

# **Preliminary Fixed Asset (PFFX) Entry User's Manual**

Updated: October 2006

**The Texas A&M University System Health Science Center  
Office of Finance and Administration  
Property Management**

This page is intentionally left blank.

## INTRODUCTION

The reference material provided in this manual is targeted towards entering Preliminary Asset information into FAMIS at The Texas A&M University System Health Science Center. You may also want to print a copy of the Texas A&M System Preliminary Asset Manual, which is provided on the FAMIS Service's website at the following address: <http://www.tamus.edu/offices/famis>

If you have any questions or discover any errors or omissions in this manual, please contact HSC Property Management at 979.458.7263

### **Training**

To aid departments in their property management efforts, HSC Property Management offers four training courses. Contact HSC Property Management at 458.7263 to sign up.

#### **FAMIS Preliminary Asset Entry**

This training is mandatory for anyone who inputs preliminary asset information into FAMIS. This class explains how to enter inventory information into FAMIS at the departmental level before a bill gets paid. *Alt APOs who do not enter this information might still find value in understanding how this process works.*

#### **Departmental Property Processes**

This training is mandatory for all Alt APOs. It is also recommended for others in the department who assist the Alt APO with property responsibilities. This training explains the Alt APOs responsibilities in performing the annual physical certification, completing property forms, and processing inventory transactions, etc.

#### **FAMIS FFX Inquiry/Update**

This course is mandatory for individuals who will utilize FAMIS FFX for asset inquiries and updates to Screen 535. The prerequisite is the FAMIS Introduction course.

#### **Introduction to Property Management**

This training is optional. It is recommended for anyone who enters purchasing documents and/or inventory data into FAMIS and anyone who moves equipment from room to room.

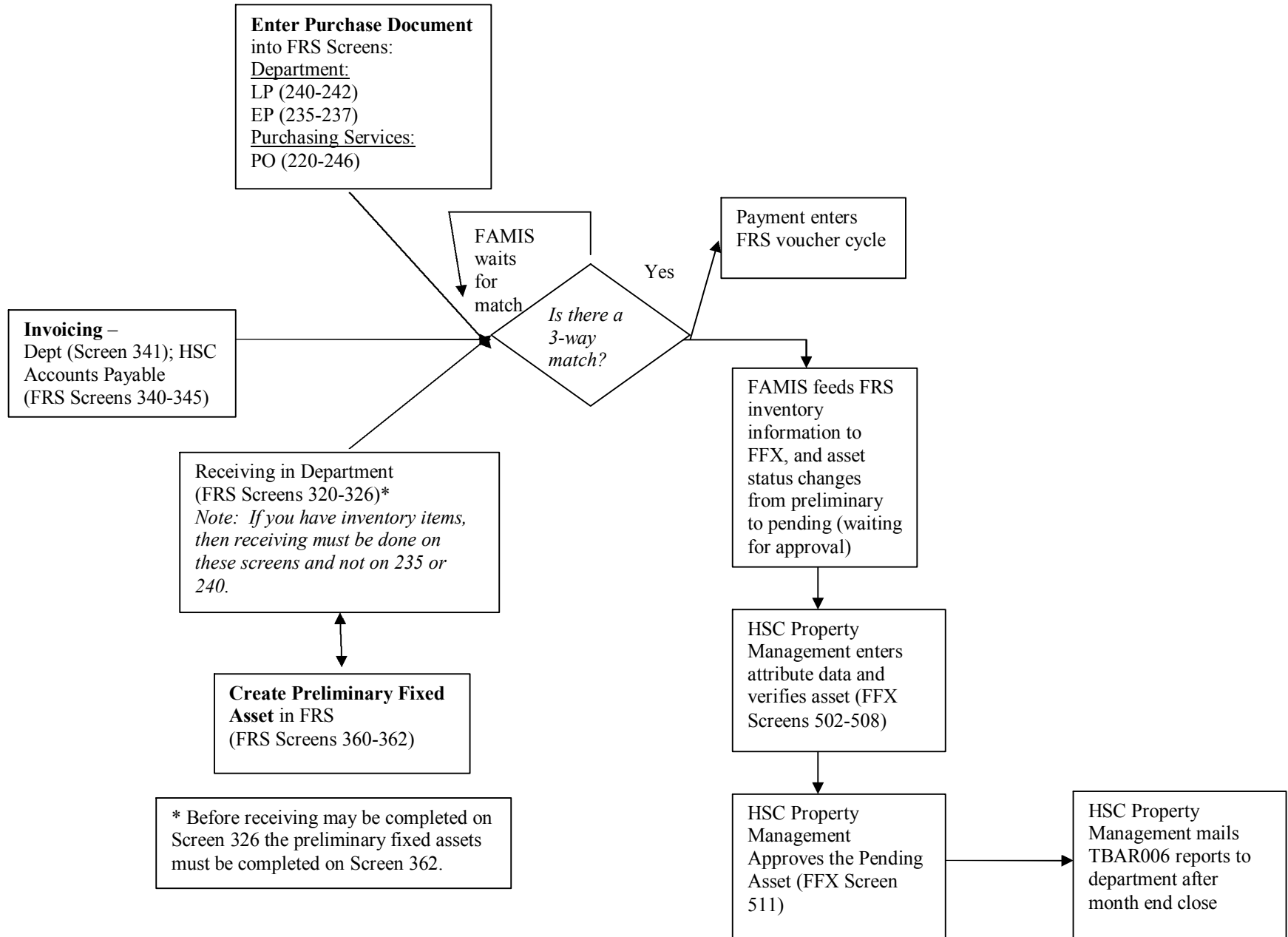
This page is intentionally left blank.

