

RECORDING PRELIMINARY FIXED ASSETS IN FAMIS

PRELIMINARY FIXED ASSETS-WHY?

To comply with the Texas A&M University System ASSET MANAGEMENT RULES.

To bring TAMUK in line with other SYSTEM PARTS.

WHAT DOES PFA MEAN TO YOUR DEPARTMENT?

More departmental control over your assets.

Provide access to the asset records of a Department.

HOW WILL THIS WORK IN FAMIS:

“Controlled” or “Fixed Asset” object codes--- 5775-5788; 8410-8455.

Fixed Assets--Items over \$5000

Controlled--certain items between \$500 and \$5000 (firearms, computers, printers, TVs, VCRs, Camcorders, Cameras, Stereo Systems and Projectors—digital only, not mounted).

If your purchase order includes object codes within these ranges, the Preliminary Fixed Assets screens must be completed before the Receiving Function, screens 321-326 can be CLOSED. In other words, your purchase cannot be paid until this new function is finished.

You can start the Receiving activity first, if you prefer, but if PFA object codes are included, closing of receiving will not be allowed. You will be prompted to complete the PFA screens.

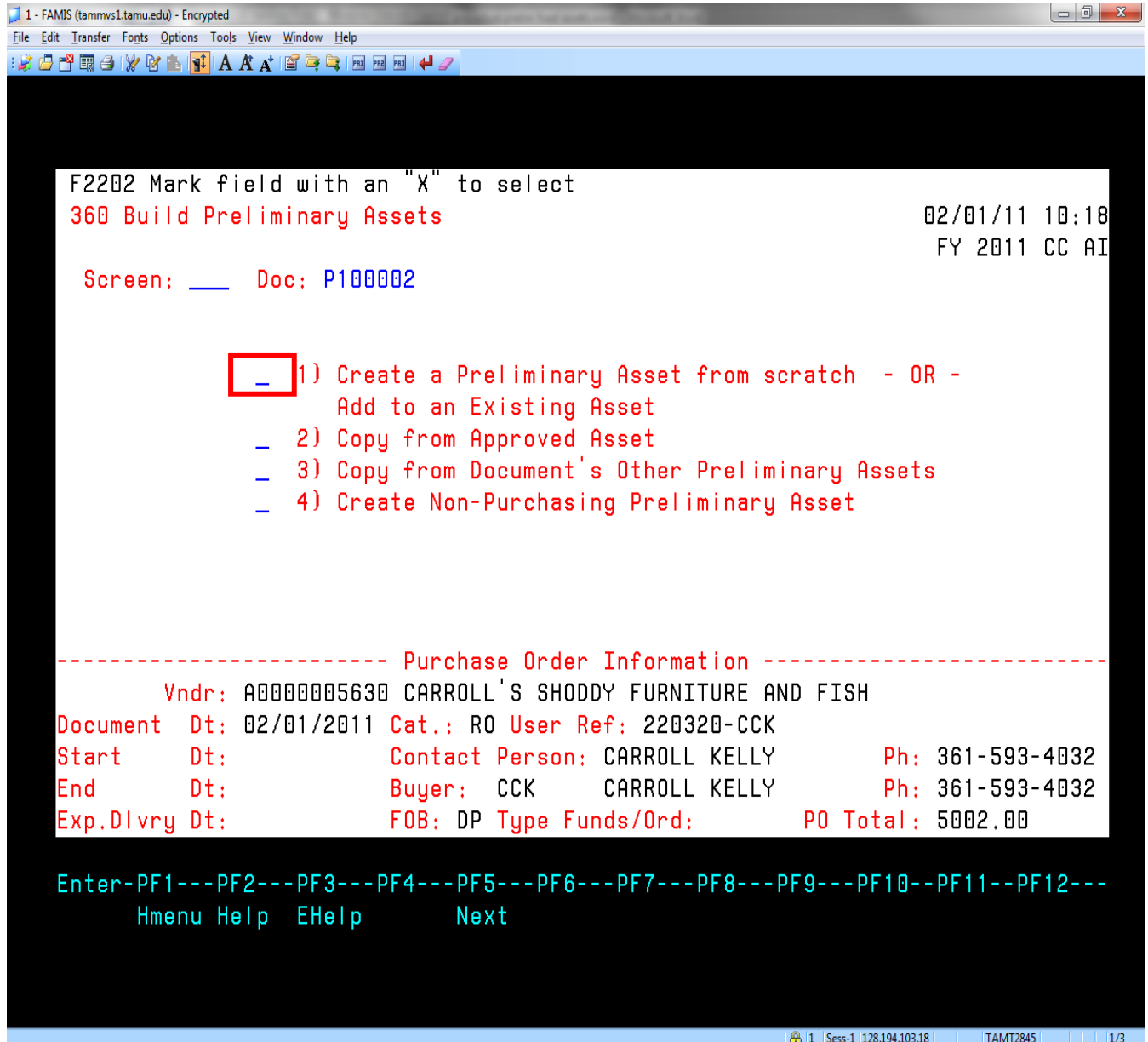
NOW-the good news:

Preliminary Fixed Assets only involves three entry screens. Presented below is the procedure for accessing and completing these screens.

