FAMIS FFX Training Packet
Version 1.0
Updated June 2002

Texas A&M University
Financial Management Services

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FAMIS FFX Training

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FFX TRAINING AGENDA

> **Welcome to FAMIS FFX Training! Please log on to FAMIS Production (CICSNAT) and FAMIS Training (CICSTRN).**

Course Objectives
1. Describe and move between the FRS and FFX systems.
2. Maintain location data and control codes for physical inventories and state reporting.
3. Inquire on an asset's history.
4. Identify the owner of an asset.
5. View a listing of all of the department's assets and inquire on asset information.
6. Find the tag number for a preliminary/pending asset and inquire on purchase order information.
7. View the asset control tables.
8. Create your own inventory reports.

Lesson 1- The Systems (Training Region)
1. Describe the systems.
2. Move between the systems. Type FFX for "Screen" to go to FFX. Type FRS for "Screen" to go back to FRS.
3. Use the menus in FFX (M51, M55, S01).

Lesson 2 – Updating Approved Assets (Training Region)
1. Proceed to Screen 535 in the Training Module.
2. Discuss importance of keeping 535 updated.
3. Discuss importance of each field.
4. Illustrate making a change.
5. Attendees will change data in training.

Lesson 3 – Inquiring on an Asset's History (Training Region)
1. Proceed to Screen 523 in the Training Module.
2. Discuss reasons for using this screen: inquire on a transfer, previous year history, etc.
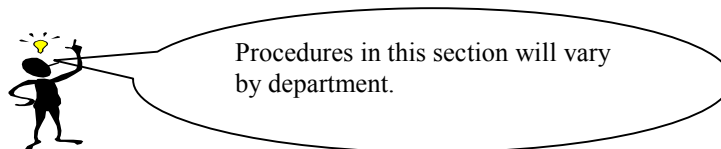3. Attendees will inquire on the location change they made in Lesson 2.

Lesson 4 – Identify the Owner of an Asset (Production Region)

1. Proceed to Screen 536 in FAMIS Production. (To toggle from training to production, type / then press PF2. Then, go into FFX).
2. Input the tag number **011124** to find out the owner. The AAPO listed is one of the DPCs since the term AAPO no longer exists at TAMU.

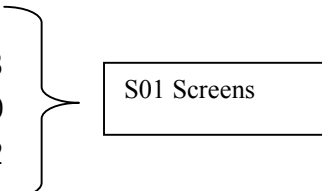Lesson 5 – Inquire on all of the Department's Assets and Asset Information (Production Region)

1. Proceed to Screen 534 in FAMIS Production.
2. Discuss and illustrate the screen.
3. Attendees will pull up their assets. Select one to look at. It will take you to 523. Look at the history for all years.
4. View other screens:
    a. Screen 502
        o Gives purchase order for an approved asset.
    b. Screen 503
        o Use to see the acquisition date to determine how old an asset is. Also see the reported missing date and last inventory date.
    c. Screen 504
    d. Screen 505
        o Use to see the depreciation and useful life of an asset.
    e. Screen 506
    f. Screen 508
        o Use to see notes TAMU Property Management has placed on an asset.
    g. Screen 532 – Look for all 843502 assets – Microcomputer-Desktop Not Apple
    h. Screen 535 - It should be updateable.

Lesson 6 – Find the Tag Number for a Preliminary/Pending Asset and Inquire on Purchase Order Information (Production Region)

Procedures in this section will vary by department.

1. Discuss the 10-day tagging rule according to the *TAMUS Equipment Management Manual (July 1999)*. You should have procedures in your department that make you aware of all inventory purchases. You need to ensure that all equipment gets tagged within 10 calendar days (especially before it goes to the end user).
    a. Once you are made aware of the purchase, get the purchase document number from the document creator. Proceed to **FFX Screen 545** or **FRS Screen 361** to get the tag number.
2. Discuss how to verify preliminary asset data (if you are not the one entering the information).
    a. View **FFX Screen 546** or **FRS Screen 362** to ensure asset data is correct. If it isn't then options to correct it are as follows:
        i. Get the preliminary asset enterer to correct it before the bill pays.
        ii. Wait until TAMU Property Management approves the asset, then you can change some information on Screen 535.
        iii. Make the necessary changes on the Asset Control Sheet for TAMU Property Management to make (last resort).
3. Once you have the document number, you can go to **FRS Screen 288** and view the purchase document. Do this to make sure that all of the correct items were inventoried from the purchase.

