

FAMIS

Texas A&M University Preliminary Fixed Asset Reference Material

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INTRODUCTION

The reference material provided in this handout is targeted towards entering Preliminary Asset information into FAMIS at Texas A&M University.

Print the Preliminary Asset Manual:

You may print a copy of the Preliminary Asset Manual, which is provided by the Texas A&M University System FAMIS Services at the following website:
<http://sago/famis.tamu.edu>.

If would like to make suggestions or call attention to errors, please contact us at (979) 847-8833, or copy the page with the error, note the correction or suggestion and send it to:

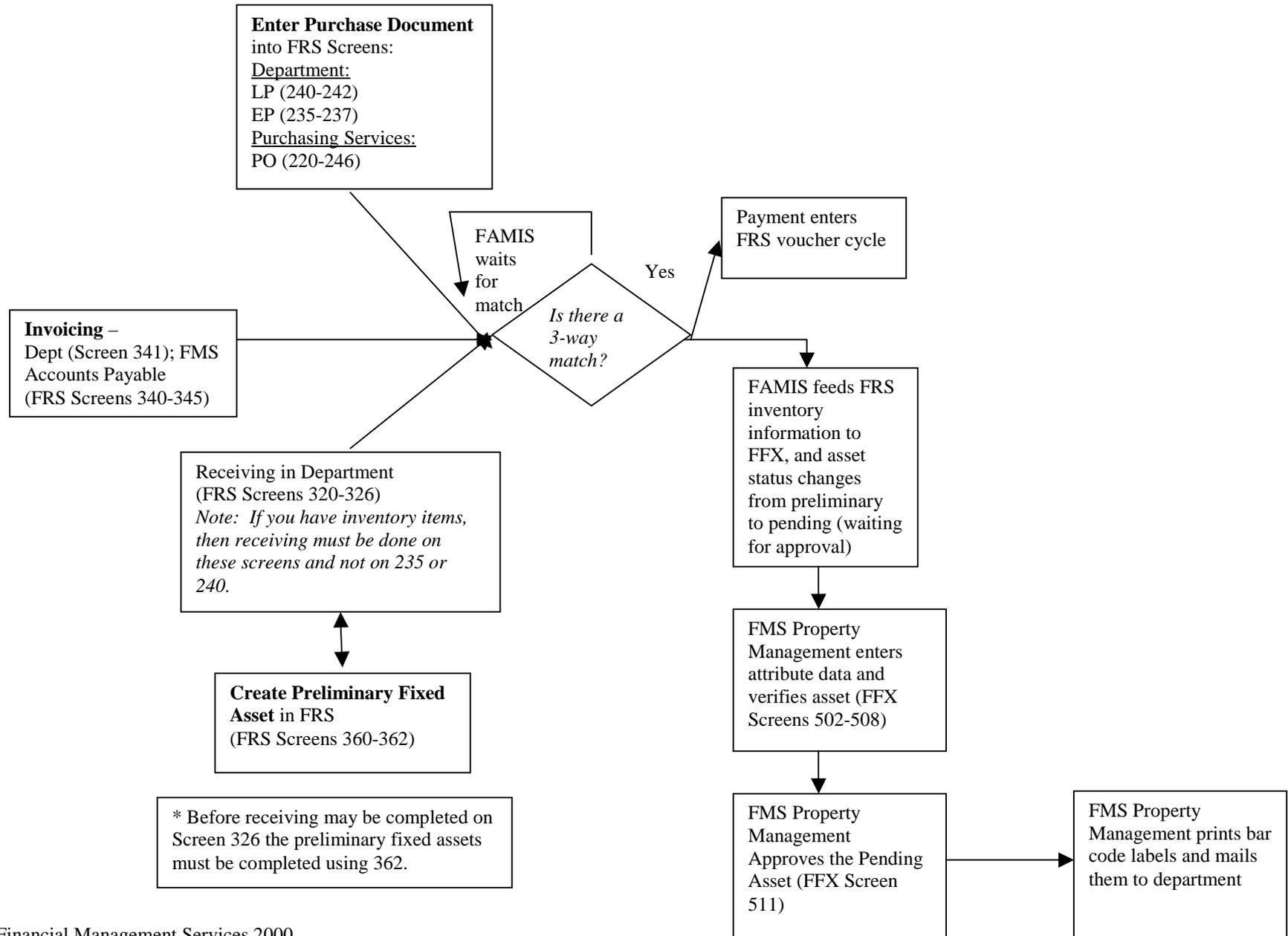
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ON-LINE PURCHASING PROCESS FLOWCHART



INVENTORY QUESTIONS AND ANSWERS

The Financial Management Services Property Manager has responded to the following questions relating to inventory. If you have any questions concerning the following questions, then contact (979) 845-8147.