Data to collect: Serial Number(s), Building and Room Number(s) where item will be located

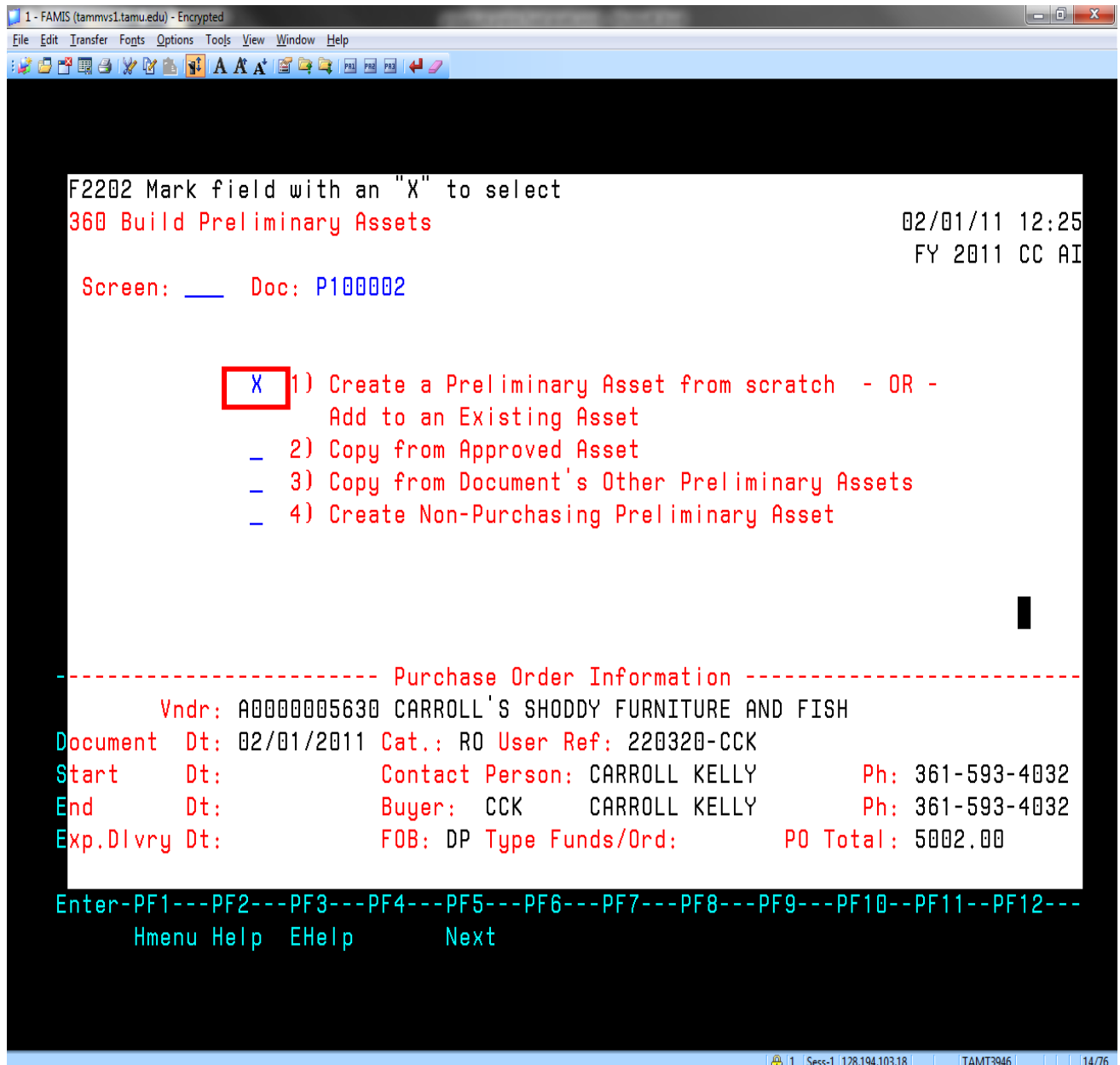
Type 360 at screen field, press ENTER.

Screen 360 will be displayed.



Place an X beside the operation you desire. Creating from SCRATCH is recommended.

Press ENTER.



