GENERATOR	Y	401	0	Y	Y	N	089730	1730	4	0
* 844014	M/M APP SFTW - WORD PROCESS/TEXT EDITOR	Y	402	0	Y	Y	N	089730	1730	4	0
* 844015	M/M APP SFTW - DATABASE/FILE MANAGEMENT	Y	403	0	Y	Y	N	089730	1730	4	0
* 844016	M/M APP SFTW - EDUCATIONAL/ACADEMIC	Y	404	0	Y	Y	N	089730	1730	4	0
* 844017	M/M APP SFTW - FACILITIES MANAGEMENT	Y	405	0	Y	Y	N	089730	1730	4	0
* 844018	M/M APP SFTW - GRAPHICS/CAD-CAM/SIMULATE	Y	406	0	Y	Y	N	089730	1730	4	0
* 844019	M/M APP SFTW - GEOGRAPHIC INFO SYSTEM	Y	407	0	Y	Y	N	089730	1730	4	0
* 844020	M/M APP SFTW - INVENTORY CONTROL	Y	408	0	Y	Y	N	089730	1730	4	0
* 844021	M/M APP SFTW - SCIENTIFIC/ENGINEERING	Y	409	0	Y	Y	N	089730	1730	4	0
* 844022	M/M APP SFTW - ENERGY CONSERVATION	Y	410	0	Y	Y	N	089730	1730	4	0
* 844023	M/M APP SFTW - LICENSEE/MEMBERSHIP MGMT	Y	411	0	Y	Y	N	089730	1730	4	0
* 844024	M/M APP SFTW - MGMT/PROJ CNTROL/PLANNING	Y	412	0	Y	Y	N	089730	1730	4	0
* 844025	M/M APP SFTW - MEDICAL	Y	413	0	Y	Y	N	089730	1730	4	0
* 844026	M/M APP SFTW - STATISTICAL/MATHEMATICAL	Y	414	0	Y	Y	N	089730	1730	4	0
* 844027	M/M APP SFTW - PAYROLL/PERSONNEL	Y	415	0	Y	Y	N	089730	1730	4	0
* 844028	M/M APP SFTW - QUERY/SEARCH	Y	416	0	Y	Y	N	089730	1730	4	0
* 844029	M/M APP SFTW - REGISTRATION ADMISSION	Y	417	0	Y	Y	N	089730	1730	4	0
* 844030	M/M APP SFTW - SPREADSHEET	Y	418	0	Y	Y	N	089730	1730	4	0
* 844031	M/M APP SFTW - TELECOMMUNICATIONS	Y	419	0	Y	Y	N	089730	1730	4	0
* 844032	M/M APP SFTW - UTILITY	Y	420	0	Y	Y	N	089730	1730	4	0
* 844033	M/M APP SFTW - INTEGRATED PACKAGES	Y	421	0	Y	Y	N	089730	1730	4	0
* 844034	M/M APP SFTW - OTHER APPLICATIONS	Y	422	0	Y	Y	N	089730	1730	4	0
* 844040	MCR SYS SFTW - OPERATING SYSTEM	Y	600	0	Y	Y	N	089730	1730	4	0
* 844041	MCR SYS SFTW - PERFORM UTILIZAT'N/MONITR	Y	601	0	Y	Y	N	089730	1730	4	0
* 844042	MCR SYS SFTW - NETWORK MANAGEMENT	Y	602	0	Y	Y	N	089730	1730	4	0
* 844043	MCR SYS SFTW - UTILITY	Y	603	0	Y	Y	N	089730	1730	4	0
* 844044	MCR SYS SFTW - TAPE LIBRARY MANAGEMENT	Y	604	0	Y	Y	N	089730	1730	4	0
* 844045	MCR SYS SFTW - OTHER	Y	605	0	Y	Y	N	089730	1730	4	0
* 844046	MCR DVL SFTW - APPL/SOURCE CD GENERATOR	Y	625	0	Y	Y	N	089730	1730	4	0
* 844047	MCR DVL SFTW - COMPILER/INTERPRETER	Y	626	0	Y	Y	N	089730	1730	4	0
* 844048	MCR DVL SFTW - OTHER DEVELOPMENT	Y	627	0	Y	Y	N	089730	1730	4	0

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* 844049	MCR APP SFTW - ACCOUNTING/FINANCIAL	Y	640	0	Y	Y	N	089730	1730	4	0
* 844050	MCR APP SFTW - REPORT GENERATOR	Y	641	0	Y	Y	N	089730	1730	4	0
* 844051	MCR APP SFTW - WORD PROCESS/TEXT EDITOR	Y	642	0	Y	Y	N	089730	1730	4	0
* 844052	MCR APP SFTW - DATABASE/FILE MANAGEMENT	Y	643	0	Y	Y	N	089730	1730	4	0
* 844053	MCR APP SFTW - EDUCATIONAL/ACADEMIC	Y	644	0	Y	Y	N	089730	1730	4	0
* 844054	MCR APP SFTW - FACILITIES MANAGEMENT	Y	645	0	Y	Y	N	089730	1730	4	0
* 844055	MCR APP SFTW - GRAPHICS/CAD-CAM/SIMULATE	Y	646	0	Y	Y	N	089730	1730	4	0
* 844056	MCR APP SFTW - GEOGRAPHIC INFO SYSTEM	Y	647	0	Y	Y	N	089730	1730	4	0
* 844057	MCR APP SFTW - INVENTORY CONTROL	Y	648	0	Y	Y	N	089730	1730	4	0
* 844058	MCR APP SFTW - SCIENTIFIC/ENGINEERING	Y	649	0	Y	Y	N	089730	1730	4	0
* 844059	MCR APP SFTW - ENERGY CONSERVATION	Y	650	0	Y	Y	N	089730	1730	4	0
* 844060	MCR APP SFTW - LICENSEE/MEMBERSHIP MGMT	Y	651	0	Y	Y	N	089730	1730	4	0
* 844061	MCR APP SFTW - MGMT/PROJ CNTROL/PLANNING	Y	652	0	Y	Y	N	089730	1730	4	0
* 844062	MCR APP SFTW - MEDICAL	Y	653	0	Y	Y	N	089730	1730	4	0
* 844063	MCR APP SFTW - STATISTICAL/MATHEMATICAL	Y	654	0	Y	Y	N	089730	1730	4	0
* 844064	MCR APP SFTW - PAYROLL/PERSONNEL	Y	655	0	Y	Y	N	089730	1730	4	0
* 844065	MCR APP SFTW - QUERY/SEARCH	Y	656	0	Y	Y	N	089730	1730	4	0
* 844066	MCR APP SFTW - REGISTRATION ADMISSION	Y	657	0	Y	Y	N	089730	1730	4	0
* 844067	MCR APP SFTW - SPREADSHEET	Y	658	0	Y	Y	N	089730	1730	4	0
* 844068	MCR APP SFTW - TELECOMMUNICATIONS	Y	659	0	Y	Y	N	089730	1730	4	0
* 844069	MCR APP SFTW - UTILITY	Y	660	0	Y	Y	N	089730	1730	4	0
* 844070	MCR APP SFTW - INTEGRATED PACKAGES	Y	661	0	Y	Y	N	089730	1730	4	0
* 844071	MCR APP SFTW - OTHER APPLICATIONS	Y	662	0	Y	Y	N	089730	1730	4	0
* 844072	M/M SYS SFTW - OPERATING SYSTEM	Y	300	0	Y	Y	N	089730	1730	4	0
* 844073	M/M SYS SFTW - PERFORM UTILIZAT'N/MONITR	Y	301	0	Y	Y	N	089730	1730	4	0
* 844074	M/M SYS SFTW - TELEPROCESSING	Y	302	0	Y	Y	N	089730	1730	4	0
844501	PBX, KSU, VOICEMAIL, CENTREX, PHONE SYS	Y	675	36	Y	Y	N	089730	1730	4	0
844502	AUTOMATIC CALL DISTRIBUTORS/SYSTEMS	Y	678	36	Y	Y	N	089730	1730	4	0
844503	PHONE EQPT-OTHER, CELL, MOBILE, NOT SYS	Y	700	36	Y	Y	N	089730	1730	4	0
844504	VSATS/SATELLITES EQ	Y	256	60	Y	Y	N	089730	1730	4	0
844505	FAX MACHINES/TELECOPIER EQ	Y	121	84	Y	Y	N	089730	1730	4	0
* 844506	STATE OWNED FIBER OPTICS EQ	Y	500	60	Y	Y	N	089730	1730	4	0
* 844507	EQUIPMENT - OTHER TELECOMMUNICATIONS	Y	700	0	Y	Y	N	089730	1730	4	0
844508	VIDEO CONFERENCING / TTVN EQ	Y	135	60	Y	Y	N	089730	1730	4	0
844509	TELETYPES	Y	200	120	Y	Y	N	089730	1730	4	0
844510	TELETYPEWRITERS	Y	200	120	Y	Y	N	089730	1730	4	0
* 844511	EQUIPMENT - CENTREX	Y	676	0	Y	Y	N	089730	1730	4	0
* 844512	EQUIPMENT - ELECTRONIC KEY	Y	677	0	Y	Y	N	089730	1730	4	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 844513	EQUIPMENT - AUTOMATIC CALL DISTRIBUTORS	Y	678	0	Y	Y	N	089730	1730	4	0
* 844514	EQUIPMENT - VOICE MAIL	Y	679	0	Y	Y	N	089730	1730	4	0
* 844521	EQUIPMENT - TELEPHONES, KEY	Y	691	0	Y	Y	N	089730	1730	4	0
* 844522	EQUIPMENT - TELEPHONES, ELEC SINGLE LINE	Y	692	0	Y	Y	N	089730	1730	4	0
* 844523	EQUIPMENT - TELEPHONES, ELEC MULTI LINE	Y	693	0	Y	Y	N	089730	1730	4	0
* 844599	TELECOMMUNICATION EQ - AT CONV	Y	700	36	Y	Y	N	089730	1730	4	0
* 845001	FABRICATION OF EQUIPMENT	Y		0	Y	Y	N	089730	1730	4	0
* 849998	VEHICLES, CONTROLLED	Y	701	60	Y	Y	N	089735	1735	5	0
* 849999	OTHER CONTROLLED ASSETS	Y	142	0	Y	Y	N	089730	1730	4	0
851001	LIBR BOOKS & REF MATERIALS-DEPRECIABLE	Y	751	180	Y	Y	N	089740	1740	8	0
* 851002	LIBR BOOKS & REF MATERIALS-DEPR SPA	Y	751	180	Y	Y	N	089740	1740	8	0
851201	WORKS OF ART & HIST. TREASURES; BOOKS	Y	752	0	Y	N	N	089741	1741	8	0
861000	LIVESTOCK - BURROS/ DONKEYS	Y	855	84	Y	Y	N	089750	1750	8	0
861001	LIVESTOCK - DAIRY CATTLE	Y	852	84	Y	Y	N	089750	1750	8	0
861002	LIVESTOCK - BEEF CATTLE	Y	852	84	Y	Y	N	089750	1750	8	0
861003	LIVESTOCK - HORSES	Y	851	84	Y	Y	N	089750	1750	8	0
861004	LIVESTOCK - MULES	Y	855	84	Y	Y	N	089750	1750	8	0
861005	LIVESTOCK - POULTRY	Y	855	84	Y	Y	N	089750	1750	8	0
861006	LIVESTOCK - SHEEP	Y	853	84	Y	Y	N	089750	1750	8	0
861007	LIVESTOCK - GOATS	Y	855	84	Y	Y	N	089750	1750	8	0
861008	LIVESTOCK - SWINE	Y	854	84	Y	Y	N	089750	1750	8	0
861009	LIVESTOCK - BISON	Y	855	84	Y	Y	N	089750	1750	8	0
861010	LIVESTOCK - DEER	Y	855	84	Y	Y	N	089750	1750	8	0
861011	LIVESTOCK - DOGS	Y	855	84	Y	Y	N	089750	1750	8	0
* 861012	LIVESTOCK - MISCELLANEOUS	Y	855	84	Y	Y	N	089750	1750	8	0
* 861099	LIVESTOCK - AT CONVERSION	Y	855	84	Y	Y	N	089750	1750	8	0
871001	CONSTRUCTION IN PROGRESS - EQUIPMENT	Y	090	0	Y	N	N	089755	1755	6	0
871002	CONSTRUCTION IN PROGRESS - FURNISHINGS	Y	090	0	Y	N	N	089755	1755	6	0
871003	CONSTRUCTION IN PROGRESS - NEW	Y	090	0	Y	N	N	089755	1755	6	0
871004	CONSTRUCTION IN PROGRESS - OTHER	Y	090	0	Y	N	N	089755	1755	6	0
871005	CONSTRUCTION IN PROGRESS - RENOVATION	Y	090	0	Y	N	N	089755	1755	6	0
* 871099	CONSTRUCTION IN PROGRESS - AT CONVERSION	Y	090	0	Y	N	N	089755	1755	6	0
871101	CONSTR/REHAB IMPROVEMENTS-NOT BUILDINGS	Y	090	0	Y	N	N	089755	1755	6	0
871201	ADVERTISING SERVICES	Y	090	0	Y	N	N	089755	1755	6	0
* 871301	ARCHEOLOGICAL/ENVIRONMENTAL SURVEYS	Y	090	0	Y	N	N	089755	1755	6	0
871401	ARCHITECTURAL/ENGINEERING SERVICES	Y	090	0	Y	N	N	089755	1755	6	0
* 871501	CONSTRUCTION OF ROADS	Y	090	0	Y	N	N	089755	1755	6	0
* 871601	ASBESTOS	Y	090	0	Y	N	N	089755	1755	6	0
* 871701	CONSTRUCTION TESTING	Y	090	0	Y	N	N	089755	1755	6	0
* 871801	COST ESTIMATE VERIFICATION	Y	090	0	Y	N	N	089755	1755	6	0
* 871901	ENERGY MANAGEMENT SYSTEM	Y	090	0	Y	N	N	089755	1755	6	0