## TABLE OF CONTENTS

INTRODUCTION.....	3
TABLE OF CONTENTS.....	5
ON-LINE PURCHASING PROCESS FLOWCHART .....	7
FAQ PROPERTY QUESTIONS AND ANSWERS .....	9
OVERVIEW OF FRS SCREENS TO CREATE PRELIMINARY ASSETS .....	11
SCREEN 360 – BUILD PRELIMINARY ASSETS.....	13
SCREEN 360 – OPTION 1: CREATE A PRELIMINARY ASSET FROM SCRATCH – OR – ADD TO AN EXISTING ASSET .....	14
SCREEN 360 – OPTION 2: COPY FROM APPROVED ASSET .....	20
SCREEN 360 – OPTION 3: COPY FROM DOCUMENT’S OTHER PRELIMINARY ASSETS....	22
SCREEN 361 – INQUIRY.....	25
SCREEN 362 – PRELIMINARY FIXED ASSET DATA.....	27
DELETING PRELIMINARY ASSETS .....	31
CLASS EXAMPLE 1.....	32
CLASS EXAMPLE 2.....	33
CLASS EXAMPLE 3.....	35
CLASS EXAMPLE 4.....	36
CLASS EXAMPLE 5A – MAIN ASSET (USE WITH 5B) .....	37
CLASS EXAMPLE 5B (USE WITH 5A).....	38

This page is intentionally left blank.

# ON-LINE PURCHASING PROCESS FLOWCHART



This page is intentionally left blank.

## FAQ PROPERTY QUESTIONS AND ANSWERS

**Q. What is inventory?**

A. Inventory is an itemized list of equipment for which each Department Head is held accountable. Inventory includes both capital *and* controlled assets. A piece of equipment that costs \$5,000 or more and has a useful life of more than one year is a capital asset. Capital items are purchased using object codes 8400 – 8450. Controlled equipment is specific items that cost between \$500 and \$4,999.99. Some examples are computers, printers, projectors, cameras, camcorders, TVs, DVDs, stereo systems. Controlled assets are purchased using object codes 5775 – 5799.

**Q. What is an Alt APO?**

A. Alt APO stands for *Alternate* Accountable Property Officer. The Department Head is the Accountable Property Office (APO). The APO is financially liable for loss or damage to inventory that result from negligence or failure to exercise reasonable care to safeguard, maintain, and service inventory. The Alt APO acts on behalf of the APO in the day-to-day care of inventory. This is the person who typically tags new equipment, completes property forms, performs annual inventory, inputs location changes in FAMIS on an on-going basis, etc.

**Q. How should warranties and maintenance agreements be handled?**

A. Warranties and maintenance agreements should be **excluded** from the value of the asset if the cost is separately identified on the invoice. They should be expensed to a “maintenance & repair” object code (5500 - 5549).

**Q. How should freight charges be handled?**

A. Freight costs need to be included in the asset’s value. The asset value should include *all* costs required to place the asset into service, such as freight, installation, handling and storage charges, and other related professional expenditures (e.g. testing and preparation for use).

**Q. Does the preliminary asset location data from FRS Screen 362, page 2 feed into the Fixed Asset Module (FFX)?**

A. Yes, all of the information entered on FRS Screen 362 automatically feeds into FFX. This screen is where the department gets the opportunity to tell HSC Property Management about specifics of the asset purchased. In order to complete this screen, you will need to know information such as the serial number, model number, manufacturer, room number and building where the asset will reside, and name of user. This detailed information is obtained from multiple sources, including the purchaser, Alternate Accountable Property Officer (Alt APO), the invoice, and the equipment.

**Q. What if I don't know the room number when entering the preliminary asset information?**

- A. Make sure the asset is readily identifiable and can be located easily. If there is no room number available yet, then a detailed location description must be entered on Screen 362 under "Other Location". One suggestion is to use people's initials for group codes so you will know who has the equipment. Once you are aware of the correct room number, have a departmental person with update ability to FFX Screen 535 input the room number into FAMIS.

**Q. When in this process should I tag the equipment?**

- A. FAMIS will assign a ten-digit tag number on Screen 362 for each preliminary asset created on Screen 360. This number needs to get written on an asset tag label (blank ones provided by HSC Property Management) and the label placed on the piece of equipment as soon as possible. Remember, assets **must** get tagged within 10 calendar days of receipt with the following information:
- 10-digit tag number
  - Property of TAMUS HSC – 709

**Q. Do I inventory additional parts or replacement parts for assets that are already on inventory?**

- A. Additional equipment parts must meet the capitalization threshold (\$5,000) or the control criteria (\$500) to be added to inventory. For example, a \$6,000 addition to a \$14,000 microscope would be capitalized and added to the value of the microscope. The microscope would now have a total value of \$20,000. However, a \$4,500 addition to a microscope would not be capitalized because \$4,500 is less than the capitalization threshold of \$5,000. Additions to controlled items, like computers, would follow similar rules with the upgrade threshold being \$500 for the specific types of controlled equipment. However, do not inventory a replacement for a worn out part, unless it meets the \$5,000 capitalization threshold, even if the item is controlled.

**Q. What if my department is building computers? How should the parts be inventoried?**

- A. Departments need to scrutinize everything that goes into the fabrication of any equipment. They will need to keep track of not just purchased materials, but donated materials and labor as well, which do not necessarily have readily determinable dollar values. All of these costs will need to be well documented (receipts, etc.) and submitted to HSC Property Management for approval before adding to inventory.

**Q. If paying from multiple accounts from different system parts, which system part does the asset get assigned to?**

- A. Ultimately, this is a question of who owns the property. According to the State Comptroller's Office, ownership is determined not by who paid for the asset, but by who has control over the asset. Therefore, the asset should be assigned to the department in which the equipment is located and safeguarded, even if that department paid a minority share of the equipment's cost.

# OVERVIEW OF FRS SCREENS TO CREATE PRELIMINARY ASSETS

There are three screens in FAMIS FRS that are used to create preliminary assets. The screens work in conjunction with one another.

You must use these screens to create preliminary fixed assets whenever inventory items (controlled or capital) are purchased. Controlled equipment (specific items that cost between \$500 and \$4,999.99) use object codes in the range of 5775 – 5799. Capital equipment purchases (an item that costs \$5,000 or more) need to use an object code in the 8400 – 8450 range. You must complete these three screens for every inventory item on your purchase documents. You want to use these screens so that an inventory tag number will be assigned to your item. Also, these screens provide an opportunity to input relevant inventory information so that your department will be able to locate the item easily during your department’s annual inventory. Finally, these screens must be completed before you can close receiving and the invoice can be paid.

Below is what each screen looks like. How to use these three screens will be described in later pages.

