

Preliminary Fixed Assets Manual

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Preliminary Fixed Assets Menus

Menu M36 is used to display inquiry and update screens of the Preliminary Fixed Assets in FAMIS.

Menu M36 – Departmental Fixed Assets Menu

```
M36 Departmental Fixed Assets Menu                                01/24/05 13:53
                                                                FY 2005 CC 02
Screen:  _____

      * ----- Preliminary Fixed Assets - Inquiry ----- *
                    361 View Preliminary Assets

      * ----- Preliminary Fixed Assets - Update ----- *
                    360 Build Preliminary Assets
                    362 Preliminary Fixed Assets Data

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

Menu M22 provides a list of all purchasing document inquiry screens available in FAMIS.

Menu M22 – Purchasing Inquiry Menu

```
M22 Purchasing Inquiry Menu                                    01/24/05 13:54
                                                                FY 2005 CC 02
Screen:  _____

      * -----* Document Inquiry *-----*

271 Documents Closed But Not Routed  280 Document Browse by Number
272 Documents by Status              281 Document Browse by Dept.
                                       282 Document Browse by Account
                                       283 Document Browse by Buyer
275 Incomplete Receiving/Invoicing  284 Document Browse by User Ref.
                                       285 Document Browse by Vendor
277 Document Inquiry by Campus       286 Document Browse by State Req.
278 Document Inquiry                287 Document Browse by GSC Order
279 Document Line Item Inquiry       288 Document Summary

290 Document Tracking Inquiry
291 Document Tracking Cross Reference
292 PIP Document Browse
293 PIP Browse by Document
294 PIP Browse by Invoice

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

Basic Concepts and Terminology

Preliminary fixed asset information is all pertinent information related to the property management of the item. Before electronic approvals, this information was entered onto a Capital Outlay AG-300. The form had to be attached to the voucher before it could be paid. Similarly, the department must enter preliminary fixed asset information for online receiving before the asset can be closed.

Please note: Preliminary fixed asset information must be entered for all capital and controlled items before a department can successfully close receiving on an asset on Screen 326.

Fixed Assets Terminology

Asset: Property, plant, and equipment owned or held in trust by the institution. A physical plant asset is represented by an asset record that contains all pertinent information concerning the asset, both dollar and non-dollar data.

Preliminary Fixed Asset: Preliminary fixed asset information is all pertinent information related to the property management of the item. A preliminary asset is created in the FRS purchasing module (usually by departmental personnel) to represent goods that are purchased through the use of a capital or controlled object code. The preliminary asset number is composed of the purchasing document number and a four digit sequence number. The purchase cannot be officially “received”, or paid, prior to the creation of one or more preliminary assets. The dollar total of the preliminary asset(s) must be greater than or equal to the amount of the received goods before receiving can be closed. Before electronic approvals, this information was entered onto the Capital Outlay AG-300. The AG-300 form had to be attached to the voucher before it could be paid. Similarly, preliminary fixed asset information must be entered by the department before the department may close on-line receiving for the asset.

Once all preliminary fixed asset information is entered into FAMIS and payment has been made, the preliminary fixed asset becomes an “approved” asset and is an official property record. At this point, all approved fixed asset information is fed over to the FFX system in FAMIS and is available for document inquiry.

Please note: Preliminary fixed asset information must be entered before a department may close receiving on an asset.

Tag/Asset Number: The tag/asset number is a 10-character numeric field used to uniquely identify an asset. Asset numbers for AgriLife begin with a zero. The Unit assigns tag/asset numbers, which is furnished by the AgriLife Property Office by the lot from 25 to 100.

Items Requiring Inventory or Tag/Asset Numbers: Purchases above \$1,000.00 and controlled assets must be assigned a tag/asset number. Examples of controlled assets include computers, printers, cameras, handguns, etc.

Dept./Sub-Dept. Code: The dept/sub-dept code identifies the department and sub-department charged with the responsibility for the asset.

Group Code: The group code is a 5-character alpha-numeric code used by departments to further group assets or track responsibility for assets within a department. For example, a person’s initials or part of the last name or a name of a sub-section within the department may be used as a group code.

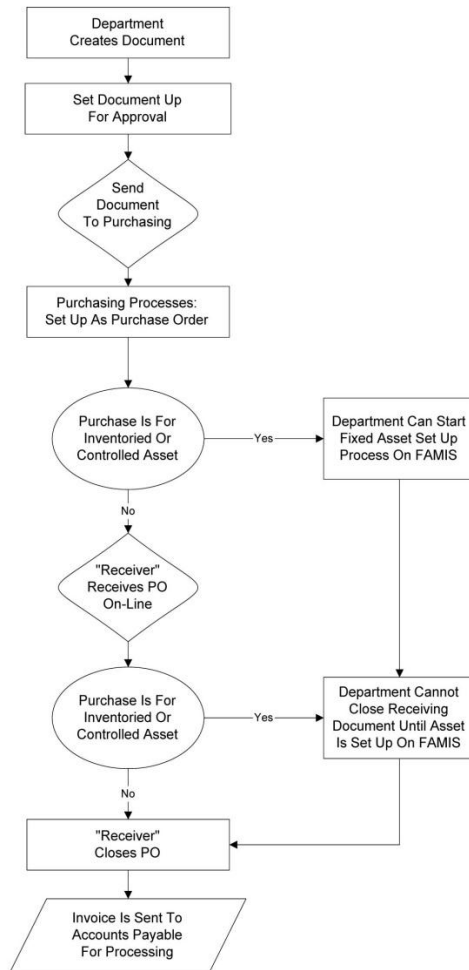
Ten Day Rule: According to the Texas A&M University System Equipment Management Manual, section 4-1, the inventory number must be permanently affixed to an item promptly on receipt, but not later than ten calendar days after receipt, unless prevented by unusual circumstances.

Freight and Discounts: The system will match the preliminary fixed asset information that you enter with the purchase order. Totals may be changed to reflect an increase in price due to freight or a decrease in price due to a discount.

1. At the time of purchase, if freight is known, include it in the price.
2. If an extra line item is included for freight and is known, enter the freight.
3. If the freight is not known, **do not estimate it**. The AgriLife Property Office will add it, according to what is on the invoice at the time of audit.