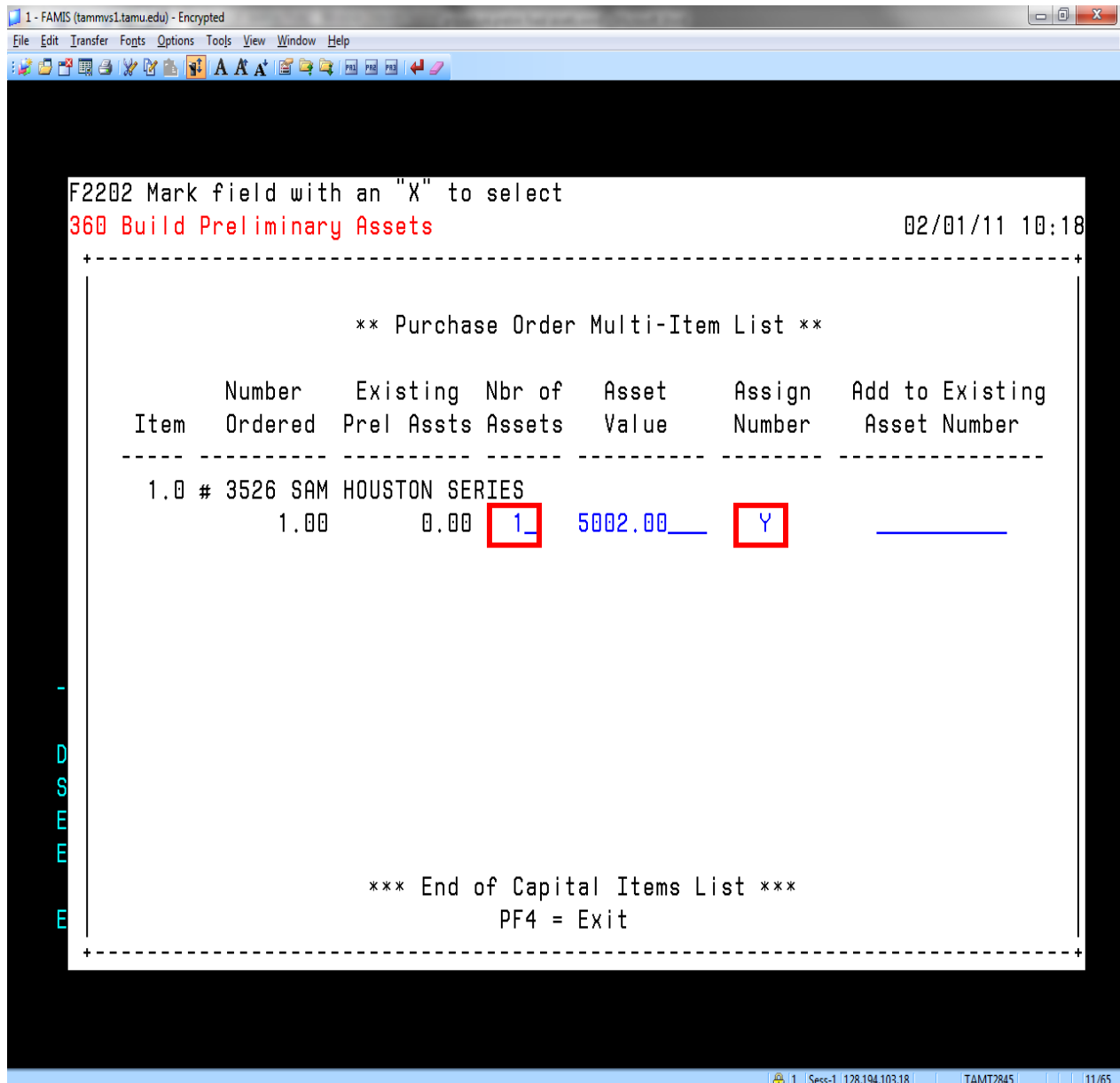
This pop up screen will be displayed.

"Nbr of Assets" field—enter the number of assets to create.

"Value" will be populated-it can be changed, for shipping etc. **Must agree to invoice.**