## 360 – Build Preliminary Assets

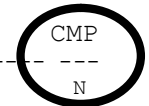
```

+-----+
360 Build Preliminary Assets
Doc: _____
- 1) Create a Preliminary Asset from scratch - OR -
    Add to an Existing Asset
- 2) Copy from Approved Asset
- 3) Copy from Document's Other Preliminary Assets
+-----+
  
```

## 361 – View Preliminary Assets

```

+-----+
361 View Preliminary Assets
Doc: _____ Prelim Only: Y
Pg: 1__ of 1 Viewed Pg(s)
Doc Add
Sel Seq Tag Number To Total Cost Description
-----
  
```



A CMP (completed) flag of 'N' means that the preliminary asset needs to be completed using Screen 362 before the department can finish receiving and pay the bill.

### 362 – Preliminary Fixed Asset Data

This screen consists of two pages. Both are below.

#### Page One:

```
+-----+
362 Preliminary Fixed Asset Data          Page: 1 <More>>>>
Doc: _____ Doc Seq: ____          Delete Asset?: _

    Tag Number: _____ Add to Existing Asset: _ Cmp:
Asset Description: _____
    Line 2: _____
    Total cost: _____

Manufacturer Name: _____
    Model Number: _____ Serial Number: _____

    Class: _____
Acquisition Dt: _____          In-Service Dt: _____
    Condition: _____
    Availability: _____          How Tagged: _____
Related Asset: _____          Software Version: _____
Historical Ind: _____          Depr Ind: _____
    Special License: _____
    Exposure Code: _____

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

#### Page Two:

```
+-----+
362 Preliminary Fixed Asset Data          Page: 2 <<<<More>
Doc: _____ Doc Seq: ____

    Dept: _____          Sub Dept: _____          Cmp:
    Building: _____      Building Campus: _____      Room: _____
Group Code: _____      Other Location: _____

Ownership/Title: HSC_          Restriction: I Cd Pct
    Purpose: _____
    _____
    _____
    _____

Maintenance Company: _____
    Contract Nbr: _____      Renewal Date: _____
    Contract Amt: _____      Warranty Exp: _____
    Frequency: _____          Last Maint Date: _____
    Insured By: SELF            Insured Value: _____
Replacement Cost: _____      Inflation Code: NO

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

## SCREEN 360 – BUILD PRELIMINARY ASSETS

Screen 360 has options one through three, as seen below.

```
+-----+
360 Build Preliminary Assets
Doc: _____
- 1) Create a Preliminary Asset from scratch - OR -
    Add to an Existing Asset
- 2) Copy from Approved Asset
- 3) Copy from Document's Other Preliminary Assets
+-----+
```

The first step on this screen is to input the purchase document number in the “doc” field and press <enter>. Then decide which of the following you are doing:

- 1) Use Option 1 if you are doing one of these four things:
  - Creating a preliminary asset from scratch,
  - Adding to an existing asset,
  - Adding multiple items from one purchase order into one asset number, or
  - Adding items from multiple purchase orders into one asset number.
- 2) Use Option 2 if you are copying from an identical approved asset.
- 3) Use Option 3 if you are copying from the same purchase document’s other preliminary assets.

Each option is described in detail in the next pages of this manual. When you have decided which option, select it with an “x” and press <enter>.

**SCREEN 360 – OPTION 1: CREATE A PRELIMINARY ASSET FROM SCRATCH – OR – ADD TO AN EXISTING ASSET**

Use Option 1 “Create a Preliminary Asset from Scratch – OR – Add to an Existing Asset” on Screen 360 for the following four situations:

- A. Create a preliminary asset from scratch
- B. Add to an existing (approved) asset
- C. Add multiple items from one purchase order into one asset number
- D. Add items from multiple purchase orders into one asset number

The first step, regardless of which scenario you are doing is to input the purchase document number in the “doc” field and press <enter>. Then if you are doing one of the four above situations, select Option 1 on Screen 360 with an “x” and press <enter>. A pop up screen will appear. How you proceed depends on whether you are processing Scenario A, B, C, or D.

**Scenario A - Create a Preliminary Asset from Scratch**

For this most common situation, you have purchased a new asset(s) with only one line item on the purchasing document. You simply want to inventory the new item(s).

Screen 360 Option 1 pop up screen:

```

+-----+
|                ** Purchase Order Multi-Item List **                |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Item      Number  Existing  Nbr of  Asset   Assign  Add to Existing |
|            Ordered  Prel Assts  Assets  Value   Number  Asset Number    |
|-----+-----+-----+-----+-----+-----+-----+-----+
| 1.0 Computer, GX260T                                     |
|                1.00      0.00   _   1500.00__  _   _____ |
+-----+-----+-----+-----+-----+-----+-----+

```

- 1) When creating a preliminary asset number from scratch:
  - Complete the number of assets you received,
  - Request a tag number(s) (i.e., assign number=y).

Below is a completed pop up screen. The items circled are the fields that need to be entered.

```

+-----+
|                ** Purchase Order Multi-Item List **                |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Item      Number  Existing  Nbr of  Asset   Assign  Add to Existing |
|            Ordered  Prel Assts  Assets  Value   Number  Asset Number    |
|-----+-----+-----+-----+-----+-----+-----+-----+
| 1.0 Computer, GX260T                                     |
|                1.00      0.00   1   1500.00__  Y   _____ |
+-----+-----+-----+-----+-----+-----+-----+

```

- 2) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 3) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select an asset with an “x” and press <enter> to advance to Screen 362.
- 4) On Screen 362, change the description so that it follows this standard: asset type, manufacturer model number (e.g., Printer, HP LaserJet 4000).

```

+-----+
362 Preliminary Fixed Asset Data
Tag Number: 0400703184   Add to Existing Asset: _
Asset Description: Computer, GX2602T
Total cost: 1500.00
+-----+

```

Change the default description to the following:  
**Computer, Dell Optiplex GX260T**

- 5) Complete the rest of Screen 362 fields (not shown) following instructions on page 24 of this manual. Each asset created on Screen 360 must be completed on Screen 362 before receiving can be closed or the invoice paid.

### Scenario B - Add to an Existing (Approved) Asset

In this situation, you have an addition to an existing asset that meets a class code threshold (capital or controlled) for the asset type. You want to increase the value of the existing asset.

