FAMIS Services Preliminary FFX Interface Process

Overview

To accommodate the use of the PROCARD system and similar systems that provide on-line purchasing capabilities, a method of entering related Preliminary Fixed Asset information is available. This method allows the capture of Preliminary Fixed Asset information for those purchases that do not go through FAMIS Purchasing System.

A new document prefix of 'X' has been reserved for these Preliminary Fixed Assets which can be created two ways. These documents can be created manually using Screens 360 through 362, CANOPY, or they can be fed to FAMIS by use of transactions in an interface file.

Screen 363 provides inquiry, by department and sub-department, for all non-purchasing documents (those using prefix 'X') that are still in a preliminary status while the TBAR363 report provides the same information in a report.

Tech Note: The TBDU068 must be included with the TBDU065 process to handle the new document type. The TBDU068 processes the 'X' documents from preliminary assets into pending assets.

Before either the manual entry or the batch feed process can be utilized, FFX Control Screen 590 must be updated. Send a Change Enhancement form to <u>famishelp@tamus.edu</u> requesting update of FFX Screen 590 field "External Prel Next Assigned". We will automatically set up the documents to begin with 'A' and 00001, so that your first document number would be XA00001. If you want to your documents to begin with another value, please send us the alphabetic character and a five digit number to use on Screen 590. This number scheme will not change from year to year.

Figure 1:

0013 Please enter desired mod	difications	
590 System Controls	12	/07/07 12:00
	F	Y 2007 CC 01
Screen:		
Accounting Feed Options	AP/PO Extract Options	
Accounting Feed: D	Pending No Option:	VCHR
Batch Ref	Acq. Method:	PO
Prefix: FFX Next Number: 843	3 Calc Discount:	Y
TC=06X: 6 Fiscal Year: 200	07 Split Quantity:	N
FY Start Month: 9_	Include Freight:	I
Bank Number: 000	001 Include Insurance:	I
Search Limit: 100	0 Include Tax:	Y
Allow Account Overrides: Y	Include Other:	I
Allow Class Overrides: Y	IA Systems Installed	
External Prel Next Assigned: A (00001 Accounting:	Y
Pending Asset Number Options	Accounts Payable:	Y
Next Assigned: 000	00005434 Purchasing:	Y
<pre>Increment: 1 Format: XX-</pre>	-x-xxxxxxx	
	Allow Manual Tag:	Y
Approved Asset Number Options	Room Table:	Y
Next Assigned: 000	00006825 Date Last Dep Calc:	08/31/2007
<pre>Increment: 1 Format: XX-</pre>	-X-XXXXXXX Dep Calc Months:	12
Enter-PF1PF2PF3PF4PF	F5PF6PF7PF8PF9PF10P	F11PF12
Hmenu Help EHelp		

TECH NOTE: When doing manual entry, or a feed file, you may encounter the error message - "Table size exceeded". This means that the Screen 590 table needs to be updated. Please send a Change Enhancement to FAMISHelp@tamu.edu requesting a new numbering point for your documents. If you have been using documents starting with XAnnnn, the next increment will be B 00001.

Manual Entry, Corrections and Inquiry

The existing preliminary asset screens (360-362) allow the on-line creation and modification to these non purchasing related Preliminary Fixed Assets documents.

Screen 360 Departmental Personnel create these Preliminary FFX records using option 4, by entering "X0" for a new record or the existing "X" number for adding more preliminary FFX records.

Fields for "X" numbers:

- Origin Code "P" (Procard) or "E" (E-Commerce)
- Number of Assets to create
- Asset Value
- Voucher/Reference Number (if left blank, defaults to "X" number) for TBAR010 reconciliation
- Purchase Account determines the defaults that normally come from Purchasing document
- **Screen 361** No special entry for 'X' documents
- **Screen 362** Once all required fields are filled in, the "X" numbers are tagged for feeding to Fixed Assets as Pending Assets.
- **Screen 363** View Non-Purchasing Preliminary Assets, provides inquiry to the non-purchasing documents by department and sub-department.