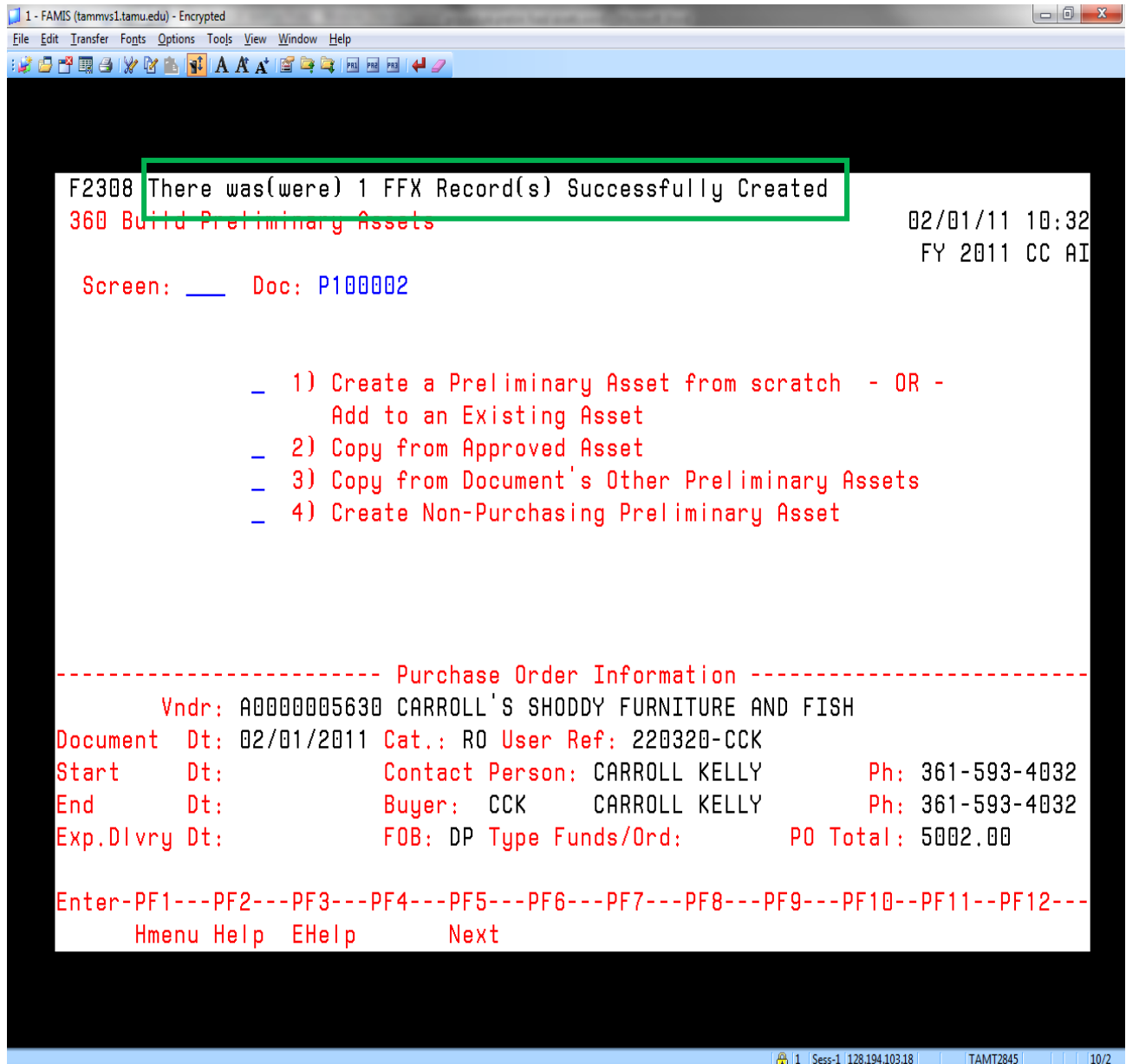
"Assign Number" -type **"Y"** if you desire a number to be assigned. If you desire the item to be added to an existing asset, type that asset number in "Add to Existing Asset Number".

Press ENTER.



Screen 360 automatically pops up.

See information line at top-indicating that a FFX record has been created.



Enter 361 at screen field. Press ENTER or press F5.

The Preliminary asset number and details will be displayed.

The screenshot shows a terminal window titled "1 - FAMIS (tammvs1.tamu.edu) - Encrypted". The main display area contains the following text:

```
F2321 Make selection to proceed to screen 362
361 View Preliminary Assets                                02/01/11 10:34
                                                           FY 2011 CC AI
Screen: ___ Doc: P100002                                Prelim Only: Y
                                                           Pg: 1__ of 1 Viewed Pg(s)
                                                           <More>>>>
Doc          Add
Sel Seq    Tag Number To    Total Cost          Description          Cmp
-----
_  0001  0500008676          5002.00 # 3526 SAM HOUSTON SERIES          N
```

Below the table, the text reads: "*** End of Fixed Asset Record(s) ***". At the bottom of the terminal, there are navigation instructions: "Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---", "Hmenu Help EHelp", "Bkwd Frwd", and "Left Right". The taskbar at the bottom shows "1 Sess-1 128.194.103.18 TAMT2845 1/3".

On screen 361, place an **X** beside the desired asset and press ENTER, to proceed to screen 362.

The screenshot shows a terminal window titled "1 - FAMIS (tamms1.tamu.edu) - Encrypted". The main display area contains the following text:

```
F2321 Make selection to proceed to screen 362
361 View Preliminary Assets                                02/01/11 10:43
                                                           FY 2011 CC AI

Screen: █ Doc: P100002 Prelim Only: Y
                                                           Pg: 1_ of 1 Viewed Pg(s)
                                                           <More>>>
Doc      Add
Sel Seq  Tag Number To  Total Cost  Description  Cmp
-----
X 0001 05000008676      5002.00 # 3526 SAM HOUSTON SERIES  N

*** End of Fixed Asset Record(s) ***

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Hmenu Help  EHelp                               Bkwd Frwd           Left Right
```

The terminal window also shows a Windows taskbar at the bottom with the following information: "1 Sess-1 128.194.103.18 TAMT2845 4/12".