Lesson 7 – Viewing the Asset Control Tables (Production Region)
1. View Screen 540 – use * help
2. View Screen 581
3. View Screen 583
4. View Screen 860   S01 Screens
5. View Screen 882

Lesson 8 – Creating Your Own Asset Report (Demonstration)
1. Proceed to Screen 534.
2. Demonstrate how to download the screen with Entire Connection.

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INVENTORY SCREENS

FFX Update Screen	
535 – Departmental Inventory	Used to update locations, group codes, purpose, and availability of assets.
FFX Inquiry Screens	
001 – Main menu	Listing of menus containing a listing FFX inquiry & update screens.
502 – Purchasing/Vendor Data	Purchasing and vendor data, type of asset, asset value, manufacturer, model and serial number.
503 – Property Control Data	Asset class code, acquisition method, physical characteristics of asset, in-service date, and inventory history.
504 – Owner/Location Data	Physical location, group code, restrictions, department and person responsible for asset.
505 – Funding/Accounting Data	Accounting information, capitalization and depreciation data, funding information, and asset purpose.
506 – Debt Finance/Maintenance/ Insurance Data	Debt finance, maintenance, and insurance data.
508 – Asset Notes	Notes entered on an asset by TAMU Property Management.
523 – Transaction Inquiry	Transactions posted against an asset by fiscal year. Helps to see when a change occurred on an asset. For "FY Only" type 'N' to see activity for all years. Scroll right/left using PF10 & PF11. To view a transaction, place the cursor on the line and press PF6.
532 – Asset Search by Dept and Class Code	Lists assets by asset class code for a department. Includes asset description, location, acquisition date, and asset value.
534 – Asset Search by Dept	**Downloadable screen.** Lists all approved or disposed assets for a department. Includes description, location, class code, and asset value. Download includes a plethora of data not shown on screen like group code, other location, accounts, purchase document number, model & serial number, and more.
536 – Limited Asset Inquiry	Use to identify the contact person for an asset. Includes asset number, description, contact name and department, total cost, class code, and serial number.
545 – View Preliminary Fixed Assets	Use to find tag number for preliminary/pending asset. Must know purchase document number.
546 – Preliminary Fixed Asset Data	Use to verify inventory information that the department entered on an asset prior to payment.
FFX Table Screens	
540 – Building Codes	Place an * in the building field and press <Enter> to get a pop up listing all building codes on campus.
581 – Class Table	Lists all capital and controlled assets and their asset class code.
583 – Acquisition/Disposal Method	Lists all acquisition and disposal methods.
589 – Departmental Rules	Lists all TAMU departments, persons responsible for maintaining assets in a department, and department location information. Press PF9 to view the departmental property contact (DPC).
860 – Department Table	Type * for dept for a list of all departments on campus. Displays department and subdepartment information and if fixed assets are allowed for the unit.
882 – Change Campus Part and/or Fiscal Year	Allows user to change the active campus part or active fiscal year for viewing data.
FRS Inquiry Screen	
288 – Document Summary	Use to inquire on an entire purchase document. Shows accounts, all items purchased on the document, costs, object codes used and more. Must know the purchase document number.

PROPERTY RESOURCES

TAMU Property Management
e-mail: property@tamu.edu
Todd Gregory, Property Manager, 979-845-8147 or tlgregory@tamu.edu
http://finance.tamu.edu/fms/property/default.asp

FAMIS Security and Training
e-mail: famis-aid@tamu.edu
Amanda Vanek, Senior Training Specialist, 979-847-8833 or
a-vanek@tamu.edu
http://finance.tamu.edu/fms/famis/default.asp

FAMIS Departmental Fixed Assets User's Manual Version 2.1, March 2001
http://sago.tamu.edu/famis

Entire Connection Purchase Information
Entire Connection is the required software for downloading FFX Screen 534
to create your own asset reports. Contact the Software Evaluation and Loan
Library (SELL) at (979) 862-4104 or sell@tamu.edu for information on
obtaining and installing the software.
http://www.cis.tamu.edu/itim/htmlfs/entire.html

Facilities Coordination Website
Use this website to get a listing of all official building and room numbers on
the TAMU campus. Keep room numbers updated on FFX Screen 535.
http://www.tamu.edu/fcor

Hummingbird Software Information
Hummingbird is most current software used for accessing FAMIS. Contact
the Software Evaluation and Loan Library (SELL) at (979) 862-4104 or
sell@tamu.edu for information on obtaining and installing the software.
http://cis.tamu.edu/customer-sales/sell/hummingbird.php3

ROOM NUMBERS

√ Before entering a room number into FAMIS, always check the FCOR website at http://www.tamu.edu/fcor to ensure that it is an official room number for state reporting purposes.