Room Table: Rooms can be added or deleted only on the Master Campus. Contact the AgriLife Property Office to request changes. The rooms are loaded from the TAMU Facilities Coordination (FCOR) table.

Fixed Assets Processes Flow Chart



Build Preliminary Fixed Assets

Preliminary asset records must be built for the purchases of capital or controlled items before you Finish processing the receiving for the asset on-line. Preliminary asset records are created using Screen 360. Typing a valid Purchase Order (PO) number and choosing one of the four options listed will build a preliminary asset record from a PO, from an approved asset, or from other preliminary assets.

Screen 360 – Build Preliminary Assets

```
360 Build Preliminary Assets                                01/25/05 15:53
                                                         FY 2005 CC 02
Screen:  ___ Doc: P004700

  _  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

----- Purchase Order Information -----
      Vndr: 1555555550 ARI APPLICATIONS INC
Document Dt: 08/30/2000 Cat.: RO User Ref: 158228-82623
Start   Dt:                Contact Person: MARGE COLLINS      Ph: 979-845-4444
End     Dt:                Buyer: LAD      JIM ED WILSON X100 Ph: 979-845-4555
Exp.Dlvry Dt: 09/08/2000 FOB: DA Type Funds/Ord: S RESC PO Total: 57075.00

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

Basic Steps

- Advance to Screen 360.
- Type a valid purchase document number in the Doc: field on the Action Line.
- Press <ENTER> to display document information.
- Type 'X' next to the desired action to create or copy an asset and press <ENTER>.

Explanation of Preliminary Asset Build Process

1. Create a Preliminary Asset from Scratch OR Add to an Existing Asset

- Use when you are purchasing something that requires the asset number to be created from scratch (i.e. when there is no existing asset that can be copied from or added to).

If a purchase order (PO) has several identical items, it is advisable to build the first asset using this selection criterion and then copy it as many times as necessary using the last selection option, "Copy from a Document's Other Preliminary Assets."

Basic Steps

- Type 'X' next to "Create a Preliminary Asset from Scratch" on Screen 360 and press <ENTER> to access the Purchase Order Multi-Item List pop-up window (above).
- For each line item, type the number of assets you need to create in the Nbr of Assets: field.
- Type the unit value of the line item in the Asset Value: field for each item.
- Type a 'Y' in the Assign Number: field for each line item.
- Press <ENTER> to initiate the preliminary fixed asset record build for the items selected.

Explanation of Fixed Asset Record Build Processes (Assigning Asset Numbers)

Assigning Asset Numbers

The Assign Number: field must either have a 'M' input or must be left blank. A 'M' indicates that you will be assigning the asset number. Leaving it blank indicates that you do not want to assign a number, because the item that is being purchased needs to be added to an already existing asset. If the item does need to be added to an existing asset, type that 10 digit number in the Add to Existing Asset number field.

Preliminary Assets & Invoice Matching

Preliminary fixed assets require that you create assets for the whole dollar amount on the document. Cumulated preliminary assets on one entry must be greater or equal to the invoice.

Changing the Asset Value

The Asset Value may be changed while on this pop-up to reflect multiple line items added to make one item, freight charges or vendor discounts. These totals **must match those of the invoice** in order for the vendor to be paid.

Partial Shipments

Only put asset number on item(s) paying for with 1st invoice with correct money amount to match.

Partial Payments

You only get one asset as the dollar amount on a preliminary fixed asset and the purchase order must match.

Vendor Discounts and Trade-Ins

May be problematic

In the following example on screen 361, receiving didn't know about the discount so needed to match both lines.

Doc Seq #2 in the below example was created on Screen 362. A preliminary fixed asset for the discount was created for the discount amount. Receiving was closed, and then this asset was deleted.

Screen 361 – View Preliminary Assets

```

361 View Preliminary Assets                                10/10/03 11:27
                                                         FY 2003 CC AM
Screen:  ___ Doc: P103565                               Prelim Only: Y
                                                         Pg: 1__ of 1 Viewed Pg(s)
Doc          Add
Sel Seq  Tag Number To   Total Cost      Description          Cmp
-----
_  0001  0100043259      93560.28  MACHINING SYSTEM, VERTICAL W/ ACCES  Y
_  0002  0100043293      24255.00  MACHINING SYSTEM, VERTICAL, WITH CO  Y

*** End of Fixed Asset Record(s) ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Hmenu Help  EHelp                               Bkwd  Frwd
    
```

Build Preliminary Assets – Pop-Up (Copy from Approved Asset)

Copy from Approved Asset

Copy from Approved Asset is used when building an asset record for an item that is identical to an item previously purchased, approved, and paid. The following pop-up windows are accessed when “Copy from Approved Asset” is selected from Screen 360.

Screen 360 – Copy from Approved Asset Pop-Up Window #1

```

+-----+
| ** Create from Approved Asset ** |
|                                     |
| Approved Asset number: _____ Component number: 01 |
|                                     |
| PF4 = Exit |
|                                     |
+-----+
    
```

Screen 360 – Copy from Approved Asset Pop-Up Window #2

```

+-----+
| ** Create from Approved Asset ** |
| Existing 0000068500 |
| Asset: MICROSCOPE WITH DIAL |
|                                     |
| Nbr of   Asset   Assign   Add to Existing |
| Assets   Value   Number   Asset Number   |
|-----|-----|-----|-----|
|         1750.00  _         _         |
|                                     |
+-----+
    