Q. What needs to be inventoried?

A. All equipment that meets the capitalization thresholds or is among the list of controlled items needs to be inventoried. The capitalization threshold is \$5,000.00, and controlled items, such as fax machines and t.v.s or items on the controlled list that are between \$500.00 - \$4,999.99, and have a useful life greater than one year.

Q. Does the preliminary asset location data from FRS Screen 362, page 2 feed into the Fixed Asset Module (FFX)? If yes, then why do departmental personnel have to complete the information on the inventory verification form when they receive the bar code labels?

A. Yes, all of the information entered on FRS Screen 362 automatically feeds into FFX. If you have to complete the same location information on the inventory verification form that you entered onto Screen 362, then please contact the TAMU Property Manager at (409) 845-8147.

Q. Should an extra-cost extended warranty be inventoried?

A. Extended warranties should not be capitalized, but should be expensed to a Maintenance & Repair Services object codes (5500 - 5549). The only incidental charges that should be capitalized along with the equipment are those that are necessary to place the asset into service, such as freight, installation, set-up fees, etc.

Q. Do you inventory replacement parts?

A. Replacement parts do not get inventoried. Upgrades, however, would be subject to the capitalization threshold.

Q. What if you are building computers? How should the parts be inventoried?

A. Departments are going to have to keep close tabs on 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 these need to be documented with appropriate back-up documentation (receipts, etc.) and submitted to Financial Management Services Property Management for inventory.

Q. What if you 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, then any appropriate description will do on Screen 362. One suggestion is to use people's initials for group codes so you will know who has the equipment. Facilities Management will be interested in all room numbers, so after

you know the room number, have the person with update ability to FFX Screen 535 input the information into FAMIS after Financial Management Services Property Management approves the asset.

Q. How should monitors be tagged? What if it was purchased as part of a system?

A. Monitors should be tagged separately. Most will not be inventoried because they will not meet the \$500 threshold. They should be tagged with a “Property of Texas A&M University” tag only. In this manner, computer equipment can be moved, transferred, or surplused as individual components. If the invoice does not break out the cost of the monitor, then you may estimate the cost.

Q. What if the invoice amount does not match what was entered into preliminary asset screens 360-362 (either freight was added or a discount was given)?

A. Go ahead and send the invoice in; do not adjust the on-line entry. Instead let Financial Management Services take care of it; otherwise, the on-line matching with entry, invoicing, and receiving will not match. It would be helpful, though, for notations to be made that explain that the department was aware of the discrepancy before sending to Accounts Payable and Property Management.

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. As far as the State of Texas is concerned, ownership is determined not by who paid for the asset, but by who has control over the asset. Therefore, the asset should ultimately 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.

SCREEN 360 – CHOOSING OPTION 1

Use Option 1 to do the following:

1. Create a preliminary asset number from scratch
2. Add to an existing asset
3. Add multiple items from one purchase order onto one asset number
4. Add items from multiple purchase orders onto one preliminary asset number

After selecting Option 1, at the pop-up screen that lists the items to be placed on inventory do the following:

- 1) Enter number (quantity) of assets to be created.
- 2) The inventory price of the item must match the amount that is on the document, i.e., if you are buying a computer for \$1500 and that is the amount on the document, then the preliminary asset must also be for \$1500.
- 3) If this *is a new asset* that needs an inventory number enter 'Y' in the "Assign Number" field. If this asset *DOES NOT* need an asset number assigned then leave this field blank.
- 4) If "yes" to number 3 above, then leave the "Add to Existing Asset Number" field blank. If "no" to number 3 above, then enter an existing *approved* asset number.