√ Always keep room numbers updated.

This section applies to preliminary asset enterers (Figure 3-10, Step 2) and the DPC or whoever will update FAMIS FFX Screen 535 (Figure 3-10, Step 4).

Figure 3-10: Inputting Room Numbers in Steps 2 and 4

STEP 1: Departmental creator creates purchase document in FAMIS. → STEP 2: Preliminary asset enterer inputs preliminary asset data. → STEP 3: TAMU Property Management approves the asset. → STEP 4: DPC maintains asset in FFX.

It is very important to keep room numbers current in FAMIS. The Office of Facilities Coordination (FCOR) officially records every building and room number on the TAMU campus. Each year, they must submit a report to the State listing the building and room numbers along with exactly how much square footage is being utilized. This information is used to calculate how much money the state will fund TAMU for indirect costs (e.g. utilities) to run the equipment and utilize the space. Since the Texas Coordinating Board ties property to specific room numbers, if departments input room numbers into FAMIS that do not match what FCOR has on file, then the state reports will be invalid. This can affect TAMU's state funding.

When inputting room numbers into either FAMIS FRS Screen 362 (preliminary asset enterer) or FFX Screen 535 (DPC), the room number entered must be an official room number recorded by the Office of Facilities Coordination (FCOR). Therefore, the preliminary asset enterer or the DPC must always check FCOR's room number listing at http://www.tamu.edu/fcor to ensure that the room numbers match exactly. For example, if property is located in room 17Y at the YMCA, but FCOR has the room number listed as 017Y, then it is crucial to input 017Y into FAMIS for state reporting purposes. Figure 3-11 illustrates the field on Screen 362 where the preliminary asset enterer would input the building and room number. Figure 3-12 illustrates FFX Screen 535 where the DPC would keep the room number updated after the asset is approved.

Figure 3-11: Building and Room Number on Screen 362


```
F0013 Please enter desired modifications
362 Preliminary Fixed Asset Data                          08/20/01 08:44
                                                          FY 2001 CC AM
Screen: █_   Doc: L100096  Seq Nbr: 1___
                                                    Page: 2  <<<<More>
            Dept: FISC_         Sub Dept: _____
        Building: 00461   Building Campus: AM  Room/Floor: 100___
      Group Code: _____       Other Location: _____
```