Screen 360 Option 1 pop up screen:

```

+-----+
|                                     ** Purchase Order Multi-Item List **                                     |
| Item      Number  Existing  Nbr of  Asset   Assign  Add to Existing |
|   |      Ordered  Prel Assts  Assets  Value   Number  Asset Number   |
|-----|-----|-----|-----|-----|-----|-----|
| 1.0 Widget 1.00    0.00    _    5,000.00_  _    _             |
+-----+

```

- 1) When adding a part to an existing (approved) asset:
  - Complete the number of new asset parts you received,
  - Inform FAMIS of the existing asset number you are adding this new part to.

Below is a completed pop up screen. The items circled are the fields that need to be entered.

```

+-----+
|                                     ** Purchase Order Multi-Item List **                                     |
| Item      Number  Existing  Nbr of  Asset   Assign  Add to Existing |
|   |      Ordered  Prel Assts  Assets  Value   Number  Asset Number   |
|-----|-----|-----|-----|-----|-----|-----|
| 1.0 Widget 1.00    0.00    1    5,000.00_  _    0400706001 |
+-----+

```

- 2) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 3) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select the asset with an “x” and press <enter> to advance to Screen 362.
- 4) On Screen 362, change the description. For the description, put “add to approved asset number x”. Below is an example of the Screen 362 description for the above “add to”.

```

+-----+
362 Preliminary Fixed Asset Data
Tag Number: 0400706001   Add to Existing Asset: Y
Asset Description: Widget
+-----+

```

Change the default description to the following:  
**Add to 0400706001**

←

- 5) Input the class code following instructions for Screen 362 on page 24 of this manual. Since this is simply an “add to” an existing asset, you do not need to complete any other fields on Screen 362. But remember, each asset must be completed (Cmp flag changes from “n” to “y”) on Screen 362 before receiving can be closed and the invoice paid.

### Scenario C - Add multiple items from one purchase order into one asset number

In this situation, the purchase document has more line items than assets and multiple lines need to build one asset “unit”.

Screen 360 Option 1 pop up screen:

```

+-----+
|                                     ** Purchase Order Multi-Item List **                                     |
| Item   Number   Existing   Nbr of   Asset   Assign   Add to Existing |
|         Ordered  Prel Assts  Assets   Value  Number   Asset Number   |
|-----|-----|-----|-----|-----|-----|-----|
| 1.0 computer cpu - pentium processor Gateway |
|         1.00     0.00     ___  1000.00___  -   _____ |
| 2.0 15 inch color monitor |
|         1.00     0.00     ___   750.00___  -   _____ |
+-----+

```

- 1) When adding multiple items from one purchase order into one asset number:
  - Complete the number of assets (not items) you received,
  - Change the cost to include all items that make up the one asset,
  - Request a tag number(s) (i.e., assign number=y).



Below is a completed pop up screen. The items circled are fields that need to be entered.

```

+-----+
|                ** Purchase Order Multi-Item List **                |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Item   | Number | Existing | Nbr of | Asset  | Assign | Add to Existing |
|-----+-----+-----+-----+-----+-----+-----+-----+
| 1.0   | 1.00  | 0.00    | 1_     | 6250.00 | y     | _____      |
|-----+-----+-----+-----+-----+-----+-----+

```

- 2) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 3) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select the asset with an “x” and press <enter> to advance to Screen 362.
- 4) On Screen 362, change the description as shown below.

```

+-----+
| 362 Preliminary Fixed Asset Data                                     |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Screen: ___ Doc: P400110 Doc Seq: 1___                             |
| Tag Number: 0400053200 Add to Existing Asset:                     |
| Asset Description: Microprocessor, Oriel EVI-5000                  |
| Line 2: Combine w/ Doc#                                          |
+-----+-----+-----+-----+-----+-----+-----+

```

Put good description.

Add this text.

- 5) Complete the rest of Screen 362 fields (not shown) following instructions on page 24 of this manual. Be sure to complete the asset with the manufacturer, model number, serial number, location, etc of the whole unit you are purchasing (i.e., the one asset you would create if you could). Each asset created on Screen 360 must be completed on Screen 362 before receiving can be closed and the invoice paid.
- 6) Create another preliminary asset for the second purchase order using Option 1 on Screen 360. The second preliminary asset number will be a dummy number and will not become an approved asset by HSC Property Management. Even for the dummy asset you will need to:
  - Complete the number of assets received,
  - Request a tag number(s) (i.e., assign number=y).

Below is a completed Screen 360 pop up for the second purchase order. The items circled are fields that need to be entered.

```

+-----+
|                ** Purchase Order Multi-Item List **                |
|-----+-----+-----+-----+-----+-----+-----+-----+
| Item   | Number | Existing | Nbr of | Asset  | Assign | Add to Existing |
|-----+-----+-----+-----+-----+-----+-----+-----+
| 1.0   | 1.00  | 0.00    | 1_     | 1500.00 | y     | _____      |
|-----+-----+-----+-----+-----+-----+-----+

```

- 7) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 8) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select the asset with an “x” and press <enter> to advance to Screen 362.
- 9) Change the description of this “dummy asset number” on Screen 362 to direct HSC Property Management to manually add the items together into the one approved asset number. You must specify the correct tag number (preliminary asset number from purchase order number one) in the description of this second purchase order. Change the description for this asset on Screen 362 as follows:

```
362 Preliminary Fixed Asset Data
Screen:  _ Doc: P400111 Doc Seq: 1___
Tag Number: 0400053201 Add to Existing Asset: _
Asset Description: ADD TO ASSET 0400053200
Line 2: CONTROL UNIT
```

Change the entire description for line 1 & line 2. On line 1, enter the asset number that FAMIS assigned to the first asset.

- 10) You will still need to complete the rest of Screen 362 fields (not shown) following instructions on page 24 of this manual, in order to close receiving and have the invoice paid.

## SCREEN 360 – OPTION 2: COPY FROM APPROVED ASSET

Use Option 2 “Copy from an Approved Asset” on Screen 360 when you have recently purchased an **identical** asset to the one you are now creating. Create a preliminary asset number by *copying* it from an identical *approved* asset. Approved assets have been accepted by HSC Property Management and are on your department’s HSC inventory. Look up assets in the FFX module of FAMIS to see if they are approved. Below are the steps for using Option 2.