Screen 361 - View Preliminary Assets

Screen 362 - Preliminary Fixed Assets Data

F0013 Please enter de	sired modifications					
362 Preliminary Fixed	362 Preliminary Fixed Asset Data 05/05/08 13:33					
		FY 2008 CC AB				
Screen: Doc: XA0	0202 Doc Seq: 1	Delete Asset?: _				
· · · · · ·		Page: 1 <more>>>></more>				
Tag Number: 00	00007337 Add to Existi	ing Asset: Cmp: N				
Asset Description:						
Line 2:						
Total cost: 10	000.00					
Manufacturer Name:						
Model Number:	Seria	al Number:				
Class:						
Acquisition Dt:	In-Servi	ice Dt:				
	Cond	lition: 01				
Availability: US	How 1	Tagged: BC				
Related Asset:	Software Ve	ersion:				
Historical Ind:	Der	pr Ind:				
		Special License:				
Asset:	Status:	Exposure Code:				
Enter-PF1PF2PF3	-PF4PF5PF6PF7	PF8PF9PF10PF11PF12				
Hmenu Help EHelp		Left Right				

Screen 363 – View Non-Purchasing Preliminary Assets

F2321 Make selection to proceed to screen 362												
363 View Non-Purchasing Preliminary Assets 05/05/08 13:34												
FY 2008 CC AB												
	Screen	:	Dept	: ATHL_	Sub Dep	t:	Purch	Code:	Е	Document:	 	
										Doc Seq:	 _	
			Doc	Tag								
	Sel Docu	ment	Seq	Number	Tota	al Cost		Des	scri	ption	Cmp	
	_ <mark>XA0</mark>	<mark>0202</mark>	0001	00000073	37	10000.00)				N	
*** End of Fixed Asset Record(s) ***												
	HIII	па пе	тЬ г	nerb								

Procedures for Adding a New Preliminary FFX Interface

1. Review the FAMIS Interface Policy document that is available from our web site: <u>http://www.tamus.edu/offices/famis/</u> or request a copy from <u>famishelp@tamus.edu</u>.

You need to complete all of the steps listed in the Interface Policy document before your Preliminary FFX Interface goes into production. You may be working on steps in both documents at the same time. Contact the Interface Coordinator for your member campus when you are ready to initiate actions for your interface.

2. You need to work with the FAMIS Help team to determine the file name to be used. Our current naming standards for Preliminary FFX files are:

K7nnXX.XPFFX.DTyymmdd -or-K7nnXX.XPFFX.vvvv.DTyymmdd

NOTE: K7nnXX – substitute your campus code for the "nn", so that a file for Prairie View would begin "K705XX"

DTyymmdd – substitute the date for the "yymmdd" so that a file for April 30, 2008 would be "DT080430"

vvvv – if you choose to create vendor specific files, substitute an abbreviation for the vendor in place of the "vvvv"

3. The process for sending file and scheduling jobs is covered in the Interface Policy documentation.

Record Format for PFFX File

NOTE: The PFFX transaction file that the customer sends to FAMIS does not have a batch header record. The program TBXR068 processes this file into FAMIS transactions to be posted by program TBDU010. Parameters used for the TBXR068 program are:

CC	=	Campus Code
FY	=	Fiscal Year

OPTION = OVERRIDE (Process file regardless of duplicates)

All fields with an asterisk are required for the transaction(s) to process. The record length for the file is 200 characters.

FIELD NAME	FORMAT	REQ	COL	DESCRIPTION
Campus Code	A2	*	1-2	the TAMUS member number (TAMU = 02)
X + Alpha Character + 5 digit	A7	*	3 – 9	The first character is always X, the second
number				character should be alphabetic, and FAMIS
				recommends beginning with A and working
				through the alphabet. The last 5 characters
				are numeric, beginning with 00001.
Purchase Account	A15	*	10 - 24	The account used to purchase the item(s),
				the 6-digit acct + 5-digit support account + 4-
				digit object code
				If you are not using support accounts, use all
				zeroes ("00000") in place of a support
				account
Description	A35	*	25 – 59	Description of item(s)
Quantity / Number of items	N11.2	*	60 – 72	Number of items purchased,
				1 computer would be entered as
				00000000100
				124.33 barrels of oil would be entered as
				000000012433
Acquisition date	N8	*	73 – 80	Date of purchase in the format yyyymmdd
Total Cost	N11.2	*	81 – 93	Include Cost + Shipping + Setup – Discounts
				A value of 11,378.25 would be entered as
				000001137825
Class Code	A6	*	94 – 99	Applicable class code from SPA list
Manufacturer Name	A30		100 -129	Name of company
Model number	A20		130 - 149	From manufacturer
Filler	A51		150 - 200	blank

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