Class (* = Frozen)	Description	SPA Req	SPA Class	Use Life	Cap	Depr	Hist Ind	GL Acct	Acct Cntl	SPA AFR Cat	Salv Pct
* 872101	FIBEROPTICS	Y	090	0	Y	N	N	089755	1755	6	0
* 872201	HVAC BALANCING SERVICES	Y	090	0	Y	N	N	089755	1755	6	0
* 872301	LANDSCAPING	Y	090	0	Y	N	N	089755	1755	6	0
* 872401	MOVABLE FURNISHINGS	Y	090	0	Y	N	N	089755	1755	6	0
872501	OTHER SERVICES	Y	090	0	Y	N	N	089755	1755	6	0
872601	PROJECT MANAGEMENT/ADMINISTRATION	Y	090	0	Y	N	N	089755	1755	6	0
* 872701	SOIL INVESTIGATION	Y	090	0	Y	N	N	089755	1755	6	0
* 872801	LAND SURVEYING SERVICES	Y	090	0	Y	N	N	089755	1755	6	0
873301	CIP - FABRICATION OF EQUIPMENT	Y	090	0	Y	N	N	089755	1755	6	0

# Fixed Asset GL & Capitalization Thresholds

Although there is not a specific table in FAMIS that lists or controls the threshold amount for each asset, each asset's threshold is determined by rules governed by the State of Texas. The class that an asset is assigned to can "almost" always be used to determine if the asset is capital (Class 5XXXXX are non-capital / controlled, 8XXXXX are capital). The capital flag is set at the class level, but can be overridden on an asset by asset basis. Each class has a default general ledger, even if the asset is not capitalized.

<b>The Texas A&amp;M University System</b> <b>Fixed Asset General Ledgers &amp; Capitalization Thresholds</b> <b>In General Ledger Number Order</b>				
<b>AFR Category</b>	<b>Description</b>	<b>Account Control</b>	<b>General Ledger</b>	<b>Capitalization Threshold Amount</b>
1	Land and Land Improvements	1700	089700	ALL
2	Buildings and Building Improvements	1705	089705	\$100,000
9	Facilities and Other Improvements	1712	089712	\$100,000
3	Infrastructure	1715	089715	\$500,000
8	Leasehold Improvements	1720	089720	\$100,000
4	Lease Purchases	1725	089725	n/a
4	Equipment*	1730	089730	\$5,000
4	Equipment Held in Trust - Federal	1731	089731	\$5,000
4	Equipment Held in Trust - Other	1732	089732	\$5,000
5	Vehicles, Boats & Airplanes	1735	089735	\$5,000
5	Vehicles, Boats & Airplanes - Held in Trust	1736	089736	\$5,000
8	Museums/Collections	1745	089745	ALL
8	Museums/Collections-Privately Owned	1746	089746	ALL
8	Library Books and Materials**	1740	089740	ALL
8	Livestock***	1750	089750	\$5,000
6	Construction in Progress	1755	089755	n/a
#	Intangible Assets: Patents & Copyrights	1770	089770	#

Key:

- # Currently TAMRF is the only agency that has patents listed as an asset.
- \* Software developed for internal use (threshold is \$100,000).
- \*\* Professional library. If not professional, then use \$5,000 to decide if the asset is capital.
- \*\*\* \$5,000 per animal in order to be considered capital.



# Capitalization Table Values

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The following table represents a suggested capitalization value table that can be set up for your campus. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu). **See Screens 582/592 for further information.**

Expense Subcode	High Subcode	Capitalization Minimum	Description
5775	5799		Inventory, Non-capital and Controlled
8000	8349		Capital Outlay 1
8400	8999		Capital Outlay 2, including Library Books

**OR**

Expense Subcode	High Subcode	Capitalization Minimum	Description
5775	5799		Inventory, Non-capital and Controlled
8000	8349		Capital Outlay 1
8400	8499		Capital Outlay 2
8600	8999		Capital Outlay 3

# Acquisition Methods

The following table represents the valid acquisition values that can be used when acquiring or changing the cost of an asset. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu).  
**See Screens 583/593 for further information.**

Acq Meth	Acct Cntl	FAMIS Description	SPA Code	SPA Description
01	4701	Transferred from Part 01- TAMUS	11	Transfer from another St Agency
02	4702	Transferred from Part 02-TAMU	11	Transfer from another St Agency
04	4704	Transferred from Part 04-TSU	11	Transfer from another St Agency
05	4705	Transferred from Part 05-PVAMU	11	Transfer from another St Agency
06	4706	Transferred from Part 06-AL-RSCH	11	Transfer from another St Agency
07	4707	Transferred from Part 07-AL-EXT	11	Transfer from another St Agency
08	4708	Transferred from Part 08-TEES	11	Transfer from another St Agency
09	4709	Transferred from Part 09-TEEX	11	Transfer from another St Agency
10	4710	Transferred from Part 10-TAMUG	11	Transfer from another St Agency
11	4711	Transferred from Part 11-TFS	11	Transfer from another St Agency
12	4712	Transferred from Part 12-TTI	11	Transfer from another St Agency
14*	4714	Transferred from Part 14-TWDMS	11	Transfer from another St Agency
15	4715	Transferred from Part 15-TAMUCC	11	Transfer from another St Agency
16	4716	Transferred from Part 16-TAMIU	11	Transfer from another St Agency
17	4717	Transferred from Part 17-TAMUK	11	Transfer from another St Agency
18	4718	Transferred from Part 18-WTAMU	11	Transfer from another St Agency
19*	4719	Transferred from Part 19-TAMUSHSC	11	Transfer from another St Agency
20	4720	Transferred from Part 20-TVMDL	11	Transfer from another St Agency
21	4721	Transferred from Part 21-TAMUC	11	Transfer from another St Agency
22	4722	Transferred from Part 22-TAMUT	11	Transfer from another St Agency
23	4723	Transferred from Part 23-TAMUSHSC	11	Transfer from another St Agency
98	4798	Transferred from Development Foundation	05	Gifts/Donations
99	4799	Transferred from Research Foundation	05	Gifts/Donations
AJ	4495	Adjustments / Other	03	Local Sources
GA*	4450	Gain on Sale or Trade-in	03	Local Sources
GF	4405	Gift	05	Gifts/Donations
HT	4495	Held in Trust	09	Equipment Held in Trust
LP	2120	Lease Purchase Acquisition	08	Other Debt Instruments
ML	4400	Master Lease	09	Equipment Held in Trust
P1	4400	Purchased – Texas Dept of Transportation	--	* See Funding Source *
P2	4400	Purchased – Other Sponsors	--	* See Funding Source *
P3	4400	Purchased - TTI Internal Leasing	--	* See Funding Source *
P4	4400	Purchased – PUF	--	* See Funding Source *
PD	4407	Constructed / Produced by Dept	10	Manufactured Equipment
PO	4400	Purchased	--	* See Funding Source *
RA	4442	Reclass from Livestock	03	Local Sources
RB	4425	Reclass from Buildings	03	Local Sources
RC	4410	Reclass from CIP	04	Completed CIP Into Service
RE	4440	Reclass from Equipment	03	Local Sources
RF	4427	Reclass From Facilities & Other Improvements	03	Local Sources

Acq Meth	Acct Cntl	FAMIS Description	SPA Code	SPA Description
RH	4435	Reclass from Leasehold Improvement	03	Local Sources
RI	4430	Reclass from Improvements Other than Buildings	03	Local Sources
RL	4420	Reclass from Land	03	Local Sources
RM	4422	Reclass from Library Books/Materials	03	Local Sources
RN	4432	Reclass from Infrastructure	03	Local Sources
RP	4449	Reclass from Patents & Copyrights	03	Local Sources
RV	4446	Reclass from Vehicles	03	Local Sources
RW	4437	Reclass from Museums/Collections	03	Local Sources
RX	4445	Reclass from Expense	03	Local Sources
TA	4415	Transferred from non-TAMUS Agency	11	Transfer from another St Agency
TC	4495	Threshold Change	03	Local Sources
TD	4415	Transferred from TX DOT	11	Transfer from another St Agency

**Note: ‘\*’** No longer a valid Acquisition Method – Account Control Frozen

# Disposition Methods

The following table represents the valid disposition values that can be used when disposing of or changing the cost of an asset. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu). See Screens 583/593 for further information.