- 1) On Screen 360, input the purchase document number and press <enter>.
- 2) Select Option 2 on Screen 360 with an “x” and press <enter>. A pop up screen will appear (see below). Input the approved asset number that you want to copy from and press <enter>. The circled item is the field that needs to be entered.

```

** Create from Approved Asset **

Approved Asset Number: 0400700521

PF4 = EXIT
  
```

Input approved asset number.

- 3) A second pop up screen will appear (see below). On this pop up you will:
  - Enter the number of assets you want to create,
  - Correct the asset value to the amount you paid for this asset,
  - Request a tag number(s) (i.e., assign number=y).

The items circled are fields that need to be entered.

```

** Create from Approved Asset **

Existing 0400700521 01
Asset: COMPUTER, APPLE IMAC G4

Nbr of   Asset   Assign  Add to Existing
Assets   Value    Number  Asset Number
  
```

1

1850.00

y

Make sure the price is equal to the value of the equipment on the current purchase.

- 4) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 5) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select the asset you are currently working on with an “x” and press <enter> to advance to Screen 362.

- 6) On Screen 362, you will need to make several changes to the new asset; otherwise it will retain incorrect information obtained from the original asset.
  - *Change* the acquisition and in-service dates and all location data.
  - *Input* a correct serial number and verify the accuracy of the other fields.

See page 24 for complete instructions on Screen 362. Assets must be completed on Screen 362 before receiving can be closed and the invoice paid.

## SCREEN 360 – OPTION 3: COPY FROM DOCUMENT’S OTHER PRELIMINARY ASSETS

Use Option 3 “Copy from Document’s Other Preliminary Assets” on Screen 360 to create a preliminary asset by *copying* from a preliminary asset **from the same purchase order**. This option is very helpful when one purchase document has multiple identical items that need to be inventoried. Below are the steps for using Option 3.

- 1) On Screen 360, input the purchase document number and press <enter>.
- 2) Before you can use Option 3, you must build one asset to copy from using Option 1 on Screen 360 *and complete it* on Screen 362. Below is what the Screen 360 Option 1 pop up looks like. The fields that need to be completed for the first item are circled.

```

** Purchase Order Multi-Item List **
Item      Number  Existing  Nbr of  Asset  Assign  Add to Existing
          Ordered  Prel Assts  Assets  Value  Number  Asset Number
-----
1.0 Computer, GX260T
          3.00    0.00    1_    1500.00__  y_    _____
  
```

- 3) Proceed to Screen 361 (not shown) to view the asset summary. Select this new preliminary asset with an “x” and press <enter> to advance to Screen 362. Complete Screen 362 with all necessary data like detailed asset description, manufacturer, model number, serial number, location data, etc. See page 24 for complete instructions on Screen 362.
- 4) After you build (Screen 360) and complete (Screen 362) an asset to copy from, go back to Screen 360 and with an “x” choose Option 3 “Copy from Document’s Other Preliminary Assets”. Press <enter>.
- 5) If more than one preliminary asset exists for the purchase document, a pop up screen will appear with a list of the current preliminary assets for this purchase document. Place an “x” in the “sel” field beside the asset you wish to copy. Press <enter>. A pop up screen like the following will then appear asking you how many new assets you want to create.

```

** Create from Prelim. Asset **
Existing  0400723180 0001
Asset:    Computer, Dell Optiplex GX260T

Nbr of    Asset    Assign  Add to Existing
Assets    Value    Number  Asset Number
-----
2_        1500.00__  y_    _____
  
```

- 6) On this pop-up screen do the following:
  - Enter the quantity of assets you wish to create.
  - Verify that the new asset(s) are the same price as the asset it was copied from. If not, change the asset value field.
  - Request a tag number(s) for the new asset(s) (i.e., assign number=y).
- 7) When you have completed the fields, press <enter> to exit the pop up screen and return to Screen 360. The message at the top of the Screen 360 will tell you how many assets were successfully created.
- 8) Proceed to Screen 361 (not shown) to view the summary of all assets created on the purchase document. Select a copied asset with an “x” and press <enter> to advance to Screen 362.
- 9) On Screen 362, it is very important that you make the necessary changes, i.e., serial number, in-service date, room number, etc., to the new preliminary asset that you created; otherwise, it will have the attributes of the asset that you copied from. See page 24 for instructions on how to complete Screen 362 fields.

Repeat steps 8 and 9 for each asset that was copied. Each asset created on Screen 360 must be completed on Screen 362 before receiving can be closed and the invoice paid.

This page is intentionally left blank.

# SCREEN 361 – INQUIRY

Screen 361 is an inquiry screen that shows all preliminary assets for a purchase document. Input the purchase document number and hit <enter>. The furthest right column (Cmp) stands for “completed”. It is important to note that all preliminary assets start out with an “N” (no) in this field. Once the asset has had pertinent data added on Screen 362 by the department, this field changes to a “Y” (yes). Each preliminary asset needs to be completed (“Y”) before the department can finish receiving and the invoice can be paid. To proceed to Screen 362 to complete an asset, place an “x” in the select (“Sel”) field and press <enter>.

```

+-----+
361 View Preliminary Assets
Screen: ___ Doc: P400118 Prelim Only: Y
Pg: 1 of 1 Viewed Pg(s)
Doc          Add
Sel Seq  Tag Number To  Total Cost  Description  Cmp
-----
_  0001  0400053230      1617.00  COMPUTER, 2.8GHZ, APPLE  N
  
```

A Cmp flag of 'N' means that the preliminary asset needs to be completed using Screen 362 before the department can finish receiving and pay the bill.

The field at the top of the screen labeled “Prelim Only” always defaults to “Y”. Please be aware that this is a field you may need to change if data is not pulling up when you are reviewing your work at some future date. If you want to review the assets created on this screen, after the purchase document has been accurately invoiced and received in FAMIS, you will need to change the “prelim only” flag to blank (i.e., take out the “y”).

This page is intentionally left blank.