If more than one item exists on the pop-up screen then **tab** to the next asset and proceed with steps 1-4 above. Do this for every asset appearing on the purchase document. Once you have completed 1-4 for all items then press <ENTER> to exit the pop-up screen to return to Screen 360. The message line at the top of Screen 360 should tell you how many assets were successfully created. If you happen to press enter before finishing, just go to Screen 360 and choose Option 1 again. Only enter data that you have not previously entered.

SCREEN 360 – CHOOSING OPTION 2

Use Option 2 to create a preliminary asset number by *copying* it from an identical approved asset. Approved assets are assets that have been approved by FMS Property Management and are on the TAMU inventory.

Important Note: When you use Option 2 to copy from the approved asset, you will need to proceed to Screen 362 and make any necessary changes to the new preliminary asset; otherwise, it will contain information from the approved asset.

At the Screen 360 pop-up box that lists the items to be placed on inventory do the following:

- 1) Enter the existing/approved asset number you wish to copy from. Press <ENTER>.
- 2) A second pop-up window will appear. Do the following:
 - a. Enter quantity of assets you wish to create.
 - b. The inventory price of the new item must match the amount that is on the document for which you are creating the preliminary asset, i.e., if you are buying a computer for \$1500 and that is the amount on the document, then the preliminary asset must also be for \$1500.
 - c. If this *is a new asset* that needs an inventory number enter ‘Y’ in the “Assign Number” field. If this asset *DOES NOT* need an asset number assigned then leave this field blank.
 - d. If “yes” to step c above, leave the “Add to Existing Asset Number” field blank. If “no” to step c above, then enter an existing *approved* asset number.

If more than one item exists on the pop-up screen then **tab** to the next asset and proceed with steps 1-4 above. Do this for every asset appearing on the purchase document. Once you have completed 1-4 for all items then press <ENTER> to exit the pop-up screen to return to Screen 360. The message line at the top of Screen 360 should tell you how many assets were successfully created. If you happen to press enter before finishing, just go to Screen 360 and choose Option 1 again. Only enter data that you have not previously entered.

SCREEN 360 – CHOOSING OPTION 3

Use Option 3 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 several identical items that need to be inventoried.

Below are the steps to using Option 3:

- 1) Before you can use Option 3, you must have created an asset to copy from. Thus, build one asset using Option 1, and complete it using Screen 362.
- 2) After you have built and completed an asset to copy from, then go to Screen 360 and choose Option 3. After choosing option 3 and pressing <Enter>, if more than one preliminary asset exists for the purchase document, a pop-up screen will appear with a list of current preliminary assets for the purchase document. Place an 'x' in the "Sel" field beside the asset you wish to copy. Press <ENTER>. A pop-up screen will appear asking you how many new assets you want to create. If no preliminary assets currently exist for the purchase document, then the pop-up screen appears that will ask you how many new assets you want to create.
- 3) On the pop-up screen do the following:
 - a. Enter the quantity of assets you wish to create.
 - b. The inventory price of the item must match the amount that is on the document, i.e., if you are buying a computer for \$1500 and that is the amount on the document, then the preliminary asset must also be for \$1500.
 - c. If this *is a new asset* that needs an inventory number enter 'Y' in the "Assign Number" field. If this asset *DOES NOT* need an asset number assigned then leave this field blank.
 - d. If "yes" to step c above, leave the "Add to Existing Asset Number" field blank. If "no" to step c above, then enter an existing *approved* asset number.
 - e. If more than one item exists on the pop-up screen then **tab** to the next asset and proceed with steps 1-4 above. Do this for every asset appearing on the purchase document. Once you have completed 1-4 for all items then press <ENTER> to exit the pop-up screen to return to Screen 360. The message line at the top of Screen 360 should tell you how many assets were successfully created. If you happen to press enter before finishing, just go to Screen 360 and choose Option 1 again. Only enter data that you have not previously entered.
- 4) **Next, it is very important that you make the necessary changes, i.e., serial number, room number, etc., to all of the assets that you created; otherwise, they will have the attributes of the of the one that you copied from.**

BUILDING AN ASSET FROM SCRATCH – SCREEN 360 POP-UP

Screen 360 Option 1 pop up screen.

```

360 Build Preliminary Assets
+-----+
                ** 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, 486 | 1.00 | 0.00 |  | 1500.00 |  |  |
+-----+-----+-----+-----+-----+-----+-----+

```

See below for the completed pop up screen. The items circled include information that needs to be entered.

```

360 Build Preliminary Assets
+-----+
                ** 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, 486 | 1.00 | 0.00 | 1 | 1500.00 | Y |  |
+-----+-----+-----+-----+-----+-----+-----+

```

Next, proceed to Screen 361 to view the asset summary, not shown. Select the asset to go to Screen 362, not shown. The department must complete Screen 362 to close receiving and pay the bill.