Figure 3-12: Building and Room Number on FFX Screen 535


```
T0013 Please enter desired modifications
535 Departmental Inventory                                08/20/01 08:41
                                                          FY 2001 CC AM
Screen: ___   Asset: 9400000001  Status: A
                              COMPUTER 486SX W/16 MEG MEMORY AND

Availability: AV                           Class: 843502 SPA Class:
   Condition: 01                           Model: 486SX
   Purpose 1: GN    Percent 1: 100        Serial: 555R778D
           2: _              2: __      Acq Date: 04/25/1994
           3: _              3: __    Owner/Title: TAMU
           4: _              4: __    Restriction: I
                                       Tag Number: 9400000001
                                        How Tagged: BC
Location                                      Cost: 1850.00
   Building: 00461  Bldg Campus: AM     Department: CHEM
   Room/Flr: 101___    Group Cd: KC___    Sub Dept:
   Other Loc: _____      Description: COMPUTER 486SX W/16 MEG
                                                   MONITOR
     Inventory Date: _____      Source/Pct: DS/100
Next Asset Number: _____    Note File Flag: N

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

PROPERTY CONTROL CODES

Below are the property control codes used for inventory. They include the following: availability, condition, restriction and purpose codes. The DPC should maintain these codes using FAMIS FFX Screen 535.

Availability Codes

Code	Description	Comments
AV	Available, but not idle	Available for loan.
BLANK	Undetermined	
EX	**Excess Property**	**Transfer to Surplus.**
LN	On Loan to Another Department	Document the loan in writing.
MS	Missing – Unable to Locate	Send FDP-9 to Property Manager
RE	Restricted – Single Purpose	
SH	Shareable – Upon Request	Available for loan
ST	Stolen	Send Form FDP-9 to Property Manager with police report
US	In Use Full Time	Routine code for new purchases

Condition Codes

Code	Description	Definition	Comments
E1	Used – Reconditioned – Excellent	Used property, but repaired or renovated and in excellent condition.	
E2	Used – Reconditioned – Good	Used property which has been repaired or renovated, and, while still in good usable condition, has become worn from further use and cannot qualify for excellent condition.	
E3	Used – Reconditioned – Fair	Used property which has been repaired or renovated, but has deteriorated since reconditioning and is only in fair condition. Further repairs or renovation required or expected to be needed in near future.	
E4	Used – Reconditioned - Poor	Used property which has been repaired or renovated and is in poor condition from serious deterioration such as from major wear and tear, corrosion, exposure to weather, or mildew.	
MH	Missing – Hold for Deletion		Send FDP-9 to Property
MI	Missing – Not Deleted from Inventory	Item missing but not deleted from inventory accountability.	
MN	Missing – Negligence		
MS	Missing – Request Now		Property Manager will assign per State Property Acctg Syst.
N1	New - Excellent	**NOTE:** Codes N1-N4 are not used. Per State Auditor's office, "once an item is placed in service - it is considered <u>used</u>. Therefore, code **O1**
N2	New - Good	

N3	New - Fair	should be used for new purchases."	
N4	New - Poor		
01	Used – Usable Without Repair – Excellent	Property that has been slightly or moderately used, no repairs required, and still in excellent condition.	