## SCREEN 362 – PRELIMINARY FIXED ASSET DATA

Use Screen 362 to enter all of the inventory information for the asset. You must complete this screen for each asset before you may complete the receiving function and have FAMIS pay the invoice. This screen is where the department gets the opportunity to tell HSC Property Management about specifics of the asset purchased. In order to complete this screen, you will need to know information such as the serial number, model number, manufacturer (not always the same as vendor), room number and building where the asset will reside, and name of user. This detailed information is obtained from multiple sources, including the purchaser, Alternate Accountable Property Officer (Alt APO), the invoice, and the equipment.

Screen 362 consists of two pages. Use your F10 and F11 keys to toggle between the two pages. Below is what Page One looks like.

```

+-----+
362 Preliminary Fixed Asset Data
Screen:_____ Doc:_____ Doc Seq: ___ Delete Asset?: _
                                           Page: 1 <More>>>>
Tag Number: _____ Add to Existing Asset: _ Cmp: _
Asset Description: _____
                Line 2: _____
                Total cost: _____

Manufacturer Name: _____
                Model Number: _____ Serial Number: _____

                Class: _____
                Acquisition Dt: _____ In-Service Dt: _____
                Condition: _____
                Availability: ___ How Tagged: ___
                Related Asset: _____ Software Version: _____
                Historical Indicator: ___ Depreciation Indicator: ___

                                           Special License: ___
                                           Exposure Code: ___

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

```

On Screen 362 page 1, pay special attention to the following fields:

*Tag Number:* FAMIS will assign a ten-digit number to the asset. Write this number on an asset tag label (blank ones provided by HSC Property Management). Place the label on the equipment. Remember, assets must get tagged within 10 calendar days of receipt with the following information:

- 10-digit tag number
- Property of TAMUS HSC – 709

*Asset Description:* You need to change the description that defaults in. The description needs to be changed to follow this standard: asset type comma space manufacturer space model number (e.g., Printer, HP LaserJet 4000 or Laptop, Apple PowerBook G4).

*Line 2:* Use the 2<sup>nd</sup> line of the asset description if you need to input additional information. Make sure to **take out system-generated descriptions that do not add value.**

*Total Cost:* This needs to be the full price paid for the asset, including invoice price, freight charges, handling and storage charges, installation charges, testing and preparation for uses charges, etc. Do not include extended warranties if separately itemized on the invoice.

*Manufacturer:* Complete with the name of the manufacturer. Remember that this is not always the same as the vendor.

*Model number:* Important field to accurately complete.

*Serial Number:* This is an extremely important piece of information because it is a unique identifier. Please verify the serial number by inspecting the actual equipment instead of just the invoice, whenever possible.

*Class:* An asset class is a group of similar assets. Assets that belong to the same class code typically share certain characteristics, such as the number of years over which depreciation is calculated. Class codes are six-digit numbers (e.g. 843502). The first four digits of an asset class code are the object code used on the purchase document. The last two digits are a further breakdown of the object code. For example, if someone purchased a computer, they would have to identify what kind of computer by price range, portability, and manufacturer. If a \$5,500 Dell desktop was purchased, the object code would be 8435, and the class code could be 843502 for a Computer – Desktop Not Apple. A “?” help on the class field on Screen 362 will bring up a list of all class codes, select the one you want with an “x” and press <enter>.

*Acquisition Date:* This is the date the equipment was received.

*In-Service Date:* This is the date the asset began (or will begin) being used. It can be a best guesstimate. However, remember it is an important field because the asset’s depreciation will be calculated based on this date. Frequently computer equipment is not put into service until a few days after it was received.

The rest of the fields on this first page of Screen 362 default in with data or are optional fields. After completing page 1, press <enter> to proceed to page 2.

*Note:* If you realize you made mistakes on page 1, go ahead and complete page 2. Then make sure that the message line says, “The record has been successfully modified” before going back to make corrections or you will lose everything and have to re-enter it.

Below is what Page Two looks like.

+-----+  
362 Preliminary Fixed Asset Data

Screen: \_\_\_ Doc: \_\_\_\_\_ Seq Nbr: \_\_\_

Page: 2 <<<<More>

Dept: \_\_\_ Sub Dept: \_\_\_\_\_

Building: \_\_\_ Building Campus: \_\_ Room: \_\_\_\_\_

Group Code: \_\_\_ Other Location: \_\_\_\_\_

Ownership/Title: \_\_\_ Restriction: I

Cd Pct  
Purpose: \_ \_  
\_ \_  
\_ \_

Maintenance Company: \_\_\_\_\_

Contract Nbr: \_\_\_\_\_ Renewal Date: \_\_\_\_\_

Contract Amt: \_\_\_\_\_ Warranty Exp: \_\_\_\_\_

Frequency: \_\_\_ Last Maint Date: \_\_\_\_\_

Insured By: SELF Insured Value: \_\_\_\_\_

Replacement Cost: \_\_\_\_\_ Inflation Code: NO

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

+-----+  
On Screen 362 page 2, pay special attention to the following fields:

*Dept:* The department code field will default based on the account used to pay the purchase document. The default department code may not be accurate. If it is not, type over it with the department code of the department using the equipment and hit <enter>. Each HSC department has been assigned a unique department code; use “?” help to bring up the list of department codes.

*Building:* Input the building number where the equipment is located. Each building has been assigned a unique five-digit number; use “?” help to bring up the list of building numbers. This field will default to the building number generally associated with the department code you input above. The default may not be accurate. If it is not, type over it with correct building number for where the equipment is located and press <enter>.

*Building Campus:* This is usually 23, as 23 is HSC’s FAMIS campus code. This field will default from the building number.

*Room:* Input the room number where the equipment is housed. Accurate location information is imperative for inventory management.

*Group Code:* This is an optional five-digit field that departments can define.

*Other Location:* Use this field to input the name of the user or more information about the location.

*Purpose Cd:* Input the purpose/use code of the equipment; use “?” help to bring up the list of purpose codes.

*Purpose Pct:* Once you have selected a purpose code, input the percentage of time the equipment will be used for that purpose. Percentages need to total 100% but can be split up into as many as four different purpose codes (i.e., 25% instruction, 25% research, 50% administration).

The rest of the fields on the second page of Screen 362 default in with data, or are optional fields.