**ADDING TO AN EXISTING/APPROVED ASSET – SCREEN 360
POP-UP**

Screen 360 Option 1 pop up screen.

360 Build Preliminary Assets

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

See below for the completed pop up screen. The items circled include information that needs to be entered.

360 Build Preliminary Assets

** Purchase Order Multi-Item List **						
Item	Number Ordered	Existing Prel Assts	Nbr of Assets	Asset Value	Assign Number	Add to Existing Asset Number
1.0	Widget 1.00	0.00	1__	5,000.00__	-	9400000001

Next, proceed to Screen 361 to view the asset summary, not shown. Select the asset to go to Screen 362, not shown. The department must complete Screen 362 to close receiving and pay the bill.

ADDING MULTIPLE ITEMS FROM ONE PURCHASE ORDER ONTO ONE ASSET NUMBER- SCREEN 360 POP-UP

Screen 360 Option 1 pop up screen.

F0013 Please enter desired modifications
360 Build Preliminary Assets

```

** Purchase Order Multi-Item List **

```

Item	Number Ordered	Existing Prel Assts	Nbr of Assets	Asset Value	Assign Number	Add to Existing Asset Number	
1.0	computer cpu - pentium processor	1.00	0.00	___	1000.00___	-	_____
2.0	15 inch color monitor	1.00	0.00	___	750.00___	-	_____

See below for the completed pop up screen. The items circled include information that needs to be entered.

F0013 Please enter desired modifications
360 Build Preliminary Assets

```

** Purchase Order Multi-Item List **

```

Item	Number Ordered	Existing Prel Assts	Nbr of Assets	Asset Value	Assign Number	Add to Existing Asset Number	
1.0	computer cpu - pentium processor	1.00	0.00	<u>1</u>	<u>1750.00</u>	<u>Y</u>	_____
2.0	15 inch color monitor	1.00	0.00	___	750.00___	-	_____

For this example, do not enter anything on the second line. Notice price change on line 1.

Next, proceed to Screen 361 to view the asset summary, not shown. Select the asset to go to Screen 362. The department must complete Screen 362 to close receiving and pay the bill. On Screen 362, the department should change the description to be similar to this:

F0013 Please enter desired modifications
362 Preliminary Fixed Asset Data

Tag Number: 0000053190 Add to Existing Asset: _

Asset Description: **COMPUTER CPU - PENTIUM PROCESSOR**

Item one description.

Line 2: **WITH MONITOR**

The word "with" tells FMS to add these 2 items onto on asset #.

Total cost: 1750.00

**COPYING FROM OTHER PRELIMINARY ASSETS – SCREEN 360
POP-UP**

Choose Option 1 and build 1 asset. The items circled include information that needs to be entered.

```
F0013 Please enter desired modifications
360 Build Preliminary Assets                                03/23/00 10:33
```

** Purchase Order Multi-Item List **						
Item	Number Ordered	Existing Prel Assts	Nbr of Assets	Asset Value	Assign Number	Add to Existing Asset Number
1.0 Computer - 486 including monitor						
	3.00	0.00	1_	1500.00	y	

Complete this one asset using Screen 362, not shown here. After completing Screen 362, go back to Screen 360, see below. Use Option 3 to copy the completed asset to the other assets that you need to create.

```
360 Build Preliminary Assets
Screen: ___ Doc: P600434
```

** Create from Prelim. Asset **			
Existing	0000053180 0001		
Asset:	COMPUTER - 486 INCLUDING MONITOR		
Nbr of Assets	Asset Value	Assign Number	Add to Existing Asset Number
2_	1500.00	y	

Next, proceed to Screen 361 to view the asset summary. Select the assets that need to be completed to go to Screen 362. The department must complete Screen 362 **for each asset** to close receiving and pay the bill.