Disp Meth	Acct Cntl	FAMIS Description	SPA Code	SPA Description
01	5701	Transferred to Part 01-TAMUS	02	Transferred but not yet accepted
02	5702	Transferred to Part 02-TAMU	02	Transferred but not yet accepted
04	5704	Transferred to Part 04-TSU	02	Transferred but not yet accepted
05	5705	Transferred to Part 05-PVAMU	02	Transferred but not yet accepted
06	5706	Transferred to Part 06-AL-RSCH	02	Transferred but not yet accepted
07	5707	Transferred to Part 07-AL-EXT	02	Transferred but not yet accepted
08	5708	Transferred to Part 08-TEES	02	Transferred but not yet accepted
09	5709	Transferred to Part 09-TEEX	02	Transferred but not yet accepted
10	5710	Transferred to Part 10-TAMUG	02	Transferred but not yet accepted
11	5711	Transferred to Part 11-TFS	02	Transferred but not yet accepted
12	5712	Transferred to Part 12-TTI	02	Transferred but not yet accepted
14*	5714	Transferred to Part 14-TWDMS	02	Transferred but not yet accepted
15	5715	Transferred to Part 15-TAMUCC	02	Transferred but not yet accepted
16	5716	Transferred to Part 16-TAMIU	02	Transferred but not yet accepted
17	5717	Transferred to Part 17-TAMUK	02	Transferred but not yet accepted
18	5718	Transferred to Part 18-WTAMU	02	Transferred but not yet accepted
19*	5719	Transferred to Part 19-TAMUSHSC	02	Transferred but not yet accepted
20	5720	Transferred to Part 20-TVMDL	02	Transferred but not yet accepted
21	5721	Transferred to Part 21-TAMUC	02	Transferred but not yet accepted
22	5722	Transferred to Part 22-TAMUT	02	Transferred but not yet accepted
23	5719	Transferred to Part 23-TAMUSHSC	02	Transferred but not yet accepted
98	5798	Transferred to Development Foundation	22	Donation
99	5799	Transferred to Research Foundation	22	Donation
AJ	5495	Adjustments / Other	27	Delete; data submitted in error
CJ	5419	TDCJ Computer Recovery Program	15	TDCJ's Computer Recovery
CN	5410	Cannibalized	03	Salvage
DA	5410	Damaged by Nature	28	Damaged by nature
DD	5410	Destroyed / Died / Junk	03	Salvage
DE	5410	Damaged by Employee(s)	29	Damaged by employees
DN	5418	Donation	22	Donation
DO	5410	Damaged By Other than Employee	30	Damaged by other than employees
DS	5620	Sold Prior Year	14	Surplus: sold, local sale
DR	5407	Disposal of Real Property	16	Real Property
DT	5620	Trade-in Prior Year	23	Trade-in
FD	5495	Returned to Federal Government	26	Return to Owner: Held in Trust
HT	5495	Held in Trust	26	Held in trust
LP	2120	Lease Purchase Payment	n/a	
LS	5450	Loss on Sale or Trade-in	23	Trade-in
MH	5410	Missing-Hold for Deletion	19	Missing: hold for deletion
ML	5410	Missing / Lost	19	Missing: hold for deletion
MN	5410	Missing-Negligence	17	Missing: possible employee negligence

Disp Meth	Acct Cntl	FAMIS Description	SPA Code	SPA Description
MS	5410	Missing-Request Now	18	Missing: deletion request
RA	5442	Reclass to Livestock	27	Delete; data submitted in error
RB	5425	Reclass to Buildings	24	Originally CIP: Completed and In Service
RC	5447	Reclass to Construction In Progress	27	Delete; data submitted in error
RE	5440	Reclass to Equipment	24	Originally CIP: Completed and In Service
RF	5427	Reclass to Facilities & Other Improvements	24	Originally CIP: Completed and In Service
RH	5435	Reclass to Leasehold Improvements	24	Originally CIP: Completed and In Service
RL	5420	Reclass to Land	24	Originally CIP: Completed and In Service
RM	5422	Reclass to Library Books/Materials	27	Delete; data submitted in error
RN	5432	Reclass to Infrastructure	24	Originally CIP: Completed and In Service
RP	5449	Reclass to Patents & Copyrights	27	Delete; data submitted in error
RT	5495	Returned	27	Delete; data submitted in error
RV	5446	Reclass to Vehicles	27	Delete; data submitted in error
RW	5437	Reclass to Museums/Collections	27	Delete; data submitted in error
RX	5445	Reclass to Controlled/Expense	27	Delete; data submitted in error
SA	5400	Sold - Auction – Group	04	Retire to Surplus
SB	5400	Sold - Sealed Bid – Individual	04	Retire to Surplus
SG	5400	Sold - Sealed Bid – Group	04	Retire to Surplus
SI	5400	Sold – Auction – Individual	04	Retire to Surplus
SL	5400	Sold – Local Sale	04	Retire to Surplus
SN	5410	Stolen-Negligence	20	Stolen: possible employee negligence
ST	5410	Stolen-Request Now	21	Stolen: delete request
TA	5415	Transferred to Non-TAMUS Agency within Texas	02	Transferred but not yet accepted
TB	5415	Transferred to Non-Texas Entity	04	Retire to Surplus
TC	5495	Threshold Change	25	Remove from inventory; not capitalized/controlled
TD	5415	Transferred to TX DOT	02	Transferred but not yet accepted
TO	5417	Transferred to Assistance Sub-division	09	Surplus: acquired by assistance organization
TP	5416	Transferred To Political Subdivision	08	Surplus: acquired by political subdivision
TR	5405	Trade-ins	23	Trade-in

# Inflation Codes

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The following table represents the valid inflation codes that can be used with assets. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu).

**See Screens 584/594 for further information.**

Inflation Code	Inflation Factor	Description
NO	1.000	None

# Depreciation Methods

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The following table represents the valid depreciation methods that can be used to depreciation assets. If you need additional codes or have questions concerning the correct use of a code, contact FAMIS Help at (979) 458-6464 or email [famishelp@tamu.edu](mailto:famishelp@tamu.edu).

**See Screens 585/595 for further information.**

Method	Multiplier / Percent	Amount	Description
SL			Straight Line





## **Section XIII**

# **FFX Year-End Decisions**

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# FFX Year-End Decisions

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FAMIS Services receives a lot of questions concerning the timing of various year-end FFX activities. FFX year-end processing has never been a very easy process to understand, and with the addition of daily SPA feeds, it has gotten even more complicated. There are various decisions that need to be made. Below is an explanation of those decision points, along with their pros and cons. The Property Manager and the Business Officer should make joint decisions as to the best timing for your organization.

## Decisions

There are two main decisions that must be made: [Send email to famishelp@tamu.edu](mailto:famishelp@tamu.edu)

1. When should the Accounts Payable to FFX feed begin for the New Year? (FnnTAPFD job, where nn is Part number)
2. When should FFX be closed for transactions in the OLD year? AND  
When should it be opened to allow FFX transactions in the NEW year?

The Pros and Cons to each of these points are listed below. It is strongly recommended that the Business Office and Property Office discuss these items and jointly agree on the timing that best suits your organization as a whole.

Prior to making these decisions, there are several facts that are important to note:

- FFX should only be open to allow FFX transactions in one year. While preliminary and pending assets can be created in two fiscal years, they can only be approved in one fiscal year. Approved assets can only be modified or deleted in one fiscal year. You cannot switch back and forth between fiscal years to approve or work with approved assets.
- FFX is automatically closed in the OLD year when the AFR is submitted for review. It will not be reopened without approval from the System Office of Budgets and Accounting, your Business Office, and your Property Office.
- The NEW FFX year is not open to allow FFX transactions until the OLD FFX year is closed AND the Member requests that the NEW FFX year be opened to allow FFX transactions.
- If the NEW FFX year is not opened when the OLD FFX year is closed (like during AFR review), no asset transactions that open batches will be able to be processed. These include: Screens 510-521 (Property Office transaction screens).
- SPA feeds for the OLD year must be complete before any SPA transactions are fed for the NEW year.

## FFX Year-End Decisions (cont'd)

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- (1) When should you begin feeding NEW year controlled and capital items from Accounts Payable into FFX? (The job that does this is FnnTAPFD, where nn is your Part number.)

The options are:

- Feed **only OLD year** A/P activity until all FFX entry for the OLD year has been completed. Once the OLD year is complete, feed only the NEW year.

**Pro:** This method completely separates OLD year and NEW year FFX activity. There is very little chance that a NEW year item would accidentally be approved in the OLD year. Property Office workers can assume that all pending assets belong to the prior year. When FFX is complete for the year, there should be no outstanding pending assets.

**Con:** Once the Property area has finished entering the majority of FFX items for the OLD year, there may be slack time that could be used preparing and auditing some of the pending assets that will be created by NEW year A/P activity.

**Con:** FAMIS bar code labels (TBAR057) for items that have been purchased in the NEW year cannot be automatically created until the voucher has been fed and approved in the NEW year. Departments must be encouraged to physically label assets within 10 calendar days of receipt, as stated in the System Equipment Management Manual.

- **OR** -

- Feed **both OLD and NEW year** A/P activity into FFX. Separate reports will be prepared for each FY feed.

**All assets should be "worked" from the TBDU065 and TBSPPREP reports that come out of the FnnTAPFD cycle. Please note that these TBDU065/TBSPPREP reports are produced separately, one set of reports per fiscal year. Selecting assets directly from Screen 529 could cause NEW year assets to be approved in the OLD year (and vice versa).**

**Pro:** Property Office personnel can begin preparing NEW year pending assets as time permits. This might include changing descriptions, auditing class codes, and preparing manual inventory tags (not FAMIS generated bar codes, however).