Screen 362 will be displayed. Items in blue are pre-populated.

Fill in: Manufacturer Name, Serial Number, Class (see below), and Acquisition Date

F0013 Please enter desired modifications
362 Preliminary Fixed Asset Data 02/01/11 11:08
FY 2011 CC AI

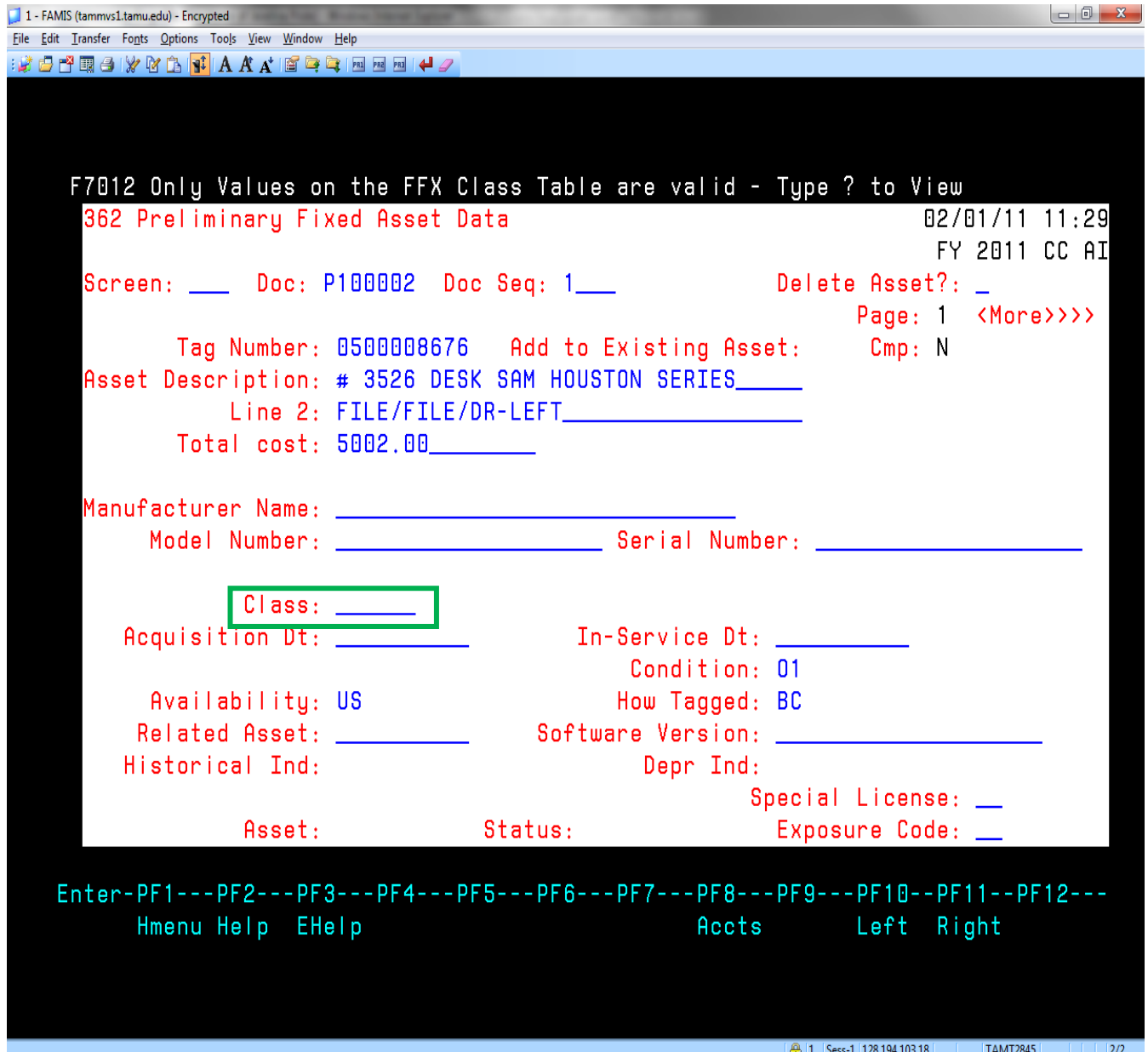
Screen: ___ Doc: P100002 Doc Seq: 1___ Delete Asset?: ___
Page: 1 <More>>>>
Tag Number: 0500008676 Add to Existing Asset: Cmp: N
Asset Description: # 3526 SAM HOUSTON SERIES_____
Line 2: FILE/FILE/DR-LEFT_____
Total cost: 5002.00_____

Manufacturer Name:
Model Number: _____ Serial Number:
Class:
Acquisition Dt: In-Service Dt: _____
Condition: 01
Availability: US How Tagged: BC
Related Asset: _____ Software Version: _____
Historical Ind: _____ Depr Ind: _____
Special License: ___
Asset: _____ Status: _____ Exposure Code: ___

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help EHelp Accts Left Right

1 Sess-1 128.194.103.18 TAMT2845 6/23

The description can be adjusted if needed. After changing, press ENTER.