```

Basic Steps

- Type an 'X' in the field next to the “Copy from Approved Asset” on Screen 360 and press <ENTER>.
- Type the approved (existing) asset number you wish to copy.

- Press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a 'M' in the Assign Number field or an asset number in the Add to Existing Asset Number: field.
- Press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

Explanation of Fixed Asset Record Build Processes

Information used to build the preliminary fixed asset record is from the approved asset entered on the first pop-up window. This information will need to be updated for all of the copied assets using Screen 362. For example, these records will contain the purchase dates and serial numbers of the original approved asset. You must remember to change this information.

Build Preliminary Assets – Pop-Up (Copy from Document's Other Preliminary Assets)

Copy from Document's Other Preliminary Assets

If you have a purchase order with several identical items, Copy from Document's Other Preliminary Assets may be used to simplify your work. First, use Create a Preliminary from scratch_to build preliminary asset records for items on the purchase order (PO). Then use Copy from Document's Other Preliminary Assets to build preliminary asset records for subsequent items on the PO. The following pop-up windows are accessed when Option 3 is selected from Screen 360.

Screen 360 – Copy from Other Documents Preliminary Assets Pop-Up Window #1

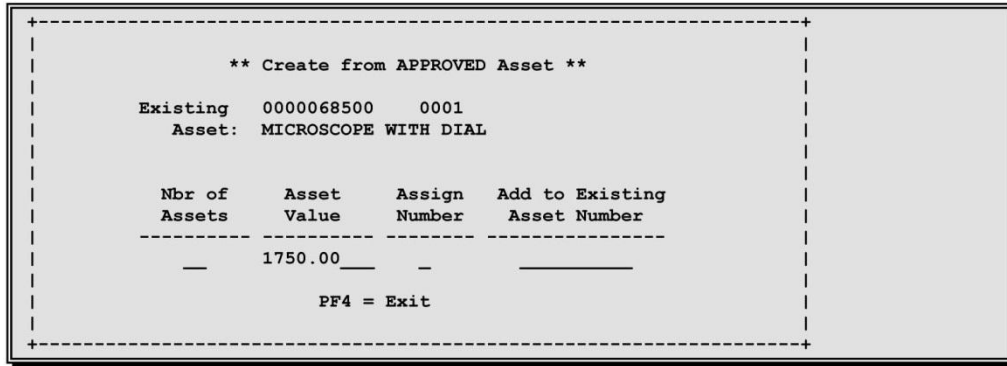
| ** Purchase Order Preliminary Asset List ** | | | | |
|---|------------|---------|------------|----------------------|
| Sel | Tag Number | Seq Nbr | Total Cost | Description |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |
| - | 0000068500 | 0001 | 1750.00 | MICROSCOPE WITH DIAL |

*** End of Fixed Asset Record(s) ***
PF4 = Exit

Please Note: If only one preliminary asset record exists, this screen will not appear.

You may select a Tag Number from the Copy from Document's Other Preliminary Assets Pop-Up window by placing an 'X' in the Sel: column to the left of it. When you select a Tag Number from the Build Preliminary Assets – Pop-Up Copy from Document's Other Preliminary Assets window, you will then advance to the following pop-up window.

Screen 360 – Create from Preliminary Asset Pop-Up Window



Basic Steps

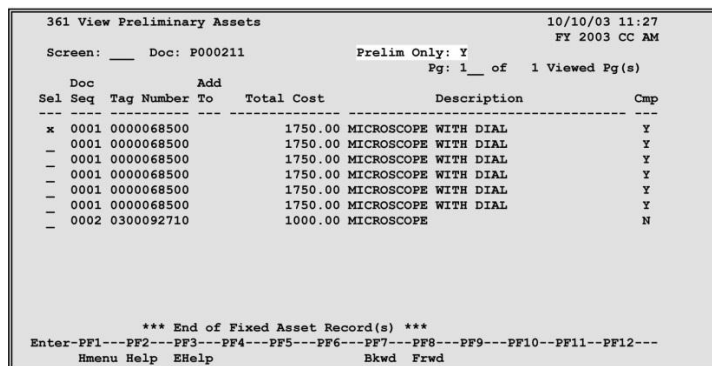
- Type an 'X' in the field next to Copy from Document's Other Preliminary Assets on Screen 360 and press <ENTER> to access the pop-up windows (above).
- Select the preliminary asset number you wish to copy by placing an 'X' in the Sel column to the left of the asset.
- Press <ENTER> to display the second pop-up window.
- Type the number of assets to be created.
- Type either a 'M' in the Assign Number: field or a 10 digit asset number in the Add to Existing Asset Number: field.
- Press <ENTER> to initiate the preliminary fixed asset record build for the purchased items.

View Preliminary Fixed Assets

It is possible to view preliminary fixed asset records, once they have been created. This is accomplished using Screen 361.

Note: Leave the Prelim Only: field blank to display all assets tied to a document.

Screen 361 – View Preliminary Assets



Basic Steps

- Advance to Screen 361.
- Type a valid purchase document number on the Action Line.
- Press <ENTER> to display preliminary fixed asset records.
- Type an 'X' in the Sel: field to advance to Screen 362 where detailed asset information will be displayed.

Explanation of Preliminary Asset Record Processes (Completed Assets)

Completed Assets

Once all of the required fields have been entered on Screen 362, the asset will show a status of completed (*i.e.* the CMP: field will show a 'Y'). However, this does not mean that you have entered all of the necessary information, as some critical fields are not required by the system. Once you have received the purchased items, you may need to re-open the asset record and enter the serial numbers, dates, and/or other important information not previously entered. The "Total Cost" must equal items received count times the unit price.

Modify Preliminary Fixed Assets

Before an asset may be completed and moved into the Fixed Asset module of FAMIS, you must first complete the information on Screen 362. This screen contains the information required to approve assets.

If the Cmp: field is 'N' the cursor will begin in the Asset Description: field on Panel 1, and the Dept: field on Panel 2. After you enter data in either of these fields and press <ENTER> the screen will go through the normal screen edits.

If you change the Dept: field or the Sub Dept: field, FAMIS will retrieve the department defaults and the cursor will return to the Dept: field. You will need to press <ENTER> again to record the changes made.

Screen 362 – Preliminary Fixed Assets Data (Panel 1)

```

362 Preliminary Fixed Asset Data                                01/25/05 16:26
                                                              FY 2005 CC 02
Screen:  ___ Doc: P400147 Doc Seq: 1  ___ Delete Asset?:  ___
                                                              Page: 1 <More>>>>
Tag Number: 9400167700 Add to Existing Asset:  Cmp:
Asset Description: SPECTRUM ANALYZER FFT PORTABLE  ___
Line 2:  ___
Total cost: 4784.46  ___