ADDING ITEMS FROM MULTIPLE PURCHASE ORDERS ONTO ONE ASSET- SCREEN 360 POP-UP

Summary: Build an asset for each purchase order. Change the description on Screen 362 to direct FMS Property Management to manually add the items together onto the one number, which you will specify in the description.

For the first purchase order (just pick one), build an asset using Screen 360 Option 1.

360 Build Preliminary Assets

```

+-----+
|                                     ** 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  |        |          |        |      |        |                |
| microprocessor for chemical analysis |
|      | 1.00  | 0.00   | 1_    | 3250.00 | y    |                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

On Screen 362, change the description as shown below, and finish completing the asset.

362 Preliminary Fixed Asset Data

Screen: ___ Doc: P600110 Seq Nbr: 1___

Tag Number: 0000053200 Add to Existing Asset:

Asset Description: MICROPCESSOR FOR CHEMICAL ANALYSIS

Leave this the same.

Line 2: With Control Unit

Add this text.

Next, Build an asset for the other purchase order.

360 Build Preliminary Assets

```

+-----+
|                                     ** 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  |        |          |        |      |        |                |
| control unit |
|      | 1.00  | 0.00   | 1_    | 1500.00 | y    |                |
+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+-----+

```

Change the description for this asset on Screen 362 as follows:

362 Preliminary Fixed Asset Data

Screen: _ Doc: P600111 Seq Nbr: 1___

Asset Description: ADD TO ASSET 0000053200

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.

SCREEN 361 - INQUIRY

Screen 361 is an inquiry screen that will show you all of the preliminary assets for a documents and if they have been completed using Screen 362. The department must proceed to Screen 362 by placing an 'x' in the "Sel" field for any asset that has a 'N' in the "CMP" (completed) column to enter the pertinent inventory information so that FAMIS will pay the bill.

361 View Preliminary Assets

Screen: ___ Doc: P550118

Pg: 1__ of 1 Viewed Pg(s)

Seq	Tag	Number	Add	Total	Description	Cmp
Sel	Nbr		To	Cost		
---	---	---	---	---	---	---
_	0001	0000053230		1617.00	COMPUTER, 486DX-33, 8MEG RAM, EXPAN	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.

SCREEN 362-PRELIMINARY FIXED ASSET DATA PAGE 1

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 bill. After completing page 1, press <ENTER> to proceed to page 2. *Note: If you made mistakes on page 1, complete page 2 before going back to make corrections. Before going back, make sure that the message line says, "The record has been successfully modified" or you will lose everything and have to re-enter it.*

Screen: _____ Doc: _____ Seq Nbr: ____ Delete Asset?: _

Tag Number: _____ Add to Existing Asset: _

Asset Description: _____

Line 2: _____

Total cost: _____

Manufacturer Name: _____

Model Number: _____ Serial Number: _____

Class: _____

Acquisition Dt: _____ In-Service Dt: _____

New/Used: _ Condition: __

Availability: __ How Tagged: __

Related Asset: _____ Software Version: _____

Historical Indicator: __ Depreciation Indicator: __

Special License: __ Exposure Code: __

DELETING PRELIMINARY ASSETS

Occasionally, you may need to delete a preliminary asset. An example of when you might delete an asset is if you accidentally created too many and you need to delete the unwanted ones. Otherwise, you would never delete a preliminary asset, as it will feed into FFX for FMS asset 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 sequence numbers will appear. Place an 'x' next to the sequence number in which you wish to delete and press <Enter>. This will take you to Screen 362.
3. On 362, tab to delete asset. Type 'Y' in the blank. Press <Enter>.
4. In the pop up box, type 'Y' to confirm the deletion. Press <Enter>.