**Con:** Care must be taken to ensure that only OLD year assets get approved in the OLD year and vice versa.

## FFX Year-End Decisions (cont'd)

---

- (2) When should FFX be closed in the OLD year AND when should it be opened to allow FFX transactions in the NEW year? *Note:* Once the NEW year has been opened for FFX processing, the OLD year will not be reopened.

The options are:

- Close the OLD FFX year when the Property Office and Business Office are relatively certain that FFX is current and the Investment in Plant portion of the AFR (Note 2) is complete. You can open FFX for the NEW year for transactions, but be aware that any FFX corrections for the OLD year will have to be done as FRS journal (adjusting) entries. The FFX entries will have to be done in the NEW year with the “Feed Accounting” flag set to ‘N’. The final SPA transactions for the OLD year must be sent by FTP to SPA before sending any transactions to SPA for the NEW year (refer to the discussion of this scenario found below).

– **OR** –

- Close the OLD FFX year when the AFR is submitted for original review, but wait to open the NEW FFX year for transactions, until the final AFR review is complete. The Property Office and Business Office should be relatively certain that FFX is current and that the Plant portion of the AFR (Note 2) is complete. The final SPA transactions for the OLD year must be sent by FTP to SPA before sending any transactions to SPA for the NEW year (refer to the discussion of this scenario found below).

– **OR** –

- Wait until you run your official (final) month 13 reports before closing the OLD year and opening the NEW year for transactions. This will ensure that all OLD year transactions are processed before the NEW year is opened for processing transactions. A final SPA feed will be run for the OLD year similar to the scenario discussed below.

Once the NEW year has been opened to allow FFX transactions, all of the following will begin running in the NEW year: TAPFD (feeds pending assets from accounts payable), TFAFD (feeds FAMIS G/L transactions from FFX), TMASS (mass change program), TR058 (FAMIS bar code file download) and TR059 (FAMIS bar code file upload).

It is important to note that the NEW year SPA feeds cannot begin at the same time the NEW FFX year is opened to allow FFX transactions. A couple of days’ delay is necessary so that a year-end SPA snapshot (extract) can be captured of the OLD year for reporting purposes.

### SPA Feeds – Year-End

Since September 1, 2000, automated feeds (DSPA) to SPA have been sent on a daily, not monthly, basis. This changed the fiscal year-end processing feeds, and thus needs more explanation concerning how it works and what needs to be considered related to SPA feeds.

The scenario for your agency will be similar to the following:

**At your request**, the FFX Allow Transaction flag on Screen 842 is set to 'Y' in the NEW year – this defines Day 1. It is the last possible day of FFX entry into the OLD year as the flag will be set to 'N' in the OLD year.

At this point, the Property Office states it has completed entry of all OLD year activity and the Business Office states it has entered all necessary AFR (Plant/Property transactions and/or A/P transactions) activity for the OLD year. All capital and/or controlled assets for the OLD year have been entered. At this time, your AFR has been delivered to the AFR contact at SOBA. The AFR contact at SOBA requests FAMIS to lock down your campus code for the OLD year and no other entry into the OLD year will be allowed. All Screen 842 flags will be set to 'N' in the OLD year.

- 1) Remember FAMIS DSPA feeds are always a day behind. Therefore, on Day 1, DSPA will be run (after 5pm) for the previous day's OLD year activity and the file will be sent by FTP to Austin. Since there is a 2pm deadline for SPA feeds, this file will not update SPA until the following night's SPA cycle.
- 2) On Day 2, DSPA will be run (after 5pm) for Day 1's OLD year activity and the file will be sent by FTP to Austin.
- 3) On Day 3, DSPA will be run (after 5pm) for Day 2's OLD year activity and the file will be sent by FTP to Austin.
- 4) On Day 4, since the OLD year is locked down and since the final file for the OLD fiscal year will update that night in SPA, FAMIS will request a SPA extract file. SPA will create it that night after all SPA updates have occurred.
- 5) On Day 5, FAMIS will ftp the SPA extract file for the OLD year to our system and verify its receipt. FAMIS will change the fiscal year-end flag (for SPA feeds) to the NEW year (Screen 853) and point the DSPA JCL (job control language) to the NEW year. DSPA can be run that night to begin sending daily feeds to SPA for the NEW year. It will pick up all NEW year FFX activity prior to Day 5.

## Decision Time

Once your Property Office and Business Office agree, please inform FAMIS (**send email to: famishelp@tamu.edu**) of your decisions. The information needed is:

1. When you want to begin feeding Accounts Payable to FFX for the NEW year
2. When you want to close FFX for the OLD year AND when you want to open FFX for the NEW year.





**Section XIV**  
**Appendix**

---



# Standard PF Key Definitions

PF Keys are used in the Fixed Assets module of FAMIS to access additional asset information or to download and/or print asset information. Where ever possible the same assignment has been given to the same PF key, such as PF2 always being the key used for HELP. Occasionally this has not been possible and a different assignment has been made.

The following list is to help you identify the functionality behind the PF keys that you will see on the many screens in Fixed Assets.

Many screens have extended information windows assigned to various function keys that are designated at the bottom of each screen and pop-up window. Placing the cursor (using the cursor arrow keys) on a particular line and pressing the extended information function key will display the pop-up window information for the document or item on that line.

Exiting a pop-up window is done by pressing <PF4> to return to the previous window or inquiry screen. If multiple windows have been opened pressing <PF3> will return you directly to the screen where you started.

From within many of the pop-up windows an additional set of extended function keys may appear to further inquire on the asset.

## Extended Function Keys

**Add** Displays a window to select up to 20 Class Codes to add to your campus's Class Code Table.

```
+-----+
| More Classes - Select or Press <ENTER> To Scroll |
|-----+-----+
| Search Criteria:   Class Code: _____         |
|                                     Selected    of 20 |
|-----+-----+
| Code      Description                                     |
|-----+-----+
| - 578705   CPU-HAND/PORT/LAPTOP APPLE $500-999.99      |
| - 578706   SERVERS/MINICOMPUTERS $500-999.99           |
| - 578801   PRINTER-NOT PORTABLE $500-999.99            |
| - 578802   PRINTER-PORTABLE $500-999.99                |
| - 579102   MICROSCOPES & ACCESSORIES $500-999.99       |
| - 579105   BALANCES $500-999.99                        |
| - 579106   INCUBATORS & ACCESSORIES $500-999.99        |
| - 579109   CENTRIFUGES $500-999.99                    |
| - 579111   OSCILLOSCOPES $500-999.99                   |
| - 579201   WEATHER EQUIPMENT $500-999.99               |
| - 579202   REFRIG, LAB $500-999.99                     |
| - 579203   FREEZERS, LAB $500-999.99                   |
|-----+-----+
| Select up to 20 Class Codes          PF4=Quit PF12=Cancel |
|-----+-----+
+-----+
```

**Again** Some screens have search features. The Again allows you to search again using the same criteria.

## Appendix – Standard PF Key Definitions (cont'd)

**Audit** Allows the user to see Audit information (i.e. Last modified date, time, and UserID).

```
+-----+
|          ***** Audit Information *****          |
| Created                                     Batch Modified |
|   Date: 09/25/1997                         Date: 08/13/2003 |
|   Time:                                     Time: 01:53 PM  |
|   UserID: TxxxxxxL                         Program: TNSPDFP  |
|                                         |
| Online Modified                             |
|   Date: 02/11/2002                         |
|   Time:                                     |
|   UserID:                                     |
|   Program:                                     Tracking Nbr: 00049748 |
+-----+
```

**Bkwd** Some Inquiry Screens allow scrolling through many records at a time. The Bkwd allows the user to go back to the previous panel of data.

**Del** Allows a user to freeze a Class Code on your specific campus.

**DLoad** Some screens allow the user to download columns of data to their PC usually into Excel. However, you must have Entire Connection installed on your PC.

**Funds** This is a popup window displaying all available Fund Sequences for a given asset and component number.

```
+-----+
| Asset Nbr: 0000000003 Component Nbr: 01 Status: A |
| Sel Fund Sq. Fund Bank Src Buying Account Voucher Amount |
| - 00001 7999 00001 LF 500.00 |
| - 00002 0001 10001 ST |
| - 00003 0096 10717 ST |
|                                         |
|                                         Sub Total: 500.00 |
| *** End of Fund Sequence List *** |
| Press <PF4> to Exit |
+-----+
```

**Fwd** Some Inquiry Screens allow scrolling through many records at a time. The Fwd allows the user to go forward to the next panel of data

**Help** Context sensitive help on individual fields on the screen.

**HMenu** Not Used in FAMIS.

## Appendix – Standard PF Key Definitions (cont'd)

- Left** Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the **left**.
- Next** Some Inquiry Screens allow scrolling through many records at a time. The Next allows the user to go forward to the next panel of data.
- Pers** Screen to update personnel information in FAMIS.

```
+-----+
|                                     |
|               Modify as Appropriate with Current Office Information       |
|                                     |
|   Name: USER, UTHUR U                      Resp Form: 04/06/2004         |
|   E-Mail:USER@TAMU.EDU                      |
|   Phone:999-999-9999_                      Routing eMail Preferences:    |
|   Fax: _____                          Notify Frequency: _          |
|   Address: _____                      Notify Type: _                 |
|                                     |
|   City: _____ St: _ Zip: _____ Mail Code: _____            |
|                                     |
|               Press <Enter> to accept changes or <PF4> to quit            |
|                                     |
+-----+
```

- Right** Some windows are made up of several adjacent panels. These will be designated by the word **Panel: ##** appearing in the window. Pressing this key scrolls the panel to the **right**.
- Seq** On Fund Sequence screens, it gets the next available sequence number.
- SOR** Displays the Statement of Responsibility for being a FAMIS user.

```
+-----+
|                                     |
|               FAMIS SECURITY                                               |
|               STATEMENT OF RESPONSIBILITY                                |
|               FOR FY: 2007                                               |
|                                     |
|   I understand that I will be violating System Rules and Regulations and State |
|   and Federal law if I gain or help others gain unauthorized access to the  |
|   Financial Accounting Management Information System (FAMIS). I acknowledge  |
|   that neither I, nor anyone else, possess the authority to allow anyone to  |
|   use my I.D. or password. Furthermore, I understand that information I have |
|   access to view may be confidential in nature (e.g., social security numbers |
|   and payroll information); neither I, nor anyone else, possess the authority |
|   to allow me to use this information for non-System purposes.             |
|                                     |
|   I also understand that if I violate System Regulations or State and Federal |
|   laws by gaining or helping others gain unauthorized access to FAMIS, I will |
|   be subject to disciplinary action and criminal prosecution to the full      |
|   extent of the law (Chapter 33, Title 7 of the Texas Penal Code).          |
|                                     |
|               Press <Enter> to continue                                   |
|   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11-- |
|   PF12---                                                                    |
|               Hmenu Help  EHelp                      Pers  SOR            |
|                                     |
+-----+
```

## Appendix – Standard PF Key Definitions (cont'd)

---

**Thaw** If a Class Code was previously frozen for your campus, but it is active for the Master Campus, you can unfreeze the class code and begin using it for your assets.