Cursor will flash at "Class". See Appendix "FFX TABLE OF CLASSES" to select the proper class code. The class code is the object code, plus two additional digits. The object code for the desk is "8421", so the class code for Desks is "842103", OR

Enter "?" at class field and pop up below will be displayed.

If not automatically displayed, enter the **object code** of the item, press ENTER. The applicable class codes will display. Place an "X" beside the **class code** desired. Press ENTER and the code will be populated on screen 362.

F7012 Only Values on the FFX Class Table are valid - Type ? to View
 362 Preliminary Fixed Asset Data 02/01/11 11:43
 CC AI

Screen: More Classes - Select or Press <ENTER> To Scroll
 Search Criteria: 8421_ >>>>

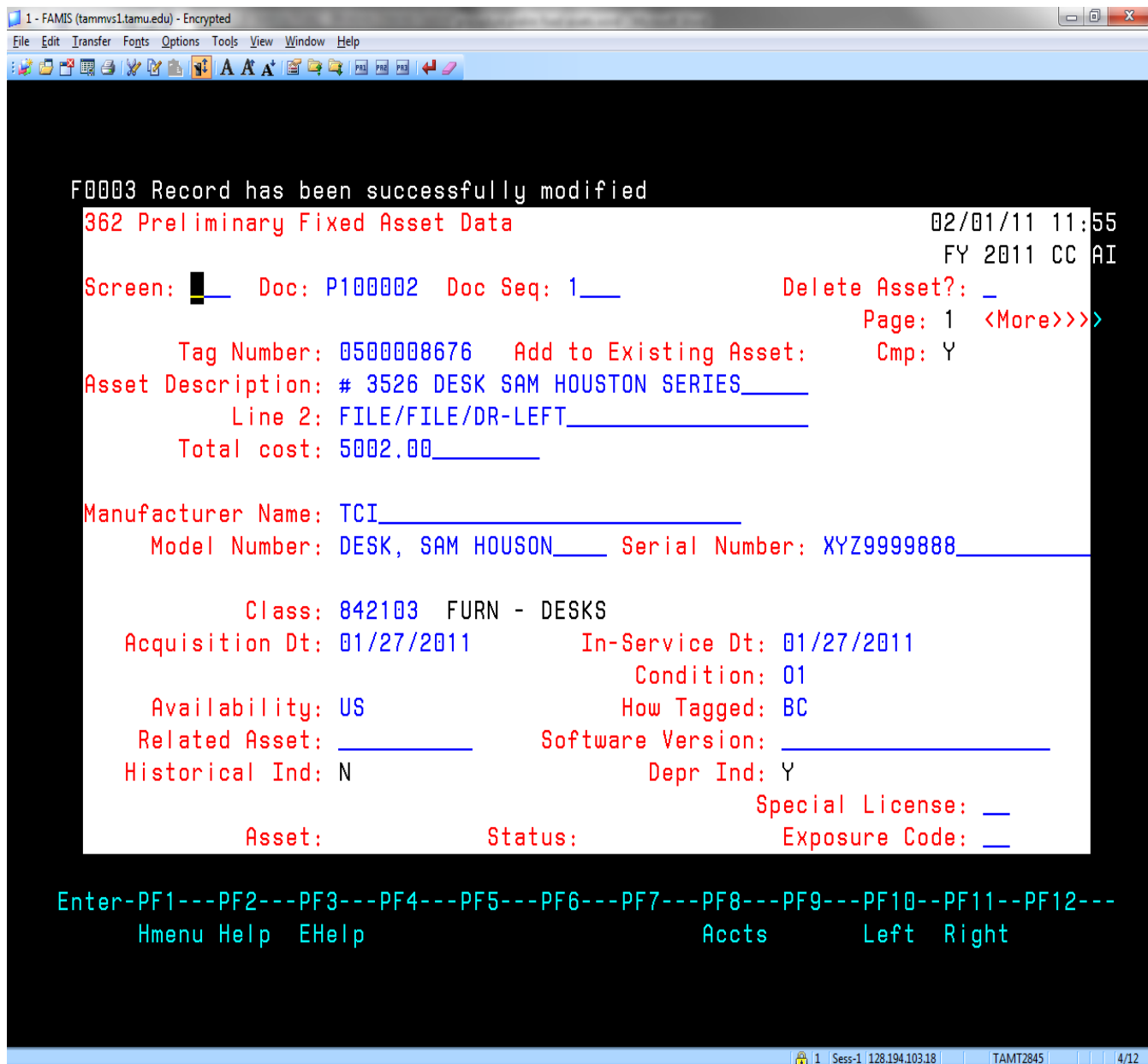
Asset D	Sel	Class	SPA Req	Description
	-	842101	Y	FURN-BOOKCASE/CREDENZA/CABINETS(EX.FILE)
	-	842102	Y	FURN - CHAIRS/STOOLS/SETTEES
Manufac	-	842103	Y	FURN - DESKS
Mo	-	842105	Y	OFFICE MACHINES
	-	842106	Y	TYPEWRITERS/WORD PROCESSORS
	-	842107	Y	CASH REGISTERS
Acqu	-	842108	Y	FURN - TABLES
	-	842109	Y	CALCULATORS
Av	-	842110	Y	PHOTOCOPYING/ DUPLICATING
Rel	-	842115	Y	OTHER OFFICE FURNITURE & EQUIPMENT
Hist	-	842201	Y	WEATHER EQUIPMENT
	-	842202	Y	MICROSCOPES & ACCESSORIES (MED/SCI/LAB)