5. If you go back to Screen 361, the sequence number will no longer appear.

CLASS EXAMPLE 1

Activity: 1) Create an asset number and 2) add to an existing asset number.

1. On Screen 360, insert the document number for Example 1 and press Enter.
2. There are two items on this purchase order:

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Computer, Optiplex GXL Minitower;Gx	1	Ea	5,000.00	5,000.00
2	Widget	1	Ea	5,000.00	<u>5,000.00</u>
				Total	10,000.00

3. After choosing the appropriate option, a pop-up screen will appear:
 - **Assign** a number for the computer.
 - **Add** the widget to approved asset number 9400000001. Asset 9400000001 is a spectrophotometer.
 - Complete Screen 362 for each asset. Use the information provided below from the following sources: your property officer, the purchase document, and other paperwork.

Widget Information: On Screen 362, you do not need to fill in everything since you are adding to an approved asset. For this class, make one change to 362 by inputting the class code for the spectrophotometer the widget will be placed in (class code: 842212). Next, check Screen 361 to ensure completion when done (CMP should be 'Y').

Computer Information:	
<u>Asset Description Line</u>	Computer
<u>Asset Description Line</u>	Leave Blank
<u>Manufacturer:</u>	IBM
<u>Model Number:</u>	486DX
<u>Computer Serial #:</u>	1111
<u>Class:</u>	? help for 843502
<u>Acquisition Dt:</u>	Use the 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>New/Used:</u>	New
<u>Condition:</u>	Used-Usable W/O Repair – Excellent
<u>Availability:</u>	In Use Full Time
<u>How Tagged:</u>	Bar Coded
<u>Dept/Sub Dept:</u>	FISC/OPS
<u>Building:</u>	00461
<u>Building Campus:</u>	AM
<u>Room Number:</u>	101
<u>Group Code:</u>	COKE
<u>Ownership/Title:</u>	TAMU
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Administrative Use
<u>Pct:</u>	100%

CLASS EXAMPLE 2

Activity: Add ten items together to create one asset number.

1. On Screen 360, insert the document number for Example 2 and press Enter.
2. There are ten 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	120.00	120.00
9	Bulb	1	Ea	40.00	40.00
10	Dust Cover	1	Ea	50.00	<u>50.00</u>
				Total	5000.00

3. After choosing the appropriate option, build one asset number for the microscope and dial.
4. Complete Screen 362. Use the information provided below from the following sources: your property officer, the purchase document, and other paperwork.

<p><u>362 Information</u></p> <p><u>Description Line 1:</u></p> <p><u>Description Line 2:</u></p> <p><u>Manufacturer:</u></p> <p><u>Model Number:</u></p> <p><u>Microscope Serial #:</u></p> <p><u>Class:</u></p> <p><u>Acquisition Dt:</u></p> <p><u>In-Service Dt:</u></p> <p><u>New/Used:</u></p> <p><u>Condition:</u></p> <p><u>Availability:</u></p> <p><u>How Tagged:</u></p> <p><u>Dept/Sub Dept:</u></p> <p><u>Building:</u></p> <p><u>Building Campus:</u></p> <p><u>Room Number:</u></p> <p><u>Group Code:</u></p> <p><u>Ownership/Title:</u></p> <p><u>Restriction:</u></p> <p><u>Purpose:</u></p> <p><u>PCT:</u></p>	<p>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 line.</p> <p>Microscope</p> <p>Science Co.</p> <p>3000</p> <p>1111</p> <p>? help for 842202</p> <p>Date the asset is received. For class, use today's date.</p> <p>Date asset is utilized in dept. For class, use today's date.</p> <p>New</p> <p>Used-Usable W/O Repair-Excellent</p> <p>In Use Full Time</p> <p>Bar Coded</p> <p>FISC/OPS</p> <p>00461</p> <p>AM</p> <p>101</p> <p>COKE</p> <p>TAMU</p> <p>No restrictions</p> <p>Research</p> <p>100%</p>
--	---

CLASS EXAMPLE 3

Activity: Create numerous assets that are identical by creating one, and then using the copy feature.

1. On Screen 360, insert the document number for Example 3 and press Enter.
2. There is one item on this purchase order. You have purchased three of them.

Item	Description	Quantity	UOM	Unit Price	Ext Price
1	Computer	3	Ea	1,500.00	<u>4,500.00</u>
				Total	4,500.00

3. Use the most time efficient method of creating an asset number and completing asset information for each computer.