**Trans** Allows the receiving agency to check the status and last month of depreciation on the sending agency.

```
+-----+
| Depreciation was stopped for |
| Asset: 0000027336 Comp: 01  |
| Status: A on                |
|                             |
| Press <PF4> to Exit         |
+-----+
```

**View** Allows the user to view transaction detail on a specific transaction.

```
+-----+
| ***** Batch Transaction Details ***** |
| Asset Nbr: 0000043368      Batch Ref: PAVJ12 |
| Comp Nbr: 01              Batch Date: 01/07/2004 |
| Fund: 0001      SPA Effective Date: 09/17/2003 |
| Fund Seq: 00001      Fiscal Yr: 2004 |
| Name: |
| New Value: |
| Old Value: |
| Trans Type: APP      Trans Ref: 7402235 Ref 2: |
| Trans Desc: COMPUTER DELL OPTIPLEX GX270T |
| Trans Acct:      From Asset: |
| Debit Acct: 089730 1730      Credit Acct: 089730 4400 |
| Trans Amt:      247.34 Appraisal: |
| Class: 578701      Bank: 13116 |
| Dr/Cr: Y Acq/Disp: PO      Agency: |
| Acct Feed: N Feed Ref:      Feed Dt: |
| Amt2:      Amt3: |
| Modify Dt: 01/15/2004      Modify Time: 10:28 AM |
| Modify ID: USER00P      Tracking Nbr: 04210036 |
| USER, UTHUR U      PF4 = Exit |
+-----+
```

# Mass Change Procedures and Request Forms

---

## Fixed Assets Mass Change Program

The Mass Change program, TMASS, was written to allow a property manager to change certain fields for all assets within a given department/sub-department. The fields that may be modified are:

DEPARTMENT  
SUB DEPARTMENT  
CUSTODIAN NUMBER  
CUSTODIAN NAME  
BUILDING CAMPUS CODE  
BUILDING NUMBER  
ROOM

This program is useful when a department transfers all of its property to another department, when a department undergoes a name change and the department code is changed to reflect the new name, when a department changes custodians, or when a department moves a large volume of assets from one building/room to another building/room.

A **Production Services Special Request Form** has been specifically modified to submit mass change requests. It is accessible through the FAMIS Website at <http://tamus.edu/offices/famis/>. Click on the "FAMIS Reports" link, then click on the "TMASS Request" link.

**You must be a FAMIS Authorized Requestor to access the online form.**

If you have not previously accessed the reports pages, or have deleted your browser's cookies for our site, you will need to login with your FAMIS UserID . On the next page, fill in the Job Request Form and click on the "Continue" button.

On the next page, the **Old Dept** and **Old SubDept** must always be entered, but the **New Dept** and **New SubDept** may be left blank if there is no change.

If you wish to change the custodian for all of a department's assets, regardless of what custodian is listed, a *global* custodian change may be made by specifying '\*\*\*\*\*' as the **Old Custodian Number**. This is helpful if a department's assets are listed under multiple custodians and you need to change them all to a new custodian. The mass change program can also be used to update the custodian name when the person has undergone a name change. In this case, you would have the name changed on the PERSON file (FRS Screen 850) and then submit a mass change request giving the existing custodian number as the **New Custodian Number**. The custodian name will be updated even though there is no custodian number change.

A report of all changes made will be printed and should be checked to verify that the intended changes were made and that there were no rejects. If the reject count is not zero, the input transactions should be checked for accuracy.

## Mass Change Procedures

### **TBDU010 & TBSF028**

1. Mass change transactions are submitted through TBDU010 that fetches TBSF028 to make the updates. JCL can be submitted with the exec file TMASS.

2. Layout for mass change transactions:

TRANSACTION TYPE	(A3)	1-3	'MAS'
OLD DEPARTMENT	(A5)	4-8	
OLD SUB DEPARTMENT	(A5)	9-13	
NEW DEPARTMENT	(A5)	14-18	
NEW SUB DEPARTMENT	(A5)	19-23	
OLD CUSTODIAN NUMBER	(A9)	24-32	
NEW CUSTODIAN NUMBER	(A9)	33-41	
OLD BUILDING CAMPUS CODE	(A2)	42-43	
OLD BUILDING NUMBER	(A5)	44-48	
OLD ROOM	(A6)	49-54	
NEW BUILDING CAMPUS CODE	(A2)	55-56	
NEW BUILDING NUMBER	(A5)	57-61	
NEW ROOM	(A6)	62-67	

3. Transactions are validated according to the following rules:

<b>OLD</b>	<b>NEW</b>	<b>DEPT</b>	<b>CUST</b>	<b>CC/BLDG/RM</b>
blank	blank	NO	OK	OK
blank	GIVEN	NO	NO	OK
GIVEN	blank	OK	NO	NO
GIVEN	GIVEN	OK	OK	OK

4. Each value given is also checked for existence on the appropriate file (dept table, person file, or building file).
5. A "Global" custodian change may be made (for a given department) by specifying '\*\*\*\*\*' as the OLD CUSTODIAN NUMBER.
6. If the old and new values given are the same, no updates will be made for that field. If the old and new CUSTODIAN is the same, an update will be made if the name on the person file is different than the name on the asset record.



## Appendix – Mass Change Procedures and Request Forms (cont'd)

---

7. The Reject Count listed at the bottom of the output should be checked. If the count is not zero, the input transactions should be checked for accuracy. If the records are found to be accurate, the report should be released and the user should resubmit the request with valid data.
8. The rejected records are written to a reject file. This reject file should be scratched after the job runs successfully, or at least periodically.

# FFX Reports

---

All reports are requestable from the FAMIS website: <http://www.tamus.edu/offices/famis/>.

## **TBAR057**

**Purpose:** This program is used to assist in the creation of bar code labels on new equipment.

This program writes newly acquired assets out to a work file based on a specified date range. The sort on this program is department / sub-department / class / asset number / component number.

## **TBAR058**

**Purpose:** This program is used to assist in the creation of bar code labels on new equipment.

This program writes approved assets out to a work file for a specified department/sub-department.

## **TBAU059**

**Purpose:** This program is used to upload attribute data from the Certification process to FAMIS.

This program updates the FAMIS database from the data file supplied by the requesting agency.

# Mass Reclassification Procedures

---

## Reclassify All Assets in a Class (TBAU828)

FAMIS Services has a program that will change the class of all assets in a class to a specified new class. The procedure to do this is as follows:

1. Provide FAMIS Services with a list of capital classes with approved assets that need to be changed to a new/different class. This list will be used by the Batch Mass Reclassification program to reclassify the assets. Here is an example of the information you would submit:

<u>Current Capital Class</u>	<u>Move ALL Assets to Class</u>
844002	844072
842207	842215
842423	842504

2. Request TBAU828 to be run with UPDATE=NO for your Part. This request will produce a report called "Approved Fixed Assets to be Reclassified" that will display all assets whose criteria match the table in Step 1. Each System Part should review this report for accuracy, noting that all assets within these classes will be mass reclassified to the new class unless, in the meantime, the asset is moved to a different class. If changes are made to either the list or the assets, request TBAU828 again until you are satisfied with what you see on the report.
3. Request the TBAU828 program be run in an update mode (UPDATE=YES) once the data has been verified as accurate according to Step 2. This update performs the actual reclassification and mimics the process done with a 515/516/515. It will decrease the value by performing a change in cost with a (credit) disposal method (based on the asset account), then changes the class and increases the value back up with a (debit) acquisition method (based on the asset account). If the asset account is not changing with the class, a debit with a disposition of AJ and a credit with a disposition of AJ will be done instead.

**Do not request this update be run until you are satisfied with the report from Step 2.**

### Reclassify Individual Assets (TBAR827 / TBAR829)

In addition to changing all assets in a class, there is a way to change individual assets to specific class codes. The procedure to do this is as follows:

1. First, you should request TBAR827 to get a download file of assets by class. This file can then be used to decide which assets need to be changed.
2. Once you have determined the assets to be changed, provide FAMIS Services with an Excel spreadsheet listing those assets and their new class. The recommended layout is:

Campus Code	2 characters	(required)
Asset number	10 characters	(required)
Old Class	6 characters	
New Class	6 characters	(required)
Old Asset GL	6 characters	
Old Asset Cntl	4 characters	
New Asset GL	6 characters	
New Asset Cntl	4 characters	(required for Equipment Held in Trust or Museums-Private)

3. Request TBAR829 to be run with UPDATE=NO for your Part. This request will produce a report called "Mass Asset Reclassification" that will display the assets you provided for reclassification. Each System Part should review this report for accuracy noting that all assets on this list will be reclassified. If changes are made, request TBAR829 again until you are satisfied with what you see on the report. *This may require submitting a new spreadsheet if you need to change which assets are to be reclassified.*
4. Request the TBAR829 program be run in an **update mode** (UPDATE=YES) once the data has been verified as accurate according to Step 3. This update performs the actual reclassification and mimics the process done with a 515/516/515. It will decrease the value by performing a change in cost with a (credit) disposal method (based on the asset account), then changes the class and increases the value back up with a (debit) acquisition method (based on the asset account). If the asset account is not changing with the class, a debit with a disposition of AJ and a credit with a disposition of AJ will be done instead.

<b>Do not request this update be run until you are satisfied with the report from Step 3.</b>
---

# Session/Batch Header Codes

A session/batch reference code is used to group sessions of like transactions. The first three (3) characters typically identify the type of transactions entered during the session. For example, **ARP001** would signify an **A**ccounts **R**eceivable **P**ayment transaction. **The asterisks (\*\*) denote a FAMIS assigned batch header.** We recommend that FAMIS users use these batch header codes where appropriate.