Press <PF4> to Quit

Enter-PF1
 Hme 12---

1 - FAMIS (tamms1.tamu.edu) - Encrypted
 File Edit Transfer Fogts Options Tools View Window Help
 Sess-1 128.194.103.18 TAMT2845 5/32

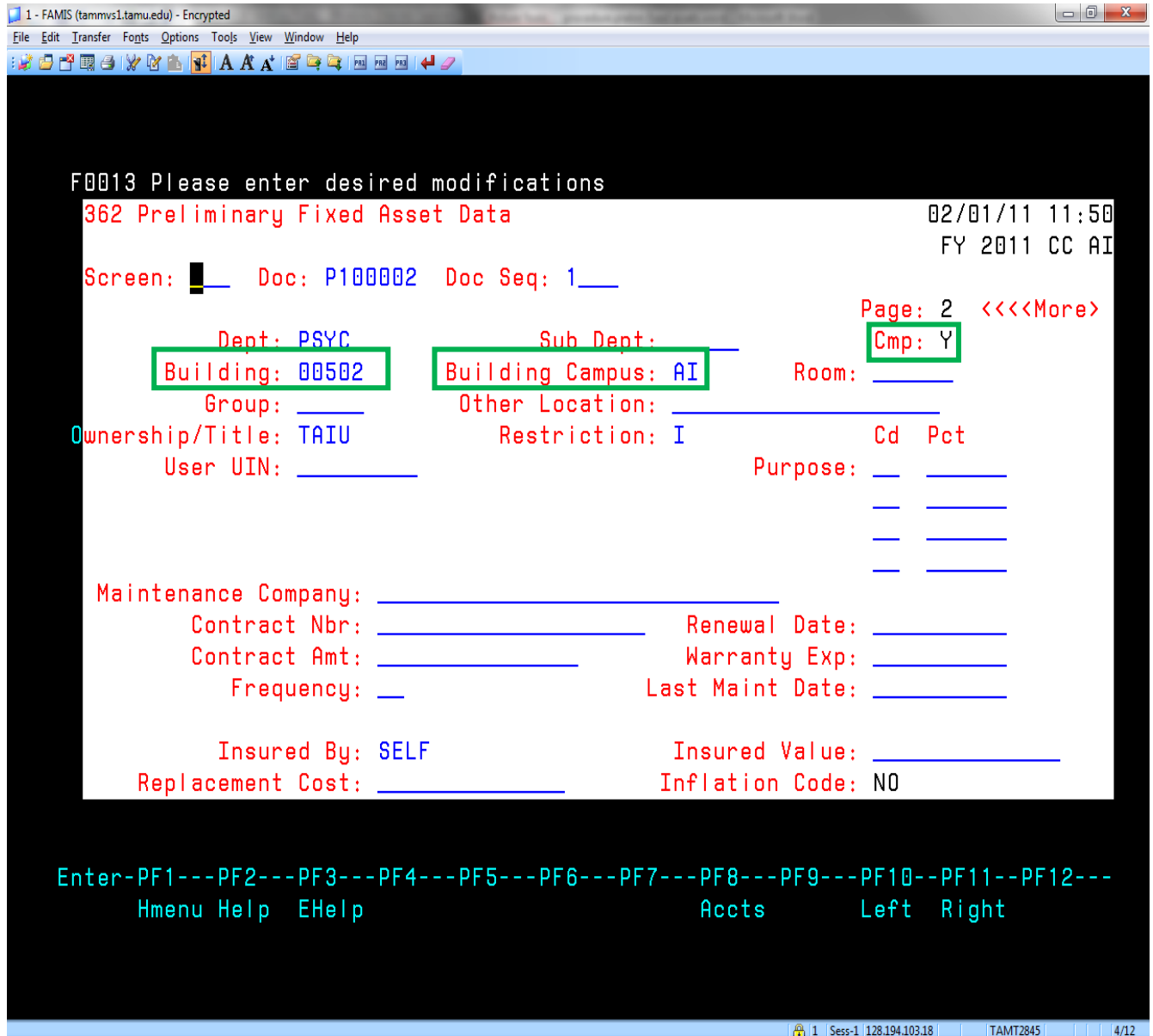
Screen 362 will now appear as follows after additional information has been added, i.e.: Mfg name, model #, serial number, received and in-service date. The more information, the better.