02	Used – Usable Without Repair – Good	Used property, more worn than O1, but still in good condition with considerable use left before any important repairs would be required.	
03	Used – Usable Without Repair – Fair	Used property which is still in fair condition and usable without repairs; however, somewhat deteriorated, with some pairs (or portion) worn and should be replaced.	
04	Used – Usable Without Repair - Poor	Used property which is still usable without repairs but is in poor condition and undependable or uneconomical to use. Parts are badly worn and deteriorated.	
R1	Used – Repair Required (10% Acq.) – Excellent	Used property, still in excellent condition, but minor repairs required (estimated repairs would cost no more than 10% of acquisition cost.	
R2	Used – Repair Required (11-25% Acq.) – Good	Used property in good condition but considerable repairs required. Estimated repair cost of repairs would be 11% to 25% of acquisition cost.	
R3	Used – Repair Required (26-40% Acq.) - Fair	Used property, in fair condition, but extensive repairs required. Estimated repair costs would be from 26% to 40% of acquisition cost.	
R4	Used – Repair Required (41-65% Acq.) - Poor	Used property, in poor condition, and requiring major repairs. Badly worn, and would still be in doubtful condition of dependability and uneconomical to use if repaired. Estimated repair costs from 41% to 65% of acquisition cost.	
SC	Scrap Value = Basic Material Content	Property that has no value except for its basic material cost.	
SN	Stolen – Negligence		Send Form FDP-9 to Property Mgmt
ST	Stolen – Request now		Property Manager will assign per State Property Accounting System
UC	Under Construction		Use until fabrication is completed.
UN	Unknown		Not used by TAMU
XX	No Value	Property that has some value in excess of its basic material content but is in such condition that it has no reasonable prospect of use for any purpose as a unit (either by the holding or any other agency) and its repair or rehabilitation for use as a unit is clearly impractical. Repairs or rehabilitation	Now used by TAMU

		estimated to cost in excess of 65% of acquisition cost would be considered "clearly impractical" for purpose of this definition.	

Purpose Codes

Code	Description	Comments
AD	Administrative	
AG	Agricultural Services Building	
AX	Auxiliary Enterprises	
FR	Residence, Family – Apartments	
GN	General	Artwork is an example of general.
IN	Instruction	
LB	Library	
MT	Maintenance	
NI	Non-Institutional Agency Building	
PP	Physical Plant	
PS	Public Service	
RE	Research	
RP	Rental Property – For Profit	
SR	Residence, Single - Dorms	

Restriction Codes

Code	Description
A	Equipment through Texas Surplus – Acquisition date+18 months
B	Right to reclaim/transfer-fund agency
C	Title stays with fund agency (federal/private)
D	Research sales receipts to be deposited to NSF equipment sale
E	Sale receipts to return to federal government
F	Exempt property-use on federal fund project
G	Retain & reimburse federal govt by % funded by federal govt based on market value
I	No restrictions
J	Retain equipment 10 years under federal grant
K	Equipment to be used for water research programs
L	Equipment to be used for health reasons
O	Other
R	Research only (per funding agency)
T	Teaching only (per funding agency)