Accounts Payable		
AP ACH	APA	FAMIS ASSIGNED
AP Check	APC	FAMIS ASSIGNED
AP State Voucher	APV	FAMIS ASSIGNED
Fee	FEE	
Travel	TRV	
Corrections-Travel	TRC	
Purchase	PRV	
Prepaid Vouchers	PPV	
Corrections- Purchase	PVC	
Delete Vouchers	DEV	
Housing Interface	HSG	FAMIS ASSIGNED
SIMS Interface	SIMS	FAMIS ASSIGNED
Miscellaneous	MDS	
Procurement Card	PCC	FAMIS ASSIGNED
Corrections-Payroll	CPR	
Accounts Receivable		
AR Accounting Feed	FAR	FAMIS ASSIGNED
AR Payments	ARP	FAMIS ASSIGNED
Bank Transfers		
Bank Transfers	BTR	
Budget		
Budget Brought Forward	BBF	FAMIS ASSIGNED
Beginning Entries	BEG	
Regular	BJN	
Original Budgets	BUD	
Generated Exp Budget	GEB	FAMIS ASSIGNED
Cash Receipts		
Cashier Deposits-Depts	CDP	
Corrections Receipts	CRC	
Departmental Deposits	DDP	
Distribution to S/L	DTR	
Gifts	GIF	
Interest	INT	
Investment Sales	INS	
Letter of Credit	LOC	
Miscellaneous	MDP	
V/MC Charge Back	CBK	
V/MC Deposits	VDD	
Encumbrance		
Encumbrance	ENC	

IDTs		
Regular	IDT	
Corrections	IDC	
Gift Fees	FEE	
Interface IDTs	(dept. code) Ex: PHPLxx	
Visa/MC Charges	VMC	
Interagency Payments	IAP	
Journal Entries		
Regular	JEN	
Corrections	JEC	
Investments	JIN	
Payroll		
EPA Adjustments	EPA	FAMIS ASSIGNED
Insurance Billing	INS	FAMIS ASSIGNED
Insurance Equity Transfer	INEQ	FAMIS ASSIGNED
Payroll	PAY	FAMIS ASSIGNED
Payroll Auto Adjustment	SEAA	FAMIS ASSIGNED
Salary Encumbrance	SEN	FAMIS ASSIGNED
Salary Savings	SSV	FAMIS ASSIGNED
Fixed Assets (FFX)		
FFX Accounting Feed	FFX	FAMIS ASSIGNED
FFX Depreciation Fee	FFD	FAMIS ASSIGNED
Sponsored Research (SPR)		
Indirect Cost	INDZ	FAMIS ASSIGNED
Suspense		
Suspense	SUS	

K:\FA\DOC\WRKNPRCS\Student\NEW) Session Batch Header Codes.docx  
Revised: 2/16/2011 4:42 PM

# Instructions

---

Listed below are general instructions that will make your job easier as you use FAMIS to input or view document information. Please become familiar with the information in this reference as it can make your navigation in FAMIS more efficient.

## 3270 Emulation Keys

Special keys and key combinations must be used when working with FAMIS. These keys are known as 3270 emulation keys and may be defined differently by each 3270 terminal or PC emulation software that you are using. Contact your computer support person if you do not know how to identify the following keys on your computer.

### PF Keys

When a key is listed as **PF<sub>n</sub>**, PF represents Program Function. Many PCs use the function keys labeled **F<sub>n</sub>** for these PF keys. Others have special combinations of keys to represent the PF keys, for example, on a Memorex emulation, a combination of the ALT key and the number 1 will represent the PF1 key.

At the bottom of the FAMIS screens, there are PF keys listed that can assist in the use of the screen. For example, on Screen 104, Voucher Create, the bottom of the screen shows the PF7 with the word 'Bkwd' under it. This means that by pressing the PF7 key, the screen listing will scroll backwards.

### TAB and BACKTAB Keys

Use the **TAB** and **BACKTAB** keys on a 3270 terminal to move from field to field. This will position the cursor at the start of each field. Most PCs have a key labeled TAB, while the BACKTAB is a combination of the SHIFT/TAB keys.

Using the arrow keys, instead of the TAB keys, to move around the screen may lock the computer keyboard. Use the RESET key, then the TAB key, to position the cursor and unlock the keyboard.

### CLEAR Key

The **CLEAR** key on many PC keyboards is the **PAUSE** key. This key is often used to clear, or refresh, the screen before typing.

### RESET Key

After pressing <ENTER> to process data information, note the status bar at the bottom of the screen. When the system is processing information, the symbol "**X ( )**" or ⌂ will appear. You cannot enter additional information until the system is finished processing. If any other symbols appear, press your **RESET** key -- often the **ESCAPE** key on a PC.

### **ERASE END OF FIELD Key**

To erase all the information in a field with one stroke, the **ERASE EOF** key on a 3270 keyboard is helpful. For example, a vendor name is held in context when moving from screen to screen. To change to a different vendor, use this key and the current vendor name in the Action Line will be removed. Now the new vendor name can be input. On most PCs, the correct key to use is the **END** key on the numeric keypad.

### **HOME Key**

From anywhere on the screen, the most efficient way to take the cursor back to the Screen: field on the Action Line is by pressing certain keys. For the 3270 terminals, the correct combination is the **ALT/RULE** keys. On most PCs, the **HOME** key on the numeric keypad will work.

## **Protected Area**

The **Protected Area** is the area of the screen that will not allow the user to enter information. Typing information in the protected area may freeze the screen. Use your **reset** key and then **tab** key to release your system when it freezes.

## **Action Line/Context**

The **Action Line** is usually the first line of information on each screen. The Screen: field is used to navigate from screen to screen by entering the number of the screen desired. Fields such as screen, vendor, voucher number, account, etc. are often found on the Action Line.

Data that is entered on the Action Line will be carried in 'context' from screen to screen until changed. For example, the GL account number 032365 is entered on the Action Line of the screen below. That account will be carried in 'context' until the user keys a different account in the field.

The **<ENTER>** key must be pressed after entering **Action Line** data. If a user does not follow this step, all information entered on the screen may be lost and must be re-entered. After pressing **<ENTER>**, a message will be given at the top of the screen asking for modifications or providing further processing instructions.

F0002 Record has been successfully added		03/03/94 14:56
002 GL 6 Digit		FY 1994 CC AA
Screen: ____	Account: 032365 ____	NAVSO, INC.
Account Title: NAVSO, INC. _____		

### Message Line

The line above the Action Line is used to display messages to the user. These messages may be error messages or processing messages, such as the one below.



### Scrolling Through Data

Pressing the <ENTER> key will scroll through information listed on a screen. On some screens, there are PF keys to use to scroll forward, backward, left and right. These PF keys are displayed at the bottom on the screens with that function.

### Help

HELP functions are available for many screen fields in FAMIS. Placing a "?" in the blank beside the desired field and hitting <ENTER> will access a pop-up window with specified field information. Another way is to place your cursor in the desired field and press the F2 key.

To get out of the HELP function, either select a value and press <ENTER> or hit the **PF4** key. The distinction on which key to use will normally be designated in the pop-up window (EX: **PF4** = Exit).

### Escaping from a Pop-Up Window

When in a pop-up window, pressing **PF4** will usually take you back to the original screen. There are a few screens when pressing <ENTER> will take you back to the original screen.



## Field Help Using the F2 Program Function Key

On selected fields, additional information can be displayed using the F2 program function key. This HELP information is accessed by moving the cursor to the field in question and pressing the F2 Key.

### Screen 002 - GL 6 Digit

```

002 GL 6 Digit                                     11/02/06 11:33
                                                FY 2007 CC 02
Screen:  ___ Account: 030100  ___ STUDENT APARTMENTS-BUILDING REPAIRS

Account Title: STUDENT APARTMENTS-BUILDING REPAIRS
Resp Person: 8uuuuuuu8 MILLER, MIKE M Old Acct: 0297
Year-end Process: F Reclassify:  _ Reporting Group:  _ Aux Code: SHO
AFR Fund Group: 30 Fund Group: AX Sub Fund Group: AX Sub-Sub:  _
Function:  _
Default Bank: 03000 Override: Y SL Mapped Count: 1
Alternate Banks: ***** Security: BS

          Dept      S-Dept Exec Div Coll Mail Cd Stmt
Primary: RELH_     SAPT_  SS  AD      C1253  Y
Secondary: VPSS_     SS  AD      C1256  Y

Fund Source:  _
Long Title: STUDENT APARTMENTS - BUILDING REPAIR
Account Letter:  _ Setup Date: 07/07/1985

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

The first help screen describes the field; pressing <ENTER> will display the valid values for the field.

```

Flag to indicate what action to take with balance at year end.
  
```

```

+-----+
+*** D I C T I O N A R Y - H E L P ***+
+-----+
VALUES                                MEANING
+-----+
F Fiscal Year
P Project Year
E Encumbrance Only (SL's only)
T Transfer BBA (SL's Only)
D BBA to Different account (SL)

Rule : IAFRS-FG-FS-YY-END-PROC      Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER
Field: FG-FS-YY-END-PROC