Manufacturer Name: STANFORD RESEARCH SYS INC  ___
Model Number: SR760  ___ Serial Number:  ___

Class: 842215 OTHER MED/SCI/LAB EQ MISC
Acquisition Dt: 02/17/1994 In-Service Dt: 02/17/1994
Condition: 01
Availability: US How Tagged: BC
Related Asset:  ___ Software Version:  ___
Historical Ind: N Depr Ind: Y
Special License:  ___
Asset: 9400167700 Status: D Exposure Code:  ___

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

Screen 362 – Preliminary Fixed Assets Data (Panel 2)

```

362 Preliminary Fixed Asset Data                                01/25/05 16:27
                                                                FY 2005 CC 02
Screen:  ___ Doc: P400147 Doc Seq: 1  ___
                                                                Page: 2 <<<<More>
      Dept: PHYS_          Sub Dept:  ___          Cmp:  ___
      Building: 00921      Building Campus: 02      Room: 103  ___
      Group Code: RAK      Other Location:  ___
Ownership/Title: TAMU      Restriction: I          Cd Pct
                                                                Purpose: RE 100.00
                                                                ___
                                                                ___
                                                                ___
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
    
```

Basic Steps

- Advance to Screen 362.
- Type a Purchase Order number in the Doc: field and a valid sequence number in the Doc Seq: field.
- Press <ENTER> to display preliminary asset record information.
- If there is a 'Y' in the Add to Existing Asset: field, several fields will be protected. This is done to keep common fields the same across components.
- Include a valid class code.
- Type additional information on Page 1, as desired.
- Press <ENTER> to record the asset information and advance to Page 2.
- Type the building and campus codes, the ownership/title code, and the purpose code and percentage. (**Note:** the purpose code is not required.)
- Type additional information on Page 2, as desired.
- Press <ENTER> to record the asset information and complete the preliminary fixed asset record.

Explanation of Preliminary Asset Entry Processes (*Deleting a Preliminary Asset Record*)

Note: You CAN delete a preliminary fixed asset even after it has been fed to FAMIS.

If the sequence number is **not** known, use the following instructions to delete a preliminary fixed asset record.

- Advance to Screen 361.

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- Type the purchase document number on the Action Line and press <ENTER> to display existing preliminary fixed asset records for the document.
- Tab next to the sequence number you wish to delete and type an 'X' in the Sel: (select) column to the left. Press <ENTER> to advance to Screen 362.
- Tab to the Delete Asset?: field and type a 'Y' in the blank. Press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type 'Y' and press <ENTER> to delete the preliminary asset.

If the sequence number is known, use the following instructions to delete a preliminary fixed asset record:

- Advance to Screen 362.
- Type the purchase document and sequence numbers.
- Press <ENTER> to display the preliminary fixed asset record.
- Tab to the Delete Asset?: field and type a 'Y' in the blank.
- Press <ENTER> to display a pop-up window asking to confirm deletion of the preliminary asset.
- Type 'Y' and press <ENTER> to delete the preliminary asset.

Room Number

Note: Entry of a room number is now a required field on the 362 screen.

If you need to have room(s) added, please let the property manager know and a form will be sent to fill out so the number will be added to FAMIS. In the mean time, put 00004 in the building field and the room number in the room number field, checking back frequently to screen 543 in FAMIS FFX to see if the room number(s) have been added. If so, then go to the asset and change the 00004 to the correct building number.

Preliminary Fixed Assets Problems – Examples

Situation, Solution, and Problem #1

Situation

A department purchases two items on one purchase order. One item needs to have a number assigned, the other needs to be added to an approved asset.

Solution

On Screen 360, type an 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists the items being purchased do the following:

For the item that needs a tag number assigned:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Enter a 'M' in the Assign Number: field.
- Leave the Add to Existing Asset Number field blank.

DO NOT HIT ENTER AT THIS POINT. Instead, tab to the next item.

For the item that needs to be added to an existing item:

- Enter the number of assets you wish to create.
- Adjust the price, if necessary.
- Leave the Assign Number: field blank.
- Enter the approved asset number in the Add to Existing Asset Number: field.

Press <ENTER> to process the two asset records. Next, proceed to Screen 361. Select an asset by typing an 'X' in the Sel: field and press <ENTER> to advance to Screen 362 to complete the property management information.

Problem

A computer and motherboard are purchased on one purchase order. The computer needs an asset number assigned and the motherboard needs to be added to an approved/existing asset.

Illustration

1. Advance to Screen 360 and type an 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```

360 Build Preliminary Assets                                01/22/05 11:17
                                                            FY 2005 CC AB
Screen: ___ Doc: P470006

X 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

----- Purchase Order Information -----
Vndr: 5555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
Start Dt:          Contact Person:          Ph:
End Dt:           Buyer: AAA TEST           Ph: 409-845-1234
Exp.Dlvry Dt:    FOB: Type Funds/Ord:      PO Total: 6000.00

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

2. The following pop-up window will appear.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|                ** 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  | 1.00   | 0.00    | 1      | 5000.00 |      |                  |
|      |        |         |        |          |      |                  |
| 2.0  | 1.00   | 0.00    | 1      | 1000.00 |      |                  |
|      |        |         |        |          |      |                  |
|-----+-----+-----+-----+-----+-----+-----+-----+
|                *** End of Capital Items List ***                |
|                PF4 = Exit                                         |
+-----+
    
```

3. For the computer (Item 1), enter a '1' for number of assets. Adjust the price, if necessary. Enter a 'm' for Assign Number. Leave the Add to Existing Asset Number: field blank and <TAB> to the next line.

Preliminary Fixed Assets Manual (1/11): Part IV Preliminary Fixed Assets Problems

- For the motherboard (Item 2), enter a '1' for number of assets. Adjust the price, if necessary. Leave the Assign Number: field blank. Type the 10 digit asset number that you are adding the motherboard to in the Add to Existing Asset Number: field. Press <ENTER> to build the preliminary fixed asset records and proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|                ** 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  | 1.00   | 0.00     | 1_    | 5000.00 | Y     |                 |
|      |        |          |       |         |       |                 |
| 2.0  | 1.00   | 0.00     | 1_    | 1000.00 |       | 0000000003     |
|      |        |          |       |         |       |                 |
|-----+-----+-----+-----+-----+-----+-----+
| D |
| S |
| E |
| E |
| E |
|   |
|   |
|   |
|   |
|   |
| E |
    
```