X	Gift > $5000; if disposed of in less than acquired date +2 years, submit IRS form# 8282

FFX SCREEN 523 TRANSACTION CODE MEANINGS

The following information is from the *Departmental Fixed Assets User's Manual, Version 2.1, March 2001.*

FFX Transaction Codes

A transaction code is created each time a particular transaction is performed on-line for an asset. Transaction codes are designed to identify the type of activity being made to the asset. This provides an audit trail of asset activity and helps generate the appropriate accounting transactions in the FRS module of FAMIS.

Use these codes to help identify what type of transaction occurred on the asset.

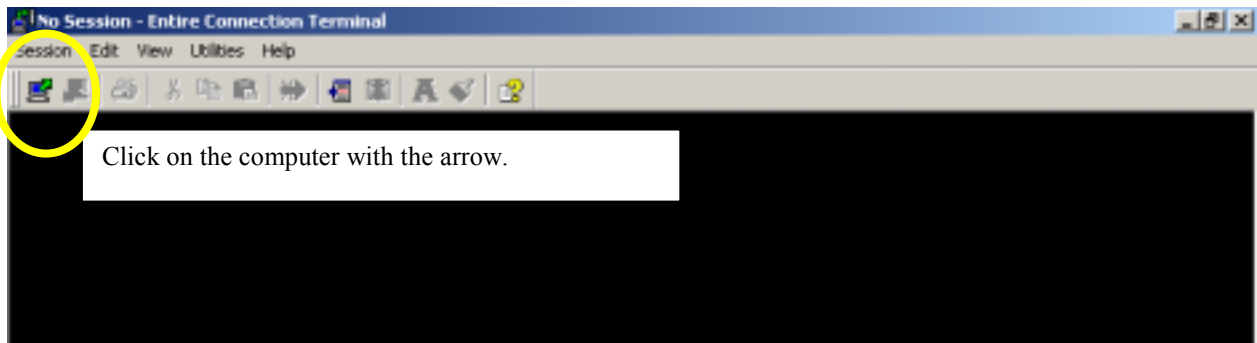| Transaction Type	Description
APP	**Asset approval**-changes the status of an asset from pending to approved.
CST	**Change in cost**-change in cost estimate, method or account for approved assets.
CHG	**Select changed on Screen 535** – room number, availability, and condition. **Change in Estimate/Method/Account** – corrections to useful life, class, etc. with no accounting impact-only affects future accounting transactions.
DEP	**Asset Depreciation** – updates current year depreciation expense; generated by the depreciation calculation program.
DIS	**Asset Disposal** – records the sale, loss, theft, etc. of the approved asset.
PYD	**Prior Year Depreciation** – posts increase or decrease to accumulated depreciation, first year depreciation, or last year depreciation for an approved asset.
RCQ	**Re-Acquire Assets** – changes the status of a disposed asset to approved.
TRF	**Asset Transfers** – updates location, custodian, ownership or availability data for approved assets.
UDS	**Un-Disposal of an Asset** – changes the record of a disposed asset.
UPD	**Un-Depreciation of an Asset** – updates the depreciation expense.
WDN	**Write-Down of an Asset**- records a reduction in book value for an approved asset.

DOWNLOADING FFX SCREEN 534

To download FFX Screen 534, you must access FAMIS using the Entire Connection software. The most current version of Entire Connection is 4.2.1, as shown in this example.

Follow these steps:

1. Open the Entire Connection Software.
2. A blank screen will probably appear, depending on how the software was set up on your computer. Click on the computer with the green arrow to get the ATM screen.

3. At the ATM screen, log onto FAMIS Production (CICSNAT) like you always do.

4. Proceed to FFX Screen 534.
5. Type in your department/subdepartment code and press <Enter>. The assets for your department will appear. Press the PF9 key to begin the download.

6. The following screen will appear. Press <Enter> to continue.

7. The "Download Data" screen will appear, as shown below. You need to name your file and specify a place to save it. In the figure below, I have chosen to save the file in my Downloads folder. I am naming the file "screen 534" and am saving as type: dBaseIII. <u>Always</u> save as a <u>dBaseIII</u> file so that the column headings will download into your file. If you save it as an Excel file, the column headings <u>will not</u> appear.

8. Click on the Download button. The download will begin, and you will be able to see it calculating at the bottom of your screen.

9. When the download is complete, you will get the message shown in the figure below. Press <Enter> to continue.
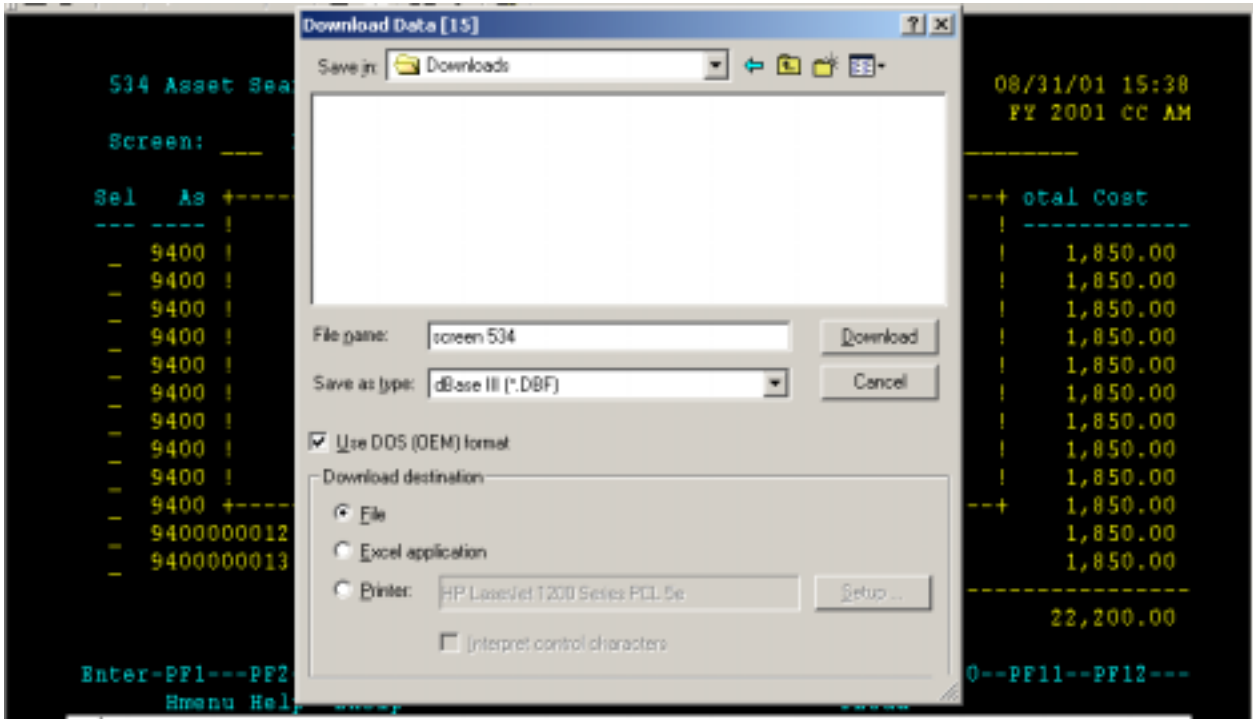