## **DELETING PRELIMINARY ASSETS**

If you accidentally create too many preliminary assets, you may delete the unwanted ones. This is a rare occurrence though, as usually you want your preliminary asset(s) to feed to FFX for HSC Property Management approval.

To delete an asset, follow these steps:

- 1) On Screen 361, type in the purchase order number and press <enter>.
- 2) A list of preliminary assets will appear by document sequence number. Place an “x” next to the sequence number that you wish to delete and press <enter>. This will take you to Screen 362.
- 3) On 362, tab to “Delete Asset?” field. Type “y” and press <enter>.
- 4) In the pop up box, type “y” to confirm the deletion and press <enter>.
- 5) Return to Screen 361, the document sequence number will no longer appear.

## CLASS EXAMPLE 1

**Activity:** Create an asset and its tag number.

- 1) On Screen 360, insert the document number for Example 1 and press <enter>.
- 2) There are three line items on this purchase order:

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	PowerMac G5 1.8ghz computer	1	Ea	2,244.00	2,244.00
2	Apple studio display 17" flat panel	1	Ea	599.00	599.00
3	Iomega zip drive	1	Ea	126.00	<u>126.00</u>
	Total				2,969.00

- 3) After choosing the appropriate Screen 360 option, a pop-up screen will appear:
  - **Assign** a number for the computer – remember, there are three line items but they are all going together to create one item  
*Hint: On the Screen 360 Pop-Up, build 1 asset, add the prices together on the top line, put 'Y' for assign number, and press <enter>. Put nothing on the remaining lines.*
  - Complete Screen 362 for the one asset. Use the information provided below from the following sources: your departmental property officer (Alt APO), the purchase document, the invoice, and the actual asset.

<b>Computer Information:</b>	
<u>Asset Description:</u>	Computer, Apple PowerMac G5, 1.8ghz
<u>Asset Description Line 2:</u>	Leave blank
<u>Manufacturer:</u>	Apple
<u>Model Number:</u>	PowerMac G5
<u>Serial #:</u>	1111
<u>Class:</u>	“? Help” for a Controlled Desktop Apple Computer
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today’s date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use tomorrow’s date.)
<u>Condition:</u>	“? Help” for Used-Usable W/O Repair – Excellent
<u>Availability:</u>	“? Help” for In Use Full Time
<u>How Tagged:</u>	“? Help” for Written
<u>Dept/Sub Dept:</u>	4100
<u>Building:</u>	03200
<u>Building Campus:</u>	AM
<u>Room Number:</u>	609
<u>Other Location:</u>	Fred Flintstone
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Administrative Use
<u>Pct:</u>	100%

## CLASS EXAMPLE 2

**Activity:** Set up four TVs, three of which are identical. For the identical ones, create one then use the copy feature.

- 1) On Screen 360, insert the document number for Example 2 and press <enter>.
- 2) There are two line items on this purchase order.

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Display screen, plasma, 50 inch, high resolution, Hitachi, cmp500wxu	1	Ea	6,659.00	6,659.00
2	Display screen, plasma, 42 inch, high resolution, Hitachi, cmp5202u	3	Ea	4,293.00	<u>12,879.00</u>
				Total	19,538.00

- 3) After choosing the appropriate Screen 360 option, build one asset for the 50-inch TV and one asset for *one of the 42-inch TVs*.
- 4) Complete Screen 362 for both assets. Use the information provided below from the following sources: your departmental property officer (Alt APO), the purchase document, the invoice, and the actual assets.

<b><u>362 Information for the 50" TV</u></b>	
<u>Asset Description:</u>	TV, Hitachi CMP 500WXU, 50 inch
<u>Asset Description Line 2:</u>	Leave blank
<u>Manufacturer:</u>	Hitachi
<u>Model Number:</u>	CMP 500WXU
<u>Serial #:</u>	123Q1
<u>Class:</u>	"? Help" for 842416
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today's date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use tomorrow's date.)
<u>Condition:</u>	"? Help" for Used-Usable W/O Repair-Excellent
<u>Availability:</u>	"? Help" for In Use Full Time
<u>How Tagged:</u>	"? Help" for Written
<u>Dept/Sub Dept:</u>	2160
<u>Building:</u>	"? Help" for Reynolds Building
<u>Building Campus:</u>	AM
<u>Room Number:</u>	210
<u>Other Location:</u>	Classroom A
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Instruction
<u>Pct:</u>	100%

<b><u>362 Information for the 42" TVs</u></b>	
<u>Asset Description:</u>	TV, Hitachi CMP 5202U, 42 inch
<u>Asset Description Line 2:</u>	Leave blank
<u>Manufacturer:</u>	Hitachi
<u>Model Number:</u>	CMP 5202U
<u>Serial Numbers:</u>	
42" TV 1:	1111
42" TV 2:	2222
42" TV 3:	3333
<u>Class:</u>	"? Help" for controlled TV class code
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today's date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use tomorrow's date.)
<u>Condition:</u>	"? Help" for Used-Usable W/O Repair-Excellent
<u>Availability:</u>	"? Help" for In Use Full Time
<u>How Tagged:</u>	"? Help" for Written
<u>Dept/Sub Dept:</u>	2160
<u>Building:</u>	"? Help" for Reynolds Building
<u>Building Campus:</u>	AM
<u>Room Number:</u>	
42" TV 1:	223
42" TV 2:	313
42" TV 3:	415
<u>Other Location:</u>	Lecture Hall
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Instruction
<u>Pct:</u>	100%

- 5) Now, copy the 42-inch TV using option 3 on 360 so that you have a total of three of these TVs and one 50-inch TV. On each copied asset, input the accurate serial number and location data using the information provided above.

## CLASS EXAMPLE 3

**Activity:** Add nine items together to create one asset number.

- 1) On Screen 360, insert the document number for Example 3 and press <enter>.
- 2) There are nine line items on this purchase order.