*** End of Capital Items List ***
PF4 = Exit

Screen 361 – View Preliminary Assets

```

361 View Preliminary Assets                                01/22/05 11:19
                                                         FY 2005 CC AB
Screen: ___ Doc: P470006                               Prelim Only: Y
                                                         Pg: 1__ of 1 Viewed Pg(s)
Doc      Add
Sel Seq  Tag Number To  Total Cost  Description  Cmp
-----+-----+-----+-----+-----+-----+-----+
X 0001 0000004563      5000.00  COMPUTER    N
_ 0002 0000000003 Y    1000.00  MOTHERBOARD 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

- Enter all the necessary information on Screen 362 for each sequence number and the preliminary assets will be ready for the receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```

362 Preliminary Fixed Asset Data                                01/26/05 09:46
                                                              FY 2005 CC AB
Screen:  ___ Doc: P470006 Doc Seq: 1  ___ Delete Asset?:  _
                                                              Page: 1 <More>>>
Tag Number: 0000004563 Add to Existing Asset:  ___ Cmp: N
Asset Description: COMPUTER _____
Line 2: _____
Total cost: 5000.00 _____

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

Class: _____
Acquisition Dt: _____ In-Service Dt: _____
Condition: O1
Availability: US How Tagged: BC
Related Asset: _____ Software Version: _____
Historical Ind: _____ Depr Ind: _____

Asset: _____ Status: _____ Special License:  _
Exposure Code:  _

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

Situation, Solution, and Problem #2

Situation

A department purchased two items on one purchase order. The items need to be added together onto one tag number.

Solution

On Screen 360, type an 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists all items being purchased, do the following **on the first line only**:

- Type '1' for the number of assets.
- Combine all line items into one to get the total value to be input in the Asset Value: field.
- Type 'Y' in the Assign Number : field.
- Press <ENTER>.
- Proceed to Screen 362 to input asset information.

When the Fiscal Department staff audits the purchase, they will check what is in FAMIS against what is on the invoice. They will recognize that these items need to be added together and make the necessary changes.

Problem

A computer CPU-Pentium processor costing \$5,000.00 and a monitor costing \$1,000.00 are purchased on one purchase order. The computer and monitor need to be added together onto one tag/asset number.

Illustration

1. Advance to Screen 360 and type an 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```

360 Build Preliminary Assets                                01/22/05 11:09
                                                           FY 2005 CC AB
Screen:  ___ Doc: P470005

      X 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

----- Purchase Order Information -----
      Vndr: 5555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 321654-0650231
Start Dt:      Contact Person:      Ph:
End Dt:      Buyer: AAA TEST      Ph: 409-845-1234
Exp.Dlvry Dt:  FOB:  Type Funds/Ord:  PO Total: 6000.00

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

2. The following pop-up window will appear.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|                                     ** Purchase Order Multi-Item List **                                     |
|                                     |                                     |                                     |
|      Number Existing Nbr of Asset Assign Add to Existing |
|      Item  Ordered  Prel Assts Assets  Value  Number  Asset Number |
|-----|-----|-----|-----|-----|-----|-----|
|  1.0 COMPUTER |
|      1.00     0.00  ___  5000.00___  -      _____ |
|  2.0 COMPUTER MONITOR |
|      1.00     0.00  ___  1000.00___  -      _____ |
|
| - |
| D |
| S |
| E |
| E |
|
|                                     *** End of Capital Items List ***                                     |
|                                     PF4 = Exit                                                         |
+-----+
    
```

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3. For the first line item, enter '1' for the number of assets. DO NOT enter any data for the second line item. Add the two line item prices together and enter the total under the Asset Value: field. Enter a 'Y' for Assign Number. Leave the Add to Existing Asset Number: field blank, and press <ENTER> to build the preliminary fixed asset record and proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|                               ** Purchase Order Multi-Item List **                               |
|                               +-----+                               |
|                               | Number  Existing  Nbr of  Asset    Assign  Add to Existing |
|                               | Item   Ordered  Prel Assts  Assets   Value    Number    Asset Number |
|                               +-----+                               |
|                               1.0 COMPUTER                               |
|                               |   1.00    0.00   1_  6000.00  Y      |
|                               2.0 COMPUTER MONITOR                       |
|                               |   1.00    0.00   _  1000.00  _      |
|                               +-----+                               |
|                               - |                                       |
|                               D |                                       |
|                               S |                                       |
|                               E |                                       |
|                               E |                                       |
|                               E |                                       |
|                               +-----+                               |
|                               *** End of Capital Items List ***                               |
|                               PF4 = Exit                                       |
+-----+

```

4. On Screen 361, type 'X' in the Sel: field next to the sequence number 0001 and press <ENTER>. This will advance you to Screen 362.

Screen 361 – View Preliminary Assets

```

361 View Preliminary Assets                                01/26/05 09:34
                                                         FY 2005 CC AB
Screen: ___ Doc: P470005                               Prelim Only: Y
                                                         Pg: 1__ of 1 Viewed Pg(s)
   Doc          Add
Sel Seq  Tag Number To  Total Cost  Description  Cmp
-----
 X 0001 0000004561      6000.00 COMPUTER      N
 _ 0002 0000004562      1000.00 COMPUTER MONITOR Y

*** End of Fixed Asset Record(s) ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Hmenu Help  EHelp                               Bkwd Frwd

```

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5. Enter all other necessary information on Screen 362 for each sequence number and the preliminary assets will be ready for the receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```
362 Preliminary Fixed Asset Data                                01/26/05 09:36
                                                              FY 2005 CC AB
Screen:  ___ Doc: P470005 Doc Seq: 1___ Delete Asset?:  _
                                                              Page: 1 <More>>>>
Tag Number: 0000004561 Add to Existing Asset:  Cmp: N
Asset Description: COMPUTER_____
Line 2: _____
Total cost: 6000.00_____

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

Class: _____
Acquisition Dt: _____ In-Service Dt: _____
Condition: O1
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
```

Situation, Solution, and Problem #3

Situation

A department purchases more than one identical item on one PO. Each item needs its own tag number assigned.