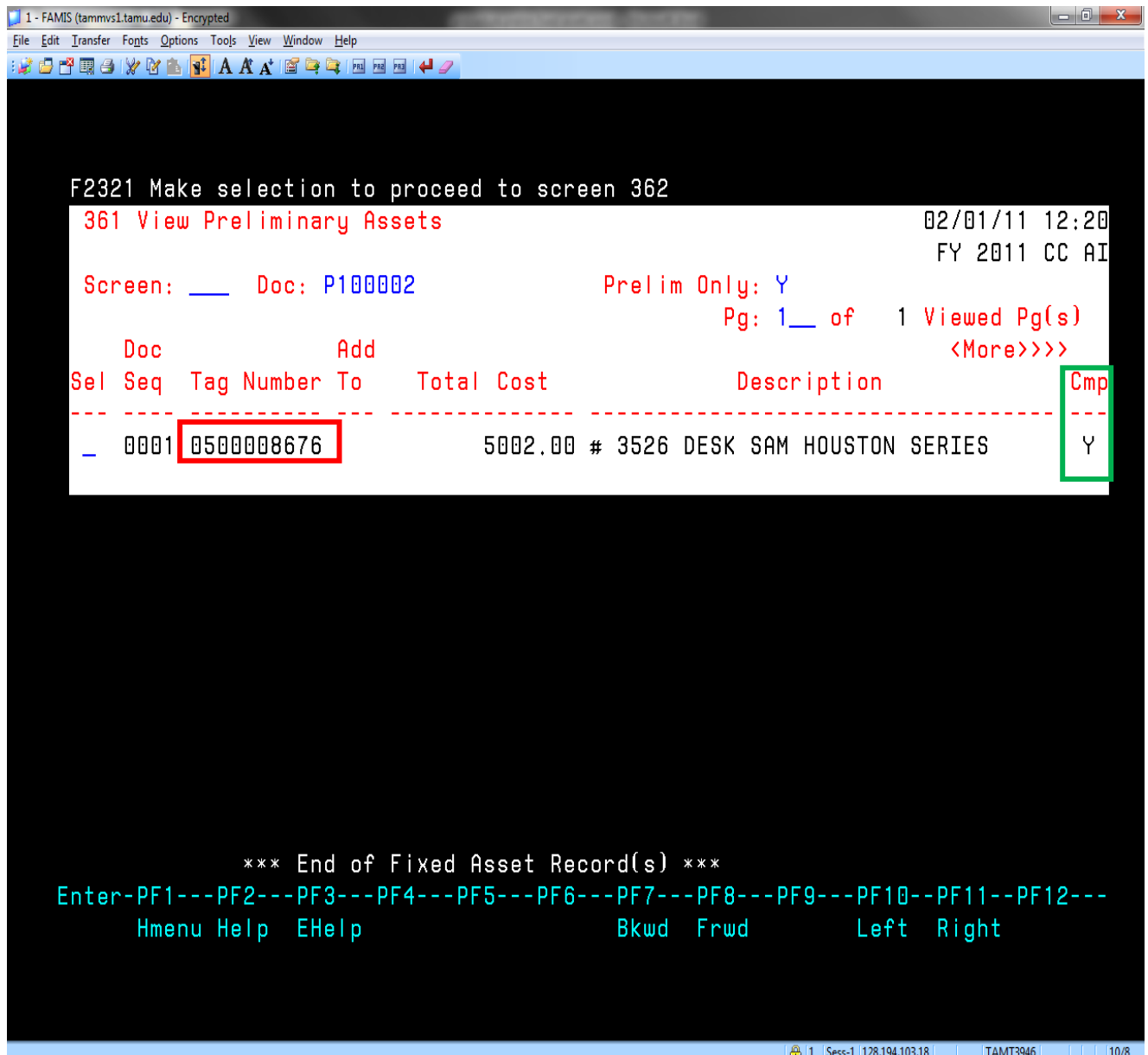
Press ENTER.

Screen 362, page 2 will now be displayed. Verify or enter the "Building"-see the appendix for building numerical codes. Verify the Building Campus, which will be 17. Enter the room number. Press ENTER.

CMP will now be changed to "Y", indicating that the Preliminary Fixed Asset information has been accepted.



Enter screen 361 in the screen field. **Cmp** now indicates that the process is COMPLETE.



Preliminary Fixed Asset number assignment is now complete.

Note the **Tag Number** and Proceed to screen 321/326 to process Electronic Receiving.

THE END.--