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Binocular	1	Ea	932.00	932.00
2	Binocular Tube	1	Ea	1,442.00	1,442.00
3	Eyepiece	1	Ea	1,141.00	1,141.00
4	Lens 4X	1	Ea	250.00	250.00
5	Lens 10X	1	Ea	300.00	300.00
6	Lens 20X	1	Ea	325.00	325.00
7	Lens 40X	1	Ea	400.00	400.00
8	Condenser	1	Ea	170.00	170.00
9	Bulb	1	Ea	40.00	40.00
				Total	5,000.00

- 3) After choosing the appropriate option on Screen 360, build one asset number for the microscope.  
*Hint: On the Screen 360 Pop-Up, build 1 asset, add the prices together on the top line, put 'Y' for assign number, and press <enter>. Put nothing on the remaining lines.*
- 4) Complete Screen 362. Use the information provided below from the following sources: your departmental property officer (Alt APO), the purchase document, the invoice, and the actual asset.

<b><u>362 Information</u></b>	
<u>Asset Description:</u>	Microscope, Nikon 3000
<u>Asset Description Line 2:</u>	Leave blank
<u>Manufacturer:</u>	Nikon
<u>Model Number:</u>	3000
<u>Serial #:</u>	45TQ14
<u>Class:</u>	"? Help" for 842202
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today's date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use today's date.)
<u>Condition:</u>	"? Help" for Used-Usable W/O Repair-Excellent
<u>Availability:</u>	"? Help" for In Use Full Time
<u>How Tagged:</u>	"? Help" for Written
<u>Dept/Sub Dept:</u>	7000
<u>Building:</u>	"? Help" for IBT Alkek Building
<u>Building Campus:</u>	HS
<u>Room Number:</u>	1107
<u>Other Location:</u>	Barney Rubble's Lab
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Research
<u>Pct:</u>	100%

## CLASS EXAMPLE 4

**Activity:** *Add to an existing asset number.*

- 1) On Screen 360, insert the document number for Example 4 and press <enter>.
- 2) There is one item on this purchase order:

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Widget	1	Ea	5,000.00	<u>5,000.00</u>
				Total	<u>5,000.00</u>

- 3) After choosing the appropriate Screen 360 option, a pop up screen will appear:
  - **Add** the widget to approved asset number 9400000001. Asset 9400000001 is a spectrophotometer.
  - Complete Screen 362 for the widget. You do not need to fill in every field since you are adding to an approved asset. However, you need to complete the description and the class code.
    - For the description, put “add to approved asset 9400000001”.
    - For the class, input the code for a spectrophotometer since the widget is being added to that existing asset.
  - Check Screen 361 to ensure completion (“CMP” flag should be “y”).

**CLASS EXAMPLE 5A – MAIN ASSET (USE WITH 5B)**

*Activity: Examples 5A and 5B go together. Purchasing created two purchase orders. We need to add items from these purchase orders onto one asset. Since there is no option to add preliminary assets together from multiple purchase orders, we will need to create an asset for each item, and change the descriptions on Screen 362 to tell HSC Property Management what we are doing.*

- 1) On Screen 360, insert the document number for Example 5A and press <enter>.
- 2) There is one item on this purchase order.

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Microprocessor for chemical analysis	1	Ea	6,250.00	<u>6,250.00</u>
				Total	6,250.00

- 3) Create an asset number for the microprocessor using the appropriate option on Screen 360.
- 4) **Write down the asset number assigned on Screen 361.**
- 5) Complete Screen 362. Use the information provided below from the following sources: your departmental property officer (Alt APO), the purchase document, the invoice, and the actual asset. **Notice that you will need to add a Line 2 description on Screen 362.**

<b><u>362 Information</u></b>	
<u>Asset Description:</u>	Microprocessor, Beckman EVI-5000
<u>Description Line 2:</u>	Combine with purchase order XXX <b>(You must add this Line 2 description)</b>
<u>Manufacturer:</u>	Beckman
<u>Model Number:</u>	EVI-5000
<u>Serial Number:</u>	5678
<u>Class:</u>	"? Help" for 842215
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today's date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use today's date.)
<u>Condition:</u>	"? Help" for Used-Usable W/O Repair – Excellent
<u>Availability:</u>	"? Help" for In Use Full Time
<u>How Tagged:</u>	"? Help" for Written
<u>Dept/Sub Dept:</u>	0531
<u>Building:</u>	BCD Main (Notice it defaults to 03600 which is BCD Main. Do you know why?)
<u>Building Campus:</u>	HS
<u>Room Number:</u>	507
<u>Other Location:</u>	Dr. Frankenstein
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Research
<u>Pct:</u>	100%

**CLASS EXAMPLE 5B (USE WITH 5A)**

*Activity: Create an asset for this purchase (the control unit). Then, change the asset description on Screen 362 to instruct HSC Property Management to add the control unit to the asset number for the microprocessor in 5A.*

- 1) On Screen 360, insert the document number for Example 5B and press <enter>.
- 2) There is one item on this purchase order.

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Control Unit-Chemical Processor	1	Ea	1,500.00	<u>1,500.00</u>
				Total	1,500.00

- 3) Create an asset number for the control unit using the appropriate option on Screen 360.
- 4) Complete Screen 362. Use the information provided below from the following sources: your departmental property officer (Alt APO), the purchase document, the invoice, and the actual asset. **Notice that you will need to change the description in Line 1.**

<b><u>362 Information:</u></b>	
<u>Description Line 1:</u>	<b>Dummy asset - Add to asset number that you created for 5A (ex. Dummy asset - Add to 0400001011).</b>
<u>Description Line 2:</u>	<b>Control unit</b>
<u>Manufacturer:</u>	Leave blank for the dummy asset
<u>Model Number:</u>	Leave blank for the dummy asset
<u>Serial Number:</u>	Leave blank for the dummy asset
<u>Class:</u>	“? Help” for 842215
<u>Acquisition Dt:</u>	Date the asset is received. (For class, use today’s date.)
<u>In-Service Dt:</u>	Date asset is utilized in dept. (For class, use today’s date.)
<u>Condition:</u>	“? Help” for Used-Usable W/O Repair – Excellent
<u>Availability:</u>	“? Help” for In Use Full Time
<u>How Tagged:</u>	“? Help” for Written
<u>Dept/Sub Dept:</u>	0531
<u>Building:</u>	03600
<u>Building Campus:</u>	HS
<u>Room Number:</u>	507
<u>Other Location:</u>	Dr. Frankenstein
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Research
<u>Pct:</u>	100 %