Solution

On Screen 360, type 'X' next to "Create a Preliminary Asset from scratch." On the pop-up screen that lists all items being purchased do the following:

- Type a '1' for the number of assets.
- Adjust the Asset Value, if necessary.
- Type a 'Y' in the Assign Number: field.
- Press <ENTER> to create a tag number.
- Proceed to Screen 361 and type an 'X' next to the sequence number you wish to complete.
- Press <ENTER> to advance to Screen 362.
- Enter as much information as possible to avoid retyping.
- Return to Screen 360 and type an 'X' next to "Copy from Document's Other Preliminary Assets."

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- If the Document has multiple Preliminary Assets already, on the pop-up screen, type an 'X' next to the Preliminary Asset that you wish to copy.
- On the following pop-up screen, enter the number of assets needing to be created in the Number of Assets: field and a 'Y' in the Assign Number field. This will instruct the system to assign all of the additional tag numbers.
- Proceed to Screen 361 and select the sequence number you wish to complete by typing an 'X' next to it and pressing <ENTER>.
- Complete the information on Screen 362 for the sequence number selected. Some information will need updating (for example, serial numbers, room numbers, etc.).
- Proceed to Screen 361.
- Select the next sequence number and complete the information on Screen 362.
- Continue this process until all sequence numbers are completed.

Problem

Several computers are purchased on one purchase order (PO). The computers are identical. Each one needs its own tag/asset number assigned.

Illustration

1. Advance to Screen 360 and type 'X' next to "Create a Preliminary Asset from scratch." Press <Enter>.

Screen 360 – Build Preliminary Assets

```
360 Build Preliminary Assets                                10/22/03 11:40
                                                            FY 2004 CC AB
Screen: ___ Doc: P470007

X 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

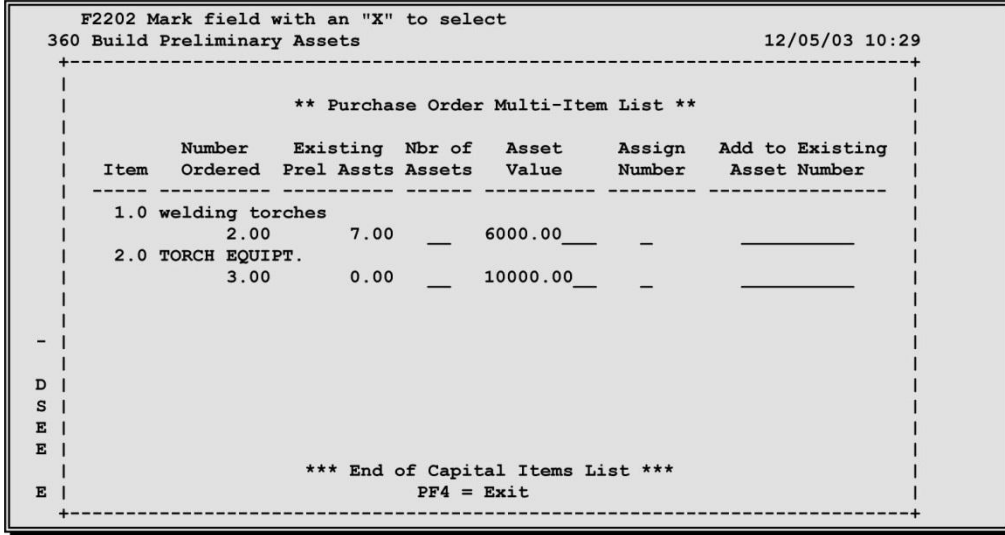
----- Purchase Order Information -----
Vndr: 5555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
Start Dt: Contact Person: Ph:
End Dt: Buyer: AAA TEST Ph: 409-845-1234
Exp.Dlvry Dt: FOB: Type Funds/Ord: PO Total: 102000.00

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

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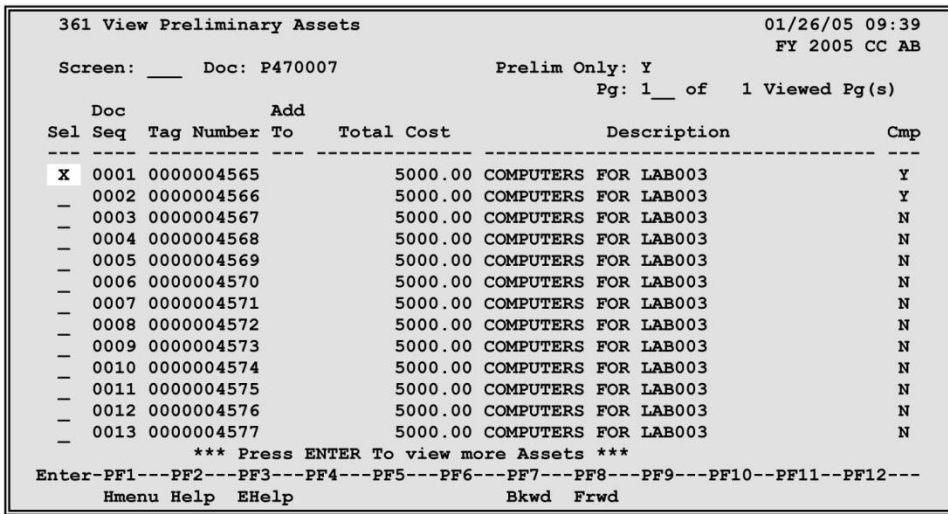
2. When the following pop-up window appears, enter a '1' for the number of assets and a 'Y' in the Assign Number: field. Proceed to Screen 361.

Screen 360 – Build Preliminary Assets



3. On Screen 361, type 'X' in the Sel: field next to sequence number 0001 and press <ENTER>. This will advance you to Screen 362.

Screen 361 – View Preliminary Assets



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4. Fill in as much preliminary fixed asset information as possible on Screen 362.

Screen 362 – Preliminary Fixed Asset Data