4. Remember to complete Screen 362 for each computer. Use the information provided below from the following sources: your property officer, the purchase document, and other paperwork.

<u>362 Information</u>	
<u>Description Line 1:</u>	Computer
<u>Description Line 2:</u>	Leave blank
<u>Manufacturer:</u>	IBM
<u>Model Number:</u>	486
<u>Serial Numbers:</u>	
Computer 1:	1111
Computer 2:	2222
Computer 3:	3333
<u>Class:</u>	578701
<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>New/Used:</u>	New
<u>Condition:</u>	Used-Usable W/O Repair – Excellent
<u>Availability:</u>	In Use Full Time
<u>How Tagged:</u>	Bar Coded
<u>Dept/Sub Dept:</u>	FISC/OPS
<u>Building:</u>	00461
<u>Building Campus:</u>	AM
<u>Room Number:</u>	101
<u>Group Code:</u>	COKE
<u>Ownership/Title:</u>	TAMU
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Instruction
<u>PCT:</u>	100%

CLASS EXAMPLE 4A-MAIN ASSET (USE WITH 4B)

Activity: Examples 4A and 4B 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 FMS Property Management what to do.

1. On Screen 360, insert the document number for Example 4A 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. **From Screen 361, write the asset number down.**
4. Complete Screen 362. Use the information provided below from the following sources: your property officer, the purchase document, and receiving paperwork. **Notice that you will need to change the Line 1 description on Screen 362.**

<u>362 Information</u>	
<u>Description Line 1:</u>	Microprocessor With Control Unit (You must change Line 1 description.)
<u>Description Line 2:</u>	
<u>Manufacturer:</u>	Science Masters
<u>Model Number:</u>	3999
<u>Serial Number:</u>	1111
<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>New/Used:</u>	New
<u>Condition:</u>	Used-Usable W/O Repair – Excellent
<u>Availability:</u>	In Use Full Time
<u>How Tagged:</u>	Bar Coded
<u>Dept/Sub Dept:</u>	FISC/OPS
<u>Building:</u>	00461
<u>Building Campus:</u>	AM
<u>Room Number:</u>	101
<u>Group Code:</u>	COKE
<u>Ownership/Title:</u>	TAMU
<u>Restriction:</u>	No restrictions
<u>Purpose:</u>	Research
<u>PCT:</u>	100%

CLASS EXAMPLE 4B (USE WITH 4A)

Activity: Create an asset for this purchase (the control unit). Then, change the Line 1 description on Screen 362 to instruct FMS Property Management to add the control unit to the asset number for the microprocessor in 4A.

1. On Screen 360, insert the document number for Example 4B 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.
4. Complete Screen 362. Use the information provided below from the following sources: your property officer, the purchase document, and receiving paperwork. **Notice that you will need to change the description in Line 1.**

<p><u>362 Information:</u></p> <p><u>Description Line 1:</u></p> <p><u>Description Line 2:</u></p> <p><u>Manufacturer:</u></p> <p><u>Model Number:</u></p> <p><u>Serial Number:</u></p> <p><u>Class:</u></p> <p><u>Acquisition Dt:</u></p> <p><u>In-Service Dt:</u></p> <p><u>New/Used:</u></p> <p><u>Condition:</u></p> <p><u>Availability:</u></p> <p><u>How Tagged:</u></p> <p><u>Dept/Sub Dept:</u></p> <p><u>Building:</u></p> <p><u>Building Campus:</u></p> <p><u>Room Number:</u></p> <p><u>Group Code:</u></p> <p><u>Ownership/Title:</u></p> <p><u>Restriction:</u></p> <p><u>Purpose:</u></p> <p><u>PCT:</u></p>	<p>Add to asset number that you created for 4A. (e.g. Add to asset 9800000001). This will be the description that shows on Screen 361.</p> <p>Control unit</p> <p>Science Co.</p> <p>2211</p> <p>5555</p> <p>? help for 842215</p> <p>Date the asset is received. For class, use today's date.</p> <p>Date asset is utilized in dept. For class, use today's date.</p> <p>New</p> <p>Used-Usable W/O Repair – Excellent</p> <p>In Use Full Time</p> <p>Bar Coded</p> <p>FISC/OPS</p> <p>00461</p> <p>AM</p> <p>101</p> <p>COKE</p> <p>TAMU</p> <p>No restrictions</p> <p>Research</p> <p>100 %</p>
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