```
534 Asset Search By Department                          08/31/01 15:38
                                                        FY 2001 CC AM
   Screen: ___   Dept: FISC_   S-Dept: _____   Status: A  Asset: _____
                                                       Class
   Sel   As +-+---------------------------------------------+ otal Cost
   --- ---- ! !                                             ! -----------
    _  9400 ! !   With the current parameters you have set you  !  1,850.00
    _  9400 ! !   downloaded       22 records. Press (Enter)     !  1,850.00
    _  9400 ! !   to continue.                                   !  1,850.00
    _  9400 ! !                                                  !  1,850.00
    _  9400 ! !                                                  !  1,850.00
    _  9400 ! !          Press (Enter) to continue               !  1,850.00
    _  9400 ! !                                                  !  1,850.00
    _  9400 ! +--------------------------------------------+     1,850.00
    _  9400 !                                                 !  1,850.00
    _  9400 +---------------------------------------------+     1,850.00
    _  9400000012 COMPUTER 486SX W/16 MEG  AM-00461 102    843502   1,850.00
    _  9400000013 COMPUTER 486SX W/16 MEG  AM-00461 102    843502   1,850.00
                                                          ----------------
                                              Sub Total:        22,200.00
              ** More Assets - Press ENTER To View **
   Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
         Hmenu Help  EHelp                             DLoad
```

10. After you press <Enter>, the pop up screen will disappear. You will be back on Screen 534.
11. Next, go to the place where you saved your file. In the figure below, I have chosen to access my files by going through Windows Explorer. You will see two files. One will be the DBF or database file. The other will be the NCF or the file that contains information about the download that you really do not need.

12. Double click on the DBF file to open it. It may open into Excel even though you saved it as a dBaseIII file. If it does not open into Excel automatically, it may ask you how you want to open the file. Scroll through the list of programs and choose Excel.
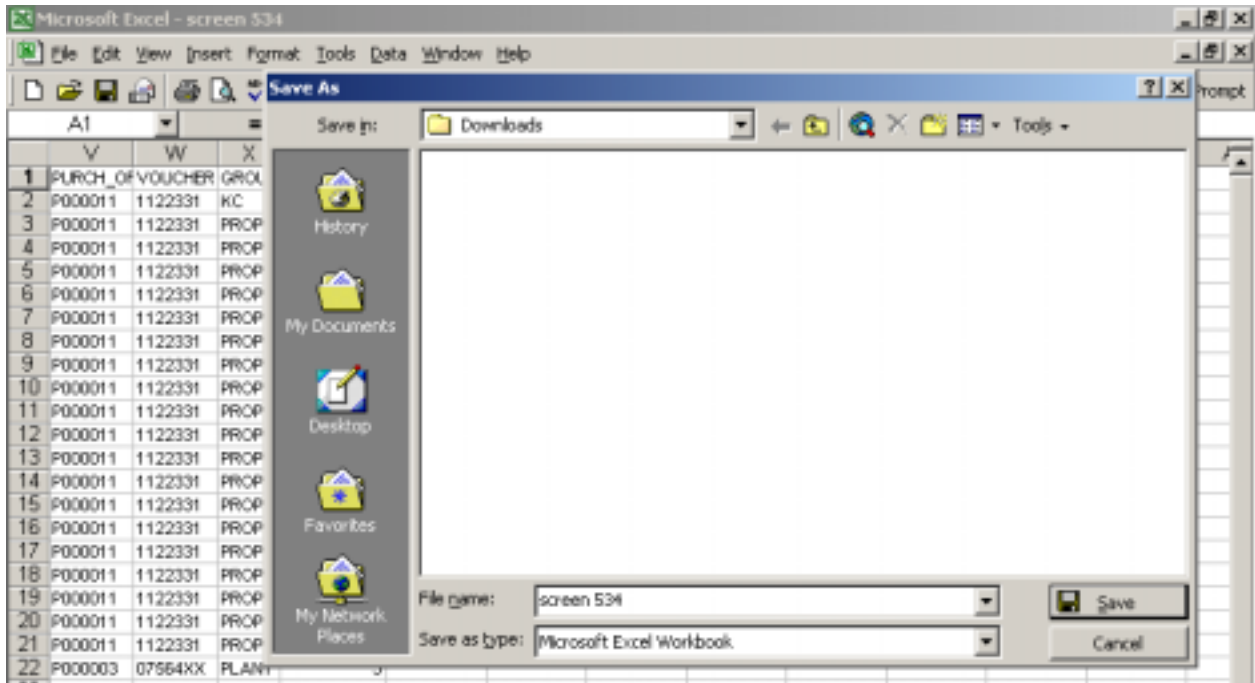
13. Once you have opened the DBF file, make the necessary changes that you would like to make. You may delete columns, sort, etc. However, you must know how to use Excel to do this. If you do not know how to use Excel, then Computing and Information Services provides training. http://traincenter.tamu.edu/ The figures below show what the download will look like.

Microsoft Excel - screen 534

	A	B	C	D	E	F	G	H	I	J	K
1	ASSET_NBR	STATUS	CAPITAL_FG	CLASS	REL_ASSET	CONDITION	CUSTODIAN	RCH_AC	RCH_A	MFR_NAME	MFR_MODEL
2	9400000002	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
3	9400000003	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
4	9400000004	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
5	9400000005	A	Y	843502		E3	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
6	9400000006	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
7	9400000007	A	Y	843502		DE	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
8	9400000008	A	Y	843509		R1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
9	9400000009	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
10	9400000010	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
11	9400000011	A	Y	843502	555123	O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
12	9400000012	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
13	9400000013	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
14	9400000014	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
15	9400000015	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
16	9400000016	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
17	9400000017	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
18	9400000018	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