```

362 Preliminary Fixed Asset Data                                01/26/05 09:37
                                                              FY 2005 CC AB
Screen:  ___ Doc: P470007 Doc Seq: 1  ___ Delete Asset?:  _
                                                              Page: 1 <More>>>>
Tag Number: 0000004565 Add to Existing Asset:                Cmp: Y
Asset Description: COMPUTERS FOR LAB003  _____
Line 2:  _____
Total cost: 5000.00  _____

Manufacturer Name: DELL  _____
Model Number: GX240  _____ Serial Number: 321ADF36540C654023XC

Class: 843501 SERVERS/MINICOMPUTERS
Acquisition Dt: 09/01/2003 In-Service Dt: 09/01/2003
Condition: O1
Availability: US How Tagged: BC
Related Asset:  _____ Software Version:  _____
Historical Ind: N Depr Ind: Y
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
    
```

5. Return to Screen 360 and type 'X' next to "Copy from Document's Other Preliminary Assets." Press <Enter>.

Screen 360 – Build Preliminary Fixed Assets

```

360 Build Preliminary Assets                                01/26/05 09:40
                                                              FY 2005 CC AB
Screen:  ___ Doc: P470007

_  1) Create a Preliminary Asset from scratch - OR -
   Add to an Existing Asset
_  2) Copy from Approved Asset
X  3) Copy from Document's Other Preliminary Assets

----- Purchase Order Information -----
Vndr: 555555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0000184
Start Dt:           Contact Person:           Ph:
End Dt:           Buyer: AAA TEST             Ph: 409-845-1234
Exp.Dlvry Dt:     FOB: Type Funds/Ord:       PO Total: 102000.00

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

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6. When the following pop-up window appears, type '20' for the number of assets and type 'Y' in the Assign Number: field. Press <ENTER> to proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

** Create from APPROVED Asset **
Existing 0000004565 0001
Asset: COMPUTERS FOR LAB003

Nbr of   Asset   Assign   Add to Existing
--- Assets  Value   Number   Asset Number
-----
Doc      20    5000.00  Y         _____
Sta
End
Exp
PF4 = Exit
234

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

```

7. On Screen 361, notice that sequence number 0001 has a 'Y' in the Cmp (completed) column. This means that all required fields in FAMIS have been completed on Screen 362 for sequence 0001.

Screen 361 – View Preliminary Assets

```

361 View Preliminary Assets                                01/26/05 09:41
                                                           FY 2005 CC AB
Screen: ___ Doc: P470007                                Prelim Only: Y
                                                           Pg: 1__ of 1 Viewed Pg(s)
Doc      Add
Sel Seq  Tag Number To  Total Cost  Description  Cmp
-----
- 0001 0000004565      5000.00 COMPUTERS FOR LAB003  Y
- 0002 0000004566      5000.00 COMPUTERS FOR LAB003  Y
- 0003 0000004567      5000.00 COMPUTERS FOR LAB003  N
- 0004 0000004568      5000.00 COMPUTERS FOR LAB003  N
- 0005 0000004569      5000.00 COMPUTERS FOR LAB003  N
- 0006 0000004570      5000.00 COMPUTERS FOR LAB003  N
- 0007 0000004571      5000.00 COMPUTERS FOR LAB003  N
- 0008 0000004572      5000.00 COMPUTERS FOR LAB003  N
- 0009 0000004573      5000.00 COMPUTERS FOR LAB003  N
- 0010 0000004574      5000.00 COMPUTERS FOR LAB003  N
- 0011 0000004575      5000.00 COMPUTERS FOR LAB003  N
- 0012 0000004576      5000.00 COMPUTERS FOR LAB003  N
- 0013 0000004577      5000.00 COMPUTERS FOR LAB003  N
*** Press ENTER To view more Assets ***
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Hmenu Help  EHelp      Bkwd Frwd

```

8. Enter all other preliminary asset information on Screen 362 for each sequence number by typing an 'X' in the Sel: field next to the sequence number you wish to complete. Once you have completed entering the information for each sequence number, the preliminary asset will be ready for receiving to be processed.

Situation, Solution, and Problem #4

Situation

(similar to Situation 3, but with freight included)

A department purchases more than one identical item, with freight cost, on one PO. Each item need its own tag number assigned.

Problem

Three computers are purchased on a single PO. The computers are identical and each costs \$1,500.00. Each one also needs its own tag/asset number assigned, but there is a *freight cost of \$300.00*. *What do you do with the freight?*

Solution

Build one asset using “Create Preliminary Asset from scratch” (similar to Problem 3) and copy it twice using “Copy from Document’s Other Preliminary Asset.” Prorate the freight among the three items by adding 100.00 to the price of each computer (*i.e.* the asset value of each computer should be input as \$1,600.00).

Situation, Solution, and Problem #5

Situation

A department submits a purchase requisition to Purchasing for multiple inventoriable items. All items need to be added together under one asset number. Purchasing awards the orders among more than one vendor, causing the requisition to be split between several different purchase order numbers. Create the preliminary asset data.

Solution

- Complete Screens 360 and 362 for the main asset that is to be carried on inventory. **Please Note:** On the first page of Screen 362, you will need to enter a short description of the additional asset(s) that will be added to the main asset. This description should be entered on “Line 2.”
- Complete Screens 360-362 for the remaining purchase order numbers.
 - **On the first page of Screen 362, add your asset number with an “A” in front of the numbers and edit the “Asset Description:” to read what you put as your description on the first payment.** The number xxxxxxxxxx is the asset number of the main asset. By adding the “A” in the asset number, you will notify the Property Office to manually add assets to the main asset during their approval process.
- Complete all other necessary information on Screen 362.

Problem

A department submits a requisition to purchasing for a Pentium processor control unit and a microprocessor for chemical analysis. Purchasing awards the purchase to two vendors. Purchasing sends two purchase orders to the department. Create the preliminary fixed asset data and combine the two POs onto one tag number.

Illustration

1. On Screen 360, type 'X' next to "Create Preliminary Asset from scratch" for the PO with the main asset.

Screen 360 – Build Preliminary Assets