PF1=Menu PF4=Exit
+-----+
  
```

### Question Mark (?) Help

FAMIS also provides information about selected fields through the Question Mark (?) Help facility. This HELP information may be accessed by typing a question mark (?) in the field in question and pressing the <ENTER> key.

A pop-up window is displayed with the valid values for the field. By typing an 'X' next to the desired value, that value is passed to the main screen. This is called the **Passback** feature.

#### Screen 002 - GL 6 Digit

002 GL 6 Digit		11/02/06 11:29	
		FY 2007 CC 02	
Screen: ____	Account: 014000 ____	MEDICINE	
Account Title: MEDICINE			
Resp Person: 2uuuuuuu2	ROGERS, RONDA R	Old Acct: 0284	
Year-end Process: F	Reclassify: ____	Reporting Group: ____	Aux Code: ____
AFR Fund Group: 10	<b>Fund Group: FG</b>	Sub Fund Group: ____	Sub-Sub: ____
Function: ____			
Default Bank: 03000	Override: Y	SL Mapped Count: ____	
Alternate Banks: *****		Security: ____	
	Dept	S-Dept	Exec Div
Primary: GL ____	UN	AD	C6000 N
Secondary: CLMD ____	AA	CD	MD C1114 Y
Fund Source: ____			
Long Title: MEDICAL EDUCATION PROGRAM			
Account Letter: ____ Setup Date: ____			
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---			
Hmenu Help EHelp Next			

#### Screen 002 - GL 6 Digit - Fund Group ?-Help Pop-Up Window

*** D I C T I O N A R Y - H E L P ***	
VALUES	MEANING
-----	-----
AG	AGENCY
AN	ANNUITY & LIFE INCOME
AX	AUXILIARY
BLANK	NOT SPECIFIED
DS	DESIGNATED
EN	ENDOWMENTS
<b>FG</b>	<b>FUNCTIONAL AND GENERAL</b>
IS	INTEREST & SINKING
Lookup Value / . Menu	
Rule : IAFRS-FG-FS-FUND-GR	Default value is:
View : IAFRS-GENERAL-SUBSIDIARY-LEDGER	
Field: FG-FS-FUND-GR	
PF1=Menu PF4=Exit	

# FFX Screens List

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		<u>PAGE</u>
001	<b>Fixed Assets Main Menu</b> ..... Contains a list of all the screens and menus necessary to perform inquiries and processing of assets.	(Part 1) I-7
500	<b>Asset Component Inquiry</b> ..... Display of components for an asset.	VIII-4
501	<b>Purchasing/Vendor Data</b> ..... Entry and display of purchasing vendor and manufacturing information for an asset component.	(Part 1) III-3
502	<b>Property Control Data</b> ..... Entry and display of property control data for an asset component.	(Part 1) III-6
503	<b>Fund Sequence Add/Update</b> ..... Entry and display of financial accounting data and funding source for an asset component.	(Part 1) III-12
504	<b>Maintenance/Insurance Data</b> ..... Entry and display of asset debt financing, maintenance, and insurance information.	(Part 1) III-16
505	<b>Location Data</b> ..... Entry and display of custodial, location, and ownership information for an asset.	(Part 1) III-20
506	<b>Property Inventory Data</b> ..... Entry and display of inventory data for an asset.	(Part 1) III-23
508	<b>Asset Notes</b> ..... Entry and display of any asset notes for an asset.	(Part 1) III-26
509	<b>Copy/Delete</b> ..... Used to copy assets, or delete pending assets.	(Part 1) III-29
510	<b>FX Batch Initialize</b> ..... Used to open or close batches in FFX.	(Part 1) IV-8
511	<b>Approval</b> ..... Used to approve a pending asset component.	(Part 1) IV-11
512	<b>Depreciation Maintenance</b> ..... Used to record/adjust accumulated depreciation – both prior and current.	(Part 1) IV-17
513	<b>Disposal</b> ..... Used to record the disposal of an asset component that is no longer owned or managed by your institution.	(Part 1) IV-21
515	<b>Change in Cost by Fund Sequence</b> ..... Used to modify the cost of an approved asset.	(Part 1) IV-25
516	<b>Change in Est/Meth/Acct</b> ..... Used to modify depreciation calculations, asset account, class, acquisition method and capitalization flag with no accounting impact.	(Part 1) IV-33
517	<b>Undispose Asset Component</b> ..... Used to reinstate asset into approved status.	(Part 1) IV-38

## Appendix – FFX Screens List (cont'd)

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	<u>PAGE</u>
<b>519 Transfer within Member .....</b>	<b>(Part 1) IV-41</b>
Used to change custodian, location, ownership or availability data to a new department.	
<b>521 Livestock .....</b>	<b>(Part 1) IV-44</b>
Used to renumber an asset/component in FAMIS (must be done manually in SPA).	
<b>523 Transaction Inquiry By Asset .....</b>	<b>VIII-6</b>
Displays history of activity for an approved or disposed asset by fiscal year.	
<b>524 FX Session/Batch Header List .....</b>	<b>VIII-11</b>
Provides summary information of batches entered into FFX.	
<b>527 Transaction Inquiry by Batch .....</b>	<b>VIII-13</b>
Displays transactions in a specified FFX batch.	
<b>528 Asset Search.....</b>	<b>VIII-16</b>
Used to search for an asset by description.	
<b>529 Selection Query List (Part 1) .....</b>	<b>VIII-19</b>
Used to search for assets meeting specified selection criteria.	
<b>531 Asset Component Snapshot .....</b>	<b>VIII-26</b>
Displays miscellaneous information concerning an asset component including depreciation.	
<b>532 Asset Search by Dept and Class .....</b>	<b>VIII-30</b>
Displays assets by department, sub department, and class code and allows access to a more detailed screen.	
<b>533 Inquiry by Search Value.....</b>	<b>VIII-32</b>
Used to search for assets by tag number, serial number, related asset number or class.	
<b>534 Asset Search by Department .....</b>	<b>VIII-36</b>
Displays assets by department code and sub department code and allows access to a more detailed screen.	
<b>535 Departmental Inventory.....</b>	<b>(Part 1) V-11</b>
Update location, purpose, condition, and availability data for an approved asset.	
<b>536 Limited Inquiry By Search Value .....</b>	<b>VIII-38</b>
Performs an asset search by tag number, serial number or related asset number.	
<b>537 Asset Search By Attribute.....</b>	<b>VIII-41</b>
Performs an asset search by license plate or model by status.	
<b>538 Asset Transfer Inquiry .....</b>	<b>VIII-44</b>
Performs an asset search by Transfer.	
<b>539 Component Sequence Snapshot.....</b>	<b>VIII-47</b>
Displays miscellaneous status information concerning an asset/component/sequence. Similar to Screen 531.	
<b>540 Building Create/Modify.....</b>	<b>(Part 1) V-14</b>
Used to create, modify or delete a building record.	
<b>541 Building Segment/Betterment .....</b>	<b>(Part 1) V-20</b>
Used to flag an approved asset as a building component or remove the component link	

## Appendix – FFX Screens List (cont'd)

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	<u>PAGE</u>
<b>542 Building Segment Inquiry .....</b>	<b>(Part 1) V-23</b>
Lists all approved asset components that are either components of a building, in a building, or both.	
<b>543 Building Room Nbr Table .....</b>	<b>(Part 1) V-26</b>
Used to create, modify or delete valid room numbers for a building.	
<b>544 Building Room Asset Inquiry .....</b>	<b>(Part 1) V-28</b>
Used to view valid rooms in a given building/room/campus code combination.	
<b>545 View Preliminary Assets.....</b>	<b>(Part 1) II-10</b>
Lists all preliminary assets for a particular document.	
<b>546 Preliminary Fixed Asset Data.....</b>	<b>(Part 1) II-12</b>
Used to view the detailed preliminary fixed asset data	
<b>547 Sequence Search by Purchase Account.....</b>	<b>VIII-51</b>
Used to view asset components paid for by account.	
<b>548 Sequence Search by Voucher .....</b>	<b>VIII-54</b>
Used to view asset components paid for by voucher.	
<b>549 Sequence Search by Doc/PO .....</b>	<b>VIII-57</b>
Used to view asset components by document.	
<b>581 Class Table Display .....</b>	<b>(Part 1) VII-8</b>
View contents of the class code table.	
<b>582 Capitalization Rules Display .....</b>	<b>(Part 1) VII-17</b>
Lists the capitalization rules table.	
<b>583 Acq/Disp Method Controls Display.....</b>	<b>(Part 1) VII-20</b>
Lists the contents of the acquisition and disposal methods table. Lists valid values and description for acquisition and disposal methods.	
<b>584 Inflation Codes Display.....</b>	<b>(Part 1) VII-23</b>
View contents of the inflation code table.	
<b>585 Depreciation Rules Display.....</b>	<b>(Part 1) VII-26</b>
Lists the contents of the depreciation rules table.	
<b>590 System Controls .....</b>	<b>(Part 1) VII-3</b>
FFX Control Table	
<b>591 Class Table Update.....</b>	<b>(Part 1) VII-8</b>
Used to add, modify or delete class code information.	
<b>592 Capitalization Rules Update .....</b>	<b>(Part 1) VII-17</b>
Used to add, modify or delete capitalization rules.	
<b>593 Acq/Disp Method Control Update .....</b>	<b>(Part 1) VII-20</b>
Used to add, modify or delete acquisition or disposal method	
<b>594 Inflation Codes Update .....</b>	<b>(Part 1) VII-23</b>
Used to add, modify or delete inflation codes.	

## Appendix – FFX Screens List (cont'd)

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		<u>PAGE</u>
595	<b>Depreciation Rules Update</b> .....	(Part 1) VII-26
	Used to add, modify or delete depreciation rules.	
598	<b>SPA Edits Override Screen</b> .....	(Part 1) VI-14
	Used to override all SPA date related edits. Edits must be made manually in SPA, however.	
M51	<b>FFX Add/Update Menu</b> .....	(Part 1) I-7
	Displays the primary fixed assets screens available from the Fixed Assets Module.	
M52	<b>FFX Transaction Menu</b> .....	(Part 1) I-8
	Displays transaction screens available in FFX.	
M53	<b>FFX Inquiry Menu</b> .....	(Part 1) I-8
	Displays Inquiry Screens available in FFX.	
M55	<b>Entire Connection Download</b> .....	(Part 1) I-9
	Displays Entire Connection download or print screens available in FFX.	
S01	<b>Table Menu</b> .....	(Part 1) I-9
	Displays for table screens.	

# Glossary

---

## A

### **ABR**

See Automatic Budget Reallocation.

### **ABR Pool Table**

A user-defined table assigning rules for budget pools and the subcode ranges participating in each pool.

### **Account**

A functional unit, identified by an account ID that serves a particular accounting purpose where one person has primary responsibility for it. Accounts include balance sheets (GL) and revenue/expenditure accounts (SL). A building (in the Plant Funds area) is an example of a General Ledger account and the President's Office is an example of a Subsidiary Ledger account.

### **Account Control**

The last four digits in the ten-digit account number for a General Ledger account. The account control designates a specific asset, liability, fund balance, fund addition, fund deduction or summary control.

### **Account ID**

A 6-digit identification number for an account.

### **Account Number**

A 10-position ID within the master file of the Financial Records System. The first 6 positions identify the specific account while the last four positions identify the account control for a balance sheet account (GL) and the object code for a revenue or expenditure account (SL).

### **Accounts Payable**

An application of the Financial Records System (FRS). AP processes vendor payments and keeps track of financial activity involving vendors.

### **Action/Context Line**

The screen line (usually fourth from the top) or lines where the screen to be accessed and the key of the data to be addressed are input and displayed.

### **Alias**

A commonly used name for a vendor, other than the formal customer name (primary name) that prints on the check. The Purchasing System also offers a commodity alias name and permits you to define any number of alias names, once a vendor has been created.

### **AP**

See Accounts Payable.

### **Attributes**

Descriptive data associated with a record. Examples are school, department, function, name and responsible person. Attributes support a variety of sophisticated reporting techniques.

### **Automatic Budget Reallocation (ABR)**

When transactions are entered, a process by which the system automatically transfers budget dollars from predefined budget pools to specific object codes.

## B

### **Bank Transfer**

A movement of cash from one bank account to another. This allows expenditures at specific object codes to share in a single pool of money.

### **Batch/Session**

A collection of related transactions entered into the system with a header record and control totals, usually prepared by one person or subsystem feed.

## Appendix – Glossary (cont'd)

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### **Batch Interface**

A type of interface where one system generates transactions to be batched for input into another system.

### **BBA**

See Budget Balance Available.

### **Budget**

A plan of revenue and expenditures for an accounting period expressed in monetary terms.

### **Budget Balance Available (BBA)**

That portion of budget funds that is unspent and unencumbered.

### **Budget Pool**

A budget summarized at significant levels of revenue or expense. A single pool of money defined for use by specific object codes.

## **C**

### **Cash**

Coins, currency, checks, and anything else a bank will accept for immediate deposit.

### **Cash Disbursement**

A non-vouchered payment for goods received, services rendered, reduction of debt or purchase of other assets.

### **Cash Receipt**

Cash received from cash sales, collections on accounts receivable and sale of other assets.

### **Chart of Accounts**

A listing, at the 6-digit level, of all account numbers within FAMIS. Sometimes the COA defines the accounts at the 10-digit level as well.

### **Check Override**

The capability to bypass, on an individual-voucher basis, controls that were previously set for all vouchers.