19	9400000019	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
20	9400000020	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
21	9400000021	A	Y	843502		O1	MAYNARD, MARILYN	270140	00000	COMPUTER ACCESS	486SX
22	96005547XX	A	Y	843502		O1	MAYNARD, MARILYN	270150	00000	PACKARD BELL	PB486
23	9920000500	A	Y	811010		N1	MAYNARD, MARILYN				

Microsoft Excel - screen 534

	L	M	N	O	P	Q	R	S	T	U
1	SERIAL_NBR	BLDG	ROOM_F	OTHER_LOC	DEPT	SUB_C	TOTAL_COST	DESC	DESC_LN_2	ACQ_DAT
2	555R778D	00461	100		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
3	555R778D	00461	101		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
4	555R778D	00461	100		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
5	555R778D	00461	555		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
6	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
7	555R778D	00461	808		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
8	555R778D	00461	008		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
9	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
10	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
11	555R778D	STEVE	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
12	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
13	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
14	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
15	555R778D	00461	101		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
16	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
17	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
18	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
19	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
20	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
21	555R778D	00461	102		FISC		1850.00	COMPUTER 486SX W/16 MEG MEMORY AND	MONITOR	199404
22	154CG-200688	00461	007		FISC		2953.50	COMPUTER, PB 486 W/SVGA MONITOR		199502
23		00500			FISC		473050.00	TEST BUILDING		199908

14. To save your file, click on File, then Save As. In the Save As box, click on the down arrow next to "Save as type" and choose Microsoft Excel Workbook. Then click on "Save." Now, your file will be an Excel document, so it will be easy for you to open next time you need it.

If you have any questions on how to download, contact FAMIS Security at famis-aid@tamu.edu, 979-847-8833 or 458-1147.

FMS WORKSHOP EVALUATION

Date:_____   *Workshop Name:_FAMIS FFX_____*   *Trainer:_____*

Registration Information

Did you register by: _____phone _____e-mail   _____other

Was your registration handled in a timely and professional manner?   ___Yes __No

Course Content Feedback	**(-) Disagree**					**Agree (+)**	
Course covered the training objectives	1	2	3	4	5	6	7
Course properly covered the subject	1	2	3	4	5	6	7
Course content was current and relevant	1	2	3	4	5	6	7
Course advanced my knowledge or skills in the subject area	1	2	3	4	5	6	7
Course provided knowledge or skills I can apply in workplace	1	2	3	4	5	6	7
Course exceeded my expectations	1	2	3	4	5	6	7

List the two most valuable aspects you learned in the course:

_____

_____

Suggestions for improving the course or registration process:

_____

_____

Instructor Feedback	**(-) Disagree**					**Agree (+)**	
Instructor knows the subject	1	2	3	4	5	6	7
Instructor communicates clearly	1	2	3	4	5	6	7
Instructor identified the training objectives for the class	1	2	3	4	5	6	7
Instructor's presentation is organized	1	2	3	4	5	6	7
Instructor uses training aids appropriately & with expertise	1	2	3	4	5	6	7
Instructor ties the skills being taught to the work place	1	2	3	4	5	6	7
Instructor makes participants feel comfortable in the class	1	2	3	4	5	6	7
Instructor is responsive to the participant's questions	1	2	3	4	5	6	7
Instructor facilitates group discussion (where appropriate)	1	2	3	4	5	6	7
Instructor gets participants involved (where appropriate)	1	2	3	4	5	6	7
I would recommend this course to others	1	2	3	4	5	6	7

Instructor strengths:______

_____

Instructor weaknesses:_____

_____

Name (Optional):_____   Telephone (Optional):_____

Please leave evaluation form in the classroom or mail to FAMIS Security at Financial Management Services, Mail Stop 6000.