```

360 Build Preliminary Assets                                01/26/05 13:42
                                                           FY 2005 CC AB
Screen:  ___ Doc: P470008

      X 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

----- Purchase Order Information -----
Vndr: 5555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
Start Dt:          Contact Person:          Ph:
End Dt:           Buyer: AAA TEST          Ph: 409-845-1234
Exp.Dlvry Dt:    FOB: Type Funds/Ord:      PO Total: 15000.00

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

2. When the following pop-up window appears, type '1' for the number of assets and type 'Y' in the Assign Number: field. Proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|               ** Purchase Order Multi-Item List **               |
|               |
|   Number   Existing Nbr of   Asset   Assign   Add to Existing |
|   Item     Ordered  Prel Assts Assets  Value   Number   Asset Number |
|-----|-----|-----|-----|-----|-----|-----|
| 1.0 Microprocessor for Chemical Analysi |
|           1.00         0.00   1_  15000.00_   Y   _____ |
|               |
| - |
| D |
| S |
| E |
| E |
|               |
|               *** End of Capital Items List ***                 |
|               PF4 = Exit                                         |
| E |
+-----+
    
```

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- On Screen 361, type an 'X' in the Sel: field next to the desired sequence number and press <ENTER> to advance to Screen 362.

Screen 361 – View Preliminary Assets

```

361 View Preliminary Assets                                01/26/05 13:43
                                                           FY 2005 CC AB
Screen:  ___ Doc: P470008                               Prelim Only: Y
                                                           Pg: 1__ of 1 Viewed Pg(s)
Doc          Add
Sel Seq  Tag Number To   Total Cost      Description              Cmp
-----
X 0001 0000004586      15000.00 MICROPROCESSOR FOR CHEMICAL ANALYSI  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
    
```

- On Screen 362, enter all other necessary information as normal except for “Line 2;” which should include the description of items being added to the main asset (i.e. Control unit, Pentium processor, etc.). Complete the preliminary fixed asset information.

Screen 362 – Preliminary Fixed Asset Data

```

362 Preliminary Fixed Asset Data                          01/26/05 09:55
                                                           FY 2005 CC AB
Screen:  ___ Doc: P470008 Doc Seq: 1__                 Delete Asset?:  _
                                                           Page: 1 <More>>>
Tag Number: 0000004586 Add to Existing Asset:         Cmp: Y
Asset Description: MICROPROCESSOR FOR CHEMICAL ANALYSI
Line 2: CONTROL UNIT, COMPUTER
Total cost: 15000.00 _____

Manufacturer Name: DELL _____
Model Number: LM-678 _____ Serial Number: 654ASDF9806540121870

Class: 843501 SERVERS/MINICOMPUTERS
Acquisition Dt: 10/01/2003 In-Service Dt: 10/01/2003
Condition: O1
Availability: US           How Tagged: BC
Related Asset: _____ Software Version: _____
Historical Ind: N         Depr Ind: Y
Asset:                    Status:                    Special License:  _
Exposure Code:  _

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

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5. Advance to Screen 360 for the next PO number and type an 'X' next to "Create a Preliminary Asset from Scratch."

Screen 360 – Build Preliminary Assets

```

360 Build Preliminary Assets                                01/26/05 13:48
                                                           FY 2005 CC AB
Screen:  ___ Doc: P470009

X 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

----- Purchase Order Information -----
Vndr: 5555555555 BLYTHE DIGITAL
Document Dt: 10/22/2003 Cat.: PO User Ref: 330001-0001843
Start Dt:          Contact Person:          Ph:
End Dt:           Buyer: AAA TEST          Ph: 409-845-1234
Exp.Dlvry Dt:    FOB: Type Funds/Ord:      PO Total: 5000.00

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

6. Type a '1' for the number of assets and type 'Y' in the Assign Number: field. Press <ENTER> and proceed to Screen 361.

Screen 360 – Build Preliminary Assets Pop-Up Window

```

+-----+
|               ** Purchase Order Multi-Item List **               |
|                                                                     |
|   Number   Existing   Nbr of   Asset   Assign   Add to Existing |
|   Item     Ordered    Prel Assts Assets  Value   Number   Asset Number |
|-----|-----|-----|-----|-----|-----|-----|
| 1.0 PROCESSOR CONTROL UNIT |
|           1.00         0.00    1_   5000.00   Y         |
|                                                                     |
| - |
| D |
| S |
| E |
| E |
|   |
|   *** End of Capital Items List ***                               |
|   PF4 = Exit                                                       |
+-----+
    
```

7. Type 'X' in the Sel: field next to sequence number 0001 and press <ENTER> to advance to Screen 362.
8. **IMPORTANT:** Make sure you enter the word "ADD" along with the main asset number in the Asset Description: field. Also, enter the description of the items being purchased on the PO in the Line 2: field. Finish typing all other required information and press <ENTER> to process the preliminary fixed asset record. The preliminary asset is now ready and waiting for receiving to be processed.

Screen 362 – Preliminary Fixed Asset Data

```
362 Preliminary Fixed Asset Data                                01/26/05 09:57
                                                                FY 2005 CC AB
Screen: ___ Doc: P470009 Doc Seq: 1___ Delete Asset?: _
                                                                Page: 1 <More>>>
Tag Number: 0000004588 Add to Existing Asset: Cmp: Y
Asset Description: ADD TO TAG#0000004587
Line 2: PROCESSOR UNIT
Total cost: 5000.00
Manufacturer Name: DELL
Model Number: GX240 Serial Number: 987APO5654031497898_
Class: 843501 SERVERS/MINICOMPUTERS
Acquisition Dt: 10/03/2003 In-Service Dt: 10/03/2003
Condition: 01
Availability: US How Tagged: BC
Related Asset: Software Version:
Historical Ind: N Depr Ind: Y
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
```

Situation and Solution #6

Situation

You discover that you need to update the description on a preliminary asset.

Solution

Contact the person responsible for your Fixed Assets. They will need to make this modification in the Fixed Assets module after the asset has been created.