### **Claim-On-Cash**

The share of ownership that an account has in the institution's money.

### **Clearing Account**

A temporary summary account (such as a payroll account) which is periodically set to zero.

### **COA**

See Chart of Accounts.

### **Compound Journal Entry**

A two-sided transaction that posts debits and credits.

### **Context**

The information that identifies the record being displayed or to be displayed by the system.

### **Credit Memo**

The reduction of a payable previously paid or still open. A credit memo may result from overpayment, overbilling, or the return of goods.

### **Currency Code**

A code that identifies a record in the Tax Currency Table. This record provides the factor to calculate foreign currency conversion costs or gains and the liability account used. The code is translated through a table into a conversion rate.



**Cycle**

Two or more programs that are run in a specific sequence.

# D

**Data**

Data are representations, such as characters, to which meaning might be assigned. They provide information and can be used to control or influence a process. This term is not synonymous with information. Information is data to which meaning has been assigned.

**Database**

The collected information that is accessible to the computer for processing.

**Data Control**

The tracking of input, processing and output, and the comparing of actual results to expected results in order to verify accuracy.

**Data Element HELP**

An on-line feature that assists the user by providing immediate information about any particular field on a screen.

**Data Entry**

A means for adding information into the system.

**Default**

The value that the system will assign if no other value is entered.

**Delete Flag**

A data element whose condition signifies that a document will be permanently removed from the database during the next archive cycle.

**Demand Voucher**

Voucher to be paid during the next Check Cycle.

**Diagnostic Message HELP**

An on-line feature that assists the user with data entry by providing an explanation of a message and the appropriate action to take.

**Diagnostics**

The messages that describe the results of processing. These messages may indicate an error and provide information about a process by noting what action to take to correct the error.

**Digit 3 of TC**

The third digit of the Transaction Code (Entry Code) which specifies the type of transaction.

**Disallowed Amount**

Primarily used for invoices to sponsors for grant/contract expenditures. A disallowance is an amount the sponsor does not agree to pay. Recording a disallowance is a temporary measure used to document the amount of the charge that is in dispute. Eventually, the amount disallowed should be zeroed out and either A) the invoice amount will be adjusted downward, or B) the sponsor agrees to pay the charge.

**Discount Account**

The account credited for discounts taken by the system when a check is written.

**Discount Table**

A table containing user-defined values representing discount terms for vendors.

**Dollar Data**

A record of the dollar amount and the type of financial transactions posted to an account.

## Appendix – Glossary (cont'd)

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**Dollar Limit**

A code used in Accounts Payable to specify a check amount. If the amount of a vendor's check is greater than this value, the check will not be generated.

**Drop Flag**

A data element whose condition signifies that a document is to be removed from the database immediately.

## E

**Encumbrance**

An obligation incurred in the form of a purchase order or contract. Also referred to as an open commitment.

**Endowment**

Funds received by an institution from a donor who specifies the condition that the principal not be spent.

**Endowment Income**

The income generated by investing the principal of an Endowment Fund.

**Entry Code**

The initial three-digit code on a transaction that denotes the transaction type. This code, which is mandatory for all FRS transactions, is predefined by the system. It is also known as the Transaction Code.

## F

**FA**

See [Financial Accounting](#).

**Feed**

Transactions from other systems that are transferred to the FRS.

**Field**

That part of a control record, transaction or established for displaying or entering information.

**File**

A storage area established within a computer system or database for organizing similar kinds of data.

**Financial Accounting (FA)**

A Financial Records System application that balances the General and Subsidiary ledgers while providing a complete audit trail of all transactions.

**Financial Records System (FRS)**

A system that supports the financial record-keeping and reporting of a college or university.

**Financial Transaction**

An entry made to the system to record information.

**Flag**

A data element used to set controls or conditions on a process or program.

**Freeze Flag**

A data element whose condition signifies that new transactions cannot be posted. This includes no feeds or invoice postings for this document.

**FRS**

See Financial Records System.

## Appendix – Glossary (cont'd)

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**Fund**

An accounting entity (a 6-digit GL account) with a self-balancing set of 10-digit accounts for recording assets, liabilities, a fund balance and changes in the balance.

**Fund Balance**

The equity of a fund (the difference between assets and liabilities).

**Fund Group**

A related collection of funds (6-digit GL accounts). Examples include Current Unrestricted, Current Restricted, Loan, Endowment, Annuity and Life Income, Plant, and Agency.

**Fund Group ID**

A one-digit identification number representing the fund group with which an account is associated.

**Fund Transfer**

A movement of dollars from one fund balance to another.

## G

**General Ledger (GL)**

A balance sheet account for the institution. All GL account numbers begin with "0" (zero).

**GL**

See General Ledger.

**GL/SL Relationships**

User-defined structures relating Subsidiary Ledger (SL) revenue/expense accounts to General Ledger (GL) fund accounts.

**Global Subcode Edit (GSE)**

A system edit that checks each new 10-digit account against a table that specifies valid combinations of 6-digit accounts and subcodes.

**GSE**

See Global Subcode Edit.

## H

**Header**

That portion of a Purchasing document containing basic information such as the document's number, the date and amount.

**HELP**

An online feature which accesses PREDICT in order to supply descriptions, valid values and suggested actions.

## I

**Indirect Updating**

The automatic posting of real dollar activity to a GL Balance Sheet account as a result of a direct transaction.

**Inquiry Screen**

A screen which only displays information and cannot be used for entering data.

**Interface**

A communication link between data processing systems or parts of systems that permits sharing of information.

**Interfund Borrowing**

The transfer of an asset or liability from one fund to another.

## Appendix – Glossary (cont'd)

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### J

#### **JCL**

See Job Control Language.

#### **Job Control Language (JCL)**

A problem-oriented language, used in IBM that expresses the statements of a processing job. It is also used to identify the job or describe its requirements, usually to an operating system.

#### **Journal Entry**

A non-cash transfer of dollars between two or more accounts.

### L

#### **Ledger**

A collection of account records for an organization. FRS contains two ledgers: the GL (balance sheet) and the SL (revenue and expense). See also General Ledger and Subsidiary Ledger.

#### **Liability Account**

In AP, a GL account that is credited for the liability when a voucher is processed. Any GL account that accepts a transaction creating a liability.

### M

#### **Map Code**

A five-digit attribute code in an SL account indicating the GL Fund ID to which it relates.

#### **Mandatory**

Flag indicating whether the transfer is mandatory. If no value is entered in the detail line(s) for this field, the transfer will be flagged with the default value after pressing <ENTER>.

#### **Memo Bank Account**

An account that represents the balances of demand deposits for operating accounts.

#### **Menu**

A screen containing a list of available processes, screens or other menus.

### N

#### **Name Rotation**

A feature that allows users to print a vendor name in one format on checks and then rotate it to another format for sorting on reports.

### O

#### **Object Code**

A four-digit number identifying specific items of revenue/expense or attribute records.

### P

#### **Parameter**

A variable that is assigned a constant value for a specific purpose or process. It provides the user with defined choices for report selection, processing or output requirements.

### R

#### **Regular Order**

A type of purchase order that denotes a typical order.

#### **Remit-To Address**

The address to which the check for goods and/or services rendered will be sent.

#### **Requisition**

A type of document that internally requests goods and/or services to be acquired. It must be authorized before being converted to a purchase order.

## Appendix – Glossary (cont'd)

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### **Retention**

What distinguishes retention from disallowance is the reason the charge is not being paid. With retention the sponsor is not paying a portion of the invoice until the end of the grant/contract. At that time retention is zeroed out and all of the invoice balance becomes due.

### **Retention Months**

A data element defined when creating a vendor. This indicates the number of months a vendor is to be maintained on file after all outstanding items have been paid or reconciled.

### **Run Parameter**

A parameter from a control record or a program control transaction (as opposed to a file maintenance transaction).

## **S**

### **6-Digit Account**

For GL: An entity that consists of a self-balancing set of 10-digit accounts.

For SL: An entity of revenues and/or expenses

### **Screen HELP**

An on-line feature that assists the user with data entry by providing information on the purpose and operation of a particular screen.

### **Secondary Vendor**

The vendor record holding the multiple addresses that are used periodically, as opposed to the primary address.

### **Session**

A control mechanism to track real-time posting of a group of financial transactions in order to provide an audit trail.

### **SL**

See Subsidiary Ledger.

### **Split Encumbrance**

An encumbrance which applies to several accounts.

### **Standing Order**

A type of purchase order used for (recurring) services like those provided by the telephone and electric companies.

### **Subcode**

Four digits appended to the account ID to identify attributes and dollar records within an account.

### **Subsidiary Ledger**

Revenue and expenditure accounts for the institution. All SL account numbers begin with a ledger number of 1 through 9.

### **Suspense Account**

A GL clearing account reflecting real dollar activity directed to the Suspense File.

## **T**

### **1099 Vendor**

A vendor (usually a consultant or professional service hired by an institution) whose payments must be reported to the IRS on Form 1099.

## Appendix – Glossary (cont'd)

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**1099 Voucher**

A voucher that must be reported to the IRS on Form 1099.

**10-Digit Account**

The six-digit account ID combined with the four-digit subcode, i.e. an account control or object code.

**Tax Code**

A code that identifies a record in the PO Tax Table (for the Purchasing System) and in the Tax Currency Table (for Accounts Payable). The code must be the same for both tables. This record contains the tax percentage and the tax liability account to be used.

**Tax ID**

A Social Security Number or Federal Employer Identification Number that is available for 1099 report preparation.

**Taxes**

An additional charge on the acquisition of goods that is imposed by the taxing authority and should be paid with the invoice.

**Temporary Vendor**

A vendor from whom only one purchase or service is required. No further transactions, for this vendor, are expected.

**Transaction Code**

A three-digit code that uniquely identifies a transaction type and determines editing criteria and dollar fields to be updated.

## U

**Update Screen**

A screen that allows a user to enter data for updating the files.

## V

**Valid Value**

A value of a data element that has been defined for input.

**Value-Based**

A mechanism used to restrict operator access to information by comparing operator security authorization with the value stored in the field.

**Vendor**

A provider of goods and/or services.

**Vendor Addresses**

See Order-From Addresses and Remit-To Addresses.

**Vendor Automatic**

A feature that automatically assigns a specific Number Assignment to the vendor in the Action/Context Line.

**Vendor Commodity**

A good or service purchased from a specific vendor.

**Vendor File**

A record of all attributes, dollar data, and control information for all vendors.