

FFX Screens Departmental Users Will Find Useful

Inquiry Only Screens:

001 Fixed Assets Main Menu

Lists all FFX menus available. For a more detailed listing of the screens available, type in one of the menus (example: M51) on the screen field.

501 Purchasing/Vendor Data

Shows manufacturer, vendor, serial number, and model number as provided by the department.

502 Property Control Data

View information such as class code, condition code, acquisition date, and acquisition method code. You can use your F2/PF2 key for definitions of these codes.

503 Fund Sequence Add/Update

Shows purchase account, FAMIS document number (PO number), and voucher number. If multiple accounts were used to purchase the asset, all accounts can be viewed by using the F9/PF9 key. Each buying (purchase) account will be listed as a separate sequence number.

505 Location Data

This screen displays the ownership department, the location of the asset, and the Alternate Accountable Property Officer (Alt APO) name. The Alt APO is responsible for monitoring the location and care of the asset. (Updates to location information are made on screen 535.)

506 Property Inventory Data

This screen shows the tag number. The tag number should always be the same as the asset number. All assets should be tagged with their full 10-digit asset numbers.

523 Transaction Inquiry by Asset (History screen)

Displays the activity history for an approved or disposed asset by fiscal year. Also shows class code, acquisition date, component cost, department, and Alt APO name. Change the year to see previous fiscal year detail, or change the "Y" in "FY Only" to an "N" to see all fiscal years. For more detail on any one line, put your cursor anywhere on the line and press your F6/PF6 key. Also, use your F10/PF10 or F11/PF11 keys to move between the right side of the screen and the left side (note: this screen has three panels). This is a helpful screen when you want to view room changes, condition changes, transfers, etc.

532 Asset Search by Department and Class

Use to view a list of all assets by class code for your department. Type in the department and the class code you wish to view (see screen 581 for class code choices). Selecting an asset will take you to screen 523 to view the history of the asset.

534 Asset Search by Department

Lists all assets (in asset number order) for a particular department. Provides description, location, class code, and cost information. If you do not know your numeric department code, place an * in the department field on the action line then select the department. Selecting an asset will take you to screen 523 to view its history. This screen can be downloaded into Excel if you have Entire Connection software.

536 Limited Inquiry by Search Value

Allows you to search for an asset either by tag (last 6-digits of known asset number), by serial number (put in as much of the number as you know or an * to view all), or related asset (not used at HSC). Also on the action line you must input the corresponding letter related to the type of search you are doing (T=tag, S=serial, R=related asset). This screen will tell you the asset number and cost, along with the department and Alt APO responsible for the asset.
Hint: Use this screen if an asset that you know the full 10-digit tag number of does not appear on other screens due to

the following message “Access Denied Due to Value Based Security”. On screen 536, type in only the last 6 digits of the asset number and it will display the department the asset belongs to, along with the Alt APO responsible for it. Now you have a contact person for the asset.

543 Building Room Number Table

Displays all rooms reported to The Higher Education Coordinating Board for a given building. Only rooms listed on this screen for a given building are eligible to have equipment marked as located in that room. Pay close attention to not just the building number but also the building campus code (CC) to ensure you are pulling up the accurate building.

581 Class Table Display

Lists every class code for property that is available for use by the HSC. Type a valid class code (or as many digits of the 6-digit code that you know) on the action line to position the display at a particular class code. Or you may leave this field blank if you want to begin your display at the first available class code. Use this screen to determine the appropriate class code for the asset when completing an equipment information sheet (FDP-4).

860 Department Table

Type in an HSC numeric department code to see the name of a department, the department head, the Alt APO, their phone numbers, and the mail code. If you don't know the department code for the department you need information on, place an * in the department field on the action line for a list of all HSC departments.

Updating Screen:

535 Departmental Inventory

Displays information regarding condition, location, class code, acquisition date, cost, model number, serial number, etc. If the color on the left-hand side of the screen matches the color of the asset number, then you are able to update the fields on the left-hand side (otherwise, this screen is inquiry only). Alt APOs, and others with update access on this screen, may use this screen to make changes to their inventory location and condition without having to submit changes to HSC Property Management. This screen is recommended for use when completing the blue property transfer form (FDP-411A) or the pink additions and deletions form (FDP-414) since all the necessary asset information can be found on it.